



Pine Grove News and Notes

Welcome & Important Tidbits

Welcome to our brand new school year! The children have settled into their new classrooms and are ready for some fun and learning.

Please be aware that we are using the blue countertop where the computers are located for important information. You will notice that the tuition box and clipboard for pick up changes are both on the countertop as well. **Tuition** is billed on

the 15th of the month and due by the 1st. You may drop your tuition in the box at any time between the 15th and the 1st. We now also accept Visa, MasterCard & Discover card. A \$35.00 late charge will be added to any accounts that are delinquent, effective this month. If you are unsure what your account balance is you can view all of your payment information under the "accounting" tab that is on your child's sign in/out screen.

REMINDER: Other than carpool line at 12:45, NO ONE IS PERMITTED TO PARK IN THE LOOP at any time. We appreciate your

understanding in this matter.

Lunch boxes go straight to the refrigerator in the kitchen. **For safety reasons, it is imperative that an adult accompany the children to the kitchen.**

Many of you may have already met our newest staff member. We would officially like to welcome Miss Michaela, who will work mainly in the afternoons with the school age children. Please introduce yourself to her if you have not had the chance to meet her yet. We are so happy to have Miss Michaela as a part of our Pine Grove family!



Sign in and Out

Please make sure you sign your children in and out every day. It is a licensing requirement and helps us to keep track of who is in the building at all times. If you are unsure about the process please see one of the ladies in the office for assistance. When you are finished



signing in/out you should see a green thumbs-up that thanks you. If you don't see the green thumbs-up when you have finished, you have missed a step and need to repeat the process. Please be certain that you have signed your children in and out each day.

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Illness Policy

Since we're starting a new year we want to remind you of our illness policy. For your convenience we have attached it to the back of this newsletter. We are requiring strict adherence to the illness policy that is in place to prevent the spread of communicable diseases through the building.

We realize that having a sick child out of care can complicate life for working parents and are sympathetic to those of you who may be required to miss multiple days. However we must consider the wellbeing of the entire Pine Grove population and do what is best for the group. The illness policy is in place to protect the entire population as much as humanly possible. It is



when this policy is abused then we needlessly risk spreading illness to others. In the event that your child has an illness that requires him/her to be absent for more than a day we recommend that you have a back up person who may be able to help you out should you need to return to work earlier.

We want to thank you in advance for your understanding and adherence to our Illness Policy. We know that this can sometimes be a tricky subject. But your cooperation plays an essential part in keeping the entire Pine Grove family healthy. We will also continue to send children home with nits and lice for treatment and be completely nit and lice free upon return. We have plenty of literature if you need help with this frustrating process.



Important Dates

Mark your calendar for the following upcoming dates.

- Mon. 10/10 Fire Department Visit
- Thurs. 10/13 10a.m. Field Trip to the Marsteller Market Pumpkin Patch for all preschool age children
- Thurs. 10/20 & Fri. 10/21 Picture Day
- Mon. 10/24 Visit from the Bubble Lady
- Fri 11/11 Operation Christmas Child Packing Party
- Thurs. 11/24 & Fri. 11/25 **CLOSED** for Thanksgiving
- Fri. 12/12 - Tues. 12/16 Art Show for all children
- Wed. 12/14 & Thurs. 12/15 12:00p.m. Holiday Pageant
- 12/26/16 through 1/2/17 **PINE GROVE CLOSED**
- Tuesday 1/3/17 Pine Grove REOPENS. Happy New Year!

12:45 Carpool Line

We would like to thank all of our parents who pick up at 12:45 p.m. and use our carpool line. Everything appears to be running very smoothly. If there is



ever a time we are backed up and you find that you are blocking Middletown Road, please pull into the parking

lot and wait for the next available opportunity to pull into the carpool line. If you are the first car in the loop please pull around to the end of the "Hitching Post" (the white shed building) where the arrow is, to allow space for as many cars as possible in the loop.

If you decide to opt out of carpool line or want to talk to your child's teacher, please arrive early, park and complete school business by 12:30 p.m. to ensure

a safe process for everyone. It is our intent that no one is needlessly walking through the carpool line. The carpool loop is not wide enough for cars to pass one another. For the safety of all involved, please pull through single file and wait for the cars ahead of you to pull forward once all of the children have been safely buckled in their car seats.



Parking Requests & Safety in Our Lot

On occasion we have had a car or two parked in the loop. Please understand that the main purpose for this loop is for the school bus and carpool line. Please refrain from parking in the loop. If you have a special circumstance that limits your mobility please let us know. The handicapped parking truly is reserved for and utilized by people with handicapped tags. Please do not use those spaces unless you have handicapped tags. We would

also like to request that you do not leave your car running or leave children unattended in your car while you are in the building. All children must be with an adult upon entering and exiting the building for safety reasons. Children are not allowed to leave the building with anyone under the age of 16. Because young children can often be unpredictable we ask that you hold

their hand in the parking lot until they have been secured in your vehicle. We appreciate your efforts to keep traffic flowing smoothly, and your attention to the safety of all of the children in our care. We would also like to remind you not to leave valuables in your car while you are in the building. Although it is rare, we have had theft in our parking lot. Please lock your

Schedule Changes: Please notify us in writing ...

We lead busy lives with added activities and events to our daily schedules. Please notify us in writing when there is a significant change to your child's typical schedule. For example, when your child will be picked up by a different person than usual. You may note this on the clipboard at the front desk at drop off, send us an email or place a note in the hand of one of the management team members.

Also when your child will not stay for nap and will leave in our carpool line. We will

have your child up front and ready to go. No need to interrupt the nap room or delay your departure.

If your child is in the school age program, please notify us in advance when they will not return on the afternoon bus to Pine Grove. We call the school to ensure the whereabouts and safety of your child. There is a \$10 non-notification fee. We also provide care when BCPS schools are closed. Sign up

sheets are posted outside the office for your convenience to inform us.

We realize there may be times when a phone call warrants getting the information to us. Just please make sure we are notified in advance, and in writing whenever possible! Thank you!!!

If your child is in the school age program, please notify us in advance when they will not return on the afternoon bus to Pine Grove.

Pick-Up Change Clipboard

In an effort to help our teachers who are in charge of carpool line, we have placed a clipboard for pick-up changes on the blue countertop, by the sign in/out computers. Please take a minute to fill out the clipboard in addition to giving a note to your child's regular classroom teacher. This will alleviate any issues that may arise with a drop in communication or a misplaced note. Once the carpool line is moving we will not have time to run down the hall to a

child's classroom to secure the note. We realize that this double coverage may seem like a bit much, however, it will ensure that all of the proper people are notified of any changes. Thank you for complying with this request. If you have a person who is listed on your emergency card, that will regularly pick up/drop off your child please notify the Management Team (so we can assign them an id code) as well as your child's classroom teacher. We also have a

form in the office for you to fill out giving them permission to pick up at any time.

All pick up changes must be in writing. If you make a pick up change after you have dropped off your child you may fax a note to the office. Please do not rely on email for a written note, as our internet service is not always reliable. Fax: 410-357-9064



Hello there, Moms! We'd like to invite you to our **MOPS** program. This is a group of Mothers of Preschoolers that meet a couple times a month bringing moms together and allowing us to build a community. The basic principles of MOPS are a group a group that is welcoming to all women, mentoring, leadership development, honest conversation, relevant teaching, creative activities and practical help. Childcare is provided as well at the Moppet program for your children. Meetings are held in the church at 6:30pm-7:45pm on the 2nd and 4th

Thursdays of each month. Come check it out:

October 13 & 27

November 10

December 8

January 12 & 26

February 9 & 23

March 9 & 23

April 13 & 27

May 11 & 25

You will find flyers and brochures on the sign in desk up front and on the

table in the vestibule entrance. Learn more at www.mops.org/groups/pinegrove and find us on Facebook. Email at mopspinegrove@gmail.com or ask Debbie, Elisa or Corina for more information.



Flu Clinic

We are sponsoring a flu shot clinic here at Pine Grove on October 12, from 4-6pm. This is for the Pine Grove parents and adult family members that we know or have met. We cannot have

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strangers in the building during operating hours. Children are excluded, this is an over 18 flu clinic. Attached is the questionnaire you need to bring to the clinic as well as your insurance card. If your insurance does not

cover a flu shot there will be a \$32.99 charge. If you are unsure if your insurance covers your shot please feel free to email and ask at this address:

Christopher.D.Altman@riteaid.com

He will be happy to help with your concerns.

Donations for Pine Ridge Reservation

Do you have gently used clothes at home that you no longer use? The Baltimore North Clothes Closet at



Pine Grove UMC is asking for your help to collect much needed winter

clothing items to send to the Pine Ridge Reservation in South Dakota. Gently used clothing is being collected, all sizes: children, boys, girls, women, men, with special need for girls sizes 8 - 14, and men's XL & XXL. Winter hats, gloves, boots, jackets, warm pants, shirts and undergarments are needed. Packs of new socks would also be a great help. Winter in Pine

Ridge can be extreme with 20 degrees not unusual. For more information email Kathy Hannibal at:

khannibal@comcast.net

You can also check out one of their websites at

<https://friendsofpineridgereservation.org>



Calling Post Automated Telephone Messages

We continue to use the automated phone messaging system again this year to notify you in the event that Baltimore County Schools are closed and we will open. This will not supersede our inclement weather policy in any way. We will not be using this system if we are



following Baltimore County's ruling. This phone message will

If you have a new phone number, please let us know so we can change your information in the database.

be used on the days that our opening status is different than Baltimore County's ruling.

Our goal is to effectively communicate with our families in the event that we do not have the same opening status as Baltimore County Public Schools. We have passed out forms requesting 2 phone numbers for each family with your enrollment pack-

ets. If you are not certain that you received this form please get one and return it to the office. Likewise, if you have a new phone number, please let us know so we can change your information in the database. The call comes from an Oklahoma phone number so look for that if the weather is bad and we have been closed for a day or two.

Late Pick-Up

This is a reminder about lateness at pick up both at carpool line and closing time at the end of the day. Please be mindful that carpool line is from 12:45 to 1:00. After 1:00pm you will be considered late and will incur a late pick-up charge as stated in the handbook. Likewise we close for the day at 6:00p.m. and any families picking up after that time will also be charged the same late



fee. Please make every effort to arrive on time to pick up your children. If you are having trouble getting here on time and use an alternate pick up person, please send us an email to notify us of that change. Remind your pick up person to bring a photo ID so we may properly identify them.



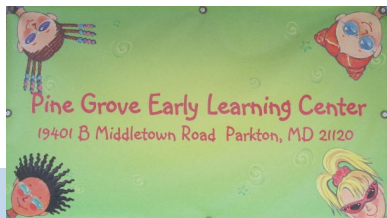
Operation Christmas Child

Once again we are participating in the Operation Christmas Child, a ministry of Samaritan's Purse, run by Franklin Graham, Billy Graham's son. Since 1993, they have shipped over 77 million shoe boxes filled with toys and gifts for children in over 130 countries! These children are impoverished in many cases and the shoe boxes are perhaps the only gift they have ever received, which makes this a very

worthwhile project for our children at PGELC. Please encourage your family to participate and learn the valuable gift of giving this Christmas. Due to great success last year **we will have another packing party and are asking for loose items to use during our packing party on November 11th.** All school age and pre-school age children will participate in packing our boxes. All donated items

can be placed in the appropriate boxes in the hallway.





Pine Grove Early Learning Center

19401 B Middletown Road

Parkton, MD 21120

Phone: 410-357-4112

Fax: 410-357-9064

E-mail: pgchildcare@aol.com

Doing our best to care for your
very best!

Can't find your classroom
calendar and newsletter?
It's on our website...
www.parktonpinegrove.com

Directory

We are gearing up to create our school directory. If you want to be included in the directory you do not need to do anything. If you DO NOT want to be in the directory you need to return the bottom portion of this sheet to the

office and “Opt-Out”. If we do not receive your Opt-Out sheet by Friday October 21st we will include your information in this year’s directory.



Please **DO NOT** include my family’s information in the 2016-2017 Pine Grove Directory

Child’s Name & Classroom Teacher:

2nd Child’s Name & Classroom Teacher:

Parent Signature:
