

Central Methodist Nursery School



3700 Pacific Ave.

Stockton, CA 95204

209-462-5143

www.centralmethodistnurseryschool.com

Parent Handbook

Central United Methodist Nursery School

Statement of Philosophy

Each child is unique, with specific needs and self-determined steps for growing and learning. The teacher guides each child in his/her own direction which implies that each child is a person of intrinsic worth.

We endeavor to provide an atmosphere of love and understanding which permits each child an opportunity to grow in confidence, adequacy and trust.

We expect each teacher to be sensitive to the needs of each individual child and to help each child discover his/her own self. The teacher is not to be a judge nor a mold of personalities.

The teachers will be alert to provide opportunities for each child to experience justice and fair play, concern for the rights and feelings of others and steps toward understanding of self- this takes place in an atmosphere of Christian understanding and conviction.

Statement of philosophy approved by the Nursery School Board of Directors, February 3, 1966

By the Commission on Education of Central United Methodist Church, February 7, 1966

Rephrased and approved by the Central Methodist Nursery School Board in September of 1997

Brief History of Central Methodist Nursery School

CMNS was established in 1963 to provide Stockton area pre-schoolers a place to meet, play and grow in a developmentally appropriate program for young children. Central United Methodist Church had a few energetic pioneers and a wonderful facility to use. With both, they established a nursery school as an outreach program of CUMC. It was the belief of these foresighted people that children not only learn best through play but that play is their major activity and way to explore the world. The Programs at CMNS were established and maintained to allow children the opportunity to be children- to PLAY. Although some changes have been made along the way to accommodate State licensing, improve facilities and utilize new teaching techniques and materials, the basic beliefs in children have remained the same. Central United Methodist Church continues to support the Nursery School's presence and encourage its development and, although no religion is taught in classes, the Nursery School is committed to developing a sense of good citizenship and respect for others and self.

Purpose of the Nursery School

Within an accepting environment and through developmentally appropriate activities, CMNS seeks to provide:

- * Suitable facilities for learning through experience
- * Opportunities to meet a variety of people- both peers and new trusted adults
- * Supervised play with companions of the same age
- * As few routine restrictions as possible
- * Opportunities to gain and give respect for the rights of others
- * Time and place for creative activities
- * Time and space for outdoor play and recreation
- * Opportunities to have fun, learn about and be responsible for one self

CMNS Goals

MOTOR SKILLS

Fine and large muscles are developed with the use of manipulatives at activity tables and climbing structures as well as dancing, movement exploration and art activities.

LANGUAGE SKILLS

The ability to use words to express emotion, convey thoughts and form ideas is developed through planned and informal activities such as children's literature, songs and poems, and fingerplays. These are the beginning steps to the reading process.

SOCIAL SKILLS

Children receive ample interaction among peers and staff which fosters self-discipline and appropriate social behavior. Opportunities for self-direction are encouraged by sufficient free choice time.

EMOTIONAL

Children experience a mix of quiet and social activities in the case of a nurturing and loving staff. A healthy respect for one's self, peer and staff is encouraged.

POLICY

Central United Methodist Nursery School is a non-profit, optional parent cooperative day nursery school. Central Methodist Nursery School serves the Stockton area pre-school-aged children and does not restrict admission based on race, sex, religion, national or ethnic origin.

CMNS is licensed by the State of California, Department of Social Services, Community Care Licensing Division. The facility number for Central Methodist Nursery School is #390 300 118. Community Care Licensing contact information:

**Department of Social Services
Community Care Licensing
2525 Natomas Park Drive Suite 250 MS 19-29
Sacramento, CA 95833
(916)263-5744**

Central United Methodist Nursery School is an outreach program of Central United Methodist Church (CUMC). As part of CUMS, the Nursery School is responsible to the Church for the operation of the school, its budget and policies. The Nursery School Board is approved by CUMC and is comprised of both members and non-members of CUMS as well as members from the Nursery School families.

A yearly calendar is set and published for school days, holidays, in-services and special days/events. The calendar does not reflect a particular school district, though many dates will be similar.



CMNS PROGRAM

Although the Nursery School always appears very informal, the program and environment are the result of careful and detailed planning in accordance with the best available knowledge of child growth and development. The teacher not only plans for the group needs of young children but also for the special needs of the individual child.

A young child needs confidence in his environment and security in his relationships in order to grow and learn well. Confidence and security come from living in a world with some degree of order and predictability as well as with flexibility and freedom to experiment, explore, and cope with new and unfamiliar situations.

Our nursery school program provides a dependable sequence of daily events and a comfortable orderliness in the arrangement of materials and equipment which build confidence in a young child. Warm and understanding teachers help the child to learn and share the space, play materials, equipment, affections, and attention, and to get along happily and successfully with a group of children.

The Nursery School provides a large variety of constructive, dramatic, and creative materials and experiences. Children move freely from one center of interest to another, outdoors and indoors. Your child will enjoy swinging, sliding, climbing, digging, building, exploring the wonders of plants, wind, water, and sand; dancing, singing; puzzles, stories and games. As children grow and mature they use these materials and experiences in more complex ways to develop new skills and lengthen attention.

Children develop skills in the process of *doing* a project- not the end product. Each child is given the opportunity to practice skills and try new challenges. The emphasis is not on completed projects, nor on projects that look exactly like a teacher's.



At all times the child is being challenged by specific learning opportunities we believe to be appropriate for each age and stage.

In order to begin to read and perform other academic tasks the child must first gather meaning from the world and develop an awareness of concepts.

In order to gather meaning from the world, the child must have many satisfying sensory and sensory motor experiences- he must touch, feel, smell, hear and see.

Perceptual development follows. This is how the child interprets his sensory experiences, which is a prerequisite for developing his mind.

This program is geared toward helping the child develop the habits of observation, questioning and listening. It gives him/her awareness of personal feelings and the right to express those feelings by channeling them into appropriate means of expression. Children learn that he/she is free to make choices and that as long as he/she stays within the limits of consideration for people and thing; the child does not always have to conform. An open-ended program like ours prepares the child to utilize intellectual and creative abilities in future learning tasks.



PARENT RESPONSIBILITIES

****All forms must be completed and in your child's file in the Nursery School Office, on or before your child's first day of school. These forms include:**

- The registration form and fee
- Immunization records
- All emergency forms
- Physician's report
- Pre-admission health history
- Personal and Parent's Rights forms
- Tuition fees for the first month
- Class list agreement (your permission to publish a class directory)
- Photo release

****One parent is **required** to attend a parent meeting early in the fall. We feel it is essential to understanding the program that all parents feel some involvement and responsibility. The staff feels that what they share is of great value for "setting the stage" for the school year.**

****State law requires that each child must be signed in and out every day by the responsible adult. **Please use full names, no initials.****

****Be on time for the start of the school day and especially dismissal as children worry when parents are not on time.**

****No child will be released to any person other than those listed on the child's emergency card. Should it be necessary for someone other than the usual adult to pick up your child, please put all pertinent information in written form. For the protection of your child, a staff member will ask for picture identification from an individual that they do not recognize. The school must be notified of any changes of authorization to pick up or if court orders are in effect. Court orders must be placed on file in the school office.**

**** **Clothing**- Children should be dressed for school in a comfortable manner so they fully and safely experience the environment and activities available. Clothing should be loose fitting and appropriate for the weather. Please consider the following clothing criteria:**

- Should be free from complicated fasteners
- Should be sturdy
- Should be washable
- Safe to run, play in sand, climb...no cowboy boots or open-toed sandals. We encourage the wearing of tennis shoes.
- CMNS T-shirts are available in the office
- All removable clothing should be labeled with your child's name

****A complete change of clothing (in a labeled zip locked bag) should be kept in the classroom and replaced to accommodate seasonal weather changes and growth spurts.**

****Toys from home should be kept in the car or at home, not at school. Under no circumstances are guns or other toys of destruction welcome. Check with your child's teacher if there is a special "sharing" day to include toys, science themes or special projects.**

****Drinks and food brought from home must be kept in your child's cubby. Children will not be permitted to walk around the classroom nor the playground while eating or drinking for their own safety. There are water faucets available both indoors and out should a child be thirsty, and snack will be served daily mid-way through class so the child will not be hungry.**

****Outside each class there is a "crate" with a file for each child for finished work or notes/news from your child's teachers or the office. Please check your child's file daily for important information that you won't want to miss! Also, your child has a cubby in the classroom for "messier" work of art- please check this daily as your child shares a cubby with other classes.**

****Siblings: Both parents and siblings are welcome at school during pick-up and drop-off times. However, siblings do not belong in the classroom during class time. Parents are encouraged to work together to exchange baby-sitting to enable each other to work in the classrooms, but siblings cannot accompany helping parents to class.**

****Carpools: We can try to help you find other families with whom you may carpool. We offer the following suggestions to help make "carpooling" a positive experience:**

- Only 2 other children beside your own (Think of the days that everyone has made 10 art projects a piece!)
- Time yourself to arrive when school starts- not before.
- Sign all of the children in when you arrive and out when you pick-up.
- If no one is at home to receive a child, take the child home with you.
- Be sure that each child is buckled up in an appropriate restraint in the car.
- Each carpool parent must be listed on your child's emergency forms.

Arrival and Pick-up

Please plan to arrive at the time your class starts. Sign your child/children in on the appropriate class list on the main bulletin board. Teachers are not responsible for children until class begins and appreciate the time to prepare for class to begin promptly. Although some mornings are harder than others, we do encourage families to be on time for rug time. It sets the tone for the day. Running in the hallways or up the stairs is not an appropriate activity- especially considering class may be in session upstairs. Before you leave with your child/children, please remember to sign out on the bulletin board including your full name (no initials) and the time. **Be sure to read the bulletin board for special messages pertaining to your class!**

**** Please note: If the classroom door is closed, please wait patiently for the teacher to invite everyone in!**

Parking

Please do not park in the handicapped spaces as they are used by members of the CUMC congregation during our school hours. The parking lot is a dangerous place for small children and the elderly members of the community. Please drive slowly in the parking lot. Hold your child's hand when crossing the lot to your car. Also, PLEASE do not leave sibs, purses, cameras, or other valuables in the car as your car could be broken into.

Snack Time

A mid-morning snack is served daily. Parents are asked to provide snack on a rotating basis. Snacks must include two food groups daily. Teachers will post a pre-planned snack calendar monthly (a sample calendar follows) for sign-ups (including special events and snack cooking projects). Please see the bulletin board by your child's classroom or page 10 of this handbook for serving portions. Please check with your child's teacher if you have a question about snack. **Also, please note:** if parents would rather not participate in bringing snacks, a \$100.00 fee can be paid to the Nursery School and we will provide snack on your days. Store packaged foods are recommended for ease and safety of all students. *****If your child has food allergies or intolerances, please discuss them with your child's teacher. If the allergy is severe or difficult to accommodate, a parent may choose to bring snack food from home.**

Snack Portions

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12 ¹
<u>Milk</u>			
Milk, fluid.	1/2 cup ²	1/2 cup	1 cup
<u>Vegetables and Fruits</u>			
Vegetable(s) and/or fruit(s) or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.	1/2 cup	1/2 cup	3/4 cup
<u>Bread and Bread Alternates³</u>			
Bread or Cornbread, biscuits, rolls, muffins, etc. ⁴ or Cold dry cereal ⁵ or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate.	1/2 slice	1/2 slice	1 slice
	1/2 serving	1/2 serving	1 serving
	1/4 cup or 1/3 oz.	1/3 cup or 1/2 oz.	3/4 cup or 1 oz.
	1/4 cup	1/4 cup	1/2 cup
	1/4 cup	1/4 cup	1/2 cup
	1/4 cup	1/4 cup	1/2 cup
<u>Meat and Meat Alternates</u>			
Lean meat or poultry or fish ⁶ or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds ⁷ or Yogurt, plain, or sweetened and flavored or An equivalent quantity of any combination of the above meat/meat alternates.	1/2 oz.	1/2 oz.	1 oz.
	1/2 oz.	1/2 oz.	1 oz.
	1/2 egg	1/2 egg	1 egg
	1/8 cup	1/8 cup	1/4 cup
	1 tbsp.	1 tbsp.	2 tbsp.
	1/2 oz.	1/2 oz.	1 oz.
	2 oz. or 1/4 cup	2 oz. or 1/4 cup	4 oz. or 1/2 cup

PARENT WORKDAYS

Each family is asked to actively work on at least one Parent Workday per year. Workdays are scheduled and posted on the yearly calendar so you can plan ahead. (However, some extra days may be scheduled for special projects that you can do on your own time.) Parent Workdays are usually held on Saturdays from 9:00am to 12:00pm. The purpose of the workdays is to do yardwork and garden upkeep, put in new equipment and maintain current equipment, paint and do general maintenance of the structures; as well as to have the opportunity to get to know other Nursery School parents. You do not need to have special skills in any of these areas- just a little enthusiasm and elbow grease. You will be surprised at how much gets accomplished in a single morning! If you prefer not to actively work on a workday, you may pay a \$100.00 fee to help cover maintenance materials. Be sure to make a notation on your check that the \$100.00 is for the workday fee. The sign-up sheets for all Parent Workdays are posted on the bulletin board across from the office door.... it's only written in pencil so you can change if need be. All of your efforts will show and be appreciated.

*******Please note: children may come to Parent Workdays unless large equipment is being used.**

FUNDRAISERS

Each family is asked to actively work on at least one fundraiser or social function per year. Participation can include working on the committee, set-up, clean-up or flyers or ??? **and** signing in on a list of volunteers. Of course we appreciate and encourage your support of all of the fundraisers as well. Again, there will be sign-up sheets at our Back-To-School Orientation for all fundraisers and dates as we know them when our yearly calendar is posted. Also, the sign-ups are posted on the bulletin board across from the office door. Each project is easier with many people helping out. If you would prefer to not work on a fundraiser, a \$100.00 check can be made to the Nursery School and earmarked on your check for fundraiser fee. Support comes in many forms and we do appreciate all your efforts.

*******Please note, fundraisers go to refurbish CMNS- whether it's the playgrounds or classroom equipment. We will post what we are aiming for and hope to keep fundraising to a minimum.**

*******These two activities can be a financial issue in February when notices are sent about the activities that have been worked. THOSE FAMILIES WHO HAVE COMPLETED THESE REQUIREMENTS WILL HAVE PRIORITY REGISTRATION for the following fall school year. Please consider your calendar and plan to join us.**

HELPING PARENT SYSTEM

CMNS has a system of Helping Parent to help lower our adult/student ratio as well as give more opportunities for multiple projects in the classrooms. Parents choose one or two days that they can consistently work in the classrooms for each month. For each day worked in the classrooms, families will receive \$20.00 per day in tuition credit. On the first class day of each month, a record of Helping Days worked in the previous month will be on the monthly billing statement in each child's cubby.

Each parent will receive training at a workshop, a monthly calendar of all Helping Parent days, a list of parents to contact as substitutes in case you cannot come, and a place to "sign-in" in your child's classroom. A "Tentative" Helping Parent Calendar is penciled in at the beginning of the school year and is based on the 1st, 2nd, 3rd and 4th weeks of the month. There are some extra days in several months and those days can be filled by anyone of our regular Helping Parents.

Teachers depend on your reliability and confidentiality; we need to be able to rely on you. We do understand that changes will need to be made but we do ask that you find a substitute or make changes as soon as possible. In order to be a Helping Parent you will need to have written verification of a TB test within the last two years, proof of measles vaccination (MMR), proof of pertussis vaccination (TDap), and a signed Health Form on file in the office.

*****On the "Class Sign-In" Bulletin Board there is a copy of the Current Helping Parent Calendar. Please check the calendars periodically and talk to your child's teacher or the director to make corrections as necessary.



SUPPORT AND FINANCIAL ARRANGEMENTS

Tuition is the major source of income and our fees are based on the actual cost of operating our program.

Tuition is due on the 1st of each month from September through May, and is considered late on the 10th of the month.

A \$10.00 Late Fee will be assessed for late tuition unless arrangements are made.

Tuition may be made by check, cash, credit card, or money order and made payable to CMNS.

Families will pay bank fees for all returned checks.

Should personal checks not clear the bank two months in a row, tuition payment by money order, cash or credit card will be required.

Checks may be mailed to the Nursery School or left in the tuition mailbox in the office.

Lunch Bunch fees and Breakfast Club fees will be included on the tuition invoice for the subsequent month.

A discount of 10% of the lesser tuition will be given for each sibling enrolled at CMNS.

Helping Parent Credits are applied to the month after days have been worked and are noted on the invoice for the subsequent month.

*******Please note: Helping Parent Credits can be donated back to the Nursery School. A separate check can be made to CMNS and used as a donation for tax purposes.**

No credit on tuition is given for time the child is absent from the program for whatever reason.

Withdrawal from the program: If a child has been enrolled less than half of the month, and the Director has received a two-week notice of withdrawal, a tuition credit may be requested.

Tuition overdue four weeks may be cause for terminating enrollment. Please contact the director regarding special circumstances. We are always willing to work out an arrangement, but you need to communicate if there is a problem.

Should tuition payment become a problem to collect, the deficient account will go to collections. Also, please note: All fees must be paid by July 1 or it will be cause for cancellation of registration for the following year.



LATE PICK-UP POLICY

Central Methodist Nursery School asks that you be on time to pick up your children from class and from Lunch Bunch/Aftercare/Enrichment. Please be prompt, your children worry if you are late.

A late fee of \$10.00 per day will be imposed for any late pickups (including after class and after Lunch Bunch) after 10 minutes. The late fees will be added to your child's invoice at the end of the month.

CMNS does realize that traffic and other situations do arise, so please plan your schedule to the very best of your abilities to arrive on time to pick up children in respect for both your children and the CMNS staff.

REGISTRATION FOR THE NEXT FALL

CMNS has a lottery system for Fall Registration. Registration forms are due into the office before the Registration Lottery Day. You will be assigned a lottery card which will be attached to the registration form. In the afternoon of registration day, a lottery will be held in groups according to the following priorities:

- CUMC members/constituents families
- CMNS Staff families
- Voting CMNS Board Members (with workday and fundraiser commitments completed)
- Non-voting CMNS Board Members (i.e. Room Parents) (with workday and fundraiser commitments completed)
- CMNS Current Students (with workday and fundraiser commitments completed)
- CMNS Returning Families (within the last 10 years) with workday and fundraiser commitments completed
- Current and Alumni Families
- Open registration for new families

Health and Safety

Your child's health is a matter of major importance to us. The following policies will help insure that your child's health and safety as well as that of the other children and staff. Please keep your child home if he or she:

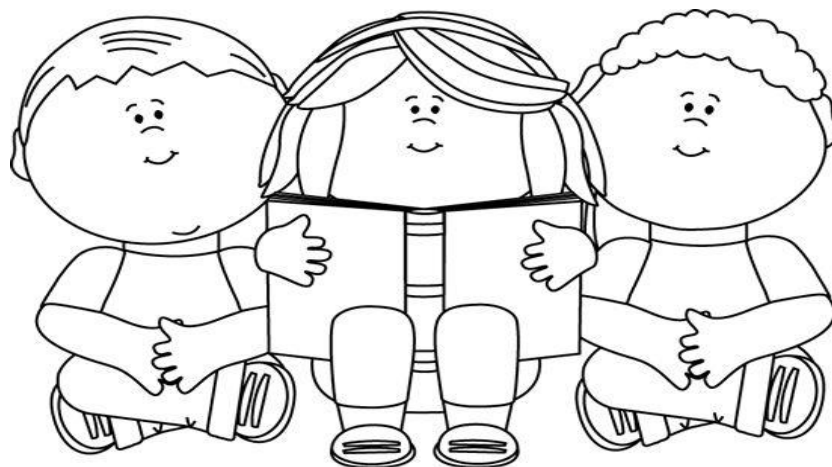
- * Has had a fever of any kind in the last 24 hours
- * Has a cold that is less than four days old
- * Has heavy nasal discharge- especially if colored
- * Has diarrhea
- * Has vomited in the last 24 hours
- * Has a constant cough
- * Is fussy, cranky and generally not himself or herself
- * Is overly tired. Rest at such times may prevent the development of other ailments.
- * Has symptoms of possible communicable disease. (These are usually sniffles, reddened eyes or caked eyelids, sore throat, rash, headache and abdominal pain or fever.) Please notify the school at once if the child does have a communicable disease so we can let the other families and staff members know they may have been exposed.

State law requires teachers to visually screen each student when they arrive at our school. Should your child arrive ill, or become ill during the day, or show any of these symptoms, you will be contacted. For the comfort of your child, please arrange to pick up your child promptly should this circumstance arise. It is to your child's benefit, and state law requires that YOU keep the school up-to-date on phone and emergency numbers. The teachers cannot be responsible for keeping children inside if weather permits outdoor play. Please keep children home until they are well enough for indoor and outdoor play.

Medications

CMNS does not have a nurse on staff so we do not administer medications unless there is an emergency, i.e. Allergic asthmatic reactions. Parents are responsible for providing all prescriptions and instructions for medications. If arrangements need to be made, they will be taken on a case-by-case situation.

****Please let your child's teacher know if your child is on medication that may irritate his/her stomach... forewarned is forearmed!



Injuries

Minor injuries will be handled by the staff and the child will be treated in a respectful and calm manner. An “Ouch Report” will be completed by a staff person and placed in your child’s file outside the classroom.

In case of emergency or accidental injury, we will immediately contact a parent or designated individual as indicated on your Emergency/Identification card. If the situation warrants, we will call the Paramedics. Until the arrival of the parent or paramedics, the Director or Lead Teacher will be responsible for making the appropriate decision about your child. The school will maintain a parents’ signed consent card agreeing to this provision. It is to your child’s benefit, and state law requires that YOU keep the school up-to-date on phone and emergency numbers.

Please indicate any allergies on your child’s Pre-Admission Health History Form and inform your teacher of any special precautions that need to be considered. An allergy list for each class is posted in each classroom so that all adults are aware.

Staff

CMNS is staffed by highly qualified personnel consisting of a director and teachers with specialized training in the field of Early Childhood Education. In most cases our staff members use team teaching as a means of providing a wide variety of experiences for your child.

The staffing is supplemented by Helping Parents who come into the classroom in exchange for tuition credits.

We are always delighted to have parents come by at any time to visit or to lend a helping hand. If you have a special area of expertise or occupation or hobby that you would be willing to share with a class, please let your child’s teacher know.

Rules of Discipline

Respecting one's self, others and the Nursery School environment are important lessons for your child. In order to maintain a happy, healthy, environment, children will be taught good habits, manners, rules of conduct, and consideration and respect for others. Although we strive to allow children to handle situations themselves, situations do arise that require adult intervention. In the event:

- ❖ Should a child abuse another child or school equipment, that child will be addressed by the classroom teacher at eye-level in a respectful manner and appropriate voice tone. The teacher will suggest alternative ways of handling the situation that would be respectful.
- ❖ Should the child still not respond, the classroom teacher will explain that the demonstrated behavior is not acceptable and the child will be asked to take a break from the activity. It will be clearly stated to the child why this has occurred and that people and equipment are to be treated with due respect.

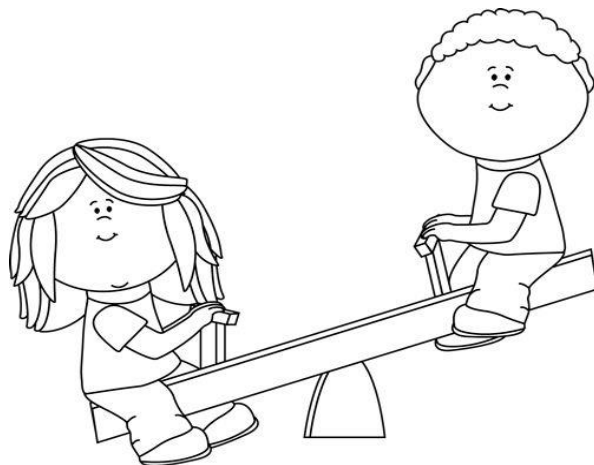
In using this method, the child hears both the limits and the consequences and alternate choices.

If discipline problems are persistent, a parent/teacher conference will be scheduled to set a mutual plan of action and a time line to carry it out.

Parents may be called to pick up their child should behavior be perceived as an endangerment to other students.

No form of physical punishment or violation of personal rights will be permitted. No child will be left alone without adult supervision.

Please note: If the Action Plan does not remedy the unacceptable behavior in a reasonable time, the teacher and director may ask that the child be removed from the program. This is especially true for biting and overly aggressive behaviors that are considered an endangerment to other students.



Communication

Communication between parent, child and staff is essential to the success of any nursery school program. At CMNS we offer several methods of communicating in the hope of reaching all families.

Daily contact between parent and staff is the most reliable method of communication. Staff members are always willing to share information and often amusing stories about your child's day at school. Staff members will make themselves as accessible as possible to parents after school or before school for individual conferences by arrangement.

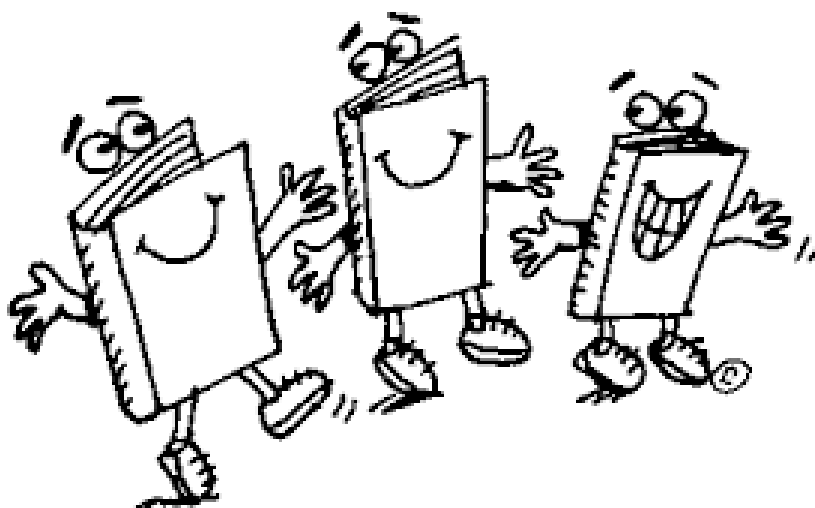
Parent Bulletin Boards and the "Class Sign-In Board" have special notices about Helping Parent Calendars, Lunch Bunch Sign-Ups, fundraisers, workdays, state laws, reminders about daily activities, etc. Please check the Bulletin Boards daily.

Parent Conferences

Parents wishing to discuss any concerns about their child should set up an appointment with their child's teacher. The staff at CMNS encourages children to express their needs and feelings. It is equally important that our parents and staff communicate openly and effectively to demonstrate both appropriate channels and the importance of the child to all.

Small Street Journal

Newsletters are emailed monthly with pertinent information for parents regarding upcoming school activities, parent programs and fundraisers. Along with the monthly newsletter, you will receive a calendar of themes and events for your child's class.



Central Methodist Nursery School Board

The Nursery School is governed by a Board consisting of parents, CUMC members, the CUMC Staff Liaison member and the Nursery School Director. This Board sets the policies and budgets for each school year.

The Nursery School Board is interested in promoting the Nursery School and improving both programs and facilities for Stockton area pre-schoolers. It is also an outlet for parent concerns, setting up fundraising, and looking to the future in early childhood education.

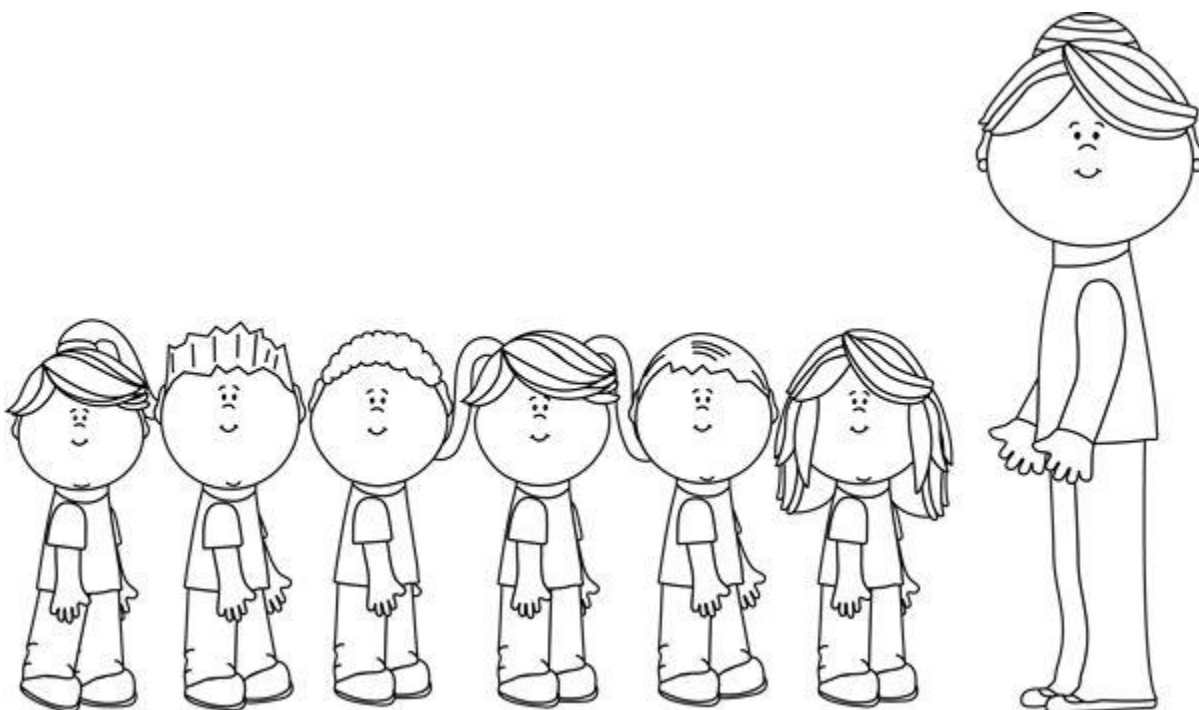
The Board is comprised of a president (that must be a member of CUMC), a treasurer, a secretary, a parent representative from each Nursery School class, a CUMC Trustee, the CUMC Staff Liaison Member, the Nursery School Director and a chairperson for special activities, such as Publicity and Fundraising. Each member is seated for a minimum of one year. Meetings are held one day per month at the Nursery School; however special meetings may be called for a vote and or/discussion, Although not all Board Members are voting members, all input is greatly appreciated. Childcare is provided.

Anyone interested in serving on the CMNS Board is encouraged to speak with the Board President at any time but especially in early spring for serving the following year.



Emergency Procedures

1. In the case of an emergency, the teachers and director will direct students to a safe place. In the event of fire in the Knoles Building, teachers will take students out the safest exit and head to the open area for further instructions. For an earthquake, the teachers will have students curl up in a fetal position on the floor next to a large object (i.e. next to the wall or next to a desk, away from windows), where possible. After the shaking has stopped, teachers will take the children from the building and head to the open area until the situation can be assessed. The children will stay with the teachers at the school and be released only to a parent or designated person listed on the emergency card. With this in mind, always keep your child's emergency card up-to-date.
2. If damage to the Knoles Building is severe, please do not try to telephone the school as no one will be in the office, or the telephone may be needed for emergency purposes.
3. All parents coming to school after an emergency should remain calm and obey all traffic safety. The parking lot may have emergency vehicles present, so please stay clear.
4. Parents or designated adults who come to pick up children must check in with the child's teacher and sign that child out from the teacher. Each teacher will take attendance several times to be sure each student is safe. A signed check-out sheet will be confirmation of who checked the child out.
5. In the event that the Knoles Building is unsafe to return to, the CUMC Fellowship Hall will be our relocation center.



TOILET TRAINING POLICY

A supportive approach between home and school is the first step to successful toilet training. Ideally, we encourage children to be trained before entering school, but we respect that each child has a unique timetable for achieving mastery of this important life skill. During class time, the teacher's main role is class management, but the teacher is willing to help and follow your lead with toilet training.

Signs of Readiness

Watch for the following signs to appear consistently at home and school over a period of 2 weeks:

- ☞ Uses the necessary language to express needs
- ☞ Wakes up dry after naps or in the morning
- ☞ Stays dry for a period of at least 2 hours
- ☞ Expresses awareness of the need to use the toilet and a desire to use the toilet
- ☞ Able to pull clothing on and off
- ☞ Shows a dislike of wet-soiled diapers

Notification of Teachers

Please discuss the signs of your child's readiness and your plans for toilet training with your child's teacher. The parents and teachers should jointly agree that the child is ready to come to school in underwear or training pants. Share with them your procedure at home as well as the vocabulary your child may be using to signal his/her needs. Consistency is important to success.

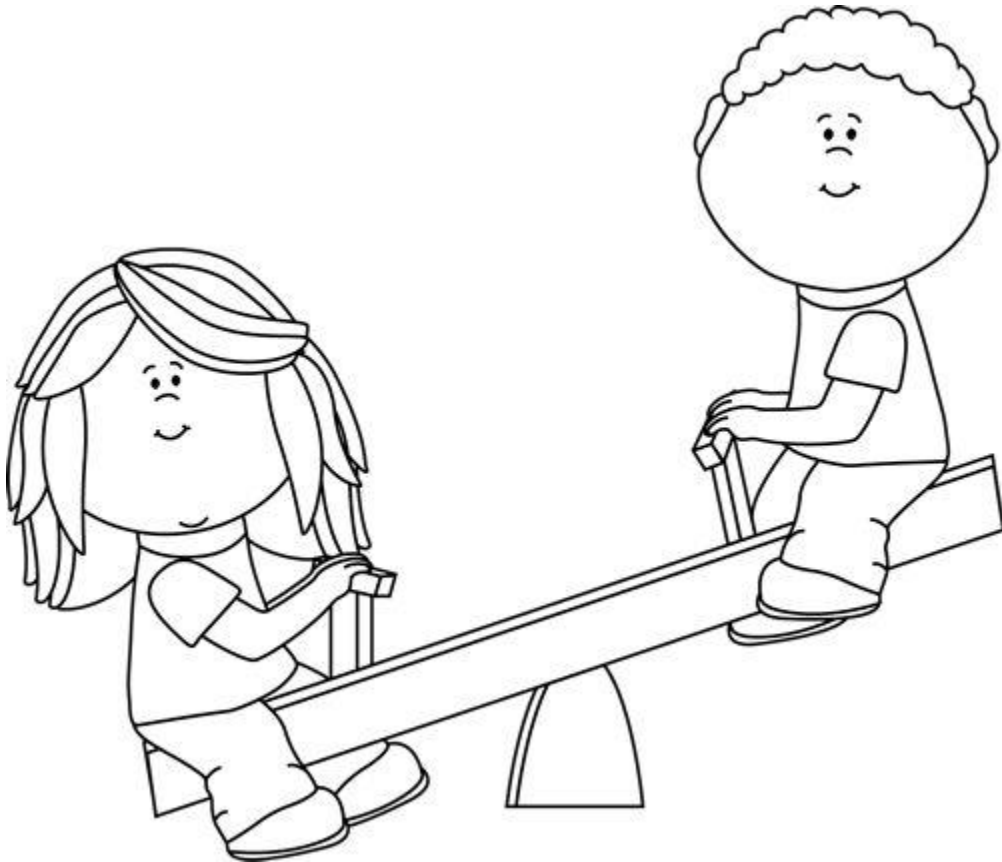
Clothing/Apparel During Training

- Independence and self-direction are primary developmental goals at CMNS. Dress your child for success by making certain the clothing is manageable by your child.
- Children should wear loose-fitting pants with elastic waist bands or easy to manage dresses.
- Please, no overalls, belts or tights. These are difficult for young hands to undo.
- We recommend children's underwear or training pants, preferably a size or two larger to eliminate any struggles.
- We do not recommend the use of pull-ups as they offer a sense of "false security."
- Parents must keep at least two extra sets of clothing at school at all times during training.

Training Period

1. We suggest a trial period of 2 weeks in length.
2. We ask that parents take their child to the toilet upon arrival at school.
3. In addition, children will be taken to the toilet following snack as well as any time the child may verbalize the need to go.

During this two week trial period the child's successes will be acknowledged by verbal praise. Accidents will be handled in a "matter of fact" manner. If at the end of the two week period progress is not evident, the CMNS staff will ask that the child return to wearing diapers until further signs of readiness are shown.



ETC...ETC...ETC...

Absences

Please call the Nursery School office (462-5127) when a child is absent. We do appreciate information about communicable illnesses and especially childhood communicable diseases. When your child does not make it to class, we wonder and worry if they are ok!

Tell Us About Your Child

Please alert your teachers about any known allergies, physical disabilities, bathroom problems, special family observances or religious practices. You need to be your child's advocate. Although each teacher and the director make every effort to know your child well, no one knows your child like you do!

Lost and Found

Please label all of your child's belongings (clothes, backpacks, lunch boxes, etc.). If an article becomes lost, check in your child's classroom and then in the office. Most lost and found items find their way into the office or the CUMC office.

Field Trips

Occasionally the students at CMNS will have the opportunity to go on field trips away from CMNS. Parents pay for costs and always have the choice for their child to attend or not attend the trips. Parents are asked to attend all field trips with their child. Yearly, we do attend some of the Musical Chairs Concert Series. Students, parents, and staff members purchase tickets (sorry, no refunds) and meet at the auditorium. Siblings may attend with parents as we met at the auditorium and each child is with an adult.

Other Services

Breakfast Club, Lunch Bunch and After School are daily programs CMNS offers as a service to parents; both allow children more play time with peers and allow leeway for family schedules. Each service has a separate charge and payable with the following month's tuition.