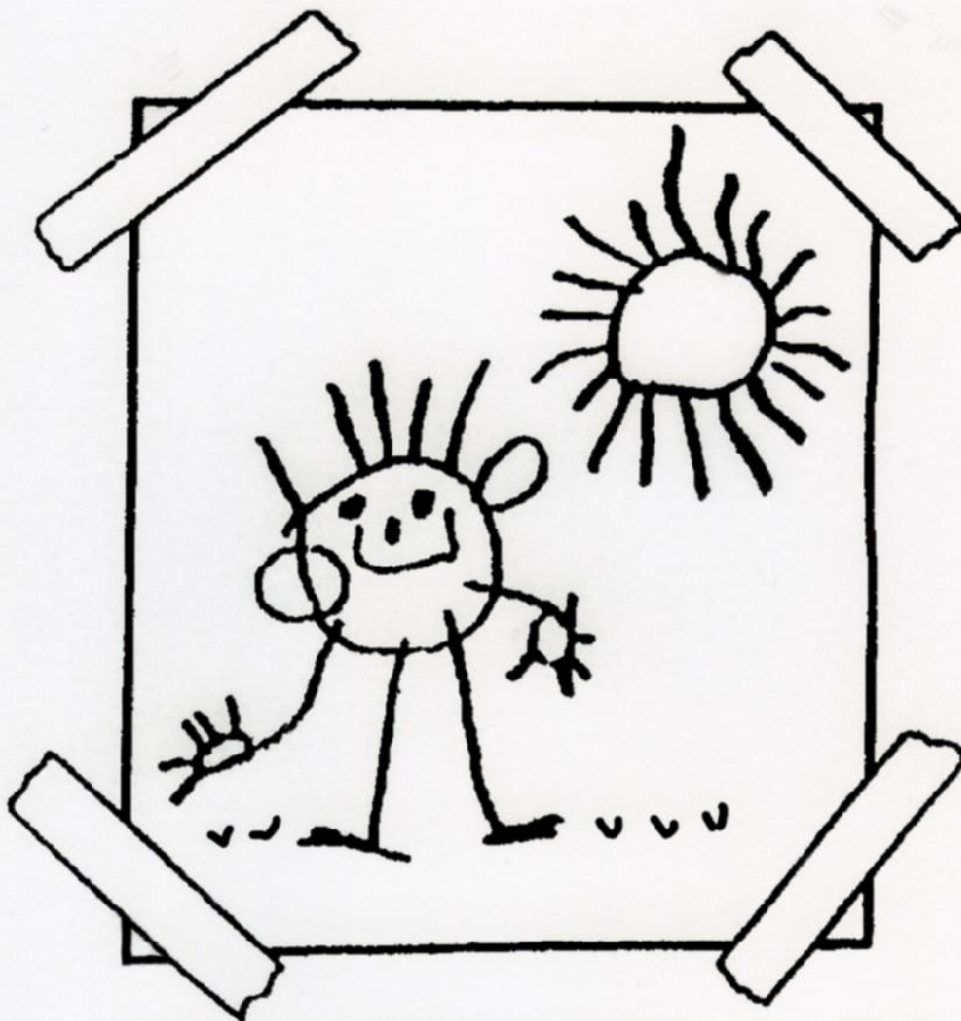


East Hampton Nursery School



...the start of something good!

## **PARENT HANDBOOK**

## **WELCOME TO THE EAST HAMPTON NURSERY SCHOOL!**

The East Hampton Nursery School is a not-for-profit organization governed by a volunteer Board of Directors and is licensed by the State of Connecticut. Educational programs are offered to 3-year-olds and 4-year-olds. Each program is two-and-a-half hours long.

### **THREE-YEAR-OLD PROGRAM**

Morning Session: Tuesday & Thursday 9:00-11:30 a.m.

Afternoon Session: Tuesday & Thursday 12:15-2:45 p.m.

### **FOUR-YEAR-OLD PROGRAM**

Morning Session: Monday, Wednesday & Friday 9:00-11:30 a.m.

Afternoon Session: Monday, Wednesday & Friday 12:15-2:45 p.m.

**All children attending East Hampton Nursery School must be toilet trained and capable of taking care of their toilet needs.** Children entering the 3-year-old program must be three by January 1<sup>st</sup> of the upcoming school year. The 3-year-old program has a maximum of 15 children per session. Children entering the 4-year-old program must be four by January 1<sup>st</sup> of the upcoming school year. The 4-year-old program has a maximum of 20 children per session.

Our purpose at East Hampton Nursery School is to provide a variety of activities that enable children to grow and develop. Our goal is to provide a safe, secure and stimulating environment where each child develops his/her own special gifts and abilities, gains self-confidence and grows emotionally, physically and intellectually. Play, art, music, literature and movement activities take place daily. Our programs utilize a child-centered, hands-on approach. Curriculums are different and specific for the 3- and 4-year-old programs with a focus on social skills and school readiness.

### **DAILY ROUTINE**

Our programs include both individual and group activities. Daily sessions begin with free play and small group teacher directed activities. Children choose from a variety of activities involving creative art, blocks, dramatic play, manipulatives, toys, books, puzzles, play-dough, etc. During this time, teachers gain special insight into each child's needs and interests as well as provide support and guidance. After free play, the children clean up and circle time follows. During circle time, the children review lessons of the day (i.e. shape, number, letter, etc.), discuss and learn about the calendar and weather, and may listen to stories, carry on discussions (sharing), sing songs, play instruments, or

participate in an interactive group game. Upon completion of circle time activities, the children wash their hands for snack. Weather permitting; the children end the session outdoors on the playground. Newsletters are sent home monthly summarizing plans and activities for the coming month. There are numerous cooking activities throughout the school year.

### **SNACK TIME**

Parents are asked to provide a small nutritious “pick-me-up” snack and juice or water. Please do not send sippy cups. The children only have 5-10 minutes to eat their snack. Snack and juice should be removed from lunch boxes and backpacks upon arrival at the school and placed in your child’s cubby. This avoids confusion when the children need to find their snack. All snacks must be removed from the cubbies at the end of the day.

The East Hampton Nursery School is a **peanut free school**. Every year there are children in our school that have life threatening allergies to peanuts. To ensure the health and safety of all students your snack needs to be free of peanuts and peanut products regardless of whether there is a child with a peanut allergy in your child’s class. **Please be sure to read all labels carefully before sending a snack to school.** Feel free to contact the school if you have any questions regarding the safety of a snack.

### **BIRTHDAYS**

Children are invited to bring a special snack to school on their birthdays to share with the class. Birthday snacks should not incorporate any type of chocolate candies either in or on top of cupcakes or cookies as they often contain peanut products. Parents should advise teachers in advance of bringing in a special snack so a few extra minutes can be scheduled into snack time to sing and make the birthday child feel extra special!

### **FIELD TRIPS AND SPECIAL DAYS**

The East Hampton Nursery School provides a variety of activities such as holiday celebrations, field trips and special classroom guests to enhance the learning experience. Each month students in the 4-year-old program either leave the school grounds or have a classroom guest in for a special activity. Students in the 3-year-old program rarely, if ever, leave school grounds for a special activity. A special guest, however, is typically invited to the classroom each month. Both programs celebrate special holidays with parties.

Parents are reminded to check the top of the cubbies for announcements pertaining to changes in schedule, field trip permission forms, and any special activity sign-ups. Any schedule changes will be posted well in advance.

### **PARENTS IN THE CLASSROOM**

Parents are welcome to visit our classroom. Each month a sign-up sheet is posted for parents who would like to help out in the classroom with specific activities at specified times and dates. Parents may, however, contact the teachers directly to set up volunteer day(s)/time(s). Parents who cannot come into the classroom are given the opportunity to participate in other ways such as cutting out tracers, etc. Parents are also invited to chaperone field trips and attend special holiday celebrations. Please note: The State of Connecticut mandates any parent who volunteers more than 12 times in a school year be fingerprinted and have a background check at his or her own expense.

The Board of Directors requests that parents do not bring siblings while volunteering in the classroom or chaperoning field trips due to insurance and safety issues.

### **STUDENT PROGRESS**

Student progress reports are sent home mid-way through and at the end of the school year. Parent-Teacher conferences will also be scheduled during the course of the year. Parents who have additional concerns or questions regarding their child's educational and/or developmental progress are free to speak to the teachers at the beginning or end of class time. If a more convenient or private time is desired, please call the school (860-267-2681) to schedule an appointment.

### **ACCESSING BUILDING WHILE CLASS IN SESSION**

As a safety precaution, the front door to the school will be kept locked during class time. If a parent has a need to enter the school during class time, he or she is to ring the doorbell located to the right of the front door to be let in by a staff member. Parents are welcome to stop by the school for a visit any time; however, advance notice is appreciated.

### **FIRST DAY OF SCHOOL**

The first day of school is a split session. One half of the children in each class attend the first hour and the other half the last hour. This allows the teachers to become acquainted

with each child and provides a smooth transition for the children who may be apprehensive about beginning school. You will receive a mailing over the summer which will include the date and time for your child’s first day of school.

**SCHEDULE**

The East Hampton Nursery School follows its own calendar as established by the Board of Directors. Parents will receive a copy of the school calendar at the beginning of the school year. EHNS observes the Winter Weather Policy of the East Hampton Public Schools. When the East Hampton Public Schools have cancellations, delays, or early dismissals due to inclement weather, the following will apply to the East Hampton Nursery School:

<u>East Hampton Public Schools</u>	<u>East Hampton Nursery School</u>
Cancelled	Both AM and PM Preschool Cancelled
1 Hour Delay	AM Preschool 10:00 a.m. – 12:00 p.m. PM Preschool 12:45 p.m. – 2:45 p.m
2 Hour Delay	AM Preschool Cancelled PM Preschool 12:15 p.m. – 2:45 p.m.
Early Dismissal	AM Preschool 9:00 a.m. – 11:30 a.m. PM Preschool Cancelled

**SNOW DAY POLICY**

The East Hampton Nursery School is not mandated by the State of Connecticut to be in session a specific number of days. However, if classes are cancelled due to inclement weather, days will be added to the school calendar as follows (and cancelled days will not be reimbursed):

<u>Days Missed</u>	<u>Days Made Up</u>
1 to 3	0
4 to 5	2
6 or more	3 (maximum # of make-up days)

## CLASS CANCELLATION POLICY

There may be unforeseen circumstances which result in the cancellation of class. These unforeseen circumstances include but are not limited to water or electricity problems and lack of staffing. If an unforeseen circumstance occurs that results in the cancellation of school, the missed day(s) will be counted as a snow day(s).

## TRANSPORTATION

Parents are responsible for their child's transportation to and from school. Children are not allowed to go to the car unaccompanied and must be picked up from where the group has gathered for the end of session such as the playground gate or inside the classroom. State regulations require that "the teacher be advised by the parent in writing when a child is to ride with another person." Parents are also to notify the teachers in writing prior to the first day of school of a parent/person who is NOT authorized to pick up a child.

## PICK-UP

The East Hampton Nursery School has scheduled classes so that there is only enough time between classes for children to be dismissed and for the teachers to prepare for the next class. At the end of the school day, our teachers have commitments to family and personal interests. As a result, we expect that all parents be respectful of the child pick-up policy.

The school asks that parents pick-up children no later than five minutes after the end of class. Dismissal time for the AM classes is 11:25-11:30 a.m. Dismissal time for the PM classes is 2:40-2:45 p.m. The school understands that there will be occasions when unscheduled delays may occur. **If you find you are running late, please call the school and inform the teachers as soon as possible.**

## LATE PICK-UP POLICY

In the event that you are late for your child's scheduled pick-up time, our teachers will remain at the school with the child until s/he is picked up. If a parent is more than 15 minutes late, a teacher will contact the parent by phone. If the parent is not available, the teacher will notify the person(s) on the emergency pick-up list.

If no one can be contacted within a half-hour of the end of the class session, our teachers will contact the East Hampton Police Department for help in locating a parent or other authorized person.

After all of the above has been exhausted, as a last resort, a teacher will contact the Department of Children & Family Services (DCF).

Because supervision is required during late pick-up time, our teachers must be compensated for the time that they are waiting with your child. Teachers are to be paid directly upon your arrival as follows:

Up to 15 minutes	\$5.00 per teacher
15-30 minutes	\$10.00 per teacher
30-45 minutes	\$15.00 per teacher
45-60 minutes	\$20.00 per teacher
Each additional 15 minutes	\$5.00 per teacher per 15 minute interval

### **EMERGENCY PHONE NUMBERS**

We require two East Hampton phone numbers to call in the event the teachers are unable to reach a parent during school hours. These should be the numbers of people who are available to pick your child up during the time your child is normally in school. In case of early closing due to a storm, if your child becomes ill, or you are not at school fifteen minutes after the end of the class session, we will call one or both of these numbers. If we are unable to contact you or the emergency person(s), we will follow the steps outlined in our Late Pick-up Policy.

### **2012-2013 TUITION AND FEES**

A non-refundable registration fee of \$50.00 will be collected at the time of registration if/when a slot for your child is available and enrollment is confirmed.

A completed registration packet, the first month's tuition and the activity fee must be in by June 1<sup>st</sup>, 2012. If the necessary payments and paperwork are not received, your child's spot will be forfeited. Please choose your payment option and pay first month's tuition accordingly.

The following payments options are available for the 2012-2013 school year:

Option 1: Lump Sum Payment: \$1260.00 for 3 year old program  
\$1530.00 for 4 year old program

Option 2: Nine Equal Payments: \$140.00 for 3 year old program  
\$170.00 for 4 year old program

Activity Fee (due with first payment in June):  
\$40.00 for 3 year old program  
\$50.00 for 4 year old program

The activity fee provides funding for special classroom guests and field trips. It covers classroom appearance fees, transportation (bus) expenses, and admission fees.

If you need to remove your child from the class for any reason, written notification is required. The first month's tuition is refundable until August 1<sup>st</sup>, 2012. After August 1<sup>st</sup>, it is non-refundable. The activity fee is refundable if your child is withdrawn on or before October 1, 2012. If you have any questions, please feel free to contact the school at 860-267-2681.

**Tuition is due the 1<sup>st</sup> of every month.** If it is more convenient, you may pay ahead of the monthly scheduled payments. Checks can be placed in either the locked payment box inside or outside the school. Please do not place cash in the outside mailbox. EHNS will not be liable for cash left outside the school. If you would like to pay by cash, please see a teacher for a receipt. You may also mail payments to East Hampton Nursery School, P.O. Box 135, East Hampton, CT 06424.

*PLEASE NOTE: We value your child's participation at East Hampton Nursery School. However, the East Hampton Nursery School is a not-for-profit organization, and as such, we depend on the tuition to meet our financial obligations, so tuition and fees must be paid on time. If your account is delinquent, you will be contacted. A \$10 late fee will be assessed if your payment is not received by the 1<sup>st</sup> of the month. If your account is delinquent over 30 days, your child will not be permitted to attend school and his/her spot may be forfeited. If, for some reason, you know a payment will be late, please let us know and we will try to arrange a payment plan with you. Any and all extra bank fees will be billed to you if checks are returned for insufficient funds.*

## **MULTIPLE ENROLLMENT POLICY**

It is the policy of the East Hampton Nursery School that if two or more children from the same family are enrolled at the school at the same time, a 10% reduction of tuition will be applied to the lesser amount(s).

## **WITHDRAWAL POLICY**

Parents are free to withdraw their child(ren) from East Hampton Nursery School at any time for any reason by notifying a teacher or The Board in writing. Tuition will be reimbursed on a prorated basis where applicable.

## **EARLY REGISTRATION**

Students and siblings of currently enrolled students are eligible for enrollment in one of our programs during pre-registration in early January. Early registration information and forms will be distributed at that time and are due back by the date set forth by the Board of Directors.

## **HEALTH FORMS**

You are required by the State of Connecticut to complete health forms that **MUST** be returned to school by June 1<sup>st</sup> along with your first tuition payment. Page one of the State of CT Early Childhood Health Assessment Record is to be completed by the parent or guardian and the second page is to be completed by the child's physician. As part of the completion of these forms, all immunizations must be up to date and the child must have a physical dated within the last calendar year. Because State of Connecticut regulations require these forms to be completed in their entirety and on the premises by the first day of school, your child **WILL NOT** be allowed to begin school unless these forms are in our files. You will be notified throughout the school year when your child's physical needs to be updated. If you have any questions regarding these forms, please call the Nursery School at 860-267-2681 to be directed to the Board Member who can assist you.

## **IMMUNIZATION POLICY**

All students enrolled in the East Hampton Nursery School are required by the State of Connecticut to be vaccinated as described in the state immunization guideline. Proof of immunization must be submitted prior to the commencement of school. No exceptions will be made to this policy.

A child's health records may need to be updated during the school year. Parents will be notified by phone or mail if their child's records are not current. It is imperative that the health records of all students are current in order to comply with our state license.

## **ILLNESS POLICY**

Disease is transmitted easily at this age so we ask you to be considerate of others and keep your child home if he/she shows any symptoms of illness. If one third of the entire school population is diagnosed with a contagious illness, parents will be notified and the school will close for a minimum of 48 hours.

Children are visually screened for any sign of illness as they enter the classroom with their parents. Any noticeable health problems will be called to the parent's attention at that time. Children who are obviously ill will not be allowed to remain in the school (excluding coughing and/or runny nose). Children with symptoms including, but not limited to a fever exceeding 99.5°F, an episode of diarrhea or vomiting, or an undiagnosed skin rash will be sent home.

Children who become sick during school hours will be isolated in the kitchen area under the supervision of a teacher or volunteer while parent(s)/emergency pick up person(s) are contacted to pick up the sick child. Children who have been ill may return to school **24 hours after the last symptom has cleared.**

## **TEACHER SICK POLICY**

In the unlikely event that both teachers are unable to teach due to severe illness, school will be cancelled. Parents will receive a phone call canceling school for that day. If one teacher is out ill, the East Hampton Nursery School will contact a parent volunteer to substitute.

## **DISCIPLINARY POLICY**

The teachers will incorporate these guidelines for any disciplinary action that may be needed:

Unacceptable behavior will be identified and dealt with immediately. No child, teacher or parent will be subject to abuse in any form while at school.

- Clear limits will be in place for all students to ensure a safe environment.
- Children will have warnings for minor infractions and every effort will be made to redirect attentions.
- If warranted, verbal and/or written correspondence with parents will take place in a timely manor.
- Children that are being aggressive in any way will sit out of the activity for an appropriate amount of time.
- If negative behavior continues, a call will be made to parents to pick the child up and a meeting will be scheduled to discuss the situation and possible solutions

- without the child present.
- Confidentiality will be honored and kept between the parents and teacher(s). However, at the teachers discretion, the Chairperson of the Board of Directors may be notified to share information and discuss possible options.
  - East Hampton Nursery School and its teachers reserve the right to permanently remove a child from the school based on disruptive behavioral habits exhibited by the child.

This disciplinary policy, as well as a copy of the State of Connecticut Guidelines for Child Abuse and Neglect, will be posted on the parents' bulletin board on the right side of the stairs upon entering the school.

Rev. 4/12