

Parent Handbook 2023-2024

Fifty Five Years of Dedication!

245 Post Road East
Westport, CT 06880
(203) 226-9192

Email: angela.parmalee@saugatucknurseryschool.org

Website: www.saugatucknurseryschool.org

Table of Contents

Who We Are

Our Mission Statement	3
Our Philosophy Statement	3
Teaching Philosophy	4
CT ELDS	5
The Staff	6

The School Year

2023-2024 School Calendar	7
---------------------------	---

The School Day

Operating Policy	8
Daily Guidelines	9
Classroom Schedules	10
Enrollment Guidelines	11

Communication

Agreement with Parents	16
Parent Participation Policy	17

School Policies

Non-Violent Policy	18
Discipline/Guidance Policy	19
Supervision Plan	20
Toilet Training Policy	20
Diaper Policy	21
Biting Policy	22
Food Policy	23
Playground Policy	25
Car Safety Policy	25
Emergency Plans	25
Weather Emergency Procedure	26
Plans for Consultation	27
Medical Policy and Guidelines	27
Vaccine Preventable Disease Outbreak Policy	29
Medication Policy	29
Administration of Medication Policy	29
Terms of Agreement	33
Modification Clause	33
Signature Page	34

Mission Statement

The mission of Saugatuck Nursery School is to provide a program that is caring and loving, committed to having each individual child feel successful, while being responsive to his or her needs. Saugatuck Nursery School offers a variety of part time programs for children ages 2 to 5 years old.

The school encourages children to learn life skills, try new experiences and to develop compassion in a warm and nurturing environment. Saugatuck Nursery School understands the value and importance of providing young children with play-based learning experiences that stimulate a sense of wonder and embrace their social-emotional development while focusing on school readiness.

Diversity, equity, inclusion, and belonging exist as natural components of our overall educational program, creating a community based on respect and kindness.

The Staff of Saugatuck Nursery School are committed to continuing their education and maintaining quality teaching and developmentally appropriate programs. Current child development research is evaluated on an on-going basis.

Philosophy Statement

Saugatuck Nursery School is a non-profit, interfaith, multi-cultural school which provides a safe, comfortable, stress-free environment where children experience enriching activities as they are lovingly supervised and taught by professionals.

Activities are adapted to the developmental level of individual children. Realistic individual goals help each child achieve his or her highest potential while increasing self-awareness, independence and a positive self-image.

The philosophy of the school promotes a non-judgmental environment. The child-centered, developmentally appropriate curriculum:

- Develops creativity and educational goals through experience and experimentation
- Teaches life skills and problem solving, especially conflict resolution
- Encourages a partnership between home and school to achieve the best possible situation for the child

Teachers are committed to providing a happy early childhood learning experience that prepares each child to be socially ready to experience the joys of living and learning.

Our Teaching Philosophy

At SNS we believe in using the Project Approach when planning lessons and implementing them. This approach is child-centered and teacher-framed. Ideas for study are found in the child's home, school and community. The project is an in-depth study of a topic worthy of investigation that is found in the students' immediate environment. The project is specific to different groups of children and their interests. Collaborative construction and cooperation with peers is a key element.

The teachers serve as a resource for materials, support and a facilitator as children access and learn new information. Topic studies follow a sequence that begins with teacher observation, introducing children to a topic through displays, conversations, books and/or learning experiences.

Project work is rich with opportunities for learning and meets the areas of The Connecticut Early Learning Development Standards. The areas of literacy and language, mathematics, science, social studies, cognition, motor and creative skills are embedded in meaningful applications.

Documentation by way of photos and work samples of learning are shared with families on documentation boards. A close partnership with families and the community supports learning.

Connecticut Early Learning Development Standards

The learning progressions within the CT ELDS promote:

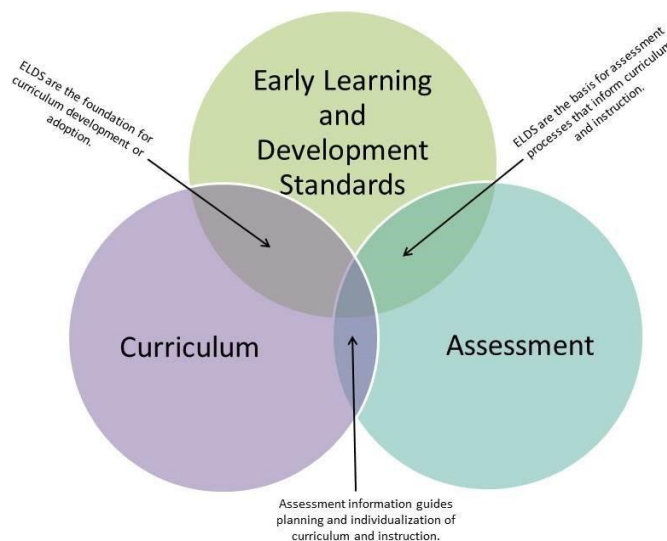
- Equity for all children, through the setting of high, but appropriate, expectations
- High-quality early learning experiences, by providing clear goals and trajectories of learning
- Provision of individual support, based on each child’s growth and development;
- Families’ understanding of what their children are learning and how they can support them
- Teachers’ understanding of age-appropriate content and approaches to children’s learning
- Communication across sectors, based upon these common goals for children

*When we work together — at home, in early care and education, and in the community
— we can support all young children as they learn and develop!*

www.ctoec.org

The CT ELDS lay out stages in learning and development for children ages 0 to 5. The standards break skills down by age group within these 8 domains of growth and development:

1. Cognition
2. Social and Emotional Development
3. Physical Development and Health
4. Language and Literacy
5. Creative Arts
6. Mathematics
7. Science
8. Social Studies



Our Dedicated Staff

Executive Director

Angela Parmalee

Administrative Assistant

Lauren Simons

Blue Room Teachers (Two's Program)

Mandi Rondon (Co-Teacher)

Christine Picucci (Co-teacher)

Victoria McDonald (Teacher Assistant)

Shannon Tomas (Teacher Assistant)

Red Room Teachers (Three's Program)

Lauri Ingber (Co-Teacher)

Lisa Willigan (Co-Teacher)

Claire Harrington (Teacher Assistant)

Purple Room Teachers (Four's Program)

Ciara Carbonara (Co-Teacher)

Meredith Tomas (Co-Teacher)

Saugatuck Nursery School

2023-2024 School Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
12	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	7	9
10	11	12	32	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
28	29	30	31			

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SNS Operating Policy

Days and Hours of Operation

The School is open Monday through Friday, 8:15am to 1:30 pm, from September through June. SNS maintains an open door policy to parents giving them access to the program or facility while in session. We loosely follow the Town of Westport school schedule for holidays and vacations.

Drop-Off Policy

Children will be dropped off outside of the main door to SNS. The Drop off window is between 8:50-9:10am. A Staff member will walk your child to their classroom.

Children who are regularly scheduled for Early Bird Drop Off may arrive before 9:00 a.m. Students may sign up for early drop off, between the hours of 8:15-9:00am and will be charged at the rate of \$20.00 per hour.

Parents shall call to notify the Director if their child will be arriving late to school.

Pick-Up Policy

Pick up times are 12:00pm or 1:30pm.

School closes at 1:30 pm, with the exception of our Afternoon Enrichment Programs, which conclude at 3:00 pm.

For the safety of all the children, Teachers will dismiss each child to their parent or designated pick up person at the main entrance or playground door. Please wait for your child to be dismissed. Teachers will sign your child out.

The parents or guardians shall notify the school in writing when someone other than those named on the emergency information card will be picking up the child. Any changes should be communicated to Staff.

SNS Closing Plan

If a child has not been picked up within fifteen minutes of our closing time a staff person will attempt to call the child's parents at their work, home and cell numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on the emergency cards. The police will be called after one hour if parents or other specified adults cannot be reached. At that time the child may be released to the police. Two staff members, eighteen years or older, will remain on the premises with the child at all times.

Late Fee

A fee of \$5 per minute may be charged for late pick-up

****Please refrain from using cellphones during drop off and pick up***

Daily Guidelines

Behavior:

Treat others with respect
Run on playground only
Build blocks no higher than child's shoulder
No personal toys are to be brought to school except for prearranged circumstances

Bathroom:

One child at a time in the bathroom under the sight/sound supervision of a teacher.
All children will wash hands after use.

Clean up:

Five minute warning, signaled by lights off or bell ringing
Every child helps clean up
Return toys to proper storage space

Snack:

Wait to eat until every child is served
One serving of juice or milk, then water.
Sing thank you song and stay seated until all children finish

Circle Time:

Take turns talking
Listen when a friend is talking
Sit on the rug

Lunch:

Wash hands first
Sit at one place during meal
Store lunch box under seat after contents are emptied onto table
No shared lunches
Child may freely choose the order items are to be eaten
No sweets to be included (first and second ingredients should not be sugar or fructose)
Lunches must be ready to eat (packed and cut)
Lunch is not refrigerated or microwaved
Include ice pack (state law)

Absolutely no peanut butter, peanut oil, peanut/tree nut products should be brought to school.

Classroom Schedules

Blue Room Two Year Old Program (Two, Three or Five Day Program)

9:00- 9:30	Greetings/ Wash their hands
9:30- 9:40	Clean up
9:40-9:50	Circle Time/Short Story
9:50-10:05	Snack
10:05-10:45	Free Play/Teacher Directed Activity: Children are guided through different Learning Centers, consisting of Art, Sensory, Building, Dramatic Play, Musical Experiences, etc
10:45-10:55	Clean up
10:55-11:30	Playground
11:30-12:00	Wash Hands/Lunch
12:00	First Dismissal
1:30	Later Gator Dismissal

Red Room Three Year Old Program (Two, Three or Five Day Program)

9:00	Welcome/Wash Hands/Free Play
9:30	Morning Meeting
9:35	Free Play
10:35	Clean Up/Bathroom/Quiet Reading Time
10:50	Snack
11:10	Story Time
11:20	Music
11:30	Outdoor Play
12:00	First Dismissal
12:45	Indoors/Handwashing/Lunch
1:30	Dismissal

Purple Room Four Year Old Program (Five Day Program)

9:00	Greetings/Wash hands/Free play
9:10	Morning Meeting
9:20	Free Play & Teacher Directed Activity
10:20	Clean Up
10:30	Bathroom/Book or Puzzle
10:45	Hand wash/Snack
11:00	Circle Time
11:30	Outdoor Play
12:00	First Dismissal
12:45	Indoors/Handwashing/Lunch
1:30	Dismissal

Saugatuck Nursery School Enrollment Terms and Conditions

1. Primary Enrollment

- A. The Primary Enrollment Period means the period commencing on November 1, 2023, and ending on November 15, 2023, for the applicable school year (“**Primary Enrollment Period**”).
- B. Applications submitted during the Primary Enrollment Period (“**Primary Enrollment Period Application**”) must be submitted in writing by mail or by hand delivery.
- C. Primary Enrollment Period Applications must be accompanied by this Enrollment Terms and Conditions signed and dated by a parent or legal guardian, or the application will not be considered.
- D. Applications submitted after the end of the Primary Enrollment Period may be included for consideration along with Primary Enrollment Period Applications submitted during the Primary Enrollment Period at the sole discretion of the Director of the Saugatuck Nursery School.
- E. The following payments to Saugatuck Nursery School must accompany the Primary Enrollment Period Application:
 - (i) A fully non-refundable registration fee of \$150.00, payable to Saugatuck Nursery School, Inc.
 - (ii) A check in the amount of one (1) month’s tuition payable to Saugatuck Nursery School, Inc. (the “**Primary Enrollment Period Deposit**”), which will be non-refundable as further provided below.
 - (iii) Saugatuck Nursery School reserves the right to modify any deposit payment required in connection with applications in respect of which financial assistance is granted.
- F. The Primary Enrollment Period Deposit will be applied to the last month’s tuition payments for the applicable school year (June).
- G. The registration process for Primary Enrollment Period Applications is based on a point system, and then on a first come, first-served priority. The point system only applies during the Primary Enrollment Period and applicants will not receive credit for points accumulated for applications received outside of the Primary Enrollment Period. Families will accumulate points based on the following criteria:

- 1 point for each year child or sibling has attended nursery school program
- 1 point for each year child or sibling has attended summer camp

H. Saugatuck Nursery School will provide written notice of acceptance (“**Primary Enrollment Period Notice of Acceptance**”) by December 1, 2023, via email.

I. Upon Saugatuck Nursery School issuing Primary Enrollment Period Notice of Acceptance, the Primary Enrollment Period Applications and the Enrollment Terms and Conditions shall become binding for the applicable school year as of the date of such Primary Enrollment Period Notice of Acceptance (which shall for the avoidance of doubt be the date of such notice, and not the date of receipt) (the **Primary Enrollment Acceptance Date**”).

J. The Primary Enrollment Period Deposit shall become fully nonrefundable on the Primary Enrollment Acceptance Date, unless the applicant provides written notice of withdrawal (“**Primary Enrollment Period Notice of Withdrawal**”) to Saugatuck Nursery School (by mail, by hand delivery or by email (PDF) within five (5) days of the Primary Enrollment Acceptance Date (“**Primary Enrollment Withdrawal Period**”).

K. If the Primary Enrollment Period Notice of Withdrawal is received by Saugatuck Nursery School with the Primary Enrollment Withdrawal Period, the Primary Enrollment Period Deposit will be refunded in full. If the Primary Enrollment Period Notice of Withdrawal is received by Saugatuck Nursery School after the end of the Primary Enrollment Withdrawal Period, any refund of the Primary Enrollment Period Deposit would be considered at the sole discretion of Saugatuck Nursery School Board of Directors.

2. Rolling Enrollment

A. The Rolling Enrollment Period means the period from the day after the Primary Enrollment Period to the last day of the applicable school year (“**Rolling Enrollment Period**”).

B. Applications submitted during the Rolling Enrollment Period (“**Rolling Enrollment Period Application**”) must be submitted in writing by email, mail or by hand delivery.

C. Rolling Enrollment Period Applications must be accompanied by this Enrollment Terms and Conditions signed and dated by a parent or legal guardian, or the application will not be considered.

D. The following payments to Saugatuck Nursery School must accompany the Rolling Enrollment Period Application:

- (i) A fully non-refundable registration fee of \$150.00, payable to Saugatuck Nursery School, Inc.
 - (ii) A check in the amount of one (1) month's tuition, or, if the rolling enrollment Period Application is received after the start of the applicable school year, such other smaller amount specified by the Director in writing (by mail or email) in advance of receiving the Rolling enrollment Period Application, payable to Saugatuck Nursery School, Inc. (the "**Rolling enrollment Period Deposit**")
 - (iii) Saugatuck Nursery School reserves the right to modify any deposit payment required in connection with applications in respect of which financial assistance is granted.
- E. The Rolling Enrollment Period Deposit will be applied to the last month's tuition payments (June) or such other period specified by the Director for the applicable school year, based on the period remaining for the applicable school calendar year and the amount of the Rolling Enrollment Period Deposit
- F. Saugatuck Nursery School will provide written notices of acceptance ("**Rolling Enrollment Period Notice Acceptance**") within three (3) days of receipt of a Rolling Enrollment Period Application.
- G. Upon Saugatuck Nursery School providing Rolling Enrollment Period Notice of Acceptance, the Rolling Enrollment Period Application and Enrollment Terms and Conditions shall become binding for the applicable school year as of the date of such Rolling Enrollment Period Notice of Acceptance (which shall for the avoidance of doubt be the date of such notice, and not the date of receipt) (the "**Rolling Enrollment Acceptance Date**"). The registration process for the **Rolling Enrollment Period** is based on a first come, first served priority.
- H. The Rolling Enrollment Period Deposit shall become fully nonrefundable on the Rolling Enrollment Acceptance Date, unless the applicant provides written notice of withdrawal ("**Rolling Enrollment Period Notice of Withdrawal**") to Saugatuck Nursery School (by mail, by hand delivery or by email (PDF) within (3) days of the Rolling Enrollment Acceptance Date ("**Rolling Enrollment Withdrawal Period**").
- I. If the Rolling Enrollment Period Notice of Withdrawal is received by Saugatuck Nursery School within the Rolling Enrollment Period, the Rolling Enrollment Period Deposit will be refunded in full. If the primary Enrollment Period Notice of Withdrawal is received by Saugatuck Nursery School after the end of the Rolling enrollment

Withdrawal Period, any refund of the Rolling enrollment period Deposit would be considered at the sole discretion of Saugatuck Nursery School Board of Directors.

3. Tuition and Enrollment

- A. Tuition is calculated on an annual (school year) basis and broken down into ten (10) monthly installments based on the program(s) selected by the applicant. Payment installment in respect of the first month's tuition is due on or before September 15th. Each succeeding payment is due on or before the fifteenth (15th) of each month, October through May. Any Primary Enrollment Period Deposit or Rolling Enrollment Period Deposit will be applied to the last month's tuition (June).
- B. Once a child is enrolled, the child is deemed to be enrolled for the entire year. Families are responsible for a full year of tuition costs if a child does not remain enrolled for a full school calendar year. If a child is withdrawn after the start of a school year, the family is responsible for all remaining unpaid tuition, with exceptions left to the sole discretion of the Saugatuck Nursery School Board of Directors.
- C. Regularly scheduled extended hours will be added to the monthly payment. All extra hours (Early Bird, Vacation Program, Lunch Bunch, and any add-on hours) will be billed in the following month's regular bill at \$20.00/hour.
- D. Payments received more than thirty days (30) after the month in which it is due, a late fee will be levied at the rate of 12% per annum.
- E. If payments fall two months in arrears, a mutually agreeable date will be set for a meeting of the parent(s), with the Nursery School Director and the Chairman of the Finance Committee of the Saugatuck Nursery School Board of Directors. Failure to make and/or keep the appointment may result in termination of Saugatuck Nursery School services at the sole discretion of the Saugatuck Nursery School Board of Directors.
- F. Parents may request changes in days/times/programs on a monthly basis if availability permits; however, a \$50 processing fee will be assessed to cover administrative costs.
- G. No credit shall be given for days the school is officially closed or days in which the child is absent.
- H. Each child entering the center must have an updated physical form, signed and dated by his/her physician. All children's physicals must be updated yearly.

Parents shall assume full responsibility for the safety and protection of the child during transportation to and from Saugatuck Nursery School Inc. (“the school”) and agree that they will not hold the school, any member of its staff, the Saugatuck Nursery School Board of Directors, or its agents or The Saugatuck Congregational Church (the Church) responsible for any accidental injury that may occur during any activities in which the child might engage from causes not due to the gross negligence or willful misconduct of the school, the church, its employees, directors or agents.

Agreements with Parents

Please call, email or send a message letting the Director and Teachers know if your child is going to be absent for any reason.

The parents or guardians shall notify the school in writing when someone other than those named on the emergency information card will be picking up the child. Any changes should be communicated to Staff.

An adult must accompany your child to and from the school every day.

The parents/guardians shall notify the school of the child’s possible exposure to a communicable disease. Anonymous notices will inform families of the possibility of exposure.

Any changes in address, phone number, employment, etc. must be given to the Director in writing.

Toys are not to be brought from home except on specific days.

The parents or guardians shall respect the multicultural nature of our program.

Parent Participation Policy

Parents are encouraged to visit and/or participate with their child's class. Parents are encouraged to spend a morning with their children to see how their child's day is spent. During this time they may read a story, do an activity, share a cultural experience or just play. Parents must check with classroom teachers to arrange an appropriate time and date.

Parent's participation is also requested in the following areas:

- Notifying Teachers or Director of any change that might affect the behavior, learning ability or performance of your child
- Parent Chaperones/Volunteers are welcome and encouraged to attend Field Trips
- Parent Teacher Conference twice annually and more if necessary
- Attend celebrations and events as listed on the calendar and attend Parent Education Workshops
- Participate and attend our Silent Auction Fundraiser

Spring Fling/Silent Auction- Spring 2024 Date to be determined- This is our school's most important fundraiser. All parents must participate. Each family is required to purchase at least four tickets, for a total of \$200. Each family is invited to solicit services and/or products from vendors that have previously contributed in addition to seeking out new resources. Service on the various Silent Auction Committees is strongly urged.

Non-Violent Philosophy

Saugatuck Nursery School believes in teaching children to communicate.

- Children are encouraged to say what they feel
 - Their feelings are acknowledged
 - They are taught how to express themselves using “I” statements
 - They are taught how to deal with honest feelings without violence
 - They are taught how to empathize with the feelings of others
 - Teachers use positive language

Saugatuck Nursery School believes in teaching children to problem solve.

- Children are encouraged to use their need for power in constructive ways.
 - They are given two appropriate and acceptable choices
 - Their efforts to problem solve are congratulated
 - They are acknowledged for appropriate behavior
 - Building, constructing, creating and imaginative play are encouraged
 - “What if... or I wonder what would happen?” and other open ended questions are asked
 - There are no right or wrong answers
 - Anything related to Superheros is not permitted at school
 - No weapons are permitted at school
 - “That is unacceptable” is the phrase used for stopping unacceptable behavior
 - No “time outs.” Situation is discussed and a different approach is modeled.

Abuse and Neglect Policy

The Director or Staff Members shall report to the Department of Children and Families Services or the Police Department, as required by the state penal code, any suspicion of child abuse, sexual or otherwise, neglect or endangerment of which they may become aware.

(See separate Abuse and Neglect Policy handout for further details.)

Discipline/Guidance Policy

SNS uses positive guidance and redirection when we would like to change a behavior. The child is approached by the teacher at the time of a problem. The Teacher will bend down to the child's level and the child is then encouraged to verbally express feelings, needs or wants and to clarify the problem. The Teacher will discuss appropriate behavior.

The Teacher encourages the child to problem solve. If the child's efforts at problem solving do not resolve the situation, the Teacher will help facilitate the issue.

The child who repeatedly exhibits inappropriate behavior is reminded of appropriate behavior and given guidance by a Staff Member to reflect on his/her own behavior.

Removal of a child from the group for disciplinary reasons shall be to a location where supervision by staff shall be maintained. When the child is ready to re-enter play, the Teacher reminds the child of appropriate behavior. At that point the child may be helped back into the play situation or redirected to a different activity.

There is constant supervision by staff during any disciplinary action.

If the child continues to have difficulties:

- He/she may need quiet time in another room where he/she can talk with the Teacher or Director and define his/her problem and alternate solutions.
- The child may need to express his/her fear, sadness, anger, etc. in a dictated note, a painted picture, etc.
- A Parent Conference may be necessary to learn possible reasons for behavior and to establish a plan that is workable in the home as well as school.
- Specialists such as a Social Worker, Psychologist or Speech and Language Clinician may be necessary in identifying problems and to set goals for the child and/or family.
- Testing and further evaluation with the child and family may be recommended.
- A Planning and Placement Team (PPT) may be required if a child needs a special setting or services in order to feel successful.

Policies shall be presented to Teachers during the August teacher preparation days and to any new teacher at the time of hiring.

Staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstance. No child will be physically restrained unless it is necessary to protect the safety and health of the child or others.

The parents or guardians shall refrain from reprimanding children of other families while on the school premises.

SNS Supervision Plan

1. A staff ratio of no more than 10 children per staff for children over three shall be maintained at all times including indoors and outdoors. The group size for children over 3 shall not exceed 20 indoors.
2. A staff ratio of no more than 4 children per staff member for children under 3 shall be maintained at all times including indoors and outdoors. At least 2 staff members, 18 years or older, will be present at all times. The group size for children under 3 shall not exceed 8.
3. Playground equipment that is not developmentally appropriate for children under three will be coned off, as a visual reminder. The supervision ratio of teachers to two-year old students shall not exceed 1:4.
4. Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff rotates among the play areas.
5. When a child goes inside to use the restroom, a staff member is designated to accompany him/her. Children are never allowed to travel from the outside to inside by themselves.
6. Children are carefully watched while at play or during an activity within the building, including bathroom time.
7. When a child or children use the bathroom, adequate staff will always be present.

Personal Belongings

A complete change of seasonally appropriate clothing should be provided in a labeled ziploc bag. This should consist of a shirt, pants/shorts, underwear and socks.

Two year old students are required to supply diapers/pull-ups and wipes to school.

Toilet Training Policy for Children 3-5 years old

Board policy suggests that children ages 3-5 should be trained by the time they enter school.

Our Three's & Four's programs do not exclude children still in pull-ups or engaged in the process of toilet training. Those children that are not potty trained must be accompanied by a caretaker during off-campus field trips.

Accidents will be reported to parents. If they become a regular occurrence, parents and teachers will meet to formulate a plan that is helpful.

Diaper Policy

For children who are unable to use the toilet consistently Saugatuck Nursery School ensures that:

- Staff uses only commercially available diapers or pull-ups. Cloth diapers can only be used if the health provider documents a medical reason why the child cannot use disposable diapers.
- Soiled clothes will be sealed in the Ziploc bag and handed to the pick up person upon dismissal of the program.
- Waste materials shall be removed to an exterior waste storage area daily.

Diaper Changing Area Includes:

- An elevated, sturdy table with a safety rail located in the Program Area.
- The changing table shall have a non-porous surface kept in good repair.
- Gloves and plastic bags will be within reach.
- Covered trash can that has a hands free device and closes tightly. It will be used for diapers and diapering materials. The container will be kept closed and will not be accessible to children.
- A supply of commercial disposable diapers and wipes.
- Cleaner and disinfectant.
- Sink, soap, paper towels, changing table paper.
- Diapering and hand washing policies/procedures shall be posted.

Diaper Changing Procedure:

- Surfaces used for changing diapers will not be used for any other purpose
- Staff will change children's diapers, pull-ups or soiled clothing only in the designated diapering area
- Check/change children's diapers/pull ups/clothing at least every 2 hours if wet or soiled
- Inform other teachers that you are going to begin the changing process
- Two teachers will remain in the classroom with the children
- Retrieve back pack and have changing materials ready
- Lay disposable paper on the changing table
- Wash both your/the child's hands with soap and water
- Put on disposable gloves
- Child will lie on the diapering surface
- Remove child's appropriate clothing (if soiled, double bag)
- Unfasten diaper and clean child from front to back
- Use a clean disposable wipe for every wipe
- Place used wipes in soiled diaper and fold diaper inward and reseal with tape. Place in a plastic bag. If paper is soiled, fold it back to cover the soiled area. Remove gloves and place them in a plastic bag as well. Dispose of bag in a covered, lined receptacle

- Put on clean gloves
- Put on a clean diaper and fasten
- Dress the child
- Wash your/the child's hands with soap and water. Return child to supervised area
- Return supplies to the designated area.
- Dispose of paper as well as plastic bag with soiled diapering articles in a plastic lined trash can
- Clean and disinfect table
- Spray disinfectant (bleach solution) and let surface air dry or wipe after recommended two minutes
- Wash with soap and water. Then dry your own hands with disposable paper towel

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff.

This biting policy has been developed with both of these ideas in mind. As a Preschool, we understand that biting, unfortunately, is a part of a Preschool setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage
2. Parents are notified
3. An "Injury Report" is filled out documenting the incident

For the child that bit:

1. The teacher will firmly tell the child "No. Do not bite"
2. The child will be removed from the situation and supervised by a teacher while the bitten child is cared for
3. The parents are notified
4. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents

2. The child will be observed by the Classroom Staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The Director may also observe the child if the Classroom Staff is unable to determine the cause
3. The child will be given positive attention and approval for positive behavior

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified
2. If the child again inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 school days.
3. If a child once again inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the **Parents will be asked to make other preschool arrangements.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks (i.e. school days) without biting, we will go back to Step One if the child bites again.'

If a child bites twice in a 3 hour period, the child will be required to be picked up from school for the remainder of the day. This will not count towards the 2 day suspension.

Food Policy

Due to severe allergies, absolutely no peanut butter, peanut oil or peanut/tree nut products should be brought to school.

Please, **no sweets** (food containing sugar or fructose as the first two ingredients)

Meals and Snacks

Parents supply their child's lunch or Hot Lunch can be purchased throughout the school year for an additional cost. Hot Lunch is provided by an outside vendor.

Please label your child's lunch box.

The center will provide milk and water for snacks.

Snacks

Parents take turns providing morning snacks.

Healthy snacks are served mid-morning and should be store bought and ready to serve.

Sweet treats are discouraged with the exception of "special days" and birthdays. Birthday snack is the child's choice and must be store bought.

Snack schedules are posted in a noticeable place.

A new snack assignment calendar will be posted each month. Snacks should be store bought, pre packaged, unopened and kept simple and of a nutritious nature. Please provide enough snacks for your child's class. Teachers will advise on quantity depending on class size as determined at the beginning of the school year.

Examples of snacks we have enjoyed over the years.

- Muffins
- Pretzels
- Cheese or Hummus and crackers
- fresh fruit
- Breads (i.e. banana, cranberry, pumpkin and corn)
- Graham crackers
- Vegetables and dip (i.e. carrot sticks, celery, broccoli and cauliflower).
- Bread (i.e. pita, croissant, whole wheat, raisin and cinnamon)
- Apple sauce
- Raisins
- Bagels with cream cheese or butter
- Rice cakes with cream cheese or sliced cheese
- Yogurt with fresh fruit
- String cheese
- Bread sticks
- Granola bars (nut-free)
- Dried fruit (i.e. banana chips, apples and apricots)

The school provides milk and water for morning snack.

Important for Blue Room Twos and Red Room Threes:

The school's physician has indicated the following foods as not being safe for children under age 4: popcorn, peanuts, whole grapes and seeds.

Lunch

- Lunch time for the Red Room and the Purple Room falls between 12:45 pm-1:25 pm. The goal is to have a nutritious lunch in an atmosphere of shared ideas
- Gentle encouragement is used to help the child eat
- No ultimatums are given about finishing food. Uneaten food will be sent home
- Teachers are responsible for modeling and encouraging quiet conversation.
- Tempered/shatterproof glass containers are allowed.
- Include ice pack (state law)

Playground Policy

Teachers and the Board of Saugatuck Nursery School ask that parents pick up their children at the east end of the playground fence near the shed. Teachers will deliver children to that pick

up point. Parents are asked to wait for their children outside of the gate in the parking lot. No parents or siblings are allowed on the playground while school children are using it.

The parents or guardians shall see that the child is dressed weather appropriately when brought to school. Children go outside every day unless it is raining or bitterly cold (“feels like” temperature of 27 degrees F or below). Weather-appropriate clothing and safe footwear is necessary. During the winter months, children must bring snow pants, boots, hats and mittens, as well as jackets.

With a teacher at the beginning and end of line, the children will follow the brick path to end (east) then, after checking for cars, follow yellow lines to the playground.

School-owned bikes/cars are allowed only within the yellow lines and while safety cones are out around the designated area.

Car Safety Policy

No child shall be left unattended in a car.

No parking in the Fire Lane.

All children must be seat belted or in a car seat.

Children must hold an adult’s hand when going to and from the building to their car and when leaving the playground.

Emergency Plans

Medical

All teachers are certified in First Aid, CPR, Administration of Oral, Topical and Inhalant Medications as well as Injectable Medications. In the event of a medical emergency in the program, one teacher will stay with the injured/sick child, while the other teacher calls 911. The notifying teacher will then contact the child’s parents. If the parents are not available, the emergency numbers will be called. An ambulance will take the child and a staff member to the nearest hospital. The child’s emergency permission form will be brought with them. Another staff member will notify the family, alternate pick up person or Emergency Contact to meet the child at the emergency room. Additional staff will be called to school if necessary, to maintain required ratios.

Fire

Children on the second floor will proceed in an orderly line out of the classrooms, to the right, and down the stairs to the exit. They will turn right and follow the brick path parallel to the back of the building to the east end of the path and wait for instructions. If fire is in that area, they will exit to the left and down the stairs and exit through the back of the building and again follow the path.

Children on the first floor will exit the main door of the preschool. They will turn right and follow the brick path parallel to the back of the building to the east end of the path and wait for instructions. If fire is in that area, they will exit to the left and down the stairs and exit

through the back of the building. They will then follow the brick path parallel to the back of the building to the east end of the path and wait for instructions.

The staff will immediately take attendance. The Director or person in charge will be responsible for taking the attendance sheets, portable first aid kit, cell phone and emergency files with them.

In the event of a serious emergency, after exiting the building, the classes will walk to the Christ and Holy Trinity Church (within walking distance) at 75 Church Lane where parents may be called for pick up. The staff will immediately take attendance. The Director or person in charge will be responsible for taking the attendance sheets, portable first aid kit, cell phone and emergency files with them. Previous arrangements have been made with the Director of CHT Nursery School.

Evacuation

In the event the facility must evacuate, the children will walk to the nearest evacuation area, which is the Christ & Holy Trinity Church. Advanced contact has been made with the town's Civil Preparedness Unit adding the Center to their list for emergencies. Teachers will take emergency phone numbers, cell phones and a first aid kit with them. Notes will be posted to alert parents of the location of the children. Parents will be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff members will remain with the children until all children are picked up.

Weather Emergency Procedure

On snow days or during other hazardous weather emergencies, the program will follow the Town of Westport Public School closing, delay or early dismissal schedule. Parents will be notified via email, Brightwheel, television Cable 12 or the town number 341-1SNO. Ratios will be maintained at all times and two staff members will remain until all children are picked up.

If school has a delayed opening, we open at 10:30 a.m. for all students. This is necessary due to the availability of staff to conform to the required child-teacher ratio.

Snow Days will not be made up.

If a weather emergency should take place and protective shelter is needed, the children will follow the evacuation plan listed in the fire plan and proceed to Christ and Holy Trinity.

SNS Plan for Consultation

We are required to have Education, Health, Dental, and Social Service Consultants. All Consultants will be available for annual review of our Policies and reviewing our In-Service Education Programs. They will be available for advice and consultation regarding the program by telecommunication and in person.

Medical Policy and Guidelines

A Parent and/or Guardian shall furnish any and all requested medical information **BEFORE** the first day of school. Failure to provide all requested medical information shall result in the inability of the child to attend school until such time as all required medical information has been provided.

A child shall not be permitted to attend school if:

- The child has tested positive for COVID-19;
- The child has a fever of 100.0 degrees Fahrenheit or higher. Said child shall remain at home until temperature is normal for 24 hours without the aid of a fever reducing medication;
- The child has an undiagnosed rash. A doctor's note shall be required prior to the child's return to school;
- The child has vomited;
- The child has diarrhea. If your child has two loose bowel movements while in the care of the school, we reserve the right to ask you to pick-up your child;
- The child has a sore throat that has not been previously diagnosed in the professional judgment of the school;
- The child has copious, yellow and/or green mucus discharge from their nose;
- The child complains of a severe earache, with or without fever;
- The child has been prescribed medication and has not yet been on said medication for 24 hours;
- The child has had a seizure, either that has not been previously diagnosed or a seizure condition previously diagnosed, if warranted in the professional judgment of the school;
- The child has a severe, asthmatic episode with respiratory distress if warranted in the professional judgment of the school;
- The child has a head injury in need of close observation at home or referral to a medical doctor is necessary;
- The child has a systemic allergic reaction;
- The child sustains an injury which, in the professional judgment of the school, requires referral to a medical doctor for 1) suturing 2) fracture 3) soft tissue injury 4) dental injury 5) other injuries;
- The child sustains an injury or illness which, in the professional judgment of the school, requires immediate transport to the emergency room;
- If, in the professional judgment of the school, the medical stability of the student has changed and he/she would be at risk to remain within the school environment;
- The child has conjunctivitis (pink eye);
- The child has Pediculosis (head lice);
- The child has any other communicable illnesses;
- The child exhibits tiredness or any other symptoms that prevents the child from participating in and enjoying the school experiences.

The Parent will be asked to pick-up the child if any of the above-referenced symptoms and/or conditions develop while the child is in the care of Saugatuck Nursery School. The child must be picked-up no later than thirty minutes from the

time you receive a communication from the School. If the Parent and/or Guardian is not available in a timely fashion, the school shall contact the emergency contact for pick-up.

Your child may return to school when:

- The child has not experienced a fever (not related COVID-19) for 24 hours without the aid of a fever reducing medication;
- The child has not experienced nausea, vomiting or diarrhea for 48 hours;
- Twenty-four hours have passed following the start of a prescribed antibiotic treatment, even if the child's doctor indicates that the child is not contagious. If the child is put on any type of prescription medication, the School will not allow the child to return before a twenty-four hour period has elapsed;
- The child's stage of contagion for any communicable disease has passed;
- If the child tests positive for COVID-19, the child may return to school after a five (5) day quarantine period;
- If the child is under the care of a medical doctor, the child may not return to school until the child's medical doctor has given express, written permission for return to School;
- The child is well enough to participate in all School activities;
- If the child has been treated for head lice, the child may not return to school until the child is nit free.

Covid-19 Policies

If a child is experiencing mild respiratory disease symptoms (e.g., infrequent cough, congestion, runny nose, sore throat, etc) they may have the option to continue participating in person provided;

- The child is fever free and feel well enough to participate;
- The child does not live with anyone who has had COVID-19 in the past two weeks; and
- The child tests negative for COVID-19 prior to reporting in-person on every day they have symptoms, as well as one final test on the morning their symptoms have completely resolved.

If a Parent and/or Guardian receives confirmation that their enrolled child has tested positive for COVID-19, they shall immediately notify the Director by phone or email and provide either the date of said test or a copy of the test result. Said child shall quarantine for 5 days (day of positive test is Day 0). The enrolled child may return to School following the 5-day quarantine requirement on Day 6 provided;

- The child displays no symptoms of COVID-19; and
- The child has been fever-free for a 24-hour period prior to the return to School.
- Said child will be required to properly wear a mask for the next 5 days, days 6 through 10, following their quarantine requirement when in School.

If any enrolled child is exposed to COVID-19 while at School, the enrolled child will not be required to quarantine and may return to School the following day after the exposure as long as they display no symptoms of COVID-19. Parents shall monitor their child for symptoms of COVID-19 following exposure. The School recommends, but will not require, that the enrolled child tests for COVID-19 until Day 5 after the exposure.

If a Parent and/or Guardian receives confirmation that the Parent, or a person in their household in which any enrolled child resides, has tested positive for COVID-19, they shall immediately notify the Director by phone or email and provide either the date of said test or a copy of the test result. The enrolled child will not be required to quarantine and may return to School the following day after the exposure provided;

- The child displays no symptoms of COVID-19;
- The child is fever-free for a 24-hour period; and
- The child tests negative for COVID-19 prior to reporting in person for five days after exposure.

The School recommends that the enrolled child isolate from the affected household member. If at any time following the exposure the enrolled child tests positive for COVID-19, the Parent and/or Guardian shall immediately notify the Director by phone or email and said child shall follow the quarantine requirements outlined above.

Parents and/or Guardians shall walk their children to the sidewalk at the School entrance at all drop-off and pick-up times. Only staff members are permitted in the School building during the drop-off and pick-up procedure. Adults may choose, but are not required, to wear a mask or face covering during the drop-off and pick-up procedure.

Parents and/or Guardians will be permitted to enter the School building for purposes of volunteering. Those Parents and/or Guardians that are eligible to volunteer may, but will not be required, to wear a mask.

Except for the masking requirements following a child's positive COVID-19 test discussed above, all enrolled children may, but will not be required, to wear a mask while at School. Enrolled children that choose to wear a mask shall clearly identify their masks with their name and/or initials. The Board of Directors specifically reserve the right to make changes to the mask requirement with appropriate notice to Parents and/or Guardians.

Mandatory Reporting:

Parent(s) and/or Guardian(s) are required to immediately report to Saugatuck Nursery School if their child has been exposed to the flu, chicken pox, strep throat, head lice, COVID-19 or any other contagious condition pursuant to State and Local Health Department laws.

It is hereby acknowledged and understood that COVID-19 is currently on the list of Reportable Diseases, which requires Saugatuck Nursery School to report cases of COVID-19 infection among its staff and student population immediately to both the Connecticut Department of Public Health and the local Department of Public Health. Additionally,

Saugatuck Nursery School must notify families and staff about any COVID-19 exposure, but will not share the name of the child or staff member infected and shall only share the date of possible exposure and the classroom that may have been exposed.

Miscellaneous Provisions:

Saugatuck Nursery School reserves the right to require a written note from a child’s primary healthcare provider to readmit a child to the school. This is necessary to assist the school in determining whether the child is a health risk to themselves or others, or if additional guidance is needed as to any special care the child requires.

By signing below, I hereby acknowledge that I have had ample opportunity to read and I understand the foregoing Medical Policy and Guidelines and agree to its specific terms and conditions. I also acknowledge and understand that there may be additional illness criteria not specifically mentioned herein for which my child may be excluded from school. I further acknowledge and understand that, in the event that my child exhibits symptoms during school hours, I must pick-up my child no later than thirty minutes from the time I receive a communication from the school. If a Parent and/or Guardian is not available in a timely fashion, the school shall contact the emergency contact for pick-up.

Vaccine Preventable Disease Outbreak Policy

If the Board of Directors, upon advice and counsel of the Director of the Westport-Weston Health Department or other such public health official, determines there is a vaccine preventable disease outbreak at Saugatuck Nursery School that afflicts 20% of enrolled children and/or the program becomes a significant site for disease exposure, transmission and spread into the community, then the Director of Saugatuck Nursery School shall exclude any child from the program that has not received an appropriate vaccination until such; time that (1) the Director of the Westport-Weston Health Department or other public health official determines that the outbreak danger has ended; (2) the child becomes ill with the disease, completely recovers from it and provides a doctor’s note stating the child can return to school; (3) the child is vaccinated according to public health protocol; or (4) the child has proof of immunity to the disease.

Medication Policy

The Center will administer prescription and non-prescription medications only on Physician’s order. Proper forms must be filled out by the Parent(s) and Physicians.

Administration of Medications Policy

The center will store and administer prescribed inhalers and epi-pens, non prescription topical medications and EMERGENCY oral medications (i.e. Benadryl) with Parent’s consent. An authorization form, which must be **signed by Doctor and Parent**, is available at the Center. There must also be an accompanying action plan which is provided by the Physician and signed by Parent and SNS Staff after careful review.

The form includes information such as:

- The child's name, address and birth date
- The medication name
- The prescribed dosage
- The method of administration
- The time to be administered
- The prescriber's name and address
- Expiration date

Medications must be in their original container and clearly labeled. Nonprescription medication will be stored in the Director's office with signed permission by Parents and Physicians. The topical medications must be stored in a cabinet which is inaccessible to the children. They must be in the original container and labeled with the child's name and directions for administering.

The Center will keep accurate documentation of all medications administered. Included in the documentation are:

- The date the medication was administered
- The time it was administered
- The dose that was administered
- The signature of the staff administering the medication
- Any comments

Parents will be notified when/if a child has been administered any medication. Staff is trained in the administration of medication by our Nurse Consultant. This training is renewed every three years. Training for injections is repeated once per year. At no time is an untrained staff allowed to administer medications.

Agreement

Procedure

In exercising its discretion in the payment policy, the school may require the child's parents or guardians to attend conference(s) with school personnel regarding the matters that potentially warrant termination of the agreement. The child's parents or guardians may request a conference with school personnel regarding the matters that potentially warrant termination.

The school's Director or Board of Directors shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this agreement.

Obligations of Parents or Guardians

1. A parent or guardian shall furnish requested medical information before the child's first day of school.

2. A parent, guardian, or designated representative of the child will, upon arrival, wait for a health inspection, and have the child signed in by the teacher.
3. The parents assume full responsibility for the protection of the child to and from the school, and agree that they will not hold the school, faculty, Church or any member of the staff responsible in case of accidental injury that might occur in any activities in which the child might engage, or from the other causes not due to the negligence of the school. Each parent is required to enroll his/her child in the school accident insurance program at a minimum cost.
4. A parent, child, or designated representative of the child's parents or guardians shall witness that the child is signed out on the appropriate register before taking the child from the premises.
5. The parents or guardians shall notify the school in writing when someone other than those named on the emergency information card will be calling for the child.
6. The parents or guardians shall provide the child with a nutritious lunch that does not include a sweet treat if the child is to be at school after 12:30 p.m. An ice pack is to be included.
7. The parents or guardians shall see that the child is dressed appropriately when brought to school. Children go outside every day unless it is raining or the temperature is below 27 degrees, taking into consideration the "feels like" temperature. Weather-appropriate clothing is necessary. When there is snow, children must wear a jacket, snow pants, boots, hats and mittens.
8. The parents or guardians shall notify the school of the child's possible exposure to a communicable disease.
9. The parents or guardians shall notify the school when the child is absent.
10. The parents or guardians shall abide by the parking rules of the school which are to park in a marked parking space, not in fire lane.
11. The parents or guardians shall notify the school when the child will not be picked up at the time so specified on the contract.
12. The parents or guardians shall respect the multicultural nature of our program.
13. The parents or guardians shall refrain from reprimanding children of other families while on the school premises.
14. The parents or guardians shall come to school for conferences when asked to do so by a member of the school's staff. Regular conferences are scheduled 1-2 times per year.

Terms of the Agreement

This agreement shall be terminated if any one or more of the following occur:

1. Serious illness of the child, preventing school attendance.
2. The parents or guardians of the child allow their account to become delinquent and fail to meet with the finance committee.
3. Failure of the parents or guardians to honor the obligations listed in this Agreement or in any rules, regulations, or manuals provided by the school.
4. The school determines that it is unable to meet the needs of the child.
5. The school determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
6. Failure of the child's parents or guardians to cooperate with the school which the school determines is serious enough to warrant termination.

Modification Clause

This agreement may be modified whenever any of the circumstances covered by this Agreement changes. Such modifications may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this Agreement and shall not be enforced under any condition.

Please sign on the next page and return to the Director

Signature to Agreement

Parents agree to cooperate with the general policies of the school, to perform the obligations of parents or guardians set forth in this Agreement, and to abide by the rules, regulations, and manuals provided by the school. My signature below indicates that I have read the terms of this Agreement and that I have read the rules and regulations provided by the school. Behavior management techniques have been discussed with me. It further indicates that I have had this material explained to me, prior to enrollment, and that all of my questions have been satisfactorily answered.

Parent or Guardian (Printed)

Parent or Guardian (Signature)

Date

Director (Signature)

Date