

THE COLLEGE OF
WOOSTER

Nursery School

Nurturing each and every child, together for more than 70 years!

HANDBOOK

Green grow the children



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HISTORY AND ORGANIZATION

The Nursery School has been in operation since 1947 and was under the sponsorship of the Junior Women's Club, later known as Wooster Women's Civic Club. In 1974 the College of Wooster incorporated the Nursery school into its program. In addition to providing a practicum experience for approximately 50 psychology students each semester, the Nursery School serves some eighty families from the community and neighboring towns.

COLLEGE STUDENT PARTICIPATION

Children have the advantage of assistance from College of Wooster students who are enrolled in academic programs and work regular times in our classroom. Student involvement ranges from first year students enrolled in Psychology 110 (Child and Adolescent Development) to seniors working on their Senior Independent Study. Upon approval by both the director and the academic advisor, senior students often include the children as subjects in their IS research projects. You will receive a letter explaining any research projects conducted in the Nursery School during the school year. All students are supervised by classroom teachers and have completed background checks to participate. If you have any questions, please talk with the Director.

LICENSING

We are fully licensed by the Ohio Department of Job and Family Services to serve an authorized average daily attendance of 24 preschool-age children per class. Our license is posted in the classroom for your inspection, and a copy of the law and rules governing our program is available at the center for your review. The school's licensing record is available from the Ohio Department of Job and Family Services upon request. The phone number is 1-877-302-2347 option #4 or website www.jfs.ohio.gov/cdc/childcare.stm. Our program does not conduct formal assessments on enrolled children and does not report child level data to ODJFS at this time. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990. For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit www.jfs.ohio.gov/cdc/families.stm.

PHILOSOPHY

Our program is based on a philosophy of early childhood education, which is derived primarily from the cognitive developmental theory of Jean Piaget, a Swiss child psychologist. According to this theory, young children are not passive recipients of knowledge. They actively construct their own knowledge of the world when they are provided with a physical and social environment that gives them the materials, freedom, encouragement and time to explore and experiment, to try out their own ideas, and to learn from their own successes and failures.

PURPOSE AND GOALS

Our ultimate purpose is to provide an environment, which will promote the optimum intellectual, social, and physical development as well as the emotional well-being of each child, entrusted to our care. Our primary goal for every child is the development of a positive self-concept; the child who feels good about him/herself is more open to his/her social and physical world. We also place emphasis on the development of social skills, creative self-expression, self-discipline, self-reliance, and a positive attitude toward school and learning. It is vital that a child's first school experience be a positive one, for it is there that attitudes toward school are formed and important foundations for future learning are laid.

GENERAL PROGRAM INFORMATION

We have morning and afternoon sessions; morning classes are held from 9:00-11:30 a.m. and afternoon classes are held from 12:30-3:00 p.m.

STAFF/CHILD RATIOS

Every College of Wooster Nursery School class has two teachers. The average class size is 20 children. In addition, the teachers are joined by College of Wooster Students. The College of Wooster Nursery School will not exceed the mandated teacher/child ratios, which are 1:12 for 3-year-olds and 1:14 for 4-5-year-olds.

Our daily program is divided into four parts:

1. FREE PLAY - During this time children are free to choose from a wide variety of activities and materials throughout the classroom. Some of these activities - - such as easel painting, blocks, or housekeeping area - - change little from day to day; other areas are varied daily - - such as art activities, puzzles, or small manipulative toys.
2. GROUP TIME - During this time we read a story, learn songs and finger plays, encourage children to share their own experiences or ideas or a special "treasure" from home. We also talk about some of the activities children are engaged in for the day.
3. SNACK TIME - We offer allergy free snacks. Our snacks are small, usually consisting of crackers, pretzels, raw vegetables and fruit with water to drink. This is an important time for socializing as well as eating. Since each snack table has one or two adults and 6 or 8 children, this time provides an opportunity for casual conversations and sharing of ideas and information.
4. ACTIVE PLAY - When the weather permits (temperature and wind chill above freezing), we go outdoors for more physically active play. During rainy and cold weather, we provide creative movement activities and other large muscle activities indoors.

DAILY SCHEDULE

Free Play	9:00-10:00 or 12:30- 1:30
Clean-Up	10:00-10:10 or 1:30- 1:40
Group Time	10:10-10:30 or 1:40- 2:00
Outdoor Play	10:30-10:50 or 2:00- 2:20
Wash Hands	10:50-11:00 or 2:20- 2:30
Snack	11:00-11:20 or 2:30- 2:50
Gathering & Departure	11:20-11:30 or 2:50- 3:00

The Director will have open office hours from 10:00 a.m. - 2:00 p.m. on Tuesdays.

LUNCH OPTION

Children may bring their lunch and eat at school with a teacher. The lunch hour for both morning and afternoon classes will be from 11:30 a.m. -12:30 p.m. daily. A \$5.00 fee per lunch will be billed at the end of each month. When a child eats a main meal at school, licensing requires one-third of the child's recommended daily dietary allowance be provided. Please be sure to pack your child a healthy lunch.

POLICIES OF THE COLLEGE OF WOOSTER NURSERY SCHOOL

CLOTHING AND PERSONAL BELONGINGS

Please dress your child for active play and fun at all times. Dress clothes are not advised as they are too easily soiled and inhibit children's play. Shoes with slick soles and flimsy sandals are not advised because they are dangerous on climbing equipment. Outdoor play is a regular part of each day, weather permitting; therefore, each child will need outerwear appropriate to the season. Please put your child's name on boots, jackets, snowsuits, etc., for easy identification. Help us to encourage independence in dressing by purchasing outerwear that opens down the front and shoes and boots that are easy to put on.

BRINGING THINGS TO SCHOOL

We are always eager for the children to share special nature discoveries, art projects made at home or items from trips with their families. Your child should not, however, be made to feel that it is necessary to bring something to school to share. All "security" toys are welcome at any time, but we do ask your help in discouraging children from bringing their personal toys to play with at school. Please **DO NOT** allow your child to bring toy guns or weapons of any kind. Also, no chewing gum or candy.

BIRTHDAYS

We celebrate each child's birthday on the actual day if possible or, in the case of summer birthdays, on a "pretend" or half birthday day. Please talk over plans well in advance with your child's teacher. Simple and healthy treats, which the birthday child helps make, are preferred. There is no need for extra "at the door" treats. We encourage parents to attend our birthday celebrations, which are held during snack time. Please schedule your child's birthday celebration with one of the classroom teachers.

SCHOOL HOLIDAYS

Because we are affiliated with The College of Wooster our calendar is not the same as that of the public schools. We are open many days in which the public school is closed. For your convenience, our school calendar is provided at the beginning of this handbook.

ARRIVAL AND DEPARTURE

Children may be brought to school no earlier than 10 minutes before school begins and picked up no later than 10 minutes after school ends. Close attention to these times means a more orderly class.

Parents are asked to use the West entrance and an adult must accompany children to and from the classroom door during arrival and departure. To ensure safety, please hold your child's hand walking to and from your car in the parking lots and street.

If your child is in a carpool, please let your teacher know the names of the other parents involved. Children will NOT be allowed to leave the Nursery School with anyone except parents or the car pool drivers. If you should desire your child to leave with someone else, please give the school a list of people you give permission to transport, so we may keep it on file. If last minute arrangements are made you MUST call or send a note stating the date and arrangements. This is for your child's own protection.

MESSAGES

Verbal messages from the children cannot be accepted by the teachers. Please write your child's teacher a note or telephone school **BEFORE** class begins. It is helpful if you let the school know if your child is unable to attend school. We will not then be waiting for them to arrive.

PARENTAL PARTICIPATION

Parents are welcome to visit our classroom at any time. Please notify the director when you arrive. If you would like to share your talents with us during group time, present an art activity or cooking experience, or help to make or repair equipment, please let us know. Your involvement in our program is always welcomed. The school allows a non-custodial parent to see a child at school unless a court order prohibiting such a visit is on file. The church nursery on the lower level of the building is available to families for breastfeeding.

POT LUCK DINNERS

Traditionally the school has one potluck dinner during the fall semester and a second one during the spring semester. Parent volunteers will coordinate the dinners and enlist helpers.

PARENT - TEACHER CONVERSATIONS

We want you to feel free to ask questions or to discuss the program or your child with any of the teachers. We do ask, however, that you do this outside of school hours. During school hours our primary responsibility is to the children.

Parents or teachers may request a conversation at any time during the school year. The teachers will be emailing all families in early November to share your child's adjustment to school. We will schedule evening parent-teacher conferences, held at school, during the month of February.

SEVERE WEATHER

A **Remind text/email alert** will be issued for closing of school due to snow, icy roads or other severe weather conditions. **The College of Wooster Nursery School will be named** on WQKT FM (104.5) or WQKT.com, **if school is closed**. If you are uncertain whether or not school is in session, please call the school. Should a storm come up just before school is over, the teachers will always remain with the children until any driving emergency or weather problem is over.

EMERGENCY EVACUATION

Fire and weather emergency evacuation plans are posted on the classroom door and to the right of the telephone. In the event of a general emergency teachers would remain with all children, take children's records, first aid kit, medications, attendance book and move to the Meeting Place room downstairs. The College has an extended emergency plan that would include the Nursery School.

FIELD TRIPS

We do not take field trips requiring the use of vehicles. We do, however, take short walks on the college campus. We do not participate in any swimming activities.

GUIDANCE MANAGEMENT

We equate discipline with guidance, not punishment. This basic philosophy determines both our aims and the methods we use. This policy applies to all employees in the school.

AIMS: The ultimate aim of guidance management is the development of self-regulation. We believe that children will develop these skills: when the adults around them model appropriate behavior, when they understand what kinds of behavior are acceptable/unacceptable and when they understand the possible consequences of their own actions. The development of self-regulation is a process, which takes time, as does any aspect of development. Each child is at a different stage of development in this process and, therefore, our expectations for behavior must be based on the individual child's level of development.

METHODS: We use no physical punishment, threats, humiliation, or other negative methods of control. When a child's behavior is unacceptable, we suggest more acceptable behavior, and redirect the child to another activity or area of the room when necessary. Teachers are trained in Conscious Discipline techniques. A program based on current brain research by Dr. Becky Bailey.

THE COLLEGE OF WOOSTER NURSERY SCHOOL

Policy for Management of Communicable Disease

All teachers have been trained to recognize the common signs of communicable diseases. Staff members receive and follow training in hand washing and disinfection procedures. Staff and children will wash hands upon arrival to The College of Wooster Nursery School, before snacks, after toileting, and handling classroom animals.

Each child is observed daily, upon entrance and during the day, for symptoms of illness. If any of the following symptoms are present, the parent should not bring the child to school.

1. Temperature of 100 F taken by axillary method
2. Fever, diarrhea or vomiting free for a 24-hour period
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Conjunctivitis (pink eye)
7. Untreated infected skin patch(es), unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies or other parasitic infestations
11. Sore throat or difficulty in breathing

If a child exhibits any of the above symptoms, he/she will be isolated in a quiet area of the room where a cot and clean blanket will be provided if needed. No child will ever be left alone or unsupervised; an adult will remain with the child until parent, guardian, or emergency contact person calls for the child. One of the teachers will notify the parent immediately and request that the child be picked up as soon as possible.

The Ohio Department of Health "Child Day Care Center Communicable Disease Chart" is posted in the classroom for parental inspection.

A child who has been discharged from school can return as soon as the symptoms are gone or with the authorization of his/her physician.

If any teachers or adult assistants exhibit any of the above symptoms, they will not be allowed to work with the children until such symptoms are gone or their physician authorizes their return.

We request that parents notify the classroom teachers whenever their child either contracts or has been exposed to a communicable disease. Parents will be notified if their child has been exposed to a communicable disease in the Nursery School within 24 hours of our knowledge. This will be done through the Remind text/email alert and posted on the parents' bulletin board.

The administration of all medications is the sole responsibility of the parents. Teachers will not administer any type of medications to any child. However, inhalers, epi-pens or seizure medications will be handled on an individual basis regarding child medical plans and forms on file. Allergies and medical conditions are listed for those children requiring precautions. These are posted on the cupboard door above the telephone.

Our policy for admitting a child who is mildly ill but does not exhibit any of the 11 symptoms listed above is as follows:

- a. A child who experiences minor cold symptoms **and** feels well enough to participate in the school's activities will be admitted and allowed to fully participate in the program.
- b. Any child who does not feel well enough to participate **will not** be admitted and should not be brought to school. Any child who during school time complains of not feeling well enough to participate in activities, will be cared for within the classroom and observed for signs of worsening conditions and symptoms of a communicable disease. Parents will be notified and asked to come for the child.

The school allows the enrollment of non-immunized children.

THE COLLEGE OF WOOSTER NURSERY SCHOOL
Safety Policy Guidelines

1. One teacher will be responsible for greeting each child upon arrival and for releasing each child to a designated adult at the end of the Nursery School session.
2. Parents are requested to accompany the child to the classroom and to remain until a teacher is aware of the child's presence. Parents are also requested to call for the child at the classroom door at end of the session.
3. Parents are cautioned to never let a child out of a car on the street side; to call to a child from across the street; or to allow a child to cross to a car without adult supervision.
4. We have a working telephone in the classroom to use in case of emergencies.
5. Our teachers are all trained in first aid and CPR. A first-aid box is located on each floor.
6. We have a medical emergency plan. The names and telephone numbers of parents are posted on the wall to the right of the telephone. In case of a minor accident/injury the staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered, and the parents contacted immediately to decide an appropriate course of action. If an injury is life threatening, the EMS will be called; a parent will be notified; and a staff member will accompany the child to the hospital with all available health records (includes authorization to transport a child to the hospital). These records are kept in the bottom drawer of the cupboard below the telephone. The drawer is marked that it contains the children's records. If a parent cannot be reached, we will notify the emergency contact persons listed on the child's enrollment information form. The staff member will not transport children in their own vehicle. The school's policy is to not enroll a child when permission to transport is not granted.
7. The staff will complete an Incident/Injury Report whenever an illness, accident or injury occurs which requires first aid treatment, a bump or blow to the head, emergency transport or an unusual or unexpected event which jeopardizes the safety of children.
8. We have a fire emergency and weather alert plan posted on the classroom exit door inside the classroom and also on the wall to the right of the telephone.
9. We conduct a fire drill once each month. A weather drill monthly September, March, April and May as well as a quarterly required lock-down drill.
10. We do not take any field trips that require the use of automobiles or buses.
11. We do take short walks close to Nursery School. On these walks, children take a partner and walk two by two with a teacher leading the group and another at the end of the group. Student assistants are spaced throughout the line of children.
12. Children are supervised at all times; no child is ever left alone or unsupervised.
13. The use of spray aerosols is prohibited when children are present.
14. All teachers have taken child abuse recognition training. Any teacher who suspects that a child has been abused, (physically, sexually or emotionally) or neglected shall immediately notify the Director and the Wayne County Children's Services. Documentation of complaints will be on file at the nursery school.

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