



*The Little Nursery School is a privately owned, non-sectarian school where children will enjoy an environment that will add to their early life development. The program offers a wide range of activities that are designed to allow each child to develop a positive self-image and to approach his/her environment with curiosity and creativity.*

*This booklet contains answers to many questions we are asked throughout the year. If you don't find the answer to a question you might have, please feel free to ask at any time.*

**Susan Satkiewicz**  
**Director, LNS**

*We would strive to stimulate the development of the whole child by applying these goals:*

1. FLEXIBLE SCHEDULE.

2. TO ENCOURAGE A SMOOTH TRANSITION-

To provide an atmosphere where the children will feel happy, and comfortable. To meet and enhance the individual needs of the diverse population of children served which includes cultural, language and developmental differences.

3 .DEVELOP SELF-CONTROL-

To work towards the child becoming self-disciplined, self-guided or self-directed through providing learning activities in making judgements and decisions.

4. GET ALONG WITH OTHERS-

To provide an atmosphere where there are "happy experiences."

5. DEVELOP A POSITIVE SELF-CONCEPT-

To have the child feel good about him/herself with the initial adjustment to new people, places. To provide experiences that promote self-reliance and build self-esteem including but not necessarily limited to self-care of body and clothing, care of possessions, shared group responsibility for equipment and materials. Also health education experiences that include modeling good health practices, sound nutrition and safety awareness.

6. LEARN TO GIVE, SHARE, AS WELL AS RECEIVE AFFECTION -

To help the child feel secure and loved in his/her environment.

7. DEVELOP FINE AND GROSS MOTOR SKILLS -

To challenge these while giving guidance and support.

8. TO STIMULATE CHILD -

Through encouragement of curiosity, thinking, reasoning, and gathering of information. To provide problem-solving experiences that facilitate concept formation, language development and sensory discrimination.

\* Child-initiated and staff-initiated activities

\* Exploration and discovery

\* Varied choices for children in materials and equipment

\* Individual and small group activities

- \* Active and quiet play-Develops
- \* Rest, sleep or quiet activity(Childcare)
- \* Nutritious snacks and meals
- \* Toileting and clean up

Children at LNS will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences.

## 9. TO PROVIDE CREATIVE EXPERIENCES

The daily schedule shall include indoor and outdoor physical activities, which will allow for fine and gross motor development.

The daily schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination. -which allow children the opportunity to develop and express their own ideas and feelings in all parts of the program through creative experiences, including but not limited to:

- \*Arts and media
- \*Dramatic play
- \*Music
- \*Language
- \*Motor activity
- \*language learning experiences
- \* Experiences that promote self-reliance
- \* Health education practices
- \* Child initiated and staff initiated experiences
- \* exploration and discovery
- \* Varied choices in materials and equipment
- \* Individual and small group activities
- \* Active and quiet play
- \* Rest, sleep or quiet activity(Childcare)
- \* Nutritious meals and snacks
- \* Toileting and clean up

## 10. TO EXPAND LANGUAGE AND SOCIAL SKILLS-

Through leaning through play and group activities. To get along with others-to provide an atmosphere where there are "happy experiences". To provide Language learning experiences that provide opportunities for spontaneous conversation, as well as experiences with book, poems, stories and songs.

## Program activities in relationship to objectives

**Free Play** – Promotes good social interaction and language skills-Provides opportunities for learning through play-Develops independence through choice and decision making-Teaches responsibility and proper care of toys and equipment – Improves motor skills-Allows a time to relax and have fun- Enhances all areas of growth and development.

**Arts and Crafts** – Exposes children informally to pre-kindergarten readiness skills – Provides opportunities to develop fine motor skills and perception through cutting, painting, pasting, etc. – Reinforces following directions – Encourages staying on task to completion – Develops pride in a finished product – introduces other learning situations in science projects, baking, field trips, etc.

**Snack Time** – Promotes a natural introduction to good nutrition – Teaches good manners – Encourages social interaction – reinforces language skills – Provides learning experiences – Fosters responsibility for taking care of him/herself.

**Large Motor Skills** – Promotes continued good health through exercise and fresh air – Strengthens large muscles and coordination – Provides musical activities and background in group games – Encourages following directions – Instills good sportsmanship – Reinforces waiting for turns. We also include in our program instructors for the following programs: Gym, Dance and Zumba.

**Circle Time** – Develops good listening habits – Broadens knowledge through books, poems, fingerplays, etc. – Provides conversations to stimulate reasoning abilities – Introduces a variety of topics for language development – Exposes children to letters, words, pre-reading skills, etc.- Creates opportunities for writing down thoughts and feelings – Invites children to participate in group activities – Encourages sharing a part of themselves during show and tell.

### SENSORY MOTOR DEVELOPMENT HAND EYE CO-ORDINATION:

1. Art-cutting, pasting, creative drawing, painting.
2. Puzzles
3. Play-dough, sand box, water table
4. Building toys

### LARGE MUSCLE DEVELOPMENT:

1. Block play
2. Dancing, creative movement activities, *Dance and Zumba with Miss Jessica, Gym with Mrs. Pat Stauder.*
3. *Music using Debbie and Friends with Concert.*
4. Games(non competitive)
5. Outdoor play
6. Parachute play

### SCIENCE:

1. Seasons - nature
2. Math concepts-shapes and number recognition, fun with graphing
3. Color-color days
4. Cooking-measuring and mixing

### SOCIAL SCIENCE:

1. Self Image-senses and emotions
2. Name and letter recognition-*letter books and songs(3's)*
3. *McGraw Hill-letter books(4's)*
4. Birthdays, Holidays
5. Community Helpers "people in the neighborhood"
6. Other Special days: Author days, Beach days, etc.
7. Field Trips-Inhouse.
8. Guest Speakers

### A Child-centered, Holistic Approach

Our teachers develop age-appropriate activities that introduce and strengthen academic and social skills. Each month Parents receive a monthly newsletter and calendar that shows the planned curriculum for that month. Our Curriculum is developed according to the CT Early Learning Development Standards.

Enrollment  
PROGRAM SCHEDULE

**The Little Nursery School Classes:**

The Little Nursery School classes are in session from September to June. The school follows either the Town of Ellington's school calendar, or Tolland for Spring vacation. Families may choose the week that best fits their schedule(April Vacation). LNS will make an independent call on snow days/delays. This information can be found on our facebook page or on NBC.com. A nutritious snack(s) is provided daily.

Class Schedules:

2-Day Program :

Tuesday and Thursday: AM: 9:00AM to 12:00AM  
PM: 12:30PM to 3:30PM  
Monday and Wednesday: AM: 9:00AM to 12:00AM

4-Day Program

Mon, Tues, Wed, Thurs : AM: 9:00AM to 12:00PM  
PM: 12:30PM to 3:30PM

Half Day Program

Mon, Tues, Wed, Thurs, Fri: 8:30AM to 1:00PM Follows Ellington School Calendar for closing and delays.

Full Day Program

Mon, Tues, Wed, Thurs, Fri: 8:30AM to 4:00PM Follows Ellington School Calendar for closing and delays.

**The Little Nursery School Daycare**

The Little Nursery School daycare includes our educational program. Our daycare is open year round from 7AM to 5:30PM.

Full Care Program

Mon, Tues, Wed, Thurs, Fri: 7:00AM to 5:30PM.

The Little Nursery School daycare will be closed and regular tuition will be charged on the following holidays:

- \*Labor Day
- \*Thanksgiving Day and the Friday after.
- \*Christmas Eve(Early dismissal)
- \*Good Friday
- ^Memorial Day
- \*Fourth of July(or the following Monday or preceding Friday).

We are closed for two weeks a year. We are closed the week between Christmas and New Year's, and the first full week of August.

The Little Nursery school is licensed by the State of Connecticut. Licenses are posted in the entryway. Our staff consists of well qualified teachers with many years of experience in pre-school age programs. The teachers are First Aid certified, CPR certified, Medications certified as well as Epi-pen certified. All staff participates in continuing education credit hours annually. Attendance at classes, seminars, workshops, conferences and forums will be documented in individual staff development records. LNS enrolls all staff in the ChildCare Education Institute to continue their early childhood education.

Enrollment at LNS is open to children 3 to 5 years. Enrollment is granted without regard to a child's race, color, creed, religion, national origin, gender or special needs.

### General Outline: Our students day!

**15-20 Min. – Table activities (fine motor skills)-cutting, drawing, coloring, Playdoh, Lego's, and other table toys.**

**20-40 Min. – Circle- Morning songs, attendance, Jobs, fingerplays, flannelboard activities, poems, Letter activities, stories, and special topics, calendar, weather, and discussions about the days activities.**

**60 Min. – Rotate through Free Play and Arts and Crafts, special projects-smaller groups, or one on one projects are done during free play.**

**5-10 Min.- Clean up time, wash hands for snack.**

**10-15Min.- Snack**

**15-20 Min. – Circle Time- Includes songs, fingeplays, flannelboard activities, poems, stories, and special topics.**

**20-35 Min.-Creative Movement(Large motor skills)-activities to include outside play, and class games. Includes parachute play, balls, wands, hula hoops, etc.**

**5-10 Min. – Closing circle-pass out papers, closing songs, talk about next class, dismissal. Classes are 3 hrs.**

**Half day, Full day and Full care (after morning class);**

**10-15 Min.- Clean up time, wash hands for lunch.**

**30-40 Min. – Lunch/ free play**

**Half day dismissed at 1PM.**

**Full day, Full Care: 30-40 Min.- Outside play, or large motor play**

**10-15 Min- Clean up time, wash hands, use bathroom for Nap/Rest time**

**60 min.- Nap/Rest time.**

**10-15 Min-Wake up, wash hands, use bathroom**

**15min. Snack**

**Free play, outdoor play until parent pick up.**

## Enrollment Procedure:

### LNS CLASSES:

Parents can apply for enrollment of their child in LNS by completing the Enrollment application, and paying the \$75.00 application fee for 3's, or \$100.00 for 4's.. The application fee is non-refundable.

### LNS DAYCARE:

Parents can apply for enrollment of their child in LNS by completing the Enrollment application, and paying the \$75.00 for 3's or \$100.00 for 4's- application fee. The application fee is non-refundable.

### LNS CLASSES AND DAYCARE:

Initial enrollment for LNS classes and daycare is contingent upon receipt of the completed enrollment application, registration fee, deposit(daycare) and signed Parent Handbook page.

In addition, all children must have a health form prepared by the child's physician on record that documents a physical examination within the previous 12 months, as well as up-to-date immunizations. Yearly updates on exams are needed for all children, as well as documentation of updated immunizations.

The State of Connecticut has an influenza vaccine requirement for children who attend Nursery School/Daycare. Children attending LNS are required to receive at least one dose of influenza vaccine between September 1 and December 31<sup>st</sup>. The form can be found on our website. If families do not provide proof of the vaccinations, their children will be excluded from the LNS programs, Families, however, can seek exemptions for medical or religious reasons. Forms are available but need to be filled out and notarized.

There must be at least two emergency numbers on file that we may call in the event that your child becomes ill and you are unreachable. Emergency contacts must have the ability to transport the children if necessary.

The Little Nursery School reserves the right to dismiss any parent or child at any time with or without cause.

Parents are required to notify LNS immediately should any of the information collected at the time of enrollment or any time thereafter change.



## Tuition Payments:

### Classes:

Tuitions are collected on a monthly basis and must be paid by the 1<sup>st</sup> of each month. A \$10.00 late fee will be charged after the 10<sup>th</sup> of the month.

### Daycare:

**Tuitions may be paid bi-weekly or weekly if pre-approved by the LNS Director. Tuition is due by the Friday before the week of care. Payments may be made through Brightwheel, brought to school, or by mail.**

**If payment by check has been returned by the bank, there will be a \$25.00 charge. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order.**

**We do not automatically issue receipts. If you need a receipt please place a note in the payment box. A receipt will be provided within 24 hours.**

**There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations or inclement weather.**

**Non- payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment. However, if you anticipate difficulty with paying on time, please discuss the matter with the Director, to see if alternative arrangements for payment can be made.**

### Multiple Child Discount:

LNS does offer a multiple child discount for one or more siblings simultaneously enrolled during the same school year. The discount is as follows:

**Classes:** 20% off of the second child's tuition( this is applied to the lower tuition amount.

**Daycare:** 5% off of the second child's tuition.

### Parents Right to Immediate Access:

**Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at LNS, as provided by law. Visitors are asked to schedule appointments with the Director/Assistant Director, and are allowed in the facility only at the discretion of the Director. An employee of LNS will accompany visitors at all times, throughout the center.**

### Dismissal

LNS reserves the right to dismiss any child at any time, with or without cause. Parents will be refunded any unused tuition within two weeks of the dismissal.

### Withdrawal:

30 days written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal.

### Arrival Procedure:

A staff member will greet the children at arrival. We are going to try to minimize exposure by doing a main door drop off. All adults dropping off their child will be required to wear a mask. Please try to limit to one adult per child.

Parents will walk their child to the first set of doors..At that time, a teacher will greet you and your child. After your child is signed in staff will walk your child to their classroom where they will first wash their hands.

*If arriving at a different time please call the school at 860-871-2241 and someone will meet you when you arrive.*

Parents are required to notify the child's teacher or LNS Director of any special instructions or needs for the child's day. The parent must present the special instructions in writing and verbally discuss them with either the classroom teacher or LNS Director. These special instructions include but are not limited to Early Pick Up, Alternative Pick up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day. Parents may also message their child's teacher through Brightwheel.

### Notification of Absence:

Parents should inform LNS by 9AM if a child will not be at the school on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If your child is ill, we request that you notify us not only of the absence, but also the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school.

### Pickup Procedures:

Classes: The children are dismissed to the authorized adult picking up the child.

Daycare: When a parent or otherwise authorized adult picks up their child, the parent must sign the child out.

### All Parents Please note:

When a child is dismissed to and authorized adult, or is signed out, the parent is then solely responsible for supervising their child while on LNS premises.

Nobody under the age of 18 can be authorized to take a child off of the premises.

Please note that our closing time of 5:30PM is not the time you must arrive to pick up your child, but the time by which you must have exited the premises.

Parents should take home all papers in the child's cubby or school bag each day.

All bedding(daycare) must be taken home each Friday to be cleaned.

### Late Pick-up

There will be a \$20.00 charge(per child) for the first fifteen minutes or fraction thereof that a parent is late, and a \$10.00 charge for every five minutes thereafter. Late fees must be paid within 5 days from the date they are assessed.

Please understand that our staff is only scheduled until closing time. Like you, they have family and other obligations when their day is done. Your courtesy in considering this will be greatly appreciated.

Special Dietary needs: Please use the form on our website to notify LNS of any special needs.

### Emergency/Alternate pick-up Cards:

At enrollment parents will fill out an Emergency Card. Parents are encouraged to include on this form any, and all persons who , in the course of events, may at one time be asked to pick-up their child from LNS. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone is reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency card.

The persons on the Emergency card will be required to provide a photo ID prior to LNS releasing the child.

### Emergency Closing and Inclement Weather Procedures:

Our classes, ½ Day, and Full Day Programs: These programs follow the Ellington Public School for Inclement weather delays or closing. We also post this information on NBC-CT and on our facebook page. Parents are encouraged to sign up to receive text from NBC about closures or delays. For classes: If a 2 hour delay is called, LNS will open at 10AM.

Full Care Program: In consideration of the needs of our working families, we take great efforts to remain open under almost all situations. However on occasion, we have to give in to the weather or some other emergency situation. Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Closures will be on NBC-CT and on our facebook page.

## Administration of Medications

LNS will store and administer prescribed inhalers and epi-pens, non-prescription topical medications and EMERGENCY oral medications(ie Benadryl) with parent's consent. An authorization form, which must be signed by doctor and parent, is available at our website or through your child's teacher.

The form includes the following information:

The child's name, address and birthdate

The drug name

The prescribed dosage

The method of administration

The time to be administered

The side effects

The prescriber's name and address

All medications must be in their original container and clearly labeled with child's name and directions for use.

Except for non-prescription medications and pre-filled injectables,(ie Epi pens) all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Non-prescription topical medications and pre-filled commercially prepared injectable medications will be stored away from food and inaccessible to children.

LNS will keep accurate documentation of all medications administered. Included in the documentation are

The date the medication was administered

The time it was administered

The dose it was Administered

The signature of the staff administering

Any comments

Parents will be notified when/if a child has been administered any medication. Our staff is trained in the administration of medication and are certified. This training is renewed every three years. Training for Epi Pens is repeated once per year. At no time is an untrained staff allowed to administer medications.

## Supervision Plan:

1. A staff ratio of no more than 10 children per staff shall be maintained at all times. At least 2 staff members will be present at all times. With the group size of not more than 20 children with two teachers.
2. There will be at least one staff member CPR and First Aid certified present at all times.
3. All doors to LNS will be locked.

When a child goes inside to use the restrooms from outdoors, a staff member is designated to accompany him/her. Children are never allowed to travel from the outside to inside or inside to outside by themselves. No more than 20 children in outside area with 2 teachers at one time.

4. Children are carefully watched while at play or doing an activity within the building, including bathroom use. Teacher / student ratio 1 to 10 needs to be maintained at all times- including nap time.

### 5. Play outdoors-

It will be the responsibility of all staff to ensure the safety of children outdoors. Supervision of children will include the following:

\*Ahead count will be taken before leaving the building.

\*Children will be escorted by the staff to their designated play areas.

\*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 and 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.

## **The Little Nursery School Discipline Policy**

**The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior.**

The Little Nursery School staff use the following methods to solve conflict::

- The use of positive guidance
- Redirection
- Setting clear limits
- Continuous supervision by staff during any disciplinary action.
- Specifically prohibiting abusive, neglectful, corporal, humiliating or frightening punishment.
- Prohibiting physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people.

When disputes arise among children or between a child and teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible.

A child who may be overly aggressive or is repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in better self-control.

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 shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

**A staff member of The Little Nursery School discussed the above Discipline Policy with me.**

\_\_\_\_\_

**Childs name**

**(Please Print)**

\_\_\_\_\_

**Parents signature**

\_\_\_\_\_

**Date**

# The Little Nursery School Abuse and Neglect Policy

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our school.

- 1. Definition: 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.
  - Emotional abuse(i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth).
  - At risk behavior(i.e. placing a 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, 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 well being(CT statutes 46b-120).
- 2. Staff responsibilities:** As Preschool teachers we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.
- 3. Specifics on reporting a suspected case of abuse or neglect.**
  - Call the Department of Children and Families (open 24 hours a day)at 1-800-842-2288.
  - Call the Department of Public Health at: 1-800-282-6063, 1-800-439-0437 or 1-860-509-8045.

The reporter's name is required, but may be kept confidential. Information needed: Name of child, Phone number of child, name of parents or guardians, phone number of parents or guardians, relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect, exact description of what the reporter has observed, time and date of incident, information about previous injuries, if any, Circumstances under which reporter learned of abuse, name of any person suspected of causing injury, any information reporter believes would be helpful, any action taken to help or treat the child, seek medical attention for the child-if needed.

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or Neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF-136) to DCF. Staff are protected by law from discrimination or retaliation for reporting, suspected abuse or neglect (CT General Statutes, Section 17a-101e). A phone calls to DCF shall be documented and kept on file at the School. A copy of all statements from staff and the DCF-136 shall also be kept on file.
- 4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.** The administration will protect the child, including immediate notification of parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.
- 5. Staff Training:** Staff will be required to attend bi-annual staff meeting, held in September and February, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.
- 6. Provisions for informing families of abuse and neglect policy:** A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board. When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

Child's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Emergency Plans

### Medical

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An Ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. Another staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill while at the school, parents will be notified and the child will be moved away from the other children to a quiet area. A staff member will remain with the child at all times.

Please note: A child may not bring in medications or prescription ointments-these are not permitted in the school/daycare. Exceptions are made for severe allergies-ie-inhalers.

### Fire

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. For daycare: The sign in sheets will be taken on the way out. Nursery School shall take the attendance book with the emergency cards. The group will walk to the parking lot area near the rock wall, safely away from the building, and line up for attendance. The staff will immediately take attendance. The director or person in charge will be responsible for taking the portable first aid kit and phone with them. Fire drills will be conducted monthly.

### Weather

On snow days, or during other hazardous weather emergencies, the owner will determine if an early closing or late opening is necessary. In such case, the parents will be notified via email, television announcements(NBC) or telephone by program staff to pick up their children due to early closing. Ratios will be maintained at all times and two staff will remain until all children are picked up.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

### Evacuation

In the event that the facility must evacuate, the children will walk to Exxon Extra Mart.. Notes will be posted to alert parents of the location of the children. Parents will be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up.



## Helpful Hints and School Policy

**Handwashing:** Handwashing is one of the most important steps in controlling illness. Our staff and children wash hands before eating before handling food, after wiping noses, after using the bathroom, and following any messy activity. Please see additional requirements in Covid Policies.

### **Staff shall wash their hands:**

- Before and after changing a child.
- After toileting or assisting a child using the toilet.
- Before eating or handling food or preparing food
- After handling bodily fluids(saliva,nasal secretions,blood,vomit,etc.
- After handling soiled items, such as garbage
- After handling animals
- Whenever hands are visibly soiled

### **Children shall wash their hands:**

- Before and after changing
- After toileting
- Before eating meals or snacks
- After blowing their nose, coughing, or sneezing
- Before and after water or sensory play
- After outdoor play
- After handling animals
- Whenever hands are visibly soiled.

### **Proper hand washing technique**

1. Wet the hands and apply a small amount of liquid soap to the hands
2. Rub hands together vigorously with soap and water for at least 20 seconds-we do have timers near every sink that the children use.
3. Wash all surfaces of the hands, including the backs of the hands, palms, wrists, between fingers, and fingernails.
4. Rinse hands thoroughly to remove the soap lather
5. Dry hands with a disposable towel
6. Turn the faucet off with the towel.

### **Nap/Rest Time:**

**For Full Day/Full Care:** Our students rest during the early afternoon, 2-3 PM. We provide cots for all of the children to rest on. Each child is assigned a cot with their name. Students are required to bring in a crib sheet. Children may bring a small blanket and stuffed animal to rest with. These are kept in the Nap Bag. Every Friday the Nap Bag returns home to be washed and returned to school on Monday. The cots are wiped down after each use before they are put away.

### **Snack:**

A nutritious snack is provided daily( 2 snacks for Full Day and Full Care). A snack calendar is posted on the bulletin board in the hall(upstairs) and in the entry way(downstairs). 2% milk or Water is provided. Parents are required to provide written notification of any food/dietary restrictions,(ie lactose intolerance, vegetarian diet, wheat free/gluten free diets) A form for this can be found on our website.

### Specialized Consultants:

If a parent has concerns about their child they should first consult with the lead teacher in their child's room. There are many resources available in such situations, including the State Birth to Three Program, public school screening, and our social worker consultant among others. Parents are responsible for initiating these services, however LNS staff will work collaboratively with parents and outside parties to achieve desired goals.

### Plan for Consultative services

The Connecticut General Statutes require all licensed child day care centers and group day care homes to develop and implement a written plan that includes the services of an early childhood educational consultant, health consultant, Dental consultant, social service consultant.

These Consultants provides:

8 Annual review of written policies, plans, and procedures

\*Annual review of education programs-acting as a resource person to staff and the parents, and

\*Documenting the activities and observations required in a consultation log that is kept on file at the facility for 2 years.

Furthermore, the regulations require additional services to be provided by the health consultant as listed below:

\*Making, at a minimum, quarterly site visits to facilities that serve children three years of age and older. Site visits shall be made by the health consultant during customary business hours when the children are present at the facility.

\*Reviewing health and immunization records of children and staff

\*Reviewing the contents, storage and plan for maintenance of first aid kits.

\*Observing the indoor and outdoor environments for health and safety

\*Observing children's general health and development

\*Observing toileting areas and toileting and hand washing procedures.

\*Reviewing the policies procedures and required documentation for the administration of medications, including petitions for special medications

\*Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed

### Staff Plan for Professional Development

All staff will earn continuing education credit hours annually, which will total at least 1% of their total hours worked. Topics for continuing education may include but are not limited to:

\*New employee orientation(required)

\*Annual training on program policies, plans, and procedures(required)

\*Early childhood education; \*Child Development; \*Licensing regulations;

\*Health issues; \*Nutrition; \*Approved First Aid; \*Approved CPR;

\*Medication administration; \* Child abuse and neglect laws;

\*Techniques used to manage child behavior; \*Emergency preparedness

Attendance at classes, seminars, workshops, conferences, forums, and online training will be documented in individual staff development records and be maintained on site at the facility and made available for review.

**Parking** – You will notice quite a few spaces marked for parking by handicapped. You may use these spaces when dropping off and picking up your child. Please use caution driving in our parking lot as many small children will be arriving or leaving school.

**Carpools** – Please notify us about these carpools in writing. If anyone other than a parent, or carpool driver is picking up your child, we will need notification in writing. We ask you to remember any announcements, notices etc. and share them with the parent who isn't driving.

**Clothing** – We ask that all outerwear be marked in some way with your child's name, initials, etc. This is most helpful when trying to match unclaimed garments with an owner. And, of course, when two or more children wear the same, or very similar, type of coat/jacket, a mix-up can occur. During the cold winter months, we still try to get outdoors with the classes(as long as the temperature is above freezing). We encourage hats, hoods, boots, mittens, etc., as the weather changes. We strongly suggest play clothes, so your child is comfortable participating in school activities. We also strongly suggest that you place a pair of slippers in your child's cubbie. NO BOOTS are allowed in the classrooms. The children use the floors to play on!

**Show and Tell** – Show and Tell will begin in October. Our 3-day and 4&5-day classes will have Show and Tell on the first Wednesday of the month. The 2-day class will have Show and Tell on the first Thursday of the month. During this time the children will bring something special in to show, and talk about with their classmates. When in doubt if something is going to be appropriate, please talk to a teacher beforehand.(especially when bringing in pets, or other things that might frighten some children, or cause allergy problems.) If there is a fieldtrip, or holiday party on the day, show and tell will be rescheduled. Please note: Our classroom is a toy weapon free area. The children are not allowed to bring any war/weapons(toy guns, knives, swords, etc.) into the classroom.

**Observation** – Our classroom is open for observation at any time. Just mention to a teacher your wish to do so. We do ask that you wait a few weeks before doing so. We like to give those children who need it time to adjust and develop confidence.

**Conferences** – Each Spring we hold scheduled conferences for our students in our 4&5-day classes. The 4&5 day also have a written update about their progress in the late Fall. All of our 3's receive 2 written updates during the year. Any time throughout the year that you wish an update on your child please feel free to ask. We will be glad to answer questions along the way, or make arrangements for a conference.

**Problems** – If any changes, or unusual happenings occur in the home, family, neighborhood, etc., please let us know. This is important for your child's development. Even though you may not think your child is affected, we might be noticing some behavior changes, or hearing stories. The little Nursery School reserves the right at any time to remove a child from their program if they feel it is not beneficial to the child and/or program for the child to remain.

### **Parent Communication:**

Newsletters and Calendars are provided monthly. Parents can also discuss any concern with a teacher at drop off or pick up. Parents are also provided with the LNS email where all questions are usually answered within 24 hours. Parents may also use Brightwheel to communicate with their child's teacher.

### **Toys From Home:**

Due to the risk of damage, sharing issues, and loss, children are discouraged from bringing in toys from home. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Under no circumstances may children bring toys/items that depict weapons, violent or aggressive characters.

### **Field Trips:**

LNS frequently supplements the in-class curriculum with **in-house** field trips. We do not have off site field trips. Our in house field trips average once a month.

### **Parent Participation/Volunteers:**

Parents are invited and encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at LNS. Parents are notified in their monthly newsletter about upcoming events that volunteers are requested. Parents are always welcome to join us at any of our in-house field trips.

### **First Aid:**

LNS is committed to providing a healthy and safe environment for children. All of our staff are certified in First Aid and CPR for children.

In the event of an accident, we are authorized to cleanse with soap, bandage a wound, apply ice and provide warmth and rest. Parents will be notified by a note or phone call of a minor incident and a staff member will complete an incident accident report. In the event of a serious accident, LNS will call 911. Upon enrollment, parents sign an authorization form for emergency treatment by hospital staff.

LNS staff will handle the emergency first, and then notify the child's parents. If a parent cannot be reached, we will phone the emergency contacts indicated on your enrollment form. Someone will need to meet the child at the hospital and assume responsibility for the child. Please keep us informed of any changes in the phone numbers of the individuals you have listed as emergency contacts.

## **Communicable Illnesses:**

**Children with any of the following symptoms will not be allowed to remain at LNS.**

**Temperature of 101 or higher  
Conjunctivitis (pink eye)  
Strep throat  
Head lice  
Vomiting  
Diarrhea  
Rashes of unknown origin  
The presence of a contagious disease**

**A child will be sent home if any of the above symptoms are seen during the day. It is expected that if a child leaves LNS after 12 noon, he/she will remain home the full next day to assure complete recovery. LNS is not equipped to care for ill children. Each family must be prepared with a reliable emergency contact in the event the child becomes ill during the day and parents cannot be reached.**

**Once a parent has been notified, the child should be off the premises within one hour. If a parent is reached, but cannot pickup their child within one hour, it becomes the parent's responsibility to arrange for alternate pickup with someone listed on the child's emergency card. The staff will not continue to call those listed on the emergency card once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency card, until arrangements can be made for the child to be picked up.**

**Children are required to be excluded from the program for loose bowels or return to the program when normal bowel movements resume.**

**A child will be allowed to return to school if she/he has been on medicine for a contagious illness for 24 hours or is fever free. Fever free means NO Tylenol or any other acetaminophen for 4 to 6 hours prior to arriving.**

**If your child will be absent due to illness, we request that you notify the school. This enables us to keep track of any illnesses, which may occur at our school.**

