

**NPNS Late Pick-up Policy and Procedure:**

Timeliness and predictable routines are essential 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 years of age or older will remain in 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 after that. Fines will be paid at the time of pick-up.

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## HEALTH CONTRACT

Dear Parents,

At NPNS, we are very interested in the continuing good health and safety of the children. A medical form and Emergency card must be completed by parents and returned to the school before a child is present without a parent. In the case of a serious accident or illness, parents are contacted immediately. If a parent cannot be reached, we follow your emergency instructions.

We ask all parents to read the paragraph below and sign agreeing to keep an ill child out of school. It is not a good experience for a child to be expected to participate at school when he/she does not feel well, and it is not fair to expose his/her classmates and their teachers.

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. We ask parents to keep at home: children who have loose stools; a two-year-old whose stool is so large in volume that it cannot be contained in the diaper; older children who cannot reliably use the toilet. The risk of contamination of surfaces by disease-causing germs that may be in the stool is exceptionally high when children have diarrhea. Please teach your child good habits of proper wiping at toileting and nose-blowing as well and HAND WASHING after both. Please notify the school if your child has a contagious disease. The school will inform you if your child has had any exposure. 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 the child arrives in the morning. If the child does not seem well, the parent will be called.

NPNS is required to have a current health record on every student enrolled in the school. It is a parent's responsibility to provide the nursery school with an updated health form once the existing form expires. **Your child cannot attend classes without a current health form filed in the office.** NPNS requires all students to be in full compliance with the State of Connecticut Licensing requirements regarding annual physicals and immunizations.

Thank you for your cooperation.

Elizabeth M. Anavy, APRN, CPNP

### HEALTH PROCEDURE AGREEMENT

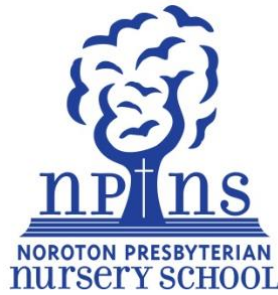
I have read the letter from NPNS regarding health and immunization guidelines and agree to follow the procedures requested in the best interest of my child and others.

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## NOROTON PRESBYTERIAN NURSERY SCHOOL SNACK POLICY

Due to the increased number of children entering school with food-related allergies and our concern for children's nutrition, NPNS has developed a list of approved snacks. This list has been researched and approved by our Board. We ask that our families please follow this list, without any deviations. **All items must come in the original unopened packaging.** Teachers are required to send home any snacks that are not listed.

If your child has food allergies, we ask that you write it on your child's Profile and contact their teacher before the start of school. In particular, if your child requires an Epi-pen, a meeting must be scheduled with the teacher(s) and Director before school starts.

Thank you for your cooperation and support on this matter.

I agree to comply with the above stated Snack Policy.

---

Print Student's Name

---

Parent Signature

---

Date

**We are a nut-free environment (this includes peanuts and tree nuts) and do not allow any foods that have been processed in a plant that also processes nuts.**

## NPNS Handbook Policy Agreement Form

I have read and understood the following policies as described in the NPNS Parent Handbook. I also agree to comply with the policies as stated. I have discussed any questions or concerns with the Director prior to enrollment.

POLICY	PARENT SIGNATURE	DATE
IMMUNIZATION/MEDICAL HEALTH FORM		
MEDICATION / EPI Pen		
DISCIPLINE		
ABUSE/NEGLECT		
FIELD TRIP PERMISSION		
CENSUS PERMISSION		
GENERAL PERMISSION		
TUITION AGREEMENT		
*PHOTO USE PERMISSION		
TWO'S TRANSITION (2'S)		

Please note:

1. Parents must sign and date each policy individually.
2. Please print Parent Name \_\_\_\_\_
3. Child's Name \_\_\_\_\_ Age Level \_\_\_\_\_

**\*If you do not wish to have your child photographed please make sure to deliver your Policy Agreement Form to the NPNS Director in-person.**