



Christ Church Nursery School Policy Handbook

The following pages will help you to become familiar with the policies of the school. Christ Church Nursery School will make every effort to provide this information in a language each family understands, if needed. Please refer to this handbook throughout the year. If you ever have any questions or concerns, please feel free to ask the director – she is always available for you!

Arrival and Dismissal

This is a very important time for your child – it helps set the tone for the day and helps to create positive feelings about school. Please remember the following points that will make these transitional times smoother for your child:

- As soon as a child is personally handed to a teacher, the school assumes responsibility.
- Conversely, as soon as a teacher hands a child to a parent, the parent assumes responsibility.
- Children should always be accompanied by an adult before or after school.
- All children must walk in with an adult – do not let your child come into the school or classroom alone at any time.
- Please do not leave the classroom without saying goodbye to your child.
- Please wait to bring your child into his/her classroom until the designated class start time and please arrive for pick up at the designated times as well.
- **DO NOT** let children run throughout the hallways or into empty rooms before class starts – keep them with you at all times.
- Children are only allowed in the classrooms, Rainbow Room or the playground if a teacher is present.
- The classroom doors will usually be closed before classes begin and end. This helps both the children and the teachers, as full attention can be given to each child during greetings and good-byes
- Please make sure to be on time for both drop-off and pick-up. Punctuality is crucial for children!

Sign In/Sign Out Policy

Parents or caregivers are required to sign their initials next to their child's name whenever bringing their child to school or picking their child up. These initials will be recorded, with the exact arrival and

departure times, in a class attendance book for licensing purposes. These books will be located just inside or outside of your child's room or by the playground gate (depending on whether your child's class is outside or inside during arrival and/or dismissal). If a child is not picked up on time, he/she is brought to the office where the parent/caregiver must sign him/her out in the school's late book.

If your child attends Lunch Bunch or Extended Day, you must either sign your child in or sign him/her out in the appropriate attendance book for that session.

Change in Pick-Up Forms

If someone other than the parent will meet the child upon dismissal, a written note signed by parent must be given to the child's teachers that day. Forms are conveniently located outside the classroom door. In lieu of the form, a phone call may be made to the Director, giving permission for the child to go home with someone else.

Visitor's Pass

Anyone visiting the school, including parents who read, teach a lesson, help out teachers, etc. are required to report to the office first. After signing in and writing down the arrival time, visitors will wear a VISITOR'S PASS badge while in the building. When they are ready to leave, passes must be returned to the office, where visitors will sign out and write down the departure time.

Parking Lot

IT IS EXTREMELY IMPORTANT THAT WE ALL HELP TO MAINTAIN THE SAFETY OF THE CHILDREN AT ALL TIMES. PLEASE REMEMBER THE FOLLOWING PARKING LOT SAFETY RULES:

- NEVER leave a child unattended in your vehicle. [PUBLIC ACT #97-298: IT IS A CLASS A MISDEMEANOR TO KNOWINGLY LEAVE CHILDREN UNDER THE AGE OF TWELVE UNSUPERVISED IN A PUBLIC ACCOMODATION OR IN A MOTOR VEHICLE]
- NEVER leave an unattended vehicle running.
- Please respect the handicapped parking area and leave it free for those who need it.
- Park only in the designated spaces – NO double parking and NO parking in front of the entrance steps.
- Please make sure all children are secured in car seats or are wearing seat belts before leaving the parking lot.
- Be aware of pedestrian traffic – it is often hard to see small children.
- Cell phones should not be used while driving in the parking lot.
- If you have any special needs with drop-off or pick-up procedures, please see the Director.

Illness

All children are exposed to illness in a school setting. As a parent, it is your responsibility to keep a child home if he/she is not feeling well. If you are ever in doubt as to whether or not to send your child to school, please call the Director before the start of school. Illness spreads quickly in a school setting, so

please keep this in mind for the benefit of your child as well as the other children and the teachers. If a child becomes sick at school or is brought to school ill, parents will be contacted to take the child home immediately. If parents are not available, emergency numbers will be contacted to ensure that the sick child's needs are met. Make sure you have provided us with two local emergency numbers. Please notify the office (203 869-5334) if your child will be absent. Report any communicable disease contracted by your child immediately to the school so that notices may be sent home to other parents in your child's class.

YOUR CHILD MUST BE KEPT AT HOME:

- COLD: If they have a persistent "green" runny nose.
- FLU: Until 5-7 days after diagnosis and fever-free for at least 24 hours without Tylenol or Advil
- FEVER: Until fever-free for at least 24 hours without Tylenol or Advil
- PINK EYE: Until the day after treatment begins.
- DIARHEA/VOMITING: Until symptom-free for at least 24 hours.
- STREP THROAT: Until 48 hours after treatment with antibiotic begins.
- COMMUNICABLE DISEASES: Until evidence of the illness or rash is gone.
- BRONCHITIS: Until 24 hours after treatment with antibiotic begins.
- HEAD LICE: Until the day after treatment begins, as long as they are nit-free.

Whenever there is evidence of a contagious illness or identified rash, please provide the school with a doctor's note stating that your child can return to school. If a child is well enough to be in school, the child should be well enough to participate in all aspects of school – including outdoor activities.

Administering Medication

The center will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), nonprescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available in the office.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription, and directions for use. Except for nonprescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored.

NO OTHER MEDICATION CAN BE ADMINISTERED AT SCHOOL

- No cough drops, gum, or sucking candies are allowed at school
- Topical ointments or creams and non-prescription medications are to be applied by parents.

Medical Policy

Requirements for Epi-pen and medication before they can be stored at school:

- A completed medical form stating that the child has a severe allergy and requires an Epi-pen. What the child's allergic to should be clearly stated. All health forms must meet state regulations and be current within 1 (one) year and be signed by the physician.
- The form – "Authorization for Administration of Prescription Medication," must be filled out completely by the physician and the parents.
- The doctor who signs the prescription authorization form must be the same one who prescribes the medication.
- Make sure the Epi-pen is 0.15 mg. The expiration date must be highlighted and current within the school year.
- If Benadryl is to be given, the child's name must be written on the bottle and there must be a dosage spoon taped to the bottle with the expiration date highlighted on the bottle.
- An additional "Authorization for Administration of Prescription Medications" must be filled out by the doctor and the parents for Benadryl.
- All medication must be in the original containers. Epi-pen must have the original prescription label with the child's name, pharmacy name and prescription number on the box.
- All medication must be picked up the last day the child is enrolled. Medication left one week past that day will be disposed of.
- Children who have an Epi-pen Jr. and/or Benadryl on site for allergies must provide their own daily snack, unless a parent signs a waiver in the office stating the child has no allergies to the school snack ingredients.
- The parents must fill out an "Emergency Health Care Plan", so it can be posted in the classroom.
- Any changes to the Emergency Card should be reported to the office.
- A protocol plan for administering medication must be written up by the prescribing doctor.
- Dana Sanchez, RN is our Nurse Care Consultant at Christ Church Nursery School. Our teachers are trained in the use of an Epi-pen and medication administration as well as First Aid and CPR.

Birthdays and Snacks/Lunches

The school provides daily snacks, except for allergic children who must provide their own. Parents are welcome to send in a special snack to celebrate their child's birthday in school. Please be sure to notify the teachers in advance when you would like to celebrate. We like to keep celebrations simple. Please make sure that you sign the calendar outside your child's classroom if you would like to provide snack. If you have a child with special dietary/medical needs, be sure to discuss this with the teachers and the

Director. Please do not pass out party invitations at school even if all classmates are included. Class lists and addresses are provided for this purpose.

If you decide to enroll your 3 or 4-year-old in a program that requires him/her to pack a lunch, please send a ready-made lunch. Teachers who supervise lunches cannot leave the group to heat up children's lunches. It is recommended that a small insulated thermos be purchased that keeps hot food at the proper temperature and easily fits into a child's lunch box.

Nut Allergies

We are a nut aware school. Please check with your child's teacher before making and bringing in any snacks. Please check labels to make sure food is not made in a facility that makes nut products. We have children who have severe food allergies and cannot eat certain foods or even certain ingredients!

Nursing Mothers

The school wants breastfeeding women to feel comfortable while nursing their babies. If necessary, human milk labeled with the infant's name and date may be stored in the school's refrigerator for no longer than 48 hours or in the freezer for no longer than three months.

Discipline Policy

At Christ Church Nursery School, we strive to provide children with a positive and nurturing environment. An atmosphere of co-operation and community is established early in the school year so that children understand they are part of a school "family." They are encouraged and guided to express their feelings through words and make appropriate choices for their behavior. Teachers use positive reinforcement and model appropriate behavior and manners. Children learn to behave in ways that allow them to be safe and respectful of their classmates. Redirection and distraction are often used to avoid inappropriate behavior. When children need discipline, they are never belittled, yelled at or treated harshly. Children are verbally reminded of the rules, and are encouraged to think of more appropriate ways of expressing themselves in the future.

In the event that a child continually misbehaves, he/she is then brought to the Director. Parents may be phoned at this time to hear about the infraction from both the offender and the Director. Children are rarely sent home, but if they are, it is due to extremely aggressive and/or potentially harmful behavior, resulting in possible harm to others or him/herself.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

Supervision Policy

The staff/child ratio is 1 staff for every 4 children under the age of three years old and/or 1 staff for every 10 children over the age of three years old. At no time should the group size exceed 8 children under the age of three years old and/or 20 children over the age of three years old, even if ratios are being observed. Group size shall be observed in the classroom, gym, bathrooms, and outside. Children must be supervised by sight and sound at all times including nap time and during transportation. Staff shall position themselves to see as many children as possible. When there is a mixed age group, the lower required ratio and group size for the age of the youngest child shall prevail.

NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.

Field Trips - Staff/child ratios will be maintained while outside of the building. All children must have signed permission slips prior to leaving the building. Staff must bring each child's emergency contact information and the first aid kit on the field trip.

Bathrooms - Staff must supervise children while they are using the bathrooms.

Transportation to/from school - All children will be supervised by sight and sound while getting on and off any mode of transportation.

Playground/Outdoors - It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- A head count will be taken before leaving the building.
- Children will be escorted by the staff to their designated play areas.
- Staff will encourage and demonstrate proper equipment usage and play.
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised. No staff person is allowed to sit or socialize with other staff.
- A head count will be taken before re-entering the building.
- Staff may not leave children unattended or out of state-permitted ratios and group sizes.

Abuse and Neglect Policy

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our center. Child Abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing child in a situation which might endanger him by abuse or neglect).

Child Abuse is defined as a child who has had:

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect is defined as a child who has been:

- Abandoned; Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his wellbeing (CT statutes 46b-120)

As childcare providers we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

Assessments

Ongoing assessment is an essential part of each CCNS classroom, for the purposes of providing clear and beneficial curriculum goals for both children and teachers, maintaining a cumulative review of a child's abilities and progress, identifying areas of concern that may require intervention, and evaluating how well the program is meeting the needs of each child. The areas of children's development that will be assessed include cognitive, physical, social, and emotional learning skills.

Assessment will be done through the use of daily teacher observations, developmental activity checklists, children's portfolio samples, and information provided by parents. All teacher observations will be done in the children's classrooms, during normal school activities, including playground times, and specials such as music or nature. Assessments will be sensitive to a child's native language and family culture, as well as abilities or special needs.

Parent/teacher communication can be shared through informal daily conversations, school surveys or information forms, conferences, and phone calls. All collected information will be used to prepare written conference forms that will be shared with parents.

Parent/teacher conferences are scheduled twice yearly, in the fall and spring, with the exception of the Two's program. The Two's will meet with parents in the spring, unless a fall conference is requested by either parent or teacher. Additional Parent/teacher conferences may be scheduled at any time during the school year as needed, and may be held in-person, or on the phone at mutually convenient times. All classes, including the Two's, will provide written conference forms to parents in the fall and the spring, and copies will be kept in individual children's office files. All assessment forms are confidential, and while these forms may be reviewed by teachers as necessary, any such review will comply with all privacy policies adopted by CCNS. Sharing of forms with special needs assessors will require parent permission.

All CCNS staff generated assessment forms will be based on current developmentally appropriate standards, provide a cumulative report on children's abilities and progress, include goals for individual children in order to assist in teacher review of curriculum planning, and will be reviewed annually for appropriateness of continued use. All staff members will be familiar with the purpose, preparation and use of assessment materials and procedures, and will be able to explain all aspects of CCNS assessment.

Clothing

Children play each day with sand, paint, glue, markers, flour, water, etc. The school cannot guarantee that clothing will not occasionally become stained. All children must have a complete change of seasonally appropriate clothing at school, including underwear, socks, pants and a shirt. You can bring this in a large zip-loc bag. Clothes need to be replaced periodically to allow for growth and weather.

- Please LABEL all of your child's clothes.
- Sneakers are the safest shoes for children's activities.
- Sandals and flip-flops are discouraged.
- When boots are worn to school, make sure rubber-soled shoes are available to change into.
- Please be aware of the seasonal changes when sending your child to school – hats, mittens, scarves, warm jackets, snow pants, and boots may be necessary.
- Umbrellas will not be allowed inside the classrooms.

Pet Policy

Animals (with the exception of reptiles due to the risk of salmonella) are permitted to visit classrooms when:

- They are accompanied by an adult and for a specific period of time.
- Appear to be healthy.
- Have documentation from a veterinarian, stating the animal is suitable for contact with children.
- Teachers supervise all interactions between children and animals and instruct children on appropriate behavior with animals.
- Staff can make sure that any child who is allergic to an animal is not exposed to that animal.

Smoke-Free Environment

Christ Church Nursery School is a smoke free environment. Tobacco use of any kind is prohibited on school grounds at any time.

Calendar and School Closings/Delays

You have been provided with Christ Church Nursery School's calendar to follow throughout the year. Our calendar generally follows Greenwich Public Schools, but there are variances. Likewise, CCNS generally follows Greenwich Public Schools for weather related closings and delays, although CCNS may remain open at the discretion of the Director. In the event of school closings, delays and early release

due to weather or unexpected and extraordinary circumstance, the CCNS Director will make the decision to hold or cancel school based on information received from Greenwich Public Schools, The Town of Greenwich and any other resource deemed appropriate.

Information regarding school closings, delays and early release will be communicated in email by the Director. CCNS has a Single Delay Policy: If the Greenwich Public School system posts a delay of 1 hour, 90 min, or 2 hours, CCNS WILL OPEN AT 10:00 AM.

Delayed opening schedule is as follows:

- School opens at 10:00 am
- All classes begin at 10:00 am
- Lunch bunch held as usual
- Enrichment held as usual

Early dismissals:

- Dismissal will be at 12:00 PM for All Children.
- Lunch Bunch and Enrichment are canceled.

DISCRETIONARY NOTE: If the weather gets progressively dangerous during the course of a school day, each parent will be notified by email if afternoon classes are canceled or an early pick-up is necessary.

Sources of Weather Information:

- Greenwich Public Schools website www.greenwickschools.org
- Email from Director
- CCNS website www.ccnsgreenwich.org
- WGCH, AM Radio 1490
- Channel 12 and NBC Ct HD, Connecticut television stations
- Log on to www.ctweather.com to register your email and phone number and the service will notify you if Greenwich Public Schools has posted a cancellation, delay, or early dismissal.

Notice of Non-Discrimination

Christ Church Nursery School admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, and scholarship programs.

Communication

It is very important to keep the lines of communication open. All teachers are reachable by CCNS email. A list of contacts is located on the CCNS website. Please share your thoughts, concerns, and insights regarding your child with the teachers and the Director. The teachers and the Director will communicate

with you throughout the year both formally, through parent-teacher conferences and informally, through newsletters, classroom updates and notices.

Drop-off and pick-up times are for greeting and saying goodbye to the children. Please allow the teachers to focus their attention on the children so they can assure that all of their needs are met. If you would like to discuss something with your child's teachers, please contact them so that they may schedule a time to meet with you.

Please make sure all phone numbers and emergency contact names and numbers are current. Telephone numbers for emergency contact people must be local numbers. Please inform the Office of any address or telephone changes that occur during the year.

Emergency Management Plan

The safety and security of our children is of utmost importance. Should there be any need to take action due to internal or external threats, Christ Church Nursery School has an Emergency Plan in place. All staff is trained in first-aid and CPR. An Emergency Management Team consisting of the Director, the Administrative Assistant, and three teachers, will lead the rest of the school during a crisis situation. Communication plans include both internal and community resources. Evacuation sights, within walking distance of the school, have been assigned. If necessary, children may be transported to one of these and signs will be posted on each CCNS door advising parents of the location. WGCH radio 1490 AM will also announce this information. Parents and/or authorized persons will then be notified as to where the children are to be picked up. Under no circumstances will a child ever be left unsupervised. The school has emergency supply kits and a "shelter-in-place" location. Parents are asked to fill out the release form on the next page and return it to the office