

LYME NURSERY SCHOOL

PARENT HANDBOOK

Lyme Nursery School
155 Dartmouth College Highway
Lyme, NH 03768

603-795-4567

www.lymenurseryschool.org

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, 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 (Ms. Kelly) is our Director and Lead Teacher for the four year old program. Kelly holds an Associate Degree in Early Childhood Education and NH Early Childhood Professional Development Credentials as Master Teacher Level 1 and Early Childhood Master Professional. Kelly has been at LNS since 2000 and working in the field of early childhood education since 1997. Kelly and her husband live in Lyme and have 2 grown sons. In addition to her administrative and teaching roles, Kelly enjoys reading, gardening, snowshoeing, cooking, riding motorcycles, and being on the water and outside.

Olivia Wright (Ms. Olivia) has been at LNS in 2014 as a 1:1. Beginning in the fall of 2016 she took on the role as Associate teacher in the Cubs and Bears & Lion's Room, as well as working the extended day program. Olivia attended LNS as a preschooler, attended the Lyme Elementary School from Kindergarten to eighth grade and graduated from Thetford Academy. She lives with her husband, daughter and dog. When Olivia is not at work she loves spending time with her family, friends and being outside.

Jodie Rich (Ms. Jodie) is our Lead Teacher in the 2 year and three year old programs and assists with the extended day program. She has a NH Early Childhood Level 4 Teaching Credential and joined the school in 2014. She enjoys exploring nature with the children both indoors and out. She embraces play in preschool curriculum. She lives in Lyme with her husband, has 2 grown sons and 6 grandchildren, all residing in Lyme. She has served on the Board of the school for three years and the scholarship committee for many years. In her spare time, Jodie enjoys spending time with her family, gardening, cooking, exercising and spending time outdoors.

Heidi Hossler (Ms. Heidi) is the assistant teacher in the Lion's room, part time assistant in Bears room and assists with the extended day program. Heidi joined LNS in 2018. She holds her Associate degree in Teacher Education and Certificate Level 2 in Early Childhood Care. Heidi

lives in WR Jct. Vt with her two daughters. When Heidi is not working she enjoys reading, knitting, cooking and spending time with her children. She is a BIG New England sport fan, so you will find her every Sunday on her couch watching some sporting event!

BOARD OF DIRECTORS

Lyme Nursery School is governed by a volunteer Board of Directors, comprised by parents, alumni and members of the community. The Board of Directors is made up of the following executive positions: President, Vice President, Secretary, Treasurer, and Director/Registrar, 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 parents of all enrolled students is held to provide an opportunity for parents and teachers to come together prior to the start of the school year. During this meeting, this Policy and Procedures Handbook is discussed and reviewed, and all parents have the opportunity to speak with their child's teacher directly about the goals and aspirations that they have for their child during the upcoming school year. It is critical that all parents attend this meeting.

Volunteer Opportunities

In addition to Board of Director opportunities, volunteer positions are also needed each year for the following:

- Fundraising - assisting with fundraising activities, such as the annual bake sale, Kids Kreation art fundraiser, silent auctions, etc.
- Class Parents - (One for each class): Assists with classroom events and activities, such as class luncheons and holiday parties. Coordinates recognition of staff for holidays and Teacher Appreciation week, and other situations as they arise.
- Recycle/Trash removal: Remove the trash and recycling at the school once a week

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 on any items that arise and presented at the annual 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 Toddler Enrichment 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

- 2 year old class: Two years of age on or before August 1
- 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*

*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)
2 year old program	Tu-Th 8:00am -12:30	N/A
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	

- 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, or email the director and your child's teacher to let them 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

Staff in your child's classroom is responsible for signing your child in and out dailey. 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

Families of two year olds have the following option:

- **Tuesday and Thursday 8:00 to 12:30**

Families of three year olds have the following options:

- **CORE CURRICULUM**
M-W-F 8:00am-12:30pm

- **Extended Curriculum (space permitting)**
M-W-F 12:30pm-4:00pm

- **Additional Curriculum**
Tu-Th 8:00am-12:30pm
 8:00am-4:00pm

Families of four year olds have the following options:

- **CORE CURRICULUM**
M-Tu-Th-F 8:00am-12:30pm
- **Extended Curriculum (space permitting)**
M-Tu-Th-F 12:30pm-4:00pm
- **Additional Curriculum**
W 8:00am-12:30pm
8:00am-4:00pm

An application fee of \$35 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 Registrar 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 for 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. 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 Registrar. 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, proof of insurance, and fingerprinting 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 follows the Lyme School schedule for holiday and term breaks, including Columbus Day, President's Day, Memorial Day, Veterans Day, Thanksgiving Day, and winter and spring breaks. The school calendar will be distributed in the summer mailing and will be available online.

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). You will also be notified by automated phone message and emails.

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. They also have a “food” cubbie in their classroom for snack, lunch box and a water bottle.

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. LNS is a nut free school, please read ALL labels on prepackaged foods carefully. Items containing nuts, or packaged in factory that produces nuts will be sent home unopened.

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 any kind of nut (including products that are processed in a factory that also processes 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

We are hopeful that children in the 3 & 4 year old classroom will be toilet trained before attending school and must no longer be in need of diapers or pull-ups. However, It is expected that children may have an occasional accident. 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. Many children entering the 2 year old classroom will not be toilet trained and only beginning to start the process. Staff will work with families at comfortable pace 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

Assesments will be sent home once a year, if you would like to meet with your child's teacher please contact them. 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 extracurricular 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
 Veracella

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, without medication
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 Cubs class:

(1.) Children currently enrolled in the 2 year old program

(2) Siblings of current students or alumni

(3) Lyme residence on a lottery bases

(4) Children turning 2 by August 1 of the enrollment year

(5) All other children turning 2 by august 1st of current year on a lottery bases

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 lists 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.