

Family Handbook 2011-2012

This handbook is revised annually and is subject to change

Northfield Nursery School

Licensed by the Minnesota State Department of Human Services
Telephone (651) 296-3971
Accredited by the National Association for the Education of Young Children
www.naeyc.org

Location

United Methodist Church of Northfield
1401 South Maple Street
Northfield, MN 55057
Telephone (507) 645-4607
www.northfieldnurseryschool.com

Class Times

Monday/Wednesday/Friday
9:00-11:30 AM and 1:00-3:30 PM

Tuesday/Thursday
9:00-11:30 AM

Staff

Director/Teacher	Kathy Lansing	507-645-6762
Teacher	Penny Tschann	507-645-4525
Teacher	Pat Rogne	507-645-2827
Teacher	Shari Wadleigh	507-664-9391

2011-2012 Board of Directors

Director	Kathy Lansing	507-645-6762	director@northfieldnurseryschool.com
President	Sara Ailabouni	507-645-9123	president@northfieldnurseryschool.com
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Treasurer	Pamela McDowell	507-334-0085	treasurer@northfieldnurseryschool.com
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Registrar	Tracy Modory	507-645-3176	registrar@northfieldnurseryschool.com
Fundraising	Jana Edgerton	507-645-6632	fundraiser@northfieldnurseryschool.com
Volunteer Coordinator	Jamie Forbord	507-301-3319	volunteer@northfieldnurseryschool.com
Community Relations	Amy Wilkomm	507-664-9302	community@northfieldnurseryschool.com

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All teachers at NNS meet standards in training and experience which fulfill licensing requirements set by the state of Minnesota for teachers in early childhood programs. Our very capable staff has many, many years of experience in the field of early childhood education!

Kathy Lansing, Teacher/Director

Kathy has been contributing to NNS for more than 25 years. She first became involved as a parent and later as a board member, teacher, and director. Kathy's teaching philosophy and leadership style coincide well with the mission statement and curriculum goals and objectives of NNS. Kathy received her B.S. from Charter Oak State College in Individualized Studies, Early Childhood Development and Early Childhood Education. She has an A.A.S. from MnSCU in Child Development. In addition to her role as NNS Director, Kathy teaches part-time.

Penny Tschann, Teacher

Penny's involvement with NNS began with the enrollment of her first child in 1985. Prior to that she worked at several daycare centers and was a family daycare provider for 8 years. Penny joined the teaching staff at NNS in 1990. She received her diploma from Rochester Vocational-Technical Institute as a Child Development Assistant in 1979. Penny has also taken college credits in Early Childhood from Minnesota State University, Mankato.

Pat Rogne, Teacher

Pat joined the staff at NNS in the fall of 2005 and has over 10 years of experience in various early childhood programs. She has a B.S. in elementary education from Augustana College in Sioux Falls, South Dakota and completed her pre-primary specialty at Minnesota State University, Mankato. Pat is licensed by the state of Minnesota as a teacher for ages three through sixth grade.

Shari Wadleigh, Assistant Teacher

Shari has been with NNS since her daughter started attending in 1997. She has filled the roles of substitute teacher, teacher, and teacher's aide throughout her years with the nursery school. She received her B.A. at Hamline University and did graduate work in early childhood/special education at the University of Minnesota. Shari's previous early education experiences include director/teacher at a childcare center and teacher at an early education center which had daycare, nursery school, and special education programs. Shari has also volunteered in a variety of early education programs in the community.

MISSION STATEMENT

Northfield Nursery School is a non-profit, family-involved preschool that offers part-day classes for children. We help children develop socially, emotionally, physically, and cognitively for future educational endeavors. We believe that a child's family is their first teacher and we strive to involve them in their child's preschool experience.

HISTORY AND PHILOSOPHY

NNS was founded in 1942 as a cooperative nursery school. It was originally organized by the parents of preschool children and governed by a parent Board of Directors. The school was housed in several locations until 1966 when it was moved to its present home in the Northfield United Methodist Church. Through the years the school has remained very much the same. The school is still overseen by a parent Board of Directors and parents still give voluntarily of their time and talents to help keep costs down. As in the past, the school strives to meet the needs of parents and children by providing positive guidance and encouragement.

Northfield Nursery School follows *The Creative Curriculum for Preschool Fourth Edition*. This curriculum guides us in providing a variety of developmentally appropriate activities in various learning centers. NNS provides opportunities for each child to:

- Develop self-esteem in a warm, secure atmosphere.
- Develop positive social relationships with other children and adults.
- Discover the world through age appropriate materials and hands-on experiences.
- Create freely in a noncompetitive manner.
- Make independent choices.
- Prepare for future educational endeavors: developing fine motor skills through cutting and writing, building cognitive concepts such as letter recognition and problem solving, and gaining independence through learning self-help skills.

Promoting literacy is an important part of the NNS curriculum. Some examples of our emphasis on literacy include: studying an author/illustrator of the month, labeling areas in the classroom, creating class books in which each child contributes a page, and posting topical words at the writing center so children can practice printing.

LICENSING AND STAFF

The school is licensed by the State Department of Human Services and is a non-profit organization governed by a parent Board of Directors. The board employs a Director/Teacher to plan and annually evaluate the curriculum with the help of a staff of certified teachers. Class sizes are limited to 20 students and a staff/child ratio of at least 1 to 10 is maintained at all times during regular hours.

ACCREDITATION

The school has been accredited by the National Association for the Education of Young Children (NAEYC) since 1997. This prestigious recognition is sought by high quality early childhood programs nationwide. The accreditation process is a rigorous voluntary process by which early childhood programs demonstrate that they consistently meet national standards of excellence.

INSURANCE COVERAGE

Northfield Nursery School carries general commercial liability coverage, both for the children enrolled and the staff of the school, through Northfield Insurance, 507 Division Street, Northfield, MN 55057. Bodily injury and property damage limits are \$1,000,000. Any other information can be obtained from the Treasurer or the Director. Medical coverage should be under the parents' insurance policies.

ENROLLMENT

Our program does not discriminate on the basis of race, sex, religion, creed, color, national origin, handicap or source of payment. Acceptance to NNS is by date of application and registration (first come, first served policy). A child must be three years of age by September 1st of the school year enrolled. Please note:

- Children who are 3 years old by September 1st of the school year enrolled, and therefore will turn 4 at some point during the school year enrolled, are eligible for the Tuesday/Thursday morning and Monday/Wednesday/Friday afternoon class options.
- Children who are 4 years old by September 1st of the school year enrolled, and therefore will turn 5 at some point during the school year enrolled, are eligible for the Monday/Wednesday/Friday morning and Monday/Wednesday/Friday afternoon class options.
- Children who have summer birthdays – Northfield Nursery School’s Director, along with the Board of Directors, will consider on a case by case basis, adjusting the age of entry into classes offered at NNS for children who have birthdays ranging from June 1st to August 31st ONLY, and who intend to begin kindergarten at the age of 6.

All children must be completely toilet trained before school starts. Children that have started the first day of kindergarten are no longer eligible for our program. Northfield Nursery School may enroll children with special needs. Please see the section titled “Northfield Nursery School Guidelines for Enrolling Children with Special Needs,” located at the end of the Family Handbook for more information.

SCHOLARSHIPS

Scholarship applications are available to every family enrolled and can be found on Northfield Nursery School’s website at www.northfieldnurseryschool.com. If you wish to apply for a scholarship, please complete the application and return it to the Community Action Center of Northfield early as possible. Scholarship applications must be received by June 1st prior to the school year for which you are enrolling. Decisions will be made in July. Scholarship money will be allocated in August. Scholarship funds vary from year to year.

PRIORITY REGISTRATION

Families who currently have a child enrolled in NNS are given priority to enroll for the following school year prior to registration being opened to the public. Currently enrolled families will be sent a Priority Enrollment Form. The form can be used to re-enroll a currently enrolled child and/or enroll a sibling. Forms must be received by the Registrar on or before the given deadline set for that particular year (this date is always before registration is open to the general public). No other early forms are given out or taken in. Families of currently enrolled children are encouraged to take advantage of enrolling early in order to ensure a spot in the class of their choice. Families of currently enrolled children must be up to date with their tuition payments before they will be enrolled in a class for the following year.

GENERAL REGISTRATION

Registration is open to the public starting on the registration day, which is typically held the last Saturday in February. Children being registered at or following registration day are to use the General Enrollment Form which is handed out at registration day and can be found at www.northfieldnurseryschool.com. All enrollments are taken on a first-come, first-served basis. Parents unable to attend the open house may send a proxy. Staff members or Board members may not be used as a proxy. Each person may only register the children of

one family. When classes are full, a child may be placed on the wait list for the class of their choice. Class openings will be filled from the wait list in the order that they were received. Exceptions may be made at the Registrar's discretion to maintain class balance.

FEES

A non-refundable registration fee of \$55.00 is due at the time that you enroll your child. Tuition for the 2011-2012 school year is \$110.00/month for the two day program and \$136.50/month for the three day program. Tuition may be paid monthly, semi-annually, or annually. No matter how you choose to pay, the **first payment will be due August 15th** of the school year for which you are enrolled. Families of nursery school children can access payment coupons on Northfield Nursery School's website at www.northfieldnurseryschool.com.

Checks should be made payable to "Northfield Nursery School" and, along with the appropriate payment coupon, they may be either mailed to NNS, or placed in the tuition drop box at NNS with the notation, "Attn: Treasurer."

Please do not send your tuition payment to school with your child. Due to our non-profit status, prompt payment is essential. There can be no refunds for any absences or vacations. *Payments received after the 30th of the month may be charged a 10% finance charge if you haven't contacted the Treasurer.* There will be a 30-day grace period from the payment due date on a delinquent financial account before the child will not be permitted in the classroom. *If you are unable to meet the payment deadline, please call the Treasurer immediately.* Tuition should be paid in full by the end of the school year. If it is not, legal action may be pursued.

In addition to the registration fee and tuition, each year the nursery school fundraises the amount of money necessary to meet the actual cost of operating the school. We ask that all families participate in the fundraising efforts as this is one way the school maintains its services without significantly raising tuition.

WITHDRAWAL POLICY

In the case of withdrawal, please notify the teacher and the Registrar. We request at least 30 days notice. In case of withdrawal, you will be responsible for the monthly tuition payment until a replacement is found or, if a replacement cannot be found, according to the following schedule:

- Withdrawal August 15 - November 15: 50% of the remaining year's tuition.
- Withdrawal November 16 - February 15: 75% of the remaining year's tuition.
- Withdrawal February 16 and after: 100% of the remaining year's tuition.

CONFERENCES, PARENT INFORMATION, & VISITING TIME

Parents are encouraged to visit the nursery school at any time. We gain strength, support and helpful information from each other. You are asked to make an appointment with the teacher any time you have questions or concerns about the school or your child. If you would like to schedule a conference before school starts, please contact the Director. Orientation is also a good time to share information with teachers.

NNS offers two conferences per year for each child. Teachers will prepare a conference record about each

child and a portfolio that includes children's work documenting progress in the areas of intellectual, physical, social, and emotional development. This information will be presented to the parents during conferences and available to them at anytime.

The Director and/or Board members will issue periodic newsletters to parents highlighting monthly activities, current projects, and other pertinent information. Also, there is a parent bulletin board in the school hallway where additional information is posted.

GUIDANCE POLICY

The guidance policy at NNS encourages the development of social skills such as turn taking, negotiating, and dealing with anger in an acceptable way. By using developmentally appropriate principles of guidance, a child's self-concept is maintained, desired growth in the child is provided, and a trusting relationship between the adult and child occurs.

Children will be guided through conflict negotiation skills by the teaching staff. At times, children may be redirected to other activities if staff deems that it is appropriate.

No child will be subject to corporal punishment and/or emotional abuse. No child will be separated from a group without adequate supervision and appropriate documentation stating that less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well being of children at the school. If a child's behavior constitutes a persistent threat to the well being of other children or staff at the school, a student may be disenrolled as determined by a joint decision made by the Director, NNS Board, and teacher(s). If a parent disagrees with the decision, a written grievance may be filed. The parent grievance procedure is located on page 15 of this handbook.

CURRICULUM

NNS provides a variety of activities that are quiet, active, teacher directed, and child initiated. Learning materials are rotated on a weekly basis and evaluated regularly by staff. Activities are designed to promote the intellectual, physical, social, and emotional development of children in a manner consistent with the child's cultural background. The following are examples of activities available to children attending NNS:

- Intellectual:** science experiments, math activities, stories, puzzles, games with rules
- Physical:** movement to rhythm, manipulative toys, blocks, art experiences, indoor/large muscle play, sand and water play, outdoor play
- Social:** dramatic play (dress up, housekeeping, etc.), snack, self-directed learning time
- Emotional:** art (paint, play dough, etc.), creative movement, dramatic play.

The program is flexible and we strive to adapt it to individual or group needs.

CURRICULUM GOALS & OBJECTIVES

NNS uses the following developmental goals and objectives to guide its curriculum and activities. During parent/teacher conferences, your child's teacher will use these goals and objectives to inform you of your

child's progress and discuss your child's strengths and areas for improvement. Keep in mind, however, that children develop at different rates and mastery of all these goals and objectives is not expected for every child.

These developmental goals and objectives are taken from *Creative Curriculum for Preschool Fourth Edition*.

<p style="text-align: center;"><u>Social/Emotional Development</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Shows ability to adjust to new situations <input type="checkbox"/> Demonstrates appropriate trust in adults <input type="checkbox"/> Recognizes own feelings and manages them appropriately <input type="checkbox"/> Stands up for rights <input type="checkbox"/> Demonstrates self-direction and independence <input type="checkbox"/> Takes responsibility for own well-being <input type="checkbox"/> Respects and cares for classroom environment and materials <input type="checkbox"/> Follows classroom routines <input type="checkbox"/> Follows classroom rules <input type="checkbox"/> Plays well with other children <input type="checkbox"/> Recognizes the feelings of others and responds appropriately <input type="checkbox"/> Shares and respects the rights of others • Uses thinking skills to resolve conflicts 	<p style="text-align: center;"><u>Curriculum plans and activities that support these goals</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Routine daily and weekly schedules develop trust. <input type="checkbox"/> Primary teacher system develops child's comfort and trust during daily routine and family's comfort and trust through daily interactions and during conferences. <input type="checkbox"/> Plans for special days such as pajama day and bear cave day help children be flexible. <input type="checkbox"/> Field trips help children develop trust in other adults and adjust rules to new situations. <input type="checkbox"/> Staff help children and parents through separation issues individually and as a whole with tips in the newsletter. <input type="checkbox"/> Staff read books and sing songs about feelings. <input type="checkbox"/> Staff help children identify feelings throughout situations that arise. <input type="checkbox"/> Staff help children work through conflict resolution skills when conflicts arise. <input type="checkbox"/> Staff encourage children to talk to each other regarding turn-taking and hurt feelings. <input type="checkbox"/> Center time is provided daily; children choose their own activities and how long to stay at each center; centers are clearly defined and contain materials on low, open shelving. • Children are taught to blow their own noses, wash their own hands, take care of their personal belongings, and dress themselves for outdoor play.
<p style="text-align: center;"><u>Physical Development</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates basic locomotor skills (running, 	<p style="text-align: center;"><u>Curriculum plans and activities that support these goals</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Children are regularly given opportunities to participate in gross

<p>jumping, hopping, galloping)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shows balance while moving <input type="checkbox"/> Climbs up and down <input type="checkbox"/> Pedals and steers a tricycle (or other wheeled vehicle) <input type="checkbox"/> Demonstrates throwing, kicking, and catching skills <input type="checkbox"/> Controls small muscles in hands <input type="checkbox"/> Coordinates eye-hand movement <input type="checkbox"/> Uses tools for writing and drawing 	<p>motor play either outside on the playground equipment or in the multipurpose room.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff utilize balance beams, romper stompers, balance boards, balls, scarves, ribbons, hula hoops, fabric tunnel, scooters, and a parachute to practice gross motor skills. <input type="checkbox"/> Staff sing active songs (e.g. Head, Shoulders, Knees, and Toes) and play games with rules (e.g. Duck, Duck, Gray Duck) to help children develop gross motor skills. <input type="checkbox"/> Children have numerous opportunities to develop fine motor skills during center time: the writing center has paper, model words for the children to copy and various writing tools such as pencils, colored pencils, crayons, and markers; the independent art center has duplicates of the aforementioned tools plus scissors, collage materials, stencils, stamps and stamp pads, envelopes, paper plates, paper sacks, glue sticks, tissue paper, etc.; the teacher-directed art activity has additional art media such as paint, liquid glue, modeling materials, watercolors, etc.; the art easel has paint; the marker easel has washable markers; the play dough center is consistently available; writing materials are placed in other centers such as the block and dramatic play areas. <input type="checkbox"/> Each teacher works on writing and drawing activities with various media in her own group time which allows for direct, individualized instruction. • Children have opportunities to develop fine motor skills by playing with small manipulative objects such as small blocks, bears, plastic tweezers, Lincoln Logs, Unifix Cubes, puzzles, etc.
<p><u>Cognitive Development</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Observes objects and events with curiosity <input type="checkbox"/> Approaches problems flexibly <input type="checkbox"/> Shows persistence in approaching tasks <input type="checkbox"/> Explores cause and effect <input type="checkbox"/> Applies knowledge or experience to a new context <input type="checkbox"/> Classifies objects <input type="checkbox"/> Compares/measures <input type="checkbox"/> Arranges objects in a series <input type="checkbox"/> Recognizes patterns and 	<p><u>Curriculum plans and activities that support these goals</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The science center regularly includes magnifying glasses; balance scales; measuring items; objects that can be sorted and classified; sorting trays; plastic tweezers; magnets; nuts and bolts; small wooden hammers and nails; gears; kaleidoscopes; prisms; natural items such as sea shells, rocks, and nests; test tubes; items that sink or float; eye droppers; color paddles; environmental puzzles; and living things such as plants and our classroom pet. <input type="checkbox"/> Calendar time provides opportunities for children to learn the months of the year, days of the week, and special holidays. In addition, the teachers provide date stencils that form a new color pattern each month. <input type="checkbox"/> Teachers work on rote counting through either counting the days in the month or through a guessing jar (items are placed in a jar and each child in the group guesses the number of items, the

<p>can repeat them</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shows awareness of time concepts and sequence <input type="checkbox"/> Uses one-to-one correspondence <input type="checkbox"/> Uses numbers and counting <input type="checkbox"/> Takes on pretend roles and situations <input type="checkbox"/> Makes believe with objects <input type="checkbox"/> Makes and interprets representations 	<p>teacher and children then count the number of items to see the total).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Children are exposed to simple bar graphs and other simple math concepts during the individual teacher's group time. <input type="checkbox"/> One-to-one correspondence is practiced through napkin and cup helpers (i.e. one napkin/cup for each chair). <input type="checkbox"/> Centers that are limited in the number of children have signs displaying the number of children allowed. Children are then able to utilize their one-to-one correspondence in a practical situation by figuring how many of their friends can play at once. • The dramatic play center provides the most common venue in which children take on pretend roles. It is comprised of child-sized kitchen appliances, a table and chair set, high chairs, a baby bed, a dresser for baby clothes, and numerous hooks and bins for child-size dress-up clothes and shoes. It also has play food, dishes, utensils, cooking equipment, dolls, baby bottles, phones, and other household items.
<p><u>Language Development</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Hears and discriminates the sounds of language <input type="checkbox"/> Expresses self using words and expanded sentences <input type="checkbox"/> Understands and follows oral directions <input type="checkbox"/> Answers questions <input type="checkbox"/> Asks questions <input type="checkbox"/> Actively participates in conversations <input type="checkbox"/> Enjoys and values reading <input type="checkbox"/> Demonstrates understanding of print concepts <input type="checkbox"/> Demonstrates knowledge of the alphabet <input type="checkbox"/> Uses emerging reading skills to make meaning from print <input type="checkbox"/> Comprehends and interprets meaning from books and other texts <input type="checkbox"/> Understands the 	<p><u>Curriculum plans and activities that support these goals</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Teachers take the opportunity during teacher-directed art or at a small group activity to converse with children on an individual basis. <input type="checkbox"/> Teachers read books daily and teach new vocabulary, ideas, and concepts. <input type="checkbox"/> Teachers utilize books and songs that have repeating sounds (e.g. <u>Silly Sally</u>) and rhyming words (e.g. <u>Down By the Bay</u>). <input type="checkbox"/> Curriculum is planned around an author/illustrator of the month. Each month teachers base some of the reading choices on the predetermined author/illustrator. Children are taught what an author and illustrator does to contribute to the book. <input type="checkbox"/> Classrooms have at least three library areas where children can choose to look at books including books with audiotape accompaniment. There are also times when only library materials are available (i.e. as children finish their snack and wait for others to move to the next activity.) <input type="checkbox"/> Each child has numerous opportunities to recognize his/her own name (locker, check-in, take-home bin, helper chart, etc.). In addition, each child is given direct instruction and ample opportunities to write his/her own name. <input type="checkbox"/> As children show interest and ability, they are encouraged to write other words such as mom, dad, I love you, siblings' names, pets' names, etc. • Children are exposed to letters and phonetic sounds on a daily basis through incidental learning such as recognizing the same

purpose of writing <input type="checkbox"/> Writes letters and words	letters in different children's names, playing games (i.e. letter bingo), and using invented spelling to write.
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SCHOOL HOURS

Morning Classes: 9:00am arrival - 11:30am dismissal
 3 day AM class: Monday, Wednesday, and Friday (4 and 5 year old class)
 2 day AM class: Tuesday and Thursday (3 year old class)

Afternoon Class: 1:00pm arrival - 3:30pm dismissal
 3 day PM class: Monday, Wednesday, and Friday (3, 4 and 5 year old class)

See descriptions under "Enrollment" on page 6 for more information on the breakdown of classes by age.

Teachers are generally available from 8:00 AM until 4:00 PM Monday, Wednesday and Friday, and 8:00 AM until Noon Tuesday and Thursday. If you have any questions during the year, the best time to reach your child's teacher is by phone before the school day begins (8:00 AM to 8:50 AM), during lunchtime (12:00 PM to 12:30 PM), or after school (3:45 PM to 4:00 PM). The nursery school phone number is 507-645-4607. If the teachers are not available, please feel free to leave a message on the school's answering machine and the teacher will return your call.

TYPICAL DAILY SCHEDULE

Morning Classes:

9:00	Arrival
9:00-9:20	Greeting
9:20-10:10	Self-Directed Learning
10:10-10:30	Snack
10:30-11:15	Story/Small Group Activity
11:15-11:30	Outdoor Play/Gym Play
11:30	Dismissal

Afternoon Class:

1:00	Arrival
1:00-1:20	Greeting
1:20-2:10	Self-Directed Learning
2:10-2:30	Snack
2:30-3:15	Story/Small Group Activity
3:15-3:30	Outdoor Play/Gym Play
3:30	Dismissal

CHILD DROP-OFF AND PICK-UP PROCEDURES

Drop-Off

Parents will be responsible for transporting their child to and from school. When arriving we ask that you enter the church parking lot via Birch Lane, park in the lot, and walk your child into school. We ask that you guide your child in placing their coats, boots, bags, etc. into their lockers and remain with them until they enter their classroom. Please refrain from parking in the circle driveway or in the handicapped zone.

Pick-Up

We use the **Taxi system** at dismissal time. *Taxi* means parents do not go into the school to pick up their children, but instead, stay in their cars and drive up to the door from which the children exit the building. Please enter the church parking lot via Birch Lane. The first vehicle should pull up to the front of the church's circular driveway. Please stay in your car once you have pulled all the way up to the front of the building. When you are stopped at the front of the building, a teacher will walk your child to your car, load your child, and buckle your child into their car seat. Only if the teacher asks you for help may you exit your car to assist. *In the interest of time and safety, drivers must remain in their cars if they choose to use the taxi system.* If you do not want to wait in the taxi line, please park your car in the South parking lot, walk to the front of the church, and wait for a teacher to walk your child to you.

If your child is leaving with someone other than his/her normal driver, please send a signed note to the school or complete the "ride home chart" which is posted in the hallway to provide your child's teacher with this information. A child will not be allowed to leave school with anyone who has not been given written permission.

It is extremely important that you are prompt in bringing your child to school. We are here for only a short amount of time and waiting for late arrivals disrupts our daily schedule and our planned activities. Likewise, it is extremely important that you are prompt in picking up your child after school. Children may get upset if they are the only one left at the end of the class time. In addition, teachers have a limited amount of time to clean up and either prepare for the next class or go home for the day. If you are more than 15 minutes late in picking up your child (according to the clocks in the classrooms) there will be a late pick-up fee of \$5.00 per minute.

SNOW DAYS

During inclement weather, our school closing will follow that of the Northfield Public Schools' kindergartens. Please listen to KYMN (1080 AM) or WCCO (830 AM) for the announcement. If you have any questions, contact the school Director. Please use your own discretion in picking up your child in case of severe weather warnings while school is in progress. After two snow days per session, we will make up any further days at a later date. If NNS will be closed and the public schools are open you will be notified personally of the closing.

VOLUNTEERISM

Because Northfield Nursery School is a cooperative school, we ask parents to serve on volunteer committees. By contributing your time and talents both the school and your child will benefit. The time commitment is minimal and we hope that you will respond eagerly when asked to serve. The volunteer committees include, but are not limited to: cleaning, property maintenance, library assistance, book orders, school picture orders, fundraising, marketing, coffee sales, staff/volunteer appreciation, family fun night, room parents, and the parent Board of Directors. A more detailed list of volunteer opportunities can be found at the end of this handbook.

Following are additional ways in which to volunteer for Northfield Nursery School:

1. Complete the annual spring survey and offer suggestions for improving our school.
2. Attend the annual spring meeting and vote for the upcoming Board of Directors and the annual budget.
3. Come to your child's classroom on his/her birthday. You can read a book, show family photos, plan an activity, or just hang around. (Please talk to your child's teacher prior to the birthday so you can agree on a mutually beneficial time.)
4. Volunteer on field trips.
5. Help the teachers in the classroom on a cooking day or other such special day.

6. Participate in fundraisers by purchasing items and/or by helping the committee chair.
7. Attend or help at the Family Fun Nights (all-school social events where parents and children can get to know each other better.)
8. Volunteer to share a talent with the children in the classroom. (Do you like to sing or play an instrument? Come lead us! Do you know how to do a special dance? Come teach us! Do you have an interesting hobby? Come show us!)

GRIEVANCE PROCEDURE/PROGRAM OPERATIONS

Effective communication between a child's parent(s) and the staff is an important element in striving to meet the needs of all children who attend NNS. As a result of many years of teaching preschool children, we realize that children between the ages of three and five are continuing to develop their understanding of the world. For example, sometimes their interpretations of idioms and phrases, some vocabulary, time concepts, and the concepts of real vs. imaginary are not yet mature. Occasionally misunderstandings may occur. If you wonder about something your child has told you regarding school, please contact your child's teacher so that together you can seek to clarify any concerns.

If for any reason you feel you have a serious concern or grievance to express, a grievance procedure has been established.

NNS strives to serve the needs of all of the children who attend our school. Effective communication between the parent, legal guardian, or other adult responsible ("Responsible Party") for the child and NNS is an important element in accomplishing that goal. NNS has established the following procedure to ensure that a concern is handled in a fair, timely and respectful manner. If a Responsible Party at any time believes for any reason that he/she has a grievance to express concerning staff and/or an occurrence at NNS, he/she should follow the procedure outlined below in the order listed.

Step 1: Contact the Director in person, by telephone or by mail within ten (10) business days of when the alleged concern/incident occurred. (If the concern involves the Director, the Responsible Party may contact the Board President in the same manner as stated.)

Step 2: The Director will schedule an informal meeting to occur within ten (10) business days of the conclusion of Step 1. The purpose of the meeting will be to discuss the concern informally with the Responsible Party, to seek to clarify the concern or circumstances of the alleged incident, and to come to a mutually agreeable resolution. (If the concern involves the Director, the Board President will schedule an informal meeting with the Responsible Party in the same manner as stated.)

Step 3: If, after the conclusion of Step 2, the matter is not resolved to the Responsible Party's satisfaction, the Director and Board President (or Board President and Vice President, if the Director is involved in the concern) will schedule an informal meeting to occur within ten (10) business days of the conclusion of Step 2. The purpose of the meeting will be to discuss the concern informally with the Responsible Party, to seek to clarify the concern or circumstances of the alleged incident, and to come to mutually agreeable resolution.

Step 4: If, after the conclusion of Step 3, the matter is not resolved to the Responsible Party's satisfaction, he/she may file a written grievance. The written grievance must be filed within ten (10) business days of the informal meeting scheduled under Step 3 above. Filing is accomplished by providing a copy of the written grievance to both the Director and the Board President. A copy of the grievance shall be provided to any staff member identified in the grievance.

Step 5: The Director and Board President will then call a meeting of the NNS Board to occur within thirty (30) calendar days of the receipt of the written grievance to discuss the matter. This meeting may be either the next regularly scheduled Board meeting or a special meeting called for the purpose of discussing the grievance. Scheduling is at the Board's discretion. A majority of the Board shall be present. The Responsible Party may attend this Board meeting to further clarify his/her concern or may choose to have his/her grievance conveyed through the Director and/or Board President. However, if requested by the Board, the Responsible Party must attend the portions of the meeting during which the grievance is discussed. Any staff member identified in the grievance shall be notified of the meeting and may choose to attend.

Step 6: Within ten (10) business days of the meeting described in Step 5 above, the Director and/or Board President or other representative selected by the Board will convey the Board's decision to the Responsible Party. When possible, the Board will convey its decision by a meeting with or a telephone call to the Responsible Party. The decision of the Board shall be final.

A written grievance may be withdrawn at anytime by the person who filed it. If the Responsible Party fails to meet the time limits established in this procedure and the delay has not been excused by the Board, the grievance may, at the Board's sole discretion, be dismissed. If the Board fails to meet the time limits established with this procedure and the delay has not been excused by the Responsible Party, the Responsible Party may proceed immediately to the next step. NNS and the Responsible Party may, by mutual agreement, extend or waive any time limit established in this grievance procedure.

A complete copy of the grievance procedure is also available for your review in the parent information area in the NNS hallway. Parents wishing more information regarding school philosophy, curriculum, educational methods, or program plan may obtain this information by contacting the Director.

DIVORCED/SEPARATED PARENTS

NNS tries to be aware of and sensitive to families we serve. If divorced or separated parents are sharing custody and there is some way we can help make the child's situation easier (or avoid making the situation more difficult), let us know. Parents should know that, without a legal document, we cannot presume one parent has more or less rights than the child's other parent. A copy of legal orders must be placed in the child's file and must be less than one year old. The staff of Northfield Nursery School shall not provide opinions on the suitability of parents involved in child custody cases unless questioning of staff is performed through the proper legal channels.

PERMISSION FORMS

Each time a class has a field trip, parent permission forms will be sent home with your child and are required to be signed. A permission form is required to be on file and NNS will request permission for the following:

1. To have photos taken for publicity purposes
2. Presence of pets and/or visiting animals
3. Permission to walk within 2 blocks of NNS
4. Inclusion on the class list
5. Permission for Northfield Nursery School staff to take emergency procedures
6. Names of individuals permitted to pick up your child

SCHOOL SUPPLIES

In an attempt to keep tuition down, we hope that parents will donate supplies. These might include paper towels, anti-bacterial hand soap, dish soap, paper plates, etc. The Director will provide a periodic list of needed supplies. We also ask that each child bring one of the following during the course of the year: a set of washable markers, three glue sticks, or a box of facial tissues. These will be used by all children throughout the year as needed. Thank you.

TOYS AND SHARING

We request that parents do NOT send toys to school as they can be easily lost and often cause unnecessary conflict between the children. Books, records, tapes, and CDs (labeled with the child's name) may be brought any time to share. We cannot be responsible for clothing and toys that are lost. Teachers may designate specific days when children can bring a special toy. Please do not bring violent toys or weapons on this special day. Each child can decide if he/she will show the toy and return it to their locker or leave the toy in the classroom to share with classmates. Your child is always welcome to bring something from nature to display on our science table.

CLOTHING AND SCHOOL BAGS

We ask that you dress your child comfortably for play. Comfortable, sturdy, washable clothing gives children the freedom to participate in all school activities without concern for spills, rips, or tears. Cowboy boots, clogs, jellies and slippery sole sandals or shoes are inappropriate and, in many instances, unsafe. Please label clothing with the child's name and be sure the clothing is large enough and easy to manage. Clothing that is easily managed by the children encourages good self-esteem and independence. Nothing is more frustrating at the end of the day than boots that are too small or zippers that will not work.

Children are taken outside to play whenever weather and schedules permit. Please dress children appropriately for prevailing weather conditions. Our playground can be cold and windy, so please *overdress* your child for school. That means boots, snow pants, hats and mittens. We can always take off too many clothes, but the reverse is more difficult.

Each child is assigned a locker to store his/her clothing, school bag, artwork, etc. Your help is appreciated in seeing that your child arrives safely with all their belongings. *A school bag is necessary for transporting completed projects and parent mailings.* Please choose a bag that is reasonable in size for your child and is easy for him/her to open and close. Each bag needs a large safety pin attached that can be used for sending home notes. Also, please put your child's name on the bag.

SNACKS

Parents are asked to contribute a snack and beverage for their child's class a few times throughout the school year. A snack calendar will be available at orientation where parents can sign up for dates that work best for

their family. If you are unable to attend orientation, dates to bring snack will be assigned to you. A final calendar will both be emailed to all families and posted on our website for reference throughout the year. Reminders will be emailed to each family the day before they are to bring snack. If you need to trade a date with another family, you may do so at your convenience. Please email of any changes to community@northfieldnurseryschool.com so we may update the snack calendar accordingly. We encourage children to enjoy nutritious snacks. According to state law, all foods sent to school must be in unopened "store bought" packaging. Food that has been prepared (mixed or baked) at home cannot be served to the children. Suggestions for snack will be listed on the snack calendar and sent to you following orientation. Occasionally we prepare our own snack and in the past have made applesauce, bread, pudding, spaghetti, etc.

BIRTHDAY AND PARTY INVITATIONS

Your child's teacher will make your child's birthday a special day by singing and making a birthday crown. If you would like, you may also send family photos or other special items on your child's birthday. If your child wishes to bring a snack on his/her birthday, please use the snack calendar to exchange dates with another parent. Remember, all snacks must be "store bought". If you wish, you may send along a birthday "treat" to be sent home with all classmates (20) such as stickers or sugarless gum, etc. *Please do not send party invitations to school with your child.* A class list with addresses and phone numbers will be provided for your convenience at orientation.

HEALTH AND SAFETY

Children must be toilet trained by the beginning of school. Please notify the school if the child is ill or will be absent from school and please report infectious or communicable diseases immediately (strep, chicken pox, and pink eye are the most common.) When a child becomes ill in school, the child will be separated from the group with another adult in attendance until a parent picks up the child. Please keep the child home until he/she is free from illness symptoms for 24 hours.

It is important that we keep children and staff healthy, especially during the long winter months.

Children with any of the following symptoms should not attend school:

- A fever of 100 degrees or higher
- A cold in the first 2 days
- A profusely running nose
- Upset stomach, diarrhea, and/or vomiting within the past 24 hours
- Persistent sore throat
- Any undiagnosed rash
- Any contagious disease
- A child with pink eye should be seen by a physician to discuss whether antibiotics are appropriate. (Most pink eye is viral and antibiotics are not necessary.)

Medications will only be administered by teachers if a signed, completed medical care plan is on file and only if absolutely necessary.

No child will be admitted to NNS without a Health Care Summary and current immunization record on file at the school.

Fire drills are held monthly and tornado drills are held in September, April, and May. In case of fire the children are exited through the emergency door between the north and southwest classrooms and directed away from the building. In case of tornado, the children are directed to an inner hallway and told to "duck and tuck."

For more detailed information regarding Northfield Nursery School's emergency procedures, please see the Northfield Nursery School Health and Safety Procedures located on the family bulletin board in the school's hallway.

Children attending NNS shall be supervised at all times by qualified staff.

Everyone at NNS has a right to feel respected and safe. It is our policy to attempt to prevent religious, racial or sexual harassment or violence of any kind. If words or actions make children or adults feel uncomfortable or fearful, parents, staff and Board members should communicate with each other in order to resolve the situation.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who should report child abuse and neglect:

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to report:

- If you know or suspect that a child is in immediate danger, call **9-1-1**.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at **(651) 297-4123**.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at **(507) 645-4723** or local law enforcement at **(507) 645-4475**.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at **(651) 296-3971**.

What to report:

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter of reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures and are provided with an opportunity to request the information.

NNS GUIDELINES TO SERVING CHILDREN WITH SPECIAL NEEDS

Enrollment

Northfield Nursery School (NNS) may choose to enroll children with identified special needs at any time during the registration process.

If possible, the family should visit the nursery school with their child prior to enrollment in order to make sure that the nursery school environment will meet the child's needs. In addition, the NNS Director or other staff member will discuss with the family any limitations or issues that the child may have with the nursery school environment or with other children enrolled.

The NNS Director may request a change in class placement in order to maintain positive class dynamics.

NNS may request the student be withdrawn if the classroom environment is not meeting the child's needs, if the child is disruptive to the class environment, or there are concerns regarding the safety of the other children.

If a child needs specific services (i.e. speech therapy, physical rehabilitation), the family can choose to have an outside consultant perform these services at the nursery school as long as the family discusses these arrangements with the child's NNS teacher in advance.

Transportation

Families are expected to arrange for transportation to and from the nursery school. Procedures for drop-off and pick-up will be the same as for any other enrolled child.

Communication

Prior to the student's first day of school, the child's NNS teacher and parents should meet to discuss the following:

1. Specific needs or limitations that the child may have
2. Expectations of the nursery school experience and any goals that the family or the child's case worker has regarding the nursery school experience
3. Expectations that outside consultants have for observations of the child during nursery school time as well as phone contacts and/or meetings with the NNS teacher and the frequency of those contacts
4. Processes for resolving concerns (for example: special accommodations for field trips, etc)
5. Northfield Nursery School must have a copy of the child's Individual Education Plan (IEP) and will develop an individual child care plan based upon this IEP.

Fees

The family is responsible for all tuition payments and the non-refundable registration fee. Families may request scholarship assistance through the standard scholarship process.

If additional adult assistance is necessary to accommodate the needs of the child, the family will have the option of either withdrawing the child or paying for an additional teacher's assistant. If the family chooses the latter, NNS will employ a teacher's assistant at a contracted rate and bill the family for the staff person's salary and any additional tax liabilities that the nursery school would incur.

Identifying children with special needs

If the NNS Director or other staff member feels that a child may have special needs that are not yet identified, the following process shall be followed:

1. The NNS Director and/or other Teacher shall discuss the matter with the child's family. The NNS staff member shall present to the family the areas of concern through either anecdotal records of the child's behavior and/or samples of the child's work.
2. If the family chooses to pursue further assessment, they shall sign a release of information form allowing NNS staff to discuss the child with outside consultants and receive information from them. The family shall then call their local school district or a private practitioner to begin the assessment process. All fees incurred will be the responsibility of the family. Observations can be done at the nursery school if prior arrangements have been made with the child's teacher. NNS teaching staff will complete any questionnaires or observations necessary to help facilitate the process. If possible, the NNS Director or other teaching staff may also attend team meetings where findings or placement are discussed.
3. If the family chooses not to pursue further assessment, NNS has the right to disenroll the child if our nursery school cannot meet the child's needs, if the child is disrupting the nursery school experience for the other children in the class, or if there are concerns regarding the safety of the other children or adults. If this decision is made and the family disagrees, they may follow the standard NNS grievance procedures.
4. If the child is determined to have special needs, then the previous guidelines will be followed.
(Adopted by the NNS Board of Directors October 8, 2006)

VOLUNTEER OPPORTUNITIES

Parents will have the opportunity to sign up for volunteer positions at the fall orientation meeting. Below are descriptions of the positions and estimated time commitment.

Room and Toy Cleaning: 3 hours, two Saturday mornings per year

15 volunteers needed, including a lead volunteer who organizes and schedules cleaning times. Twice a year, classrooms and toys need to be thoroughly cleaned (vacuumed, dusted, wiped down, etc).

Property Maintenance: Less than 12 hours per year

2-3 volunteers needed, including a lead volunteer to call and organize the group. These parents maintain and repair classroom and playground equipment. They may also be asked to build certain items with school provided supplies.

Librarian: every 2 weeks for 3 months of the year

3 volunteers, including a lead volunteer to call and organize the group, are needed to check out and return books and materials from the public library. Book check-out is usually done every two weeks. Teachers notify

the volunteers of the books that they need. In the past, volunteers have split the year into thirds and have each taken responsibility for a third.

Book Orders: 3-4 hours per month for seven months

One volunteer needed to place book orders through Scholastic Books (online or by mail) and sort the order when it arrives. This person may also need to meet with teachers or the Director to review the process and expectations for book ordering.

Fundraising: Time commitment varies

This is much more fun than it sounds! Volunteers will work closely with the Special Events board member to help organize and run various fundraising events. Some examples are: helping with coffee sales and sorting, and gas card sales and sorting.

Staff/Volunteer Appreciation: Once per year (either Fall or Spring)

Volunteers needed to provide snacks to staff during parent/teacher conferences. This group may also show support for staff/volunteers by providing a thank-you event or small tokens of appreciation.

Family Fun Events: 4-5 hours per year

10 volunteers are needed for Fall and 10 for Spring. This group will plan, organize, and facilitate a Family Fun Event in the Fall and Spring. Activities in the past have included crafts, gym activities, and snacks. This group is also in charge of set-up, clean-up, collecting money, and making food for the event.

Winter Social: 2-3 hours, once per year

2 volunteers from each class are needed to plan and organize a winter social gathering for families. Some activities that have been done in the past include sledding, ice-skating, and a potluck meal. Responsibilities include sending out invitations and organizing the event.

Room Parent: 2-4 hours per year

One parent from each class is needed to be "on call" for teachers. Responsibilities include assisting with miscellaneous tasks for the class and notifying families of school closing due to unforeseen circumstances.

Marketing Specialist: 1-2 hours per month

This volunteer is responsible for stocking brochures and fliers at various locations throughout town. Please share any other marketing expertise you may have.

Breakfast with Santa Coordinators: Varies

Organize volunteer into one-hour time slots and help out on the day of the event.

Healthy Kids Day: 2 hours – once in the spring plus some additional planning time

Create a theme, set up and staff the NNS table at the Healthy Kids Day event.