

# COVENANT NURSERY SCHOOL

**1605 Center Road.**

330-278-2410

tax id# 20-5080585

## HISTORY

Covenant Nursery School began in 1972 to fulfill a community need for preschool education. The school is open to people of all faiths, race, color, sex or national origin. We are a non-profit corporation and a mission of Our Saviour Lutheran Church.

## PHILOSOPHY

We provide active, creative play experiences that promote intellectual, social, emotional, and physical development according to each child's level of maturation. We recognize the importance of a loving and understanding atmosphere in which to grow.

## ADMISSION

A child is considered to be enrolled in the center only after the registration fee and required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the classroom teacher immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated annually.

## PROGRAM

For twenty years Covenant Nursery School was an accredited program with NAEYC. We have received a Star 1 rating with Step Up to Quality under the office of ODJFS. We specifically design our program to prepare each child for a pleasant introduction to kindergarten and not to duplicate that experience. The Ohio Early Learning Content Standards is used to form our program's curriculum and activities.

Our program includes:

**LARGE MUSCLE ACTIVITY**-fenced playground and large indoor room activities for children to use and develop large muscle coordination

**ART**-exploration of different media and projects designed to promote fine motor and visual perception skills (cutting, tracing, gluing, stitching, matching, sequencing, etc).

**LANGUAGE ARTS**-using appropriate vocabulary, understanding the printed word in their lives, name recognition and printing, listening skills (stories, music, sound matching games, following directions), verbal development (interaction in play, show and tell, verbalizing feelings), rhyming, opposites, classification and beginning sounds

**MATH**-shapes, colors, left and right, patterning, sequencing, sorting, seriation, number identification and correspondence, measurement

SCIENCE-awareness of the changes of the seasons with respect to weather, temperature, and environment, understanding how things live, understanding what things are made of, problem solving

SOCIAL STUDIES-sharing, responsibility for self and courtesy to others, pouring and serving snack, understanding cultural differences and likenesses, recognizing role as a part of a classroom working together as a whole, understanding where you live in relation to the whole community, understanding time in their daily life

INDIVIDUAL PUPIL EVALUATION-Spring conferences, detailed checklist covering seven areas of developmentally appropriate behavior, speech and hearing testing (parent's option)

## **LICENSE**

Covenant Community Nursery School is licensed to operate by the State of Ohio Department of Jobs and Family Services. We are licensed to serve no more than 50 preschool children in the building at any given time. The three year old classes have 12 children with 2 teachers. The four and five year old classes have 16 children with 2 teachers per class. Our license is posted on the wall outside the classrooms. The laws and rules governing our center are available upon request. The ODJFS toll free number is 1-800-283-1190 for any person to use to report a suspected violation by the center. The center's licensing record is available upon request from the ODJFS.

## **CHILD ABUSE RECOGNITION AND REPORTING**

The administrator and each employee of the school are required under Section 2151.421 of the revised code to report their suspicions of child abuse or neglect. Our staff has received appropriate training in the prevention and recognition of child abuse and neglect.

## **CLOTHING**

When dressing your child for nursery school, please keep in mind that we play on the floor, tumble on mats, paint, and do many other active and messy things. Precautions to protect your child's clothing are taken, but as all parents know accidents do happen.

In winter during wet and/or snowy weather, we request that you try to avoid sending your child in boots. The children have a short walk from the car to the school door and that sidewalk will be shoveled. We understand that boots may be necessary to get from your home to your car, but when possible, please leave their boots at home. We thank you!

We would suggest that you send your child in sneakers or rubber-soled shoes. Sandals, clogs, and patent leather kinds of shoes make it difficult for children to safely participate in many of our activities.

We want each child to have a school bag so he has something in which to take projects and papers home daily. The child's name should be put on the outside of the school bag and on all items of clothing (coats, jackets, etc.).

## **SICKNESS/INJURY**

We like to know when your child will not be attending school, either due to illness, vacation, or other reasons. If the illness is communicable, it is important that we are informed so we can tell other parents of the child's exposure.

If your child becomes ill while in attendance at school, you will be notified and asked to pick up the sick child. A sick child will be isolated, on a cot with a blanket, within sight and hearing of an adult (no child will be left alone or unsupervised), until picked up by the parent or one of the emergency contacts. In case of accident or illness, it is important that we have correct information as to where we can reach the parent.

When any injury or illness occurs a written report will be given to the parent and one copy kept on file in the school.

We appreciate cooperation on the part of the parent in keeping their children home if they exhibit any of the following signs of impending or existing illness. A child with the following signs or symptoms of illness will be isolated from other children until they can be picked up by the parent or emergency contact person:

- a. temperature of 100 degrees Fahrenheit or in combination with any other signs of illness
- b. skin rash or untreated skin patches
- c. diarrhea and/or vomiting
- d. sore throat or difficulty swallowing
- e. severe coughing, sneezing and/or runny nose
- f. Parasitic infestation (lice, scabies etc.)
- g. unusual fatigue and/or irritability
- h. difficult or rapid breathing
- i. yellowish skin or eyes
- j. redness of the eye, obvious discharge, matted eyelashes, burning, itching
- k. stiff neck with elevated temperature
- l. unusually dark urine and/or gray or white stool

If your child is mildly ill (cold, etc.) and is able to participate in all activities he may attend school, as long as he is not contagious. If he cannot participate in all activities please keep him at home until he is well enough to do so.

**Children will be re-admitted to school when they are symptom free for 24 hours, free of communicable disease symptoms, or have a written permission form from a physician.**

The school staff has current training in first aid and the recognition and management of communicable disease. The communicable disease chart is posted outside the classrooms. One staff member who is trained in CPR is present at all times.

In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff does not transport children only parents or EMS.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Staff members who exhibit the symptoms mentioned above are also sent home and follow the same rules for returning. When a staff member is ill a substitute is called maintaining the child/staff ratio.

**Due to the hours of classes we do not administer medication.** The only exception is if the child has an allergy (bee stings, food, etc.). Please make the child's teacher aware of any allergies as requested on the registration form. Contact your child's teacher for instructions on allowing staff to administer allergy medicine.

## **EMERGENCIES**

In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does

conduct monthly fire drills. Should we need to evacuate due to fire or weather conditions our emergency destination is the elementary school across the street. A sign will be posted on the front outside door indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If we experience loss of power, heat or water parents will be contacted to either come pick up your child or the cancellation of class. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

## SNACKS

At Covenant Nursery School we have a Share-A-Snack program where the parents sign up to bring snack to school. The child passes out the snack for that day. The sign up calendar for snacks is located on the wall outside the classrooms. School always provides either 100% fruit juice or water as the beverage. If no child is signed up for a day the school provides that snack. Teacher snack days may also be indicated on the calendar. You will be reminded of your child's snack day on the calendar in your newsletter. When preparing snacks, please keep them of a nutritious nature. Any food allergies for a specific class will be posted on the wall outside the classrooms and in the September newsletter. **Please do not send cake, cupcakes, candy, popcorn, peanut butter or any nuts as a snack.**

## BIRTHDAYS/SPECIAL DAYS

We will celebrate each child's birthday during class. If your child's birthday occurs on a day other than a school day or during the summer, he/she will be assigned a "special day". These will be listed on the monthly calendar in your newsletter, the web site, and on the wall outside the classroom. On that day your child will bring snack to school to serve to the classmates.

## PARTIES

There will be holiday parties during the school year. Parents may sign up to help with these either during the year (3's) or at the start of the school year (4's and 5's).

## FIELD TRIPS

We ask parents to join us on field trips to help transport the children and to help supervise small groups of children. You will need to make other arrangements for younger siblings if you are interested in helping us with the field trips.

Permission slips are signed at the beginning of the school year. Information explaining the destination of the trip, time of departure, and the expected time of arrival back at school will be given in the newsletter and explained verbally when asking for drivers.

The children are seat belted in the cars. If your child weighs less than 40 pounds you must furnish a car seat for your child. The children will have a name tag with the school's address and phone number or the phone number of a staff member if no one else is at school. The children's emergency authorization forms, health records, a person trained in first aid and a first aid kit are also taken with us.

Upon arrival at the destination, a count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of the field trip, each staff member will have specific children that they are responsible for supervising.

## **OUTDOOR PLAY**

We have a fenced-in outdoor play area. This will be used when weather permits. Excessive heat or cold, mud and snow will keep us indoors. The large muscle portion of the day will include use of the “big room” for those activities.

## **SAFETY**

In addition to the safety procedures mentioned throughout this handbook we also practice the following:

- a. a teacher is with the children at all times
- b. cleaning supplies are stored out of reach of the children
- c. aerosol sprays are not used when children are present
- d. a working telephone is available
- e. fire drills are held monthly
- f. a fire and weather alert plan is located on the wall in both classes and the large motor room

## **GUIDANCE**

We use discipline rather than punishment. We encourage the child’s growth in inner discipline or self control. We have as few rules as possible, but those are firmly established. Usually a look or a word spoken to the child will remind him of expected behavior. Some other activity is suggested, if needed.

Occasionally, if the child’s behavior continues to be disruptive, he/she will be asked to sit on a chair for a short period of time. This is done with questioning by the teacher as to why the child needs to sit here and what is expected of him. Most children in nursery school want to be helpful and cooperative. Staff will not impose punishments for failure to eat or toilet accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior prior to this action. The safety of the children is always our primary concern. The teachers and the director would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent “extra attention” from the teachers, we may choose to develop and implement a behavior management plan. This would be done with input from both staff and parents and would be consistent with the requirements of Rule 5101:2-12-22.

## **PARENT PARTICIPATION**

Parents should feel free to come and observe the program anytime. Please contact your child’s teacher prior to visiting so we may limit the number of adults in the room at one time.

Each parent can feel free to contact the Directors or teachers when assistance is needed with problems or concerns related to the program.

Parents should check the wall outside the classroom, your child’s bookbag, the monthly newsletter, and the web site for information about the program. You are welcome to take the opportunity to discuss your child’s needs and progress with his teacher either after class or with a telephone call to her home.

The following are some examples of activities that provide parents opportunities to participate in our program: holiday parties, open house, classroom helpers, field trip drivers, and Body Movement helpers. A parent roster is available by request of any parent with a child enrolled in the school. A parent may request not to be included on the parent roster.

## **CUSTODY AGREEMENTS**

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

## **CONFERENCES**

An individual conference for each child will be scheduled in the spring to discuss your child's development. Before conference time an observation day may be scheduled. Contact your child's teacher if you would like to observe a class. Should a question arise before conferences, please talk to us at any time. We are here to help you as much as your child.

## **CALENDAR**

The nursery school runs on an eight month program starting the middle of September and running through the middle of May. Holidays and school closings are observed in accordance with the Highland School schedule although not exactly as such. Check your monthly newsletter for specifics. If you are in doubt-ask!

## **ARRIVAL OF ALL CHILDREN**

Please park your car in a designated parking space. (Handicapped spots are only for those who have the handicap designation.) All children need to be walked to their classroom. Teachers in all classes are ready to greet your children upon entering the room.

PLEASE DO NOT BRING YOUR CHILD MORE THAN 5 MINUTES PRIOR TO CLASS TIME. TEACHERS ARE PREPARING THE ACTIVITIES AND THE ROOM SO THEY MAY DIRECT ALL THEIR ATTENTION TO YOUR CHILDREN.

## **DISMISSAL**

All children will be dismissed into the church lobby (the main entrance to the church-the door at the front of the building facing Center Road) on Mondays and the threes will always be dismissed there. The four's and five's classes will be dismissed into the library area Tuesday through Friday. Please wait for your children to be dismissed. Only people whose names appear on the Child Release Form and showing their school ID card may pick up your child. This form may be updated as the year progresses. If an emergency arises you must call the school with the name of the person coming to pick up your child. Photo ID will be checked before releasing your child to that person.

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

## **SNOW DAYS**

We will observe "snow days" the same as the Highland Schools. If you have any questions on heavy snow days, radio and television will announce if the public schools are closed. The local cable channel will also list its closing. You may also call the school's telephone number and the voice mail message will tell you if school is closed. If Highland Schools has a delay to the start of school we will start at the regular time.

**Should there be excessive snow days (over 4) to one particular class adjustments will be made where possible.**

## **TUITION AND PAYMENTS**

Tuition for the school year will be payable on a monthly basis with payment due on the first of each month. The first tuition payment is due by August 1<sup>st</sup> and the last payment is due April 1<sup>st</sup>. Tuition is a set amount that is divided into 9 equal payments and not reflective of the number of class times per month. For the school year 2010-2011 tuition is \$99.00 per payment for the three year old classes and the two day four year old class, and \$115.00 per payment for the 3 day a week four and five year old classes.

Checks should be made payable to Covenant Nursery School and mailed to the bookkeeper or deposited in the mailbox located at the end of the church mailboxes. Addressed envelopes will be given to you in the fall.

A non-refundable registration fee must accompany the registration form in order to secure your child's place in the class.

Parents with two or more children attending Covenant Nursery School in the same school year receive a 20% discount in tuition for the lower tuition amount of one of the children. Parents with two or more children attending Covenant Nursery School in the same school year may elect to spread the payment over twelve months instead of nine. This option is also open to anyone attending the school. A call to the bookkeeper will be necessary for this option.

Anytime payment of tuition becomes a problem please call the bookkeeper. A returned check fee of \$25.00 will be charged if checks are returned by the bank.

There may also be some fee for certain field trips during the school year. Please check your parent newsletter for this information.

## **REBATES**

Because our budget is based on total enrollment, tuition is not refunded for family vacation or illness. Should there be some question please contact the Director.

## **WITHDRAWAL**

If you should need to withdraw your child from the nursery school program, please discuss the procedure with the Director.

## **STAFF**

Our staff is enthusiastic, knowledgeable, and sensitive to the needs of your child. They are qualified to work with young children.

If at any time you fill the need to talk with us, please stop in before or after class or call us at home.

# SCHOOL CALENDAR 2010-2011

## VACATIONS

NEOTA DAY	October 15
Voting Day	November 2
Thanksgiving	November 24-28
Christmas	December 11-1/3
Martin Luther King Day	January 17
Presidents' Day	February 21
Conferences-All Classes	March 17/18
Spring Break	April 4-11
Good Friday	April 22

## SPECIAL EVENTS

Open House	
3's-TTH AM class	October 19 7:30-8:15pm
3''s-WF AM class	October 19 6:30-7:15pm
Open House	
TTH 4's	October 25 7:30-8:15pm
MWF 4's	October 25 6:30-7:15pm
School Pictures	October 5 and 6
Thanksgiving Feast	November 22 and 23
Last day of school	May 12 and 13

Other special events and field trips will be listed in your monthly newsletters.