

# **Ferndale Early Education Center**



**Family Handbook**  
**2023-2024**

# *Ferndale Early Education Center*



**105 Packard Avenue  
Glen Burnie, Maryland 21061**

**TEL: 410-590-4790 | FAX: 410-590-4795**

**HEALTH ROOM: 410-590-4798**

**Ms. Denise Faidley, Principal  
[dfaidley@aacps.org](mailto:dfaidley@aacps.org)**

## **Student Hours:**

Doors open	9:00am
Pre-K	9:15am – 3:40pm
AM ECSE	9:15am - 11:50pm/No school with LA -11am dismissal on ED days
PM ECSE	1:05pm – 3:40pm/No school with ED

The Anne Arundel County Public School Systems does not discriminate on the basis of race, sex, age, national origin, religion, disability, or socioeconomic status in matters affecting employment or in providing access to programs. Questions regarding nondiscrimination should be directed to Mr. Leslie N. Stanton, Specialist in Human Relations, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, MD 21401 telephone: 410-222-5318 TDD 410-222-5500

## *Principal's Message*



*I am looking forward to this coming year and the opportunity to meet and work with each and every student, parent/guardian and teacher in their effort to teach and learn.*

*Ferndale is noted for being child-centered and committed to providing an excellent instructional program to all students. Ferndale's skillful, dedicated staff makes learning challenging, exciting and fun. We have established high expectations for ourselves as well as our students, and we hope that you join us as we strive toward reaching these goals. We want you actively involved with your child's education while at Ferndale. We believe that a cooperative effort will create the greatest degree of success.*

*If at any time you have a question or concern, please contact the appropriate teacher. If you feel that intervention by me or the school counselor is necessary, please call or email. The staff at Ferndale and I welcome the opportunity to address your concerns or questions. Open communication is essential if we are to maximize learning experiences for the children.*

*I hope that your child has an outstanding year. As stated, earlier, your interest and involvement are the factors which make Ferndale so wonderful. Together we will make this a successful year for all.*

*Denise Faidley*

*Principal*



### **MISSION**

*Ferndale Early Education Center offers an early learning environment in order to create a strong academic, social, and emotional foundation. Through partnerships with students, families and the community, Ferndale empowers students to be successful individuals in today's diverse society.*

### **VISION**

*Ferndale Early Education Center is a place of learning. At our school, each child will experience the joys of learning, self-discovery, success, and acceptance. The teachers and staff are dedicated to fostering independence, confidence, and positive social skills by providing a variety of developmentally appropriate learning experiences.*

### MORNING ARRIVAL:

PARENTS/GUARDIANS WILL NOT BE PERMITTED ENTRY IN THE SIDE DOORS. ALL FAMILY MEMBERS NEED TO ENTER THROUGH THE MAIN OFFICE AND SIGN IN. AT NO TIME CAN ANYONE PARK IN THE BUS OR FIRE LANE.

CAR RIDERS- FAMILY SHOULD REMAIN IN THE CAR AND PULL UP TO THE **KISS GOODBYE** SIGN. A STAFF MEMBER WILL ASSIST AND DIRECT YOUR CHILD INTO THE BUILDING. IF YOU WANT TO GET OUT, PLEASE PULL INTO A PARKING SPOT.

WALKERS- STUDENTS MAY LINE UP ON THE SIDEWALK BY THE RECESS DOOR. STAFF ARE NOT ON DUTY UNTIL 9:00, FOR YOUR CHILD'S SAFETY PLEASE WAIT WITH YOUR CHILD UNTIL STAFF ARRIVE. LATE ARRIVALS PASSED 9:15 NEED TO SIGN IN AT THE OFFICE WITH AN ADULT.

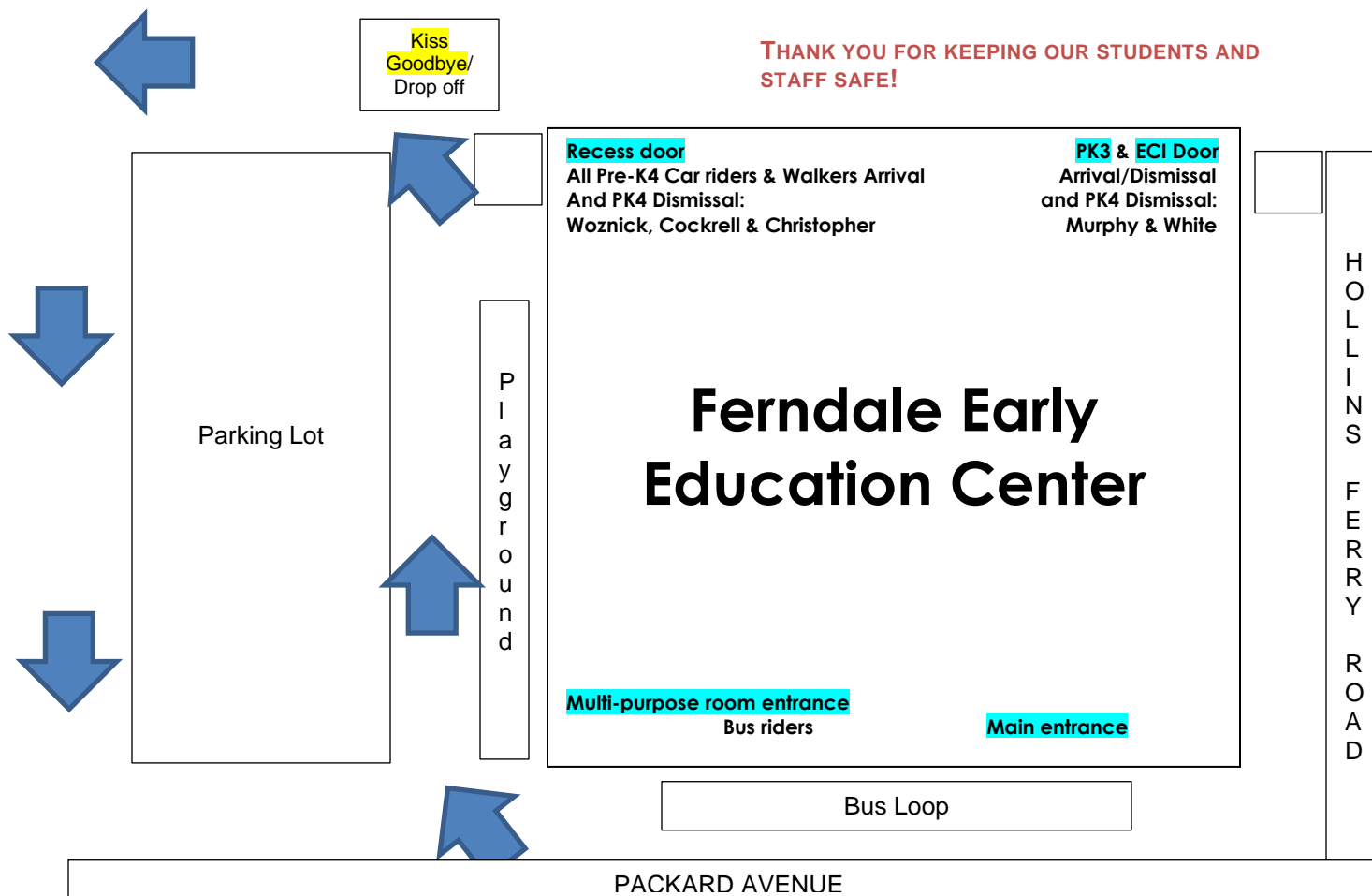
BUS RIDERS- STUDENTS WILL BE DROPPED OFF/PICKED UP IN THE FRONT OF THE BUILDING IN THE BUS LOOP. A STAFF MEMBER WILL DIRECT STUDENTS INTO THE BUILDING THROUGH THE MULTI-PURPOSE ROOM DOORS.

### AFTERNOON DISMISSAL:

PARENTS/GUARDIANS PLEASE PARK AND MEET YOUR CHILD AT THE DESIGNATED DOOR. **ONLY PARENTS/GUARDIANS INDICATED ON THE EMERGENCY CARD WITH PHOTO ID WILL BE PERMITTED TO PICK UP A CHILD.**

ONLY 2-3 STUDENTS ARE DISMISSED AT A TIME, EVEN IF WE SEE YOU WAITING. THIS IS NOT THE TIME TO CONFERENCE AS IT DELAYS THE DISMISSAL OF OTHERS.

### ARRIVAL/DISMISSAL PROCEDURES



## ATTENDANCE

Regular attendance is important to success in school.

- All absences, tardiness or requests for early dismissal **require a written note** to the teacher. (or complete Google Form)
- It is important all families have a plan for pick up in case of emergencies, if they become sick and requiring your child to be picked up and go home early.
- Absences of five or more consecutive school days will require a doctor's note to accompany the child returning to school.
- Following Maryland law, all excessive absences will go through progressive investigation.
- Students with 2 or more absences a month will be monitored.

Late arrivals/tardies could impact students' progress report under the four Areas of Respect.

## ATTIRE & PERSONAL APPEARANCE

Per Anne Arundel County Public Schools Board Policy 902.04: Students have the right and responsibility to choose their attire and to arrange their personal appearance in a manner which is healthy, safe, inoffensive and not disruptive to the educational process. Accordingly, students are prohibited from wearing clothing, hats, jewelry, book bags, or other articles of personal appearance which:

- ~ Depict profanity, vulgarity, obscenity or violence.
- ~ Promote use or abuse of tobacco, drugs or alcohol.
- ~ May create a health or safety hazard.
- ~ May create a significant risk of a material and substantial disruption to the educational process or the operation of the school.

In addition, except in individual cases as approved by the principal of a school, the following specific items are not permitted:

- ~ Bare feet or flip-flops.
- ~ Hats, caps, hoods or other head wear except as required for health, safety or religious purposes.
- ~ Clothing worn in such a manner so as to reveal underwear or bare skin between the upper chest and mid-thigh.

When there is evidence that a student's attire or personal appearance violates this policy, the principal or principal's designee shall intervene and

take corrective actions, including but not limited to, requiring that the student remove or change the item, taking reasonable steps to notify the student's parents of the violation, and, for repeated violations, initiating progressive discipline for insubordination as appropriate.

## BIRTHDAY CELEBRATIONS IN THE CLASSROOM/LUNCH

Edible treats are discouraged for students' birthdays. This will protect students' health with regard to food allergies and sensitivities and honor a wide range of parental decisions about sweet/sugar consumptions. If edible treats are sent into school, they will need to be store bought, for the entire class, and eaten at the end of the day. Balloons and other items are prohibited. Thanks, in advance, for your cooperation and understanding.

## BIRTHDAY INVITATIONS

Birthday invitations may not be passed out at school unless there is one for every child in the class.

## CAFETERIA - LUNCH

Parents have the option of putting money on an account with cash or by check to the cafeteria (make the checks payable to Ferndale Early Education Center), or prepay lunch online at MealPayPlus.com. This avoids the need to hold money until lunchtime.

Ferndale EEC participates in the Free and Reduced Meals Program. Food & Nutrition Services has a new "online" Meal Benefit Application (MBA). Visit the AACPS.org website or follow the link below:

<http://aacpschools.org/nutrition/apply-for-free-or-reduced-price-meals/>

Prices are as follows:

	Regular	Reduced
Breakfast	Free	Free
Lunch	\$2.75	\$0.40
Milk	\$0.55	-

**\* Meal benefit applications are required.**

## CHILD SAFETY

The local public-school system is committed to providing the best possible and most appropriate learning experiences for all children. Occasionally, there are factors in a student's appearance and behavior that lead to suspicions of child abuse or neglect. Maryland Law requires that all educators and other school employees including volunteers, report suspected abuse or neglect to the proper

authorities in order that children may be protected from harm and the family may be helped.

School system policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family. Should you have any questions regarding this information, feel free to discuss them with appropriate school staff.

### CONFERENCES

Conferences will take place on the following dates:

August 28<sup>th</sup> and 29<sup>th</sup>

November 20<sup>th</sup> and 21<sup>st</sup>

May 23<sup>rd</sup> and 24<sup>th</sup>

Your child's teacher will contact you with further details to schedule a time to meet.

Please reach out to your child's teacher to schedule a conference at anytime you have a concern or question.

### CONTACTING TEACHERS (WHAT TO DO IF THERE'S A PROBLEM)

Parents are encouraged to contact their child's teacher(s) whenever they have concerns or questions. This is best done by calling the school office and asking that the teacher return your call or by emailing that teacher.

**Please do not attempt to conference with teachers before or after school unless you have made prior arrangements.** Teachers may have other professional responsibilities. It is also crucial that parents do not attempt to conference with teachers while visiting or volunteering in the classroom since teachers must maintain their supervision and instructional responsibilities at all times.

If you have something that is very important for the teacher to know before the end of the school day, please contact the front office so that we can ensure the message is shared with the teacher and/or student. Teachers may only have a free moment in the morning to check email so we cannot guarantee the teacher will receive and read your email in time.

### DELAYED OPENINGS/EARLY CLOSINGS

In the event of inclement weather or other emergency situations causing a delayed school opening or early closing, announcements are made by radio and TV stations or on the school system's home page-aacps.org.

Please establish plans for early dismissal and review them with your child. Please listen to your radio/TV, do not call the school for information. We need to keep our lines open for receiving information concerning the closing and the transportation.

In the event of a delayed opening, students cannot be dropped off at the regular time. Delayed opening means a late arrival for all school staff members and there will not be anyone to supervise children until school opens.

### EARLY DISMISSAL

While it is best not to miss school for doctor, dentist appointments, etc., we realize that this is not always possible. Should a student need to leave school early, please send in a note informing us of this.

- ~ **A note is required for any change in a student's normal dismissal routine.**
- ~ **Parent/Guardian or must come to the office, present a valid photo ID, and sign out their children.**

Students are released only to parents or persons designated on the Emergency Card Verification Report. A written note from the parent must be received if anyone other than the parent or legal guardian is to come for the student during the day or at dismissal time.

### EMERGENCY CARD VERIFICATION REPORT

Emergency cards will be sent home, or completed online, at the beginning of the school year for verification of information. Please be sure to update this information, including the order in which you prefer contacts to be made. Please be sure to notify the office any time information needs to be updated. This information is vital in the event of an emergency or illness.

If there is a custody agreement in place, paperwork **MUST** be filed in the student's file. Written permission is needed from the custodial parent if a non-custodial parent/adult is picking up the child. Students will be released to adults listed in the custody agreement and/or on the emergency card **ONLY**.

### EXTRA CLOTHES

Please be sure your child has an extra pair of clothes we can keep in their locker for emergencies. (Donations welcome)



## FIELD TRIPS

Field trips are a valuable part of the instructional program. Student attendance on field trips is strongly encouraged. Students are reminded that while on field trips they are representatives of Ferndale EEC.

Parents will be notified in advance of field trips. You must grant permission in writing for your child to go. You will also be asked to share in the cost of transportation and/or other related fees. No refunds will be given. If field trips pose a financial hardship, parents are asked to request financial assistance. Board policy ensures that no student is denied a field trip experience due to the lack of finances.

Usually, parents are asked to help chaperone field trips. Siblings are NOT permitted on field trips.

No smoking is permitted on field trips. Cellular phones are not to be used on field trips, except in the case of an emergency.

**ALL CHAPERONES ARE REQUIRED TO VIEW THE VIDEO ON SEXUAL ABUSE AND HARRASSMENT AND SUBMIT AN "ONLINE BACKGROUND INVESTIGATION APPLICATION" AT LEAST THREE WEEKS PRIOR TO VOLUNTEERING.**

## MEDICATIONS

All medications that must be taken at school will be dispensed by the school nurse or health assistant **ONLY** when the proper forms have been completed. (Medicated cough drops, aspirin, nose sprays, cold medicine, etc., are all covered by this policy.) Medication dispensing forms are available in the office, on the AACPS website and on the Ferndale EEC website.

## PERSONAL BELONGINGS/PETS

Students can often bring personal items to school that can enhance learning. Other items, however, are often inappropriate and tend to distract students or create problems. For these reasons, toys, radios, IPODS, video games, CD players, Pokemon trading cards, etc., should not be brought to school. Pets or animals of any kind should not be brought to school. Personal belongings are not insured by the Board of Education's policy. We cannot, therefore, be responsible for broken, lost or stolen personal belongings. Please label lunchboxes, hats, gloves, jackets, etc., which students may easily misplace.

## PICTURES

The family educational rights and privacy act (FERPA) allows parents and guardians the right to prevent their children from having their photographs/videos taken and/or published while engaged in certain school activities at which there is an expectation of privacy. As such, parents are afforded the opportunity to express annually through a section on AACPS' emergency card their preference on this issue. Such preferences are recorded in PowerSchool to allow staff to easily ascertain whether a student can be photographed or videotaped.

## RECESS

Children are normally scheduled for a 30-minute recess when weather permits. On days when outdoor recess is not possible, changes of pace activities are provided in the classroom. When the temperature is below freezing or the wind chill is low, students will remain indoors. Specific requests for a student to be excused from recess should be made by a parent or by a doctor to the principal (doctor's note must be provided). All students are expected to follow playground rules.

## STAYING CONNECTED

FOLLOW US ON TWITTER @FERNDALEEARLYED

## VISITING THE SCHOOL

Visitors are encouraged when there is an identified and approved purpose. For the safety of all students and staff all visitors and volunteers must report directly to the office prior to visiting any area of the school, register using a driver's license or other approved identification, and wear a Visitor's Pass.

# **Staff Roster**

Denise Faidley, Principal – [dfaidley@aacps.org](mailto:dfaidley@aacps.org)

## **Office Staff**

Mary Cmiel/Principal's secretary-

[mcmiel@aacps.org](mailto:mcmiel@aacps.org)

Lisa Phillips/Enrollment secretary –

[lpPhillips@aacps.org](mailto:lpPhillips@aacps.org)

## **Custodian Staff**

Craig Sharps/Chief- [cdsharps@aacps.org](mailto:cdsharps@aacps.org)

Shawn Schorback

## **ECI Team**

Margret Escobedo- [mescobedo@aacps.org](mailto:mescobedo@aacps.org)

Lynn Rhodes, TA

Catherine Bullard- [cbullard@aacps.org](mailto:cbullard@aacps.org)

Donna Green, TA

## **Pre-Kindergarten Team**

Jennifer Myles, PK3- [jmyles@aacps.org](mailto:jmyles@aacps.org)

Courtney Carroll, TA

Sama Albadri, TA

Laura Christopher, PK4 – [christopher@aacps.org](mailto:christopher@aacps.org)

Colleen Gonzales, TA

Anya Woznick, PK4 –

Cecilia Slater, TA

Angela Cockrell, PK4 – [agcockrell@aacps.org](mailto:agcockrell@aacps.org)

Mauricia Buck, TA

Kathy Murphy, PK4 – [kmmurphy@aacps.org](mailto:kmmurphy@aacps.org)

Tiffany Harris, TA

Lindsey White, PK4 – [lawhite3@aacps.org](mailto:lawhite3@aacps.org)

Mary Porter, TA –

## **Cultural Arts Team**

Dana Siperko/Art – [dsiperko@aacps.org](mailto:dsiperko@aacps.org)

Amy Campbell/PE – [accampbell@aacps.org](mailto:accampbell@aacps.org)

Heather Kurdziel/Music- [hkurdziel@aacps.org](mailto:hkurdziel@aacps.org)

Susan Chilton/Media – [schilton@aacps.org](mailto:schilton@aacps.org)

Amanda Sullivan/STEM – [asullivan@aacps.org](mailto:asullivan@aacps.org)

Jill Chaney- Bruno, Media TA

## **Special Education Team**

Karen Cobb – [kkcobb@aacps.org](mailto:kkcobb@aacps.org)

Kalyn Iqbal-Ali, TA

## **Speech Language Team**

**OPEN-**

Susan Murphy – [smmurphy@aacps.org](mailto:smmurphy@aacps.org)

## **Psychologist**

Tammy Shelton – [tlshelton@aacps.org](mailto:tlshelton@aacps.org)

## **Heath Room Team**

Christine Williams, nurse- [nurse1102@aacps.org](mailto:nurse1102@aacps.org)

Debbie Swigert, Assist – [sdswig00@aacounty.org](mailto:sdswig00@aacounty.org)

## **Support Tech**

Hannah Johnson- [hmjohnson2@aacps.org](mailto:hmjohnson2@aacps.org)

## **Resource Team**

Cory Greene, Counselor-

Susan Slade, Reading – [sslade@aacps.org](mailto:sslade@aacps.org)

Nancy May, Reading & Math – [nemay@aacps.org](mailto:nemay@aacps.org)

Alissa Miller, SIST – [amiller@aacps.org](mailto:amiller@aacps.org)

Kimberly Perillo, PPW – [kperillo@aacps.org](mailto:kperillo@aacps.org)

Sonia Calderon-Carrion, Bilingual TA –

[scalderon-carrion@aacps.org](mailto:scalderon-carrion@aacps.org)

Marialma Gautier, Bilingual Facilitator-

[mgautier@aacps.org](mailto:mgautier@aacps.org)

## **Cafeteria Staff**

Nancy Tyler, Manger – [nltyler@aacps.org](mailto:nltyler@aacps.org)

Gerri Shepard, Assistant