



**NPNS Parent
Handbook**

2018-2019

TABLE OF CONTENTS

ADMISSIONS

Admissions	4
Communication	8
Curriculum	3
Extended Day Program	7
Family Events	8
Fundraising	8
Parent Conferences.....	8
Parent Involvement.....	7
Placement within Program	5
Pre-Kindergarten (Pre-K)	6
Program Philosophy	2
School Calendar	8
School Pictures	7
Summer Camp	7
Teaching Staff	7
Transition Schedule.....	5
The Reggio Way	3
Threes and Fours	6
Twos	6
Tuition Assistance	5

PROCEDURES:

About the Facility	9
Accident/Illness/Incident Reports	11
Birthday Celebrations	11
Clothing	9

Diaper Routines	10
Drop Off	9
Emergency Procedure	9
Inclement Weather	11
NPNS Emergency Procedures	8
Pick Up/ Late Policy	10
Safety in the Parking Lot	11
Special Items from Home	9

POLICIES

Abuse and Neglect Policy	15
Census Permission	17
Complaint Procedure.....	12
Directory Permission	19
Discipline Policy	15
Field Trip Permission Policy	17
General Permission/Policy	18
Health /Medical.....	12
Immunization/Medical Health Policy.....	13
Medication Policy	14
Photo Use Permission	18
Return to school with lice/ injury.....	13
Snack Policy	12
Late Fee Schedule	19
Other Fees	19
Refunds & Withdrawals.....	19
Tuition	19

NPNS Parent Handbook

Welcome to the Noroton Presbyterian Nursery School (NPNS). NPNS was established by the Noroton Presbyterian Church (NPC) in 1957 to meet the needs for quality early childhood education for the children of NPC and our community neighbors.

NPNS is a non-profit, self-supporting program licensed by the CT State Board of Health. The school is a Ministry of NPC and is guided by a volunteer Board of Directors comprised of parent volunteers, the Director of NPNS and a church Elder.

Program Philosophy- Nurturing a Love of Learning

We believe that every early childhood experience depends upon consistent caregiving in a nurturing atmosphere. Children grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. We desire to provide children the chance to function independently but cooperatively, following routines appropriate to age and individual needs.

Our school's program is designed to include both intentional and emergent activities in response to children's interests. Experiences with music, movement, art, language and building are incorporated into daily plans. Regularly scheduled snacks, indoor and outdoor play and routines in physical care giving, promote the child's health, comfort and ability to care for him/herself.

Children are encouraged to develop a positive self-image, to learn inner controls, and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

Christian education is an important component of our program at NPNS. Children develop a sense of spirituality through exposure to songs and stories, as well as through contact with faculty who model Christian behavior. Bible stories and Christian-based themes are integrated into the weekly curriculum through our chapel program for our 4's and Pre-K classes.

We at NPNS strive to recognize and fulfill the individual needs of preschoolers and to help them grow and develop to their fullest potential. We seek to have children become aware of their abilities and to build a strong self-image. Also, our goal is to help them expand their knowledge and awareness of the world around them. Finally, we do everything possible to promote learning as an exciting, rewarding experience.

In our preschool classes, many areas of learning are introduced in an atmosphere which is partly structured and partly open. The children are encouraged to accept routines and follow instructions as they learn to function as part of a class. There is ample free time for individual creative expression in child initiated play situations and in artistic pursuits.

Children are also taught to recognize shapes, differentiate between forms and classify material as a prelude to reading readiness and number work. There are arts and crafts projects in which children learn to cut, paste and color. Experimentation with creative

media is encouraged: paints, crayons, chalk, clay and play dough are a few mediums used to learn form and design and to cultivate self-expression. Singing, rhythmic movements and creative drama are all introduced throughout the day. Our outdoor games and playground activity offer the opportunity for physical growth and improvement of the large muscle coordination. Cooking and science experiences are presented throughout the year.

Enrichment programs for all ages include: chapel, Junior Naturalists, music, field trips, and community visitors.

The Reggio Way

The classrooms reflect the Reggio Emilia Philosophy which supports the importance of classrooms revealing beautiful spaces for children to learn in. Classrooms have plenty of light, natural fibers, objects of interest displayed intermittently, mirrors, access to the outdoors (birdhouses) and music.

One of the very clear distinctions between a traditional teaching philosophy where the teacher instructs the child and orchestrates play and the Reggio approach, is that the teacher is required to move from play space to play space and investigates the learning that is taking place with the children. Participating in the play, (teacher as learner) asking open ended questions, makes suggestions for studies to further the learning process and documents the children's activities. Revisiting all the discussions that have been documented at the end of the day to develop a plan with the children if they decide to continue with a study.

Curriculum

The curriculum at NPNS is based on the standards set by the Connecticut State Board of Education-Preschool Curriculum Goals and Benchmarks. It is developmentally based on the ages of the children attending the program. Our curriculum is overlaid with the Reggio Emilia philosophy of teaching. This improved curriculum allows us to maintain the integrity of sound teaching principles and at the same time have a strong influence of art, literature and science as a basis for learning. We work in conjunction with an education coordinator to assist staff in curriculum development and implementation.

NPNS provides a print-rich, language-rich environment in which books, visual displays and verbal interaction broaden the child's understanding of the familiar world. Active play in our gym and on our playground helps to develop gross motor skills. Songs, instruments and creative movement in group time further enrich our comprehensive curriculum. This enhanced curriculum takes into account children's relationships and interactions within the system, the role of space, values of family, teachers as partners and centrality of cooperation and collaboration.

Admissions Procedures

Children enrolled in our current 2's and 3's classes are guaranteed a space in the program for the following school year. Children in our program looking at Pre-K for the following year will be evaluated by the teachers and NPNS director, and placed in the program based on the child's birthday and needs. Please note that children already in the morning program have priority for morning spaces. Children in the afternoon program may apply for morning and will be accommodated on a space available

basis.

All church members or children of the community, new to the program may apply in January. Orientations for new families are offered in early December and again in early January, and may be scheduled using the web sign up at npns.org. The deadline for registration is typically the second week of January. Notification of acceptance into the program (or placement on a waitlist) typically occurs the third week of January. If accepted, signed contracts and the first tuition installment are due by January 31st, 2019.

***Please note: The priority list below applies to acceptance to the program only. It does not apply to placement within the program.**

Children are accepted based on a lottery system which follows this priority order:

- 1) Currently enrolled children, as noted above.
- 2) Children of NPNS staff / Children of NPC members who are siblings of current NPNS students **(i.e. applicants and siblings will both be attending in September).**
- 3) Siblings of current NPNS students **(i.e. applicants and siblings will both be attending in September).**
- 4) Siblings of current NPNS students **(i.e. only sibling will be attending in September).**
- 5) Children of NPC members who are siblings of previously enrolled students.
- 6) Children of NPC members.
- 7) Children of NPC staff; non-church members who are siblings of previously enrolled students.
- 8) Children who are registered users of Noroton Presbyterian Child Care. (MOPS and Sunday School does not count, must be an active and registered member of NPCC).
- 9) Children of the community at large.

Note: A parent must be an NPC member by Dec. 31st of the year prior in order to enroll as children of a church member.

Within each age group, applications are arranged into the six priority groups outlined above. The applications are further separated by gender within each priority group. A lottery is conducted, random and blind, will determine the priority order of acceptance into the program. Neither the Director nor members of the NPNS Board are involved in the lottery. The assignment of lottery placement is not influenced by ability to donate to the school, participation in NPC or NPNS activities, volunteering as an NPNS Board Member or any other factor.

Within each age group, applications are accepted into the program until the total number of spaces for that particular age group is full. Any additional applicants are placed on a waitlist and a letter is sent to the family notifying them of placement on the waitlist.

Placement within Program

Once accepted into the age specific program, placement into a child's preferred choice number of days and morning or afternoon spaces (not specific class placement at this time) will be based on a lottery system which follows the following priority order

- 1) Currently enrolled children, as noted above.
- 2) Children of NPNS staff / Children of NPC members who are siblings of current NPNS students **(i.e. applicants and siblings will both be attending in September)**.
- 3) Siblings of current NPNS students **(i.e. applicants and siblings will both be attending in September)**.
- 4) Siblings of current NPNS students **(i.e. only sibling will be attending in September)**.
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- 6) Children of NPC members.
- 7) Children of NPC staff; non-church members who are siblings of previously enrolled students.
- 8) Children who are registered users of Noroton Presbyterian Child Care. (MOPS and Sunday School does not count, must be an active and registered member of NPCC).
- 9) Children of the community at large.

Within each age group, accepted children are arranged into the six priority groups listed above and a lottery is then conducted. The lottery, random and blind, will determine the priority order of placement for each child.

If the child does NOT receive their first choice, they will be automatically placed on a waitlist for their first choice in the order that their name was selected by lottery and offered their second placement choice (if the second choice is unavailable, the child will be offered their third placement choice) and so forth.

You will receive either a contract or wait list letter by mail, no later than January 25th. Please return one signed contract, along with the first tuition payment, by 3PM on the due date listed on contract. If you do not choose to accept the contract offered to you, please contact NPNS and let us know you are declining the spot offered and if you would like to remain on the waitlist.

Tuition Assistance

Tuition assistance (scholarship) is available for 3's and 4's only, not for 2's or Pre-K. **Parents seeking scholarships shall indicate their need in writing to the NPNS Director.** The Director will forward the letter to the Moderator of the Deacons at NPC. The Moderator, along with clergy and a Deacon committee, shall determine if the scholarship is approved and will communicate directly with the Director when a scholarship is awarded. All scholarship requests and grants are held in complete confidence.

As the circumstances dictating the need for a scholarship may change, all families receiving a scholarship must reapply annually in order to receive subsequent scholarships.

Transition Schedule

Two's

The two-year-old classes are Monday/Tuesday/Wednesday or Thursday/Friday in the AM and Monday/Tuesday or Thursday/Friday PM. The AM classes are 9:00-11:45. Classes are open to children who are two by August 31st. A parent or caregiver must remain at school with a two-year-old for the first **four** sessions. Two's do not need to be toilet trained to attend NPNS.

Threes and Fours

Children attending the threes' and fours' program must be fully potty trained.

Morning classes for the three year olds are from 9 to 11:45 A.M in either the four day (M/T/W/Th) or five day (M-F) classes. Our afternoon class is 12:15-3:00 (M/T/Th/F).

Morning classes for the four year olds meet from 9:00 AM to 11:45 AM and run M-F. Longer Day 4's are in class from 9:00 AM to 1:15 PM, M/T/Th/F and 9:00 to 11:45 on Wednesdays. Longer Day 4's have lunch in their class. All PM classes run from 12:15-3:00 M/T/Th/F.

Pre-Kindergarten (Pre-K)

Our Pre-K program is for children who have completed a four-year-old program, and would benefit from an additional year of nursery school before entering Kindergarten.

Requirements for Pre-K Acceptance:

- Child must have a letter of recommendation from their current 4's teacher if not a current NPNS student, stating their need for a Pre-K program.
- Child must turn 5 between September and December

This program meets five days per week, 9:00 am – 1:55 pm on M,T,Th/F and 9:00 to 11:45 on Wednesdays.

The Pre-K curriculum is specifically designed to provide educational experiences for the older four and early five year old who would benefit from an extra year of maturity to have a successful Kindergarten experience. We believe a child develops social and emotional competency when they are allowed to explore and experience in-depth mastery of skills and social situations in a supportive, small classroom setting. Language enrichment, mathematical game applications and more complex dramatic play environments are among the classroom tools that support the transitional classroom. Problem solving, planning, negotiating and experimentation are strategies that further contribute to the classroom experience. The children have special programs and events specific to their class. Our outdoor games and playground activity offer the opportunity for physical growth and improvement of the large muscle coordination.

Curriculum specific to the Pre-K program includes: weekly chapel, music, Junior Naturalist,

field trips and community visitors. Pre-K will have lunch in their class M/T/Th/F.

Extended Day Programs

The NPNS extended day program is a school enrichment program for children who are enrolled in the three or four year old classes. This program is offered on a session basis only. Session 1 runs from late September through January; Session 2 runs from late January through May. Registration will occur in August/September and again in December/January. Parents may register children for one or both sessions and multiple days per session.

Extended day is designed for children to socialize in a relaxed atmosphere over lunch, and then participate in a planned group activity. Specific Extended Day information and enrollment forms will be available on the website in August. Classes will not be held without a minimum of 8 students enrolled.

Payments for all extended day sessions must be made at the time of program registration. No make-up classes will be added or refunds given due to snow days.

Summer Camp

NPNS does not endorse ANY camps run outside of the NPNS property.

Teaching Staff

Our teaching staff is selected according to education, professionalism, personal warmth and commitment to young children. Two teachers will co-teach each class. Ideally, NPNS strives to have all its teachers certified in Early Childhood, with a Bachelor's Degree in Education or a related field (with courses reflecting the core curriculum of Early Childhood). Present faculty and teaching candidates with this credential are the preference for Pre-K and 4s classes. Our staff includes Classroom Teachers, Support Staff, Music Teacher, Junior Naturalist Teacher and Part Time Nurse. Weekly staff meetings, workshops, conferences and use of the staff library, as well as college courses, offer ongoing education for the staff.

Parent Involvement

Parent participation is another fundamental piece of our program at NPNS. All parents with children attending NPNS are encouraged to participate. The NPNS Board of Directors (the Board) is comprised primarily of parent volunteers doing various tasks which support the school. The Board manages the finances of the school (including fundraising), arranges parent education classes and much more. The Board meets on a monthly basis and follows a set of bylaws to manage the school.

Events Committee is a board run committee that provides parents with different types of volunteer opportunities. To volunteer parents may fill out an NPNS volunteer form. Parents will be made aware of these opportunities by email, Remind and sign-up sheets outside the classrooms.

Volunteer room parents also play a key role acting as the liaison between the teachers and the parents. They coordinate snacks for the classroom, help organize picnics, class gifts, and any other class communication as indicated by the classroom teachers.

The Board of Directors List is on the NPNS.org website, under the Parent tab.

The School Calendar

NPNS uses the Darien Public School calendar as a guideline for most holidays and vacations. The NPNS Board of Directors votes on the NPNS school calendar each year. Students attend from roughly mid September through the second week of June. The School Year Calendar is on the NPNS.org website.

Parent Conferences

Parent conferences are held twice throughout the year. The first conferences in the fall are to familiarize the teacher with your child through the parents' perspective and together with the parent, set the objectives for the child for the year.

The second conference, in the spring, for our 2s and 3s, is to evaluate progress, and set strategies for further development. The 4s and Pre-K conference is to benchmark development for Kindergarten readiness. Parents of 4's, who wish to discuss Pre-K, are invited to schedule a conference with their child's teacher in early December.

Communication

There are several means of communication between the parents and NPNS. Each classroom will email a weekly summary of activities and upcoming events, and post information pertinent to your child's particular class, near their classroom doorway. This includes snack calendar sign ups, conference sign ups, and field trip notification. Please check your child's totes on a daily basis for flyers and teacher's notes.

Remind is our primary mode of communications. Please speak to Jessica in the office to be added to the remind app. Email will be our secondary means of communication. Our school website is located at www.npns.org

Family Events

Throughout the school year, the NPNS Board will host numerous events for NPNS children and their families. Information regarding dates and times will be communicated via email invites and monthly *reminders*.

Fundraising

Each year the Board raises funds for improvements made to the school, via small events or a larger formal fundraising gala. The Director and the teachers are always included in the process to determine the needs of the school. The success of these events is determined by parent participation.

PROCEDURES

NPNS Emergency Procedures

These are the procedures we follow in the event of a serious accident, injury, or illness.

1. Assess the situation. Major injuries call 911. Allergic Reaction call 911. Follow steps below for major and minor injuries.
2. Attempt to contact a parent or guardian.
3. If we cannot contact the parent, we will call those listed on the emergency card to pick up the child, and care for him/her until the parent arrives.
4. Attempt to contact the child's physician
5. Any expenses incurred in the treatment or care of a child will be borne by the parent or guardian.

About the Facility

On the upper level, the program occupies ten teaching classrooms, Director's office, schools' office and staff workroom. The NPNS library and indoor gym are located on the lower level.

The Nursery School's hours of operation are 9:00 a.m. to 3:00 p.m., Monday through Friday.

Drop Off

Parents are expected to park their cars and walk their child(ren) into the school and to the classroom. The teachers will be there to greet your child and help them get ready for the day. The goal is for your child to become familiar with classroom expectations and independent (as appropriate to their age) in implementing those expectations.

Parents **MUST** sign their child in and out each school day. All classes have a sign-in/out sheet posted outside the classroom. It is the parent's responsibility to inform the child's caregiver to sign it for them, if they are dropping off or picking their child up. This is a state law.

Special Items From Home

It is preferred that children not bring special things from home as sharing of such items is often difficult. If your child has difficulty separating from something (such as a special doll or security blanket) please discuss this with the teacher and together come up with a plan.

Clothing

Children play hard at NPNS and need to be comfortable. We ask that parents dress children in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors. **Dress your child with the assumption they will be going outdoors.** Be sure they are wearing the necessary mittens, sweaters, hats etc. appropriate for the day's weather changes. All clothing should be labeled with the family's

name to facilitate dressing and reduce loss. **No crocs or flip flops please.**

One full set of extra, labeled clothes should be kept in your child's classroom, even for the oldest children, as they may get wet or messy during play. If an accident occurs, the soiled belongings go home in a plastic bag at the end of each day.

Children's shoes need to be appropriate for indoor/outdoor play. Wet snow boots need to be replaced with indoor shoes. Sneakers or closed toed rubber-soled shoes are required for safe play.

Diaper Routines

Diapers are checked often in the twos classroom. Diaper changing procedures are posted above the changing table. Faculty must wear disposable plastic gloves when changing a diaper. Children in the 3s or 4s classes must be fully potty trained. (No pull-ups).

Pick Up

Your child will only be released to his/her parents or those adults identified on the dismissal card. Your child will only be released to another adult if parent notification has been given in writing from the child's parent. Please send a letter in or send an email to the office manager, Jess Hoyt, Npns.administration@norotonchurch.org or to Kalie Riordan the Director, Kalie.Riordan@norotonchurch.org. **No exceptions will be made.** Parents are expected to wait outside the child's classroom until the teacher opens the door.

Please do not permit children to run in the hallways, lobby or parking lot, or roam unattended.

Late Pick-up Policy and Procedure:

Timeliness and predictable routines are important for the emotional well being of young children. Prompt pick-ups at the appropriate time are therefore a vital part of the school day. With the shared goal of ensuring a consistent, safe, and well-organized learning environment that meets the needs of both children and staff, we ask that parents and caregivers adhere to the following late pick-up policy and procedure:

Two staff members 18 year of age or older will remain at the program with the child at all times. If a child is not picked up after school, he/she will be brought to the Main Office. NPNS will call the parent or caregiver. If a child is still not picked up after 15 minutes, the emergency pick up procedure will be activated: Each of the emergency contacts will be called. The police will be called after 90 minutes if parents or other adults specified on the emergency/ dismissal forms cannot be reached. At that time the child may be released to the police. The non-emergency number for the Darien Police Department is 203-662-5300.

First offense: A parent/caregiver who picks up a child more than 15 minutes late is given a warning.

Second and subsequent offenses: You will be charged \$15.00 for the first 15 minutes, and an additional \$10.00 for every 5 minutes thereafter. Fines will be paid at time of pick-up.

Teachers are not permitted to transport children to or from school.

Safety in the Parking Lot

NPNS is a very busy place. Please use caution when walking with your children in the parking lot. Encourage hand holding and never leave younger siblings unattended in your car. Please do not park in the fire lanes or spots designated for the elderly or handicapped spaces.

Birthday Celebrations

Each class will determine the form of celebration that works for their classroom. Many families choose to donate a book to the school library in celebration of their child's birthday.

Incident/Accident/Illness Reports

If a child has a temper tantrum, gets sick during the school day, or behaves in any way that appears to be "out of their norm", it is considered an "incident" and reported and discussed with the Director to determine if it should be logged for permanent record. The teachers have "incident" forms which parents are requested to sign in acknowledgement.

In the event of any injury, the teacher-in-charge will determine what type of assistance is required. If emergency first aid is needed, the Director's office is notified. For minor injuries, basic first aid will be administered. An accident report will be filled out completely by the faculty member who observed and treated the injured child. One copy goes to the parent at the end of the day, one stays in the classroom, and one goes to the Director for the child's permanent file.

In the event of a serious injury or illness, the parents will be notified. If the parents are not available, the emergency numbers will be called. If immediate emergency medical treatment is required, Post 53 will take the child to the hospital emergency room accompanied by two people, one of them the Director, or the person in charge in case of the Director's absence.

Inclement Weather

NPNS follows the Darien Public School (DPS) for all weather related delays, early dismissals and closings. We will notify NPNS families via Remind.

- If DPS is closed, NPNS will be closed.
- If DPS has a delay no matter the length of the delay, NPNS will open at 10 am.
- If DPS has an early dismissal, NPNS will dismiss **all** classes at 11:45. No Extended Day or PM classes.
- If DPS has a weather early **emergency** dismissal that is called after school is in session, NPNS will close at 10:30. No Extended Day or PM classes.

If parents feel that the roads are hazardous, please feel free to pick up your child(ren) before early closing or to keep them home for the day. Snow days are not made up.

POLICIES

The following are the policies that guide NPNS. Please read them carefully and complete the Policy Agreement Form included in the August student paperwork. These form needs to be returned with your child's entry paperwork.

Snack Policy - NPNS is a NUT FREE Environment

Due to the increased number of children entering school with food allergies and our concern for children's nutrition, NPNS has developed a list of approved snacks. Room parents will coordinate a snack calendar for each month and parents take turns providing the snack. The only snacks that will be accepted are listed on the NPNS Snack list – found on the NPNS.org website. Snack foods must be posted one week in advance and must include snack from **two different food groups**. If there are children with allergies to any of the listed foods, that classroom's teacher will inform parents of special snack arrangements for that class. The children will, from time to time, have cooking projects. These projects will be listed one week in advance outside the classroom door for parent review of ingredients.

All packaged goods coming into classroom must be unopened and in original packaging.

Complaint Procedure Policy

Most issues within the nursery school are non-life threatening and can be resolved by following the order listed: discuss the issue with the classroom teacher, discuss the issue with the Director, discuss the issue with the Chair of the Board of Directors, discuss the issue with the Pastor of the church, discuss the issue with the Department of Public Health.

All inspection reports and compliance letters for the nursery school are available for your review by contacting the Department of Health-Day Care Licensing unit. The same process works for compliments as well!

Health and Medical Policies

At NPNS, we are very interested in the continuing good health and safety of the children. A medical form for each child must be completed. Two emergency cards must be completed by parents and returned to the school before a child is present without a parent. As previously stated, in case of a serious accident or illness, parents are contacted immediately. If a parent cannot be reached, we follow emergency instructions as indicated on the emergency card.

Please keep your child at home if you notice any of the following: runny nose, sore throat, swollen glands, pain, earache, rash, nausea, inflamed eyes, flushed face, or unusual pallor. The sneezing and coughing of a cold are contagious.

No child should return to school until a full 24 hours has passed without fever, vomiting or diarrhea, without the use of medication.

Notify the school if your child has a contagious illness/disease (or lice). The school will notify you and display an exposure notice outside your child's classroom, as well as send an email home. This is important not just for childhood illness, but also for pregnant women or a family

with a serious medical condition. The teachers will be alert for obvious symptoms when a child arrives in the morning. If the child does not seem well, the parent will be called.

Return to school of a child with lice:

Any child with lice may return to school with a doctor's note stating they are clear of lice and are nit free.

Return to school of a child after an injury or surgery:

Any child, who is not able to participate in active play indoors, is welcome to attend class accompanied by a parent or caregiver. If a child is unable to participate in outdoor or physical play in the gym, the Director will work with the parent to make arrangements that best suit the individual needs and situation. **No child should return to school with a cast or stitches/staples without a doctor's release (to participate fully in school activities) and the director's approval.**

Immunization/ Medical Health Form Policy

NPNS requires all students to be in full compliance with the State of Connecticut Licensing requirements regarding annual physicals and immunizations. This includes the recent addition of the Flu vaccine requirement. The State of Connecticut Department of Health requires by January 1, 2019, all children aged 6-59 months attending a nursery school, must receive at least one dose of the influenza vaccine between September 1st and December 31st, 2018. If children are vaccinated during August, these vaccinations will be accepted and count toward the mandate requirement. All children aged 6-59 months who have never received vaccination against influenza will receive 2 doses. Proof of immunization or proof of exemption must be signed by your child's doctor and notarized as per the state requirement.

The Connecticut Medical Health Form, which can be found on the NPNS website, must be kept up to date by the parents. As your child has an annual physical, the Medical Health Form must be updated and turned into the Director's office for filing. The date of the Medical Health Form is the "**Date of the Last Exam**" as stated on the form.

The form must include the full dates of immunizations. Each form must have the physician's signature and stamp of the Practice giving the printed name and address. The form is confidential and seen by the school nurse and the Director. "Labels" of conditions are not used unless it is necessary for the teacher to have information to protect the child from risk/exposures. It is a parent's responsibility to provide the school with an updated form once the current form has expired.

Children with Special Needs:

The physician should note any health factors about the child that the school should know. At NPNS, we do not interview or evaluate children for acceptance into the program. We do require a visit to help ascertain any obvious special needs and to guide placement. In the case of special needs, we shall work with parents, and other professional personnel. If, after reasonable accommodation, we feel that we cannot meet the needs of a child, we will ask for his/her withdrawal.

Medication Policy

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

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any, reactions or negative interactions with foods/drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

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 non- prescription 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 in accordance with 21a-262-10 of the RCSA. Medications will be stored away from food and inaccessible to children.

NPNS staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

NPNS staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number

- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by phone when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every year. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to the parent/ guardian.

Discipline Policy

The staff of NPNS shall not use abusive, neglectful, 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 others. Removal of a child from the group for disciplinary or health reasons shall be to a location where visual supervision by staff shall be maintained.

Generally a teacher will take a child aside and speak to him or her about the behavior, using positive reinforcement and guidance. Children may be asked to choose a different activity for a while until materials can be used with more care, for example. Children may be separated from an activity until they are calm enough to rejoin the group.

Inappropriate behavior, which continues, and may cause injury to other children and/or the teachers, is cause for concern and intervention. A parent-teacher conference to discuss the behavior is the next step. In some cases, outside professional help is required in order for the child to continue in school. It is always imperative that home and school cooperate with mutual goals and procedures.

Abuse and Neglect Policy

All of our staff have a responsibility to prevent child abuse and neglect of any children involved at NPNS, and have been trained as Mandated Reporters.

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, appropriate supervision)
- 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, 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)

2. Staff responsibilities:

As childcare providers 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.
- The reporter's name is required, but may be kept confidential. Information needed:
 - Name of child/Date of birth
 - Address of child
 - Phone number of child
 - Name of parents or guardians
 - Address 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).

All phone calls to DCF shall be documented and kept on file at NPNS. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The Director of NPNS 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 a 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 annual staff meetings, held in September, 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 can be found in the school office.

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.

Field Trip Permission Policy

All classes go on field trips during the year. This may include museums, theaters, farms, etc. Transportation will be provided by Chartered Buses.

Parents are notified in advance of any trips, and a signup sheet is posted for the classroom, which requires a signature indicating parental notification and permission. Also, by initialing next to the field trip box on the policy agreement form, you are agreeing to release NPNS and NPC from any liability as it relates to field trips.

Safety requirements are reviewed with parent drivers and each child must be in a seat restraint. Emergency cards also accompany the child with the driver. We use Charter Buses when attending field trips with a large group of students. When buses are provided, parents have the option of driving their own child. We cannot take your child from the premises without your permission.

Please note:

- Teachers are not permitted to transport children to or from field trips.
- Parent drivers must produce insurance cards and driver's license to transport children on a field trip.
- There is a \$100 transportation fee (paid with your first tuition payment) for 3's, 4's and Pre-K students. Children are transported by Bus.

Census Permission

Each year the Darien Public Schools ask for our enrollment list in order to have a more accurate census. They particularly want the list of those four-year-olds who will be age-eligible to attend Kindergarten the following fall. Some years we are asked for three- and four- year old lists.

The information requested includes name, address, telephone number, and date of birth. We would like your permission to comply with these requests. If we do not receive your permission, we will not include your child in the lists sent to receive Kindergarten registration information.

General Permission/Policy

NPNS requires parental permission on the following items:

- Your child will use all of the play equipment and participate in all of the activities of the school, unless exceptions are brought to the attention of the Director in writing;
- Your child may be included in general observations as a part of the class evaluations for accreditation; teacher coursework (with no specific identification); class pictures; and newspaper photos depicting school activities;

NPNS requires that parents acknowledge the following policies:

- The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment;
- The school will not assume responsibility for a child who has not been brought into the classroom on arrival and received by the teacher.
- NPNS will take safety measures judged necessary for the care and protection of a child while under the supervision of NPNS, i.e. evacuations for fire, weather, or other emergency or disaster.

Photo Use Permission

Children's photos will be used for newspaper articles, Instagram, Facebook or the NPNS Web site or Brochure. If you do not want your child's photo used please mark "no" on the Policy Agreement Form. If you have marked the form "no" you must hand deliver it to the Director or Office Manager.

Directory Permission

An NPNS Electronic Directory will be produced and include the contact information of all NPNS families. If you do not want your information included in the Directory, mark "no" on the Policy Agreement Form and hand deliver your form to the Director or Office Manager.

Financial Policies and Procedures

Tuition

In the fall the Executive Committee of the NPNS board meets to determine tuition for the following year. The NPNS financial situation is taken into account along with the tuitions of the other Darien nursery school programs. Parents are notified in December of the tuition rates for the next school year.

A \$75 (\$100 per family) non-refundable Application Fee is due with your Application (applies to all students, new and continuing).

Upon acceptance into the program, you will receive two copies of the contract. One copy must be signed and returned with the first tuition payment. The Tuition Payment Schedule outlines the dates and amounts due. Please note that tuition is due in three installments. This is the only payment notice and you are responsible to ensure timely payment. Failure to do so may result in your child's removal from the school. As noted on the Tuition Payment Schedule there will be a late fee of \$50 applied if tuition is not received within two weeks of tuition due date.

If a tuition check bounces, a fee will be added to the tuition check to cover the bank charges.

In addition, the following will apply:

If tuition is not paid after two weeks your child will be withdrawn from any extended day program(s) with no refund. If tuition is not received within four weeks of the original due date the late fee will be raised to \$150. If tuition and late fees are not received within eight weeks of the original tuition due date, you will be asked to forfeit your placement in the program.

Late Fee Schedule:

1. After 2 weeks from original due date - \$50 late fee plus removal from any extended day(s) with no refund.
2. After 4 weeks from the original due date - \$150 late fee
3. After 8 weeks from original due date – removal from all NPNS program(s).

Tuition Payment Schedule can be found on the www.NPNS.org website. Checks are made payable to **NPNS**. Checks should be mailed to: NPNS, 2011 Post Road, Darien, CT 06820, or may also be turned into the NPNS office.

Federal Tax ID number for childcare reimbursement: 06-0720546

Please have all requests for Dependent Care reimbursement letters for Tax purposes into the office by January 15th. Requests made by January 15th will be available by February 1st. Any request made after January 15th may take up to two weeks to process.

Refunds

The application fee is non-refundable. The first tuition payment is non-refundable and non-transferable. NPNS will not refund any part of the first tuition payment under any

circumstances.

Programs are filled at:

14 students – Pre-K

56 students – 4's

48 students – 3's

32 students – 2's

Leaving the School

If your child must leave NPNS during the school year, you must notify the Director in writing as soon as possible. You will not be liable for further payment as long as notification is received 30 days prior to the next tuition payment and the school is able to fill the program vacancy by the next payment date. However, if the vacancy is not filled you are still responsible for the remaining payments.

Dismissal from the school

NPNS reserves the right to dismiss a student, after reasonable accommodations, for developmental problems that are beyond the scope of care offered here. If this occurs, the Board will decide if any part of the tuition is to be refunded.

Other fees

- A \$100 transportation fee is charged to all 3's, 4's and Pre-K students to cover the cost of bus rentals for field trips. This payment is made with your first tuition payment.
- A \$40 **teacher recommendation** fee shall be paid by any family who requests a teacher recommendation for application to a private school. This fee is owed on a **per** recommendation basis. Checks should be made payable to the teacher writing the recommendation.
- A \$75 application fee is due at the time of the application submission.
- A \$5 copy fee for requests for **Medical /Health Forms**.