

Pilgrim Christian Day School



Information about School
Quick Reference Guide,

2020

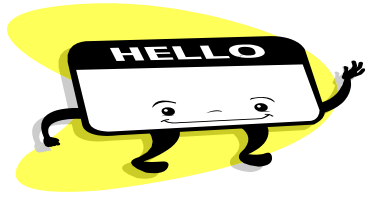
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Pilgrim Christian Day School

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Pilgrim Christian Day School



School Administration and Staff

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>

Administrator

Mr. Samuel Pettijohn – Principal
B.S. Physics, Auburn University
M.E.S. Computer Engineering, Loyola College
Sc.D. (Hon), Auburn University

Mr. Pettijohn spent four years in the military as a commissioned officer and 32 years in a science /engineering career, including supervisory and managerial positions. 2019-20 marks his 12th year as principal of PCDS.

Mrs. Carolyn Glascoe – Academic Coordinator
B.A. English, Morgan State University
M.S. Urban Education, Morgan State University

Mrs. Glascoe was an English/Reading teacher for seven years and a supervisor and administrator for Baltimore City Public Schools for 41 years. She has written curriculum for MSDE, Baltimore City Public Schools, and Johns Hopkins University. 2019-20 is her 6th year as a volunteer reading teacher for PCDS as she continues her duties as Academic Coordinator.

Teacher Staff

Mrs. Ursula Williams – Kindergarten
B.S. Early Childhood Education, Coppin State College

Mrs. Williams has 47 years of experience teaching from Pre-Kindergarten to 2nd grade. 2019-20 will be her 21st year at PCDS.

Mrs. Pamela Plummer – 1st and 2nd Grades
B.A. Mathematics-Education, Rutgers University

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This school year is Mrs. Plummer's third year teaching at Pilgrim. She has nine years of classroom experience serving various roles, including assistant, substitute, and lead teacher. Before her career as a school teacher, she spent 35 years as an information technology professional providing analysis, development, and training services.

Mrs. Sandra Parks – 3rd, 4th, and 5th Grades
B.S. Education, Central Michigan University

Mrs. Parks started her career as an elementary special education teacher for two years before joining the PCDS staff 30 years ago, primarily teaching grades 3 through 5.

Special Subject Teachers

Mr. Ayal Yariv – Music

Mrs. Ann Pettijohn – Computer Lab
B.S. Mathematics, Southern Illinois University
M.S. Computer Science, Southern Illinois University
M.E.S. Computer Engineering, Loyola University Maryland

Mrs. Pettijohn's career includes ten years as a system engineer and 21 years as engineering manager before spending the next 16 years as an elementary computer lab instructor.

Mrs. Betty Rushing – Art & Science

Mr. Carl Matthews – Physical Education

School Day Schedule

School Opening (Instructional): 8:30 am

School Dismissal (Instructional): 3:30 pm

Classrooms: 5

Primary Teachers: 5

Maximum student to teacher ratio: 10



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,
- Except during 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

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

Tardiness

- The teacher will record lateness.
- 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 plan posted on Radio and T.V. stations by the BCPS system

Also, PCDS staff will take the actions described below to notify parents/guardians depending on whether the 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 email (where there is an email 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 the school secretary contacted you during the day!***

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



Building Security

Except during official arrival and departure times and periods for Extended Care, you cannot access classrooms from the parking lot. Classroom exit doors are only unlocked (accessible from outside) from 8:15 am – 8:30 am for student arrivals and 3:30 pm – 3:45 pm for student departures. **Except for pick-up from Extended Care**, all visitors, including parents/guardians, must enter the school via the upstairs side entrance that faces Liberty Road. This entrance is locked and will be opened by office staff in response to the doorbell. 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 **Tiding** is published every two weeks. We hope to improve communications with parents/guardians and better publicize Pilgrim Christian Day School activities to our broader 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, **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.



School Children Sing in Church

There are four occasions during the school year where students participate in worship services. However, during the COVID-10 pandemic students will not participate in our church worship service.



Special Friday Lunch

For most of the school year on Fridays, we offer a Friday pizza lunch. The pizza serving size is two regular slices. There is a cost to parents/guardians of \$3.00 per child per Friday. However, during the COVID-19 pandemic Friday pizza lunch will be suspended.



Fundraisers

Pilgrim Christian Day School will sponsor several fundraisers during the school year. Our fundraisers depend heavily on the participation of parents/guardians, relatives, and friends. We use the net proceeds from our fundraisers to fund auxiliary school programs or purchase school equipment. More importantly, our fundraising efforts have enabled Pilgrim Christian Day School to offer more affordable tuition.

Due to restrictions imposed by COVID – 19 requirements, our fundraising schedule for this school year has not been finalized.