



Windham Cooperative  
Kindergarten and  
Nursery School

# Parent Handbook

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# 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 orchestrates the teachers and curricula.

## MISSION STATEMENT

Windham Cooperative Kindergarten and Nursery School is a preschool based on a developmental philosophy. We believe that each child deserves the opportunity to explore their environment and construct their knowledge with the love and support of their teachers and families. We respect every child at each phase of their growth in all areas of development including social, emotional, physical and educational. We also nurture and support each child's family relationships.

## 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.

## 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 general membership meetings four times per year.

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.

## PARENT PARTICIPATION

WCK is a cooperative school that is owned and operated by the parents of the enrolled children. *Membership involvement through volunteering and 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 Parent Information Center. 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. **This is not the responsibility of the Classroom Co-op Scheduler or office staff.** Please make the change on the posted schedule at the school. This allows all parents in any particular class to share the co-op load equally.

**NOTE:** Co-opping is divided by number of children in the class and not number of families. Parents of **multiples** need to do equal turns as the co-op parent for each child they have in the classroom. Therefore, parents of twins will be on the rotation twice as much, parents of triplets three times as much, etc.

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 1<sup>st</sup> of the following month. If you are unable to find a replacement for your day you must inform office staff so that a substitute may be hired to take your place.

### *Classroom Co-op Responsibilities*

When co-opping it is of foremost importance that parents **respect the confidentiality** of each child in the school. Any questions or concerns about what happens in the classroom should be brought to the classroom teacher or director. For the protection of all the children, they and their actions should not be discussed outside the classroom. Please see Appendix A for further information.

**All co-op parents** should arrive at 8:40 (am classes) or 12:10 (pm classes). Parents should initial the class schedule in the Parent Information Center. Take a volunteer/drop-off parent tag from the office and 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 return their tag and go to their child's classroom..

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 the last school day of the week 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. The co-op parent and child are to remain in a common area such as the lobby until the parent arrives. Parents picking up more than five minutes late must sign the child out in the office.

**NOTE:** Co-op parents are integral to the success of the classroom curriculum. To this end we ask that cell phones be turned off or placed on vibrate for the duration of the class. If you do need to make or take an emergency phone call, please inform the teacher or assistant teacher and excuse yourself from the classroom for the duration of the call.

### 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 & STAFF COMMUNICATION

Effectively operating as a cooperative school 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.

*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 meetings are sent home in the children's folders. There will be four General Membership Meetings each school year in October, December, March and an annual budget meeting in April.

WCK publishes a *bi-annual newsletter* for parents that contains informational articles and classroom news updates. The newsletter also contains upcoming events, activity suggestions, and field trip information. The newsletter is emailed to the general membership; hard copies can be obtained in the lobby or office.

Each classroom sends home a *newsletter* that describes the happenings in the class, such as themes covered and songs and books used to reinforce the theme or skills

taught. It also previews future topics that will be covered and any special reminders for parents deemed necessary. The newsletter is generally distributed on a bi-weekly or monthly basis at the discretion of the teacher.

***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 (in lobby). 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.

### 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.

### Web

WCK has a *website*: [www.windhamcoop.com](http://www.windhamcoop.com). Parents can get information on upcoming events or download copies of the parent handbook or school bylaws. There is also a Facebook page under **Windham Cooperative School (WCK)**; parents may "Like" the page and receive real-time newsfeeds as to school events, updates and happenings.

## CLASSROOM PROGRAMS & RATIOS

The programs offered serve children 2.9 years through 6 years of age. Each core class has one teacher, one assistant teacher and one parent volunteer. Each enrichment class has a lead teacher and an assistant teacher as the number of students indicates. All our ratios meet or exceed state licensing requirements.

The **Nursery** classes consist of up to 14 students. Children entering this program *must be 2.9 years old on or before the first day of school year*. Adult/child ratios will be maintained in accordance with state licensing regulations.

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

The **Multi-Age** class consists of up to 16 students. Children entering this program *must be 2.9 years old on or before the first day of school year*. Adult/child ratios will be maintained in accordance with state licensing regulations.

The **PEEP** and **KEEP** classes consist of up to 16 students. Children entering the PEEP program *must be 4 years old on or before November 30th of the school year*. Children

entering the KEEP 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.

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

## CLASS SCHEDULES

Nursery and Pre-K ..... 8:45 am to 11:30 am  
Multi-Age ..... 12:15 pm to 3:00 pm  
PEEP ..... 11:30 am to 1:15 pm  
Morning KEEP ..... 8:45 am to 12:15 pm  
Afternoon KEEP ..... 11:30 am to 3:00 pm

## ARRIVAL & DISMISSAL

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 school as soon as possible. If, because of an emergency, a child is not picked up by the stated time, an effort will be made 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.

### Arrival Procedures

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. Please do not park around the inner circle except during special events.
- 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. 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 office. 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.

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

### Pick-Up Procedures

Upon arrival at school for pick-up, parents should park in a designated parking area and wait at the front door. Teachers will walk all students to the front door and dismiss students individually to their parent or approved pick-up person.

**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.**

<p><b>NOTE:</b> For the safety of all children, no child should be left unattended in a parked car if you will be entering the building.</p>
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## 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. **Climbing on the rocks in front of the school can be dangerous and is not allowed.** Ensure that all children stay with you, not running ahead or straggling behind.

**Once children are released they are the sole responsibility of their parent/guardian.**

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.

## 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, photo identification must be presented prior to the release of your child. ***This is done for the safety of your child.***

## 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 about skills being learned through any given activity.

WCK recognizes the value of outdoor play for children and we try to get the children out to play as often as possible. In order to take the children out to play the temperature must be above 24 degrees (including wind chill factor). There may be other reasons to keep the children inside such as icy, wet or too hot conditions, so the final decision will be at the teachers' and director's discretion. Other than the above factors, parents should assume that children will go out to play and should dress them appropriately.

### Orientation

A **Parent** orientation evening is held prior to the children's orientation day. It is an opportunity to review important policies and to receive the 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 prior to the official start 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. On each of those days a few students and their parent(s) are assigned a specific time slot to visit the school. This allows the child, parent(s) and teachers to meet each other in a small group setting. If possible, parents should try to arrange baby-sitting for younger siblings as this allows for a more enriching experience for both the child and parent.

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

### 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.

**NOTE:** *The distribution of birthday party invitations in the classroom is **not allowed** as it can lead to hurt feelings.*

### Religious and Other Holidays

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.

Parents will have the opportunity to sign-up to help assist at the classroom parties during the Children's Orientation Day. Closer to each event, notices will be sent home or posted at the school requesting supplies, food and drink for the party.

### 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.

### End-of-Year Programs

End-of-the-year programs with student performances take place for Nursery and Pre-K classes. These are an opportunity for families to view some of their learning through a variety of poems and songs. More detailed information will be provided by the teachers as the end of the year approaches.

## 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-opping. 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-opping 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.

## PROGRESS REPORTS AND CONFERENCES

Nursery and Pre-K students receive a written report twice a year, as well as a parent-teacher conference in the spring. 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.

## FAMILY EVENTS

There are several school-wide family events each year. These events allow families to gather in a relaxed setting on a social level.

- Fall Fair: This event is coordinated by the Hospitality Committee and is held within the first month of school. Information regarding date and time is generally given to parents as part of their Parent Orientation Night packet. This event is free and open to all members.
- Bingo Nights: Coordinated by parent volunteers, Bingo Nights allow families to gather for game fun and prizes. Halloween Bingo is a WCK tradition; a second Bingo Night generally occurs in the spring. There is a small fee to cover costs.
- Story Hours: There are typically two Story Hours per year. Parent volunteers coordinate snacks and readers from the community. This is a free event.

## BOOK CLUBS

Scholastic Book Club offers are *optional*. The forms go home bi-monthly in the children's school folders. A parent book club coordinator collects the orders and distributes books when they arrive at the school. Please make checks payable to the book club, and do not send cash. Bonus points are earned from all book sales and are used to get free books and materials for the classrooms.

## FUNDRAISING

The Fundraising Committee coordinates all fundraising events. There are typically two main fundraisers per school year: fall and spring. In addition, WCK may hold "family nights" at area restaurants where a portion of the proceeds generated by WCK families will be given to the school. Participation in all fundraising initiatives is voluntary.

## 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.

Flyers announcing community events may be posted with permission from the director.

## SCHOOL CALENDAR

WCK operates on the same school calendar as the Windham Public School system *for vacations and holidays*. A WCK calendar will also be included in your Orientation Packet.

## 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. Announcements are made between 6-7 AM on local radio and TV stations.

Radio Stations	Television Stations
WGIR 610AM	WMUR Channel 9
WFEA 1370 AM	WBZ Channel 4
WBZ 1030 AM	WCVB Channel 5
WZID 95.7 FM	WHDH Channel 7

When Windham Public Schools have a delayed opening, WCK will follow the same delay. If there is a ninety (90) minute delay, WCK shall have no morning session. Morning PEEP for PM PRE-K student will run as scheduled. Afternoon KEEP students will not be bused from Golden Brook School, but they may be dropped off anytime between 11:30 and 12:15. There will be no morning KEEP. Afternoon sessions will continue as scheduled. In the event of bad weather in the afternoon, the Director may cancel.

**NOTE:** In the event of an unexpected closing, the emergency calling system is used to contact parents.

### *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. At the discretion of the director, 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 professional development day, the scheduled professional development 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 by the phone alert system 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.

## ENROLLMENT APPLICATION & ADMISSION

Registration for enrollment is held annually, usually in December-January for the following school year. The Nursery classes have up to 14 students. Pre-K classes have up to 18 students per class.

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

1. Current Members
2. Former Members/Alumni
3. General Public

*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.*

*Current Member Registration:* In order to maintain "current family" status, members must return registration forms along with registration by the end of the designated Current Member registration period. 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. 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.
3. Siblings of currently enrolled members, enrolling for the first time, would then be placed.
4. As classes are filled, a waiting list would form using the same order as a guide.

*Former Members/Alumni and General Public:* 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.

Parents 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 is if a parent has more than one child registering at WCK.

**NOTE:** The Executive Board and Director reserve the right to make program staffing changes that are deemed in the best interest of the school. These changes may occur after the registration period has begun prior to the start of the new school year.

**NOTE:** Final student placements are at the discretion of director.

## 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 10<sup>th</sup> 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 Spring Information Packet for your record-keeping convenience.

Tuition payments must be dropped in the tuition box located in the lobby or mailed to the address below:

**Windham Cooperative Kindergarten  
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.

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

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

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

For students starting school after September, tuition will be pro-rated. Please see the office for details.

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

## PRIVACY ISSUES

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.

Please see Appendix A for WCK's full Privacy Policy.

## 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.

## 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 2011 health forms must have been completed between by your physician between October 2010 and September 2011. If your health form "expires" during the school year, a new form will be provided to you by the office 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

Please note that failure to keep your child's health forms or immunizations up to date may result in your child's inability to attend school per New Hampshire Child Care licensing law.

**NOTE:** Hand sanitizer within the reach of children is against NH State Licensing Regulations. Please do not send your child to school with hand sanitizer.

Illness

Parents should not send a child who shows signs of illness to school. If your child becomes ill during the school day, the school 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
- 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 without the aid of fever reducing medicines such as Tylenol or Motrin before returning to school.

## 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.

## Medication/Allergy Policy

Please see Appendix B for full policy.

## 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-opping 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-opping, 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 (i.e. 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 100% juice drinks.

Nursery children are **NOT** allowed to have the following snacks:

- Popcorn
- Hard candies
- Grapes (cut in half allowed)
- Nuts/seeds
- Large marshmallows

## 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.

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*

## 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 Enrichment Programs with lunch (PEEP/ KEEP).

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. Flip flops, crocs and open-back shoes are not allowed on playground equipment.

**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. If your child has an accident and changes into clothes provided by WCK, please wash the clothing and return it to the classroom teacher.

## NOTES FROM NH 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.

## 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.*

## CHILD ABUSE AND NEGLECT REPORTING POLICY

It is the policy of WCK to comply with the requirements of RSA169-C in reporting suspected child abuse and neglect. Further, it is our policy to cooperate with the New Hampshire Division for Children, Youth and Families (DCYF) and law enforcement agencies into alleged child abuse or neglect as outlined in RSA 169-C.

If a school employee suspects that a child has been abused or neglected, he/she will make a report immediately to DCYF and the school director will be notified that a report has been filed. An oral report shall be made immediately to DCYF by telephone and followed within 48 hours by a report in writing, if so requested by DCYF. Each report shall, if known, contain the name of the parent or caregiver responsible for the child's welfare; the specific information and/or observations indicating neglect or the nature and extent of the child's injuries; the identity of the person(s) suspected of being responsible for such abuse and neglect; and any other information that might be helpful in the investigation or that may be required by DCYF.

## APPENDIX A: PRIVACY POLICY

### Federal Rights and Privacy Act of 1974

The Federal Rights and Privacy Act of 1974 makes a very clear and strong statement concerning school children and their rights as US Citizens. The law says, simply stated, that what happens to children in their school and academic pursuits on a day to day as well as on an overall basis, is confidential. Only the parties who have a "right" to that information (i.e.: the student, parent, child, teacher, guidance counselor, etc.) may discuss that individual child and his or her difficulties. The obvious intent of the law, for our volunteer purpose, is to insure that our youngsters do not become the topic of discussion throughout the community. Not only is this a legal issue, but even more importantly, it is an ethical one.

This is not presented to our volunteers as an attempt to inhibit them from observing our program as a whole. Schools are "fair game" for whatever constructive criticism parents would like to share with us or their neighbors. If you leave the school, and then talk about the school, its programs, or whatever, we have no problems! But, if you leave the school and talk about an individual child (or children), you are making a serious breach of ethical and legal rules.

## APPENDIX B: ALLERGY POLICY

### School Guidelines

1. Just as our children are all different, so too are their allergies. With this in mind, WCK cannot guarantee an allergy free atmosphere.
2. We try to avoid nut-containing foods, however if your child has a severe food allergy, we require that you provide a separate snack for your child. You may keep a supply of several weeks at the school if you prefer. You may also consider sending in “treats” for your child to eat in place of birthday snacks. On your co-op days you must provide a snack and beverage for the rest of the class as well as your child.
3. 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.
4. 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.
5. **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.
  - a. We will only keep two doses of a required oral medication on school property at a time.
  - b. 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.
6. 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.
  - a. Any time medication is administered by the school, EMS will be activated for further assessment of the child’s condition.
  - b. 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.
  - c. 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.)

### Please Note:

- We are not responsible for goodies sent home in party bags.
- The school does not administer any regularly scheduled medications.
- **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.