

PCDS, [HTTP://WWW.PC-DS.ORG](http://www.pc-ds.org)

Pilgrim Christian Day School

Information About School
Quick Reference Guide,

2016

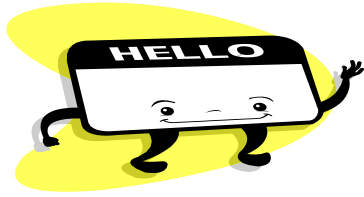
7200 LIBERTY ROAD, BALTIMORE, MD 21207

Pilgrim Christian Day School

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Pilgrim Christian Day School



Administrative Staff

Principal: Mr. Samuel L. Pettijohn
 Academic Coordinator: Mrs. Carrolyn Glascoe
 Secretary: Vacant
 School Office Telephone Number: 410 484 – 9240
Extended Care Telephone Number: 443 610 - 4621 (Before 8:00 am and after 4:00 pm)
 School Email: pcds001@gmail.com
 School website: <http://www.pc-ds.org>

Teaching Staff

Teachers	Staff Members
Pre-kindergarten (3yrs/4yrs) Teacher	Mrs. Jacqueline Dorsey
Pre-kindergarten (3yrs)/4yrs) Teacher Aide	Ms. Audrey Boyd
Pre-Kindergarten (3yrs/4yrs) Teacher Aide	Mrs. Shaneela Tabassum
Kindergarten Teacher	Mrs. Leah Bowie
1 st /2 nd Grade Teacher	Mrs Ursula Williams
3 rd – 5 th Grades Teacher	Mrs. Sandra Parks
Extended Care Staff	
Before Care Lead	Ms. Audrey Boyd
Before Care	Mrs. Shaneela Tabassum
After Care Lead	Mrs. Patricia McQueen
After Care	Ms. Autumn Plaines
After Care	Ms. Shaneela Tabassum
Special Classes	
Music Teacher	Mr. Ayal
Computer Teacher	Mrs. Ann Pettijohn
Art Teacher	Mrs. Betty Rushing
Spanish Teacher	Ms. Keira Valencia
Physical Education Teacher	Mr. Matthews



Safety Rules to Follow During Drop-off and Pick-up

- Parents/guardians are to park their cars and walk to the door or safety area to drop-off and pick-up their children,
- The yellow line near the building outlines the safety area,
- Cars shall not pull into the safety area for any reason,
- Cars should proceed one way from right to left on the parking lot,
- With the exception of drop – off and pick – up, cones shall always be setup when children are going to be on the parking lot, and
- Cars shall not enter the parking lot past any cones unless specifically directed to do so by Pilgrim Christian Day School staff.



Rules for Potentially Sick Student Attending School

A child with indications of illness (change in behavior, etc.) and a confirmed temperature of 99 °F or above will be excluded from school. The child cannot return to school until he/she has had a temperature below 99 °F for 24 hours without the use of medicine to lower the temperature. If the child received care from a medical practitioner the child must have a note from the practitioner to return to school.

Tardiness- Lateness

- Teacher will record lateness.
- Tardiness – Students must have parents to get to school on time. When students are late, they are missing instructional time. Missing that time will affect the student's grades.



Notices for School Closing Due to Inclement Weather

As a rule¹, Pilgrim Christian Day School (PCDS) will follow Baltimore County Public School (BCPS) system's schedule for early closing or opening due to inclement weather. Therefore, unless otherwise notified, parents can follow the schedule posted on Radio and TV stations by the BCPS system

In addition, PCDS staff will take the actions described below to notify parents/guardians depending on whether school is closing early, or opening late or closed for the day.

Early Closing

- PCDS will post a notice on the school's website (<http://www.pc-ds.org>)
- PCDS will attempt to notify parents by telephone or e-mail (where there is an e-mail address).

Delayed Opening or Closed

- PCDS will post a notice on WBAL Radio and WBAL TV
- PCDS will post a message on the school's website (<http://www.pc-ds.org>).

We ask that you let us know as soon as possible if you anticipate that there will be a substantial delay in your picking up your child when PCDS is closing early. Please ensure that the school has on file a current telephone# whereby you can be contacted during the day!

¹ There are exceptions to this rule. For example, PCDS may not need to close each time BCPS closes due to high heat index (High temperature and humidity).



Building Security

Except during official arrival and departure times and periods for Extended Care, classroom access from the parking lot is not permitted. Classroom exit doors are only unlocked (accessible from outside) from 8:15 am – 8:30 am for student arrivals and from 3:30 pm – 3:45 pm for student departures. At other times, all visitors (parents/guardians, etc.) are required to enter the school via the side entrance that faces Liberty Road. This entrance is locked and will be opened by office staff in response to the door bell. All visitors are to proceed to the office to sign-in and receive a visitor badge. Exceptions to sign-in may be made by staff when appropriate.

Thursday Tidings



School Newsletter

The “**Thursday Tidings**” is our school newsletter. The **Tidings** will be published every two weeks. We hope to improve communications with parents/guardians as well as better publicize Pilgrim Christian Day School activities to our larger community.

A prominent item in each issue will be “Calendar Reminders” which will highlight the dates of upcoming school events. The **Tidings** will also contain information about classroom activities, Parent Teacher Friends Association (PTFA) activities and special programs such as fundraisers. However, the **Tidings** is only one of the tools we will use to communicate information to students and parents. Teachers will use classroom newsletters and class notes to let you know of activities of interest to your specific classroom. The school website (<http://www.pc-ds.org>) is also an excellent source for current information about school activities.

Pilgrim Christian Day School



School Children Sing in Church

As shown on our school calendar, there are four occasions during the school year where students are to participate in services on Saturday or Sunday. The dates are October 2nd, December 11th, February 26th, and March 12th. The December 11th date is the date for our Christmas program and the February 26th date is the date for our Black History month program. The other dates are for Sunday worship services.

The students and teachers work very hard, practicing for each program, and we look forward to all families and friends having the opportunity to enjoy the fruits of their hard work.

Please mark your calendar now! Sunday church service begins at 9:00 am. Students should arrive no later than 8:40 am. Students are to dress in their uniforms. Girls wear their red, white and blue plaid jumpers with a collared blouse. Boys wear navy blue slacks and a white collared shirt. Both girls and boys should wear dark (no athletic) shoes. In addition to the above dates the school Christmas program is on Saturday, December 13th.



Special Friday Lunch

For most of the school year on Fridays, we will offer a Friday pizza lunch. The pizza serving size is 2 regular slices. There is a cost to parents/guardians of \$3.00 per child per Friday. Classroom teachers will collect monies for pizza each Thursday prior to "Pizza Friday". Parents may opt-out for any single Friday or multiple Fridays by informing the classroom teacher. Students will not need to bring a regular lunch on Friday, but should bring a drink, their normal snack and or desert

It is very important that you let us know if for any reason your child is not to be served pizza.

For additional information, please contact the school office.



Fundraisers

Pilgrim Christian Day School will sponsor several fundraisers during the school year. The success of our fundraisers depends heavily on the participation of parents/guardians, relatives and friends. The net proceeds from our fundraisers is used to fund auxiliary school programs or purchase school equipment. More importantly, our fundraising efforts have enabled Pilgrim Christian Day School to offer a more affordable tuition. We look forward to your continued support.

Planned Fundraisers

Activity	Date
Read for Fun - Marathon	9/19 – 11/18
Dance Gala (King & Queen)	12/10
Fall Flea Market	10/22
Spring Fling (Silent Auction/Dance)	3/11/16
Spring Flea Market	5/21/16