



First Congregational Church Nursery School Parent Guide

2022 - 2023

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INTRODUCTION

PHILOSOPHY – Mission Statement

At First Congregational Church Nursery School, we seek to provide each child with a meaningful experience favorable to growth and development. Our school offers a friendly, social atmosphere where a child's feeling of self-respect and self-confidence is developed, as well as appreciation and consideration for others. With a strong belief in the value that play is the work of the preschooler, FCCNS provides an environment where preschoolers focus on fun, while benefitting from the "hidden" advantages of play-based learning. We seek to provide families a caring learning environment in a safe and healthy setting, focusing on the education of the whole child: emotional health, social relationships, creativity, and academic growth.

Website:

Please visit our website which is updated frequently for more information.

FCCNS@fccnurseryschool.org

Calendar:

Please see our website for the school calendar listing holidays, Professional Development Day, Conferences, and special events throughout the school year.

ADMISSIONS AND ENROLLMENT

Application Process: FCCNS accepts applications for children ages 2-5. To be eligible for enrollment, those children applying for our 2022-2023 2's program must be turning two by December 31, 2022.

As an inclusive nursery school, each year FCCNS welcomes many new children and their families into our larger nursery school community. We do not discriminate on the basis of race, religion, national or ethnic origin and family configuration. Date of application does not determine priority in the acceptance process. There are many factors that need to be considered, such as siblings of graduated students, alumni children (assuming the alum graduated from FCCNS), gender status as we try to balance our program.

Priority Enrollment: Families who currently have children enrolled in FCCNS have access to Priority Registration before admissions is opened to the larger community. During the priority registration period, families may also register younger siblings of the currently enrolled child who are not yet enrolled in our program. Once a child is accepted into our school, they are guaranteed a spot for the duration of their preschool education. Enrollment for “in-house” families will begin on **December 1, 2022** with a submission deadline of **January 4, 2023**. **The first tuition for in-house, returning families will be January 20, 2023.** *Failure to send contact and tuition by the in-house deadline date may result in forfeiture of your child’s spot for the upcoming school year.*

New Families: Applications for enrollment are completed online through our website, and will be accepted beginning the second week in November, with a deadline for all submissions being **January 11, 2023**.

The following are given priority status when enrolling as a “new family” in our Nursery School:

- Children of the First Congregational Church members assuming they have been a part of the church community for at least six months
- Siblings of past “graduates” of FCCNS
(graduates meaning a sibling who has remained at the nursery for at least 2 years before leaving our program to head to kindergarten).

Applications once submitted, and payment of the \$50 Application Fee processed, are filed until January 12, 2023 at which time they will be reviewed and placed in available spots for the school year starting in September, 2023.

Tours: We encourage all prospective families to tour the school with our director. School tours will be given during the months of November and December. A link to sign up for one of these tours will be available on our school website.

Notification of Acceptance: New families will be notified by email of acceptance to our program on January 17, 2023. Parents must then notify the school of their acceptance decision/ commitment to attend no later than January 27, 2023, and include their first tuition payment at that time.

Waitlist: Families who were not accepted into our program initially will be put on our Wait List. These families will be contacted as a corresponding opening becomes available. If a family is offered and accepts a place in another nursery school in the meantime, we would ask them to notify us immediately so that we can offer that space to another interested student.

Tuition: (see *Tuition & Fees*)

Scholarships: A limited number of scholarships are available for those in need or for current families who have come upon difficult times. These scholarships are granted for one year at a time, and must be applied for annually. Please contact the Director for the required forms.

Withdrawal: There are times when plans do not go according to schedule and for personal or professional reasons a family needs to withdraw a child from our school. Our policy is clear that there are NO refunds.

Class Placement: FCCNS has a very high standard for hiring teachers. Over 50% of our teachers have a Master's degree, as well as years of experience working with children. When you choose FCCNS, you place your trust in us and for this we are grateful. One of our goals for our students is to help them become well-adjusted and flexible individuals. Another goal is to provide them with many social interactions, which helps them become confident individuals. Therefore, we respectfully ask that you trust us in our placement of your child while at FCCNS. We cannot honor individual requests for a child to be with certain teachers or a specific group of friends. We know the importance of friendships, therefore, we will always try to place your child with a friend. The more opportunities a child has to get to know a wide range of children and teachers, the better adjusted they become. In addition, we try to balance our classes by gender, disposition (active/ quiet; shy/outgoing), independent/ needing support, etc. The teachers who know your children best are part of the process in class placement. So, thank you in advance for your continued trust as your child moves from class to class.

COMMUNICATION

Conferences: Parent-Teacher Conferences are held twice a year, in November and March to discuss your child's progress. The length of these conferences is typically 15 minutes.

During the conference the teachers will cover your child's progress in social development, language development (speech & language processing), academic development (as appropriate), behavioral development, and physical development (fine & gross motor skills). Much has to be covered in the conference so please let the teachers know if you want them to speak to a certain topic or if you have specific concerns. If a parent needs an additional conference during the year, we are always happy to oblige.

Director Communication: School-wide newsletters from the Director's office will be sent every 2 weeks. These school newsletters will include important dates, a summary of what each particular class has done, as well as other important school related information.

Teacher Communication: Teachers of our 2's and 3's classes will send class newsletters once a month via email. Teachers of our 4's and Pre-K classes will send out class newsletters every 2 weeks via email.

Grievances / Complaints: We understand that throughout the year issues may arise despite our best intentions. If a parent has a concern with a situation in the classroom, they should first go to the classroom teachers to share their understanding of the situation and to see if there is more information to consider. If a parent feels they have not been heard, and/ or need further advice, the parent should ask for a meeting with the Director. If they are still not satisfied, a parent can ask for a meeting with the Head of the Board of Directors. We are all on the same team, and we hope to keep every family happy and pleased with their selection of our nursery school. We are open to constructive dialogue when issues arise.

Guidelines for Parents: Every teacher has a school email and this should be used in your communications. A teacher will often create a phone chain for quick delivery of information, such as texting a change in schedule. This will give you access to a teacher's personal phone number, but we would ask you to respectfully refrain from using this number to communicate. An email to the teacher's school email is the preferred mode of communication. Teachers will generally check their class email account once in the morning (before the start of the school day) and once in the afternoon (after the school day has ended). Any emails sent during evening hours, will not be responded to until the next morning. Additionally, any emails sent after dismissal on Fridays will not be read or responded to until just before the school day begins on Monday morning. If

during those times (evenings and weekends) you have something that is of an urgent and emergency matter, we ask that you please call the nursery school office as the voicemail is regularly monitored, even when school is not in session.

During the school day, from 8:50 – 12:00 (or for Lunch Bunch teachers until after the program ends 1:30 or 2:30), teachers will not have time to access their email as their full attention is taken up with your children. During school hours, we ask that you please call the office and leave a message and we will see that it is delivered immediately to the teacher. Someone is always in the office and you can be sure that your message will be delivered.

Non-Emergency Calls: Feel free to email or call the office at:

- FCCNS@fccnurseryschool.org
- (203) 655-3150

Updating Basic Information: Please keep the office informed of any changes in your child's address, contact phone numbers, child-care providers/nannies, medical status, etc. An email to the office and the teacher would be appreciated. If family circumstances change, such as a traveling parent, illness in family, divorce, etc. please advise the teacher so they can provide extra care and understanding to the child who might be feeling the stress.

COMMUNITY INVOLVEMENT

Board: FCCNS is governed by a Nursery School Board which consists of 8 members. A Board Chair, the Nursery School Director, a financial representative, a representative for the FCC Board of Stewards and 4 current Nursery School parents. With the exception of the Nursery School Director, all other members are volunteers who very generously give their time and attention so that our nursery school can continue to operate, grow and thrive. Our Nursery School is a “working” Board that meets once a month to discuss any upcoming events, issues and possible policy changes. Decisions made by the Nursery School Board are done in a collaborative manner involving all of the members of the board. While the Board is only scheduled to “meet” once each month during the school year, the level of time commitment far exceeds that of the monthly meeting. Board members are often called upon to chair committees, oversee events and weigh in on any issues that arise over the course of the school year.

Family Support: When you enroll your child in our school, we assume the responsibility of assisting you with all of your child's needs - their social, emotional, behavioral, cognitive, speech and language, as well as fine/gross motor development. We are joining you in a partnership to support your child on his or her journey in nursery school.

If a child needs more support and is having difficulty adjusting to our program, we can help. We have a Social Service Consultant who works with our school, and we can enlist their support. If there are any indications that a child needs further evaluation based on his or her progress in school, we can help you with referrals to professionals who provide special services. The Director will be a support at this time. Our goal is to meet the needs of the whole child, and at times, early intervention might address specific needs before a child leaves us to enter Kindergarten.

Parent Organization: The main objective of the FCCNS Parents' Organization is to provide parents in our Nursery School community the opportunity to connect with and support the FCCNS staff while building a warm, inclusive and strong school community. Our Parent Organization sponsors social events for parents and families, organizes monthly teacher appreciation coffees, and works to plan events that raise funds for special school and parent organization initiatives. All are welcome to become a part of our Parent Organization. To find out more information please contact: FCCNSPTO@fccnurseryschool.org

Volunteers: We are looking forward to getting to know you and benefit from your time and talents. If you are interested in volunteering at our school, please let your child's teachers know. Additionally, please reach out to our Parent Organization as they host MANY events and welcome volunteers to assist with the planning of these events.

DAILY SCHOOL OPERATIONS

Learning Environment: We like to think of FCCNS as a 'home away from home,' a warm and welcoming community, where teachers, children, and parents all play important roles in the children's educational journey. Research has shown that preschoolers learn best through play and that hands-on experience is necessary before children are ready for symbols (letters, numbers). At FCCNS, each classroom is organized into centers – science, woodworking, an easel, small manipulatives, dramatic play, block building and a story corner.

The teacher(s) plans the curriculum knowing what she needs and wants to accomplish while keeping the teaching plan and environment flexible in order to account for and incorporate the children's interests.

Every 3's, 4's, and Pre-K classroom of sixteen (16) students has two qualified teachers, who are supported by an 'extra' teacher who floats between two or more classrooms. The 2's program has a maximum of eight (8) students, and they also will have two teachers, with a 'floater'. We use the Connecticut Preschool Curriculum Framework as a guide in designing an adaptable and enriching program

Birthday Celebrations: Birthdays are very special days for children. To help celebrate we allow the children to bring in a special snack on their birthday. Due to allergies, we ask parents to send in popsicles as a treat, as these can be enjoyed by all. Baked goods from home or bakeries will not be allowed due to food allergies.

Clothing: 'Play is the work of a child', according to a well-known educator, Maria Montessori. Their work can be messy so we ask you to dress your child accordingly, in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water and other sensory activities. Please provide clothing that is washable. Shoes and socks are recommended for the playground, as sand and wood chips can get lodged into a child's open toed shoe. NO sandals, flip-flops, or clogs, as they do not allow a child to run and climb safely.

Drop-off and Pickup: An adult, usually the teacher, is required to sign each child in and out every day. Please notify your child's teacher if someone other than you will be picking up your child. Make sure that a list of people who can pick up your child is on file in the school office. If someone who is not on the list will be picking up your child, they will only be allowed to do so if you have notified the teacher and/or Director. CT state law requires written permission if a child will be picked up by someone other than a parent. Anyone picking up students must provide a photo ID upon request. If a child is part of a carpool, this list should be given to the teacher and kept on file in the office. Playdates require a note from the parent of each child participating in the playdate specifying the adult with whom the children will leaving at dismissal.

Field Trips: Our 4's classes and the Pre-K class often take field trips throughout the school year. If the trip is at a specific location (park, historic site, etc.) parents will be asked to drop their child to the specific location and pick up from the specific location. The teachers will communicate specific drop-off and pick up times. If the class is taking a "walking trip" (to a store, firehouse, nature walk), the class will leave from school and return to school. Additional teachers will be provided to the class during these walking trips or the teachers may ask for parent volunteers. Teachers are not permitted to drive children in their cars and FCCNS does not provide bussing to and from trip locations. Parents are notified in advance of any trips and a permission slip will be sent home. **The permission slip must be signed in order for a child to participate.**

Hours of Operation:

Most days the school office is open from 8:00 – 4:00. The school day hours are listed below. Lunch Bunch/enrichment afternoons dismiss at 1:30 or 2:30.

School hours:

2's		9:15-11:45
3's		9:15-12:00
4's		9:00-11:45
Pre-K	Mon & Fri	9:00-11:45
	T-Th	9:00-2:30

Late Pick Up Policy: If a parent is late or stuck in traffic, please call the office to inform us. It reassures a child to know their parent is on the way. A parent/guardian who picks up a child more than 15 minutes late is given a warning. After three warnings, the child will be suspended for one week. The teacher will wait with the child for 15 minutes, at which point the teacher will call the parent. If we can't reach a parent, the emergency pick-up procedure will be activated: Each of the required five emergency contacts will be called. In the rare case if all emergency contacts are unable to be reached, FCCNS is required to contact child services. While a child is at school, but not yet picked up, two staff members will remain at school. Teachers cannot give children rides home. In order to safeguard our children and families, we reserve the right to contact an alternate pick-up person at dismissal time should we suspect the person picking your child up is incapacitated in any way.

Lost and Found: While we do not have a formal 'Lost and Found' location, occasionally we will set up a 'Lost and Found' table at dismissal for parents to

view the unclaimed clothing that has been collected from various locations throughout the school. Twice a year we will donate any clothing in good condition to Person-to-Person if the items have not been claimed after a prolonged period of time. Please make sure to put your child's name (first and last) on items worn and brought to school so that we may return them to your child if found.

Lunch Bunch / Enrichment Programs: Our afternoon programs are offered to our 3's, 4's and Pre-K students. The programs for the 3's are strictly play-based, social experiences with a theme, such as gardening, yoga, movement, crafts, etc. Some of the 4's Lunch Bunch programs, such as *Letters and Literature* and *Numbers and Science*, have an academic slant, although still play-based, reinforcing needed age-appropriate skills.

Payment: These programs are paid for separately from tuition. Payment is due at the time of registration. Some programs run for 6 weeks, some 8 weeks, and some for the semester. All programs are staffed by FCCNS teachers.

Lunch: Those children who take part in the Lunch Bunch program will bring their own lunches to school, unless it is Pizza Day and we offer pizza. We would ask that the lunches from home be healthy lunches – no candy, soda. Since we are a 'nut-free' school, peanut butter sandwiches, granola bars with peanuts, or trail mix with nuts are prohibited. Water is always available for the children to drink.

Hours: Some Lunch Bunch programs run from 12:00-1:30. Other programs run from 12:00-2:30. Please make sure to note the dismissal time for your child's specific program.

Notification of offerings: Information will be sent to each family at appropriate times.

Nut Policy: FCCNS is a nut-free school. Due to the possibility of enrollment of children in our program with peanut allergies and life - threatening anaphylaxis reactions to peanuts and tree nuts, we will strive to maintain a nut free program. Please support this effort to keep our children safe by refraining from sending in any food product or items containing peanuts or tree nuts.

Parking: Parking is a serious challenge at FCCNS and is one of the school's biggest concerns. We try hard to keep the parking places in front of the school for FCCNS parents/guardians, but this is not always possible (e.g., when there

are meetings at the church). Please hold your child's hand at all times between the building and the car. If parking in front of the building is not possible, please use the upper and lower parking lots across from the church entrance.

Caution:

- Do not park across the street from the school building on Old Kings Highway N. Not only is this unsafe for adults and children, but it is a posted 'NO PARKING' zone.
- Do not leave a sleeping child in the car when you go to pick up a child in our school. It might only be for two minutes, but ask a friend to sit in your car as you collect your FCCNS child.

**For the safety of the children, parents/guardians are requested to walk their children directly into the classroom and pick them up there after school. If a class is on the playground at dismissal time, please speak to the child's teacher(s) before leaving so they know that the child is in the hands of an adult.

Recess: Our students go outside almost every day regardless of weather. We know that outdoor play and fresh air are important to a child, so unless it is an unsafe temperature or pouring rain, we will take the children out. Please send appropriate clothing for cold weather.

Indoor Recess: We have our Rainbow Room if the weather is too cold (particularly for our 2's) or rainy for outdoor play. This is a large play area where teachers can do movement activities and group play.

Snacks: FCCNS monitors all snacks. The nursery school provides the basic snack, and this is supplemented by parents who send in healthy snacks such as fruit, vegetable, cheese, and yogurt. We ask parents to avoid sugary treats. The basic snacks provided by FCCNS are: crackers (Graham, Ritz), pretzels, raisins, and food made and baked by the children. Teachers or Class Parents in each class organize a snack "sign-up" calendar for parents. Snack menus for each month are posted on each classroom door. Snacks with nuts WILL NOT be permitted.

Supplies Needed / Donations:

Thank you in advance for sending in supplies and / or for donating.

- 2's: diapers, wipes, extra clothes
- 3's: Lysol wipes, Lysol spray- extra clothes (socks, mittens)
- 4's: Lysol wipes, Lysol spray- extra clothes

- PK: Lysol wipes, Lysol spray – extra mittens
- Art: Any unused art supplies that you may have at home- please *ask our Messy Art Room teacher before sending.*

Donations: We are grateful when families offer us items that are in good condition and that they no longer need. Please send an email to the Director with photos of the items.

Clothes - such as snow pants, gloves, hats...

Toys – outdoor riding toys, wooden toys

Toilet Training: Children entering the 3's classes at FCCNS must be toilet trained before starting our program. (Pull-ups are not allowed.)

Three-year old students must bring an extra set of clothing to leave at school. We realize that some of our children starting in the 3's are not quite 3 when they start school. However, we do ask that you adhere to our policy regarding pull-ups. Our teachers and staff will work with you to help you and your child with toilet training, but we do ask that you begin to start the process BEFORE the start of school in September (as it can take quite a bit of time, particularly for our younger children). We will try our best to work with you to help your child master this skill. However, if after a prolonged period of time your child is still struggling to master toileting, we may have to meet to discuss how best to address this.

Children in the 2's program must bring diapers and wipes, as well as a change of clothes to school. We realize accidents do happen. In the 2's we expect and are prepared for such events.

In the 3's, 4's and PK a parent or caregiver will be called to come to school and change the child.

Toys from Home: FCCNS is not responsible for any personal items brought into school. Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Visitors: All visitors must check-in at the office upon entering the Nursery School.

DISCIPLINE and CODE OF CONDUCT

At FCC Nursery School we believe in creating a respectful and inclusive community where 'conversations,' and not 'confrontations' take place. Although a unified community, it is understood that we will not always agree, but we must agree to respectfully have discussions and treat one another with kindness. Everyone in their interactions will be held to the same high standard - *parent to teacher; parent to parent; parent to students; teacher to student.*

In our daily interactions with the children, FCCNS presents discipline in a positive way. We use positive guidance, redirection, and we set clear limits. Inappropriate behavior is discouraged in ways that do not undermine a child's self-confidence or self-image. NO child, however, is allowed to physically harm another child. Children are supervised at all times!

Goals in our interactions:

- Be respectful of a teacher's time - at pick-up and in communications (emails)
- Speak courteously about, and to the children, parents, and the FCCNS staff
- Set a good example for students by following school rules, and ensuring that your child does too
- Try to be inclusive of all children and their families
- Have a 'growth mindset'. Understand that every child is working on something, and the behavior of any child is a work 'in progress' and takes time and patience. Please don't label children
- Seek to clarify a child's version of events with the school's view in order to avoid misunderstanding, and to help bring about a successful resolution to any issue
- Ask for a conference with a teacher to better understand a situation
- Ask for advice and support if you are challenged as a parent
- Contact the school directly when you have a question or need clarification of a school matter
- Refrain from negative gossip or unsubstantiated criticism that disparages the reputation of the school or its employees
- Be wary of using social media with negativity
- Understand that we are in a partnership, and the education of each child is the joint responsibility of the parent, student, faculty and school community

FCCNS specifically prohibits abusive, neglectful, corporal, humiliating or frightening punishment and physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people.

Behavior Issues: Children are guided to treat each other and adults with self-control and kindness. Each student has a right to...

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of a caring adult

Therefore, when a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach in helping children with challenging behaviors is to show them how to solve problems using appropriate language and interactions. We are clear in our message that hurting another child or adult is not permitted in our school. We maintain a zero tolerance policy regarding aggressive behavior. Depending on the situation we might remove the child from the class temporarily, or for the remainder of the day. The parent of the aggressive child would be called immediately so that we can discuss how best to address the situation moving forward. If another child was hurt, we would call that parent to inform them of the situation.

Biting Policy: Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

The family of the child who was bitten and the biter's family will be called and informed of the incident. We will work together with the families of each to keep them informed and to develop strategies for change.

EMERGENCY SITUATIONS

Accident / Injury: (See *Health and Safety*)

Care Plan for Medical Conditions: If a child has a special medical need, we would ask the parent to notify us. Our protocol is that our nurse would contact the parent in late August or early September and set up a meeting. At the meeting a

'Care Plan' would be set up that is agreeable to the parent and will be implemented by the nursery school. The nurse will then share the Care Plan with the Director and the appropriate teachers. The child's photograph will be visible in the classroom and the office so that all parties who interact with the child will be aware of the child's needs. Any medications that are needed will be kept in the office, in a specified container for the child, (with the child's photo and name on it), and will include the medicine, the 'Care Plan' with the needed directions.

Fire Emergency: FCCNS holds regular fire drills to prepare the children in case of a fire. All classes meet at their designated places on the playground. Teachers bring their attendance books and close all doors to the classroom. If the school is evacuated in the event of a fire, we will call the parents, and leave a note on the front door at the school advising parents as to the children's location. Evacuation arrangements have been made with the Darien Ice Rink (located at 55 Old Kings Hwy North- just behind the YWCA), should that location be determined to be the best

Fire drills will be held three times (3x) a year (once in the late fall, once in the early spring and once in the late spring). As our children are young and are often very frightened by the actual ringing of the fire bell, our fire drills will consist of each class having a discussion about safety and the possibility of a fire. The children will then be led out to the playground by their teachers (the same path that they would take in the event of a real fire) and they will line up by the back wall as if there were an actual fire emergency. This will ensure that the children will know what to do should such an event occur, but will not be traumatized with the alarm.

Natural Disasters: In case of weather or natural disaster, FCCNS will transport the children by foot or by car to a shelter approved by the Town of Darien. The Director and/or teachers will notify parents as to the location of the shelter where the children are to be picked up, and a note will be left on the door of the school. If the children are unable to be transported, they will be moved to the school's rainy day room (Rainbow Room), as this is free of windows, and the doors will be closed.

Arrangements have been made with the Darien Ice Rink (located at 55 Old Kings Hwy North- just behind the YWCA) for evacuation to that location should we be directed to do so by the Town's Office of Emergency Management.

Weather Alert / School Closing:

- If Darien Public Schools (DPS) announce a delayed opening, FCCNS will open at 10:00 am for 4's and Pre-K; 10:15 am for 2's and 3's.
- If DPS announce either a late morning or early afternoon closing, FCCNS will decide if and when to close. All families will be notified by school-wide email AND a text from the classroom teachers.
- If Darien Public Schools announce a school closing due to weather, FCCNS will be closed as well.

HEALTH AND SAFETY

Nurse: We have a registered nurse, Kathy Walsh, RN, who works with our school. Kathy Walsh takes care of all our paper work, making sure that the immunizations and physicals are up to date and she meets with all families who have special medical needs, such as allergies, asthma, etc. Mrs. Walsh is here to answer any questions or concerns that arise. Kathy can be reached directly at: RNfccns@gmail.com

Accident and Injury: In the event that a child becomes ill or injured at school, FCCNS follows this procedure:

A: Accident/illness:

1. Administer First Aid and/or CPR if necessary
2. Telephone the parent or guardian
3. If a parent/guardian is unable to be reached, emergency contacts listed on a child's personal history sheet will be called until someone is reached
4. If all emergency contacts are unable to be reached, FCCNS will care for the child in the office until dismissal time
5. If a child is seriously ill, FCCNS will consult with the child's doctor
6. If it is necessary to call 911 or Post 53, one of the teachers or the Director will accompany the child in the ambulance to the hospital
7. Administer First Aid and/or CPR if necessary
8. Telephone the parent or guardian
9. If a parent/guardian is unable to be reached, emergency contacts listed on a child's personal history sheet will be called until someone is reached
10. If all emergency contacts are unable to be reached, FCCNS will care for the child in the office until dismissal time
11. If a child is seriously ill, FCCNS will consult with the child's doctor
12. If it is necessary to call 911 or Post 53, one of the teachers or the Director will accompany the child in the ambulance to the hospital

Additionally:

- Any expense incurred under Nos. 5 & 6 (above) will be paid by the child's family
- The school will not be responsible for any consequences which may result due to incorrect or false information given at the time of enrollment and not updated in writing

Parents are always called first; FCCNS teachers are certified in First Aid, CPR and the administration of an Epi-pen.

Allergies and special medical situations: If a child has allergies, asthma, or a special medical need, **please inform FCCNS BEFORE** he/she starts school. The school nurse will contact you to set up a meeting, ensuring that the 'Individual Care Plan' for your child is in order and appropriate paperwork is filled out. After meeting with the family, the nurse will meet with that child's teachers to review the Care Plan, and make sure that all parties who will be dealing with the child are aware of his/her medical needs. All teachers are certified in the administration of an Epi-pen.

Flu Shot: The State of Connecticut Dept. of Public Health requires all children under 5 to receive at least one dose of influenza vaccine between Sept 1st and Dec 1st. Parents of 2's, 3's and 4's (only those students in Pre-K are exempt) are required to provide documentation on or before December 31st.

Health Forms: The standard health form must be completed and signed by a physician and returned to the FCCNS office before school starts. The form, 'Early Childhood Health Assessment Record', is available on the FCCNS website, in the FCCNS office, on the Connecticut State Department of Education website and through most pediatricians' offices.

Illnesses / Sick Policy: Parents are asked to inform the nursery school if a child is ill. We would respectfully ask that you notify the Director not only of the absence, but also of the nature of the illness. This enables us to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease (chicken pox, pink eye, lice, etc.), we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared.

Please notify the school if your child has been exposed to:

- Chicken pox
- Strep throat
- Head lice
- Covid-19
- Impetigo
- Stomach Flu
- Ringworm
- Pink Eye
- Croup
- Fifth Disease
- Pinworms
- Roseola
- Rubella
- RSV

Please keep your child home if he or she:

1. Is overtired or overexcited
2. Is unable to participate in usual daily activities
3. Has a yellow or green nasal discharge
4. Has a yellow, green or white discharge from the eye
5. Has an elevated temperature (over 100.0 degrees)
6. Has a communicable disease
7. Has a rash (other than allergic)
8. Has a sore throat
9. Has a nausea, vomiting or diarrhea episode
10. Has head lice (If we find that your child has lice, we will call you to pick him/her up from school so you can begin treatment. Your child should remain home until free of nits. This means frequent combing and head checks and may also require additional shampoo treatment.)

Your child may return when:

- Fever is absent for 24 hours
- Nausea, vomiting or diarrhea is absent for 24 hours
- In the case of head lice, he or she has been treated and is nit free
- The state of contagion for any communicable disease has passed
- The child under doctor's care has received permission to return
- The child feels well enough to participate in all usual daily activities
- The child's rash is no longer contagious

Medication: FCCNS teachers cannot administer medication, except in the case of allergy-related emergencies. Parents/guardians are welcome to come and administer a medication that a child may need.

Physicals: Connecticut state health laws require that each child attending nursery school have a physical at least once a year. This 'Early Childhood Health Assessment Record' can be found on the State of Connecticut, Office of Early Childhood website and the FCC Nursery School website under Enrollment & Forms.

SAFETY and SECURITY

Photo Permission: Wanting to share the children's school day experience with families, our teachers take many photos during the day, which will be posted on their class Instagram or Shutterfly accounts. These accounts are PRIVATE and anyone following these accounts MUST be invited and approved by the teachers before they can gain viewing access. Any photos taken on staff phones are deleted in a prompt manner (within a month of being taken). At the start of every year, each family will be asked for permission to photograph and post photos to either the class or school photo-sharing platforms. We respect and strictly enforce the 'no photo' policy if that is the wish of the parent(s). If you do not wish for your child to be photographed, please be sure to indicate that on your child's personal history form in the appropriate section.

School Security:

The front doors and the side entrance door on the ramp to the church complex can be opened by using a numerical code. Parents are given codes at the beginning of the school year that will allow them to enter the front and ramp doors. The school will notify parents any time that the code is changed. Please do not share the code with anyone other than the person who regularly their child to and from school. Please do not open the door for someone unfamiliar. The playground is fenced in and the two gates can only be opened from inside the playground (as per fire code). The FCCNS staff regularly reviews the school's lockdown procedure.

TUITION AND FEES

Application Fee: The Application Fee of \$50 is required when an application is submitted for review. A separate fee is paid for each child being registered/applied. This fee is non-refundable.

Billing Information: Payment for Lunch Bunch and Special holiday workshops (if offered) are made by check to the Nursery School office. Registrations will not be completed and spots will not be held until payment is received in full for each program. Tuition is due on specific dates and is expected on or before such dates.

Late Payment Charges: If tuition payments are not made within seven (7 days) of the past “due” date- you will be assessed a \$50 late fee.

Refund Policy: Our policy on refunds is clear. There are NO refunds.

Tuition: Tuition contracts are signed by both parent and director. Tuition is paid in 3 installments and there are NO refunds.

Class	Payment #1 1/21/2022 (in house) 1/28/2022 (new families)	Payment #2 6/1/2022	Payment #3 10/1/22 **8/1/22 (PK)	TOTAL
PK	\$5,623	\$2,812	\$2,812	\$11,247
4's	\$2,954	\$2,954	\$2,954	\$8,862
5-day 3's	\$2,954	\$2,954	\$2,954	\$8,862
4-day 3's	\$2,557	\$2,557	\$2,557	\$7,671
3-day 2's	\$2,617	\$2,617	\$2,617	\$7,851
2-day 2's	\$1,769	\$1,769	\$1,769	\$5,307

Withdrawal: There are times when family situations do not go according to plan and for personal or professional reasons a family needs to withdraw a child from our school. Our policy is clear that there are NO refunds.

WE THANK YOU FOR THE TRUST YOU ARE PUTTING IN
FCC NURSERY SCHOOL, AND WE LOOK FORWARD
TO A WONDERFUL YEAR!

Parent Handbook Acknowledgement



Please print this page, sign this acknowledgement, and return it to the Nursery School prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our nursery school. We look forward to getting to know you and your family.

* * * * *

I have reviewed and had the opportunity to discuss the procedures and policies as outlined in the **FCC Nursery School Parent Handbook**. I understand that by signing it, I am committed to following all policies and procedures at the Nursery School.

Parent's Signature _____ *Date* _____

Children's names
