



NORTHBROOK COMMUNITY NURSERY SCHOOL

HANDBOOK | 2010 - 2011

Welcome to Northbrook Community Nursery School. We are happy to have your child enrolled this year, and we hope it will be a rewarding experience for both you and your child.

On the following pages you will find helpful and necessary information about the school.

If you have any questions, please feel free to call the School at 847-272-5430 or any member of the School's Board of Directors.

Federal Identification Number 36-2439755

**Northbrook Community Nursery School
2700 Willow Road, Northbrook, Illinois
(847) 272-5430
Emergency only: (847) 272-2246, Church Office**

**MAILING ADDRESS:
P.O. Box 2204, Northbrook, Illinois 60065**

**info@ncnskids.org
www.ncnskids.org**

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NCNS STAFF

| | | |
|-------------------|-------------------|-------------------|
| Director: | Gail Nemoy | |
| Teachers: | Ilene Alpert | Cynthia Pollak |
| | Julie Crowe | Helen Rivkin |
| | Carolyn Rosenthal | Helaine Schreiber |
| | Mindy Koehler | Jennifer Brunzell |
| | Linda Peters | |
| Music Specialist: | Shannon Sherman | |

NCNS BOARD OF DIRECTORS

| | | |
|-------------------|-------------------------|----------|
| Gail Nemoy | Director | 272-5430 |
| Anne Nielsen | President | 509-7440 |
| Emily Taylor | Vice President | 564-8796 |
| Meg Meek | Treasurer Payable | 509-1840 |
| Lisa Raju | Treasurer Receivables | 509-5013 |
| Kim Zick | Personnel | 272-8712 |
| Sandy Sanguino | Office Admin/Secretary | 412-1786 |
| Kirsten Collister | Office Admin Asst. | 998-6716 |
| Amy Peisert | Enrollment | 559-0833 |
| Meghann Clark | Enrollment Assistant | 715-9826 |
| Abby Kasdan | Publicity | 412-0304 |
| Gail Gutekanst | Equipment/Purchasing | 509-8610 |
| Beth Engelman | Newsletter | 730-5073 |
| Laurie Martinelli | Interactive Marketing | 727-7715 |
| Barbara Hollander | Enrichment Coordinator | 912-7028 |
| Dara Owen | Family Coordinator | 509-0530 |
| Melissa Tsang | Family Coord. Asst. | 753-9021 |
| MaryAnn Diaz | Fundraising Chair-March | 715-9836 |
| Carrie Barzyk | Fundraising Chair-Jan | 657-0670 |

NCNS HISTORY

Northbrook Community Nursery School (NCNS) is a non-profit, non-denominational nursery school that was founded in 1952 and provides service to Northbrook and its surrounding communities. We work closely with all school districts and the North Suburban Special Education District. The School is staffed by well-educated teachers and is under the direction of a highly qualified Director, Gail Nemoy.

The School is accredited by the National Association for the Education of Young Children (NAEYC) and licensed by the Illinois Department of Child and Family Services.

NCNS is managed by a volunteer Board of Directors who generally serves three year terms in various capacities. Board members are responsible for the school's finances, enrollment, publicity, equipment, personnel, policies, and fundraising.

NCNS PHILOSOPHY

Early childhood education comes at a stage in life when a child is physically and emotionally ready to explore the world with new people and in new places. The goal of NCNS is to provide a secure, enriching environment that meets the needs of each child. Children need to experience trusting, supportive relationships that will help them develop positive self-images, learn rational self-control, and thereby work toward achieving autonomy.

NCNS stresses the principle that children learn through play. Children must be allowed to explore, to create, to problem solve, and to develop at their own rate. The teacher uses every opportunity to help the children realize their full potential. NCNS follows the creative curriculum along with an emergent curriculum approach to learning whereby the interests of the children and teachers are woven into the daily curriculum development.

NCNS can more readily achieve these goals through a cooperative effort with parents. Parent involvement is very important in a child's nursery school experience and the School encourages such involvement.

NCNS MISSION STATEMENT

Northbrook Community Nursery School, through the cooperation of staff, board and parents, is committed to meeting the social, emotional, intellectual and physical needs of each child. The School strives to facilitate this development within a nurturing environment which enables each child to realize his or her full potential.

NCNS BOARD OF DIRECTORS' MISSION STATEMENT

The mission of the NCNS Board of Directors is to provide a forum for parental involvement and develop policies in all facets of the School's day to day operations, including financial management, personnel issues, fundraising, equipment maintenance and enrollment.

NCNS STATEMENT OF NONDISCRIMINATION

The school does not discriminate on the basis of race, color, national origin, sex, religion or disability in its programs and activities. The School shall make reasonable modifications in its policies, practices and procedures to accommodate children with disabilities, unless a requested modification would fundamentally alter the nature of the School's program.

INCLUSION AT NCNS

NCNS supports the following objective of the National Association for the Education of Young Children:

All disadvantaged and disabled children will have access to high quality and developmentally appropriate preschool programs that help prepare children for school.

We believe that including children with special needs in regular preschool programming is appropriate practice in the developmental early childhood setting. It enables children with special needs to model the social, language, and play skills needed to succeed in school. It also enriches the lives of all children by bringing them together in an environment that teaches acceptance, respect, and the appreciation of individual differences. Including children with special needs in our classes is an important step toward teaching young children to get along in an increasingly diverse world.

RELEASE OF PERSONAL INFORMATION

All information in a child's file is strictly confidential and will be seen only by her/his classroom teacher, the director or the enrollment chair. In order to release this information as well as information regarding a child's social emotional development and adjustment to school, the parent/guardians must sign a Permission to Release Information Form, which may be obtained from the school office. A copy of this form will be sent to the agency or person with whom information is to be shared.

PARENT INVOLVEMENT

PARENT PARTICIPATION

NCNS has an open door policy. Parents are welcome to visit the school at all times. You might want to call your child's teacher in advance to arrange an appropriate time that does not conflict with another child's special day.

Each child shall have three school sessions scheduled during the year for a parent to attend and work alongside their child. These are your child's special days. (See Parent Special Days.)

Each child and his/her parent(s) shall meet with the child's teachers before school opens in the Fall (Hello Visit). Your child will be given a tote bag; this bag is intended to be used for the child's years at NCNS. Replacement tote bags are available for a small fee.

We ask that all parents plan to stay at school with their child the first day. This usually

makes the separation easier. After that, the teacher and parent together can determine the adjustment to separation on an individual basis.

There will be a Parent Orientation session at the beginning of the school year. This meeting is designed to introduce the teachers and acquaint parents with the policies and functions of the school.

We also encourage parents' involvement in all areas, especially as room parents and other school related activities.

PARENT SPECIAL DAYS

Each child shall have three school sessions scheduled throughout the year for a parent to attend and work alongside their child ("special days"). These visits are usually made in the beginning, middle and end of the school year with one visit scheduled around a birthday or half-birthday. Special Days are scheduled at the "Hello Visit" in the fall.

We ask that no other siblings come with you. This is a special time set aside for you to spend with your child in their special place!!

WHAT IS EXPECTED OF PARENTS?

Most important, be with your child.

Help the teachers with others if your child is willing.

Enjoy and join in the activities.

Observe the progress between visits 1, 2 and 3.

Please help with hand washing.

Help with children's outside clothing.

During visits 2 or 3, if you would like to participate with a book or art project, please discuss with the teachers ahead of time as each class handles this in their own way.

Special days are **not conferences**.

Be sure to **dress warmly for outside activities!**

SIBLING POLICY

DCFS licensing guidelines do not allow us to have siblings in our classrooms. **NO EXCEPTIONS CAN BE MADE.**

PARENT/TEACHER CONFERENCES

In the fall, an informal exchange is scheduled so that parents and teachers have an opportunity to share information about the children. During the spring, parents and teachers meet again to discuss the children's progress. Refer to the School Calendar for your child's conference days.

Any time during the year if parents have a concern or question regarding their child or the program, they are encouraged to contact their child's teacher or the School's Director, Gail Nemo

CLASSROOM ASSIGNMENTS

Responsibility for making specific classroom assignments rests with the administrative staff in consultation with the teaching staff. NCNS policy regarding these decisions is as follows:

Criteria for placement in classes include: age requirements, balancing classes by sex, and creating the best possible classroom dynamics. Final decisions about placement are made by the director and teaching staff, based on the criteria outlined above.

We recognize that parents sometimes have specific requests regarding classrooms, teachers, and peer groups. While we wish we could honor these requests, it is not always possible. In fact, requests often contradict one another (i.e.: two children want to be together, but one wants one classroom and the other wants a different one.) It is, therefore, our policy to consider requests submitted in written form with the understanding that **the welfare of the preschool as a whole and the importance of creating the best overall groupings of children must take precedence over the requests of any individual family.**

A TYPICAL DAY

| | |
|---------------|--|
| 8:55 - 9:10 | Greeting and hand-washing |
| 12:40 - 1:15 | |
| 9:10 - 10:00 | Free play, art and learning activities |
| 12:55 - 1:45 | |
| 10:00 - 10:10 | Everyone shares in clean-up, bathroom time |
| 1:45 - 1:55 | |
| 10:10 - 10:30 | Snack Time |
| 1:55 - 2:15 | |
| 10:30 - 10:50 | Circle Time |
| 2:15 - 2:35 | |
| 10:50 - 11:15 | Outdoor play |
| 2:35 - 3:00 | |
| 11:15 | Pick-up |
| 3:00 | |

Times may vary according to the age, interest, weather and other circumstances.

All classes include:

Music weekly with Miss Shannon, open art activities, block play, water play, sensory activities, movement and singing, dramatic play, large and small motor activities, writing activities, story dictation, manipulatives, large and small group participation, individualized activities, play dough, problem solving, phonemic activities, outdoor play.

SNACKS

Daily snacks and drinks are provided each day at a specified snack time (mid-morning or afternoon). NCNS will provide all snacks to be served at the school. The selected snacks will be free of nuts, nut traces, and nut oils. Parent(s) of a child with allergies or dietary restrictions may be responsible for providing ALL snacks for their child. They will be labeled for that child and distributed ONLY TO THEIR CHILD. Parent(s) of a child with allergies or dietary restrictions will meet with our Director, Gail Nemoj at the start of the year to discuss their child's situation and review the NCNS policy.

COOKING IN THE CLASSROOM

A note / permission slip will go home on tote bags prior to the day of cooking – an ingredient list will be attached. A parent whose child has allergies or dietary restrictions will not be allowed to participate in the cooking activity or consume the end result unless the school has received a signed permission slip from the parent.

BIRTHDAYS

Birthdays will be celebrated with popsicles – also purchased by the school. To make the day special for their child, a parent may provide special cups, plates, and napkins if they choose. They may also honor the day by donating a book or toy to the school in their child's name. Class wish lists are available.

Goodie bags are not allowed, and tote bags may not be used to send birthday invitations.

TOILET TRAINING

Toilet training is **required** for all but our early 3's class. Diapers are not allowed. If your child is in training pants or Pull-ups we can assist them as needed. When your child does become trained, please let us know. Make us aware of any "terminology" or anything else that will make this transition comfortable for your child. We will not change soiled clothes at school and will call you to come and change your child.

CLOTHING

Children should wear comfortable clothing suitable for all types of weather.

During the winter months and early spring, children should wear boots and warm clothing for outside play. We go out every day. If the temperature is below 20 degrees and there is a wind chill, we stay inside. Boots should be generously sized for warmth and to make it easier to put them on. **Please mark** all removable clothing with the child's name. This includes boots, caps, jackets, sweaters, mittens, etc.

For children in our early 3's class, each child needs to keep a complete change of clothes at

school. This should include underwear, socks, pants, shirt and sweater or sweatshirt. Please label each item and put them in a plastic bag to be kept at school.

SCHOOL CLOSINGS

The Nursery School will be closed when the Northbrook Public School District #28 (847-498-7920) is closed for holidays or because of inclement weather. School closings are broadcast on WGN radio (720 AM). See the School Calendar for holidays. There are no tuition refunds for any school closings.

END OF YEAR PICNIC

Each year we end with family picnics. Children attend school that week on their regular schedule until the day of the picnic. Each class has a separate picnic. Times will be sent out in May.

NON-SMOKING POLICY

Smoking is not permitted anywhere inside the School facility or outdoors or in the vicinity of the playground.

CELL PHONE POLICY

Please do not use cell phones in the building. Special days, drop-off and pick-up should be time spent with your child. In case of emergency and you must take a call, please have your phone on vibrate and walk outside for the call.

ENROLLMENT AND REGISTRATION

A child must be three or four years old on or before September 1, 2010 to be eligible for the three or four year old nursery school program, respectively. A child must turn three between September 1, 2010, and February 28, 2011, to be eligible for the Early Three's program. The number of classes will be determined by the total enrollment of each group.

The School begins its enrollment process in November/December. Families who currently have or have had children in the School's program are permitted to pre-register, with priority given to currently enrolled children. At open registration, enrollment for the School's classes is on a first-come, first-served basis. A non-refundable registration fee for each child must accompany the application materials. A deposit of 1/6 of the annual fees will also be required to hold your child's place in the program.

FEES

The fee balance may be paid in three installments as follows:

1/6 due May 1st

1/3 due September 1st (payable at Hello Visits or the first week of class for Parent / Tot class)

1/3 due on February 1st

The fee balance may be paid early at any time. Payments may be paid by check or credit card. There is a small surcharge (2.04% plus .10) for credit card payments (Visa, MasterCard).

The School depends on these fees to cover operating expenses such as teacher salaries. Payments must be received by their due date. If the payment is not received within 3 weeks of the due date, your child will automatically be dropped from enrollment in the program, unless other arrangements have been made. Please see Gail Nemoy if financial aid is required.

Payments with your payment envelope may be dropped off at the School office or mailed to the School's mailing address:

NCNS
P.O. Box 2204
Northbrook, Illinois 60065
Attn: Treasurer Receivables

If payment is not received within 7 days of due date you will be charged a \$20.00 late fee. The charge for a returned check is \$20.00, after two returned checks we will only accept cash.

HEALTH AND SAFETY

HEALTH REQUIREMENTS

No child can be permitted to attend NCNS unless the health form, filled out by a physician, is on file in the School's office. This physical exam must be performed **after March 1 of the year a child is first enrolled in NCNS. We recommend that you make your doctor's appointments early to avoid any conflicts.** Please call the Enrollment Chairperson if you have any questions.

To maintain our State license, it is necessary for parents to fulfill these requirements of the Illinois Department of Children & Family Services. **Please send all medical and personal forms to the school prior to the beginning of the school year, or at the latest, to your child's Hello Visit. Your child will not be able to attend school without these forms in his or her file.**

MEDICAL EMERGENCIES AND ACCIDENTS

In the case of any medical emergency, the School will promptly call 911 then attempt to contact the child's parent or guardian. The School will arrange for emergency care through the Northbrook paramedics, at the parent's expense, and for the child to be taken to a hospital, if determined necessary.

In a case of minor injury, School personnel may give first aid to the child. Parents will be notified of major and minor accidents that happen to a child at the School and all accidents will be appropriately documented for the School's records.

ILLNESS

According to State regulation, we conduct a daily screening to determine if a child has obvious symptoms of illness. The Director shall determine whether we can care for the child safely, based on apparent degree of illness (in accordance with section 407.310b,c). **If for any reason your child will not be in school, please notify the Director at 847-272-5430.**

If your child is sick (fever, diarrhea, or contagious illness) or has head lice or pinworms, we ask that he/she stay home. If he/she becomes ill at school, the Director will call the parent, guardian or other emergency contact to make pick-up arrangements.

When a child has been ill with a fever, we require that you wait 24 hours after the fever is gone before sending your child back to school. We also ask that you **notify the school** as soon as a physician confirms the illness. The child may have exposed others in the class and notices will be sent home with the children to alert their parents.

CHILDREN WITH MEDICAL NEEDS REQUIRING SPECIAL CARE OR ACCOMMODATION

It is the parent's responsibility to notify the School of a child's medical needs requiring special care or accommodation (**allergies, epilepsy, diabetes, asthma, chronic communicable disease, etc.**) The School will require the child's physician to complete a form authorizing, and providing instructions for, the child's special care or accommodation. The parents are responsible for providing the School with all equipment and medications needed to comply with the physician's instructions. The School will also require parents to sign a release and waiver of liability as a condition of the child's continued enrollment.

SAFETY/SECURITY

We are naturally concerned about the safety of the children and the security of the building. We have established safety and security procedures that we review on a regular basis. Furthermore, we consult with the Northbrook Police Department and seek their professional advice in these matters.

When parents transport children to/from school in carpools, we strongly encourage compliance with the seat belt law.

A sign-in, sign-out procedure is used when children arrive and leave the school. In addition to signing in and out, the adult responsible for taking a child home must check with the teacher when picking up the child. **If your child is to go home with anyone other than the regular driver, there must be a note from home. The Nursery School assumes no responsibility unless these procedures are followed.**

WITHDRAWAL/DISCHARGE

To withdraw from the School, parents must notify the Director **IN WRITING** at least two weeks prior to the child's last day. The Director will then notify the Treasurer-Receivables and Enrollment Chairperson who will determine the amount to be refunded (if any) and complete the NCNS Student Withdrawal Request Form and forward it to the Treasurer-Payables. The calculation of any refund due will be based upon the procedures laid

forth in the NCNS Policy Manual.

The School will discharge any child who, after attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from the type of program offered by the School, or whose presence is detrimental to the child or group. In such event, the Director will meet with the family to discuss a timeline for the termination of the child's enrollment and to suggest appropriate referrals to other programs.

GUIDANCE AND DISCIPLINE POLICY

The goal of the School's guidance and discipline policy is to help children develop self-control and assume responsibility for their own actions.

Teachers will set clear and consistent limits for classroom behavior. These limits will be age-appropriate. Teachers will implement these limits in a positive, non-punitive manner by reinforcing desirable behavior and re-directing undesirable behavior. Teachers will guide children to resolve conflicts, and encourage children to solve conflicts using words, rather than physical means. Teachers will talk with the children about the consequences of their actions, their feelings, and the feelings of other children. In classes with older children, teachers will help the class set its own rules.

Removal of a child from the group will be used only as a means of helping the child gain control. The child will remain in the classroom and the time spent apart will be less than one minute per year of a child's age. The School prohibits the use of corporal or verbal abuse.

Teachers are encouraged to discuss concerns about a child's inappropriate behavior with the parents and will notify the Director of these concerns. Parents may also request conferences with the teachers at any time. Parents are to be notified by note and a follow-up phone call if their child has injured another child or adult. If a child's behavior continues to be inappropriate, the Director will observe the child and meet with the teachers and the parents to discuss the development and implementation of a plan for improving the child's behavior. The School will consider the termination of a child's enrollment due to disciplinary reasons only in extreme situations and in accordance with the discharge policy.

DROP OFF/PICK UP POLICY

Drop off at the nursery school is:

- 8:55 a.m. for morning classes
- 12:40 p.m. for afternoon classes

Pick up at the nursery school is:

- 11:15 a.m. for morning classes
- 3:00 p.m. for afternoon classes

If a parent is more than 10 minutes late, home and cell phone numbers on record will be contacted. If these numbers are not answered, emergency numbers on record will be contacted.

If a family is regularly late for pick up, the teachers will discuss the NCNS pick up policy with the parents. In the event tardiness continues, the situation will be turned over to the Director for

follow-up. Finally, if the family continues to be tardy at pick up, the matter will be turned over to the Board of Directors for consideration of discharge from the program.

PARKING POLICY

You must park in a designated parking spot not on the perimeter of the building. Please use caution entering and leaving the school. We recommend not turning left out of the lot.