

GENERAL POLICIES 2019-20
Table of Contents

	<u>PAGE</u>
Foreword	1
Governing Authority	1
Admission.....	1
Tuition	2
Withdrawals.....	3
Hours of Operation.....	3
Class Hours and Attendance	3
Co-oping Hours.....	3
Arrival and Dismissal	3
Early Drop-Off Policy	4
Late Pick-Up Policy	4
Inclement Weather Policy	5
Parking.....	5
Parking Lot Safety.....	5
Discipline Policy	5
Toys/Stuffed Animals.....	6
Health and Safety Requirements	6
Required Forms.....	6
Immunizations	6
General Health.....	6
Allergies.....	6
Injuries	6
Medications.....	7
Contagious Conditions or Diseases	7
Emergency Procedures	7
Children’s Needs	8
Emotional.....	8
Daily Clothing.....	8
Extra Clothes	8
Footwear	8
Tote Bag.....	9
Snacks.....	9

Communications.....	9
At Drop-off/Pick-Up.....	9
Conferences	10
Assessments and Recommendations.....	10
Grievances	10
Field Trips	10
Permission for Trips.....	10
Guidelines for Greenwich Park Use	10
Supervision	10
Park Conditions.....	11
Range of Area in the Park.....	11
Extended Day – Lunch Bunch Programs	11
Acceptance of WNS General Policies	11

Foreword

Wesley Nursery School (WNS) was established in 1961 by the Bethesda United Methodist Church (BUMC) as a service to church members as well as to the entire community. We are a non-profit, non-denominational pre-school, and welcome all families regardless of faith, race, ethnicity, nationality and family composition. As a co-operative school, parents of the 3s and 4s students who choose to be a part of the staff have significant involvement in classroom activities. Parents who decide not to co-op are welcome to join in their child's classroom activities whenever possible. Parents benefit from the opportunity to observe their child playing with peers. Children benefit from the special time in school with their parents.

For the purposes of this document, the term "parents" includes legal guardians or others designated by parents while at WNS, except where otherwise specified.

At WNS, child-initiated play is encouraged. WNS supports Piaget's premise that children learn best from activities they plan and carry out themselves. Children are allowed and encouraged to make decisions and solve problems on their own - with guidance - in the classrooms. Independent learning activities and processes, as opposed to a finished product, are stressed. We believe children learn best by experiencing their world through direct, hands-on activities.

We look forward to working with you and your child in the coming school year.

Governing Authority

The operation of the school is the responsibility of the Wesley Nursery School Board. The Board adheres to the WNS By-Laws. The responsibilities of the WNS Board are to: 1) set policy; 2) appoint personnel annually; 3) approve the budget; and 4) approve the school year schedule. The WNS Board is comprised of BUMC members, WNS parents, and ex-officio members including a WNS teacher and the WNS Director. BUMC pastors are available as needed for consultation.

Admission

Current Students

Children currently enrolled may re-apply in late November/early December for the following year. A nonrefundable application/registration fee of \$200.00 must accompany the application form. Students currently enrolled in the 2- & 3-year old programs are guaranteed placement in the school as long as their applications are received during the designated registration day(s). Siblings of alumni may also enroll before registration is open to the community.

Students currently enrolled in the 4-year old programs who wish to repeat the 4-year old program must discuss this with the Director before submitting an application. These applicants will be given priority over applicants who would be new to the school, but not over applications of those currently enrolled in the 3-year old programs.

New Students

Applications for enrollment of new students for the following school year must include a nonrefundable application fee of \$200.00.

Classroom requests are not accepted for children in our 4s programs. Children are placed in our 4s programs taking into consideration many factors; e.g., the age of the children, personalities, maturity levels, gender, teacher recommendations, future school placement, etc. Parents are given a questionnaire regarding placement, however, classroom placement is determined by the staff. All classroom assignments are final.

Acceptance Policy

Admission priority is given to currently enrolled students and to siblings of currently enrolled students. All remaining enrollment openings will be made available to all students whose applications are received on the designated registration date(s) in the following order of priority, and within each priority category, on a first-come, first-served basis:

1. Children whose parents are members of BUMC
2. Siblings of previously enrolled students
3. Previous applicants and alumni to the school
4. All other applicants

Probationary Period

There is a two to three week probationary period for all students new to the school during which time we assess whether our program and our setting meets the child's needs.

Tuition

Tuition is an annual fee based on the approved budget. Parents may elect to pay the fee annually, by the semester, or in 10 equal payments. A nonrefundable **application/registration fee of \$200** is due at the time of application. A **deposit** equal to one tenth of the full year tuition is due at the time of acceptance. (When registration for the next school year opens, parents who are uncertain about returning should speak with the Director of the school before paying the nonrefundable registration fee.) Tuition checks are due by the 1st of each month without reminders.

A late fee of \$30 will be charged for each month a tuition payment is 30 days overdue. Please speak with the Director if you have concerns about your payment schedule.

If tuition is one month in arrears without due cause, your child may be dropped from the class roll. *It is the responsibility of the parent(s) to contact the school office immediately if they are experiencing financial difficulty so a payment plan may be worked out.*

A \$20.00 return check fee will be charged for any check returned due to insufficient funds. As a courtesy, an attempt to redeposit a returned check will be made where allowed.

Withdrawals

Notice in writing must be given to the Director 30 days in advance of anticipated withdrawal date in the event that the child must be withdrawn due to family circumstances.

WNS reserves the right to request the withdrawal of a child when we deem that the class program is not meeting the needs of that child. This option will be exercised after WNS administration and the child's teacher have discussed the issue with the parent(s) and reasonable attempts (as defined by WNS) to help the child have been unsuccessful.

Hours of Operation

Class Hours and Attendance

School begins at 9:00 a.m. and ends at noon. Parents will receive advance notice for a few exceptions to this basic time schedule; e.g., the two- and three-year-old classes begin the year with a modified schedule to help them acclimate.

Co-oping Hours

Co-oping parents sign-in on the Class Sign in sheet and arrive in the classroom ready to work at 8:45 a.m. The co-oping day ends once your child has been dismissed by the teacher.

Arrival and Dismissal

A child's first few moments in class each day are extremely important in setting the tone for the day. It is often difficult for a child to enter play in the classroom when the day is already in progress. Children also can be very upset if they see classmates leaving for home and no one has come for them. To relieve these anxieties, we ask that you be prompt at both arrival and dismissal times.

- * Please make sure to arrive by 9:00 a.m. and sign your child in on the appropriate form outside the classroom door.
- * Upon arrival, walk your child to her/his classroom door where a WNS staff member or a co-op parent will greet your child. We encourage you to take a brief moment to speak with the teacher at the door concerning any information which may affect your child's day in class.
- * WNS teachers find that it is easier for drop-off if you say goodbye at the classroom door. We understand that this is not always an easy transition for your child but be assured that the teachers and staff will work to ensure your child is comfortable in the classroom.

We will always call you if your child does not settle down or seems unduly upset. If you do stay a few minutes after saying good-bye, please stay out of sight. Feel free to ask the office staff to check on your child and report to you rather than having your child see you peeking back in the room. This generally starts the cycle of crying all over again and is contagious. So Many Goodbyes published by NAEYC is a good resource booklet.

* Please notify the school as soon as possible if your child is not coming for health or other reasons.

*** If your child is absent for three consecutive class times due to an illness, you or your child's physician will need to provide a written note specifying the reason for the absences and stating that the child may return to a regular schedule. This note needs to be brought to the school office on the day your child returns.**

*Your child's teacher will specify a pick-up spot - the classroom or in our play space.

* If your child is not going home in the regular carpool, or someone different is picking up your child, **the school must be notified in writing.** *Release forms are available in the school office.* In the event your child is going home with another child for a playdate, notify your child's teacher and remind your child at drop-off.

Early Drop-Off Policy

Early drop-off is available from 8:30-9:00 a.m. daily at \$8.00 per day. Early drop-off charges will be added to your account. Reservations must be made 24 hours in advance to attend this program.

Late Pick-Up Policy

Parents are expected to pick up children at the appropriate dismissal time, whether from class or Lunch Bunch. While we understand that unforeseen circumstances may cause a delay in pick-up, it is important that your child(ren) can rely on timely pick-up. If you are going to be late, please notify the school office immediately so we can prepare your child and reduce his/her concern when classmates have left for the day.

In order to be respectful of WNS teacher's and staff's time and outside obligations, a late fee of \$1.00 per minute per child will be assessed. This fee needs to be paid (by cash or check) directly to the staff member who is staying late with your child.

In case of an emergency, please call the school to discuss available options regarding pick-up.

Any child remaining in his/her classroom after pick-up time will be brought to the WNS Office to wait for an authorized pick-up person. Office staff will phone each parent's number, then continue through all emergency contact numbers. One attempt at each emergency number will be made. For this reason, it is extremely important that parents submit updated contact information in writing to the WNS Office promptly when any changes occur; i.e. new work, home or cell phone numbers, or new emergency contact information. We request that parents also notify their child's teacher.

It is the responsibility of Wesley Nursery School to protect the well-being of your child until a parent or authorized pick-up person arrives. WNS does not hold the child responsible for any situation that occurs, and discussion of any problematic issues will be held only with the parent and never with the child.

Inclement Weather Policy

School will remain closed on all days that MCPS is closed. Listen to your radio or television, or sign-up for Alert Montgomery to send you text, email or voice messages. If MCPS opens two hours late, WNS will open two hours late at 11:00 a.m. and dismiss at the regular 12:00 p.m. time. Afternoon programs will be held on time. When MCPS announces an early closing, WNS closes on time but cancels afternoon programs.

Parking

When you enter the parking lot from Old Georgetown Road, ***IMMEDIATELY TURN RIGHT*** and circle the lot, as our lot is one-way for the safety of our families. The speed limit is 5 mph. Space is available for drop off and pick up from the Huntington Parkway lot.

Parking Lot Safety

It is the responsibility of parents to ensure that any person charged with dropping off or picking up children at WNS is fully aware of our safety rules. This applies to all caregivers, including nannies, au pairs, grandparents, neighbors, a friend's parent who is taking the child to a play date, etc.

TRAFFIC IN THE ALLEY IS FOR PEDESTRIANS ONLY AND IS CLOSED TO ALL TRAFFIC MONDAY -FRIDAY FROM 9:05-11:55 am.

At all times, adults responsible for children MUST hold their hands while in the parking lot.

At all times, adults responsible for children MUST drive slowly in the parking lot.

Discipline Policy

Discipline is an important and much-discussed topic for parents, teachers and children. At WNS we strive to promote self-control in a firm and loving atmosphere. Rules are established to encourage respect for and cooperation with others. Children will test the limits of their world. They do not innately know what is right and wrong, and they need adults whom they trust to help them. The staff and parents will endeavor to be fair and straightforward as they help children settle disputes or limit unacceptable behavior. We will encourage children to explore with confidence and feel secure in trying new activities and ways of interacting with one another.

Most preschool children respond well to requests that the activity be changed. If a child has been asked several times to stop something and is unable to stop, the child will be redirected by an adult for a brief period. On occasion the child may be brought to the office where she or he can have some one-on-one attention (which may not be feasible at that time in the classroom). Parents may be called in the event a child is unable to complete the morning with his/her class.

Toys/Stuffed Animals

Children are not allowed to bring toys or stuffed animals from home to school, as they frequently are difficult for a child to share and are easily lost or damaged.

Health and Safety Requirements

Required Forms

WNS is required to have the following medical forms on file before your child begins school: Health Inventory, Lead Addendum, an up-to-date Immunization Record, and emergency medical instructions, if applicable.

These forms must be signed by your child's doctor. All co-oping adults must complete the United Methodist Church Questionnaire, a Medical Clearance Form, the Release of Information Form--OCC 1272, Maryland and FBI Background Clearances, agreement to follow guidelines, and completion of co-op training.

Immunizations

WNS requires all parents to have their child's pediatrician complete and sign the Maryland DHMH Form 896 (Immunization Record) in accordance with the State of Maryland Age Appropriate Vaccination Requirements For Children Enrolled In Child Care Programs (Valid 9/01/19 - 8/31/20). WNS does not accept religious or philosophical exemptions. Form 896 and the vaccination requirements may be found on WNS' website.

General Health

Be sure your child is in good health before sending him/her to school. If a child cannot fully participate in the school program, the child should not be at school and will be sent home. Children should not come to school if they have continual nasal discharge, an elevated temperature, nausea or vomiting within the past 24 hours, stomachache, diarrhea within the past twenty-four hours, pale or flushed face, headache, earache, sore throat, rash or infection of the skin, red or pink eyes, and loss of appetite or decrease in activity.

Allergies

If your child has severe food allergies, we require that you send a snack for your child each day. For moderate allergies, you may keep a snack in the classroom. **Please make note of any allergies (mild or severe) on the Emergency Card and alert the teachers.**

Injuries

During the course of the school day, children occasionally sustain bumps, cuts, scrapes and the like. WNS teachers and staff are trained and certified in the provision of First Aid as well as Infant/Child CPR, renewed regularly. Depending on the nature of the injury, teachers may wash and apply a bandage or treat the site with a cold pack. In cases where it is deemed necessary, the injured child may be taken to the office for evaluation and treatment. Injuries of a more severe nature are dealt with by calling 911 (if an emergency) and the child's parent. Parents of registered students hereby indemnify and hold harmless WNS staff in the provision of initial first aid treatment.

Medications

WNS is required to follow the Maryland State Department of Human Resources Guidelines for administering any medication during school hours. These guidelines are used to protect your child:

1. Prescription or nonprescription medication may only be administered by WNS authorized staff with prior written authorization from the child's doctor.
2. The parent's written authorization must include the following: the child's name, the parent's signature, and date signed; the identity of the medication and dosage for the child; the date on which the medication is to be administered; the time to administer the medication; and the conditions for which the medication is to be administered.
3. Prescription medication must be labeled by the pharmacy or physician with
 - a) the child's name, and
 - b) expiration date that indicates that the medication is still usable.

The medication may only be administered according to a licensed health practitioner's written instructions. At least one dose of the prescription medication must have been given to the child at home on a prior occasion to assess her/his reaction.

4. WNS staff must record the amount, date, and time the medicine is administered in the child's personal records.

Contagious Conditions or Diseases

Please notify the WNS Director if your child develops a contagious disease or condition; e.g., chicken pox, strep throat, conjunctivitis (pink eye), head lice, molluscum contagiosum, etc. The child must be kept at home until your physician indicates that your child may return to school.

Parents will be notified when anyone attending WNS has a contagious disease or condition but the name of said individual will remain anonymous.

Emergency Procedures

The file of Emergency Cards is maintained in the WNS Office. As previously stated, please be sure that all phone numbers and addresses are kept up-to-date. This includes home, parents' work, and cell phones, doctor, and emergency contact phone numbers. Changes should be given in writing to the WNS Office.

If a child becomes seriously ill or has a major injury, WNS will call 911. The parent or the designated emergency contact for the child will be called. A WNS staff member will

accompany the child to the emergency room if the child's parents are not able to arrive before the child is transported.

If an emergency evacuation of the school is required, children will be taken to the Beth El Congregation across Old Georgetown Road and parents will be contacted.

WNS has emergency supplies in the event we would need to shelter-in-place.

Children's Needs

Emotional

WNS teachers and staff understand that children experience periods of separation anxiety from time to time. If your child has need of a special article ("lovey") in order to facilitate entry into the classroom each morning, please notify his/her teacher as soon as possible. Together, parents and teachers can make arrangements to help the child feel more comfortable.

Daily Clothing

Simple, comfortable play clothes are best. In school, children have opportunities to use paint, play dough, glue, glitter, etc. All are messy and it is best if a child does not have to worry about keeping clothes extremely clean. Clothing also must allow for independent use of the bathroom or easy diaper changes. No onesies for any children using the toilet; it is hard to check a diaper when a child is wearing these. Please remember that children who are potty training need to independently manage themselves.

Girls must wear shorts underneath dresses or skirts.

Clearly label all removable clothing with the child's name. This includes coats, sweaters, sweatshirts, snow pants, mittens, boots, hats and hair accessories when possible.

Extra Clothes

Each child needs a complete set of clothes to leave in her/his cubby (2's keep extra clothes in red bag). Be sure to replenish them as they are used. Remember to change the clothing to match the season (we continue to play outdoors when the temperature goes down to 32 degrees). Be sure to exchange your child's extra clothes mid-year when your child experiences growth spurts.

Footwear

Tennis shoes or sturdy shoes with rubber soles are a must. Children must bring boots for outdoor play if there is snow on the ground (no boots worn in the classroom -- please send sneakers or other appropriate shoes for classroom wear). **Please do not send your child in dress shoes, sandals or Crocs to school, as they limit a child's ability to play safely.**

Tote Bag

Each new student is provided with a WNS red tote bag large enough to hold folded easel paintings. **This needs to be brought EVERY day.** Tote bags are easier than backpacks for preschool children to use. Please feel free to decorate the child's red bag.

For children wearing diapers or pull-ups, please keep 4 diapers, pull-ups, or underwear in your child's red bag each day.

Snacks

WNS strives to provide a safe environment for children with peanut/tree nut allergies. Please **do not bring peanut/nut products into the classroom.** If eating peanut products at home, please be sure your child washes his/her hands at home before bringing your child to school.

Parents bring snacks to school on a rotating basis. We drink water with our snack. This occurs several times per year, depending on the number of days per week the class meets. **We will strive to serve nutritious snacks. Snack suggestions will be given out at Open House and by your child's teacher throughout the year.**

WNS supplies all paper goods – cups, napkins, plates, etc.

Birthdays: Treats such as *mini-cupcakes* or cookies are allowed at snack time for celebrating a child's birthday, but include a fruit/veggie or dairy product on this day as well. Do not send hats, balloons or other favors.

If you forget to bring snack on your scheduled day: Emergency snack supplies will be available in the classrooms. Please replenish the supply as soon as possible. If your child is sick on snack day, please call the office. You do not need to bring snack that day – please bring one on the next day your child is in school to replenish the emergency supply.

Communications

Good communication between home and school is of utmost importance. If you will be out of town for a few days, if a member of your family is ill, if a pet dies, if anything affects your child, let the teachers know. Medications frequently cause behavioral changes, so if your child is taking a new medication please inform the staff. Little changes, as well as big ones, may be very significant in your child's life. Memos, notes, newsletters, and emails are part of our communications system. **Check your child's tote bag each school day.** The WNS Office will communicate with parents once a month via an electronic newsletter. Teachers may opt to include any communications in the office newsletter or by sending directly to parents via email.

At Drop-off/Pick-Up

The beginning or ending of the school day is a good time for parents to convey to their child's teacher information about **factual topics** such as the child's health, mood, different after-school plans and the like. More **personal issues**, such as behavioral problems, issues with classmates, etc. are more appropriately addressed privately with the teacher at a time when children are not present or via email.

Conferences

WNS will be closed one day during the school year so teachers can hold formal conferences with parents. Other conferences with the WNS Director and/or teachers may be arranged at any time. Please feel free to request one; we will do likewise.

Assessments and Recommendations

In an effort to assist families with developmental testing processes or private school admissions requirements, WNS teachers are willing to complete assessments or recommendation forms, up to a maximum of three per child. A copy of each form will be retained in the child's confidential file in our office. The original will be a confidential document that must be mailed directly to the requesting institution.

Grievances

Parents who are troubled by any type of issue in their child's classroom should first request a conference/discussion with the child's teacher. If you do not feel that the issue has been resolved in a satisfactory manner, please contact the WNS Director so that other approaches can be investigated and implemented. If you remain concerned after working with the Director, please get in touch with a member of the WNS Board.

Field Trips

Permission for Trips

Three- and four-year-olds need a general written permission form for such things as walks, trips to the park across the parking lot, etc.

For trips by car, no child is permitted to go on the field trip unless the child has a permission slip specifically for that trip. The permission form must be signed by a parent or legal guardian.

In the three- and four-year-old classes, trips become the springboard for or culmination of the classroom curriculum. Parent drivers provide our transportation. **If a trip is scheduled on your co-oping day, we assume that you will drive unless you indicate otherwise by the permission slip deadline.**

Whenever car trips are scheduled, parents need to provide their own child's car seat and install it in the parent driver's car.

Trip fees are included in the yearly registration fee. We have budgeted to pay for the children and enough adults to maintain a ratio of one adult to four children. Additional parents are welcome to join us at the fee charged by the venue, if space is available.

Siblings, no matter what age, are not permitted to go on WNS class field trips.

Guidelines for Greenwich Park Use

Supervision

1. The adult/child ratios for play or trips to the park are as follows:

3s: 1 adult to 4 children

4s: 1 adult to 5 children

2. Each adult will be assigned a few children to escort to and from the park.
3. Classes will go to the park only when the stated WNS adult/child ratio is feasible.
4. Classes will take a “Park Backpack” containing tissues, basic First Aid materials, rubber gloves, emergency prescribed medications such as Epi Pens, cell phone, each child’s emergency card, etc.
5. While in the park, an adult will be assigned to be the Old Georgetown Road monitor and will remain between the children and the road.
6. At the end of the outdoor time, the class will meet beside the tennis courts and the roll will be checked.
7. Groups return to WNS with their assigned adults and the class roll will be checked again in the classroom.

Park Conditions

Teachers will assign a safety scout to quickly scan the play area of the park. Please report anything that would have an impact on the safety of the children to the WNS Office.

Range of Area in the Park

In the park the boundaries of the playground are the play area covered by woodchips and the sidewalk. Children may only go beyond the boundaries only if the class has a special expedition.

Extended Day – Lunch Bunch Programs

Children may enroll in Lunch Bunch, held on specific days with WNS staff. If a Lunch Bunch program is under-enrolled it may be cancelled. The extended day runs from 12:00 to 2:00 p.m. WNS reserves the right to cancel classes due to insufficient enrollment. Participation in these programs is at the discretion of the Director.

Acceptance of WNS General Policies

Parents of children who are enrolled in Wesley Nursery School agree to accept and abide by all provisions contained in the WNS General Policies