

LYME NURSERY SCHOOL &
AFTER-KINDERGARTEN PROGRAM

PARENT HANDBOOK

Lyme Nursery School
155 Dartmouth College Highway
Lyme, NH 03768

603-795-4567

www.lymenurseryschool.org

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MISSION

Our mission is to provide a safe environment for the social, emotional, physical, intellectual and artistic growth of young children.

PHILOSOPHY

The Lyme Nursery School is a non-profit, cooperative nursery school whose philosophy is to foster self-esteem, self-control, respect for others, and a sense of security with both peers and adults. In order to meet the educational needs of young children, the school provides an enriching environment that stimulates learning, imagination and creative expression and encourages the development of each child's communication, and problem solving skills.

STAFF

Kelly Downing is our Director and primary teacher for the four year old program. Kelly holds an Associate Degree in Early Childhood Education and NH Early Childhood Professional Development Credentials as Director Level 1 and Lead Teacher Level 3. Kelly has been at LNS since 2000 and working in the field of early childhood education since 1997. Kelly and her family moved to Lyme in 1987 and are active members in the community. In addition to her administrative and teaching roles, Kelly enjoys reading, gardening, snow shoeing, cooking, riding motor cycles, and being on the water.

Angie Balch is our primary teacher for the three year old program. Angie has lived in Lyme most of her life until recently moving to Orford. Angie graduated from Rivendale Academy in 2003 and holds a Bachelor's Degree in Early Childhood Education. Angie has earned an NH Early Childhood Professional Credential as Lead Teacher Level 1. In addition to teaching, Angie enjoys painting, drawing, and spending time with her Siberian Husky.

Cindy Sanborn is one of our assistant teachers. Cindy has been with LNS since 2004. Cindy has a Bachelor's Degree in Early Childhood Education and NH Early Childhood Professional Credential as Lead Teacher Level 4. Cindy lives in Orford with her two children, Jenna and Brendon. When not at LNS, Cindy enjoys spending time with her children, caring for her animals, gardening, reading, and going to the ocean.

Eileen Saunder is one of our assistant teachers. Eileen holds a NH Early Childhood Professional Credential as Lead Teacher Level 1. Eileen joined the LNS staff in 2008. She lives in Lebanon and has four grown children. When not at LNS, Eileen enjoys knitting, dancing, swimming, downhill skiing, walking, and cooking.

BOARD OF DIRECTORS

The Board of Directors is comprised of volunteer parents and local townspeople who share a common interest in governing the school. The Board of Directors is made up of the following positions: President, Vice President, Secretary, Treasurer, Director/Registrar, Parent Activity Chair, Buildings and Grounds Chair, Fund-raising chair and co-chair, one Parental Representative from each class and one Member-at-Large. The Executive Board is comprised of the President, Vice President, Secretary, Treasurer and Parent Activity Chair. Board members are voted into their positions through a process that takes place at the annual meeting in the fall of each year. It is hoped that board members will serve for two years whenever possible.

MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors of the Lyme Nursery School meets once a month, usually at the school. All parents are invited to attend monthly meetings and to participate actively in the governing of the school. Each parent has a voice, a vote, and something important to offer. Your input is valuable!

GENERAL MEETING

An annual meeting of the Board of Directors and general membership is held each fall for the purpose of voting on new board members and reviewing the Policy and Procedures Handbook. During this meeting we set goals for the following year, so it is important that all parents attend this meeting.

DESCRIPTION OF BOARD MEMBERS' RESPONSIBILITIES

President

- Chairs all board meetings
- Oversees annual fundraising plan
- Sets, distributes and posts agendas in the nursery school
- Keeps in close contact with other board members, Director and staff
- Represents Lyme Nursery School in public matters
- Heads Executive Board
- Assists in teacher contract negotiations
- Prepares and coordinates with Director on the Annual School Calendar

Vice President

- Acts as Chairperson in President's absence
- Works with Director on Director's annual and monthly objectives and accomplishments
- General contact person for any facility related issues, in the absence of a Buildings and Grounds Chair
- Works with Director/Registrar on marketing and advertising (including brochure, newspaper ads, flyers, and website management)
- Performs a bi-annual review of LNS's tuition and teachers' compensation vs. other local schools.

Treasurer

- Aides in the preparation and maintenance of annual budgets and forecasts
- Assists in teacher contract negotiations
- Keeps records of teacher absences and the use of substitutes
- Direct liaison between the Board and Bookkeeper whose responsibilities include: keeping complete records of all revenue and expenditures; billing, collecting, and depositing tuition, and filing appropriate tax and labor forms.
- Chairs Scholarship committee
- Maintains communication with bookkeeper and use data to track the budget and make recommendations accordingly.
- Aides in the filing of legal and financial documents in Board approved designated location (prior year bills, taxes, insurance documents, etc...)
- Reviews timesheets and weekly payroll expenses for reasonableness.

Secretary

- Records and posts minutes of each board meeting
- Posts meeting times and dates at LNS and website
- Oversees all general correspondence
- Coordinates with Director/Registrar to update LNS web-site
- Records annual history each year
- Contributes Board content to and assists teachers with any work, if requested.
- Makes revisions to the bylaws, the LNS Policy and Procedure Handbook, and the Parent Handbook as needed and approved.

Director/Registrar

- Updates Parent Handbook and registration information
- Coordinates winter registration mailing to parents of prospective students
- Writes timely reminder and acceptance letters and coordinates lottery if necessary

- Collects registration fees and submits them to the Treasurer
- Sets and tracks deadlines for submittal of required forms
- Coordinates class lists, calendar and summer newsletter to be mailed prior to first day of school
- Maintains a current list of the names and addresses of the membership
- Prepares camp information and coordinates registration
- Advertises registration for program
- Attends preschool fairs and open house. Coordinates other volunteers.
- Plans and runs the August Parent Meeting

Parent-Activity Chair

- Coordinates and recruits parental involvement in fundraising and extracurricular activities
- Helps organize responsibilities for the Class Parents
- Serves on the Executive Board as a voting member
- Plans and organizes fall and spring parent work days with Buildings and Ground Chair

Buildings and Grounds Chair

- Chairs the Buildings and Grounds Committee
- General contact person for any facility related issues the Director requests assistance for
- Sets up contracts with and communicates with general maintenance service providers
- Communicates with Director regularly to identify maintenance and/or school improvement jobs needed.
- Plans and organizes fall and spring parent work days with Buildings and Ground Chair

Fundraising Co-Chairs (2 positions)

- Chair fundraising committee
- Prepare annual fundraising plan
- Organize events and solicits volunteers with help from fundraising committee and class parents

Class Parents (2 positions, one from each class)

- Serve as liaison between Board members and parents
- Encourages parental involvement in school – assists Fundraising Chair and VP by recruiting volunteers for fundraisers and clean up days
- Organizes class gifts
- Assists in shopping duties
- Hosts beginning of year social for families
- Assists the Parent-Activity Chair to help plan, set-up, clean-up, and notify parents of school events (i.e. potlucks, art show)
- Assist in additional tasks as requested by Director/Teacher

Note: A list of Board of Directors will be provided to all confirmed registrants following the general meeting.

BY-LAWS

The organization of the Lyme Nursery School is governed by By-Laws, which are available upon request from the Board of Directors. Parents of enrolled children are members of the corporation and are entitled to vote at the annual general meeting. The By-Laws determine that the preschool shall be a non-profit, non-denominational organization and that membership in the school shall not be denied to any individual on the basis of race, color, sex, religion, national origin or marital status.

CURRICULUM & PROGRAM

The Lyme Nursery School and Lyme After-Kindergarten programs provide a high-quality environment for early childhood education. We provide a safe, nurturing atmosphere in which each child can learn and grow. Children learn through exploring their environment, their surroundings, and their relationships. Emergent curriculum is utilized to include whole language speech, art, music, math, and both large and fine motor skills, at levels consistent with each child’s developmental age.

AGE REQUIREMENTS

- 3 year old class: Three years of age on or before September 30*
- 4 year old class: Four years of age on or before September 30*
- After-Kindergarten: Enrolled in a formal Kindergarten program

*LNS will consider enrollment of children turning three within the enrollment year on a per case basis.

PROGRAM HOURS

CORE CURRICULUM	DAYS/HOURS	ADDITIONAL CURRICULUM (optional, pending enrollment)
3 year old program	M-W-F 8:00am-12:30pm	Tu and/or Th 8:00am-12:30pm
4 year old program	M-Tu-Th-F 8:00am-12:30pm	W 8:00am-12:30pm
3 & 4 year old extended day (optional)	Monday through Friday 12:30pm-4:00pm	
After-Kindergarten program	Monday through Friday 12:30pm-4:00pm	

- The Core Curriculum is the minimum day/time commitment for each program.
- Three and four year olds may opt to attend one or both of their Additional Curriculum days, space permitting
- Three and four year olds have the option of choosing the Extended-Day Curriculum option to stay for a full day(s) until 4:00pm, space permitting.

DROP-OFF & PICK-UP

Drop-off for school runs from 8:00-8:20am. Structured school time begins at 8:30, so please adhere to the above noted drop-off time, as the children need a few minutes to settle in with their friends and teachers before beginning their morning. If your child will not be coming to school on a given day, please call the school at 603-795-4567 and let the teachers know not to expect him/her that day. In addition, please alert us to any illness so that we may watch for symptoms in other children.

LATE POLICY

We understand that on occasion unexpected circumstances can result in a parent/caregiver being late to pick up their child. If a parent/caregiver is going to be late, please phone LNS to let staff know of the situation. This can often ease a child's anxiety about the change in their schedule. LNS implements the following late pick-up policy for chronically late parents and caregivers:

1. Parents will receive a verbal warning and be asked to initial a late pick-up form indicating receipt of a verbal warning.
2. If late again, the parent will be given a written warning that they must sign and date indicating they have received a written warning.
3. If the parent/caregiver is late again, and from that point on, they will be charged one dollar for each minute late, payable at pick-up time. If the problem persists and is impeding the smooth operation of the program, LNS reserves the right to remove the student from the program.

SIGN-IN & SIGN-OUT

Your child must be signed IN and signed OUT on the attendance clipboard by the person who is dropping him/her off and picking him/her up. In the event of an emergency, we would use the clipboard as attendance verification. If your schedule changes during the day and you cannot make the planned pick-up, please notify the teachers as soon as possible that someone else will

be picking up your child.

PROGRAM SCHEDULE

The following is an example of a typical day at Lyme Nursery School:

8:00 - 8:20	Drop Off
8:30 - 9:00	Journals / Choice Time
9:00 - 9:15	Clean Up
9:15 - 9:45	Circle Time
9:45 - 10:00	Snack
10:00 - 11:00	Project Time
11:00 - 11:45	Outside Play
11:45 - 12:00	Wash Up
12:00 - 12:30	Lunch
12:30 PM	Core Curriculum - End of Day
12:30 - 1:00	Circle / Book
1:00 - 2:00	Quiet Time
2:00 - 2:15	Snack
2:15 - 4:00	Outside Play / Choice Time
4:00 PM	Extended Day & After-K Programs - End of Day

TUITION & FEES – SCHOOL YEAR 2013-2014

Families of three year olds have the following options:

- **CORE CURRICULUM**
M-W-F 8:00am-12:30pm **(\$336/month, \$3360 annually)**
- **Extended Curriculum (space permitting)**
M-W-F 12:30pm-4:00pm **(\$23/day)**
- **Additional Curriculum**
Tu-Th 8:00am-12:30pm **(\$28/morning)**
 8:00am-4:00pm **(\$51/day)**

Families of four year olds have the following options:

- **CORE CURRICULUM**
M-Tu-Th-F 8:00am-12:30pm **(\$448/month, \$4480 annually)**
- **Extended Curriculum (space permitting)**
M-Tu-Th-F 12:30pm-4:00pm **(\$23/day)**
- **Additional Curriculum**
W 8:00am-12:30pm **(\$28/morning)**
8:00am-4:00pm **(\$51/day)**

Families of Kindergarten children have the following option:

- **AFTER-K CURRICULUM**
M-Tu-W-Th-F 12:30pm-4:00pm **(\$23/day)**

An application fee of \$30 must accompany each application. Once accepted, a \$200 non-refundable deposit will be required to reserve your child’s space for the school year. The deposit will be credited to June’s tuition. After the deposit is received, each family will receive a contract from the Treasurer outlining the days and times contracted and tuition amount due each month. This amount will be based on your child’s curriculum for the year, divided into ten equal payments (September – June). The June bill will include a \$200 credit for the deposit.

Families with multiple children attending LNS the same year will pay full tuition for the first child and will receive a 10% discount for each additional child.

Each family must sign a contract by March 15th to reserve space for their child for the year. If a signed contract is not received by March 15th, the student will forfeit their space and it will be filled by a student on the waitlist.

Holidays and Vacations: Our teachers are paid for holiday and vacation time; these days will therefore be factored in to your tuition contract.

SCHEDULE CHANGES

Non-Emergency Schedule Changes:

If a family is interested in adding additional days or extended days to their schedule, they are welcome to do so at any time, space permitting. A request should be made to the Director/Registrar. If space permits, the Director/Registrar will send a new contract with schedule and tuition changes to the parents for their signature. Upon receipt of their signature the schedule change will be implemented.

Reducing optional or extended days on a non-emergency basis is not permitted, unless the spot is filled by another student. Parents who wish to withdraw their child from an extended day slot or extra curriculum day should contact the Director/Registrar to indicate their desire and inquire whether other students are waitlisted for that slot. Parents who withdraw their child from an extended day or extracurricular day will be required to pay tuition for that time for the remainder of the school year unless the spot is filled by another child, in which case parents will be required to pay only for the period of time when the spot was unfilled. All changes must be approved, space permitting, by the Director/Registrar, and a new contract will be issued by the Treasurer.

Withdrawal and Emergency Changes Policy:

Parents who withdraw their child after June 15 of the upcoming school year (1) forfeit their \$200 deposit, and (2) will be required to pay tuition for the remainder of the school year unless the spot is filled by another child, in which case the parents will be required to pay only for the period of time when the spot was unfilled. Emergency changes in schedule should be discussed with the Director, who will consult the Board on a case by case basis.

Terms:

Monthly invoices will be delivered to the school for each family for the following month's program tuition. Tuition is due on or before the 1st of the month. A \$20 late fee will be charged if an account is late by 2 weeks or more but less than one month. Staff members will direct tuition and payment concerns directly to the Treasurer. A \$25 fee will be charged on any returned checks.

Submit payments in the green Treasurer's box at the school, or mail to:

**Treasurer, Lyme Nursery School
155 Dartmouth College Highway
Lyme, NH 03768**

Removal:

If the account is late for one month or more, parents/guardians will be asked to remove their child from the program until the account is up to date and may risk forfeiting the space to another child on the waiting list.

SCHOLARSHIPS

Scholarships for all programs are available upon consideration of individual cases and consideration of the financial position of the school. All scholarship application information is kept strictly confidential. It is the policy of the school and at the discretion of the Scholarship Committee to offer tuition assistance each year. A scholarship application can be requested from the Treasurer. The criteria used to determine scholarship eligibility is confidential.

Note: You **must** provide a copy of your most recent W-2 form, 1040 Federal Income Tax, VT State Income Tax, and any state aid forms supporting your eligibility with your application.

FIELD TRIPS

Included in our curriculum are field trips. Your written permission will be required for every field trip. We rely on parent volunteers to chaperone and transport children to and from the school. We require a valid driver's license and proof of insurance for each volunteer driver. Parents are required to provide appropriate car seats or booster seats for their children. Those children who do not have a car seat or booster seat will not be able to attend the field trip.

PARENT INVOLVEMENT

Although LNS is not a true cooperative, we still rely a great deal on the voluntary efforts of our parents to make our school run smoothly. In addition to serving on the Board and driving on field trips, there are many ways to help out – making snacks for special events, assisting the

fundraising chairperson in activities or participating in assorted projects – the possibilities are endless! More specifics will be discussed at the Parents’ Meeting held in late August.

SCHOOL CALENDAR

Lyme Nursery School and After-Kindergarten programs follow the Lyme School schedule for holiday and term breaks, including President’s Day, Memorial Day, Veterans Day, Thanksgiving Day, and winter and spring breaks. The school calendar will be distributed at the Parent’s Meeting and will be available online. At least one parent from each family is required to attend this meeting – to hand in health forms, meet teachers, other parents and board members, learn more details about our program and learn how to get involved.

CLOSINGS

The occasion might arise when the school needs to close during a given day due to facility problems. If the building loses heat, water, or electricity, or develops some other problem that cannot be fixed quickly, school will close for the day and you will be contacted by telephone to pick up your child early.

Lyme Nursery School follows the Lyme Elementary School school-closing/delayed opening schedule. When school is delayed or closed, there will be no-school announcements after 6:30am on the following radio stations: WNHV (1230 AM), WEVH (91.3 FM), WGXL (92.3 FM), WKIXX (100.5 FM), Q106 (106.1 FM), WCVR (102.1 FM), and WKXE (95.3 FM).

CUBBIES

Each child is assigned a cubby that has a hook for hanging coats and space for bags/backpacks, a change of clothes, and slippers for inside the classroom. Please check cubbies daily for artwork, projects, and communications from LNS.

CLOTHING

Children should have an extra change of clothes and shoes or slippers in their cubbies. We like to remove wet/muddy outdoor shoes/boots before they go into the classroom. Stocking feet are not allowed. Please see that your child is dressed appropriately, as weather permitting, outdoor play is a part of our daily curriculum.

SNACKS

A morning snack, lunch, and afternoon snack is provided by parents. Please provide a healthy and nutritious snack/meal for your child and a drink and a water bottle.

Staff members will monitor the quality of snacks and lunches and if necessary a note may be sent home or posted as to the fact that this is the only food that the children have for several hours and the snacks and lunches need to be nutritious. Cupcakes and sweets will be limited to special celebrations such as birthdays. As noted above, products with tree nuts are not allowed. If snack items do not adhere to the above guidelines they will be sent home.

TOYS

Children are welcome to bring favorite or special toys, stuffed animals, blankets, etc...however, we do ask that ALL items remain in the child's cubby throughout the school day. Lyme Nursery School is not responsible for lost or broken personal toys.

TOILET TRAINING

Children are expected to be toilet trained before attending school and must no longer be in need of diapers or pull-ups. It is expected that children may have an occasional accident. When this occurs, if the child needs assistance in cleaning and changing, a staff member will help. Teachers will report such accidents to the parents/guardians. We acknowledge that children develop at different rates; therefore, if a child is having difficulty with toilet training for medical or developmental reasons, parents should discuss this with the child's teacher and/or the Director. Staff will make every effort to work with the family to support this important skill acquisition. It is expected that the family will be consistent in their efforts to promote toileting independence.

WEBSITE

Lyme Nursery School is on the web at www.lymenurseryschool.org. Visit the website for bulletins and notices, school calendar, the childrens' artwork, and much more! There is a password-protected area for sensitive information including information on school events and photos of the children.

PARENT - TEACHER CONFERENCES

There is one parent - teacher conference annually. We encourage you to communicate with our staff on issues that may be of concern to you and/or to them. Our teachers view your child as an individual and encourage continuous communication with you.

BEHAVIOR AND BEHAVIOR GUIDANCE

Our aim is to set up a physical and emotional environment that encourages children to behave in socially acceptable ways. Positive behavior is reinforced. Inappropriate behavior is discouraged through explanation, redirection to another activity or removal from an activity that the child cannot manage in an acceptable way. Techniques of positive guidance are always used. In the case of removal from an activity, staff members invite the child to work independently for a short time to regain control and then allow them to re-enter the activity when ready. Staff members set clear and enforceable limits and model acceptable behavior. Staff members will offer choices and use natural and logical consequences. At no time is corporal punishment used to discipline children.

As part of a normal childhood, children will act out. When this occurs, we will use a three-step process for discipline: (1) when a child acts inappropriately, such as hitting, the child will be spoken to about the behavior and its consequences and redirected. (2) If the misbehavior continues, the child will be given time alone. (3) If the behavior persists over time, the parent/guardian will be notified and a plan for resolving the situation will be made between parents/guardians and staff members.

Behavior that is abusive (verbally or physically), that endangers the child, other children, staff or any other person, or that is disruptive to the point of holding back the development of other children will be documented by the teacher(s). At the teachers' discretion, a meeting will be held with the parents/guardians of the child who demonstrates these behaviors or any other behaviors deemed inappropriate by the staff. The staff will inform the board. Lyme Nursery School reserves the right to dismiss a child from the program either temporarily or permanently based on behavioral problems.

Intervention Plan for Behavioral Concerns:

If a child demonstrates consistent behavioral difficulties and has not responded to the disciplinary process outlined above, the LNS staff will meet with parents to discuss the concerns and develop a plan.

1. If the parents and staff agree that attempts at intervention have not been successful and that further consultation or evaluation by an appropriate professional is warranted, the parent will be redirected to the school district that can provide information about the special education referral process and/or to their child's pediatrician for referral to the appropriate specialist.
2. With parent permission, LNS staff will work with the student's school district or independent evaluator by providing information and data for the referral and assessment process, scheduling times for observations, and participating in meetings.
3. The LNS staff will continue to document any evidence of concern and make this documentation available during the assessment process.

4. The data collected from the assessment process will be shared with the team, including parents and LNS staff, by the evaluators.

If behavior assessments determine the need for a behavior plan, LNS staff members will make every effort to follow the stated plan and create any necessary documentation. If evaluations determine the child needs to have an aide present to safely participate in the program, LNS staff will provide curriculum information and/or other pertinent information to the aide. LNS is not responsible for funding or providing individual aides for students.

If due to behavioral issues, a student is not able to safely participate in the program without 1:1 supervision, LNS will request the student be accompanied by an assistant at all times while participating in the school program or school sponsored extra-curricular activities. LNS will not provide or fund a 1:1 assistant. It will be the responsibility of the parents to ensure provision of 1:1 supervision for their child. The designated assistant will be subject to approval by the director and board. When no assistant or parent supervision is made available, the parents will be asked to keep the student home.

If these interventions are not successful or are refused, the decision to remove the child from the program, either temporarily or permanently, will be determined by the Director, teachers, and the President or Vice President of the LNS Board of Directors. A meeting will be scheduled between the Director and designated board members to discuss this decision with the parents.

Student Support; Special Needs Assessment & Intervention:

In the event of a teacher concern about a specific child's development:

1. LNS staff will document developmental concerns.
2. Teachers will discuss concerns with the Director.
3. A meeting will be set up with parents to discuss concerns.
4. A plan of action will be agreed upon by the staff and parents.
5. If the parents and staff agree that attempts at intervention have not been successful or that a developmental delay or learning disability is suspected, the parent will be directed to the school district that can provide information about the special education referral process.
6. With parent permission, LNS staff will work with the student's school district or independent evaluator by providing information and data for the referral and assessment process, scheduling times for observations, and participating in meetings.
7. The LNS staff will continue to document any evidence of concern and make this documentation available during the assessment process.

8. The data collected from the assessment process will be shared with the team, including parents and LNS staff, by the evaluators.
9. LNS will not be responsible for any expense related to the evaluation process (including observation and testing).
10. LNS will work with families to implement strategies and accommodations recommended as a result of the special education referral and testing process. Parents (not LNS) will be responsible for extra services deemed necessary by the school district such as extended day programs or extracurricular activities, individual aides, etc...
11. If due to developmental, learning or behavioral issues, a student is not able to safely participate in the program without constant 1:1 supervision, LNS will request the student be accompanied by an assistant at all times while participating in the school program or school sponsored, extra-curricular activities. LNS will not provide or fund a 1:1 assistant. It will be the responsibility of the parents to ensure provision of 1:1 supervision for their child. When no assistant or parent supervision is made available, the parents will be asked to keep the student home.

PROCEDURE FOR ADDRESSING PARENTS' CONCERNS

Communication is important in any relationship. Staff members and the Board of Directors will listen to any concerns or questions that parents/guardians may have. If parents/guardians concerns pertain to the classroom and/or educational curriculum:

1. Parents/guardians should speak with the staff members. If this doesn't work,
2. Parents/guardians should speak with the Director. If the concern continues,
3. Parents/guardians should request a meeting with the Board of Directors through the program Director.

If the concern or problem is with the Director, parents/guardians should go directly to the Board President or Vice President.

HEALTH GUIDELINES

Health Forms and Immunizations

In accordance with State of New Hampshire child care program licensing requirements, the nursery school must have a current health form of physical examination and immunization updates on file for each child on the first day the child is in attendance. Children must have had a physical within the last year and once every 12 months during attendance at the school.

Required Immunizations: DTap/DTP/DT
 HIB
 Polio (inactivated, eIPV, or Oral, OPV)

MMR (Measles, Mumps and Rubella)
Hepatitis B

If your child requires medication, please complete a “Permission to Administer Medication” form, which can be obtained from the teacher. No medications will be given without this form on file. All medications must be in the original container and have not reached their expiration date. Prescription medications must have your child’s name affixed to the bottle with the appropriate dosage on the label. Please keep your child’s teacher informed of medications given at home and let them know if your child has been exposed to any highly contagious diseases before sending him/her to school. Non-prescription medication, such as Tylenol or cough syrup, may be given only with parental permission, must be used with directions provided by the manufacturer or doctor, and must be submitted in its original labeled packaging.

If your child becomes ill during the day, he or she will be kept quiet and away from the other children and you will be contacted to come pick him or her up. A child with a fever of 100 degrees Fahrenheit or more will be sent home. Notices of illnesses and communicable diseases will be posted on the door. Please keep your child home if he or she is not well enough to fully participate in the day’s activities. The following guidelines will help you determine whether or not your child is ready to return to school after an illness:

Cold	Must be able to happily and fully participate in all activities
Fever	Temperature has been normal for at least 24 hours
Strep Throat	24 hours after medication has been started
Chicken Pox	When sores have healed and scabbed over
Conjunctivitis	Eye totally clear / 24 hours after medication
Impetigo	24 hours after the medication is started
Head Lice	Day after treatment, no nits or eggs
Scabies	After treatment (2 treatments on successive days)
Vomiting	24 hours after vomiting has stopped

FIRST AID

When a child receives a bump, whether from a fall or an accidental hit by another child, the injured child receives special attention, and an ice pack will be placed on the injured area.

When a child receives a bruise and the skin is broken, the area is washed with soap and water and/or hydrogen peroxide, and a bandage is applied. If the staff determines that the bruise is serious, a parent will be notified.

In any case, if a child is injured, an accident report is sent home to the parent(s) with information regarding what happened. We never disclose the name of the child who was injured or the child doing the injuring to anyone other than the parents of the children involved.

MEDICAL EMERGENCY

In case of accidental injury or medical emergency, we will make an immediate attempt to call the parent(s). If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics, the program director or head teacher will be in charge and make all decisions regarding the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. *Emergency medical treatment authorization is required to be signed off on the Child Care Registration and Emergency Information Form that you submit with your registration package.* It is important that you keep the school up to date on emergency phone numbers and other pertinent information to help us in the event of an emergency.

DRUGS & ALCOHOL

Because Lyme Nursery School cares about the health and safety of the children who are enrolled in our program, we require that parents not drink or use alcohol or drugs before or while transporting children to and from school. If any staff member believes a parent to be impaired by drugs or alcohol and thus unable to transport a child safely, it is Lyme Nursery School's policy to contact another authorized individual and/or the Lyme Police Department in order to ensure the safety of the child.

CHILD ABUSE & NEGLECT

The State of NH requires us to look out for and to report to state officials, any and all suspicions of abuse and/or neglect to any child enrolled in Lyme Nursery School.

ENROLLMENT GUIDELINES

In the event of a surplus of applications over class space, priority of enrollment to age-appropriate children in our classes will be given as follows:

In the Bears class:

- (1) Children currently enrolled in the 3-year-old class
- (2) Siblings of current students or alumni
- (3) Lyme Residents on a lottery basis
- (4) Children age three by September 30 of the enrollment year on a lottery basis
- (5) Children turning three during enrollment year on a per-case basis

In the Lions class:

- (1) Children currently enrolled in the program
- (2) Children who were on the waiting list from the previous year's Bears registration who have paid the non-refundable registration fee of \$30.00
- (3) Siblings of current students or alumni
- (4) Lyme Residents on a lottery basis
- (5) All other children turning 4 by September 30th of the enrollment year on a lottery basis, if required

Additional and Extended Day requests will be judged on a space-permitting basis. Enrollment precedence, however, will be given to those children for whom it is a Core Curriculum day. For example, 4-year-olds have enrollment precedence for Tuesdays and Thursdays if a 3-year-old is applying for Tuesdays and Thursdays as Additional Days.

The Registrar will notify all families of acceptance into the program within 5 days of registration closing. If at the end of registration all spaces are filled in both classes and a waiting list has been started, the Registrar will notify any families who have been placed on the waiting list of their status. If a space becomes available the first child on the waiting list will be notified. The Registrar will notify any families of their change in status immediately. If a student on the waitlist is offered a slot in the program and the family declines, the child will be removed from the waitlist and will not therefore obtain priority in the following year's registration, unless parents seek board approval due to extenuating circumstances preventing the child from attending in the current year.

Any and all registration information provided to Lyme Nursery School is kept strictly confidential.