

WELCOME TO WCK!

INTRODUCTION:

Windham Cooperative Kindergarten & Nursery School (WCK) was established as a nonsectarian school in 1966 by a group of concerned mothers. At that time, there were no programs in Windham and the need for a comprehensive local kindergarten was apparent.

In September 1983, the Nursery program was established to meet the needs of our membership.

The school has always been a **self-supporting, non-profit** organization. An executive board, consisting of parent volunteers, is responsible for administering and maintaining the school. The director's position, which is now required by state regulations, was added to aid in the transition of each board and orchestrate the teachers and curricula.

EXECUTIVE BOARD:

The Executive Board consists of **parent volunteers** and is elected by the membership at the spring general membership meeting. The board is responsible for carrying out the school's finances, conducting student registration, overseeing maintenance of the building and coordination of the **quarterly general membership meetings**.

A list of the executive board and committee position volunteers, along with class lists and other pertinent information, is provided prior to the school year.

PHILOSOPHY & CURRICULUM:

We strive to provide a warm and nurturing environment that fosters the development of the whole child. WCK's programming promotes emotional, social, cognitive, gross motor and fine motor growth.

Our goals and curriculum are developed to assess each child's individual strengths and needs and to offer learning opportunities that enhance them.

The WCK staff has worked as a team to develop a school wide framework around curriculum. Each class level builds on the previous level. In addition each classroom teaching team develops and implements daily lesson plans that incorporate the school's goals and objectives. These plans allow for the changing needs of the students in the classes. Our curriculum is targeted at providing your child with the skills necessary to achieve a smooth transition into their next school placement.

PARENT PARTICIPATION:

WCK is a cooperative school that is owned and operated by the parents of the enrolled children. *Membership involvement through volunteering and quarterly membership meeting attendance is essential to keep the school operating.* If each family donates time to the school each year, the workload will be light for all. Some ways to participate at the school include: serving on the executive board or special project committee, holding a volunteer position, doing classroom prep work at home, assisting in fundraising, and participating in maintenance work days and projects.

Classroom Co-op

Parents are required to co-op (class time assistance) in accordance with the classroom schedule. Each class has a parent co-op scheduler who will create and distribute the class schedule every two to three months. The schedule is done on a rotational basis and is posted in the entryway. Please initial the schedule next to your name on your co-opping day. When a parent needs to find another parent to take his/her turn, they must contact the other parents from the class list and find someone with whom they can swap. Please make the change on the posted schedule at the school. **This allows all parents in any particular class share the co-op load equally.** If a parent is unable to find another parent to swap, a \$40 fee will be assessed for each turn missed. This payment is to be made on, or before, the 1st of the following month.

Classroom Co-op Responsibilities

Kindergarten co-op parents should arrive at 8:40 (am classes) or 12:10 (pm classes). Parents should initial the class schedule in the lobby. Using the parent tag and key found in the office, unlock the inner front door and then wear the tag visibly. This tag enables both parents and children to know you are the designated person to assist with drop-off. As cars pull up to the front door, assist the child (ren) out of the car and into the building. They may need to be directed to their classrooms. At 9:00 or 12:30, respectively, co-op parents should lock the front door and return the key.

For **pre-k and nursery co-op parents**, please arrive promptly at 8:45 (am classes) and 12:15 (pm classes), as you are needed in the classroom to assist children coming in. Please initial the co-op schedule in the front entryway.

For **all co-opping parents**, once you have helped the children settle in, the teacher or teacher assistant will direct you in the ways that you can help for the day.

- Should a child have a toileting issue, please defer to the teacher or assistant teacher.
- Parents should not leave the classroom at any time unless he or she has checked with the teacher first, as we need to maintain our child to adult ratio.
- Parents co-oping on a Thursday (nursery) or Friday (pre-k or kindergarten) will assist in preparing the student folders to be sent home with any newsletters, notices, and student work.
- As class draws to a close, please assist in releasing the children. Should a parent be late picking up his or her child, the co-op parent is responsible for staying with that child until the parent arrives. Parents picking up more than five minutes late must sign the child out in the office.

Cleanup/Maintenance Days

In addition to their scheduled co-oping assignments, **parents are required to attend ONE of the work days (held in October and April) or a \$40 fee will be imposed.** This fee is to be paid within two weeks following the final work day in the Spring. Parents will be given ample notice of scheduled work days, and we try to make it fun for all.

PARENT VISITS:

Parents are always welcome and encouraged to come and observe at any time. One of the best ways to get a sense of what goes on in the classroom is by co-oping. It should be noted that for the safety of the children, the front door is locked 15 minutes after the classes start.

WCK welcomes other family members (grandparents, aunts, uncles, etc.) to assist in the classroom and enjoy the experience of seeing your child in school. In order to prevent confusion by having numerous visitors on one co-oping day, please make prior arrangements with the parent co-op scheduler for your child's class. He or she will try to work your available time into the class schedule. You may also speak with a teacher to make arrangements if it's a last minute opportunity.

CONFERENCES:

Parent-teacher conferences are scheduled twice a year for the kindergarten students. Pre-k students receive a written report twice a year, as well as a parent-teacher conference in the spring. Nursery students receive a written report twice a year and conferences are scheduled upon request. Information concerning the scheduling of appointments will be sent home by the teacher. All progress reports are kept in the child's file and a copy is given to the parents after the scheduled conference. **Parents may request a conference with a staff**

member at any time during the year. Parents can send a note or call the school to arrange a meeting. The teacher will respond within two school days with possible meeting times.

CLASSROOM ACTIVITIES:

A typical day for each child involves times that are busy, creative, quiet, social, playful, noisy, as well as messy. These are all times to be a child. The activities at WCK allow each child to learn to express feelings, to be creative, and to develop intellectually as well as socially.

In order to stimulate the creative and cognitive minds of the children, some of the areas in the classroom change daily, weekly or monthly. WCK strives to coordinate learning activities with cultural, historical and current events. We also provide areas that encourage the children to compare, match, invent, discover and enjoy the world around them. Feel free to inquire the skills being learned through any given activity.

CLASSROOM PROGRAMS & RATIOS:

The programs offered serve children 3 years through 6 years of age. Each class has one teacher, one assistant teacher and one parent volunteer. All our ratios meet or exceed state licensing requirements.

The **Kindergarten** classes consist of up to 20 students per class. Children entering this program *must be 5 years old on or before September 30th of the school year.* Adult/ child ratios will be maintained in accordance with state licensing regulations.

The **3-day Pre-K** classes consist of up to 18 students. Children entering this program *must be 4 years old on or before September 30th of the school year.* Adult/ child ratios will be maintained in accordance with state licensing regulations.

The **2-day Nursery** classes consist of up to 14 students. Children entering this program *must be 3 years old on or before September 30th of the school year.* Adult/child ratios will be maintained in accordance with state licensing regulations.

Please note: All children MUST be toilet-trained before they will be permitted to attend WCK classes.

ORIENTATION:

A **parent orientation** evening is held prior to the children's orientation day. It is an opportunity to review important policies and to complete necessary forms for

your child's folder. If a parent feels the need for an individualized discussion about their child to facilitate their smooth transition into WCK, feel free to contact the teacher and set up a private meeting.

Children's orientation days are scheduled as part of the first day of school. It is a time for parents to accompany their children to school, to see their classrooms, and to meet their teachers. For the children, it is an introduction to the exciting experience that WCK offers.

More specific information regarding these orientation events will be mailed to parents prior to the start of the school year.

CLASS SCHEDULES:

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| Morning 2-day, 3-day & Kindergarten | 8:45am to 11:30am |
| Afternoon 2-day, 3-day & Kindergarten | 12:15pm to 3:00pm |

(Note: 2-day Nursery classes are held Tuesdays & Thursdays, 3-day Pre-K classes are held Mondays, Wednesdays & Fridays).

ARRIVAL & DISMISSAL TIMES:

Parents should bring their children to school **on time** at the start of the session, as late arrivals interrupt the daily schedule. Morning students should be dropped off at 8:45am and picked up by 11:30am. Afternoon students should be dropped off at 12:15pm and picked up by 3:00pm. Any student arriving late must be accompanied into the school by a parent. *Note: The staff cannot provide supervision outside of the scheduled class times.*

If it appears that you will be late picking up your child, please notify the teacher as soon as possible. If, because of an emergency, a child is not picked up by the stated time, an effort will be made by the teacher to contact a parent or alternate pick-up person by phone.

Parents arriving five or more minutes late must enter the school and sign the child out in the office. **Chronic lateness will be brought to the attention of the Executive Board.** Parents repeatedly arriving late to pick up their child must pay a late fee of \$10.00 per each 15 minutes after the session has ended.

CHILD ARRIVAL AND DROP-OFF PROCEDURE:

Parents have two options when bringing their children to school:

- Parents may park in a designated parking area and walk their child into the school.
- Parents may participate in the Drop-off program.

The purpose of the **Drop-off program** is to allow for a smooth traffic pattern at drop-off time and to help students gain some independence, as they get ready for their elementary school years. By January, kindergarten students are highly encouraged to do drop-off. Any parents wishing to use the drop-off program can line up in their cars at the front door. As you reach the door, you will be met by a parent volunteer wearing a brightly colored “Drop-off Parent” tag who will assist the child out of the car and into the building. Once inside the building, the co-op parent will direct them to the correct classroom. This program is *optional*. If parents prefer to walk their children into the building, please feel free to do so.

There is a “**Parents out and about book**” located in the front lobby. If during class time you will not be available at your listed emergency number, please write your expected location and alternative number in this book before leaving the building. This is a great place to put down an available cell phone number.

In case of illness, or accident, parents will be notified immediately. Emergency numbers are essential for this reason.

RELEASING A CHILD:

Children will only be released to their parents, the person(s) designated on the child's registration form and/ or assigned carpool driver. If someone new comes to pick up the child, or if the child will be going home with another child's parent, ***a note will be required*** for the teacher to release that child into this alternative person's custody. In the case of an emergency, you may call the school to let staff know. If the staff does not recognize the person, a photo identification must be presented prior to the release of your child. ***This is done for the safety of your child.***

CARPOOL & TRAFFIC SAFETY:

Transportation to and from school may be arranged by the parents in neighborhood carpools. For names of families in your area, please refer to your enrollment list which was supplied prior to the start of the school year. A master list of organized carpools and authorized drivers is maintained in the office.

During the arrival or dismissal of classes, please drive safely in the parking lot. Our students are actively learning to negotiate parking areas safely. When the children have been released, please have them WALK, not run, to the vehicle. Ensure that all children stay with you, not running ahead or straggling behind. Climbing on the rocks in front of the school can be dangerous and is not allowed.

PICK-UP PROCEDURE:

Upon arrival at school for pick-up, parents have two options:

- 1.) Pull into the driveway and line up single-file in your car, beginning at about the flagpole. Each parent will receive a carpool number on the first day of classes. During the dismissal of the children, parents are asked to either stay in their cars or stand near their cars with their numbers visible to staff. Staff will walk the children to their respective cars in the order in which the cars are lined up. Once the child is buckled in *by the parent*, the parent may pull out of the driveway.
- 2.) Park in a designated parking area and wait at the front door with your carpool number. Please be advised that children whose parents have lined up in the driveway will have their children dismissed first, and then children whose parents are parked will be dismissed. If you park during dismissal, you must wait until the line of cars in the driveway has exited the parking area. This is for the safety of the children.

If you arrive late, you will need to come into the building to pick up your child and sign him or her out at the office.

Please share this parking policy with anyone who may be picking your child up. Again, *safety* is our main concern. Please use caution when entering or exiting the school and walking through the parking lot.

FIELD TRIPS:

Several field trips are scheduled for students each year. These trips are designated to supplement the classroom curriculum and introduce the children to outside resources. Parents are required to sign a field trip permission slip for their child prior to each trip. Parents are responsible for transportation to and from the field trip site. Independent parent organized carpooling is encouraged.

Parent volunteers assist classroom teachers on field trips to ensure adequate supervision. ***Siblings are NOT ALLOWED on any field trips.*** Each child's emergency information and a first aid kit accompany each field trip group. If your child has an EPI pen, you or a designated person will be required to chaperone the field trip.

Although we try to keep the cost of field trips minimal, from time to time, a small amount of money may be requested to help defray the cost of the trip.

PHOTOGRAPHS & PUBLICITY:

Permission for use of photographs including your child is requested from parents each school year. Photos may be used for newspaper or magazine articles, the website brochures, class photo albums or other publicity materials. A photo

release form will be included in your Orientation folder. You may also request that your child's photo be used but that a name NOT be included in newspapers. Feel free to be specific on your permission forms. You may opt to just have their photo in the classroom album, but you must tell us this in advance.

BOOK CLUBS:

Troll and Scholastic Book Club offers are *optional*. The forms go home once a month. Bonus points are used to get free books and classroom materials. Please make checks payable to the book club, and do not send cash. A parent book club coordinator collects the orders and distributes books when they come in.

SOLICITATION GUIDELINES:

Due to the large number of organizations, functions, and special circumstances, it is the policy of WCK to disallow ANY type of solicitation through the school folders or in the school's front entryway. **This includes raising money to purchase staff gifts or other items.** We encourage parents to do this at carpool time or within their friendship circles. Only WCK fundraising events can be announced or distributed using the classroom folders.

BIRTHDAYS AND SPECIAL EVENTS:

The parent co-op scheduler has a list of birthdays for the class. He or she will schedule your co-op day on or as close to your child's birthday as possible. Birthdays that fall during summer months are celebrated as "un-birthdays" on special days throughout the year (your child's half birthday is a good choice) or at the end of the school year. Birthdays can be celebrated by the class with a song and a special treat to be furnished by the parents of the child. This will also serve as the snack for the day. Favors, party hats, etc. tend to set precedence and become too elaborate, therefore they are not allowed. ***The distribution of birthday party invitations in the classroom is not allowed*** as it can lead to hurt feelings.

Notices will be sent home in regard to other special events throughout the year, such as Halloween, Christmas, Valentine's Day, classroom parties and field trips.

OPEN HOUSE & PROGRAMS:

A kindergarten open house takes place in late fall so that each child can show their families his/ her classroom work. The kindergartener attends the open house along with his/ her family.

End-of-the-year programs with student performances take place for each class and is an opportunity for families to view some of their learning through a variety of poems and songs.

RELIGIOUS HOLIDAYS & OTHERS:

Celebration of all holidays focus on the cultural traditions and customs surrounding them. WCK respects and values our diversity, therefore, care is taken on religious holidays to make the children aware that not all families observe them.

PHONE:

Phones are answered by the office manager, office volunteer, or are *monitored* by the use of an answering machine during all class times. The WCK board and staff have determined this to be necessary so that WCK can provide uninterrupted, quality education for its students. In the event of an emergency, one of the staff members will answer the phone. All other messages will be forwarded to the appropriate person at the close of the session.

SCHOOL CALENDAR:

WCK operates on the same school calendar as the Windham Public School system *for vacations and holidays*.

SCHOOL CLOSINGS & DELAYED OPENINGS:

Inclement weather or another emergency may cause the need to close the school. WCK will follow the Windham Public School closings and delayed openings for inclement weather.

Parents are asked to listen to local radio and television stations for announcements of school cancellation, delayed opening or early dismissal. Delayed openings in excess of one hour (i.e. 90 minutes, 2-hr delays, etc.) will result in the cancellation of morning classes. Announcements are made between 6am and 7am.

Note: In the event of an unexpected closing, the emergency calling list is used to contact parents. This list is developed at the start of the school year by the class parent co-op scheduler and distributed in September. Each parent is required to talk to the next parent on the list. If you get an answering machine, please leave a message and then call the next person on the list. This will ensure that all are notified in a timely manner.

Snow days and the School Calendar:

Additional days lost as a result of school closings, due to inclement weather, shall be made up at the end of the term. The last day of school may be extended by a

maximum of five days from the original school calendar. If a snow day falls on a scheduled planning day, the planning day will be rescheduled for the following week. It will fall on the same day of the week as it was originally scheduled.

SEVERE WEATHER EMERGENCY PROCEDURE:

In the event of severe weather (blizzard, hurricane, etc.) while children are at WCK, the safety of all children is the primary concern for the staff.

When a decision to close the school is made, parents will be notified immediately to pick up their child(ren).

If the situation does not allow the staff sufficient time to dismiss all children safely, arrangements will be made to evacuate the children to a designated shelter. The designated shelter for WCK is St. Matthew's Parish Center. Parents will be notified of the evacuation and of how to pick up their children once the severe weather has passed.

PARENT & STAFF COMMUNICATION:

Effectively operating as a cooperative requires open, honest communication between parents and staff. This enables us to provide your child with a positive, quality preschool experience. No detail is too insignificant if it allows the staff to better understand your child. Keep us posted on home happenings, new accomplishments or activities.

Quarterly general membership meetings are an opportunity to share information between staff, the executive board, and parents. Various topics regarding the school, curriculum, fundraising and events are discussed. Minutes from these quarterly meetings are sent home in the children's folders.

WCK publishes a *quarterly newsletter* for parents that contains informational articles and classroom news updates. The newsletter also contains upcoming events, activity suggestions, and field trip information.

Each classroom sends home a *weekly newsletter* that describes the happenings in the class during the week, such as themes covered and songs and books used to reinforce the theme or skills taught. It also previews what topics will be covered in the following week and any special reminders for parents deemed necessary.

WCK also has a *website*: www.windhamcoop.com. Parents can get information on upcoming events or download copies of the parent handbook or school bylaws.

Remember, WCK is your school! The staff invites parents to share information with them. Our curriculum is created by dedicated staff based on the NH state educational frameworks, input from area school districts, and extensive

research, while maintaining our developmental philosophy. Relevant project ideas, articles and books that you feel are enriching for the children and in line with our curriculum philosophy are always welcome. We just ask that they be offered outside of instructional time, as the staff's first priority is teaching the children. Comments or suggestions are always welcomed through our executive board members, staff or suggestion box. We urge you to sign your name to any comments, positive or negative, so that WCK can satisfactorily answer your questions, clarify misunderstandings, or follow up to ensure that the situation is corrected. Parent participation and support have made WCK the quality school it is today.

DATA PRIVACY:

The information you provide to us at the time of registration will be used to develop class lists. These class lists are used for the purpose of forming carpools with other cooperative parents.

If you have an unlisted phone number and do not wish for us to publish it along with the class list, please indicate this on your registration form or inform a board member.

In accordance with Federal Public Law 93-380, Privacy Rights of Parents and Students, all records pertaining to your child's health and participation in our program are kept strictly confidential. Only records that are considered to be Directory Information can be made available. State licensing examiners, WCK staff and you, the parent or legal guardian, are the only ones allowed to review your child's complete record, including health information. If your child has an allergy which people need to know about to ensure their safety, we will ask that you sign a form allowing us to share this information with other co-op parents. This allows us to post allergy lists in the school.

The Federal Rights and Privacy Act of 1974 asserts that what happens to children in their school and academic pursuits on a day to day basis, is confidential. Only those that have the right to know such information (parents, teachers, staff, etc.) may discuss an individual child. The intent of the law is to prevent children from becoming the topic of discussion in a community. WCK requires parents to sign a form at the beginning of the year agreeing to abide by this law. For further information, you can get a copy of this agreement form from the office or at the website (www.windhamcoop.com).

ENROLLMENT APPLICATION & ADMISSION:

Registration for enrollment is held annually, usually in January for the following school year. The Kindergarten classes have up to 20 students per class and the 3-Day Pre-K classes have up to 18 students per class. The 2-Day Nursery has up to 14 students.

Notice of registration date(s) and time(s) is published in local newspapers at least one week prior to the registration date. Registration will start promptly at the specified time. Priorities for registration are as follows:

- 1.) Current Members
- 2.) Former Members
- 3.) All Others

A non-refundable registration fee is due and payable at the time of registration. No spot will be held if the fee is not paid. All openings are filled in the order in which the application is received. As classes are filled, names are placed on waiting lists for each program. If an opening occurs, people will be notified according to their place on the waiting list.

Current Member Registration: The vice-chairman will arrange a special time for current member registration. If a current member misses the arranged registration, he/ she must register for the upcoming year on the public registration date. For **current members**, the classes will be filled in the following order:

1. Currently enrolled members will be guaranteed their same time slots. These time slots would be held for an individual child, not a family. No guarantee is made that a sibling would have the same time session.
2. Given that we have a developmental philosophy, the teachers will have the first say as to who will go in what remaining slots.
3. Current in-house members wishing to change time slots would have the next priority placement. This will be determined by a lottery draw, if necessary.
4. Siblings of currently enrolled members, enrolling for the first time, would then be placed.
5. As classes are filled, a waiting list would form using the same order as a guide.

Former and Prospective New Members may have someone else sign up for them as long as it is not a parent who is already signing up his or her own child. There should be one adult per child being registered. The only exception to this is if a parent has more than one child signing up at WCK.

WITHDRAWAL OR TERMINATION:

Withdrawal shall take effect upon two weeks written notice, and any refund of tuition paid in advance shall be at the discretion of the Executive Board.

Any parent seeking a refund of tuition paid in advance can submit a letter to the Executive Board requesting a refund and stating the reasons for withdrawal.

If a child's behavior proves to be disruptive and not conducive to the general well-being of the class, the Executive Board reserves the right to review the child's behavior and social progress and can ask to have the child withdrawn.

TUITION & BILLING POLICY:

Tuition and fees are set annually by the WCK Executive Board.

Payments must be received by the school on or before the FIRST (1st) day of each month. Tuition payments received after the tenth (10th) day of the month will be charged a \$20.00 late fee. This fee will be assessed each month that the tuition is late.

A fee of \$25.00 will be charged for checks returned due to insufficient funds.

Tuition payments begin prior to the school year to confirm your child's enrollment. **The first payment is due June 1st.** The payment is late if received after the 10th of that month, thus incurring an additional \$20.00 late payment fee. If your payment is not received by July 1st, your spot will be forfeited and thus reassigned. The second payment is due September 1st.

Subsequent payments are due on or before the 1st of each month (to be paid in ten (10) equal payments through May 1st). A more specific payment schedule with monthly payment slips is provided in the registration packet for your record-keeping convenience.

Tuition payments must be dropped in the tuition box located in the lobby or mailed to WCK at **P.O. Box 250, Windham, NH 03087.**

Please do not bring your payment to the teachers. They are not authorized to accept tuition payments. Please do not leave payments on the office desk.

Any tuition payments made in cash must be dropped off when the vice-treasurer or office personnel are available to accept the payment and to write a receipt.

Unless satisfactory arrangements are made with the WCK Board, accounts past due over 1 month will result in the dismissal of the student(s).

In order for a student to graduate or have records transferred, tuition must be current or paid in full.

Parents or guardians who have extenuating circumstances must contact an executive board member or the director to work out mutually satisfactory arrangements.

Parents wishing to enroll their child(ren) for the following school year must be paid up to date by June 1st.

HEALTH POLICIES:

Immunizations & Physical Examinations:

No child shall be allowed to attend classes until WCK has received a valid Child Health Form. The form must document physical examinations, appropriate immunizations and must be completed by the physician. *(For example: September 2007 health forms must have been completed between by your physician between October 2006 and September 2007. If your health form "expires" during the school year, a new form will be provided to you by the director for updating.)*

State licensing regulations are based on the American Academy of Pediatrics' recommendations. Examination by a physician is required annually at 3, 4, and 5 years of age.

Vaccination Schedule:

by 3 ½ years: 4 DTP/DT, 1 MMR, 4 Hib, 3 OPV/IPV, Hep B x3, Varicella

Illness:

Parents should not send a child who shows signs of illness to school. If your child

becomes ill during the school day, the teacher will call home. In case the parent cannot be reached, the emergency number listed on the registration form will be called. The alternate care-giver listed should be willing and able to care for the child until the parent can be reached and should have agreed to do so before the name is written on the registration form. A parent needs to be at the school within 30 minutes of receiving a call for an ill child.

If your child is not well enough to participate in our regular program, then he or she should not attend.

Children should not be sent to school with the following symptoms:

Nausea or vomiting, fever, sore throat, persistent cough, swollen glands, diarrhea, chronic nasal discharge, unidentified rash, conjunctivitis, head lice, or any contagious disease.

If your child develops any of these symptoms while at school, you will be contacted to take him/her home.

Some common infections (i.e. conjunctivitis or strep throat) require a minimum of 24 hours of treatment before your child can return to WCK. Consult the

Director or a staff member in regard to specific conditions, treatments and regulations necessary for your child to return to the classroom.

Please remember: if your child shows signs of illness in the morning, you should not send him or her to school.

Note: Your child should be without fever for 24 hours before returning to school.

Medication/Allergy Policy:

Just as our children are all different, so too are their allergies. With this in mind, WCK cannot guarantee an allergy free atmosphere.

We try to avoid nut-containing foods, however if your child has a severe food allergy, we suggest that you provide a separate snack for your child. On your co-op days you must provide a snack and beverage for the rest of the class as well as your child.

Our teachers are trained in emergency first aide and CPR, as well as the use of EPI pens. They can administer this drug to your child providing that you supply this medication as well as the supporting paperwork from your physician. By state regulations, any medication that we have on the premises must be in the original packaging and labeled by the pharmacy with the child's name and expiration date.

We recognize that on rare occasions it will be necessary to use inhalers for breakthrough attacks (attacks that require an additional single use of the inhaler). This will be permitted provided the child can self-administer the medication, a dedicated inhaler is kept at the school, and the supporting necessity of use form is on file signed by the physician.

We do not administer oral (by mouth) medications. The exception to this policy would be medications needed to prevent anaphylaxis. However, a doctor's note is required stating that withholding this medication could lead to an anaphylactic reaction.

- We will only keep two doses of a required oral medication on school property at a time.
- The dose must be a **Unit dose**: a single pre-measured amount pre-packaged by the pharmacy and labeled with the drug name, child's name and expiration date.

In the event that any medication must be used, 911 will be called concurrent to its administration, and any further emergency medications will be provided by EMS. The parent would also be contacted after EMS was notified.

- Any time medication is administered by the school, EMS will be activated for further assessment of the child's condition.
- Following the assessment, the child will either be transported to the hospital, or released to the care of his/her parent or emergency contact person – as deemed necessary by EMS.
- The child will not be allowed to re-enter school until a medical clearance note is received from his/her physician.

If your child has a severe allergy that requires the use of an EPI pen to treat, you will be required to provide appropriate transportation and chaperoning of your child for school field trips. (An appropriate alternate person may be sent in your place.)

We are not responsible for goodies sent home in party bags.

The school does not administer any regularly scheduled medications. We ask that you arrange to give your child his or her medication either before or after their scheduled school session. The administering of medications may mask the symptoms of a contagious child who needs to leave the school. If your child is on medication for a non-contagious disease and it affects his or her behavior, please inform the WCK staff.

No medication is allowed in the classroom; this includes backpacks and personal belongings. This is a safety issue for other children in the room and it is against the law.

Contagious Diseases:

Contagious diseases such as chicken pox, measles, mumps, scarlet fever, strep throat, conjunctivitis, pinworms, impetigo, or head lice must be reported to the teacher immediately. Notices will be sent home to inform parents when another child has a contagious disease. Please note no names will be mentioned on these notices. Also, as required by the state, notices of the contagious disease will be posted. This is not intended to alarm, but rather to inform so as to limit the spread of all such diseases.

NUTRITION:

The purpose of snack is to provide a quick refresher for the children, and to be the vehicle to learn manners, taking turns, waiting, thankfulness and proper hygiene. The parents and staff at WCK concur that *snacks for the children should be*

healthy ones. When parents provide a healthy snack, the children learn to eat well and stay healthy.

On your scheduled co-oping day, you are responsible for providing a healthy snack and beverage for your child's class. WCK provides the napkins and cups. In the event that you cannot participate in co-oping, we ask that you arrange to send a non-perishable snack and beverage to the school. The job of the co-op parent is to interact with the children and assist the teachers. They should not be out of the classroom to prepare any snack.

The parents are asked to be sensitive to the allergies in the classroom and to avoid items not able to be served to all. Please check the distributed list of classroom food allergies when planning out your snacks. Alternative items (saltines or pretzels) are always available at the school for back up for those children who don't like or can't eat the snack. **Children with food allergies must have a safe snack kept at the school, which must be provided by the parent.** If there is any doubt in the teacher's mind as to the health or safety of the child, the teacher will defer to the safe snack without question.

Food products are not allowed in goody bags, however non-food items may be used. Food for special events/holiday parties will be suggested by the class teacher and administered by the Party Volunteer Parent.

Some possible **snack ideas** include:

- Vegetable sticks with low-fat dip
- Canned fruits packed in juice
- Cheese slices with thin apple wedges (Ask if the apples need to be peeled.)
- String cheese
- Yogurt
- Hard boiled eggs
- Bean dip and crackers
- Cheese and crackers
- Flavored mini rice cakes
- Graham crackers and apple sauce
- Cereal snack mix
- Ginger snaps
- Fig bars
- Jello
- Mini wheat bagels and cream cheese

Drink ideas include water, milk, chocolate milk, and juice that is 100% juice.

Nursery and pre-k children are **NOT** allowed to have the following snacks:

- Popcorn
- Hard candies

Grapes
Nuts/seeds
Large marsh mallows

POSITIVE BEHAVIOR PLAN:

The physical and emotional safety of our school family is very important to us. The intent of WCK's positive behavior plan is to encourage and empower children to make good choices and learn strategies for self-control. WCK encourages positive behavior in children through a combination of developmentally appropriate practices, prevention techniques and a solid foundation in understanding early childhood development. Children are individuals with varying backgrounds and each child's behavior must be addressed accordingly. The children exhibiting the same behavior may not be managed identically. The following are examples of strategies that staff may use to meet children's needs:

- Reinforce appropriate behavior when possible.
- Give clear directions to the child. State class rule or behavioral expectation simply.
- Reinforce those who have followed directions, ignoring inappropriate behavior at this time, except in situations of danger.
- Restate class rules or behavioral expectation.
- Re-direct the child and/or provide appropriate choices.
- Remove materials and/or activity until the child is ready to follow the class rule or behavioral expectation.
- Provide a positive time-out opportunity in a quiet spot.

Expectations for student behaviors are outlined in the social behavior domain of the WCK curriculum and are further reinforced in the classroom performance section of the semi-annual progress report. If there are concerns in the social behavior domain, teachers will contact parents or guardians. If concerns continue, teachers will request a conference with the parents or guardians. The director may or may not participate in this meeting depending on the concerns. During the meeting, staff will work with the family to develop plans that support the child both at home and at school. If the staff is in need of further guidance they may consult with outside professionals. There is an expectation that with team work the physical and emotional safety of our school family can be maintained.

See also Withdrawal or Termination on page 13.

TOYS & SCHOOL SUPPLIES:

Toys brought from home are strongly discouraged since their use often interferes with the scheduled activities and with the sharing that is encouraged when

children use toys supplied by WCK. All toys and materials in the WCK classrooms have been chosen for their creative and/or educational potential and their durability.

Do not purchase and send to school any pencil boxes. Pencils and crayons are supplied by the school. Lunch boxes are only necessary for those children participating in the Kindergarten Extended Enrichment Program.

Children may bring to school items for a “sharing day”. These items are only to be sent in on designated sharing days and must be theme specific.

WHAT TO WEAR:

Children should wear clothing appropriate for active play. To help the child achieve a sense of independence, it is important to select clothing he or she can manage on his or her own. In an effort to help our children succeed with bathroom independence, please try to avoid bodysuit type shirts that snap or pants that are intricate to unbuckle. Please **DO NOT** send your child in special clothes that take the risk of being ruined during play. We involve the children in messy activities from time to time, including finger painting and gluing.

Please be sure to mark your child’s name on all removable clothing such as jackets, sweaters, mittens, etc. Parents should dress their children according to weather conditions. Sturdy shoes are necessary for safety. Children will not be allowed on climbing equipment without proper footwear.

Boots are not allowed during class time. Each child should bring a pair of shoes, sneakers, or non-skid slippers to wear in the classroom.

If your child attends the nursery program, we suggest that you send an extra change of clothes to school in the event that his or her clothing become soiled. This will assist the staff in attending to the child as quickly as possible. If your child uses his/her spare clothing, please be sure to replace it.

STATEMENT OF STUDENT NON-DISCRIMINATORY POLICY:

The Windham Cooperative Kindergarten & Nursery School admits students of any race, creed, color, ethnic or national origin to all rights, privileges, programs and activities generally accorded or made possible to its students and does not discriminate on the basis of race, color, creed, ethnic or national origin in administration of its educational admissions, scholarships, loan, athletic, or other policies, procedures, programs, or activities.

Any questions not answered in this handbook should be addressed with the current executive board, the WCK director, or your child's teacher. Thank you for becoming a member of our Co-operative.

NOTES FROM NEW HAMPSHIRE DAY CARE AGENCY LICENSING RULES

The licensing authority for this child care agency is the Bureau of Child Care Standards and Licensing. Information regarding recent licensing and monitoring visits for this child care agency is available by calling the Bureau at 271-4624 or 1-800-852-3345, extension 4626.

During licensing, monitoring, and complaint investigation visits to licensed child care agencies, the department shall interview children regarding the care they receive at the child care agency if, in the judgment of the licensing specialist, the children's response would be valuable in determining the quality and level of care provided. If you do not want your child being interviewed, you shall provide a signed, dated statement to the agency director indicating your preference. This statement shall be updated annually.

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