



MCNS Handbook

Updated March 2019

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About Our Program

Overview of Program

At MCNS, we are concerned with the development of the whole child. Our program is designed to foster social, emotional, and intellectual growth to help all our children become confident, creative, and independent individuals. MCNS strives to be a place where children feel safe and nurtured, so they will be enabled and motivated to try new experiences.

We support the children in undertaking challenges that will require “just a little bit more” from them. Nothing fosters self-esteem more than that wonderful feeling of “I did it!” so we arrange the school environment to facilitate responsibility and self-direction.

- Materials are within reach and picture-labeled.
- Children are expected to pick up after themselves, and respect the materials and each other according to their own abilities.
- Cubbies are labeled with names and pictures.
- Rules are clear, simple and consistently applied.

We believe that children should have time to explore, take chances and create, using their new skills and familiar materials in new ways. Most of our projects are designed to be open-ended so that the children have the opportunity to put their own creative “signature” on their work.

Music has been proven to be helpful in math comprehension as well as fostering oral learning. To that end, teachers introduce the children to various instruments, songs, rhythmic activities, and styles of music. We will also incorporate creative movement into our program. This fosters self-control, creative expression, muscular toning, and listening.

We encourage parents to participate fully in their child’s MCNS experience. Parents are always welcome in the classroom, and our teachers and the Executive Board welcome new ideas.

Our goal is to make the children’s time at school interesting, relevant, and meaningful. We believe that a child’s first school experience should be both an extension and a progression from their home environment, and by working together with parents, we hope to help them become kind and empathetic members of society.

Opportunities For Learning

The children are encouraged to progress at their own pace within a program that is developmentally appropriate with an emphasis on individualization. Children will have the opportunity to:

- Grow socially and emotionally, taking the values of their families with them into a wider but still nurturing sphere.

- Create and be exposed to others' creative works and ideas in order to broaden their own ideas and thinking.
- Progress on an individual continuum in understanding and using mathematical concepts.
- Expand their view of the world around them. It is our hope that by exposing children to various cultures and lifestyles, they will become tolerant and cooperative members of society.
- Speak and listen, to be read to daily, to sing and rhyme, to work in a print-rich classroom with opportunities for expressing themselves.
- Use their muscles to build, draw, paint, run, jump, and dance.
- Take personal responsibility for themselves and the materials in their classroom, to add to their growing capabilities in social graces.
- Work in a group, with a partner, and alone.

Director/Head Teacher

Tamara Severance
 Colchester, CT
 tamaraLseverance@gmail.com

I have a deep passion for the care and education of young children. It has been something I've been involved with since high school where I helped coach youth soccer and tutored elementary students in German. My first real job was working with young children at the Children's Discovery Center in East Granby, CT. I became a nanny after that for a family of two girls before becoming a student full time. I have an associate's degree in Early Childhood Education from Middlesex Community College and a bachelor's degree in English with a concentration in Early Childhood from the University of Saint Joseph. I have worked in the field of early childhood for six years searching for an environment that I felt would allow me to reach my full potential while guiding the students in my classroom to reach theirs. I believe I have found my home at Marlborough Cooperative Nursery School and look forward to serving the children and families here for many years to come.

Assistant Teacher

Marion Graff
 Marlborough, CT
 295-9627

I live in Marlborough with my husband and my three children. Upon graduating from New Britain schools, I worked in the legal field for eight years. I then took time off to raise my family, intermittently holding other part-time jobs. In 1985, we purchased a family-run hardware store, where I did bookkeeping and various other tasks.

Two of my children attended MCNS, and as a classroom aide for both, I was able to familiarize myself with the school's program and philosophy. I taught Sunday school for seven years and also volunteered extensively in the Marlborough school system in each of my children's classes.

I have been at the Coop since 1993, and each year, I attend numerous early childhood conferences and symposia to further my early childhood education and to keep abreast of what is current in the field.

Director/Head Teacher Responsibilities

The Director will develop a comprehensive, developmentally appropriate curriculum for young children; supervise and manage daily functions of the classroom; will be responsible for the assessment of each child's developmental progress; offer a classroom environment that encourages creativity, exploration and decision-making by the children; provide children with verbal praises and acceptance while communicating clear and consistent expectations for their behavior.

Assistant Teacher Responsibilities

The Assistant to the Director will operate the school in the Director's absence as the Director would; oversee the parent aides and instruct on their responsibilities; keep up the school's physical appearance; keep the Director informed as to the upkeep of the school; work with a group of children or an individual child; and work on projects that the Director assigns.

Both the Head and Assistant teachers will comply with state mandated fingerprinting and background checks as specified by the Office of Early Childhood.

MCNS Policies & Procedures

Entrance Requirements

MCNS applications are open to the public. There will be pre-registrations for present and former students and/or their siblings for the next year only. These pre-registrations are held prior to public registration. All children who will be three or four (or five) years of age by December 31 and who are completely toilet-trained may enter Marlborough Cooperative Nursery School.

Before the start of school, a Health Record Form completed by a physician must be provided to the Enrollment Chair. This form is included in your registration packet and is available on the school's website. Your child will not be admitted to the classroom until the Health Record is received. This is state law.

Parents who are aiding or will be in the classroom ten or more times during the school year, must submit a current Mantoux (PPD) Test and a Health Status statement signed by a physician. For more information, contact the Vice President.

A \$85 non refundable registration fee is due with the Preliminary Registration application form. Within 30 days of completing this form (and within 30 days of the start of the school year), a completed Enrollment

Form is due along with last month's tuition payment. These forms can be found at www.marlboroughcoop.org and the tuition schedule is included in this handbook.

Note, the registration fee for children on the MCNS waiting list is not required until the time of the child's acceptance.

STATE LAW REQUIRES:

1. All health forms signed and dated by a physician.
2. Signed form allowing permission for emergency treatment of illness or injury for each of your children.
3. Signed form allowing removal of your child from school by person other than parent.
4. An updated Mantoux (PPD) Test or negative chest X-ray for parents in the classroom ten or more times during the school year.
5. If a parent or guardian fails to collect his or her child at the end of a school session, the teacher and/or aide will attempt to contact the parent/guardian by phone. Failing that, the teacher and/or aide will contact the two emergency numbers previously provided. If at the end of 30 minutes no one can be found to pick up the child, the local police will be notified.

Tuition

The tuition fee is decided by a quorum vote of the members, present and voting, and is set as low as is practicable. Members are required to pay full tuition regardless of the child's attendance. (See bylaws: Article VII, Section D.) The first month's tuition payment, due within 30 days of enrollment, and is non-refundable.

Tuition should be paid according to one of the three payment plans:

- Payment in full - due August 15th
- Three equal installments - due August 15th, November 15th, and February 15th
- Monthly installments - due the 15th of each month beginning in August with the final payment due April 15th.

Tuition payment schedules are provided below and are available on www.marlboroughcoop.org. A \$10 penalty will be charged if tuition is over 15 days delinquent. Fees will accumulate at a rate of \$10 for each month the tuition payment is late.

Failure to make on time tuition payments will prevent your child from attending MCNS until all fees and tuition are up to date.

Early drop off is available if arrangements are made in advance from 8:30 am to 8:45 am at a cost of \$10 per a day or \$30 a month.

Tuition payments should never be sent to the school with your child. Please make checks out to MCNS and mail all payments to: MCNS, P.O. Box 116, Marlborough, CT 06447

Please include in the note section the name of your child and "3" or "4" corresponding to the appropriate class.

Payment Schedules

MCNS Payment Schedule - 3 Year Old Class		
<i>Three Year Old / Two Day program:..... \$1,650 per year</i>		
3 YEAR OLD CLASS - MONTHLY PAYMENT SCHEDULE		
Payment #1	Due within 30 days of enrollment	\$165.00
Payment #2	Due Date: 8/15/2019	\$165.00
Payment #3	Due Date: 9/15/2019	\$165.00
Payment #4	Due Date: 10/15/2019	\$165.00
Payment #5	Due Date: 11/15/2019	\$165.00
Payment #6	Due Date: 12/15/2019	\$165.00
Payment #7	Due Date: 1/15/2020	\$165.00
Payment #8	Due Date: 2/15/2020	\$165.00
Payment #9	Due Date: 3/15/2020	\$165.00
Payment #10	Due Date: 4/15/2020	\$165.00
3 YEAR OLD CLASS - TRI-ANNUAL PAYMENT SCHEDULE		
Payment #1	Due within 30 days of enrollment	\$165.00
Payment #2	Due Date: 8/15/2019	\$495.00
Payment #3	Due Date: 11/15/2019	\$495.00
Payment #4	Due Date: 3/15/2020	\$495.00
3 YEAR OLD CLASS - ANNUAL PAYMENT SCHEDULE		
Payment #1	Due within 30 days of enrollment	\$165.00
Payment #2	Due Date: 8/15/2019	\$1,485.00
<i>Checks should be made payable to MCNS and mailed directly to:</i>		
<i>Marlborough Cooperative Nursery School P.O. Box 116 Marlborough, CT 06447</i>		

MCNS Payment Schedule – 4 Year Old Class

Four Year Old / Three Day program:..... \$2,950 per year

4 YEAR OLD CLASS - MONTHLY PAYMENT SCHEDULE

Payment #1	Due within 30 days of enrollment	\$295.00
Payment #2	Due Date: 8/15/2019	\$295.00
Payment #3	Due Date: 9/15/2019	\$295.00
Payment #4	Due Date: 10/15/2019	\$295.00
Payment #5	Due Date: 11/15/2019	\$295.00
Payment #6	Due Date: 12/15/2019	\$295.00
Payment #7	Due Date: 1/15/2020	\$295.00
Payment #8	Due Date: 2/15/2020	\$295.00
Payment #9	Due Date: 3/15/2020	\$295.00
Payment #10	Due Date: 4/15/2020	\$295.00

4 YEAR OLD CLASS - TRI-ANNUAL PAYMENT SCHEDULE

Payment #1	Due within 30 days of enrollment	\$295.00
Payment #2	Due Date: 8/15/2019	\$885.00
Payment #3	Due Date: 11/15/2019	\$885.00
Payment #4	Due Date: 3/15/2020	\$885.00

4 YEAR OLD CLASS - ANNUAL PAYMENT SCHEDULE

Payment #1	Due within 30 days of enrollment	\$295.00
Payment #2	Due Date: 8/15/2019	\$2,655.00

*Checks should be made payable to MCNS and mailed directly to:
Marlborough Cooperative Nursery School P.O. Box 116 Marlborough, CT 06447*

Insurance

Liability insurance is taken out yearly in accordance with the legal requirements of the State of Connecticut. There is no additional insurance fee charged to parents.

Disciplinary Policies

The goal of discipline is help children develop inner controls so that they may move toward appropriate social behavior. At MCNS we use a positive discipline approach whenever possible, and conflicts are generally resolved by setting clear limits, redirecting children and using positive guidance.

When disputes arise among children or between a child and teacher, the teacher will encourage children to talk about the situation and help them describe and acknowledge their feelings. Children will be encouraged to think of and implement solutions whenever possible.

A child who is overly aggressive or is repeatedly destructive of other children's work may be asked to make an activity choice in another area if talking things through has not resulted in improved self- control.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful or use physical, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

Dismissals

No child may be dismissed without a majority vote of the Executive Board. A dismissal may be indicated for any of the following reasons: 1. Failure to cooperate with bylaws and activities. 2. Delinquent account. 3. Upon recommendation of the Director.

Withdrawals

If it becomes necessary to withdraw your child from MCNS, two weeks notice, with reasons stated, must be given to the Enrollment Chairperson. Tuition will not be refunded.

Abuse and Neglect Policy

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our school.

1. Definition of Child Abuse includes:
 - Any non-accidental physical or mental injury (i.e. shaking, beating burning)

- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect)

Child Abuse is defined as a child who has had:

- Non-accidental physical injuries upon him
- Injuries which are at variance with the history given of them
- Is in a condition, which is the result of maltreatment, such as, but not limited to malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment

Child neglect is defined as a child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his well being

2. Staff responsibilities:

As childcare providers we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk.

3. Specifics on reporting a suspected case of abuse or neglect

- Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288
- The reporter's name is required but may be kept confidential

Information Needed:

- Name of child/Date of birth
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- Time and date of the incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any action taken to help or treat child
- Seek medical attention for the child-if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child. The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program. Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

5. Staff Training: Staff will be required to attend bi-annual staff meetings, held in September and February, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy: A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board.

7. When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

Emergency Plans

Medical

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. A staff member will notify the family or alternate pick up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill while at the Center, parents will be notified and the child will be moved to a designated area where the child will be made comfortable. A staff person will remain with the child at all times.

Fire

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. Immediately, the group will walk to (playscape) safely away from the building, and line up to take a name to face attendance. Director or person in charge will be responsible for taking (the sign-in and out sheets or make available the computer access to such documentation), portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, staff will walk the children (to the library). Parents will be notified.

Weather

On snow days, or during other hazardous weather emergencies, the program will follow the town Public School closing, delay or early dismissal schedule. Parents will be notified via (radio station, television announcements on channels or telephone) to pick up their children due to early closing. Ratios will be maintained at all times and two staff 18 years or older will remain on the premises with the children until all are picked up.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

School Cancellations and Snow Days

MCNS will be closed when the Marlborough Public School is closed.

Two Hour Delay: 3 yr class will run 10:00 a.m. - 12:00 p.m. / 4 yr class will run 10:00 a.m. - 1:00 pm
Early Closing: 3 yr class will run 8:45 a.m. - 11:30 a.m. / 4 yr class will run 8:45 a.m. - 12:00 p.m

Evacuation

In the event that the facility must evacuate, the children will be walked to the library. Advanced contact has been made with the town's Civil Preparedness Unit and Resident State Trooper, adding the Center to their list for emergencies. Parents will also be notified to pick up their children. Ratios will be maintained at all times and two staff 18 years or older will remain with the children until all children are picked up.

Illness or Injury

If a child becomes sick or injured while at school:

1. The Director will assess the situation quickly. She will then remove students from the area of the injured child. Children who are vomiting, who have diarrhea, who have a temperature of 100.0 degree or over or who show symptoms of contagious illness or disease will be sent home from the program and will not be allowed to return until symptoms are no longer present. The child must be symptom free for 24 hours before returning to school.
2. A staff member will attend to the sick/injured child. If the child can be removed, he or she will be taken to another area of the classroom away from other children.
3. The teacher aide will instruct the parent aide to contact the following, depending on the severity of the injury or illness.
 - Ambulance, Fire: 911
 - Dr. Tuttle: (860) 295-8217
 - Parent Emergency Number: Located in emergency folder.
4. If a parent cannot be reached quickly, the Assistant Teacher will accompany the child to an emergency facility. A substitute parent aide should be contacted immediately.

Telephoning/Emergencies

Should an emergency arise during the time your child is at school, you may call the classroom at 860-295-0798. This number is for emergencies only. Any other call will disrupt the session in progress. Changes in pickup procedures must be made in writing prior to change (see Emergency Pick Up Form). Please do not call the school for ordinary pickup changes.

Arrival and Pick Up

Use the driveway behind the Church and line up with the first car at the corner of the classroom. A teacher will open the door and assist your child from the car. For pickup, arrive at school and line up in the same manner. The driveway will be blocked until all children have left the playground. A teacher will open the car and help your child into his or her seat. Please pull forward before strapping your child into the seat so that the line may proceed behind you.

Late Pick Up

Two staff members 18 years of age or older will remain at the program with the child at all times. If the child has not been picked up within fifteen minutes of the child's scheduled pick up time, a staff person will attempt to call the child's parents/guardians using the numbers provided. If they cannot be reached, the staff person will attempt to call the emergency and authorized, alternate adults provided by the parent/ guardians at the time of enrollment. The police will be called after thirty minutes if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. The non-emergency number for our local police department is 860-295-9098.

Carpooling

A one-time note signed by the parent is needed for carpooling. This form was included in your Enrollment Package. List the parents and the children of the carpool. The teacher must receive this form before the child is allowed to leave with another adult. The school does not assume responsibility for children during the time school is not in session.

Field Trips

A permission slip will be sent home with your child before each scheduled trip. Parents **MUST** sign a permission slip before their children will be allowed to participate. Parents are responsible for transporting students to and from all field trips. Parents of three-year-old students are required to attend field trips with their child. If a parent is unable to attend a field trip another responsible adult may take responsibility.

Supervision Policy

At no time should the group size exceed 20 children. Group size shall be observed in the classroom, gym, bathrooms, and outside. Children must be supervised by sight and sound at all times. Staff shall position themselves to see as many children as possible. When there is a mixed age group, the lower required ratio and group size for the age of the youngest child shall prevail.

NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.

Field Trips - Staff/child ratios will be maintained while outside of the building. All children must have signed permission slips prior to leaving the building. Staff must bring each child's emergency contact information and the first aid kit on the field trip.

Bathrooms - Staff must supervise children while they are using the bathrooms.

Playground/Outdoors - It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- A head count will be taken before leaving the building
- Children will be escorted by the staff to their designated play areas.
- Staff will encourage and demonstrate proper equipment usage and play.
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised. No staff person is allowed to sit or socialize with other staff.
- A head count will be taken before re-entering the building.
- Staff may not leave children unattended or out of state-permitted ratios and group size
- Children may not go inside for any reason (including to the bathroom); nor may they go back outside unless accompanied by program staff.
- When there are woodchips as surfacing on the playground, accessible to children under age three years, we shall:

1. Be sure that all staff are aware that the woodchips pose a choking hazard to children under the age of three.
2. Have a phone outside at all times in case of emergency.
3. At least one CPR certified staff member will be on the playground whenever there are children under the age of three using the playground

Administration of Medication Policy

MCNS will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non-prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available at MCNS school.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription, and directions for use. Except for nonprescription medications, premeasured commercially prepared injectable medications (i.e. Epipens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

MCNS staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage

- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by verbal and written communication when/if a child has been administered any emergency prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to the parent/guardian or disposed of if it is not picked up within one week following the termination of the order, in the presence of at least one witness. The center shall keep a written record of the medications destroyed when shall be signed by both parties.

Operating Policy

Three-Year Old Program

Tuesday and Friday

8:45 a.m. – 11:30 a.m.

Class Size: Max 16 Students

Four-Year Old Program

Monday, Wednesday, and Thursday

8:45 a.m. – 1:00 p.m.

Class Size: Max 18 Students

Communication

Child's Progress/Conferences

Communication between the school and family is vital in understanding any problems the child might have. Parents are encouraged to call the teachers or visit the classroom at any time.

Yearly parent-teacher conferences begin in January and usually run through March. At this time, an evaluation of the child's development is shared with the parents. Parents are encouraged to join the class session before the conference, but please make other arrangements for siblings.

Lesson Plans

Prior to the start of the week, the Head Teacher will send out the lesson plan for that week via email.

Weekly Learning Updates

The Head Teacher will provide information about the previous day (or week's) activities, including photos. These updates provide parents a view into activities their children participated in and a glimpse of the fun they had learning!

Event Calendar

An event calendar will be provided (parent job!) at least two months in advance which provides the cleaning schedule, student snack schedule, and any other special events for the month.

Website

MCNS has a website at www.marlbroughcoop.org that has general information about the school and is open to the public.

Parent/Guardian Participation

The Marlborough Cooperative Nursery School is a co-operative and, therefore, is run and administered by you. When you enroll your child in the school you became an active, voting member and assume certain attendant responsibilities.

- Timely pay tuition according to the payment schedule

- Attendance at all parent's meetings by at least one family member
- Understanding of the school's bylaws and contents of this handbook
- Prompt payment of additional fees
- Review of the MCNS information board in the lobby
- If needed serve as classroom volunteer or substitute
- Parents are required to fulfill their responsibilities. The consequences of a parent's failure to meet their obligations are as follows
 - A \$75 fine will be imposed for the first missed obligation
 - A \$150 fine will be imposed for the second missed obligation
 - Third missed obligation will result in dismissal from MCNS

If either fine is not paid by the deadline set by the executive board:

1. Your 3-year old will lose placement in the 4-year old program
2. Your 4 -year old will not participate in the end of the year celebration/graduation
3. You will not be able to have future children attend MCNS

The Marlborough Cooperative Nursery School is our school! We are proud of it! Your involvement and interest in the school will create wonderful memories for you and your child. Please keep MCNS running smoothly by doing your part. **IF YOU ARE HAVING ANY PROBLEMS MEETING YOUR COOPERATIVE AGREEMENT PLEASE BRING IT TO THE ATTENTION OF THE BOARD SO THEY MAY ASSIST YOU.**

Snacks

As we are a coop, parents share responsibility for providing snack on a rotating basis for all children and teachers in the classroom on their assigned day. A snack list will be distributed two months in advance. On the date that you are assigned snack please follow the suggested snack assigned to you as closely as possible in accordance with state law. Should your child have a birthday and you choose to send in a special treat please also send in a healthy snack based on the schedule. Please be aware of allergies brought to your attention. **We are a nut free facility.**

Meetings

Attendance is required at parent meetings, which are held approximately four times each year. Any matter needing attention at the meeting must be called to the President or Executive Board Member ten days prior to the meeting if it is to appear on the agenda.

Voting: One half of active members present constitute a quorum. An absentee vote, mailed or called to a Board Member prior to a scheduled meeting, will be utilized as part of the quorum vote.

Please note that the above is required even if a parent chooses to proceed with the Cooperative Job Buy-Out Option.

Parent/Guardian Cooperative Jobs

The Executive Board drafts a list of parent jobs each year. Each parent involved in the Coop will assume the responsibility of filling a job assigned to him or her for the entire school year. Jobs are assigned on a first come, first served basis beginning at registration. All assignments are subject to the final decision of the Executive Board. If a parent is unable to fulfill his or her obligation, a substitute must be found, or a fine will be imposed.

Executive Board

Consists of five (5) required positions and one (1) optional position, President, Vice President, Secretary, Enrollment Chair, and Treasurer (and Assistant Treasurer as optional) The Executive Board's responsibility is to oversee the running of MCNS.

President

The president oversees the MCNS Board and works closely with the Head Teacher to keep MCNS running smoothly! Additionally, the President will:

- Preside at all regular, special and Executive Board meetings
- Serve as the official representative of MCNS in all relationships
- Arrange programs and regular meetings of MCNS
- Make sure the State License is up to date every odd year
- Sign checks in the absence of the Treasurer
- Act as liaison between MCNS and the Church Real Estate Board
- Schedule use of the building with Church Secretary for meetings and special occasions

Vice President

The Vice President is the assistant to the President. One of their biggest jobs is to ensure compliance with State health regulations. Additionally, the Vice President will:

- Preside at meetings in absence of the President
- Assist the President in arranging programs and regular monthly meetings
- Maintain the MCNS Handbook
- Assist the President in ensuring all state mandated requirements are being met
- Generally assist the President with any of the duties noted in the "President" section

Enrollment Chair

The Enrollment Chair is responsible for enrollment forms and applications and for providing requested information to interested parents. Additionally, the Enrollment Chair will:

- Be the point person for all incoming registrations and enrollment inquiries
- Maintain a waiting list of children eligible for entry
- Maintain a current class list, pre-admission list, and current mailing list
- Keep a list of open and taken job assignments at the time of registration and for the school year
- Maintain the Enrollment Package/Paperwork
- Coordinate any classroom visits for interested parents with teacher

Secretary

The Secretary is responsible for maintaining Executive Board meeting minutes and handing out required materials at Parent meetings. Additionally the Secretary will:

- Attend to all correspondence
- Print and distribute any necessary material for parent meetings
- Send notifications to parents or teachers on upcoming events or items for awareness
- Send notifications regarding job requirements as needed (e.g. Requesting a posting from Publicity)
- Be responsible for checking the MCNS mail box
- Deposit any checks received on behalf of MCNS
- Provide Treasurer with deposit description and receipts

Treasurer

The Treasurer is responsible for the MCNS budget, tuition, and overall understanding the financial state of the school. Additionally, the Treasurer will:

- Pay all bills and teacher's salaries
- Keep accurate records of expenses
- File Quarterly reports, pay taxes, and submit any other State or Federal forms
- Report the financial status of the school to parents at the Parents' Meetings
- Prepare the budget for the following year and discuss it with the Executive Board
- Ensure State Incorporation fee is paid every year

Assistant Treasurer

Depending on availability need for other jobs, this job may not be filled. If filled, the Assistant Treasurer is responsible for the deposits and tuition reminders (via email), and generally assisting the Treasurer.

Fundraising Committee (2 to 3 individuals)

Responsible for coordinating fundraising events (outside of the Halloween Hoot). An example would be to coordinate Picture Day with the photographer and sending out notifications to the parents or for the Touch a Truck Event to help coordinate food, drinks, work with publicity to announce the event, etc. This committee is also responsible for overseeing the parent volunteers and the See Saw / Firefly book orders.

Halloween Hoot Committee (1 to 3 individuals)

The Halloween Hoot Committee will help coordinate all activities in preparation for our largest fundraising event! The committee tends to be busy in early Fall while preparing for the Halloween Hoot. During the remainder of the year, the committee will work to secure donors for the following year's Hoot.

Event Calendar Coordinator (1 individual)

The Event Calendar Coordinator will provide parents the calendar of events that includes snacks, field trips, cleaning schedule, etc. The Head Teacher will provide the Event Calendar Coordinator with key dates such as field trips, color of the month, etc. Additionally, the Event Calendar will coordinate who will be responsible for snacks and the rotating cleaning schedule.

Publicity & Website (1 individual)

The parent responsible for publicity will create events and share out information on the MCNS Facebook page as well as maintain and update the MCNS website. Additionally, the Publicity parent will be responsible for requesting events published in the RiverEast per request of the Board.

Maintenance (1 to 2 individuals)

Responsible for maintaining the school and playground, including snow removal. This parent will maintain the outside areas of the school and make repairs to items in the school or on the playground, including raking

the playground as needed. Repairs may include fixing a broken easel, table, toy, etc. Additionally, they must ensure snow is shoveled from the front and back entrances, walkway to the playground, and walkway to the dumpster. Salt and/or sand should also be used on the walkways. The school does not own tools, rakes and shovels, so this would need to be provided by the parent. Finally, they should clean the shed and pick up recycled classroom materials as needed by the teacher. Parents with carpentry skills are encouraged! This job will start in June.

Cleaning (5 to 6 individuals)

Parents who have cleaning as a job will be responsible for cleaning the interior of the classroom on a rotating weekly basis (usually once every 4 or 5 weeks). Floors, bathrooms, tables, chairs and countertops must be cleaned weekly. The classroom carpet shall be cleaned before school begins in September and again in mid-year.

Nurse

Will collect and maintain the medical records and emergency forms of all children, teachers, aides, and parents. This position is responsible for maintaining the FIRST AID KIT and ensures the teachers' first aid certificates are up to date. The nurse is responsible for handling the health survey required by the State and handling all matters pertaining to health and safety. MD, RN or LPN preferred.

Fundraising and Halloween Hoot (All families)

Since we rely on fundraising events to keep tuition as low as possible, we ask that all families participate and help support fundraising events whenever possible. This may include volunteering to sell popcorn at the touch a truck event, or help set up for the Halloween Hoot, etc.

Classroom Aide (All families as needed)

Occasionally, a teacher may need to be out for a day due to illness or other reason. In that event, the teacher or board member will reach out to the parents to determine if anyone is available to be a Classroom Aide for the day. Other arrangements must be made for siblings, because according to state regulations, they are not allowed to attend the school.

If the class size exceeds 12 students, a Classroom Aide may be required on a rotating basis. The MCNS Board additionally has the option to hire an assistant if financially feasible.

Cooperative Job Buy Out Option

There are situations in which a parent is unable to participate in a Parent Job and still want their children to be part of the MCNS family. That's okay too! As long as we have the critical roles filled, MCNS will accept a Cooperative Job Buy Out of \$275 for the year (or five (5) monthly payments of \$50 plus one payment of \$25 during the 6th month). Additionally, if all jobs (critical and non-critical) are filled, the job buyout will be required (pro-rated based on starting month).

Complaint Procedure

This procedure is for childcare programs that are licensed under the authority of the Connecticut General Statutes 19a-79-1 through 19a-79-8 inclusive.

Most problems within a daycare center are non-life threatening and can be resolved by:

1. Discussing the problem with the teacher director.
2. Discussing the problem with the executive board.
3. If the problem is not resolved, you may contact the Department of Health Services, Daycare Licensing Unit.

Sick Policy

When a child may not attend school:

Fever: Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.

Conjunctivitis (pink eye). Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what the diagnosis is. If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment. If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE. If in fact they do not have “pink eye” we need a doctor’s note with a diagnosis and a clearance that it is not contagious.

Diarrhea: Before returning to school children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.

Vomiting: Before returning to school (after the day of observation) children must symptom free with no vomiting for at least 24 hours.

Persistent Hacking Cough: Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment we need a doctor’s note with a diagnosis of exactly what it is with a clearance that it is not contagious.

Lice: Children will not be readmitted until 24 hours after treatment and must be nit free.

Common Cold Policy

Please keep child home until symptoms resolve

Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.