

**Northbrook Community
Nursery School**



Handbook

2015-2016

All Aboard for a Lifelong Love of Learning

Northbrook Community
Nursery School

2015-2016

NORTHBROOK COMMUNITY NURSERY SCHOOL HANDBOOK

2015 - 2016

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**

MAILING ADDRESS:

P.O. Box 2204, Northbrook, Illinois 60065

**ncnskids@gmail.com
www.ncnskids.org**

TABLE OF CONTENTS

NCNS Staff and Board of Directors	1
NCNS History, Philosophy	2
Mission Statement	3
Statement of Nondiscrimination	4
Inclusion at NCNS	4
Release of Personal Information	4
Parent Involvement	5
Parent Participation	5
Parent Special Days	6
Sibling Policy	6
Parent/Teacher Conferences	7
Classroom Assignments	7
A Typical Day	8
Snacks	9
Cooking in the Classroom	9
Birthdays	9
Toilet Training	10
Clothing	10
School Closings	10
End of Year Picnic/Art Night	11
Non-Smoking Policy	11
Cell Phone Policy	11
Enrollment and Registration	12
Fees	12
Health and Safety	14
Health Requirements	14
Medical Emergencies and Accidents	15
Illness	15
Children with Medical Needs	16
Safety/Security	16
Withdrawal/Discharge	17
Drop Off/Pick Up Policy	18
Parking Policy	18
Guidance and Discipline Policy	19

NCNS STAFF

Director: Gail Nemoy
Teachers: Ilene Alpert Jennifer Brunzell
Julie Chandler Julie Crowe
MaryAnn Diaz Rosemary Johnson
Mindy Koehler Beth Lome Linda Peters
Helaine Schreiber
Music Specialist: Mary Bruninga

NCNS BOARD OF DIRECTORS

Gail Nemoy	Director
Julie Hochschild	President
Janelle Duthie	Vice President
Kelly Parikh	Treasurer Payable
Megan Flad	Treasurer Receivables
Marie Junkmann	Personnel
Andrea Denes	Office Administrator
Kelly Cook	Office Admin Asst.
Molly Brown	Enrollment
Elise Myers	Enrichment
Alex Delger	Marketing
Abbie Lyman	Marketing Asst.
Gina Gipperich	Legal/Purchasing
Lynn Howard	Newsletter
Jenny Sciortino	Website
Kristy Sellinger	Data Administration
Sarah Fink	Family Coordinator
Jessica Kray	Family Coord. Asst.
Annie Porthan	Fundraising Chair
Michaela Ward	Fundraising Chair
Paige Wenk	Member At Large

NCNS Staff and Board of Directors current as of July 2015

ABOUT 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 (DCFS).

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

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.

NORTHBROOK COMMUNITY NURSERY SCHOOL 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.

NORTHBROOK COMMUNITY NURSERY SCHOOL 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.

NORTHBROOK COMMUNITY NURSERY SCHOOL 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 NORTHBROOK COMMUNITY NURSERY SCHOOL

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/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 two to three school sessions scheduled during the year for a parent to attend and work alongside their child (all classes except 2 Day 2's). 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 (except 2 Day 2's) shall have two to three school sessions scheduled throughout the year for a parent to attend and work alongside his or her 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 his or her 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 Nemoy

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 Mary, 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 Nemoy 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 in tote bags or via email 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. It is an NCNS tradition to give each child a book on his or her birthday. 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 and 2's class. 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. A parent/care-giver will be contacted 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 and 2'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. You will receive an email alert should we close for inclement weather. Additionally, NCNS has a text system to notify parents/caregivers in cases of important announcements/situations (school closings, inclement weather, etc.) A designated cell phone number will be determined at the Hello Visit in the fall. See the School Calendar for holidays. There are no tuition refunds for any school closings.

END OF YEAR PICNIC

Each year we end with a Family Picnic/Art Night. Children attend school that week on their regular schedule until Thursday. The night is a wonderful all school celebration, with activities, food, and the children's artwork displayed.

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 an 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 two, three, or four years old on or before September 1, 2015 to be eligible for the two, three, or four year old nursery school program, respectively. A child must turn three between September 1, 2015, and February 28, 2016, 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

Fees for the 2015-2016 school year are as follows:

Parent & Tot:	\$700
Two-day program:	\$2,026
Three-day program:	\$2,800
Four-day program:	\$3,522
Five-day program:	\$4,192

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)
- 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 (2.6%) 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

NCNS requires that every student be vaccinated (in accordance with the American Academy of Pediatrics recommendations), and have a TB/Lead test. Each child entering the School for the first time must submit a medical form which is performed after March 1st of the year the child is first enrolled in School. The medical forms are valid for two years.

Should your child have a medical reason for non-vaccination, a written statement from a physician/advance practice nurse/physician assistant is required. Should the condition of the child later permit the immunizations, this requirement will then have to be met.

In the case of a religious exemption, a written and signed statement from the parent or legal guardian is required. This statement must detail the objection, either based on a recognized church/religious organization, or on a specific religious belief.

To maintain our State License, it is necessary for parents to fulfill these requirements of the Illinois Department of Children and Family Services (DCFS). Your child cannot attend school without these forms in his or her file. Please send all medical forms to the school prior to the beginning of the school year; you may also bring them to the Hello Visit.

DCFS also requires NCNS to hold annual hearing and vision screenings for all students, three and older. These are typically conducted in the month January at the school.

Parents are required to pay a \$17 fee for these screenings, due at Hello Visits in September. If you choose to forego these mandatory screenings for your child, a letter must be received in writing for submission to DCFS.

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, NCNS will conduct a daily screening to determine if a child has obvious symptoms of illness. If a child appears to be ill, or becomes ill while at school, the Director shall determine whether we can care for the child safely, based on the apparent degree of illness (in accordance with section 407.310b,c). A parent, guardian, or emergency contact will be contacted to make pick-up arrangements if a child is too ill to remain at school. **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.

In the case of a suspected communicable disease, NCNS is required to report it to the local health authorities. The “Detailed Procedures for the Control of Communicable Diseases,” Illinois Department of Public Health recommendations would be followed.

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.**

In the event of any emergency situation that compromises the safety of the children, parents/caregivers will be notified via the school's text messaging system.

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.

DROP OFF/PICK UP POLICY

Drop off at the nursery school is:

- 8:55a.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.

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.

--- This same policy is given to both parents and teachers. ---