



# MCNS Handbook 2024-2025

Updated August 20, 2024

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# About Our Program

## Overview of Program

At Marlborough Cooperative Nursery School (MCNS), we are dedicated to 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.

The school environment is created to facilitate responsibility and self-direction through:

- Materials within reach and picture-labeled.
- Expectations that children will pick up after themselves, and respect the materials and each other according to their own abilities.
- Personalized cubbies.
- 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 express their individuality in 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 and 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 Personal Growth

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 expand 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**

Liz McKiernan

Working with children has always been a passion of mine. My goal is to give each student experiences and tools to become lifelong learners both inside and outside the classroom. Working with children to discover their personal learning styles and strengths is motivating and rewarding. Another goal is creating a community for the children that will allow them to develop age-appropriate social skills, friendships and a sense of pride in their community. I believe in play as the primary teaching method for children.

I was a proud part of Cathy's Nursery School for 8 years before they closed in 2020. I started there as a Teacher and then took the role of Head Teacher for the last few years. I thoroughly enjoyed my time at Cathy's and have been excited to share my enthusiasm for teaching at MCNS. Before working at Cathy's, I worked as a Special Education Teacher in MA. I had the privilege to teach children from Pre-K to grade 4. These children taught me the importance of finding individual strengths and learning styles.

I live in Glastonbury with my husband Brendan, our 4 children (Patrick, Mary, Kate and Deirdre) and dog Greta. My family is actively involved in both hockey and lacrosse, and keeping an active lifestyle is also especially important to me.

## **Assistant Teacher**

Tricia Pennington

I loved working as an assistant teacher at Cathy's Nursery School for five years, before it closed in 2020. Currently, I am a math tutor at Hopewell Elementary in Glastonbury. I genuinely love being a "difference maker" for young children, helping each one become confident and responsible as they begin their school journey. While I have a Bachelor's degree in Marketing, I have returned to school to complete my Associate's degree in Early Childhood Education. I live in Glastonbury with my husband, son, daughter, one dog and two cats, and I have enjoyed becoming a part of the Marlborough community.

## **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 their siblings for the next year only. These pre-registrations are held prior to public registration. Children 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, as this is state law.

An \$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 unless dictated otherwise by the Enrollment Chair. These forms can be found at [www.marlboroughcoop.org](http://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.

### **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 VIII.) The last month's tuition payment, due within 30 days of enrollment, is non-refundable.

Tuition is due the 15th of each month beginning August 15th, with the final payment due April 15th.

Tuition payment schedules are provided below and are available on [www.marlboroughcoop.org](http://www.marlboroughcoop.org). A \$40 penalty will be charged if tuition is over 15 days delinquent. Fees of \$40 per month, as well as missed tuition payments of \$40 per month, as well as missed tuition payments will accumulate until the account is current.

\*Once a tuition payment is late by 45 days, your child may not attend MCNS until all fees and tuition are up to date. For example, if October 15th payment is missed, on November 1st the October tuition plus \$40 is due. On December 1st, your child may not attend MCNS until the account is current. The total amount due is now October tuition, November tuition, and \$80 in late penalty.

**Tuition payments should never be sent to the school with your child. Please make payments via Venmo: MCNS-COOP**

**Please include in the note section the name of your child and “Caterpillars” or “Butterflies” corresponding to the appropriate class.**

## Payment Schedules

Tuition may be paid three ways:

- Payment in full
- Two equal installments
- Ten monthly installments (last month's tuition 30 days after registration plus 9 monthly payments)

MCNS Payment Schedule - CATERPILLARS CLASS		
<i>Two Day program:..... \$2,000 per year (+315 Ext Day)</i>		
CATERPILLARS CLASS - MONTHLY PAYMENT SCHEDULE		
Payment #1	Due within 30 days of enrollment	\$200
Payment #2	Due Date: 8/15/2024	\$200 / \$235 (Ext Day)
Payment #3	Due Date: 9/15/2024	\$200 / \$235 (Ext Day)
Payment #4	Due Date: 10/15/2024	\$200 / \$235 (Ext Day)
Payment #5	Due Date: 11/15/2024	\$200 / \$235 (Ext Day)
Payment #6	Due Date: 12/15/2024	\$200 / \$235(Ext Day)
Payment #7	Due Date: 1/15/2025	\$200 / \$235 (Ext Day)
Payment #8	Due Date: 2/15/2025	\$200 / \$235 (Ext Day)
Payment #9	Due Date: 3/15/2025	\$200 / \$235 (Ext Day)
Payment #10	Due Date: 4/15/2025	\$200 / \$235 (Ext Day)
<b>Venmo: MCNS-COOP</b>		
MCNS Payment Schedule – BUTTERFLIES CLASS		
<i>Three Day program:..... \$3,400 per year (+ \$872 Ext Day)</i>		
BUTTERFLIES CLASS - MONTHLY PAYMENT SCHEDULE		
Payment #1	Due within 30 days of enrollment	\$340 / \$427.20 (Ext Day)
Payment #2	Due Date: 8/15/2024	\$340 / \$427.20 (Ext Day)
Payment #3	Due Date: 9/15/2024	\$340 / \$427.20 (Ext Day)
Payment #4	Due Date: 10/15/2024	\$340 / \$427.20 (Ext Day)
Payment #5	Due Date: 11/15/2024	\$340 / \$427.20 (Ext Day)
Payment #6	Due Date: 12/15/2024	\$340 / \$427.20 (Ext Day)
Payment #7	Due Date: 1/15/2025	\$340 / \$427.20 (Ext Day)
Payment #8	Due Date: 2/15/2025	\$340 / \$427.20 (Ext Day)
Payment #9	Due Date: 3/15/2025	\$340 / \$427.20 (Ext Day)
Payment #10	Due Date: 4/15/2025	\$340 / \$427.20 (Ext Day)
<b>Venmo: MCNS-COOP</b>		



## **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 to 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 in the alternate activity choice.

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. See Bylaws: Article VII, Section B.

## **Withdrawals**

If it becomes necessary to withdraw your child from MCNS, two weeks' notice, with reasons stated, must be given in writing to the Enrollment Chairperson. Enrollment in school as of March 16, obligates the payment of tuition for the remainder of the year. Tuition will not be refunded. See Bylaws: Article VII, Section A.

## **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 assess 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 the 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 or if the playscape is determined to be too close in proximity to fire, staff will walk the children to Richmond Memorial 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, text, email, or facebook to pick up their children due to early closing or of late opening/school 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 School District is closed.

Two Hour Delay: Caterpillars Class will run 10:00 am - 12:00 pm (12:30 pm Ext. Day)  
Butterflies Class will run 10:00 am - 1:00 pm (2:30pm Ext. Day)

Early Closing: Caterpillars Class will run 8:45 am -11:30 am (12:30pm Ext. Day)  
Butterflies Class will run 8:45 a.m. - 12:30 p.m (No Ext. Day)

## **Evacuation**

In the event that the facility must evacuate, the children will be walked to Richmond Memorial 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 at School**

If a child becomes sick or injured while at school:

1. The Director will assess the situation quickly. They 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. Emergency personnel will be contacted as the severity of the injury or illness warrants.  
Ambulance, Fire: 911  
Tracy McNally (nurse consultant): 860-671-0323  
Parent Emergency Number: Located in the emergency folder.
4. If a parent cannot be reached quickly, the Assistant Teacher will accompany the child to an emergency facility. Additional staff or qualified volunteers will be contacted immediately.

## **Telephoning/Emergencies**

Should an emergency arise during the time your child is at school, you may call the classroom at 860-402-6688. Changes in pickup procedures must be made in writing prior to change (see Emergency Pick Up Form).

## **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**

If a parent or guardian fails to pick up his or her child on time a fine of \$75 will be imposed. This fine will increase to \$150 if a parent or guardian fails to pick up his or her child on time again per our Parent/Guardian Participation Policy (page 16). 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

## **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. Children will be responsible for independently caring for their personal bathroom hygiene.

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 wood chips as surfacing on the playground, accessible to children under age three years, we shall:
  1. Be sure that all staff are aware that the wood chips 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 the 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, which shall be signed by both parties.

## **Operating Policy**

### **Caterpillars Program**

Tuesday and Friday

8:45 am – 11:30 am

Extended Day Program begins in October and runs from 11:30am-12:30pm

### **Butterflies Program**

Monday, Wednesday, and Thursday

8:45 am – 1:00 pm

Extended Day Program begins at the start of the school year and runs from 1:00pm-2:30pm

# Communication

## Child's Progress/Conferences

Communication between the school and family is vital. Parents are encouraged to call the teachers or arrange to visit the classroom at any time.

Yearly parent-teacher conferences are offered. At this time, an evaluation of the child's development is shared with the parents.

## Monthly Learning Updates

The Head Teacher will provide information to families via a printed monthly newsletter. The newsletter will include information about the previous month's activities and highlights, as well as upcoming activities and goals. The newsletter provides families a glimpse of the fun their children have while learning. There will be a private Facebook group in which photos will be regularly shared and updates on a more daily basis will be made. Members of this group are limited to MCNS teachers and current parents/guardians of MCNS students,

## Website

MCNS has a website at [www.marlboroughcoop.org](http://www.marlboroughcoop.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 become an active, voting member and assume certain attendant responsibilities.

- Timely pay tuition according to the payment schedule
- Attendance at all parents 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, including assigned cooperative jobs. 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, due by the 15th of the upcoming month
  - A \$150 fine will be imposed for the second missed obligation, due by the 15th of the upcoming month
  - 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 Caterpillars student will lose placement in the Butterflies program
2. Your Butterflies student 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.*

## **Substituting and Participating in the Classroom**

Parents who are substituting or are in the classroom ten or more times during the school year, must submit a current Mantoux (PPD) Test, a Health Status statement signed by a physician, a background check, and fingerprinting. For more information, contact the MCNS Board.

## **Snacks/Lunch**

Snack is provided for the class by each student on a rotating basis, which is determined through a monthly Snack Calendar. Parents are responsible for providing healthy snacks for the class on the assigned day. Parents are responsible for sending their students with their own lunch if they are enrolled in the Caterpillars extended day and is required for all students in the Butterflies program. Parents must follow all allergy guidelines.

## **Meetings**

Attendance is required at parent meetings, which are held approximately 3 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, can 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 and OEC Compliance Binder is up to date every 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 special occasions
- Check in monthly with the Treasurer to ensure accounts are in order

### **Vice President**

The Vice President is the assistant to the President. The Vice President will:

- Assist President with any tasks as needed
- Maintain the MCNS Handbook
- Oversee the Fundraising Committee and contacting publicity liaison for MCNS which includes monitoring the committee's progress in planning all fundraising activities, keeping track of funds raised to date, ensuring the school meets its fundraising goal for the year, and supporting any fundraising activities as needed
- Be the liaison to school nurse; duties include being point of contact with nurse, working with nurse to arrange quarterly school site visits per school year, ensuring the nurse binder is organized and up to date, communicating with parents and the nurse to ensure all students have updated medical records on file, and all health checklists are up to date.

### **Enrollment Chair**

The Enrollment Chair will:

- Be the point person for all incoming registrations and enrollment inquiries, this includes responding to phone calls, voicemails, and emails regarding MCNS Enrollment (ideally within 24 hours)
- Coordinate any classroom visits for interested parents with teacher
- Maintain class roster with all current students
- Maintain a list of potential sibling candidates for future year enrollments
- Maintain list of available and assigned parent jobs at the time of registration and for the school year
- Update the Enrollment Paperwork as necessary
- Provide Head Teacher with all current student enrollment paperwork in an organized fashion prior to the start of the school year
- Provide nurse with copy of all health forms for review prior to the start of the school year
- Maintain a copy of all current student enrollment paperwork (online or paper)
- Validate each student has turned in all required Enrollment Paperwork prior to the start of the school year (i.e. Preliminary form, Enrollment Package, and Health Form)

### **Secretary**

The Secretary is will:

- Maintain Executive Board and Parent meeting minutes
- Upload meeting minutes onto google drive
- Attend to all correspondence and/or delegate to appropriate cooperative job, including emails and items received at the postal office box
- Send notifications regarding job requirements as needed (ex. Requesting a posting from Publicity)
- Be responsible for checking the MCNS mailbox on a minimum of a bi-weekly basis
- Deposit any checks received on behalf of MCNS
- Provide Treasurer with deposit description and receipts

- Create snack calendar
- Oversee Cleaning and Maintenance cooperative jobs

### **Treasurer**

The Treasurer is responsible for the MCNS budget, tuition, and overall understanding of 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 or 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 (3 to 4 individuals)**

The Fundraising Committee is responsible for coordinating all fundraising events. An example would be to coordinate Picture Day with the photographer and send out notifications to the parents or for the Touch a Truck Event to assist with coordinating the scheduling of the event, vendors, and vehicles as well as to work with publicity to announce the event, etc.

### **Publicity & Website (1 individual)**

The parent responsible for publicity will create events and share out information on the MCNS social media pages 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 & Cleaning (4 to 5 individuals)**

This parent would be responsible for maintaining the school grounds as well as cleaning the interior of the classroom on assigned dates and when maintenance needs arise. Maintenance needs include the upkeep of the outside areas of the school and completing necessary repairs to items in the school or on the playground, including raking the playground and things like fixing broken items. Additionally, they are responsible for snow removal and must ensure that 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. The parent would be responsible for cleaning the interior of the classroom on a rotating basis (usually once every 4 or 5 weeks). Interior cleaning includes the cleaning of floors, bathrooms, tables, chairs and countertops. A cleaning checklist will be provided to each cleaning family and should be filled out and left on a table in the classroom after cleaning is completed. The classroom carpet shall be cleaned before school begins in September and again in mid-year.

### **Nurse**

The 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 (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 time on the day of a fundraiser event, or donating relevant and requested goods needed for the fundraiser.

### **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 Buyout 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 \$500 for the year (or five (5) monthly payments of \$100). Additionally, if all jobs (critical and non-critical) are filled, the job buyout will be required (prorated 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 and Illness Prevention Strategies**

**updated August 2024**

MCNS will follow all rules and guidance set forth by the state of CT and Chatham Health District, the Office of Early Childhood (OEC), and the CDC regarding communicable infections. This policy is open to change as new information from these groups becomes available.

Routine strategies communicable infection prevention (COVID-19, flu and other illnesses) include:

- Regular hand washing and surface sanitizing in the school setting.
- Covering mouths when sneezing or coughing
- Recommended vaccination for all eligible students and staff, including booster vaccine doses when appropriate.
- Following guidelines to stay home for students and staff who have symptoms associated with, or have tested positive for, COVID-19, flu and other respiratory illnesses.

Mask Usage:

Children may wear a mask if their caregivers choose. The school will not discriminate against any student or staff member who chooses to wear or not wear a mask, nor will we tolerate any bullying or harassment related to a student's (family's) choice as to mask-wearing.

Flu Vaccination:

The annual Flu Vaccine IS MANDATED by the State of CT for all children attending preschool and daycare settings. Proof of this must be submitted prior to December 31, 2024 for your child to return to school in January of 2025.

When to Keep Your Child Home:

Children and adults must stay home if experiencing any signs of illness, including the following symptoms (including but not limited to):

- **Fever** (temperature 100 °F or higher), students may return after they have gone 24 hours free of fever without the use of fever-reducing medications
- **Diarrhea** (Before returning to school children must be free from diarrhea for 24 hours with at least 1 regular bowel movement)
- **Vomiting** (Before returning to school (after the day of observation) children must be symptom free with no vomiting for at least 24 hours)
- **Stomachache**
- **Sore throat, headache**
- **Congestion** except associated with chronic allergy
- **Productive Cough** except for chronic cough associated with allergy/asthma
- **Persistent Hacking Cough** except for chronic cough associated with allergy/asthma (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)
- **Positive COVID or Flu Test** (students may return after they have gone 24 hours free of fever without the use of fever-reducing medications and are symptom free)
- **New Rash** of unknown origin, mouth sores
- **Symptoms or signs of possible severe illness**, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs
- **Strep Throat** (May return 24 hours after an antibiotic started AND fever free).
- **Lice** (Children will be readmitted after treatment has been administered)

- **Scabies other Infestations**
- **Impetigo** (may return 24 hours after treatment has begun)
- **Chicken Pox** (may return once the blisters scab over and no new lesions appear)
- **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* the student must have received at least 24 hours of treatment. If the diagnosis is *viral* 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.

If a child gets sick at school, they will be separated from other students, with teacher supervision, and their parents/guardians notified to come pick them up.

While masking is not mandated, it is recommended by the CDC for the 5 days following COVID-19 illness to prevent spread to others.

**PLEASE notify the Teachers** (text or call to school phone) if your child is absent due to communicable illness so the staff may watch for early signs/symptoms in others.

Cleaning and Disinfecting:

- MCNS will be cleaned by a cleaning crew on a weekly basis. Cleaning crew will use the checklist on the door to the supply closet for details on what needs to be cleaned.
- After school ends each day, teachers will clean and disinfect doorknobs, faucets, counters/tables, chairs, and any other areas that are frequently touched.
- Toys that cannot be cleaned and sanitized will not be used. Toys that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized, and air-dried. Play with plastic or play foods, play dishes and utensils, should be closely supervised to prevent shared mouthing of these toys.
- Machine washable cloth toys and dress-up outfits will be rotated out after each class session.
- Frequent handwashing and use of hand sanitizer before playtime with shared objects will be encouraged so as to prevent transmission of any viruses from shared toys.

Handwashing:

Everyone will practice proper handwashing with soap and water for at least 20 seconds. Teachers will remind and supervise children with washing their hands frequently and assist when necessary. At times when hand washing is not possible, hand sanitizer will be used with teacher supervision.