

*St. Paul Nursery
School*

Policies and Procedures Handbook
2017 -2018

**St. Paul Nursery School
8221 Miami Road
Cincinnati, Ohio 45243
513-891-8187**

PHILOSOPHY

St. Paul Nursery School, as part of the whole church, gives the nursery-aged child a beginning Christian education through group experiences. Development of the entire child - physical, intellectual, emotional, and social - through a stimulating, caring and enjoyable atmosphere is the goal of the St. Paul Nursery School program.

Experienced, well-trained teachers, under the leadership of a full-time director, guide each child of function at his or her own level, as a productive, and consequently, happy and confident member of a group. In addition, our curriculum enables children to get to know everyday phenomena in many first-hand, sensory ways. We also strive to have the child question thoughtfully and to think for him and herself, and have the satisfaction of solving problems and learning a variety of skills. We encourage each child to express his or her feelings and sense of self through dramatic play, music, art and literature. Most importantly, we wish to have the children enjoy themselves as they meet new friends, play and have a positive first experience at school. We accept each child as a unique person, and because our emphasis on the individual, our class size is limited. St. Paul Nursery School provides a secure, comfortable environment for every child to develop a positive-image through rewarding personal and group activities.

ADMISSIONS

A child is considered to be enrolled in the center only after the registration form and fee have been received, the administrator confirms the availability of space, a contract has been signed and a summer payment has been made. Any changes to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or a certified nurse practitioner is required to be submitted within 30 days of admission. A copy of the student's immunization record must accompany this form. Students who do not provide documentation of these

immunizations are subject to exclusion from school. The medical form must be updated every year.

ENROLLMENT REQUIREMENTS

For a child to enter the toddler enrichment program, he/she must be thirty months old on or before September 30th of that year. To enter the nursery program, he/she must be three years old by September 30th of that year. One child per nursery classroom may be toddler aged, turning 3 years old by October 31st. To enter the pre-kindergarten program, the child must be four years old by October 1st of the enrolling year. All children in the nursery and pre-kindergarten classes must be toilet trained. Children in the toddler enrichment program may wear a diaper or “pull up.” Disposable pants will be checked every 2 ½ hours. If there is a dirty diaper, parents will be called for changing.

All children are to have a current enrollment and health information form on file with the nursery school office no later than the first day of school. These forms are required by the state for admission.

In addition, the school must be granted permission to transport in case of emergency. Failure to give permission may result in exclusion from program.

REGISTRATION

Priority registration for the following year opens the Monday after we return from winter break for current families, families of former students and church members. Registration for the general public begins the week after. A non-refundable fee is due at the time of registration.

SCHEDULE OF OPERATING TIMES

Our program operates nine months a year, beginning the day after Labor Day and ending two weeks before Memorial Day. The sessions are one day, three days and four days according to the child’s placement. The morning session runs from **9:00 - 11:30 a.m.** The optional enrichment program, Dynamic Discoveries, for nursery and pre-kindergarten students runs from **11:30 - 1:00 p.m.** The school is closed on Friday. A calendar of the school year is distributed with contracts and is available online on the school’s website. Please take note of vacation dates.

ARRIVAL, DEPARTURE AND SUPERVISION

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety of needs of their children, anticipate hazards and take necessary appropriate precautionary and preventative measures.

Arrival/ Departures: Parents are required to bring their child(ren) into their classroom. Any special messages, medications, special pick up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, teachers will dismiss each child one by one to their parent or guardian. Please wait for the teacher to dismiss your child so there is a clear transfer of care. Children should arrive no sooner than five minutes after school begins and should be picked up no later than five minutes after school dismisses. If delayed, please inform the school. A fine may be imposed if you are chronically late in picking up your child. The fee will be \$1.00 per child for every minute you are late. A child will not be released to anyone except his designated carpool unless we have been notified by the parent. If there is a custody agreement or issue, we must have a legal document on file and specific instructions for the release of the child to a parent or guardian. All children are supervised at all times.

Absent: If your child will not be at school, please call or email the office. If your child is missing due to illness please let us know any symptoms or diagnosis. In addition, if the student was signed up for Dynamic Discoveries, please let us know. We will want to notify teachers to his/her absence.

Child Abuse Reporting: All staff members are mandated reporter of child abuse. If staff suspects that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

CURRICULUM AND SAMPLE CLASS SCHEDULE

We have a semi-structured program that provides a loving and creative environment for cognitive, self-help, language, small and large motor and socialization skills to be learned.

An example class schedule is below. The schedule for your child's class can be found posted in their classroom. Teachers will also go over daily schedule with parents at Meet the Teacher.

9:00 - 9:45	Free play/ craft activity/ games
9:45 - 10:10	Music and Musical games / dramatic play
10:10 - 10:30	Restroom/ daily jobs/ snack
10:30 - 11:00	Story time/ flannel board/ language time/ sharing
11:00 - 11:25	Outdoor/ indoor play

PUPIL - TEACHER RATIO

The state requires that we notify parents of the required staff/child ratios and maximum group sizes. In order to provide a higher quality of care and instruction we keep class sizes below state required ratios.

State Staff/Child Ratios

1:8 Toddlers (30 months to 36 months)

1:12 Preschoolers (3 years - 4 years)

1:14 Preschoolers (4 years - until eligible for kindergarten)

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include outdoor play and special activities.

Maximum Group Sizes

16 2 ½ - 3 ½ years old

24 3 year olds

28 4 -5 year olds

SNACKS

Daily snacks are provided. If your child requires special food, please discuss this with your child's teacher. Some snacks will be the result of a cooking activity by the children. Snack time is also an excellent time for socialization. An optional enrichment program (Dynamic Discoveries) is offered for children in the nursery and pre-kindergarten classes. Parents with students signed up for Dynamic Discoveries are to provide a nutritious lunch including food from the meat, dairy, bread, and fruit and vegetable groups and a drink. Please no Lunchables. All food items must be stored in a lunch box/bag clearly marked with your child's name. Lunches will be stored in the classroom. Please be sure to include ice packs in your child's lunch, if foods need to be kept cold.

GUIDANCE AND MANAGEMENT POLICY

All children will be handled with love and respect. The staff is here because they care about children and believe in an approach of positive reinforcement. When negative behavior occurs, intervention and redirection techniques (such as conversation) will be utilized. If necessary, a "time-out" period (withdrawal from group/activity) will be used. If inappropriate behavior becomes a major problem, the teacher and parents will discuss possible course of action. We do not use any type of verbal or physical punishment. The specifications of the Guidance Management rule apply to all employees of the nursery school.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents to correct the behavior. However, the safety of children is

always out primary concern. The administrator would be in communication with the parents prior to this occurring.

CLOTHING AND INDOOR/OUTDOOR PLAY

Students should be dressed in simple, washable play clothes and comfortable, sensible shoes, preferably gym shoes. Please no flip flops or play dress up shoes. We play outside when the weather allows, so please dress your child(ren) appropriately. Generally, if the sky is clear and the temperature is above freezing, we will go outside to play. If a child does not have appropriate outerwear, we will try to find something or place the child in the care of the director during outdoor playtime. When there is inclement weather, we have a large indoor muscle room for play. Please provide an entire extra change of clothing to be kept at school for emergencies. Please bring the clothes in a plastic bag, clearly marked with your child's name.

PARENT PARTICIPATION

We welcome you to visit the school during regular hours of operation. Please notify the school office of your presence. Our liability insurance does not permit us to have siblings, friends or cousins, etc. attend with our enrolled children.

Meet the Teacher: These are brief visits with the teacher by the parent and child in the child's classroom to become familiar with the school surroundings. Teachers schedule visits prior to school opening.

Birthdays and Celebrations: Birthdays may be celebrated at school. Discuss your plans with the teacher. She will notify you of any food allergies in the class. Remember, simplicity is best! We ask that cupcakes not be brought as treats.

Holiday parties will be held in each class and arranged by the teachers with parent assistance. These parties celebrate the seasons. We request all costumes, party favors, etc. focus on non-violent aspects of the holiday.

Father's Night: This is a special evening for the father or a special friend and their nursery or pre-k child to participate in school activities. Children attend school during the day as normal. If a father cannot attend, please make arrangements with the teacher for another person to come.

Special Friend Day: This is a special day in our toddler enrichment program for the students to bring in one adult friend to school with them and share the excitement of school. As the date approaches, teachers will send home more detailed information.

Mother's Day Christmas party is a special day for moms of nursery students. Mother's of pre-k students get a chance to come in closer to Mother's Day. Both days offer a special time for moms to spend part of the school day with their child.

PARENT - TEACHER COMMUNICATION

We encourage every parent to have frequent communication with the child's teacher and to address any problems promptly. The director is also readily available. A parent newsletter and notes from the teachers are sent home regularly. Monthly themes are posted outside the classrooms. Conferences are arranged once a year, in January, and any time it is felt advisable.

We welcome parents or guardians to be a part of the school. You may want to read a story, make a special project or assist with an activity. Please contact the teacher to make arrangements to visit. Specific procedures to be followed by parents or employees who need assistance with the center may be obtained by contacting the administrator.

FORMAL ASSESSMENTS

Teachers will conduct a series of assessments before conferences to aid in discussion about your child's strengths and growth. These are shared with you and any necessary personnel. Reports of child level data are not reported to the Ohio Department of Job and Family Services. St. Paul Nursery School will share assessment information and observation with other schools for admission and/or placement purposes per a parent request.

ILLNESS

Please keep your child home if he/she appears to be sick in any way. A child who has been actively vomiting the night before or has had a temperature in the past 24 hours should not come to school. We do not provide care for the mildly ill child, so please keep him/her home. If the child gets ill at school, we will isolate him/her within sight and hearing of the director, a teacher or assistant teacher at all times in the school office. The parent or designated adult will be notified to pick him or her up. A mat will be provided, if necessary, for the child's comfort.

Please contact the school if your child will be absent or if he/she develops or has been exposed to a communicable disease (i.e. chicken pox, head lice, hepatitis, meningitis, measles, etc.). If this occurs, a notice will be sent home to the parents to let them know their child has been exposed to a communicable disease. If the child requires medication, it must be administered for 48 hours before the child will be readmitted to school. Procedure for re-admittance to school depends on the illness. A communicable disease chart can be found in the director's office. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or a person designated by the parent or guardian:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness.
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)

3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of lice, scabies or other parasitic infestations
11. Sore throat or difficulty in swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member.

Children will be admitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

MEDICAL EMERGENCIES

Copies of the medical/dental emergency procedures are posted in each classroom and by the telephone. The staff, trained in first aid, treats minor bumps and scrapes. An incident/injury report will be completed if any of the following occur:

1. Illness which requires first aid treatment
2. Accident which requires first aid treatment
3. Injury which requires first aid treatment
4. Emergency transporting
5. Unusual or unexpected event which jeopardizes the safety of children or staff
6. Bump or blow to the head

MEDICATION POLICY

We will administer medication only in an emergency situation, such as an allergic reaction. We must have written instructions from a licensed physician and the parent or guardian or certified professional to perform the medical procedures. Medication, including epi-pens or inhalers, may be kept at school for the use by your child and must be in its original container with the original label attached. The full name of

your child must be on the label. Special medical forms must be filled out by the parents, dated and signed and on file at the school.

EMERGENCY TRANSPORTATION

In the event of an emergency, every attempt will be made to contact you. Should you be unavailable or the situation requires immediate medical attention, 911 will be called. Assuming you have given permission to St. Paul Nursery School to transport your child in an emergency setting, paramedics would transport your child to the hospital with a care giver from the school, who would stay with your child until your arrival.

TUITION / FEES AND PAYMENT POLICIES

A non-refundable, one month's tuition will be due in the spring/summer preceding the school year to confirm the child's placement in the program. This sum will be applied to the tuition for the month of May. If the child is not received by the deadline, the child's place will be filled with those on the waiting list. Tuition is due on the 1st and payable through the 10th of each month. Checks are to be made out to St. Paul Nursery School and can be mailed or deposited in basket outside the director's office. If payment is not received by the 10th, there will be a \$25.00 late assessment fee. A non-sufficient fund (NSF) check fee of \$35 will be assessed for a check returned by the bank. If payment is not made by the end of the month, the child will be subject to dismissal from school.

In the event of the child's withdrawal from school for reasons other than moving from the Cincinnati area, or in case the child is certified medically unable to attend, the family is responsible for tuition payments until the child's space in school is filled. A financial contract, to be signed by the parents or the responsible party, will be distributed in the spring for the following school year and must be returned along with your summer payment.

For the 2017 - 2018 school year, the fees are as follows:

Registration fee - \$75.00

1 Day Toddler Enrichment Program - \$765.00 per year

3 Day Nursery Program - \$1,710.00 per year

4 Day Pre-K Program - \$1,980.00 per year

Note: Dynamic Discoveries, the optional enrichment program, are at an additional cost.

FIELD TRIP POLICY

Field trips are a special learning experience. The pre-kindergarten classes make one trip during the school year. Teachers will send information home along with the necessary form to be signed and returned. Written parent/guardian permission is

required for all trips. A child may not go on the field trip unless the required form is received, signed and dated. Limited parental participation is necessary, and we appreciate your assistance. Transportation is by private car. If driving, seat belts are mandatory for each child. If your child requires a car seat, we ask that you install it in the car before departing. A person trained in first aid, a first aid kit and all medical and emergency forms will accompany the classes on field trips. All children will be assigned to specific adults during the entire course of the field trip, and will be accounted for at all times.

At times, scheduling problems arise and classes must be combined or assigned to go at times other than their regular school hours. We apologize for any inconvenience and ask for your support, as we feel the trips are enjoyable and enriching. We do not take the toddler enrichment or nursery classes on field trips. We do, however, bring special programs in for the children.

SAFETY POLICY

No guns, weapons, ammunition, or any object capable of inflicting serious bodily harm are permitted at any time on or near the school premises. Possession of any of these will result in the immediate notification to the parents and the Madeira police. In addition, suspension and possible expulsion from the school will occur.

Please use only the main entrance off the parking lot during school hours, as the outer doors will be locked.

Our school has several procedures for fire, weather, chemical, or building emergencies. An evacuation plan, including a diagram and weather alerts, is posted in each classroom and the director's office. There are monthly provisions for fire and severe weather drills. Quarterly drills will be made for active shooter. We will discuss strangers in the building and what to do.

Parents will be called about all emergencies. Available for the use at all times is a phone in the director's office. Children will never be left unattended.

For weather emergencies: Everyone meets and stays in room #111 until an all clear signal has been given.

For active shooter: Students will practice ALICE (Alert, Lockdown, Inform, Counter, Evacuate). Parents may not pick up children until an all-clear signal is sounded or announced.

For general emergencies: In the event of loss of power, heat or water we would contact parents/guardians for immediate pick up, if school had already begun or cancel school, if known in advance.

For chemical disasters: All classes meet in the upstairs hallway located between the parlor/coat closet, the gym and the hallway. Boxes containing water, food, tape, etc are located in the closet off the parlor. A radio and medical kit will be transported upstairs by the director. The director will turn off the main switches in electrical boxes located in the nursery school office. All interior and exterior doors will be closed. Parents may not pick up children until an all-clear signal is sounded or announced.

For building emergencies: In the event that we must evacuate the building while school is in session, we will walk with the students to the large fellowship hall at the Madeira Church of Christ across the street (7421 E. Galbraith, phone 791-8348). A message will be left on our telephone recorder, and every effort to reach you will be made via cell phones.

In all cases, the teachers will have the children's emergency forms with them.

GRIEVANCE PROCEDURES

In the event that a parent feels that action taken by the school is unfair and wishes to appeal for review, the following procedure should be followed:

Rules

1. The parent(s) will first seek a resolution of the grievance with the teacher.
2. Should a satisfactory result not be achieved, the parent(s) may, within ten (10) days, submit a written request, that includes a statement defining the grievance, for review through the supervisory chain-of-command. The supervisory chain of command is: SPNS Administrator, School Board, Pastor, and Leadership Council.
3. The supervisor(s) in the chain-of-command and the Leadership Council will, in turn, review the grievance. The parent(s) may appear before the supervisor(s) and the Committee and invite a person to accompany him/her. If the grievance remains unresolved, the Leadership Council will then make a decision. The action taken by the Leadership Council will be final.
4. These are the same steps a teacher or staff member would take when addressing a concern or grievance with the program.

WITHDRAWAL POLICY

Enrollment is for the full school term. However, in the event the family must move from the Cincinnati area, or in the event that the child is certified medically unable to attend school the parent may withdraw the child from school by written notice to the director of the school. The parent will pay the full monthly tuition for every calendar month the child is enrolled. The school does reserve the right to recommend the withdrawal if a child's needs are not met by the program.

CLOSING OF SCHOOL

School may be closed if the driving conditions, temperature or condition of our parking lot become dangerous. Please listen to your radio or TV during inclement weather. If area schools are closed, we will be closed. Due to the fact that our students come from several school districts, we do not follow any one district's plan. For information regarding our school specifically, please check our website ([www. Stpaulns.com](http://www.Stpaulns.com)), call the school office (891-8187), and or look for an email or text message from the school.

TEACHERS, ASSISTANTS AND SUBSTITUTES

Our teachers are well qualified and highly capable to provide daily programs for pre-school children. The staff is trained in first aid, recognition of communicable diseases, CPR and hand washing and disinfectant procedures by the American Red Cross, a registered nurse or emergency medical technician, or by qualified trainers approved by the State of Ohio. We are very proud of our teaching staff and assistants and know that they will enrich the lives of each student in their class.

NURSERY SCHOOL DIRECTOR

Our director is highly qualified in early education and works cooperatively with the parents, teaching staff, nursery school board and the church.

NURSERY SCHOOL BOARD

School policies, budgets and procedures are set by the nursery school board, comprised of church and lay members, the director and a teacher representative. It is presided over by the nursery school board chairman.

NAPPING AND RESTING

We do not have regularly scheduled nap time during school. However, if a student seems unusually tired, they can put their head down on a table for a few minutes.

BREASTFEEDING

From time to time a mother may need a private place to nurse or pump. Should the need arise, please let the director know. There is a church nursery that is not in use during school hours that would be a comfortable space offering a new mother privacy.

WATER ACTIVITIES/SWIMMING

Students will have the opportunity to play in water in their class sensory table from time to time. We do not, however, offer sprinkler or swimming at St. Paul Nursery School.