

PRESBYTERIAN DAY SCHOOL PARENT HANDBOOK

TABLE OF CONTENTS

PRESBYTERIAN DAY SCHOOL PHILOSOPHY	Page 2
ADMISSION	2
CLASSES AVAILABLE	2
CLASS PLACEMENT	3
SCHOOL HOURS & CALENDAR	3
BEFORE & AFTER SCHOOL CARE	3
EXTENDED AFTER SCHOOL ENRICHMENT (E.A.S.E.)	4
FEES	4
GANG FREE ZONE	5
HEALTH RECORDS	5
HEALTH PRACTICES	6
MEDICAL EMERGENCIES	7
HEARING AND VISION SCREENING	7
FIELD TRIPS	7
POLICIES AND PROCEDURES	8-9
PARENT OPPORTUNITIES	10
PARKING & CAR LINE	10
DISMISSAL	11
BREASTFEEDING	12
CORPORAL PUNISHMENT	12
DISCIPLINE PLAN	12
PDS BITING POLICY	14
CHILD CARE LICENSING / MINIMUM STANDARDS	15

PRESBYTERIAN DAY SCHOOL PHILOSOPHY

First Presbyterian Church of Victoria, Texas established the Presbyterian Day School in 1946. The school is committed to providing an excellent early childhood education with emphasis on spiritual, social, emotional, educational, creative and physical development. Basic Christian education will be provided daily in the classroom and during weekly chapel sessions.

All teachers at all levels will use a developmentally based curriculum. The curriculum will be presented in ways to foster self-confidence and build self-esteem. Classrooms will be arranged in learning centers such as art centers, creative play centers, block centers, sand and water tables, science and math manipulative centers, etc. Music, Kid-Fit and Spanish will be taught by qualified teachers.

Children will be taught to respect the rights of others and interact in a positive way with their peers. Much emphasis will be placed on creative play, developing expressive language and listening skills. Development of good coordination and gross motor skills will be encouraged through exercise.

Presbyterian Day School is licensed through the Texas Department of Protective and Regulatory Services for a maximum of 92 students on any given day.

The school functions under the guidance of a Governing Board of Directors and the school bylaws and policies of First Presbyterian Church.

ADMISSION

The registration packet along with the registration fees shall be completed and brought to Presbyterian Day School, located at 2408 North Navarro Street, Victoria, Texas 77901. A child's position on the waiting list is determined by the date the application forms and fees are received.

CLASSES AVAILABLE

- **18 MONTH OLD PROGRAM** –Two, three, or five days a week designed for children 18 months old by September 1st. They **MUST** be 18 months of age to enter the program.
- **TWO YEAR OLD PROGRAM** - Two, three, or five days a week designed for children two years old by September 1st.
- **THREE YEAR OLD PROGRAM** – Two, three or five days a week designed for children three years old by September 1st.

- **PRE-KINDERGARTEN** – Three and Five days a week designed for children four years old by September 1st.
- **KINDERGARTEN** - Five days a week designed for children five years old by September 1st.

CLASS PLACEMENT

Placement in the different groups will be based on the age of the child, his/her development and his/her needs. Changing from one group to the other will be determined by conference with the parents, teacher and Director.

Class size will be limited according to space availability. Smaller class size will be enforced for the 18 month and two year olds.

SCHOOL HOURS & CALENDAR

Presbyterian Day School Board of Directors will be responsible for establishing starting and ending times for classroom hours, Before and After School Care and E.A.S.E.

All classes begin at 8:30 a.m. Please make every effort to have your child in the classroom between 8:20 a.m. & 8:30 a.m. If your child arrives at school before 8:20 a.m., he/she must go to Before School Care. The time between 8:00 a.m. & 8:20 a.m. is reserved for teacher preparation time and staff meetings. DO NOT send your child to the classroom before 8:20 a.m. as there is no one to supervise the children.

It is the parent's responsibility to see that a Presbyterian Day School staff member is aware of your child's arrival each morning.

All classes are dismissed at 12:00pm.

Please call the Day School office when your child will be out.

PDS follows a calendar specific to our day school campus.

BEFORE & AFTER SCHOOL CARE

In an effort to accommodate the parents who need to drop their children off early or have them stay later, PDS will provide Before & After School Care. The school is open at 7:00 a.m. and will remain open until 5:30 p.m. You may use this service daily or on a Director approved drop-in basis. The students will be supervised at all times by qualified staff member(s).

E.A.S.E. (EXTENDED AFTER SCHOOL ENRICHMENT)

A vibrant after school enrichment program can be a very important part of a child's school experience and development. It can, among other things, give him/her an opportunity to explore and nurture new talents and promote creativity, social interaction and positive reinforcement. Presbyterian Day School offers E.A.S.E. Monday through Friday (12:00pm – 5:30pm) for your convenience. The students who register for E.A.S.E. need to complete the E.A.S.E. contract and bring the appropriate items required.

Contracted and Drop-In E.A.S.E. students must be picked up no later than 5:30 p.m. or a \$5.00 late fee for every 5 minutes late will be assessed.

FEES

The Presbyterian Day School Board of Directors will establish all fees for services provided by Presbyterian Day School.

Monthly tuition is for a place in the program, not for the days in attendance. All parents or guardians are responsible for tuition at all times, regardless of attendance. This includes the months of December/January (Christmas Break), March or April (Spring Break) and May (End of School) or any closures for Teacher Workdays, funerals or building issues.

The registration fee provides equipment and supplies for the classrooms and In-Service Training for the staff and is NOT refundable. The workroom supply fee pays for consumable supplies used throughout the school year.

Tuition is due between the 1st and the 10th of every month. Your child will bring home a statement at the beginning of every month. Contracted Before Care, Contracted After Care and Contracted E.A.S.E. will be added to the current months tuition invoice. Drop-in Before Care, After Care and E.A.S.E. fees for the current month will be included on the following month's statement.

All fees on the monthly tuition statement are due no later than the 10th of the month. After the 10th of the month, if prior arrangements have not been made with the Director, a \$15.00 late fee will be added to your total amount due. A late tuition notice will be sent home after the 10th with your new total posted on the notice. If the fees are

not paid by the 30th of the month, the child will be dismissed. In some matters, the determination of following this guideline will be decided by the Director.

A tuition discount of \$10.00 per month is given for the second child.

Written notice is required for withdrawal of a child prior to the end of the school year. Written notice must be received by the first day of the month to avoid liability of tuition for that month.

Children registering before or on the 15th of a given month will pay a full month's tuition. Children registering after the 15th of the month will pay half tuition for that given month.

Drop In Fees for Before School Care are as follows:

If your child is dropped off between 7:00 – 8:20 a.m. \$10.00

Drop In Fees for After School Care are as follows:

If your child is picked up between 11:45 – 1:00 p.m. \$10.00

Drop In Fees for After School Care are as follows:

If your child is picked up between 3:15 – 3:30 p.m. \$15.00

Drop In Fees for E.A.S.E. are as follows:

If your child is picked up between 12:00 – 5:30 p.m. \$20.00

Before and After School Care and E.A.S.E. contracts are available in the Day School Office. Using these services on a regular contract basis will save you a substantial amount each month.

GANG FREE ZONE

Certain criminal offenses, including those involving organized criminal activity such as gang related crimes, will be enhanced to the next highest category of offense if they are committed in a gang free zone. For purposes of the school, a gang free zone includes a location in, on, or within 1,000 feet of any school owned or leased property or campus or playground

HEALTH RECORDS

All students entering Presbyterian Day School are required to present immunization records signed by a licensed medical physician. This dated record must include DPT, Polio, MMR, Hib, Hepatitis A and B and Varicella. If your child has had chickenpox, please provide the school with a written statement with the date of onset.

Students returning to PDS must have health records updated each year. The attending physician must also sign a "well child" statement for each new school year.

Medical records are required for each child within one week of enrollment as required by the Texas Department of Protective and Regulatory Services. Failure to provide these records is grounds for automatic dismissal with no refunds.

PDS meets the requirements of the Texas Department of Human Services. These standards deal mainly with the health of children, safety of the school, and record keeping. The school's responsibility is to comply with the requirements. Your careful attention to the following information will insure smooth operation of the school.

HEALTH PRACTICES

A child who appears ill or exhibits any of the following symptoms will be called and asked to take the child home immediately.

Parents should **NOT** send their children to school if he/she:

- **Has an illness preventing the child from participating comfortably in daily activities;**
- **Has an illness resulting in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children in care;**
- **Has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in activities:**
 - **(a) Oral temperature of 101.0 degrees or greater, (b) Rectal temperature of above 102 degrees; (c) Armpit temperature of above 100 degrees, accompanied by behavior changes or other signs or symptoms of illness;**
 - **Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, vomiting, behavior changes and/or rash with fever within the past 24 hours;**
- **Has been diagnosed with a communicable disease by a health-care professional, and the child does not have medical documentation to indicate that he/she is no longer contagious.**

PDS reserves the right, in any case, to ask parents to provide documentation from a health-care professional indicating the child is not contagious.

Children with serious and/or infectious illnesses should stay home until all symptoms or danger of transmission has passed. If you have questions, please consult your physician.

If a child enrolled at PDS exhibits special needs, procedures set by the School Board of Directors will be followed; which may consist of parent/teacher conferences, testing by a third party, and/or referrals in order to insure that the child's educational needs are being met.

We do not administer medication to the children at PDS. This includes prescription as well as over the counter medication.

MEDICAL EMERGENCIES

If a child becomes ill during the day, the contact person(s) on the student's emergency care card will be contacted immediately.

If necessary, the student will be transported by EMS to the hospital indicated on the student's emergency care card.

All staff members of PDS are certified in CPR and First Aid.

HEARING & VISION SCREENING

The Special Senses & Communications Disorders Act, Texas Health and Safety Code, requires that all **four** and **five** year old children enrolled in a Texas Department of Protective and Regulatory Services licensed child care (school) center and child care home in Texas complete vision and hearing screenings.

Screenings may be conducted on the Presbyterian Day School campus by licensed professionals at no cost to the parents. However, it is your responsibility to see that the testing is completed.

If there is a problem, the parents will be notified and encouraged to have the problem addressed as soon as possible.

FIELD TRIPS

AT THIS TIME~ PDS HAS DISCONTINUED ALL FIELD TRIPS. WE WILL PROVIDE EXTRA ENRICHMENT ON CAMPUS IN PLACE OF FIELD TRIPS.
IN THE EVENT OF AN EMERGENCY SITUATION THAT WOULD REQUIRE US TO EVACUATE

THE SCHOOL AND RELOCATE THE STUDENTS, THE CHILDREN WILL BE TAKEN TO PAMELA OAKLEY'S OPTOMETRIST OFFICE 2407 N. NAVARRO ST. WE WILL TRANSPORT THE CHILDREN IN PRIVATE VEHICLES USING VERY PRECAUTION AVAILABLE TO INSURE THEIR SAFETY. IF SUCH AN EVENT SHOULD OCCUR, THE LOCAL RADIO STATIONS WOULD BE NOTIFIED AND WOULD ALSO TRY TO REACH AS MANY PARENTS BY PHONE ONCE WE HAVE THE CHILDREN TO SAFETY.

POLICIES AND PROCEDURES

If any of your contact information changes, (address, phone numbers, e-mail, etc.) please make changes personally in the office immediately.

All students will be participating in physical activity while in school. Please dress your child in appropriate clothing and shoes. We request that students wear tennis shoes or any soft-soled shoe, not boots or sandals during Kid Fit.

All students must be checked out if leaving campus before the end of the day. Please come to the Day School office to sign the required Log-Out sheet.

Please check your child's backpack daily for school notices.

Each student needs to bring a snack and drink to school each day unless otherwise noted by the teacher. Teachers will not be able to leave the classroom to mix powdered drinks, warm food in the microwave or get things from the refrigerator. Please do not send candy or glass containers.

Please make sure that all personal belongings and snacks are clearly marked with your child's name.

Birthdays are important in the life of children. Please feel free to send or bring cupcakes, donuts, etc., to celebrate the birthday at school. Please inform your intentions with the teacher so that she can plan accordingly. Please check with the teacher to see if there are any dietary restrictions or allergies within the classroom.

We ask that you not distribute birthday invitations in the classroom to private parties unless every child in the classroom is invited.

18 month and two year-olds need to bring disposable diapers or training pants, baby wipes, and a complete change of clothes in a labeled Ziploc bag. Three year-olds need to bring a complete change of clothes in a labeled Ziploc bag.

All children in the three year-old program must be completely potty trained when they start the school year. This means both parent and child should be confident in the child wearing underwear to school and being able to use the facility on a regular basis.

All teachers are available upon request for conferences. Pre-k and kindergarten teachers will schedule parent/teacher conferences during the school year.

When PDS uses a swimming pool (more than 2 feet of water) there must be at least two caregivers supervising the children if four or more children are swimming.

PDS parents will be required to sign a release form before your child can participate in any water activities at the school.

PDS welcomes visitors. All visitors and observers must check in through the office so administration is aware of campus visitors.

Parents are welcome to visit PDS at any time during the school's hours of operation. You are welcome to observe your child, the school's operation and program activities without having to secure prior approval. The classroom doors are equipped with an observation window that you may use if that is how you choose to observe.

Parties for the year include Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Christmas, Presbyterian Day School Sunday and End of the Year Programs will also be held.

A monthly newsletter will be distributed to the parents at the beginning of each month.

Chapel will be held weekly in the sanctuary, which will be led by the Director, Music teacher and/or different classes. There may also be special guest speakers and parent volunteers.

Parent-Teacher conferences and evaluations will be held throughout the year for the three year-olds, pre-kindergarten and kindergarten classes.

Presbyterian Day School does not discriminate in its acceptance of students or in the hiring of staff members.

Items to be left at home include money, toys, candy or gum, jewelry, cosmetics, or anything else that could be a distraction for your child.

Animals are not allowed at the school unless prior arrangements have been made with the Director. A copy of the current vaccinations for the animal must be present.

PARENT OPPORTUNITIES

Parent Teacher Organization (PTO)

- Each family is responsible for yearly PTO dues in the amount of \$10.00 with a signed volunteer placement or \$25.00 without at placement. These fees fund the Student Directory and other events during the year.
- We have a very active PTO, who provides support for special events and fundraising efforts.
- During the year, the PTO hosts the Open House, Boo Hoo Breakfast, and Fundraisers as well as helps with Book Fairs, PDS Pumpkin Patch, picture days, parties and splash days.
- Meetings are held each month, with the day and time decided at the first meeting.

School Board of Directors

- A new Board of Directors is elected at the beginning of each school year.
- The Board consists of church members, PDS parents, a representative of the PDS PTO, a representative of the PDS staff, a First Presbyterian Church staff member and the Director of Presbyterian Day School.

We encourage parent participation and welcome it at any time. We ask that you contact your child's teacher or the Director if you have a special talent you would like to share with our children.

Teachers will recruit parent volunteers for large projects.

PARKING AND CAR LINE

For the safety and well being of PDS students, the parking lot policy must be followed by all.

When parking to bring in or pick up a child, **please park in the designated parking lot behind PDS. Do not park in the church parking lot, or next to the curb by the playground.** as these spaces are used on Sundays only.

When walking in to get your child, **please use the crosswalk located near the playground.** Please do not walk through the car line, as this is dangerous for both parent and child.

When in car line, **please pull all the way up** to the end of the covered area. A staff member will bring your child to you and buckle him/her up if they need help. This will keep the line running smoothly.

The Staff has a list of Parent-Approved Adults with them during car line, so please give us a call and let us know if someone other than yourself will be picking up your child. If someone comes that is not on the list, a parent will be called for approval.

It is best to use the Day School entrance at all times, which is the entrance at the end of the sidewalk next to the playground. The only exception should be on rainy days, when you may park in a designated parking space and walk your child in through the covered drive.

DO NOT LEAVE YOUR CAR UNATTENDED in car line.

Please make sure that all designated adults picking up your child are aware of the PDS parking lot procedures.

YOU MUST USE CAUTION & DRIVE SLOW WHEN DRIVING THROUGH THE PARKING LOT – LOOK OUT FOR OUR CHILDREN, CHANCES ARE THEY ARE NOT LOOKING OUT FOR YOU.

DISMISSAL

Each family will receive an identification strip with your child's name on it. Please place the strip on the dashboard so that the staff can read the name when you come through the car line.

Your child's teacher or aide will bring your child to the car, put him/her in the car and buckle him/her up.

Please do not get out of your car in the car line for any reason, other than an emergency, so that the car line moves in an organized manner.

Please remember the car line is neither the time nor the place to discuss issues with the staff. The teacher will be happy to answer any questions you might have concerning the day, but you must park in a designated space and come into the school after the teacher returns to her room.

Our system of dismissal was designed for the safety of the children and the convenience of the parents. It has been proven successful when everyone follows the procedures.

18 month and two year old students must be picked up from their classrooms. All other children who attend PDS will be included in the car line system.

If you choose to come in for your child, we suggest you come around 11:50 a.m. At this time, the students will be lining up to go to the car line.

If your child participates in a carpool, all teachers involved must have a list of all the children included. Those drivers must also be designated on the appropriate forms.

Please do not cause traffic to back up on Navarro. In preventing this, please pull over as close to the curb as possible so that cars can get around you to circle the church and get in line.

Your child will be sent to After School Care if he/she is not picked up by 12:15 p.m. You will be charged the following month for these services.

BREASTFEEDING

Parents have the right to breastfeed or provide breast milk for child while in the care of the day school. A quiet area is located in the Presbyterian Day School office for breastfeeding.

CORPORAL PUNISHMENT

We have never used corporal punishment as a means of discipline at PDS. Minimum standards states that corporal punishment or the threat of such is prohibited in licensed centers in the state of Texas. Parents are not allowed to spank their PDS students nor their siblings on the Day School campus or during school related field trips. Positive forms of discipline, which encourage self-esteem, self-control, and self direction should be encouraged at all times.

DISCIPLINE PLAN

The Presbyterian Day School discipline plan will apply to most programs at the school. We have incorporated the Behavior Card System in which each child has a pocket card with his/her name on it so as to be able to identify the child's behavior in the classroom for the day. This system is set up with color-coded cards, which the children are able to easily identify with. Parents will be informed of their child's progress concerning the discipline plan on a monthly basis. This plan is used in the Pre Kindergarten and Kindergarten classrooms. The discipline plan is as follows:

- GREEN** THE CHILD HAS HAD GREAT BEHAVIOR ALL DAY. EVERY CHILD WILL START WITH A GREEN CARD.
- YELLOW** THE CHILD RECEIVES A WARNING FROM THE TEACHER CONCERNING HIS/HER BEHAVIOR AND THE YELLOW CARD IS PLACED IN THE POCKET CARD.
- ORANGE** THE CHILD HAS BEEN TOLD A SECOND TIME TO CORRECT THE BEHAVIOR. THIS ORANGE CARD MEANS THE CHILD WILL RECEIVE "TIME OUT."
- RED** THE CHILD HAS BEEN TOLD A THIRD TIME TO CORRECT THE BEHAVIOR. THE TEACHER WILL CALL THE PARENTS OR SEND A NOTE HOME. YOU WILL BE ASKED TO SIGN THE NOTE AND RETURN IT TO THE TEACHER THE FOLLOWING SCHOOL DAY.
- BLUE** THE CHILD HAS NOT CORRECTED THE BEHAVIOR AND WILL BE SENT TO THE DIRECTOR'S OFFICE. AT THIS POINT A CHILD IS DISRUPTING INSTRUCTIONAL TIME FOR OTHER STUDENTS AND OBVIOUSLY NEEDS TIME TO THINK ABOUT THE BEHAVIOR DISPLAYED.

The Behavior Card System used in the Three Year Old class is as follows:

- GREEN** THE CHILD HAS HAD GREAT BEHAVIOR ALL DAY. EVERY CHILD WILL START WITH A GREEN CARD.
- YELLOW** THE CHILD RECEIVES A WARNING FROM THE TEACHER CONCERNING HIS/HER BEHAVIOR AND THE YELLOW CARD IS PLACED IN THE POCKET CARD.
- RED** THE CHILD HAS BEEN TOLD A THIRD TIME TO CORRECT THE BEHAVIOR. THE TEACHER WILL CALL THE PARENTS OR SEND A NOTE HOME. YOU WILL BE ASKED TO SIGN THE NOTE AND RETURN IT TO THE TEACHER THE FOLLOWING SCHOOL DAY.

This statement recognizes that the 18 Month Old Class as well as the Two Year Old class uses two verbal warnings and the age appropriate time out. This is the only means of discipline that is used in the classroom as well as anywhere else on campus.

If a child's behavior has not been corrected within a week's time, a parent – teacher conference may be set up to discuss the situation. If three (3) parent– teacher

conferences are necessary in one (1) month's time, Presbyterian Day School reserves the option to expel the child from the school, effective immediate

PDS BITING POLICY

At PDS, it is our priority to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.

- We make special efforts to protect potential victims.
- In the event that the skin is broken and blood has been exchanged with saliva, the Director will intervene and check into both children's health history to protect all parties involved. No names will be used.

In the event that biting becomes a daily occurrence, the following action will take place:

1. Both parents will be notified verbally when the incident occurs.
2. After the second incident, a parent will have to come and observe the child during school hours.
3. After the third documented incident, the child is removed for one week.
4. Upon return if there is a fourth incident the child is removed for two weeks.
5. If there is a fifth incident the child is asked to leave indefinitely.

CHILD CARE LICENSING / MINIMUM STANDARDS

Child Care Licensing reports will be posted outside the Director's office for a minimum of 60 days.

Parents are welcome at any time to review a copy of the minimum standards for licensed child care facilities, which are available in the Director's office.

LOCAL LICENSING OFFICE

In the event of questions or concerns, parents may contact

Child Care Licensing
2306 Leary Lane
Victoria, Texas 77901
(361) 572-8241

Child Abuse Hotline
1-800-252-5400

PRS website www.tdprs.state.tx.us/ChildCare



2019-2020 PDS Calendar Dates



July 23, Tuesday	Registration & Orientation New Families, 3:00-5:30 pm
July 24, Wednesday	Registration for Returning Families, 3:30-5:30 pm
August 5-9	Staff Work Week
August 9, Friday	Sneak Peek 8:30-10:30 am ~ "Come and Go"
August 15, Thursday	First Day of School
August 15 & 16	"Boo-Hoo" Breakfast, 8:30-9:15 am
September 3, Monday	NO SCHOOL ~ Labor Day Holiday
September 24, Tuesday	Ice Cream Social & Open House 5:30 pm
October 9, 10	Fall School Pictures
October 11, Friday	NO SCHOOL ~ Teacher Work Day/Staff Dev
October 14, Monday	NO SCHOOL ~ Columbus Day Holiday
October 15-21	Book Fair
October 24, 25	NO SCHOOL ~ FPC Presbytery Meeting
October 29, Tuesday	PTO Meeting 5:30
October 30 & 31	Halloween Parties
October 30 & 31	Schoolwide Trick or Treat
November 11, Monday	NO SCHOOL ~ Veteran's Day Holiday
November 22, Friday	Thanksgiving Feast
November 25-29	Thanksgiving Holiday
November 19, Tuesday	PTO Meeting 5:30
December 10, Tuesday	PTO Meeting 5:30 pm
December 12, Thursday	Christmas Program & Social 6:30 pm
December 18 & 19	Christmas Parties
December 20 – January 7	Christmas Break/Winter Break
January 6 & 7	NO SCHOOL ~ Teacher Work Day/Staff Dev
January 8, Wednesday	Return to School
January 20, Monday	NO SCHOOL ~ Martin Luther King Holiday
January 28, Tuesday	PTO Meeting 5:30 pm
February 3-14	Pre-Registration for PDS families
February 13 & 14	Valentine Parties
February 17, Monday	NO SCHOOL ~ President's Day Holiday
February 18, Tuesday	Pre-Registration open to the public
February 25, Tuesday	Open House 6:00 pm PTO Meeting 5:30
March 10 & 11	Spring School Pictures
March 12,13 Thursday, Friday	NO SCHOOL ~ Teacher Work Day/Staff Dev
March 16-20	Spring Break
March 24, Tuesday	PTO Meeting 5:30 pm
April 8, 9	Easter Parties
April 10, Friday	NO SCHOOL ~ Good Friday
April 13-17	Scholastic Book Fair
April 13-17	Week of the Young Child
April 19	PDS Sunday
April 28, Tuesday	PTO Meeting 5:30 pm
May 5, Tuesday	PDS School wide Picnic
May 7 & 8	EOY Parties
May 15, Friday	Last Day of School/Kinder Graduation & End of the Year Program

**Dates and times may be subject to change*