



THE COLLEGE OF
WOOSTER

Nursery School

HANDBOOK
2022-2023



Green grow the children 

wooster.edu/nursery-school 330.263.2131
353 East Pine Street, Wooster, Ohio 44691



THE COLLEGE OF
WOOSTER

Dear Family,

This handbook is prepared to serve as a guide throughout the year. It includes a copy of our safety policy guidelines and our policy for managing communicable diseases.

Your child was enrolled in The College of Wooster Nursery School when space availability was confirmed. The necessary paperwork was received—registration fee, child’s information and health form, and permission forms. If any information changes, please notify me immediately.

A child’s medical form, completed by a licensed physician or a nurse practitioner, is required to be on file within 30 days of admission. This medical form must be updated every 12 months.

Thank you for choosing The College of Wooster Nursery School. We look forward to providing your child with a caring and enriching environment. If you have any questions or concerns during the year, please let us hear from you.

Sincerely,

Sarah

Sarah Myers
Director
The College of Wooster
Nursery School

2022-2023 SCHOOL CALENDAR

August 30 -----	Parent Meeting 7:00 pm
September 6 & 7 -----	Children's 1 ½ hour Orientation First Day
September 8 & 9 -----	Regular 2 ½ hour session of school begins 9:00-11:30 am OR 12:30-3:00 pm
November 23 - 25 -----	School closed for Thanksgiving
December 16 -----	Last day for Fall Semester
January 9 -----	School opens for Spring Semester
February 18 -----	Visiting day for Prospective Families
March 20 – 24 -----	Spring Break
May 12 -----	Last day of school

SCHOOL DIRECTORY

The College of Wooster Nursery School
In Westminster Church House
353 E. Pine Street
Wooster, Ohio 44691
School Telephone: 330-263-2131
School Fax: 330-263-2888
www.wooster.edu/nursery-school
nurseryschool@wooster.edu

PLEASE NOTE that when the nursery school is in session, our telephone is for urgent messages. Therefore, if you wish to discuss your child's progress or have a question or some other concern, please get in touch with your child's teacher or the director before or after classroom hours at the nursery school number, by email or by text or phone call at one of the numbers below.

DIRECTOR, TEACHER

Open Office hours to meet with parents
– Tuesdays: 10:00 a.m. to 2:00 p.m.

Sarah Myers
samyers@wooster.edu

TEACHER

Jennifer Reynolds
jreynolds@wooster.edu

TEACHER

Apple Hopkins
ahopkins@wooster.edu

TEACHER

Dawn Frank
dfrank@wooster.edu

TEACHER

Krista Emerson
kemerson@wooster.edu

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 College of Wooster 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 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. Permission must be given before children participate in any IS research projects. All college 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 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. We ensure compliance with the ADA, including administering medications and care procedures to children with disabilities. For more information about childcare licensing requirements as well as how to apply for childcare 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 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, try out their own ideas, and learn from their own successes and failures.

PURPOSE AND GOALS

Our ultimate purpose is to provide an environment, that will promote the optimum intellectual, social, and physical development and the emotional well-being of each child entrusted to our care. Our primary goal for every child is to develop a positive self-concept; the child who feels good about themselves is more open to their social and physical world. We also emphasize the development of social skills, creative self-expression, self-discipline, self-reliance, and a positive attitude toward school and learning. A child's first school experience must be a positive one, for it is there that attitudes toward school are formed, and essential foundations for future learning are laid.

GENERAL PROGRAM INFORMATION

We have morning and afternoon sessions; morning classes are held from 9:00-11:30 am, and afternoon classes are held from 12:30-3:00 pm

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 The 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.

DAILY PROGRAM

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 have a story, engage in a lesson, learn songs and fingerplays, and encourage children to share their experiences or ideas or a special "treasure" from home.
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. Snack time 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 25 degrees Fahrenheit), 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 to meet with parents
Tuesdays from 10:00 am - 2:00 pm

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 am - 12:30 pm 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. Help us encourage independence in dressing by purchasing outerwear that opens down the front and shoes and boots that are easy to put on.

Outdoor play is a regular part of each day. If the temperature is 25 degrees F or above, we go outside; therefore, please dress your child appropriately for the season.

LABELING

Please be sure to label all your child's belongings with their name. This includes shoes, boots, jackets, snowsuits, hats, extra clothing, etc., for easy identification.

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 will be assigned a special day to bring sharing items to school however, your child should not 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 ask your help in discouraging children from bringing their personal toys to play with at school. We are not responsible for lost or broken toys. Please **DO NOT** allow your child to bring toy guns or weapons of any kind. In addition, **we do not allow chewing gum or candy.**

BIRTHDAYS

We celebrate each child's birthday on the actual day if possible or on a "pretend" or half birthday day in the case of summer birthdays. Please talk over plans well in advance with your child's teacher. Simple and healthy treats are preferred. There is no need for extra "at the door" goodies. 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 the public schools'. We are open many days in which the public schools are closed. For your convenience, our school calendar is provided at the beginning of this handbook.

ARRIVAL AND DEPARTURE

Children may arrive at school **no earlier** than 10 minutes before school begins and picked up **no later** than 10 minutes after school ends. Prompt attention to these times is essential.

Please use the West entrance. A teacher will meet you at your car before accompanying the child to the classroom door during arrival.

At departure, a teacher will accompany your child out of the building and to your vehicle. You will be given a name card to place in your front window. Please have it prominently displayed to assist in departure.

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 carpool drivers. If you desire your child to leave with someone else, please give the school a list of people you permit to transport so that we may keep it on file. For your child's protection, if last-minute arrangements are made, you **MUST** call or send a note stating the date and details.

MESSAGES

The teachers cannot accept verbal messages from the children. 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 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.

POTLUCK DINNERS

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

PARENT - TEACHER CONVERSATIONS

We want you to feel free to ask questions or 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 information about your child's adjustment to school. In addition, we will schedule evening parent-teacher conferences held at school in February.

SEVERE WEATHER

A **Remind text/email alert** will be issued to close 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. Teachers would remain with all children in the event of a general emergency, take children's records, first aid kit, medications, attendance book, and move to the Meeting Place room downstairs. In addition, The College of Wooster 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. A first aid kit, and Emergency Medical Authorization forms will be taken on each walk. 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, based on current brain research by Dr. Becky Bailey.

Unacceptable behaviors include:

- Disruption of the learning process or activity
- Verbal or physical assault

If the child's behavior is of concern, communication will begin with the parents as the first steps to understanding the child's individual needs and challenges. We will work to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant dismissal of the child from our program.

TUITION

Tax I.D. Number 34-0714654

For your convenience, tuition may be paid in one, two, or eight payments.

We will not send out bills each month but will send out reminders if your payment is overdue.

Please note that unless arrangements have been discussed with the director, tuition payments that are 60 days overdue may result in the child being withdrawn from the program.

Tuition for the one payment plan is due September 1st.

Tuition payments for the two-payment plan are due September 1st and January 1st.

Tuition payments for the eight-payment plan are due the 1st of each month from September through April. (The 8-payment plan is an average of the number of days in the school year divided by 8 months. Short and long months and holidays have been averaged.)

Tuition is as follows:

	<u>8 payments</u>	<u>2 payments</u>	<u>1 payment</u>
Two-day program	\$170.00	\$680.00	\$1,360.00
Three-day program	\$255.00	\$1,020.00	\$2,040.00
Four-day program	\$340.00	\$1,360.00	\$2,720.00
Five-day program	\$425.00	\$1,700.00	\$3,400.00

*** For families with two children enrolled in nursery school during the same year, the older child pays full tuition: the younger child pays one-half tuition.**

The collection of tuition payments is not the responsibility of the classroom teachers. For your convenience, you may do one of the following:

1. Give to director at drop off
2. Mail checks to: The College of Wooster Nursery School
353 E. Pine St.
Wooster, Ohio 44691

Please make checks payable to **The College of Wooster Nursery School.**

3. Pay online through Official Payments link found on our website page at wooster.edu/nursery-school **Processing fees apply.**

We will not adjust the tuition for a child’s absence due to illness unless the child is absent three or more consecutive weeks. A signed statement from your physician will be required upon the child’s return. No deductions will be made for family vacations.

POLICY FOR MANAGEMENT OF COMMUNICABLE DISEASE

All teachers have been trained to recognize the common signs of communicable diseases. In addition, staff members receive and follow training in handwashing and disinfection procedures. Staff and children will wash hands upon arrival at 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 child will **not be admitted**, and the parent should **not** bring the child to school.

1. Temperature of 100 degrees F taken by axillary method
2. Fever, diarrhea, or vomiting (must be free of symptoms for 24 hours to return)
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 during the day, they 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 a 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 "Communicable Disease Chart" is posted in the classroom for parental inspection.

A child discharged from school can return as soon as symptoms are gone or with a physician's authorization.

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. In addition, parents will be notified within 24 hours of our knowledge if their child has been exposed to a communicable disease at nursery school. Notification will occur through the Remind text/email alert and posted on the parents' bulletin board.

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.

ADMINISTRATION OF MEDICATION

The administration of all medications is the sole responsibility of the parents. Teachers will not administer any type of medication to any child. However, inhalers, epi-pens, seizure medications, or other medically prescribed treatment or medical food that without administration would otherwise jeopardize the health of the child, or prevent the child from attending school, 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.

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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