

Welcome to the Ellington Christian Nursery School. ECNS is a non-profit organization within the Ellington Wesleyan Church. We minister to Ellington and its surrounding communities. This handbook is designed to give you important information about our school and policies. We hope this information is helpful and will make your experience at ECNS more enjoyable!

Ellington Christian Nursery School
 Mailing Address: 276 Crystal Lake Rd., Ellington, CT 06029
 860-872-8742
 www.wesleyanchurch.org

Contact Information

Director	Kim Cheman	644-3824	jkcheman@att.net
Head Teacher	Marian Harmon	745-7414	underdogmh@aol.com
Treasurer	Shannon Kent	870-9024	sekdoula@comcast.net
Educational Consultant	Tressa Giordano	872-3728	ospcc@hotmail.com
Pastor	Pastor Sam Stovall	871-1140	ellwesleyan@hotmail.com

Ellington Wesleyan Church invites you to come and worship with us if you do not currently have a church home. We offer a variety of ministries:

Sunday School (Classes Nursery-Adult)

Sunday Morning Worship Service

Children’s Church (Gr. K-5th during A.M. Worship)

Nursery and Preschool Time available during morning worship service.

There are also a variety of small groups. Please contact the Pastor for more information.

“Children are a gift from God.” Psalm 127:3

CONTENTS

Purpose and Goals.....	p. 3
Registration	p. 3
Schedule.....	p. 4
Tuition.....	p. 4
Arrival.....	p. 4
Dismissal.....	p. 5
Parent Communication.....	p. 5
Transportation and Parking.....	p. 6
Clothing.....	p. 6
Snacks.....	p. 7
Birthdays.....	p. 7
Snow Days/Delays.....	p. 7
Field Trips.....	p. 7
Visitation.....	p. 7
Discipline Policy.....	p. 8
Sick Policy.....	p. 8
Supervision of Children Policy.....	p. 8
Late Pick Up/Child Not Picked Up Policy.....	p. 9
Administration of E.C.N.S.....	p. 9
Child Abuse/Neglect Policy.....	p. 10
Emergency Preparedness Plan.....	p. 12
Curriculum Scope and Sequence.....	p. 13

PURPOSE

Our school's purpose is to help each child reach his/her potential in all areas of development. As a Christian nursery school, we introduce the children to Christ's love for them and guide them to the understanding that He cares for them and watches over them. Our program consists of hands-on experiences with developmentally appropriate materials. Activities are designed to foster cooperation and creativity.

GOALS

Spiritual: To have the children be aware of the Lord's loving care for them and to help them grow to love and please Him.

Emotional: To make the children aware of their feelings and to guide them in appropriate ways of expressing them.

Social: To help the children work in a group and recognize and respect the needs of others.

Physical: To promote the healthy physical growth of each child and the development of both fine and gross motor skills.

Cognitive: To promote optimum cognitive growth through exposure to experimentation and discovery with classroom materials.

REGISTRATION

A child must be 3 or 4 years old on or before December 31st of the nursery school year. All students must be toilet trained. A registration form with a non-refundable \$35 registration fee for currently enrolled families and \$50 registration fee for new families must be completed and sent back to the Director to hold a place for your child. First month's tuition is due by August 1st in order to secure your child's registration.

Accommodations for students with specific learning needs and/or medical needs such as allergies can be made if the Director is notified in advance of registration.

As mandated by the State of Connecticut, no child will be able to begin our nursery school unless a current medical form is on file. In addition, the E.C.N.S. Board requires all other forms to be completed and on file in order for a child to begin our program.

"Children are a gift from God." Psalm 127:3

SCHEDULE

E.C.N.S. is in session from September through May with the following time schedule:

Three Year Old Program	Tues/Thurs.	9:00-11:30 a.m.
Four Year Old A.M. Program	Mon/Wed/Fri	9:00-11:30 a.m.
Four Year Old P.M. Program	Mon/Wed/Fri	12:30-3:00 p.m.

Our nursery school will basically follow the Ellington Public School calendar thus observing the same vacation and holiday schedule, except Teacher in-service days. There will be 60 guaranteed days in the 3 year old program and 90 guaranteed days in the 4 year old program.

TUITION

By agreement, the tuition payments are made on the first day of each month. Any tuition payments not made by the 15th day of the month may result in dismissal of your child, unless other arrangements have been made with the ECNS Treasurer. As of January, 2007, the ECNS Board has adopted a new policy regarding tuition and long-term absences. "Long-term absences of 2 weeks or more due to hospitalization of the child or by recommendation of the child's physician (a doctor's note is required) will result in a consideration of an adjustment of that month's tuition." In order to be considered for this adjustment, you must contact the director regarding your child's situation. The director will then bring the matter before the Board for discussion. The decision by the Board is final.

ARRIVAL

- 1) Please enter through the upstairs double doors. A.M. classes will be open at 8:50 a.m. and P.M. classes will open at 12:20 p.m. *Please do not allow your child to run upstairs into the church.*
- 2) Please sign-in your child using your initials and record the time you arrived. This is per order of the State of Connecticut.
- 3) Use the baby wipes to wipe your child's face and hands. This is a precaution we take in order to minimize the risk to children in our care who may have food allergies.
- 4) We have found that saying goodbye to your child in the hallway works best. This allows your child to transition into our care through the doorway. We will invite you into the classroom on many occasions as the school year progresses.

"Children are a gift from God." Psalm 127:3

DISMISSAL

- 1) We will dismiss your child beginning at 11:20 a.m. for morning classes and 2:50 p.m. for afternoon classes.
- 2) Please sign out your child and record the time in the sign-out book.
- 3) If you must pick up your child early, please notify us at the beginning of the class and gently knock on the door when you arrive.
- 4) Anyone picking up your child must be listed on the release form. If another parent is picking up your child, please send a note giving your permission.
- 5) Please pick up your child promptly and call us if you are going to be late.

PARENT COMMUNICATION

Each month you will receive a newsletter to keep you informed about current activities and upcoming events. The newsletter will also contain a monthly calendar to post as a reminder of any birthdays and special events.

Attached to the newsletter will also be two book club brochures. Our book clubs are Firefly (Pre-K) and Seesaw (K-1). If you wish to order from both book clubs, you may write one check for both book clubs payable to Scholastic Book Clubs. Please do not send cash.

There is no obligation to participate in the book clubs. Scholastic does allow the school to redeem points for books and products for our classroom from any books purchased by parents. Thanks!!!

PARENT BULLETIN BOARDS

Above the cubbies are bulletin boards that contain important information. Please check it daily for information.

CUBBIES

Each will be assigned a cubby for their belongings. These will be marked with his/her name and a pictorial symbol for easy reference.

CLASSROOM OBSERVATIONS

If there is a concern about your child, the teacher or director will contact you to set up an appointment that is mutually convenient. If, however, you have a concern about your child or the program, please feel free to contact a member of the staff at any time.

The Educational Consultant is also available to observe your child if you have a specific concern. The Head Teacher or Director will request that you fill out a Referral Form so that we have your permission to specifically observe your child in writing. Please do not use arrival and dismissal times as conference times for the sake of other parents and our students. We are here to help you and want to work with YOU! So please, tell us if you are happy (or if you're not) with our program!

TRANSPORTATION

Transportation is the parent's responsibility. School staff cannot be responsible for transportation. Carpooling is left to the parents' initiative, but please make sure that anyone who will be picking up or dropping off your child is listed on your Information sheet. We cannot release your child unless they are listed on this form. You may also send in written permission for another adult to transport your child.

PARKING

Please park in the designated spaces in the parking lot. We request that you turn off your car and please **DO NOT LEAVE CHILDREN UNATTENDED IN YOUR VEHICLE**. There is to be **NO PARKING** at the top of the turnaround. We will allow, on a limited basis, daycare providers or mothers with 2 or more young children to use our drive-up option. In order to use this option, you must submit a request to the Director and complete the necessary paperwork.

CLOTHING

Please dress your child in comfortable playwear. Depending on the season, please also send the appropriate outerwear and play shoes as we try to go outside as often as the weather permits. We understand that occasionally little girls enjoy dressing up in dresses and dress shoes, so we ask that you send along a pair of sneakers and dress them in tights when the weather is cooler. This will allow them to participate safely in our outdoor activities.

"Children are a gift from God." Psalm 127:3

SNACKS

We provide healthy snacks for the children that include foods from at least two food groups. Our snack list for the month will be posted on the parent bulletin board. If your child has a food allergy or sensitivity, please notify the director immediately. Accommodations will be made to our selection or you will be asked to provide an alternative snack.

BIRTHDAYS

We feel that birthdays do need to be acknowledged. We ask the parents to provide a special, healthy snack. We will provide juice, a special hat/crown, a sticker, and a birthday photo as we celebrate during snack time.

SNOW DAYS/DELAYS

Cancellations of school due to inclement weather will also be the same as the Ellington Public Schools. Please listen for these announcements. Delays or Early Closings by the public schools will **NOT** be observed by E.C.N.S. We will begin at our regular time unless notified by our Call Tree. The Call Tree will be established during the first week of school.

FIELD TRIPS

Field trips will be taken by the four year old classes only. We depend on voluntary drivers, 4-5 for each trip. We'd like everyone to have an opportunity to drive at least once. Sign-up sheets will be posted on the parent bulletin board. Insurance falls on the driver as primary coverage and the church as secondary coverage. The law requires that all children through 6 years of age and 60 pounds must be in a car seat. Therefore, parents are asked to bring in their child's booster seat or car seat labeled with your child's name on the day of the field trip. If you are a driver, we request that you make other arrangements for younger children.

CLASSROOM VISITATION

We have an open door policy. Parents are welcome and encouraged to visit the school to observe our program. An advanced phone call would be helpful.

"Children are a gift from God." Psalm 127:3

DISCIPLINE POLICY

Should there be a discipline problem, it will be handled by our teachers who will use a variety of strategies such as distraction, placement of child in a different activity, verbal warnings, and when necessary, removal of the child from the area (timeout). When the child is ready, he/she will be able to return to the group. If behavioral problems should continue, the teacher will request a conference with the parents. Together, they will work on ways to resolve the issue. The Educational Consultant will also be contacted and may offer suggestions to both the staff and the parents. Parent counseling will be offered in the area of behavior management. Should there continue to be a problem it will be referred to the Director of the nursery school. No child will be dismissed without the direction of the E.C.N.S. Board of Administration.

SICK POLICY

In the interest of all children, it is best to keep a sick child home that has any of the following: a contagious disease, a fever of 101 degrees or more, nausea, diarrhea, vomiting, or any other illness that requires an excessive amount of individual attention. As a parent, you know best when it is more appropriate for your child to be comforted by you rather than being sent to school. When the child is sick, please notify the school in the morning. Leaving a message on the answering machine is also acceptable.

When a child becomes sick at school, the parent will be contacted as soon as possible and arrangements for pick-up will be made. If a child is started on an antibiotic, the child must stay home for at least 24 hours after the antibiotic is started. Thank you for helping us keep all children in our care healthy as possible.

SUPERVISION OF CHILDREN

Our school consists of one large room and an outside playground. The class size shall not exceed 20 children and a ratio of 1:10 (teacher : children) will be maintained. When the children are in the classroom, there will be at least two teachers present at all times. When working with children at the tables, the teachers will face the rest of the class, thus being able to oversee the whole classroom. The bathroom facilities are located in the rear of the room, therefore, one teacher will attend to the children using the bathroom as well as help the other teacher monitor the remainder of the class. Two teachers will also accompany the children to the playground and remain with them until they return to the classroom. Safety rules will be taught to the children in the Fall and reviewed throughout the year.

"Children are a gift from God." Psalm 127:3

LATE PICK-UPS/CHILD NOT PICKED UP

E.C.N.S. expects that all children will be picked up promptly and on time. If you are running late, please call the school at 872-8742 to notify the teachers. This will help us calm your child and tend to him/her until you arrive. If a child is not picked up by the parent at the closing hour and the parent has not notified the staff that he/she is running late, the Head Teacher will call the person or persons listed on the Information Sheet. If these people cannot be reached then the Head Teacher or Assistant teacher will stay with the child for no more than two hours. At that time, the Head Teacher or Assistant Teacher will notify the director and then accompany the child to the local police station and remain with the child until the parents can be located. There may be additional fees applied to the monthly tuition if the Staff are required to stay with a child who is consistently picked up late. This will be determined by the E.C.N.S. Board of Administration.

ADMINISTRATION

The Ellington Christian Nursery School is supervised by a Board of Administration made up of members of the Ellington Wesleyan Church. This Board meets monthly. If a parent would like to share any concerns or favorable comments with this board, please contact the Director, the Pastor, or the Educational Consultant.

Revised: July, 2009