



COLLEGE PARK
NURSERY SCHOOL
& KINDERGARTEN

Policy Manual
2015-2016

College Park Nursery School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

College Park Nursery School and Kindergarten Fees Schedule

2015-2016

Tuition:	For current tuition, please see Tuition sheet. Please note that tuition is due the 1 st of the month for the following month (i.e. October tuition is due September 1). A late fee will be added for payments received more than 10 days late.
Application fee:	\$75 (\$60 for subsequent siblings)
Late Tuition:	\$25
Returned Check:	\$35
Missed Meetings:	\$35 (for second or greater missed meeting)
Missed Orientation:	\$35.00
Late Co-op:	\$1/minute (After 10 min. grace period. Starts billing 8:50/12:20)
Missed Co-op:	\$35 for first co-op missed, then fee doubles for each successive missed date. (\$70, \$140, etc) Board involvement will occur after two missed co-ops.
Missed After-Care:	\$10 (If not cancelled before 9 am that same day)
Cleaning Fee:	\$50 (Payable with the first month of tuition).
Late Child Pick-up:	\$1/minute (After 10 min. grace period. Starts billing at end of class time)
Sibling Co-op Fee:	\$25 (Families get one free sibling visit per year. Fee doesn't apply to newborns).
Substitute Co-op:	\$10/hr. and \$10 for snack. (This amount needs to be paid directly to the substitute parent by you . CPNS does not collect and distribute this money).

Goals

The parent is the primary educator of the young child. Parent owned and operated, the College Park Nursery School and Kindergarten is a fully accredited cooperative nursery school. Our purpose as educators is to help children live their second, third, fourth and fifth years of life in the richest, most satisfying and most constructive way possible. To achieve this aim, we maintain the following goals relating to each child's development.

1. **To help the child develop socially and emotionally:**
 - a) To help develop positive self-concept;
 - b) To help gain independence through making choices and completing tasks; and
 - c) To help develop group skills and cooperation with peers.

2. **To help the child develop physically:**
 - a) To provide for large muscle development/coordination, agility and a sense of the child's own body in relation to the world; and
 - b) To provide for 'fine eye-hand' coordination through art and certain play activities

3. **To provide an atmosphere for intellectual development:**
 - a) To develop language skills
 - b) To develop listening skills
 - c) To develop visual discrimination; and
 - d) To develop an atmosphere of inquiry -- channeling a child's natural inquisitiveness towards discovery

Membership Requirements

Before the child starts school

1. In accordance with state and local health department guidelines, every family must complete and return the forms below prior to the first day of school each September. Students will not be permitted to attend classes until all forms are submitted.
 - a) Acceptance of Obligations
 - b) "All About My Child" Form
 - c) Child's Health Inventory Form
 - d) Health Inventory Addendum
 - e) Medication Order Form (if applicable)
 - f) Child's Immunization Record [per Maryland and Prince Georges County health department requirements]
 - g) Parent's Participation Form
 - h) Parent's Medical Report (for every parent who will assist in the classroom; see Health & Safety page 5)
 - i) Emergency Information Card
 - j) Health & Safety Awareness Affidavit
 - k) Child Release Authorization
 - l) Acknowledgement of CPNSK Manual

2. Application fee, cleaning fee, and two months' tuition must be remitted to the School's bookkeeper.
3. Parents must familiarize themselves with the packet of material provided by the Membership Chairperson, including: this School Manual, By-laws, Articles of Incorporation, Parents' Co-oping Responsibilities, and Job Descriptions.

During the School Year

1. A parent will work in the classroom as Housekeeper and/or Snack Parent on the assigned day as per monthly schedule (see pages 8 and 9).
2. Each family must assume a membership job, either administrative or maintenance (see Job Descriptions).
3. Parents will be periodically required to assist with group activities (see page 11).
4. Parents must attend 3-4 general membership meetings and one parent-teacher conference per year (see page 12).

Financial Obligations

Tuition

Each month's tuition payment is due the first day of the preceding month. **Checks or Money Orders (no cash) are to be made out to College Park Nursery School** and should be placed in the tuition mailbox. Be sure to specify the month, the class and the child's (or children's) names on the memo line of the check. If tuition is not received by the 10th of the month, a \$25 fine will be assessed. Checks returned for insufficient funds will be assessed a \$35 fine. The provision of a 10-day grace period should not be construed as permitting members to pay on the 10th. Tuition is due and expected on the first of each month notwithstanding. The school operates on a carefully planned budget, and failure to receive tuition on time may hinder the payment of bills and salaries.

The Board will send a warning letter if tuition is not received by the 15th of the month it is due. A dismissal letter will be issued if the tuition remains unpaid after 60 days. Any extenuating circumstances hindering payment when due should be communicated to the Director of the School or to the President of the Board in writing before a missed payment occurs. In order to accommodate special circumstances, the Director of the School and the Board may make arrangements for payment. Families with any unpaid tuition or fees will not be able to register their children for the following school year unless or until those balances are paid.

Tuition for the first month of the school year, September, is due in May, or at the time of registration for those families who register over the summer. Tuition for the last month of the school year, May, is due in August. A 3% tuition discount will be credited to families who pay an entire semester's tuition by the first day of that semester's classes; a 5% tuition discount will be credited to families who pay the entire year's tuition before the first day of the school year. Families with multiple children enrolled simultaneously are entitled to a 15% discount on the second and subsequent children enrolled.

All tuition payments are non-refundable.

Expense Reimbursement Policy

Reimbursements for purchases made by parents on behalf of the School must follow proper procedures. Purchases of over \$100 must be pre-approved by the Treasurer. After a purchase is made, the purchasing parent must fill out the appropriate reimbursement form and submit it along with the receipt to the Treasurer. The Treasurer shall issue reimbursement checks once a month.

Financial Assistance Program

Financial aid is offered depending on the availability of funds; when possible, fees from the applications of prospective students will fund the Financial Assistance Program. Additional contributions to the Financial Assistance Program are accepted from any interested individuals. The Financial Assistance Committee will determine financial aid awards based upon the financial need of applicants for aid; the committee will be composed of the Vice President (Membership Chairperson) and not fewer than two other Board members as well as other interested members, not to exceed a total of five.

Withdrawal Policy

Enrollment is for the full school-year or the remainder of the year. Families who withdraw must give 30 days written notice to be submitted to the Membership Chairperson (see By-Laws, Article III, Section 5). All tuition and fees paid are non-refundable.

Change of Address, etc.

All changes of this type should be communicated to the Membership Chairperson.

Health and Safety

Health Forms

The State and County Health Departments require each child have a physical examination by a doctor within three months prior to entering school. The Immunization Form will be filled out, dated, and signed by a physician. Part I of the Health Inventory Form is filled out by the parents. Part II and the Health Form Addendum are completed by the physician. Upon request, health forms will be returned at the end of the school year. Otherwise, they will be kept on record for the following year and must be updated by parents if new (previously unreported) health issues arise for the child. These forms must be on file before the child can attend class.

Adults' Medical Report

All adults who will work as a classroom aide must submit a health form completed by a physician which attests to the adults' ability to undertake co-oping duties and freedom from communicable diseases.

Allergies

If a child has any allergies, they must be noted on the child's personal health inventory form. Please be specific – list foods or other substances that may cause a reaction. Note any other problems – fainting, car sickness, eye or ear problems, etc.

In Case of Illness

Common sense should prevail. A child who comes to school must be physically able to participate fully in the program, including outdoor play. Sniffles and coughs are part of the routine but the teacher and parent aides have specific duties which make it difficult to spare an adult to stay with a child who is not well enough to keep up with the group. When the child is overtired or has a fever, is coming down with a cold, or is taking medication which causes drowsiness, she/he is better off at home. Notify the teacher when your child will not attend school. If you are supposed to co-op on a day your child is sick, you **MUST** find a replacement. In addition, communicable diseases must be reported to the Class Representative or Director. These include pin worms, thrush, impetigo, head lice, and others as well as the usual chicken pox, mumps and measles.

School Insurance

The school carries multi-peril insurance in the event of a major liability, fire and theft insurance, and Worker's Compensation coverage on the teachers.

Fire Drills

In each class, the teacher will schedule fire drills at regular intervals and oversee their proper execution.

Your Child at School

Dress

Play clothes that can get dirty are the best for school! Children should be able to enjoy all activities without anxiety about clothes getting soiled by paint, paste, clay, etc. Shoes should not have slippery soles. Shoes that are closed and tie are the best choice. Croc-style shoes are not recommended as they easily fill with mulch and are not ideal for running. Removable clothing such as sweaters, coats, shoes, boots, etc. should be clearly and permanently labeled with the child's name.

Dress for the Weather

Outdoor play is a part of the program, so assume that the children will be outdoors for a short time even on cold or snowy days. Send appropriate sweaters, raincoats, boots, hats and gloves, etc.

Personal Toys

It is better if toys are not brought from home unless for some special purpose or occasion planned in advance with the teacher. When they are shared for a learning experience, please label them with the child's name.

Candy

Candy should not be brought from home as it is not allowed in the classroom, unless for some specific purpose or occasion. Check with the teachers when in doubt.

Absence

Notify the teacher if your child will be absent for 3 days or more. If absence is due to an illness, see the "Health and Safety" page of this manual.

Field Trips

All children will sit in car seats or wear seat belts on field trips as per State law. Drivers must have at least the State minimum auto insurance coverage. Extra parents accompany the group as needed. Parents must sign a Field Trip Consent Form before the child will be permitted to go on a field trip. Please note: Most field trips at College Park Nursery School are “walking” and do not require students to ride in cars.

Snow Policy

If Prince Georges County Public Schools (PGCPS) are closed, then CPNS is closed. If PGCPS is delayed, then the AM classes will begin one half-hour late and the PM classes will begin on time. If PGCPS closes early, then PM classes will be cancelled.

Arrival and Dismissal

Your cooperation in observing these rules will aid the teacher:

1. Children should be in the classroom at the specified starting time.
2. Remember that arrival is a busy time in the classroom, and conversation with the teacher should be limited accordingly. Please limit your conversation with the teacher to necessary information (i.e., advise her if a carpool member will be late, absent or has special pickup arrangements).
3. Please remember to always sign your child in and out. To avoid confusion or pickup by an unauthorized person, the teacher must be advised before dismissal if the child will be going home in a different car pool or with someone other than the parent.
4. Be on time for dismissal. If you are delayed, please call. One of the parent aides must stay until all the children have been picked up. If late, you will need to pay the Late Child Pickup Fee as the following: if your child is in a morning class and there is room in aftercare, he or she will go to aftercare and you will need to pay the appropriate fee upon pickup. If there is no room in aftercare or if your child is in an afternoon class and the teacher or co-oper has to stay and wait, you will need to pay \$1/minute late upon pickup.
5. During class, calls to the school should be limited to emergencies and those mentioned above.
6. If you wish a friend to visit the class, please check with the teacher as far in advance as possible.
7. Remember to pick up your mail from the boxes in the office.

Parents as Classroom Co-operators

Scheduling of Co-opping Duties

Two parents assist the teacher in each class session in the 2's, 2/3's, and 3's classes; one parent assists the teacher in the 3/4's and 4's classes (see the Co-opping Responsibilities flyer included in the packet). This duty is assigned on a rotating basis, generally 1 or 2 times per month for each family, who will receive a copy of the schedule at the beginning of each month. Either parent may work the family's turn provided a medical report is on file (see Health and Safety).

The Class Representative is responsible for creating the co-op schedule for their class. Before the start of school, the Class Representative contacts each family to determine preferred days for co-opping responsibilities. Efforts will be made to accommodate parent schedules; however, members (parents/guardians) have the ultimate responsibility to see that they carry out any and all co-opping responsibilities. Once the schedule has been posted, members may exchange days with one another, but must note exchanges on the copy of the schedule outside their respective classrooms so that the teacher will know which parents are working on a particular day.

Illness on a Scheduled Co-op Day

If either the parent or child becomes ill on the scheduled co-op day, the parent must call other class members to arrange an exchange of days. Exchanges may be made between parents of all classes (asking parents/members from classes other than your own child's class). If no exchange can be made, the parent must call the Director, who will attempt to find a substitute. If members are late or do not show-up for their scheduled co-op day, they will be fined according to the College Park Nursery School Fees Schedule.

Daily Log Book

Each class has a snack co-opper who brings the snack for the entire class. All snack co-oppers must record that day's menu in the log book. Please be sure to bring a healthy, well-rounded snack.

Maternity Leave

The family is relieved from classroom duty for six weeks following the birth of a baby. In most cases the schedule can be planned so that the mother does not work at school for the two weeks prior to delivery. Please notify the Class Representative well ahead of the expected date so that the appropriate month's schedule will reflect the family's absence.

Any co-op days missed pursuant to maternity leave must be made up by the family.

Duties of Co-opper

Each teacher will hand out co-opping duties to the families of their class.

Preparation of Snack by Co-opper

Any NUTRITIOUS snack and beverage is acceptable. All snacks must be prepackaged and unopened. Juice must be brought in sealed containers (we are not allowed to mix concentrate at school). Fruits and vegetables are acceptable but must be cut and prepared at school. Check

ahead with the teacher if you wish to involve the children in snack preparation. At times the teacher may call the scheduled snack parent to request certain snacks to complement her lesson plans. Note that these rules do not apply for birthdays and if children bring their own snack to school.

Suggested snacks include the following:

- Raw Vegetables: carrots; cauliflower, celery, cucumbers dipped in salad dressing, tossed salad.
- Dried Fruits: prunes, raisins, apricots, apples, cherries, blueberries, mango.
- Fresh Fruits: oranges, tangerines, pineapples, peaches, apples, bananas.
- Cheeses: cubes, spreads, slices cut with cookie cutters.
- Crackers: saltines, oyster, wheat thins, graham.
- Breads: banana, carrot, sourdough, yeast, biscuits, muffins, bagels.
- Popcorn, Pretzels, Dry Cereal

Food allergies:

Please detail on child's personal form the specific foods and/or beverages to be avoided. We encourage all snack parents to consult the dietary restriction list that is posted in each classroom.

Candy:

Candy may be given out at class parties on Halloween, Christmas, etc. If you object to your child receiving sweets, please note this on the personal form and remind the teacher on those special occasions.

Birthdays /Special Occasions:

Notify the teacher if special treats will be sent or brought in and provided for the whole group.

Professionalism in the Classroom

Parent involvement distinguishes our cooperative nursery school as a uniquely nurturing place where children and their parents have the opportunity to grow and learn together. In order to establish the best environment for this lifelong learning experience, we ask all parents to consider the following guidelines:

1. There will be no smoking on school property.
2. Due to health regulations, shoes must be worn at all times.
3. Do not plan to make or receive personal calls during class hours. The one telephone is for emergency or school business calls only. Please avoid using cell phones or text messaging while co-oping.
4. Strive for an objective attitude, setting aside personal likes and dislikes. The behavior of particular children or parents should not be the subject of casual conversation.
5. Helpful observations concerning individuals should be conveyed to the teacher, but privately rather than in the presence of any children.
6. During class time, direct conversation with children and adults toward the activities of the day. Avoid the urge to socialize with the teacher or any other parent aides.

7. Children should never be left unsupervised.
8. If a child is in danger of being hurt, act quickly to remove the hazard or assist the child. Attend carefully to all children climbing on equipment.
9. If a child feels ill, he or she may rest in a quiet room or be sent home if that is desirable. If needed, there is a First Aid Kit in each classroom, and in a cabinet in the office, as marked. Emergency names and telephone numbers for each child (doctors, parents, etc) are kept in the file box near the phone in the 4's class room.
10. Supply cabinets in the bathroom should be kept locked during class. They contain poisonous cleaners and other potentially hazardous materials.
11. Co-oping parents should make every effort not to bring siblings to school; in cases where this is unavoidable, the parent will pay a \$25 sibling co-op fee. (Newborn siblings whose presence will not interfere with co-oping responsibilities may accompany the co-oping parent when necessary.)

If you have any questions, suggestions, problems, or complaints about any phase of parent aide duty or the curriculum, please address them to the teacher, your Class Representative, or the President or Vice President of the Board.

Suggestions for Working with Children

1. Allow children to explore play material in their own way. This is an important growth process.
2. When possible, rather than do something for a child, show them how to do it.
3. Be patient with all children. Let them take time to adjust to their new school situation.
4. Encourage your own child and remember that she/he may act differently when you are present in the classroom. Share your concerns and observations with the teacher.
5. Encourage cooperation, not competition. Avoid challenges such as "Who is the best?" or "Who can do it the fastest?" Give reasons for doing, necessary things or for doing them in a certain way.
6. Use positive suggestions. "No" and "Don't" should be kept to a minimum.
7. If a child refuses a direction or suggestion, do your best to redirect their attention.
8. When a child is in difficulty, offer help before the child reaches the point of frustration. Give only enough assistance to get the child started again on his or her own. He or she may need you to stay close for moral support and assurance.
9. Notify children when they need to finish an activity.
10. When there is no choice, do not give one. Try, "It's juice time", instead of "Do you want juice now?"
11. We encourage children to resolve their own disagreements when possible. When conflict arises, it is best not to intervene or to intervene as little as possible unless there is danger of bodily harm.
12. Whenever possible, leave the difficult situations to the teacher. Observe her methods. Her approach to the different children plus your own observations help you better understand each child.

13. Be prepared for "shocking" language at times and ignore it. This is especially true of the four and five-year olds.

The Operation and Administration of the School

Classroom Co-oping responsibilities are only one aspect of parent participation in the school. As members of the cooperative, all parents contribute to school's operation and administration through individual and group job assignments.

Individual Job Assignments

Each family assumes responsibility for one of the membership jobs necessary to keep the school operating. Job descriptions accompany this manual. The Job Coordinator will be contacting you to help you find a job.

Group Activities

Some activities are planned by committee chairpersons but require the assistance of most or all of the members to accomplish. If a family is not needed or cannot help in one of these group activities, they will be called on first to help with the next all-school event. The most common instances of group activities are:

Field Trips: In addition to the scheduled parent aides, other parents are needed as drivers or for supervision on field trips. Members take turns in this capacity so each family is needed only about three times during the year.

Fund Raising Events: The budget of an independent cooperative school necessarily includes fund raising. The Fund Raising Chairperson will present projects according to the needs of a given year. Typical projects include grocery certificate sales, "dine-outs," and the very important Fun Fair.

Repairs and Maintenance: During the year, work crews will be created for projects too large to be handled by an individual. Members with skill are needed, but unskilled labor is also required.

Socials: The members gather just for fun at least a few times during the year. The Family Picnic and the CPNS Fun Fair are the traditional events. Like the other group activities, socials are an opportunity for members of all classes to get together and come to know each other.

Cleaning Fee

Each family is required to pay the cleaning fee according to the College Park Nursery School Fee Schedule.

Meetings

Meetings are called not only to discuss and vote on serious matters relating to school but also to serve as a means of communicating information which is necessary in order for members to make intelligent decisions when called upon to do so. There are several kinds of meetings; attendance is required for some and optional for others. All are important.

1. Membership Meetings

Mandatory membership meetings are held three to four times during the school year. These meetings provide a forum to exchange information and concerns about all school operations. Because CPNS is a cooperative school, all school-wide policies are determined by the membership as a whole. Accordingly, members must be present at the meetings to debate and approve all school policies. Both parents may attend, but each family has only one vote per child currently enrolled in the school. Please notify the President or Secretary if you will be unable to attend. After one absence at a Membership Meeting, a fine will be levied for each subsequent absence. We will try to offer babysitting at all membership meetings at a very low price.

2. Board Meetings

Board members are required to attend. The teachers and members are invited to be present and to take advantage of the opportunity to learn more about the day-to-day operations of the school. Board Meetings will be announced in advance and the minutes are available for review by the membership.

3. Parent-Teacher Conferences

One or both parents must meet with the teacher for an individual conference once during the school year. Conferences are scheduled by sign-up sheet posted next to the classrooms one to two weeks in advance. These do not preclude additional meetings with the teacher if she or the parents feel the need for them.

Communication

Bulletin Boards

There is a bulletin board in the hall outside the office. This bulletin board holds school business items as well as information of general interest. A section of the hallway board is to post information directly related to the school or our children.

Mailboxes

Each family will have a mailbox in the school office. Tuition checks, notes, forms, etc. which are meant for other members should be put into the individual's mailbox or in the mailboxes marked as such. It is very important to check one's mailbox regularly. Arrange to have your car pool pals check your mailbox on days you do not go in.

When In Doubt, Speak Up!

All members need to know what is happening in the school and to have an opportunity to express their view on matters that concern them. Outside the forum of membership meetings, the teachers, President, Vice President and the Class Representatives are always available to answer questions, discuss matters of interest, and assist in resolving any outstanding issues.

College Park Nursery School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Acknowledgement of Parent Manual

I have read and understand the terms of participation in the College Park Nursery School and Kindergarten outlined in this manual. I agree to uphold the terms and conditions of the School while my child is enrolled.

Parent Name _____

Parent Signature _____

Parent Name _____

Parent Signature _____

Student Name _____

Date _____