**St. Michael’s Episcopal Nursery and School-Age Program**

**Parent Handbook**



**St. Michael’s Episcopal Nursery**

**813 Longacre Blvd.**

**Yeadon, PA 19050**

**(610) 259 - 3266**

**Fax: (610) 259 – 1275**

**Operation Hours: 8:00 a. m. – 4:00 p. m**

**(Monday thru Friday)**

**2022**

**Mission Statement**

**The Nursery School is a Christian Education Ministry of St. Michael’s Episcopal Church. The church related nature of the nursery provides a spiritually rounded environment of love for all young children and their families. Our mission is to posture ourselves in unity with the church, our parents, and the community.**

**Philosophy of Education**

St Michael's provides a warm loving and educational environment, one in which *all-young people* are nurtured as children of GOD. The school also follows guidelines of the National Association for the Education of Young Children (NAEYC). We offer a developmentally appropriate program that focuses on the growth of all children cognitively, emotionally, spiritually and physically. Our philosophy is that children must be raised up in a balanced and wholesome environment, in which we strive to provide.

**Objectives:** *The objectives of the program are to:*

* Provide an overall program, which supports and integrates the development of children holistically.
* Acknowledge and respect the uniqueness of individual children.
* Provide experiences that will encourage children to recognize and achieve their full potential.
* Allow children to learn through concrete practical experiences.
* Foster creativity, exploration, self-discipline, and a love of learning.
* Encourage children to develop self-esteem, concern for others, a sense of community, and a spirit of sharing.
* Support parents in guiding their children developmentally.
* Help children learn, experience, and share God's love made known to us through Jesus Christ.

**Hours of Operation**

St. Michael’s Nursery is open from 8:00 a. m. until 4:00 p. m. Monday through Friday, 52 weeks a year (excluding holidays and in-service days).

**Tuition and Fees Policy**

Tuition fees are to be paid in cash, check, and money orders and are due on Monday of each service week by 4:30 p. m. Fees are charged on a weekly basis. A late fee charge of $15.00 per week will be charged to your account each week that your child’s tuition is late. If your account is delinquent by two weeks, your child will be terminated from enrollment. **Full tuition is due for days during which the center is closed for a holiday, staff in-service day or inclement weather. Also, full tuition is due for days in which your child is absent from school, regardless of the reason for the absence (*No credit will be given for any absences).***

There will be a **$30.00** fee assessed for any check that is returned by your bank. This fee is due immediately. After receiving **one** returned check, payments **must** be made in cash or by money order.

**Enrollment Fees**

Enrollment fees at St. Michael’s Nursery are as follows:

1. **Application Fee (non-refundable)**
   * + An application fee of $40.00 is due at the time of enrollment.
2. **Security Deposit**
   * + A security deposit equaling two weeks of tuition is due at the time of enrollment.
       - One week pays for your child’s first week of tuition.
       - The second week pays for your child’s last week of tuition should you disenroll your child from the program providing you have given the required two week’s notice.
3. **Activity Fees (non-refundable)**
   * + Activity fees are utilized towards activities for children who are enrolled at St. Michael’s Nursery.
     + Activity Fees are due at the time of an enrollment period.
       - $35.00 for **each** Fall enrollment period.
       - $75.00 for **each** Summer enrollment period.

**Subsidized Tuition Payments**

We accept subsidized child care payments by Child Care Resources (CCIS).

Families who’s tuition payments are subsidized by Child Care Resources (CCIS) must pay their co-payments on Monday of each service week. All co-pays must be paid in advance for the week of care. If the total co-payment is not paid by the end of the care week, we must call CCIS and report your late co-payment. By the next workday, CCIS will generate a notice to you indicating that you must pay the (now) late co-pay and the next two weeks’ co-pay by the due date of notice.

If you do not pay your co-payments on a regular basis, CCIS will drop your child from enrollment and you will no longer have subsidized child care. If you re-apply for CCIS, you will need to pay all overdue co-payments you owe and you will be placed on a waiting list by CCIS.

If your child is absence for 25 days during the school year, on the 26th day you are required to pay the St. Michael’s Nursery’s daily rate for all days your child is absence after the 25th day. This is the policy and procedures of CCIS.

**Other Fees**

During the school year, there are occasions when other services will be offered that require an additional fee. Such services may include trips, children’s pictures, fundraisers, and meals for special events. Parents will have advance notice to participate or decline.

**Late Fee/Lateness Policy**

Please be prompt in picking up your child. There is a late fee of $2.00 per minute (per child) for any child picked up after 6:00 p. m. On the day before a holiday when we are closing early, you will be charged the same late fee above for every minute after the designated closing time. Late fees are due the next business day in cash.

If your child is not picked up by 6:30 p. m., and we cannot contact their parent, that child will be considered abandoned, and we will notify the police.

**Full-time/Part-Time Enrollment**

Your child is **only** allowed to be absent from school **one day per month**. There are a few exceptions to the rule: If your child is out due to illness, they must return with a doctor’s note. If your child is out more than three days due to illness, you need to contact the center and let us know when your child will be returning. If your child does not return with a doctor’s note, they will not be permitted to stay at the center. Vacation time is another exception to the rule. You **must** inform the front office two weeks in advance for vacation time.

We have the right to decline or terminate any enrollment. If such termination should occur, a two-week notice will be given. ***Please note that registration and activity fees are non-refundable.***

**Supplies**

Please provide the following supplies for your child. These items will remain at school. Every item must be labeled with your child’s name.

**Tiny Tots**

Bottles/Sippy Cups

Pacifiers (If needed)

Formula (That parents bring in)

Blanket

Crib Fitted Sheet

Diapers

Diaper Cream (If needed)

Wipes

Two complete Set of Clothes (socks, pants, shirts, tee-shirts)

**Busy Bees**

Sippy Cups (If needed)

Pull-Ups

Crib Fitted Sheet

Blanket

Wipes

Diaper Cream (If needed)

Two complete set of clothes (socks, pants, shirts, tee-shirts)

**Shining Stars**

Complete set of clothes (Socks, pants, shirt, tee-shirts)

Blanket

Sheets

Black and White Composition Book

**Beary Brights**

Blanket

Sheet

Complete set of clothes (socks, shirt, pants, tee-shirt, underwear)

Black and White Composition Book

**Activities**

Organized activities begin at 9:00 a. m. each day. Children are admitted into the classroom up until 9:30 a. m. each day. Below is our exception policy:

**Between the hours of 9:30 a. m. and 11:00 a. m, children are permitted into the classroom with a physician’s note. However, under no circumstances will a child be permitted into the classroom after 11:00 a. m. for any reason. Any child who has a mid-morning appointment with a physician must be returned to school by 11:00 a. m. to be admitted to school.**

Our children go for walks or to play outside each day (winter or summer) as long as the temperature is not dangerously hot or cold. Each child’s attendance is expected to participate in the activities that have been planned for his/her group, including outdoor playtime, which we consider a vital part of their day.

From time to time class trips are scheduled. Such trips are scheduled for the benefit of the group and are typically related to our curriculum. The fee for our trips is not covered by your tuition payments. If the entire center goes on a field trip, it will not be possible to keep your child at the center, if your child is not participating in the trip.

**Summer Camp Activities**

Our summer program runs from June to August. Our campers are between the ages of 3 ½ and 12 years old. The remainder of the nursery functions on a summer curriculum that is less structured than the fall session. All children participate in summer activities such as art, sports, vacation bible school, as well as academic support. **Parents, who enroll their child for summer camp trips, pay an additional fee for trips only. (This does not include your weekly tuition).**

**Drop off and Pick Up Policy**

Parents must sign their child in/out each day upon arrival and departure, and **accompany** them to their classroom. All people who are picking up or dropping off your children must be at least 16 years old. Anyone under 16 years old will not be permitted to pick up your child.

**Authorization to Pick-up Children**

The contact people listed on your child’s emergency contact form are people who can pick up your child with your permission. We ask that you contact the center when someone else will be picking up your child/children. We will need the person’s name and contact number and they will have to show a valid identification card before picking up your child/children. If they do not have identification, your child/children will not be permitted to leave with them. A child care release form must also be filled out at the time of pick-up.

If you have a custody issue, a notarized court order will be required on file outlining the custody arrangement.

**Communication with Parents**

All staff members are required to share information with parents daily about the children in their care. This must be in a written format.

We have several ways that we communicate with parents which are listed below:

* Daily information sheets ( Infants/Toddlers)
* Visual format outside the classroom entrance (Toddlers, and Preschoolers)
* Parent/Teacher Conferences
* Written Communication
* Information posted on the center’s front door
* Information posted inside the sign in/out book
* Center’s bulletin board located near the front desk.
* Telephone
* Mail
* Each classroom have a parent information area
* Verbal Communication

All written formats used must tell the parents about the activities that took place that day.

**Parent Teachers Conference**

Your child’s development is an important aspect of *facility name*. Ages and Stages is a widely used screening tool for infants and young children's development assessing development in five domains: Communication, Gross Motor, Fine Motor, Problem Solving and Personal Social The **ASQ** is a series of 21 parent-completed **questionnaires** designed to screen the developmental performance of children in the areas of communication, gross motor skills, fine motor skills, problem solving, and personal-social skills. The **age**-appropriate **questionnaire** is completed by the parent or caregiver and submitted to the child care facility. Therefore, we will be asking you to complete the Ages and Stages Questionnaire around 45 days of your child’s enrollment and return to staff. At your child’s first conference, the screening tool will be discussed.

**Ages and Stages Assessment**

**Families are the best source of information about their children. Within 45 days of enrollment, we ask that families complete the Ages and Stages Questionnaire. ASQ is a series of questionnaires designed to screen and assess the developmental performance of children in the areas of communication, gross motor skills, fine motor skills, problem solving, and personal-social skills. These assessments ask detailed questions about your child's growth and development, interests, strengths, challenges, etc. This information helps teachers get to know and understand each child better. The age-appropriate questionnaire will be included with the enrollment paperwork that is given to parents for all new children enrolling at SGA.**

**https://www.pdffiller.com/jsfiller-desk13/?requestHash=a8f188cefc05c96b6689341f4d254f52443367465664dd690b42869be2341742&projectId=853525617&loader=tips#30ecb3ce4fb86d56ef0cea9be61ba799**

**Volunteers**

We ask that each parent volunteer at least three times a year to work with the staff and children. List below are some things you can help us with.

* Read stories to the children.
* Do activities with children.
* Help decorate the center.
* Chaperone trips.
* Help with special events we have at the center.
* Help with classroom projects.

**Requesting IEPS and IFSPS**

St. Michael’s Nursery will request of all parents copies of the child’s IEP or the family’s IFSP to help in classroom scheduling and curriculum planning. This will be requested from parents upon enrollment to ensure the child can receive the necessary care and help in achieving the goals stated in the plan.

Individualized Education Plan (IEP)  
An Individual Education Plan states in writing the specific services required to meet the needs of a child and any change or limitation in his/her participation in regular center activities.  
Specific services, where appropriate, shall include, but not be limited to 1) physical therapy; 2) speech and language therapy; 3) psychological services; 4) psychiatric services; 5) education services; 6) social services; 7) occupational therapy.

The plan describes the method by which the above services will be provided including 1) who will provide the service 2) where the service will be provided; 3) schedule for provisions of the services 4) any special equipment, materials, ramps or aids required by the child. The IEP shall also recommend the size of the group to which the child may be assigned and the appropriate staff/child ratio required for such group. If the parent does not approve the IEP, such disapproval will be signed by the parent and placed in the child's record.

The IEP shall be reviewed by the team at least every ninety days. The review shall include, minimally, an observation of and/or individual session with the child by the consulting resource teacher. If the parent is unable to meet with the team for the review, the opportunity must be given to the parent for a separate conference with the consulting resource teacher.

Individual Family Service Plan (IFSP)  
An Individual Family Service Plan is determined by Early Intervention Agencies for a child under the age of three. It states in writing the specific services required to meet the needs of a child and any change or limitation in his/her participation in regular center activities. The specific services and methods by which these services will be provided are similar to those in an IEP

**Community Resources**

St. Michael’s Nursery gives out information about health services, nutrition, safety information, and on child development at least four times a year.

**Transition and Continuity Policy**

St. Michael’s Nursery School believes that children's learning and development is best supported when they feel comfortable, confident, and emotionally secure, both when entering our setting and when making the transition to primary school or other settings.

**Aim**

This policy aims to support a smooth transition and continuity of learning and care for both children and their families. We want to ensure that the children in our care maintain pace and quality of learning, continuing to make good progress as they make the transition from one provider to another, whether this is the shared care of a child between our pre-school and a child-minder or nursery setting, or the transition from our setting into school.

We aim to ensure that all children and their families are supported to enable them to adjust to a temporary separation from their family. We seek to ensure that all children develop positive attitudes towards the range of new experiences they will encounter and that they are supported in maintaining their self-confident during transitions between settings.

Our staff team seeks to build on the work of the family and work towards ensuring each child is valued as an individual in the setting. We understand that children enter school from a variety of backgrounds and will respond to a new environment in many ways. We therefore aim to welcome all children as individuals and will work in partnership with parents and practitioners to meet their needs accordingly.

**Methods**

We support Transition, Continuity and interagency working through the following methods.

•      Once per year we hold a social afternoon, which is well advertised, inviting families to visit us and meet with staff to gain an awareness of our setting.

•      All children are given the opportunity to access two free sessions, in which they stay with their parent or carer, prior to commencing sessions. This enables them to familiarise themselves with the setting and its routines.

•      All children are allocated a Key Person and each family is aware of who their Key Person is prior to their first session entering the setting.

•      The role of the Key Person includes providing advice for families and acting as a secure base for children during settling in time.

•     Information in the document session on our Brightwheel platform provides advice and information for parents on how to support their child's transition into the setting.

•      We also send information, detailing the routines and structures of the setting.

•      Two versions of this information have been developed, one for adults and one for children.

•      Our prospectus and operational plan are placed daily within the entrance to the preschool and on Brightwheel for all parents to access, to gain further understanding and familiarity with the setting.

•      Children and parents complete an "all about me" questionnaire prior to joining the setting and parents complete a new child information form - in the appropriate language, to enable staff to gain an awareness of each child's individual needs and interests which supports during their transition.

•      Staff develop inclusive transition practices which support and value different family’s perceptions of transitions and enable all parents to access information about the setting.

•      Staff demonstrates respect for parents and carers by frequently asking for their views and listening to what they have to say. **See Equality and Diversity Policy**

•      Parents are involved at transition times; they are encouraged to stay with their child for circle time during their first sessions and provided with regular updates regarding how their child is settling.

•      New admissions are staggered over a two-week period to ensure that all new children have the opportunity of being welcomed and supported during their transition by their key person.

•      Transitions are based on the individual needs of children and their families and are not rushed.

We maintain close links with other childcare providers; most notably we have developed links with Evans Elementary School and Penn Wood High School.

•      The director meets with the reception year teacher once per term to share information and practices to ensure a cohesive approach to support learning both within the provision of the Foundation Stage curriculum and at the point of transition.

•      The reception year teacher and director discuss and view the Preschool's medium- and long-term curriculum plans.

•      The learning Journeys of the preschool children are forward automatically for children joining Evans Elementary School or Penn Wood High School, parents consent is essential for this step to take place, at the end of June each year.

•      The Director also meets with the Reception Teacher to discuss individual children's needs and abilities.

•      The primary school reception teacher visits the Nursery school during the summer term to meet with the children.

•      The primary school invite preschool children to their Christmas performance and for a visit in the summer term.

•      The preschool develops resources, including book of photographs of the staff and environment of Evans Elementary which is accessible for all children to increase awareness and understanding of transition time through Bright wheel.

•      The preschools dressing up resources include examples of Evans code of dress for their students

•      For children with identified special educational needs a transition form is completed and, with the parent's permission, forwarded to the child's next setting, whether that is a school, preschool, or child-minder.

•      The nursery school director identifies, within the new child information form, whether children are attending other settings. Where this is the case a letter is forwarded, requesting opportunities for information sharing to ensure cohesive and supportive working practices.

•      The Staff of St. Michael’s School take time to listen to colleagues from other professional backgrounds and always respect differences in language and approach.

•      Staff monitor the progress of children through the completion of ages and stages.

•      These provide a means of demonstrating the progress made towards the          early learning goals at the end of the foundation stage and provide a means of celebrating each child as an individual learner who is progressing in a unique way of their own approaches to tasks and activities, building their own   ideas and understandings, their own talents, and abilities.

•      Sometimes ages and stages will enable staff to identify that an individual child is not making progress in all aspects or may not be on course to make the early learning goals.

•      Staff will use daily observations and professional guidance to identify where children are stuck and what may be blocking their progress,  his supports the staff in quickly identifying children who are vulnerable to underachievement.

•      St. Michael’s School works closely with their Keystone Stars Representatives and reviews staffing ratios to ensure that children's individual needs are met.

•       Ages and Stages materials forwarded to the child's next setting upon completion of their time at St. Michael’s.

•      As children access our setting, the staff team use daily observations and assessments to monitor children, this enables staff to develop activities and resources which ensures each individual child is challenged and motivated at transition.

•      Assessment information is shared termly with parents and carers during designated learning journey weeks and at any time upon request and always through Brightwheel.

•       Staff provide guidance for parents and resource sheets are sent home each half term to help inform the 'next step' in learning.

This policy was reviewed in August 2021.

This policy is to be reviewed annually.

**Curriculum**

Our curriculum is based on the Early Learning Standards. All activities are age appropriate for each age level of our program.

**Center Visitation**

Parents are encouraged to visit the center at any time during the hours of our program operation. All visitors must sign in. If you would like to schedule a parent/teacher conference, please contact the center’s Director and child’s teacher to arrange a meeting time.

**Emergency Contact Forms**

Emergency Contact Forms **must be updated every six months** or when any of your emergency information changes (new address, new phone numbers, or new contact people to pick up your child). You will need to fill out a new Emergency contact form every six months even if none of your information has changed **(No exceptions)**. Please include your cell number on the emergency contact form as an additional number to contact you.

**Health Appraisal**

Health Appraisals **must be updated as needed**. Your child must have an updated health appraisal at all times. If you child does not have an updated health appraisal, they can not return to school until they have it.

* Infants up to 12 months – require health assessments every three months
* 12 months to 24 months – require health assessments every six months
* 24 months up to 12 years old – require health assessments every year.

**Tuition Agreement**

Tuition Agreements **must be updated every six months** or each time that your child’s weekly tuition rate changes.

**Food Program**

Our center is enrolled in a food program provided by the government. A yearly form **must be filled out** in order for your child to receive meals and snacks from our center. **If your child does not have an updated form, then you must provide all meals and snacks for your child.**

During the summer months, St. Michael’s Nursery enrolls in the free summer meals program through the Nutritional Development Services and also, during the school year, we received free snacks for our afterschool program.

**Meals**

We offer two meals and one snack daily. The menu is posted on the Parent Information Board and in each classroom. Meal times are as follows:

* Breakfast 8:00a. m. To 8:15 a. m. (School-Age)
* Breakfast 8:30 a. m. to 9:00 a. m. (Nursery School)
* Lunch 11:00 a. m. to 11:30 a. m. (Tiny Tots/Busy Bees)
* Lunch 11:30 a. m. to 12:00 p. m. (Shining Stars)
* Lunch 11:45 p. m. to 12:15 p. m. (Beary Brights)
* Afternoon Snack 3:00 p. m. to 3:15 p. m. (All Children)
* Afternoon Snack 3:45 p. m to 4:00 p. m. (School-Age)

**Clothing**

Your child should wear clothing that is comfortable for both indoor and outdoor play. Appropriate shoes such as sneakers or other rubber-soled shoes are required. Sandals are inappropriate for running and playing. ***Sandals are not permitted.***

During the winter months when we go on walks or to the playground, please make sure your child have a coat, hat, scarf, mittens, warm shoes, and socks.

**Sheets/Blankets**

Each child is required to have a sheet and blanket for naptime. Your child’s blanket **must** be taken home on Fridays to be cleaned and returned on Mondays.

**Absences**

If your child is going to be absent, we ask that you notify the child care center as early as possible.

**Accidents**

A record of accidents will be kept in your child’s file at the center. If an accident has left a cut or bruise, an accident form will be sent home via your child’s cubby. If it is necessary for your child to receive medical attention, you will be called. If we cannot reach you, we will take your child to Mercy Fitzgerald Hospital. A staff member will accompany your child and take along your child’s medical file.

**Personal Possessions**

The center is not responsible for personal possessions taken at the facility. Please do not leave valuable items in your child’s classroom or cubby.

**Weather Emergencies**

Occasionally, severe weather conditions or unusual events may make it necessary for the Nursery to close. Snow closing decisions will be made early in the morning by 5:30 a. m. KYW, Channel 1060 AM, will announce any weather-related school closings. Our school closing number is **3202**. If you call the school, a recorded message will be placed on the voicemail concerning the closing. Some weather conditions will warrant an early closing. No refund will be given if weather conditions warrant a closing or an early closing as these circumstances are factored into tuition rates.

**Reporting Child Abuse**

We are required by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the State’s child protection agency not to notify the parents of the report. Please understand we are legally obligated to comply with these state guidelines.

**Cleanliness**

Our center is cleaned daily and maintained at high standards of sanitation. Our staff clean and disinfect toys and equipment on a regular schedule.

We promote cleanliness and good hygiene with the children. The staff practices frequent hand washing.

**Licensing**

St. Michael’s Nursery is licensed by the Department of Welfare.

**Confidentiality**

All records and other information on your individual child are treated with the strictest confidentially. Files are maintained in the Director’s office and access is carefully limited. No outsider may see them without permission.

You may review your child’s records at any time during our normal hours of operation, with the exception of material protected under lawful provisions. We will provide copies of materials at your written request.

Our staff may be relied upon to protect your family’s privacy in information you provide to them. Any breach of confidentially should be reported immediately to your Director.

**Toys**

Children are not allowed to bring in outside toys unless they have show “n” tell. We do accept donated toys at St. Michael’s Nursery that are in good conditions.

**Statement of Nondiscrimination**

St. Michael’s Nursery provides both a workplace environment for employees, to families, early educators and the community that do not discriminate based on race, ethnicity, culture, nationality, religion, age, gender, sexual orientation, socio-economic differences, physical disabilities, or learning style. St Michael’s Nursery values the diverse backgrounds and experiences of employees and customers.

It is our belief that this diversity enriches our work. St. Michael’s Nursery is respectful and appreciative of the unique needs and qualities of the individuals that we serve.

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Please see our notices of compliance with all applicable civil rights statues posted in the administrative areas and on the parent board.

**Procedures:** Admissions/waiting list Children of all abilities are accepted into Early Childhood Learning Center and families interested in having their child attend the program will be given an equal oppo1tunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis.

**Inclusive Environment**: Early childhood educators at Early Childhood Learning Center use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities arc flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modification and strategies into classroom routines and activities. Any adaptations will be review with families and other professional supporting the child.

**Family Centered Practices:** St. Michael’s acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Early Childhood Learning Center communicates with each family daily and has regular meetings to discuss the child's successes and challenges.

**Professional Development and Support for Staff:**  St. Michael’s training and support is provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

**Collaboration with Other Professionals**: Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and other. Early Childhood Learning Center welcomes those professionals and works with them to assure the child's success. The services provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Early Childhood Learning Center supports the teacher's participation in Individualized Family Service Plan (JFSP) and Individualized Education Program (IEP) meetings.



**Phone Calls**

Phone calls will be accepted when parents call in absences, alternate escorts, early departures, late arrivals and emergency information. If you wish to speak with staff regarding issues other than those stated above, please call between 12:30 p. m. – 2:45 p.m. Our phone number is (610) 259 – 3266.

**Health Policy**

Children must have an annual check-up and a completed health appraisal form submitted annually.

We will be glad to give prescription medicine that is labeled with your doctor’s name, child’s name, dosage, and dated prescribed. We **will not** administer outdated medicine or improperly labeled medicine. **You must sign the medical log in order for your child to receive medicine. If you don’t sign the medical log, your child will not receive the medicine.**

Your child must be comfortable to participate in scheduled activities, whether or not he/she is febrile. The director will make the decisions regarding when a child may remain at school in situations in which a child appears to be ill.

Please do not ask that we admit your sick child to school or that we allow your child to remain in school when he/she becomes ill during the day.

Children who are running a fever (100.5 or more), have loose bowels, have vomited, or have yellow mucus coming from their nose, or pink eye will be sent home.

A child with an infection or contagious disease will be not be readmitted back to school without a doctor’s note. These infections or disease are listed below:

* Conjunctivitis – No discharge; Your child may return 24 hours after treatment has begun
* Ear Infection – Your child must be fever free
* Ringworm – Your child may return 24 hours after treatment has begun
* Scarlet Fever/Strep Throat – Your child must be fever free; Your child may return 24 hours after treatment has begun

**Please keep your child home if she/he has:**

* A fever of 100.5 or higher
* Vomiting within that last 24 hours
* Untreated head lice within the last 24 hours
* Diarrhea within the last 24 hours
* Any undiagnosed rash

**Additional contagious diseases that require a child to stay home are listed below:**

* Tuberculosis
* Chicken Pox/Mumps/Measles
* Hepatitis A/Rubella
* Impetigo/Shingles
* Streptococcal/Whooping Cough
* Gingivostomatitis/Herpetic

If any of these illnesses or conditions occurs during the school day, you will be contacted to pick up your child from the center. Your child will not be admitted to return to school until two days.

**Parking**

Parking is available when you drop off and pick up your child. You may park on the side of the building. Please return to move your car as soon as possible to afford other parents the parking spot. **Reminder: for safety, do not leave children unattended in your car, and do not leave a car running with children in it.**

**Terminating Enrollment/Suspensions**

You must give two weeks written notice, in advance, when you are terminating your child’s enrollment at the center. Failure to give the two weeks advance notice, will result in you being charged for another two weeks.

St. Michael Nursery reserves the rights to suspend or terminate services for the reasons listed below:

* Failure to pay weekly tuition fees/ co-payment
* Disruptive of inappropriate behavior by the child or parent
* Repeated late pick-up past the center’s closing time
* Any disruptive behavior that could harm the children or staff.
* Children who are absent more than ten days without any notice from the parents

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. We recognize that each child has their own needs and we work to accommodate our classroom routines and environments, as well as our approach to teaching and disciplining to meet those needs. If our methods are not successful, we work with families and outside resources to seek alternative ways to alleviate challenging behaviors or developmental concerns.

There may be times where our center is not designed for the ultimate success of all children. If we feel that the health and safety of a child or the children in the classroom are compromised, the school has the right to determine that our center is not the appropriate setting for a child and it may be necessary to suspend or terminate enrollment after multiple avenues have been explored with no success. The time frame for the suspension or expulsion will be decided upon by the management team and will be clearly communicated to families verbally and in writing. Below are the steps in place to adhere to our policy. **Here list steps that will be taken before a suspension/expulsion is deemed necessary:**

1. Lead teacher will bring the issue to the director and begin to record anecdotal records of the behavior.

2. The director will observe the behavior in the classroom.

3. If deemed appropriate, the director will make positive suggestions. Including but limited to: Professional Dev and support for staff, suggestions of methods to help curb the behavior.

4. A conference is scheduled with child’s family along with any pertinent personal at the child care.

5. From here it is a matter of what to do next.

Do you want to involve the child’s pediatrician, outside resources like DCIU, Child Guidance Resource Center, etc. 5. After all the steps has been

**Birthdays**

Birthdays are special events and we encourage you to join with us to recognize your child’s birthday. Due to the possibility of various allergic reactions to foods, please check with your child’s teacher before bringing in a special snack. We will help in any way we can.

**Sharing Observation with Parents**

Initial observations will be done using the ages and stages observation tool. These observations will be shared with parents by offering a conference. Additional observations will be done every six months using a child report form. After each observation, a parent conference will be offered to discuss any issues, problems or concerns the teacher may have about the children. If necessary parents will be given a referral list of agencies they can contact for help and further assessment.

**Building Security**

In an effort to secure our facility, the front door will be locked at 6:30 a. m. until 6:00 p. m. During this time you may use the intercom system located directly to the right of the right door. By pressing the call button, you alert us to your presence, by pressing/releasing talk you may communicate with the front office.

**Information, Questions, Concerns**

If you have any questions or concerns, or need information about your child or the program, please first contact your child’s teacher. If you need more information or the concern was not received, feel free to follow-up with the program Director, or an administrative director

**Child Care Fees for St. Michael’s Nursery**

|  |  |  |
| --- | --- | --- |
| Tiny Tots | 12 months – 23 months | 300.00/wk |
| Busy Bees | 24 months – 35months | $275.00/wk |
| Beary Brights | 48 months – 59 months | $250.00/wk |
| Kinder Kats | 60 months – 72 months | $245.00/wk |
| Before & Afterschool Rate  Before Care (Only)  Aftercare (Only) | Kindergarten to age 13  Kindergarten to age 13  Kindergarten to age 13 | $200/wk  $100.00/wk  $100.00/wk |

\*\*\*Additional Fees for School-Aged Children during School Closings

|  |  |
| --- | --- |
| Full Day | $N/A |
| Half Day (up to 4 hours) | $N/A |

|  |
| --- |
| Summer Program $225 per week |

Rates are valid for the 2016-2017 School Year

***\* Part-time rates are available\****

Parent Handbook Signature Page



This is to confirm that I have received the St. Michael’s Nursery School Parent Handbook. I understand that by signing below that I have read and will comply with the contents of this handbook. I also understand that if I have any questions that I can address them Monday thru Friday from 8:00 a. m. – 4:00 p. m. (during school hours).

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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