



Handbook

Last updated July 2026

Parkville Tots

8601 Harford Road

Parkville, MD 21234

(Located on the 2nd floor)

410-668-3451

Director.ParkvilleTots@gmail.com

www.ParkvilleTots.com

Child Care License # 71339

About the Program

Parkville Tots is proud to provide an exceptionally high-quality experience for our community's children. We maintain affordable tuition options to make early education available to all. We operate as a co-op, as parent involvement is the key to any child's success. There are a variety of options for involvement, so there is always something you can do. We believe that by working together, we can give our kids the very best.

We are confident that you will find that our preschool provides you and your child(ren) with the best value in early education available in the Parkville community. While we are officially a rec center program, our teachers follow all accredited preschool and kindergarten preparation guidelines, complete continuing education courses regularly, and provide our children with loving support as they play, learn and grow

Staff

Director/4's Class Lead Teacher: Tricia Bach

Bachelor's Degree in Elementary Education, Maryland State Department of Education Preschool Director and Teacher Qualified, Maryland State Department of Education Credential Level 6, CPR and First Aid Certification

Responsibilities include: Oversee all classes and coordinate daily routines of the program, supervise the children, plan and prepare all activities for the 4 year old classes.

4's Class Assistant Teacher: Marlene Mitchell

45-hour Early Childhood Certification, CPR and First Aid Certification

Responsibilities include: Supervise the children, assist in preparation and completion of activities for the 4 year old classes.

3's Class Lead Teacher: Carol Demback

90-hour Early Childhood Certification, Licensed Paraeducator for the State of Maryland, CPR and First Aid Certification

Responsibilities include: Supervise the children, plan, prepare, and lead all activities for the 3 year old classes.

3's Class Assistant Teacher: Debbie King

90-hour Early Childhood Certification, CPR and First Aid Certification

Responsibilities include: Supervise the children, assist in preparation and completion of activities for the 3 year old classes.

2's Class Lead Teacher: Jennifer Keith

90-hour Early Childhood Certification, CPR and First Aid Certification

Responsibilities include: Supervise the children, plan, prepare, and lead all activities for the 2 year old classes.

2's Class Assistant Teacher: Christy Gollahon

90-hour Early Childhood Certification, CPR and First Aid Certification

Responsibilities include: Supervise the children, assist in preparation and completion of activities for the 2 year old classes.

*All staff members are paid through the programs tuition funds.

Parent Board Positions

Chairperson:

- Preside at Executive Board meetings and General Meetings; • Coordinate activities of officers and committees and oversee completion of all assigned duties and responsibilities;
- Represent or appoint a representative of the Program in the community where the Executive Board has not appointed a delegate for that purpose; • Review, along with the Treasurer, and co-sign check requests • Have the responsibility, along with the director, following consultation with the teacher(s) to close the Preschool or not open, as the case may be, during emergency conditions;
- Prepare agenda for General Meetings and Executive Board meetings • Together with the director, coordinate registration each year starting in January/February for returning families with the preferences set forth previously, and then open registration beginning in February/March until August/the start of school.
- In May of each year, discuss with each the director, and the director then with the staff, individually the results of the annual evaluation as it applies to him/her.
- Together with the Executive Board and Director, hire new teachers and/or renew teacher contracts and submit to Community Supervisor on a yearly basis.
- Coordinate with Executive Board to hire a new Director when required. • Prepare the forms we need to use the Rec Center each year and if we need to use any other room in the building for any events. The director has to contact the chair to fill out (and all request) forms.
- Create class lists every year during registration and update as the children are registered or withdrawn and share the google doc with the teachers. • Create a waitlist if needed for any full classes.
- Attend monthly meetings with the rec council (3rd Tuesday of the month) • Update the School calendar on the website every year.
- Maintain/update our website and Stone Alley site, Create discount codes. • Act as the contact or liaison between the program with the Parkville Rec Council board along with the director of the program.

Treasurer:

- Supervise and administer all financial affairs of the Program • Maintain books

of account and such other records, maintain accurate and complete financial records;

- Conduct all financial matters in writing and shall provide receipts for monies collected and obtain receipts for all monies disbursed; receipts obtained for disbursed monies shall be retained as part of the Treasurer's record until completion of a review of the Program's account books at the end of the fiscal year; such a review to be arranged by the Treasurer
- Prepare a recommended budget for the succeeding fiscal year in cooperation with the Director/Teacher(s), and Executive Board.
- Retain a copy of the director, teacher(s) and assistant(s) contract(s) in maintained personnel files and oversee compliance with the contract provisions and in connection with such compliance, record the teacher(s) and assistant(s) absences

Secretary:

- Purchase snacks for the entire program.
- Coordination & scheduling of family volunteers for events.
- Assistance with vendor coordination for events.
- Manage Scholastic book flyer sales for the program and rewards account.
- Take notes for Tots Parent Board meetings.
- Lead/coordinate the updating of our bylaws.
- Schedule/coordinate times of Tots Parent Board meetings. If using Zoom, set up Zoom link.

Fundraising:

Coordinate and supervise all fundraising efforts for the program

- Schedule Spirit Nights
- Organize and maintain Spirit Shop
- Achieve fundraising goal set forth by Treasurer
- Track member participation

*All board members are unpaid volunteers and are either parents or past parents in the program.

2 Year Old Class Information

Our curriculum is theme-based. The classroom environment is one of cooperation and teamwork. You will notice that it is a more co-teaching atmosphere with your student getting the maximum amount of instruction and attention. We want to make this a positive experience. Learning is fun is what your child will get out of this!

There is one class option available for the 2-year old class:
5 days/week -Mondays-Fridays - 9:15 to 11:45 a.m.

Daily Schedule

9:15 Arrival

9:20 Free Play/ Activities & Crafts in small groups

10:00 Clean Up

10:05 Bathroom

10:10 Snack

10:25 Book Time

10:35 Indoor/Outdoor Play

11:05 Circle Time

11:20 Music & movement, Table Time, Puzzles

11:40 Pack up

11:45 Dismissal

3 Year Old Class Information

Your child will learn in a safe environment filled with positive reinforcement and a "you can do it" attitude! 3s are filled with joy, energy, and excitement. Your child will have lots of choices, time to be silly, fun themes, and a predictable schedule in a well-planned and prepped classroom. 3s are so smart and are growing so much! The students will be working toward independence and reaching their next level. The classroom is broken into small groups with each child doing his or her "best" work. In the classroom, they will reach their fullest potential and feel good about their work. During the school year, you will witness huge growth and development of learning! Students will learn pro-social skills, improve their communication and thrive in our co-teaching atmosphere. They will learn from the teacher, the co-teachers, and parent volunteers. The fun and engaging curriculum is theme-based. The lessons are developmentally appropriate with lots of hands-on activities. Critical concepts will be taught in many different ways multiple times to ensure that each student not only learns it but masters it! Children look forward to their school day.

There is one class option available for the 3-year old class:
5 days/week - Monday through Friday - 9:15 to 11:45 a.m.

Daily Schedule

9:15am Arrival
9:20am Free Play, Activities & Crafts in small groups
9:55am Clean Up
10:05am Circle Time
10:25am Bathroom
10:30am Snack
10:45am Quiet Book Time
10:55am Outside Play
11:25am Music & Movement
11:40am Pack Up
11:45am Dismissal

4 Year Old Class Information

Over the course of the school year, you will see tremendous growth in your child, physically, emotionally, socially, and academically. We intend to teach all aspects of this growth in a fun and exciting way. Especially at this age, it is so important to teach the whole child, at their level and to their learning style. Every day your child will walk into a well-prepped classroom with plenty of "hands-on" learning activities. This creates a fun and exciting learning environment for our students. It also promotes independent learning. They will be introduced and master developmentally appropriate skills sets, such as reading readiness skills, sight word recognition, early math concepts, science fun, and plenty of activities to help promote and reinforce gross and fine motor skills. Our goal is to make learning fun so that your child will acquire a lifelong love of learning and be prepared for kindergarten and beyond!

There is one class options available for the 4-year old class:
5 days/week - Monday through Friday - 9:15 to 11:45 a.m.

Daily Schedule

9:15am Arrival

9:20am Free Play in Learning Centers

9:45am Clean Up

9:50am Circle Time

10:15am Bathroom

10:20am Snack

10:35am Quiet Book Time

10:45am Table Time (Independent work, small groups)

11:15am Music & Movement or Outside Play

11:40am Pack Up

11:45am Dismissal

Tuition Information

Parkville Tots offers several payment plan options. We are now using the Stone Alley online registration system. Once registration opens, simply log on and follow the directions! Sorry, no cash is accepted. All payments should be mailed to the address above during the summer; when school is in session please use the tuition box at school if you aren't paying online. Teachers cannot accept payments or registrations in class.

Tuition Payment Plan Details:

Option 1: Payment in full \$2350, due March 1

Option 2: 2 payments of \$1180, due March 1 & June 1

Option 3: 5 payments of \$475 March 1, April 1, May 1, June 1, and July 1

Additional Fees:

Registration/Application Fee: \$75.00

Supplies Fee: \$55.00

Late Fee (if registering after August 1): \$25.00

Payment Policies:

Tuition shall be due on the first day of the calendar month as outlined by the payment plan. A penalty shall be added if payment is not received by the 10th of the month. The first offense late penalty shall be \$35; the second offense and any subsequent shall be \$50. Excessive delinquency (over 60 days late) will necessitate the withdrawal of the child from the Preschool.

No partial payment will be accepted. Payment must be in full including late fees. If payment and late fees are received on or after the 10th of the month, payment must be paid in money order or certified check.

If two (2) checks are returned for NSF, all future payments must be paid in money order or certified check. You are responsible for any fees incurred by Parkville Tots for returned checks.

Concerning withdrawal: Because our yearly program budget and planning depend solely on student tuition, and as per Parkville Recreation Council's no refund policy, Tuition, registration fee, and supply fees are nonrefundable. Furthermore, actual physical supplies are considered donations to the program and are not returnable.

Procedures for Application

Registrations are taken according to the date they are received and must be accompanied by the required non-refundable non-transferable application fee.

A separate registration must be filed for each child in a family to assure proper placement in a group or on a waiting list.

Policies of Admission

- Per Baltimore County Guidelines:
 - 2-year-olds must be 2 by September 1 of the upcoming school year
 - 3-year-olds must be 3 by September 1 of the upcoming school year
 - 4-year-olds must be 4 by September 1 of the upcoming school year
- All 3 and 4-year-olds must be potty trained. 2-year-olds should be working on it.
- Admission to the program is on a first-come, first-serve basis according to the date the registration is received. Once a session has full enrollment, a waiting list will be compiled, again on a first-come basis.
- Children are admitted in the order in which their names appear on the waiting list. When vacancies arise, the first family on the list is notified.
- The enrollment of each group is limited to 12 two-year-olds, 15 three year olds, and 18 four year-olds per 2.5-hour session. The number accepted for the waiting list will be at the discretion of the Board.
- Children participating in the current year will be given the opportunity to pre-register. However, prompt return is requested to assure placement in the program.

Forms

After completing the online registration via [Stone Alley](#), you will be contacted to sign up for a registration drop off appointment, during which the below completed forms should be turned in. Due to Office of Child Care regulations, students will not be permitted to attend classes until ALL required forms are submitted and approved.

- Mandatory:
 - [\[1214\] Emergency Form](#)
 - [\[1215\] Health Inventory](#)
 - [\[DHMH 4620\] Blood Lead Testing Certificate](#)
 - [\[DHMH 896\] Immunization Certificate](#)
 - [Chidcare Brochures \(for your records only\)](#)
 - [Received Childcare Brochures Acknowledgement Form](#)
 - [All About My Child](#)
- If Applicable:
 - [\[1216\] Medication Administration Authorization](#)
 - [\[1216A\] Asthma Action Plan and Medication Administration Authorization Form](#)
 - [\[1216B\] Allergy and Anaphylaxis Medication Administration Authorization Form](#)
 - [\[1216C\] Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form](#)

Although not required, we request a copy of any IFSP/IEP your child may have in place to help us better serve your child

***Returning families only need to submit an updated Immunization Record and All About My Child.** You will also need to initial and date last year's paperwork prior to the first day of school.

Volunteers / Parent Responsibilities

As a co-op program we work together to provide an exceptionally high-quality program at affordable prices. Parents are asked to volunteer at least twice a year and have multiple options for participating: you can take materials home to cut out or trace for the teachers, help out with a fundraiser, plan a holiday party or

assist in the classroom. Parent helper days will not start until October as children need to adapt to the environment and learn the classroom routines.

All parent helpers *inside the classroom* and those attending field trips must complete a background check every year per Baltimore County Park & Rec. Please click [here](#) and follow the directions to complete the [Baltimore County Department of Recreation and Parks Volunteer Background Check](#)

In addition to the Baltimore County Recreation and Parks background check, all classroom volunteers will be required to complete a fingerprinting background check for child care. Please note the fingerprinting background check is only for those who will volunteer in the classrooms. Those attending field trips only need the Baltimore County Department of Recreation and Parks Background Check. For your convenience we will schedule an evening fingerprinting event, during which any volunteers will be able to complete their fingerprinting. The cost will be about \$65 per person.

Parent Code of Conduct

AS A PARENT, I ACKNOWLEDGE the importance of being involved in my child's recreational activities.

- I WILL introduce myself to my child's volunteer coach/leader and will exchange pertinent contact information with them.
- I WILL know who is transporting my child to and from any recreational activity. - I WILL know my child's schedule: practice days/dates and game schedules. - I WILL help ensure a drug-, alcohol- and tobacco-free environment for my child. - I WILL place the emotional and physical well-being of my child ahead of any personal desire to succeed.
- I WILL provide support for coaches and leaders working with my child to provide a positive, enjoyable experience for all.
- MY CHILD AND I WILL treat other participants, spectators and officials with respect, regardless of race, sex, creed or ability.

Potty Training

Children in the 3 and 4 year old classes are required to be potty trained. We understand accidents may happen occasionally and will ask that a change of clothes be sent in from home at the beginning of the school year to be kept in the classroom for each child. Teachers will help with clothing changes as

needed with ALL accidents/spills. We do ask that if your child is still having accidents, please send them in pull ups and include extra pull ups with their change of clothes kept in the classroom to assist with easier changes. Children in the 2 year old class so NOT have to be potty trained. Diapers will be changed as needed. Please make sure they have a new diaper on before coming into the class and you provide extras in their school bag. If your child is potty training, please send them in a pull up if you want us to assist with this when we take our bathroom break. It's too time consuming for us to do any additional diapering during this break.

Arrival

Please arrive on time. The director will open the double doors on Hiss Avenue approximately 5 minutes prior to class. At this time, please walk your child to their classroom, sign them in, and help them get settled. The door will remain open until 15 minutes after the class start time. If you arrive after the doors have been closed, please walk around to the Recreation Office entrance on Harford Road.

Dismissal

At dismissal, please wait outside the double doors on Hiss Avenue. Classes will be dismissed one at a time. Each child must be signed out. Children will only be released to adults listed on their emergency form. Please be sure to have your ID ready the first few times you pick up, until the teachers start to recognize new faces.

Late Policy

Dismissal time for all classes is 11:45 AM.

It is imperative that you pick up your child in accordance with the stated time

above.

The following practice will be in effect:

- There will be a fee of \$10.00 for the first five (5) minutes late; •
- There will be a fee of \$1.00 for every minute thereafter

Thus, if you are five minutes late picking up your child, you will have to pay ten (\$10) dollars; if you are ten minutes late picking up your child, you will pay \$15.00; if you are 15 minutes late, you will pay \$20.00. This payment must be made in cash, money order, or certified check prior to your child being admitted to the next class.

Inclement Weather

Parkville Tots follows the Baltimore County Public School system for our calendar and holiday schedule. We also adhere to their weather policy which includes late openings and early closings due to inclement weather.

If Baltimore County Public Schools:

- Starts 1 hour late - Tots will start 1 hour late
- Starts 1.5 - 2 hours late - Tots classes are cancelled
- Closes 1-2 hours early - Tots will operate as normal
- Closed - Tots is closed

Conferences

You may request a conference with your child's teacher and/or the director at any time via email. Teacher emails are provided below for your convenience.

Your child's teacher and/or the director may also reach out to schedule conferences as needed.

2's Class Teacher, Ms. Jenn: MrsJenn2s@gmail.com

3's Class Teacher, Ms. Carol: dembeckcarol1957@gmail.com

4's Class Teacher/Program Director, Ms. Tricia: director.parkvilletots@gmail.com

Behavior/Discipline Policy

Behavior

Parents should discuss appropriate school behavior with their child. Under no circumstances should a child show disrespect or aggression, verbally or physically, towards any classmate or staff. Your child will receive two (2) formal warnings. After the second warning, should it happen again, parents will receive written notice and be asked to leave the program

Close communication with parents:

- Emails
- Letters
- Monthly Messages
- Staff member/parent conference if needed
- Progress Reports

Use of discipline:

- Provide children with choices
- Anticipate and redirect problems (Give simple directions or cues to alter misbehavior. Example, redirect children's attention to the good behavior of another child, ask child to help with a small task/job instead of the undesired behavior they currently are displaying)
- Encourage appropriate behavior (Praise good behavior often through verbal praise, stamps, stickers, small rewards)
- Discuss inappropriate behavior individually or as a group
- Help recognize others feelings (Discuss feelings as a whole group so children can recognize different emotions of themselves and their peers)
- Consistent and clear rules (class rules are set out and discussed frequently, children are reminded of the expected behavior at the beginning of each activity, daily routine/schedule is followed so children know what to expect)
- Rest/reflection time in chair/calm corner (Each classroom has a calm corner/reflection chair where children may choose to go if they need to step away from a situation to regain control of their emotions. The space may be suggested/offered to a child by a teacher if the teacher notices the need.)

Reason for Removal

Reasons for removal include but are not limited to:

- Repeated disruptive behavior
- Unwillingness or inability to respond to instructions/directions of the teachers/assistant teachers
- Inability to adapt to the structure of the program
- Child is overly aggressive to staff and/or other children
- Lack of parent participation
- Non-payment of the required monies within the given time

If the program decides that the child needs to be removed, then a prorated refund will be given if the dismissal date is on or before October 31st. On or after November 1st there will be no refunds given for any reason.

Appropriate Dress

Children should wear play clothes. Daily outdoor play periods are planned, except on rainy or snowy days. Dress your child appropriately. Label all clothing!!! We cannot be responsible for any lost articles of clothing.

Items from Home

Do not permit your child to bring anything to the program unless it is Show & Tell for your child or asked by the staff.

Holiday Parties

We will celebrate holidays with class parties. Due to limited space in the classrooms, we will have a limited number of parent volunteers per classroom on party days. Siblings will not be permitted to attend parties. There will be a signup for party donations posted/emailed for each class a few weeks prior to each party.

Birthday Celebrations

If you wish to send in a snack for your child's birthday, please let your child's teacher know ahead of time. All snacks must be store bought and must be in the original store package. Suggested snacks include:

Mini Cupcakes
Brownies
Mini muffins
Donuts
Rice Krispy Treats
Cookies

Field Trips

We will take several field trips during the year. Permission slips will be sent home with a due date. Please keep the top half for your information and return bottom permission slip portion as soon as possible. Siblings and family members may attend most of our trips. If siblings are not permitted, you will be notified on the permission slip. Field Trips must be paid in cash & exact amount (Please no coins). Field trips are Non-refundable.

FUNdraisers

Parkville Tots is proud to offer an exceptional program for the children of our community with affordable tuition. As a non-profit organization operating with a co-op school model, we rely on fundraising efforts through our parent community to help keep tuition affordable.

Each school year we have several fundraising opportunities. These may be items for sale, fun events, or spirit nights. Please help us make it possible to do even more for our kids!

Parents are expected to participate in at least two mandatory fundraisers (one in the fall and one in the spring). You may opt to buy out of these for a flat fee of \$100.

In addition to the fundraisers... there are other ways to help the Parkville Tots program earn money.

1. Amazon Associates Program

Simply shop on Amazon.com through our [special link](#) and you'll help the Tots program earn money. All you have to do is use this [special link: bit.ly/parkvilletots](https://www.amazon.com/?ref=AFF_Card_ParkvilleTots) or click on the image and shop how you normally would. There's no extra step to take and no code to enter. The special link is tied to the Parkville Tots account so we get credit when you shop but only through the special link. Your personal information and purchases are not shared with us. We will never have access to

this information. Please bookmark [this link](#) in your Internet browser to make sure you use this link when you want to shop on Amazon. Share with friends, family, and neighbors. Thanks so much for your support!

2. Spirit Nights

Show your school spirit at the Tots Spirit Nights. Spirit Nights are a great way to meet and mingle with fellow families and teachers outside of the classroom. Simply join us for an upcoming Spirit Night and help the Parkville Tots earn money.

Smoking

No smoking is allowed while assisting the children or within the grounds of the recreation center.

Insurance

Parkville Recreation Council, Inc. does not have insurance covering recreational programs, and the parent/guardian agrees to accept the responsibility of any injury that may occur while my child is participating in this program. Parkville Recreation Council will not be held liable for an injury sustained by a child or adult while participating in the program or while attending a field trip. (All necessary safety precautions will always be taken”

Early Intervention/Inclusion

Parkville Tots is proud to provide an exceptionally high-quality experience for all of our community's children. We invite all children, including those with special health or learning needs into our program. Should your child need additional intervention, we will work with service providers to help your child grow and succeed. In order to better serve your child, it is requested that you submit a copy of your child's IFSP/IEP, should they have one in place. Some of the providers we have collaborated with in the past include speech therapists, occupational therapists, behavioral therapists, etc. We commit to working together with you, your child, and any early intervention/special education providers as needed. Should you need information on additional early intervention services, we will do our best to accommodate and assist you.

Health and Safety

Handwashing

All staff, children and visitors are required to wash hands thoroughly upon arrival, after use of the bathroom or changing a diaper, prior to eating or handling food, and upon return from outdoors, in order to retain a safe and healthy classroom for all. Staff are also required to wash hands before and after administering medication or medical care (ex: applying a bandaid)

Illness

Please do not send your child to class if he/she is sick (ex: running a fever, bad cough, runny nose, diarrhea, vomiting etc.). Your child's teacher will call you to come back and pick up your child. Your child must be fever free for 24 hours without medication, before they are allowed to return to school. If your child has been exposed to or develops any contagious illness (ex: COVID, flu, chicken pox, measles, head lice, etc.) please contact the Director as soon as possible. During an outbreak (ex: flu, intestinal or respiratory virus or immunization related outbreak) your child can not attend class if not properly vaccinated against that disease. If there is any indication that the children may have been exposed to any illness the parents will be notified as soon as possible and all precautions will be taken to make sure that it is contained. All communicable disease outbreaks will be reported as per Health Department regulations.

Emergencies

Emergency drills are practiced regularly in accordance with local guidelines. Emergency exit routes are posted inside each classroom above the doors. Full Emergency Preparedness Plan is reviewed annually, kept in each classroom and posted on our website. Also available upon request. All staff are certified in CPR & First Aid as well as Medication Administration.

Transportation

Transportation is to be provided by the parent/guardian or an adult that the parent/guardian designates. Parkville Tots does not provide transportation to/from the school or any field trips.

Filing a complaint with the Office of Child Care

If a problem or complaint cannot be resolved by center staff or the Recreation Council to your satisfaction, please contact the Office of Child Care.

Region 3 Baltimore County Office of Child Care

409 Washington Ave, Suite LL8

Towson, MD 21204-4907

Main Office Number: 410-583-6200

Office email: occ3bco@msde.state.md.us

http://marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/licensing_office_balto_county.htm