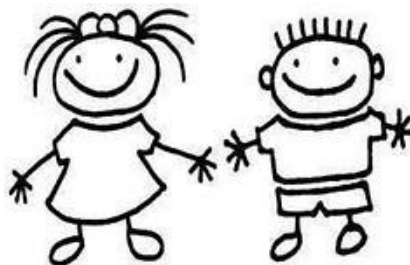


San Marino Community Church Nursery School

Parent Handbook 2017 – 2018



**1750 Virginia Road
San Marino, CA 91108
(626) 282-4186
www.smccnurseryschool.org**

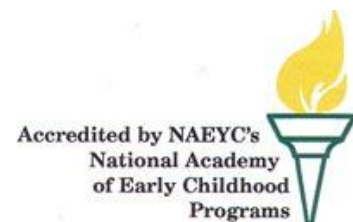
Jane Walker, Director

jwalker@smccpby.com

State of California Department of Social Services

Facility License no. 191501069

Tax I.D. No. 95-1691779



2017-2018 SCHOOL CALENDAR

SEPTEMBER

- 8 Magic Show and Pizza Welcome Back! 4:00-6:00 (Fellowship Hall)
11 Opening of School
19 FALL ORIENTATION COFFEE (9:15 a.m.) Fellowship Hall
22 Picnic Day Sign Up for October (10:00 a.m.)~Online
26 Mrs. Brown's Class Coffee (9:30 am) Off Campus
27 Mrs. Talbot's Class Coffee (9:30 am) Off Campus
29 Mrs. Fitzhugh's Class Coffee (9:30 am) Off Campus

OCTOBER

- 2 First Day of Picnic Day!
3 Staff Meeting- No Picnic Day
3 Pizza Day
5 Mrs. Chang's Class Coffee (M/W/F and M-F) (9:30 am) Off Campus
6 Pizza Day
6 Mrs. Keith Class Coffee (MWF) (9:30 am) Off Campus
10 Mrs. Keith Class Coffee (T/TH + A Day) (9:30 am) Off Campus
12 Ms. Beckman and Mrs. Fitzhugh Tuesday/Thursday Class Coffee (9:30 am) Off Campus
19 Teacher In-Service Day SCHOOL CLOSED
20 Picnic Day Sign Up (10:00 am) ~ Online
25/26 Pumpkin Patch
30/31 HALLOWEEN Cookie Days

NOVEMBER

- 3 Pizza Day Staff Meeting- No Picnic Day
7 Staff Meeting- No Picnic Day
7 Pizza Day
10 Veteran's Day SCHOOL CLOSED
20/21 THANKSGIVING Cookie Days
22/23/24 **THANKSGIVING HOLIDAY - SCHOOL IS CLOSED**

DECEMBER

- 5 Staff Meeting- No Picnic Day
5 Pizza Day
8 Pizza Day
20 **CHRISTMAS PARTIES** (10:30 a.m.) MWF Classes
And Mrs. Talbot's Class (Classrooms)
21 **CHRISTMAS PARTIES** (10:30 a.m.) T. Th.(and + a Day) Classes
And Mrs. Brown's/ Mrs. Chang's Class (Classrooms)
22 - 31 WINTER BREAK – **SCHOOL IS CLOSED**

JANUARY

- 2-8 **WINTER BREAK – SCHOOL IS CLOSED**
9 School Resumes
9 Staff Meeting- No Picnic Day
9 Pizza Day
12 Pizza Day
15 **MARTIN LUTHER KING DAY – SCHOOL IS CLOSED**
20 **FATHERS' DAY AT NURSERY SCHOOL**
9:00 – 10:00 a.m. T. Th.(+) Classes & Mrs. Brown's Class
10:30 – 11:30 a.m. M.W.F. Classes & Mrs. Talbot's Class
26 Picnic Day Sign Up (10:00 am)~Online
26 Priority Applications Due for Church Members and Returning Students

FEBRUARY

- 6 Staff Meeting No Picnic Day
6 Pizza Day
9 Pizza Day
13/14 VALENTINE Cookie Days
16 PRESIDENTS' DAY HOLIDAY – SCHOOL IS CLOSED
19 PRESIDENTS' DAY HOLIDAY – SCHOOL IS CLOSED
23 Picnic Day Sign Up for March (10:00 a.m.)~ Online
28 **APPLICATIONS DUE FOR New 3 YEAR OLDS FOR DRAWING**

MARCH

- 6 Staff Meeting- No Picnic Day
6 Pizza Day
9 Pizza Day
23 Picnic Day Sign Up (10:00) Online
26-30 SPRING BREAK – NURSERY SCHOOL IS CLOSED

APRIL

- 2 Easter Monday- SCHOOL CLOSED**
3 Students Return From Spring Break
3 Pizza Day
3 Staff Meeting- No Picnic Day
6 Pizza Day
10 BOARD meeting (9:15 a.m.) Community Room
20 Picnic Day Sign Up for May (10:00 am) ~Online
23-30 Parent Teacher Conferences See Teacher to schedule (8:30am - 12:00pm)
23- Mrs. Brown's Conferences
24- Mrs. Talbot's Conferences
25- Mrs. Fitzhugh's Conferences
26- Mrs. Beckman's Conferences
27- Mrs. Chang's Conferences
30- Mrs. Keith's Conferences

MAY

- 1-3 Parent/Teacher Conferences – Make Up Schedule to follow
1 Staff Meeting- No Picnic Day
1 Pizza Day
4 Pizza Day
15 **SPRING COFFEE** (9:15) Fellowship Hall
28 **MEMORIAL DAY HOLIDAY –SCHOOL IS CLOSED**
30 Board/Staff Luncheon- No Picnic Day

JUNE

- 4 Last Day for MWF Classes
5 Last Day for T/TH and 5 DAY Classes
6 **FUN FAIR** (10:30 – 11:30) ALL 4 year old classes
7 **FUN FAIR** (10:30 – 11:30) ALL 3 year old classes

IMPORTANT INFORMATION

COMMUNICATION: Please call the nursery school office and leave a message on the answer machine at 626-282-4186 when your child is absent or when you need a response quickly. Please feel free to e-mail the nursery school office at JWalker@smccpby.com anytime if you do not need an immediate response.

NEWSLETTER: <http://smccsnews.wordpress.com>

"PARENT/PARENTS in the context of this information may be translated to "LEGAL GUARDIAN/LEGAL GUARDIANS" in certain cases.

- 1. TUITION.** Each semester's tuition is due and payable in full on or before the 15th day of each semester. If tuition is not paid by such date, the Treasurer shall assess a late payment fee equal to 10 per cent of the unpaid tuition. Tuition payments should be sent to the **TREASURER – OR TO THE SCHOOL**. If it is necessary to withdraw a child during the school year, parents are asked to give written notice as far in advance as possible, but no later than two weeks prior to withdrawal for the refund of any previously paid tuition, less Enrollment Fee.

Fall Semester: Full payment **less first month's** enrollment fee is due **no later** than October 7, 2017 as follows:

Tuesday – Thursday Classes:	\$1,093.00
Monday – Wednesday – Friday Classes:	\$1,533.00
Monday – Friday Classes:	\$2,555.00

Spring Semester: Full payment is due **no later** than February 7, 2018, as follows:

Tuesday – Thursday Classes:	\$1,406.00
Monday – Wednesday – Friday Classes:	\$1,971.00
Monday – Friday Classes:	\$3,285.00

2. ATTENDANCE POLICIES.

- A. A child must be toilet-trained before entering Nursery School.
- B. A child should not remain in school if his/her lack of self-control makes him/her dangerous to himself or others or if it is determined by the Director and staff that a child needs a different type of program.

3. PARENT PARTICIPATION.

- A. **Coffees.** A parent from each family is expected to attend the Nursery School's Fall and Spring Coffees and the class coffees of each child attending the school. Class coffees are held in private homes in the fall. **Both** parents are, of course, welcome at all coffees.

- B. **Observations and Parent/Teacher Conferences.** A parent is expected to observe his/her child at a scheduled observation time in November. Parents are welcome to observe their children at other times as well with or without an appointment. Parent/teacher conferences are held in the spring, but parents may also schedule additional conferences at other times during the school year, if desired.
- C. **Christmas Parties.** Parents and children are invited to a special school party. Children and families will meet in the classroom, go together to the church sanctuary for songs and a brief Christmas message from the pastor of the church and return to the classroom for cookies and milk. See calendar for date and time of this event.
- D. **Fathers' Day.** Fathers (or, if a child's father is unable to attend, another special relative or friend) and children spend a special Saturday morning at the Nursery School (no siblings, please). See calendar for date and time of this event.
- E. **Fun Fair.** A special end-of-the-year morning of planned activities for parents and Nursery School children to share. See calendar for time and date.
- F. **Room Parents.** Two parents from each class will have the opportunity to serve as room parents. They will be responsible for personal contact with other parents in the class regarding class coffees, fathers' day, observation and conference reminders and assist with the Spring Coffee. Room parents will work with the Window Coordinator to decorate the window in the entranceway once a year. The teacher may ask the room parents for special help from time to time as well.
- G. **Snack.** Each family brings the nutritional snack twice a year. Please sign up at the Fall Coffee or with the Nutrition Chairperson (See "**Nutrition**" below for more information).
- H. **Christmas Wish List.** This is an opportunity to make a donation to the Nursery School for special items which are not covered by the yearly budget. Envelopes will be available and there will be a special receptacle in which to place checks. Checks will go directly to the Treasurer for deposit. A "thank you" letter will be sent to each family participating. Donations are appreciated and will be used for special events, classroom furniture, equipment, playground improvements, computer updates for the office, etc.

I. **Other Opportunities.** Parents are invited to come to school and share their talents, cultural traditions, etc. Arrangements can be made with each child's teacher or the Director in this regard. The Nursery School Board is comprised of parents of children currently attending the school. See "**Nursery School Board of Directors**" for more information.

4. **SCHOOL HOURS, ARRIVAL AND RELEASE PROCEDURES.** Classes are held from **9:00 a.m.** until **12:00 noon.** Children must be accompanied by their parents or designated adults for admission by the Director. To comply with state law, each child must be signed in and out at his/her classroom. In the morning, children must be accompanied to their classrooms and be signed in by the adults responsible for their transportation. In the afternoon, all children must be picked up from their classrooms and signed out by the adults responsible for their transportation. If someone other than the regularly designated person is to pick up a child, a parent must inform the Director or the child's teacher in writing. The designated person must be an adult. The person will be asked to show identification if that person has not picked up the child before. A carpool information form must be completed and signed by a parent, whether or not a carpool is formed.
5. **CLOTHING.** Children should be sent to school in washable play clothes and shoes that are safe to run and climb in (no cowboy boots, party shoes, flip-flops, crocs or open toe sandals please). Parents should ask themselves, "*Will I be upset if my child comes home with dirt or paint on this outfit?*" If the answer is yes, the child should wear something else. To help children become independent, clothing that is easy to pull up and down for toileting is also recommended. Hooded sweatshirts or jackets should not have strings around them. Children should not come to school with any thing around their necks, such as chains, strings, or capes. **All sweaters and jackets should be labeled with the child's name.**
6. **TOYS.** It is the school policy that children not bring guns or holsters, war toys, weapons, candy, gum, money or other valuables, or any object that is easily broken to school. "Comfort" toys, stuffed animals, or a special blanket may be brought and stored in the child's cubby for the morning. This may be especially helpful during the first few weeks of school. Items to "share" with the class may be brought to school in line with each teacher's special instructions.
7. **HEALTH.** Before entering school, each child must be up-to-date in all required immunizations and furnish a report of a negative TB test if deemed necessary by his/her pediatrician.

If a child is to be exempted from any immunization for medical reasons, a doctor's written statement is required. Names of all children who are exempt will be

maintained on an exempt roster for immediate identification in case of disease outbreak in the community. Those children will temporarily be excluded from attending nursery school for their protection.

The Nursery School is only prepared to care for well children. The Director may refuse to admit a child to the classroom for health reasons.

- Should a child have an infectious disease, such as an eye/ear infection or vomiting/diarrhea, they should not return to nursery until they have been clear for at least 48 hours
- We follow strictly the advice given to us by our registering authority and exclude specific contagious conditions, e.g. vomiting and diarrhea, conjunctivitis and chicken pox to protect other children in the nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection.
- If a contagious infection is identified in the nursery, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilized thoroughly to reduce the spread of infection.
- For the welfare of the child we would not disclose the name of the child who is suffering from the illness, nor disclose the room the child is in. In any case the infected child would have been excluded for that period.
- It is important that children are not subjected to the rigors of the school day, which requires socializing with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course
- The nursery has the right to refuse admission to a child who is unwell. This decision will be taken by the director and is non-negotiable
- All cases of head lice should be reported to the Director.
- If a child is exposed to a contagious disease while at school, a note will be sent home or e-mailed with the date of exposure and other pertinent information.

Parent cooperation with these policies is extremely important.

In the case of illness or accident at school, the Director or Assistant Director may do one or more of the following, according to her evaluation of the circumstances and the seriousness of the situation.

- A. Isolate the child and wait for parent pick-up in the office
- B. Call the parents or if neither parent can be reached, the persons listed on the Identification and Emergency Information form (Lic.700) for immediate pick-up.
- C. Call 911 for transport to San Gabriel Valley Medical Center or other emergency numbers such as physician or dentist (Lic.700) for assistance.

If medical attention is needed, the nursery school has accident medical insurance which will cover medical expenses if the family medical insurance does not pay in full. A claim form is in the nursery school office.

- 8. NUTRITION.** We are concerned with the quality of food we eat and give to our children. As a school, we want to reinforce habits of good nutrition by providing wholesome snacks for the children. In order to do this, we ask each family to provide the snack (food and beverage) for the entire school once or twice during the school year. Reminder notices will be e-mailed monthly.

The food should be brought to school at 9:00 a.m. and taken to the child's classroom. The child and the assistant teacher will distribute the snack to the other classrooms. The children love to do this! Cups and napkins are provided by the school.

Beverage: Pursuant to new State beverage requirements, either water or one percent or non-fat milk may be served. We will not be serving juice at school. Please bring 5 half gallons of water **or** 3 gallons of water **or** 5 half gallons of milk. Cheese or *yogurt may be brought instead of milk. *Please note- *Gogurt* brand snack is not an acceptable substitute for yogurt, and will not be served at Nursery School

Snack: 70 servings on Tuesday or Thursday
82 servings on Monday, Wednesday or Friday

One or two of the following:

Fresh fruit: Apples, Bananas, Oranges *38-41-1/2 per serving)
or Melons (5) Strawberries (152-164 – 2 per serving)

Fresh vegetables: (precut) Celery, Carrots (2 pieces per serving)

Cheese: (cubes, sticks or string cheese – 1 piece per serving)
(Not needed if milk is provided)

Crackers: (preferably whole grain or graham – 5 small boxes or one or large economy box)

Bagels: (1/2 large or 1 mini-bagel per serving)
or

Muffins: (1/2 large or 1 mini-muffin per serving)
or

Bread: (one slice per serving)

No peanut butter or nuts should be brought. Spreads or dips such as cream cheese, yogurt, butter, etc. are welcome. However, due to some children's food allergies, the spreads should be kept in a separate container so that teachers can offer it or not depending on the needs of the children in the class.

Teachers are happy to cut up pre-washed fresh fruit, such as melon, bananas, apples, oranges etc. for the children. Whole grapes are not considered safe for three year olds.

Peanuts (see above) hot dogs, nuts, popcorn, raw peas or chunks of meat larger than can be swallowed whole should not be brought for snack. When in doubt, please ask the teacher, Director or Nutrition Chairperson about what to bring for snack.

"Home made" snacks should be accompanied with a list of ingredients used. No nuts should be included in the snack. Parents of children with food allergies are asked to check with the child's teacher and possibly bring his/her own snack on a daily basis.

9. EARLY DROP OFF. SMCCNS is happy to offer an Early Drop Off program for parents of children who need this option. Parents may drop their children off at 8:00 am in the Small Yard. Parents can enter through the Nursery school gate on the north end of the parking lot. The Early Drop Off Teacher will have the parent sign the child in and collect payment or coupon at the time of drop off. The cost is \$40 for a coupon book with 5 coupons, or \$10 cash or check at the time of drop off.

10. PICNIC DAYS. Picnic days, an extension of our Nursery School program, will be held on Monday, Tuesday, Wednesday and Thursday afternoons from 12:00 noon to 3:00 p.m. October through May. The cost of the program is currently \$20.00 per day, payable upon registration.

A maximum of 22 children is accepted for any one afternoon. (If fewer than 10 children are signed up for any particular picnic day, it **may** be cancelled and the parents notified accordingly.) A child may attend picnic day only on days when he/she is in school. **Each child should bring his/her lunch (with a beverage) in a bag or labeled lunch box AND RESTING TOWEL each picnic day.**

A. Sign Up Procedures: ONLINE MONTHLY SIGN UPS: Sign-ups are on a monthly basis except the months of November and December and May and June which are combined due to a shortened calendar month (See below for the new Pre-Payment options.). Normally on the third Friday of each month, a scheduled picnic day sign-up is held at 10:00 a.m. online via Sign Up Genius for the next month. The school calendar contains the exact times, dates for scheduled sign-up days. After the information from the scheduled sign-up session has been tallied, the sign-up sheets are posted in the Children's Courtyard throughout the month for additional sign-ups, as space allows. If a child is signed up for picnic day and does not come to school that day, a credit voucher will be issued that can be used for another day. If the Director or Picnic Day Chairman is notified **two days in advance** that a child cannot attend a picnic day, a credit voucher will be issued. **The Picnic Day Chairman will decide how many picnic days per month each child may be signed up for at the picnic day sign up day depending on the number of available days that month.**

If it is deemed necessary by the Nursery School Board, a picnic day "lottery" will be implemented to give each child an opportunity to stay for picnic day.

1. At scheduled sign-up sessions, parents/caregivers may sign up their own child/children only. They may not, under any circumstances sign up a child from another family.
2. **Payment is due at the time of sign-up**, whether it is at the scheduled sign-up session or later. Tuition must be paid in full before a child may be signed up for picnic day.

3. Checks should be made payable to SMCC Nursery School. The child's name and dates of attendance should be noted on the check.
4. If paying cash, money should be placed in an envelope at the time of signing up. The child's name and dates of attendance should be noted on the front of the envelope. (Blank envelopes are available in the Director's office.)
5. If **payment is not made at the time of signing up, a child's name shall be removed from the list** so that another child may have the space.
6. A gray deposit box entitled "Picnic Day" is placed at the door of the Director's office to receive the picnic day payments.

PRE-PAYMENT OPTIONS-Due to popular request, SMCCNS has adopted new Picnic Day policies that will go into effect for the 2016-2017 school year. Families will now be able to pre-pay and entire year of Picnic Day and reserve either four, three, two or one day a week spaces for their child. We hope that this will alleviate some of the stress surrounding assigned sign up times.

The following is a breakdown of the Pre-Paid options that will be available:

Monday, Tuesday, Wednesday, Thursday	4 Days	\$1,840
Monday, Wednesday, Thursday	3 Days	\$1,500
Tuesday/Thursday	2 Days	\$840
Mondays	1 Day	\$520
Tuesdays	1 Day	\$320
Wednesdays	1 Day	\$520
Thursdays	1 Day	\$520

Pre-Payment Policies-

At the beginning of the year, notify the office that you want to sign up for one of the above-mentioned programs.

Once you commit to and pay for this program, there will be no switching days or vouchers for missed days. It will be treated as tuition, and is offered on a basis of Enrollment and not Attendance.

Payment will be due before October first, or the days will be released to another family.

Priority will be given to those families who sign up for the Three and Four Day programs.

- B. Waitlist.** Parents may place their children on the "waitlist" in the event a desired picnic day is fully enrolled. Parents will be notified (in the order listed) if a space subsequently becomes available (which can be as late as mid-
- C.** morning on the day in question). Payment should be made at that time for those children.

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- D. Refunds.** Picnic day fees are refundable in the form of credit vouchers in the case of illness or non-attendance that morning. Other refunds due to extenuating circumstances will be considered by the Picnic Day Chairperson on a case-by-case basis. Parents should notify the Picnic Day Chairperson or the Director of

a cancellation at least two days in advance of the scheduled picnic day if a credit voucher is to be considered.

- E. Release Procedures.** All children must be picked up from picnic day and signed out by the adult responsible for their transportation. Your child's teacher or the director must have received notice **in writing** if someone other than the regularly designated person is to pick up your child. The child's teacher or the Director will then pass that notice to the lead picnic day teacher. The person picking up will be asked to show identification. The designated person picking up must be an adult. Children should be picked up and signed out in Room 4. **Children may be picked up early, but should be picked up NO LATER THAN 3:00 P.M.** In the case of chronic lateness (more than 4 times later than 3:10 pm), the Picnic Day privileges may be revoked.
- F. Suggested Lunches to be brought.** We suggest that lunches be nutritious including fresh fruit and/or vegetable, half sandwich, and small sweet. Drink could be water (or 100% fruit juice which the State of California suggests be limited to one serving per day.). Please be mindful of our Nut-Free policy, and respect the health and safety of our children who have severe allergies. Ask teachers or the director for tasty and healthy alternatives to nuts and nut butters.
- 10. HALLOWEEN AND VALENTINE'S DAY.** The Nursery School has arranged for special cookies and napkins to be brought to school on these days (as well as for Thanksgiving, Christmas and Easter). No costumes or masks are brought for Halloween and no valentines are exchanged at school on Valentine's Day. If cookies are "home made" a list of ingredients used should accompany the cookies. No nuts should be used in the process.
- 11. BIRTHDAYS.** Birthday calendars are posted in each classroom. Children enjoy their special day by bringing cookies and special napkins for their class. Parents may sign up for a "cookie day" when children have birthdays during the summer or other vacation times. **Birthday party invitations and gifts are not to be brought to school. "Goodie" bags and party favors are not to be brought to school.** A simple cookie and party napkin will suffice. If cookies are "home made" a list of ingredients used should accompany the cookies. No nuts should be used in the process.
- 12. BOOK FAIR.** A Book Fair may occur in the fall. Educational games and puzzles will also be available for purchase. A percentage of income from sales goes to the Nursery School and is used for the purchase of new books, puzzles and games for the classrooms.
- 13. CERTAIN IMPORTANT FINANCIAL POLICIES.** Personal checks are accepted for tuition or picnic day payments. Nursery School does not accept credit cards. In the event of a returned check, a \$20.00 fee is charged. In

addition, the Nursery School is to be reimbursed for any related bank charges it incurs.

14. EMERGENCY RELEASE PROCEDURES.

In the event of an earthquake requiring dismissal from school, the following procedures are to be followed:

During an earthquake, the children are told by their teacher or assistant teacher to "Drop and Cover." When it is determined safe to do so, the children will be led by their respective teachers to the main parking lot south of the school. They will be seated with their classes at the "South Lawn" of the parking lot. Each teacher will have her class's emergency backpack. In that backpack, in addition to first aid supplies are the blue emergency release forms filled out and returned by parents at the beginning of the school year (as amended, where applicable). Ample supplies of water, emergency blankets and food bars are stored in the bike shed, which remains unlocked during school hours.

When picking up a child, please follow this procedure:

Drivers enter the parking lot at the NORTH entrance and park in a designated parking place away from the children. **Remember, the children will be in the "South Lawn" area of the parking lot.** The Director or Assistant Director will have each child's emergency release form grouped by class. You (or the person previously designated by you) will be asked to sign that form and, if necessary, to provide identification before any child will be released. Please exit by the SOUTH exit.

Monthly all-school practice drills are held beginning the first week of October (alternating each month between an earthquake or a fire drill throughout the school year.) Please take care to update emergency release forms as needed.

15. WRITTEN COMMUNICATIONS.

It is important for the Nursery School to have an ongoing program of written communications. These may take the form of:

- a. Newsletters online or, if requested, sent home every month;
- b. "Class Highlights" e-mailed or sent home periodically from each class containing curriculum plans and special information coming up or containing pertinent information about the previous week's activities in the class.
- c. Informational notes or memos from the child's teacher or the director to parents;
- d. Family Handbook and Directory to be distributed in the Fall (which includes the year's calendar of events.)

If parents have concerns, they are encouraged to speak with their child's teacher. The director is ALWAYS available for conferences with parents, and she appreciates any comments, concerns or suggestions brought to her by parents. All matters discussed will be held in strictest confidence. Some

teachers have e-mail access and parents are welcome to communicate in that way. All teachers have telephone numbers listed in the directory. The Director is available via e-mail at school.

16. CHILD'S RECORDS.

All information and records obtained from or regarding children shall be confidential. The school is responsible for safeguarding the confidentiality of record contents. Except as specified below, or as otherwise authorized by law, the school and all employees shall not reveal or make available confidential information. However, all children's records shall be available to a representative of the Department of Social Services to inspect, audit and copy upon demand during normal business hours. Records may be removed if necessary for the copying by the Department of Social Services. This is the law of the State of California. A child's records shall also be open to inspection by a parent or the authorized family representative. A signed statement in that regard is required. The records are kept in a locked drawer in the Director's office.

17. NURSERY SCHOOL BOARD OF DIRECTORS.

In addition to staff, San Marino Community Church Nursery School has a strong and supportive Board of Directors. The Board members are parents of children currently enrolled at the school. The executive Board members are active members of San Marino Community Church. Board members take an active part in policy decisions, admissions, accounting, public relations, fundraising, equipment care, parents' activities and many other areas. Without the help of these Board members, the school would not be able to offer to the children and the staff the fine environment which is provided. All parents are encouraged to volunteer for these leadership roles. Each spring a Board nominating committee is formed. Parents are encouraged to volunteer for the Board by notifying the Board President or the Director of their interest.

18. SCHOLARSHIP PROGRAM.

Scholarships are awarded each year according to financial need. More information regarding scholarships may be obtained by contacting the Scholarship Chairman.

19. ACCREDITATION.

The school is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. To obtain accreditation, the Nursery School has voluntarily undergone a comprehensive process of internal self-study, has invited external professional review to verify compliance with the Academy's criteria, and has been found to be in substantial compliance with the criteria. This process is now repeated every five years. Nursery School has been accredited since 1991 and was reaccredited December 31, 2012.

20. MISSION.

Being part of the Educational and Spiritual Development Committee (E&SD Committee) of the San Marino Community Church and under the direction of the Nursery School

Board, the mission of the Nursery School is to provide a Christian atmosphere that offers young children the opportunity to learn through developmentally appropriate practice. The Nursery School welcomes a diverse population of families and gives each family the opportunity to be involved in their child's early childhood education. The Director, teachers and families work together to provide the desired outcomes for all children enrolled.

21. PHILOSOPHY.

Our philosophy is based on what is developmentally appropriate for each individual child and how we can help children reach their potential socially, emotionally, cognitively and physically. We believe that children learn most effectively through activity. Our approach is "hands-on," where children act upon what they are learning and feeling. We consider the process more important than the product. Teachers provide the opportunity for children to interact with their environment in ways that are meaningful to them. For each class, teachers develop a curriculum that reflects the interests and abilities of the children in the classroom. In addition, all children actively participate with specialists in science, art, music and even yoga. As trends in the field of early education change, we evaluate what is new and determine if it would be enriching for our program. Nursery School is a place of joy and laughter where each child is met with unconditional positive regard. Families feel supported and nurtured in their child rearing efforts. Our programs are planned with input from families. Our goal is for children to leave San Marino Community Church Nursery School having gained confidence, knowledge, curiosity and age appropriate skills ready for the next step in education.

22. CURRICULUM.

San Marino Community Church Nursery School teachers are attentive to individual needs, serving as catalysts to spark each child's interests and desire to experiment and explore. Our school provides a safe, nurturing environment that encourages growth and independence in all developmental areas. The staff at the nursery school respects and appreciates the talents and personalities of each child and his or her family. A teacher's individual talents are also encouraged as she or he develops his or her own personal approach in the classroom. This makes for a vibrant, growing community of children, families and teachers.

Curriculum is planned for the children in a way that is age appropriate. Teachers plan curriculum daily. State of California "Desired Results Developmental Profile" and our Teachers Edition of the SMCC Curriculum guide the teachers in their daily planning. However, emergent curriculum springs from what the children themselves are interested in. Children are encouraged to ask questions and do their own problem solving. Self-esteem is enhanced, as children are free to choose from a wide array of activities provided by the teachers. Group time is a time for singing, stories, games, sharing and listening. **Whole Language Approach:** Children are exposed to language, vocabulary and early literacy through conversation as well as familiarity to the written word through stories and poetry. **Foundational Numeracy Skills:** Children explore mathematical concepts by manipulating materials, sorting, counting,

measuring and comparing. Hands-on **science** experiences correspond to daily life activities requiring children to use all five senses. Cooking, mixing and observing changes are all part of this process. **Creative expression** is enhanced through music every day and open ended art. Children learn to safely interact with others and safely

use materials and equipment inside and outside. **Healthy habits** such as hand washing during the day, learning about where food comes from and eating nutritious food are daily experiences as well. Children are encouraged to gain knowledge about their own families, their own **community** and the world around them.

23. LANGUAGE.

English is spoken at school throughout the school day. Parents of English learners choose our school because they want their children to learn English before starting their more formal education. They use outside sources to increase proficiency in the child's home language, e.g.. Saturday school, tutoring, etc. The staff uses other families as resources to understand bi-lingual children proficient in their home language who are learning English. In some cases a teacher or assistant teacher may be helpful in translating child's home language to English.

24. ASSESSMENTS.

Assessments are ongoing throughout the school year. Day by day teachers record significant milestones. They collect children's work, take pictures and listen to conversations. An assessment of your child's adapting to the beginning of the school year will be given informally in November during observation time. A more formal assessment will be shared with the family at the spring parent/teacher conference. Parents are welcome to ask the teachers at any time about their children's progress. All assessments are confidential. See **16. Child's Records.**

25. VISITATION.

Families may visit any area of the facility at any time during the program's regular hours of operation as specified by the procedures of the facility. Parents or legal guardians do not need to make an appointment to visit. However, we ask that extended family make an appointment and obtain parent permission for a visit.

26. TEACHING STAFF RATIOS AND GROUP TRANSITIONS.

To facilitate adult-child interaction and constructive activity among children, the teaching staff ratio is typically 1:6 for Tuesday/Thursday three year olds, 1:7 for Monday/Wednesday/Friday three year olds, and 1:8 for all five day four/five year old classes. This means two teachers in every group. These ratios are maintained during all hours of operation, including indoor time and outdoor time. To minimize transitions, each class is scheduled outdoor times so that they only go to the play yards with their own class. Each class stays together whether inside or outside. This ensures superior supervision outdoors as well as indoors and allows the teachers and the children to really get to know each other over the nine months that they are together. This also gives the teacher opportunity to work one on one of in small groups with children during the morning. In September returning children will be transitioned to the next level and will stay in that class for the school year. Because we are a small school, this transition is smooth and yet prepares the family for the next step.

27. GOING TO KINDERGARTEN.

Efforts are made to familiarize parents with kindergartens in the area, whether they be public or private. The Director has a matrix of the local independent schools with key dates of open houses, registration deadlines, birthday cutoffs, family tours. Families

are encouraged to visit their local public schools and are given the dates of registration and open houses. Pre K teachers are encouraged to visit kindergartens in the area. Local kindergarten teachers are invited to come to Nursery School to speak with parents.

SUGGESTIONS FOR PARENTS

The preschool years pass by rapidly. Studies have indicated how important these few years are to the growth and development of children. Take the time now to be with your child and to be involved in his/her time at Nursery School. We invite you to use the time to communicate with your child's teacher when dropping off or picking up your child. Parents are encouraged to have regular contact and communication with children's teachers and to work as a team. Teachers will be happy to set up appointments and conferences beyond those formally scheduled in the fall and spring. All communications are highly confidential. The staff respects and values verbal contributions from families regarding their children. The teachers and Director encourage families to give them input both verbally and in writing.

Suggestions for program improvement are welcome. Program evaluations, questionnaires or surveys are handed out in the spring of each year. Parents are asked to fill them out and turn them in anonymously to the Director's office where they will be tallied. Final reports of the findings are available soon after in the Director's office.

Parents are encouraged to contribute to the newsletters by submitting information about community activities, books they have enjoyed reading, recipes, available family services, helpful hints and so on. Books and periodicals regarding child development, discipline, sibling rivalry, self-esteem and other pertinent topics are located in the Director's office and are available for parents to borrow. In addition, there are books published by NAEYC regarding various aspects of curriculum such as science, literacy, mathematics, visual art, music and other topics are also available for parents to borrow. The Director's door is always open.

Thank you for taking the time to read this Family Handbook. If, at any time you have any questions, please feel free to contact your child's teacher or the director, or the Nursery School Board President. We are all here to help you and your family get the most out of these precious years of your child's first school experience.

I have read and understand the policies as they are outlined in this handbook, and agree to comply with all school policies.

Please sign and remove this section, and turn into the Nursery School Office by September 30, 2017.

_____ Child's Name

_____ Parent Signature

_____ Today's Date

Photo Release Form for Students and Parents

The San Marino Community Church Nursery School has my permission to use my or my child's photograph publically to promote the school. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature: _____ Date _____

Parent/Guardian's Name: _____

Child's Name: _____

Phone Number: _____

OR

Please choose all that apply:

- The San Marino Community Church Nursery School DOES NOT HAVE my permission to photograph my child or use my or my child's photograph publically to promote the school under any circumstance.
- The Nursery School HAS MY PERMISSION to take my child's photo for in- school/classroom use **only** so long as photos are viewable only by school personnel and other families while at school.

Parent/Guardian's signature: _____ Date _____

Parent/Guardian's Name: _____

Child's Name: _____

Phone Number: _____

