

## Greenfield Hill Church Nursery School

1045 Old Academy Road

Fairfield, CT 06824

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### Parent's Guide

### Philosophy, Goals and Objectives

***please note: detailed procedures for Fall 2020 have not yet been added to this Guide; updates to follow!***

The Greenfield Hill Church Nursery School's principal goal is to provide each child with a meaningful experience favorable to growth and development. We create a friendly, social atmosphere where a child's feeling of self-confidence is developed, as well as, respect and consideration for others. The school is non-sectarian and has always maintained an open admission policy that does not discriminate against race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

We provide developmentally appropriate activities which revolve around our three, four and five-year-old curriculums. A variety of activities develop large and small motor skills. Language and concept imagery is explored through stories, poetry, dramatic play and active investigation. We strive to introduce the children to a variety of art media, and music appreciation through participation.

**PARENT ORIENTATION:** We would like to invite you to our Parent Orientation, **Wednesday, September 9, 2020**. During this meeting, parents will be welcomed by the nursery school's Director. You will meet your child's teacher in the classroom on an informal basis, have the opportunity to learn about your child's curriculum, and ask any questions you may have. As this meeting is for parents only, we ask that you please not bring your child. Please make every effort to attend this meeting.

#### **Parent Orientation Schedule:**

Wednesday, Sept. 9: Meet in Memorial Room

9:15am Mrs. Finlaw, Mrs. Keilitz  
Mrs. Bobbitt, Mrs. Campbell

10:45am Mrs. Mellor, Mrs. Salts  
Mrs. Hoffman, Mrs. Thompson  
Mrs. O'Brien

#### **GET ACQUAINTED DAYS:**

Thursday, Sept. 10:

3 Day and 4 Day 3's (T/TH/F, M/T/TH/F): meet individually with his/her teacher for 15 minutes.

4 Day and 5 Day 4's: meet with their class 9:00am-11:00am

Pre-K meets with their class 9:00am-11:00am

Friday, Sept. 11:

3 Day 3's (M/W/F): meet individually with his/her teacher for 15 minutes

5 Day 4's: begin full day 9:00am-12:00pm

Pre-K begins full day 9:00am-1:00pm

**TUITION:** Checks are payable to: "Greenfield Hill Church Nursery School" or (GHCNS). Payments may be made in three installments and are due:

On or before July 15, 2020

On or before Nov 15, 2020

On or before Feb 15, 2021

Accounts 15 days past due on any due date shall receive a late charge of \$25.00. A \$25.00 fee for returned checks will also be added. You are responsible for full payment of your child's contracted tuition amount for the 2020-2021 school year.

**HOURS:** Doors open at 9:00am. Please use only the double doors on Old Academy Road or the double doors next to the school office. These doors will be locked from 9:30am -11:45am, 12:15pm -12:50pm and 1:10pm -1:50pm. There is a doorbell outside the school office doors for entry during those hours when the doors are locked. Children should be accompanied to their classrooms. School ends at noon (Pre-K at 1:00pm). After school activities end at 3:00pm on Monday and at 2:00pm all other days.

### **CALENDAR**

GHCNS has its own calendar. Please be aware that we do not follow Fairfield Public School's calendar. Check our calendar for school holidays, vacations, the Dogwood Festival and staff development days.

**ENROLLMENT REQUIREMENTS:** The State of Connecticut requires a Health Assessment form on file for each child when school opens. (All children enrolled in preschool are required to have an influenza vaccination before December 31, 2020.) No child can be admitted without this form completed by his/her physician and on file with us. Emergency numbers are needed for our files in case the parents cannot be reached at home or work. In addition to the parent's home, work and cell numbers, three local emergency numbers are required. Medical forms must be renewed annually for both children and teachers. All 3 year olds must be toilet trained in order to begin their school year. No diapers or pull-ups allowed. We do not have a provisional enrollment policy.

**WITHDRAWAL:** The Greenfield Hill Church Nursery School strives to be inclusive of all children enrolled in our school and will work to ensure that each child enjoys a smooth transition and a positive experience. Further, it is the goal of our school to meet the needs of *all* children in our program. In the unlikely event that the professional staff judges the child's behavior to be detrimental to the child, other children or staff, or we can not meet an individual child's needs and withdrawal from school is necessary; tuition will be refunded on a pro-rated basis. The classroom staff, as well as the administration of the school, will work closely with the family in providing conferencing, professional referral(s), guidance and support. All rights of privacy will be respected.

If you choose to withdraw your child from school the registration fee and tuition deposit will not be refunded, as stated on the Application Form and Enrollment Contract. In addition, if you withdraw your child from school during the year you will be responsible for the full year's tuition.

**CLOTHING:** Your child should come to school dressed for play both indoors and out. We ask that sneakers and socks be worn and that your child wear comfortable, washable clothes. Children are encouraged to dress themselves; therefore, it is wise to select clothing, snowsuits and boots that are easy for them to manage. No sandals or crocs. No hats (i.e. baseball caps) may be worn in school. Clothing for outdoor play is necessary year-round as we go out every day, providing it is not raining. Fours and fives are dropped off on the playground and should come dressed for outdoor play each day. Since the playground is a grassy (and sometimes muddy) one, it is a good idea to provide boots. All outerwear and extra clothing must be labeled with your child's name. **Please have your child bring a backpack, labeled on the outside with the child's name, to school each day with a change of clothing and snack.**

**SNACK MENU:** Each child is to bring in a healthy snack. **We are a Nut Aware environment.** NO peanut or nut products of any kind will be allowed in the school at anytime.

**FIRE DRILLS:** are held four times a year.

**HEALTH:** If your child starts the day with a sore throat, stomach-ache, persistent cough, or fever, please keep him/her home. This is very important, since there is not a nurse present at the school. Should your child become sick during the school day, the teacher will call you so that you can take your child home before further symptoms develop, or other children are exposed to infection. *Children must be kept home until they are fever free for 24 hours.*

**PHILOSOPHY OF DISCIPLINE:** The main goal we strive to attain when disciplining young children is to help the child develop inner controls in place of teacher-directed external controls so that she/he may move toward appropriate social behavior. In order to achieve this goal, the teaching staff focuses on building a positive self-concept by offering children developmentally appropriate choices and consequences to their behaviors. The ultimate goal of discipline is to help the child achieve responsibility for herself/himself.

**Positive Guidance Policy:** Methods used to avoid negative behaviors and encourage positive behaviors are: the use of positive guidance, setting clear limits, and redirection. Positive guidance methods include providing an environment that encourages children's self-discipline. Among these methods are:

- Provide a balanced daily schedule, active and quiet play, indoors and outdoors.
- Provide a variety of materials and activities to meet children's needs and interests.
- Provide sufficient materials for the number of children in the group.
- Involve children in setting limits and making rules for the group.
- Keep materials on low shelves to encourage self-selection.

**Positive guidance methods include guidance by teachers for individual children.**

Among these methods are:

- Try to understand why the child is misbehaving.
- Help the child use problem solving skills to develop resolutions to conflict.
- Focus on the child's behavior, not the child.
- State directions and rules in a positive way.
- Reinforce positive behavior with genuine praise.
- Help the child understand and express her/his feelings in an acceptable way.

When a child does not respond to positive guidance methods and is openly aggressive or destructive, the child may be directed to another activity choice.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating, or frightening punishment under any circumstances.

No child shall be physically restrained unless it is necessary to protect the safety of the child or other people.

**SPECIAL DAYS:** Special days are important to children and provide new themes for creative and dramatic play – for example, pumpkins for Halloween, menorahs for Chanukah, glitter decorations for Christmas, paper hearts for Valentine's Day or pajama day. Birthday celebrations at school should be simple. Let your child's teacher know in advance if you would like to bring a special treat and/ or a special story. Please do not bring favors or goodie bags for the children for any special days.

### **TRANSPORTATION AND PARKING:**

**Transportation** must be provided by the parents. Please notify the teachers in writing if your child is going to be picked up at school by someone else, or if your child is included in a carpool. Kindly be prompt at the beginning and end of the school day.

**Parking** can be a problem at our school and is always a concern. There is no parking or entering the parking lot at drop off or dismissal. Parking is available by the church (handicapped signs only apply to Sunday mornings) and there is a crosswalk across Old Academy Road. Parking is also available along the street. Please observe the no parking signs where posted – there needs to be room for school buses and emergency vehicles to pass. For the safety of the children, parents are requested to walk their child directly into the classroom or on to the playground. Please hold you child's hand once you leave your car or the building. ***Under no circumstances should a child be left in a car unattended. It is illegal, and police do take notice!***

**EMERGENCY PROCEDURES:** In the event that your child becomes ill or injured at school, we will telephone the parent or guardian. If you are unable to be reached, we will call one of the emergency numbers listed on your child's personal history sheet. If we are unable to reach you or your emergency numbers, we will care for your child in the office until dismissal time.

In the event of an emergency, the following plan of action is to be followed:

1. Determine the extent of injury.
2. Call 911 for emergency medical treatment. The child's medical forms will accompany him/her to the hospital.
3. If an injury occurs, qualified first aid staff will administer appropriate first aid.
4. Contact parents of child and inform them of situation.
5. If the parent is unavailable at the time of the emergency, treatment will be administered by a qualified physician/ surgeon. The Greenfield Hill Church will not be held responsible in any situation.
6. When a school staff member accompanies a child in an ambulance for emergency medical treatment, a staff member is always available to cover for the absent school staff member.

If a child has not been picked up on time, the classroom teacher will wait with another staff member. After 15 minutes, the teacher or Director will call the 1) mother 2) father 3) emergency numbers. If they cannot be reached, a message will be left on the answering machine and/or on the school door explaining where the child has been taken. If all the emergency numbers cannot be contacted, the Fairfield Police Department will be contacted before 5:00 pm. Two staff members will stay with the child until he/she is picked up.

**TRIPS:** The 3's do not take trips outside school since we feel it is very important for them to become secure in the nursery school environment before they venture further a field. On occasion, the 4's and 5's will take a field trip. Parents will be notified in advance. Permission slips must be signed by a parent prior to taking a trip. All school sponsored field trips will depart from the school and return to the school at the designated times.

**WEATHER AND NATURAL DISASTERS:** We will follow the Fairfield Public System for school cancellations due to bad weather, snow or other weather-related emergencies. We will not broadcast on the radio for bad weather conditions. If the public schools have a delayed opening, we will also delay our opening until 10:30AM. Listen to WICC 600AM, WEZN 100 FM, or WEBE 108FM or call 203-255-TALK for information about Fairfield school delays and cancellations. If there is an early dismissal for public schools, all after school programs will be cancelled and all students will be dismissed at 12:00pm. We do not make up school cancellations due to weather related circumstances.

In case of weather or natural disaster, we will transport the children by foot or by car to an approved shelter. The Director and/or teachers will notify parents as to which shelter the children are to be picked up.

**HOME SCHOOL COMMUNICATION:** In order to work effectively with your children, we (parents and staff) need to work together and to communicate honestly. When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's adjustment, growth and development. We encourage parents to keep in close touch with us and we attempt to communicate frequently with parents. We welcome telephone calls and emails and are available for conferences whenever necessary. Formal parent conferences are scheduled in November and April in order to give parents a picture of their child's progress. If there is any indication that your child needs further evaluation, he or she will be referred to individuals who provide services.

Parents are welcome to come to school to observe at any time. We ask that you check with your child's teacher in advance. We offer many opportunities for parents to volunteer – the Book Fair, Magical Visit with Santa, Parent Social, Playground, to name a few. Parent volunteer committees work closely with the Director in order to channel ideas and questions and to facilitate communication. Parent's programs are offered during the year to provide opportunities for parents to get to know each other and to learn about areas of family life and child development. Nursery School Update emails are sent weekly by the Director to help keep parents informed. **We welcome your participation in our program. We want you to know you are welcome in our school at any time.**

