

## HAYNES NURSERY SCHOOL

### **INTRODUCTION, PHILOSOPHY AND GOALS**

Marjorie Haynes, a most beloved Director of Christian Education at Lakewood Congregational Church, established Haynes Nursery School in 1966. Ms. Haynes wanted to introduce 3, 4, and 5 year olds to peer interaction, socialization and education in a comfortable pre-kindergarten setting. It was her hope that “her” children, with this gentle guidance, would start their official school years with ease and to assist the custodial parent(s) in providing a good foundation for all of life. It is to this goal that Haynes provides a program designed to promote optimal social, emotional, intellectual, and physical growth for all 3, 4, and 5-year-old children. Haynes Nursery School continues to appreciate the ongoing support of Lakewood Congregational Church.

Our school goals are as follows:

1. Increase the child’s sense of competence and self-worth.
2. Foster unique abilities and meet individual needs of each child
3. Provide security and gentle discipline.
4. Increase the child’s skills in the areas of language development, small and large muscle control, reading and math readiness, and cognitive areas of development.
5. Promote good health and physical development.
6. Offer experiences to help the child recognize individual rights and those of others, learn to play and work in a group.
7. Encourage each child to achieve according to his/her capacity, listen and follow directions, develop the ability to organize, plan and follow through on simple tasks, learn to expect failure as well as success and learn to manage feelings.

### **STATE LAWS, LICENSING, REGULATIONS AND REQUIRED FORMS**

Haynes Nursery School of Lakewood Congregational Church (referred to as the “School”) is a nonprofit, nondiscriminatory, nondenominational preschool and is State licensed.

1. Licensing: The School is licensed to serve 3 toddlers (age 2 ½ to 3 years and must be potty trained), 76 preschoolers (age 3 and 4), 18 school age children (age 5 years before September 30). The state mandated staff/child ratios are as follows: Preschoolers (age 3-4 years) 1:12 with a maximum

class size of 24; Preschoolers (4 years until eligible for kindergarten) 1:14 with a maximum class size of 28.

2. The Licensing laws and regulations are available for review upon request from any custodial parent of a child enrolled in the School.
3. Nondiscriminatory: It is unlawful for the School to discriminate in the enrollment of children on the basis of race, color, religion, sex or National origin.
4. Medical Forms: To enroll in the School all children must have State approved forms giving written approval by a certified physician. These forms will be kept on file. Failure to have this on file by the first day of class will prevent your child from continuing to attend the School. Should this occur, there will be no monies refunded to custodial parents.
5. Emergency Medical Transportation Authorization Form: The custodial parent must complete this form giving the School, in the event of an emergency/accident, permission to secure transportation for the child to a hospital. No child will be permitted to attend school without a current, completed medical and emergency transportation form. Transportation will be provided by Lakewood paramedics. Also listed will be the name(s), address(es) and telephone number(s) of substitute custodial parents in the event that the custodial parent cannot be contacted. Refer to the Parents Handbook, "Safety Policy" section for more information about this form and its utilization.
6. Insurance: All children are covered by accident insurance while at school and during any trips sponsored by the School.
7. Child Abuse: As mandated by State law, a child care staff member will immediately notify local public children services when the member suspects that a child has been abused or neglected.
8. If there is a need to report suspected licensing violations of the School, the Ohio Department of Jobs and Human Services may be contacted at 1-866-635-3748. The School's licensing record is available upon request from the Ohio Department of Jobs and Human Services.
9. Transportation: The custodial parent(s) is responsible for transporting his/her child to and from school.

## **CLASSES, GROUP SIZES, STAFF/CHILD RATIOS**

Haynes Nursery School offers classes for 3 and 4/5 year olds. We are licensed to enroll 20 (and can increase to 24) children for each class but we attempt to keep the classroom population between 18-20 students. The State allows for a staff/pupil ration of 1/12 for 3 year olds and 1/14 for 4 and 5 year olds, but we strive for 1/9 or 1/10 for each class. Children must be 3 years of age by September 30 to enroll in the 3-year-old class and 4 years old by that date to enroll in the 4/5-year-old classes and pre-kindergarten class of the custodial parent's choice.

1. Two Day /Three Year Old Class: Attend on Monday and Tuesday from 9:15 – 11:15am
2. Two Day/Three Year Old Winter Class: Attend January through May on Monday and Tuesday from 9:15 – 11:15am
3. Three Day /Three Year Old Class: Attend on Wednesday, Thursday and Friday from 9:15 – 11:15am
4. Three Day /Four and Five Year Old Class: Attend on Wednesday, Thursday and Friday from 9am-noon.
5. Four Day /Four and Five Year Old Morning Class: Attend Tuesday, Wednesday, Thursday and Friday from 9am-noon.

## **ADJUSTMENT PERIOD**

All children are considered enrolled with the acceptance of their first tuition payment. There is a six-week trial period for all children when beginning school. This is to ensure a satisfactory adjustment to the preschool experience. After that time, teachers evaluate each child's adjustment and, if necessary, may suggest that a child not continue with the school. In particular cases, and at the discretion of the Director, there can be an extension of the period for another three weeks. There will be no refund of registration money; however, tuition money will be refunded as described in the section titled "Registration Fees and Tuition Payment Policies #'s 4 and 5.

## **ARRIVAL, DISMISSAL AND ATTENDANCE**

1. Custodial parents' cars are to enter the School from Detroit Road, head North (driving next to the Eastern side of Lakewood Congregational

Church), and exit West onto West Clifton where they will turn North or South.

2. NO child will be relinquished to a non-custodial parent, or any other adult, without proper notification or identification. A Permission to Transport Form must be filled by out by parents for each student identifying those parties 16 years of age or older granted permission to transport the child in addition to custodial parents. For additions to this list a note must be submitted to the student's teacher signed by parent. Those approved individuals picking up a student will be asked to provide a valid driver's license or state photo ID. This policy is in accordance with the Ohio Department of Jobs and Family Services Rule 30. If there is an emergency, a message can be left in each classroom or given directly to the Director but written notice from the custodial parent is preferred.
3. Please do not bring children any earlier than 5 minutes before the session begins. Every effort should be made to pick up your child from school promptly at the dismissal time for their particular class.
4. A teacher will be at the respective door(s) to greet your child at arrival and to dismiss him/her to the parent at dismissal time. For classes beginning at 9:00 am a teacher will be at the door at 8:55 am. For classes beginning at 9:15 am a teacher will be at the door at 9:10 am.
5. If a teacher is not present (due to late arrival) please park your car in the parking spaces in front of school on W. Clifton; take the child into the classroom and check-in with the child's teacher so that she will know of the child's arrival. Never leave a child unattended. Do not park in the carline parking lot. Please do not use the carline for another class and then walk your child into the building. This causes a backup and delay in the carline. Please be aware that at the end of the carline drop off time period the doors will be locked.
6. If your child will be absent from school, please call the appropriate classroom by 8:50am. If you have planned an absence such please notify the teachers in advance. If no notification is made, we will contact you during class the day of the absence.

## **BUILDING SAFETY**

Your child's safety is of the utmost importance to the Haynes staff. We maintain a safe and secure building at all times. The front door of the school is kept locked during school hours and is only accessible through a keypad. Parents will be given

the current code for this keypad at the parent meeting at the beginning of the year. Please do not share this code with anyone. If you are accessing the building through these doors we ask that you do not allow others to enter with you. Instead, please close the door behind you and let the next person enter the code for himself/herself or use the intercom system to speak to the church office if they are a guest of the church. Keeping this code confidential is paramount to maintaining the security of our building. The doors used for the carline will be locked when the allotted drop off times have ended. You will then need to bring your child into school using the front door with the keypad. All doors of the building are kept locked during school hours.

### **WHAT TO WEAR AND BRING TO SCHOOL**

Play clothes are the desired school clothing! Please dress children comfortably and according to the season. Clothing that is easy for children to handle during trips to the bathroom is much appreciated. For safety reasons, we will require that all children wear closed toe and closed heel shoes to school. Please bring a pair of shoes in your child's school bag in the winter if he/she is wearing boots. Boots are not typically necessary, as the path from the carline to the School door is kept clear of snow. Some type of school bag will be needed to bring home artwork, crafts and communications from the School and staff. The child should bring a bag on a daily basis. A bag tag will be provided by the School to label your child's bag. If "potty accidents" are a concern for your child please pack a change of clothes in a Ziploc bag inside your child's school bag.

### **SERVING OF SNACKS**

Individual snacks will be served each day and will include water and typically some type of cracker and occasionally a fruit or vegetable. There is an annual mandatory fee charged for all students. We do follow a school-wide Peanut/Tree Nut FREE policy in our classrooms. If a parent is providing a special snack, please check for specific allergies and food restrictions. Snack time provides us with an opportunity to teach manners as well as providing a nice time to socialize with peers and teachers.

Haynes Nursery School only serves healthy snacks during our daily snack time. Snacks will be purchased by Haynes or may be donated by our families.

## **BIRTHDAY PARTIES**

Birthdays are celebrated in the School with a birthday hat and birthday card. You may supply a treat for your child's birthday party. We suggest that the treat be easy to serve, for example: Rice Krispie treats, doughnut holes, cookies, fruit or vegetables. Take home goody bags are also a good option. Non-food treats are encouraged such as a special talent to share or a favorite book to share on a child's special day.

We do not distribute birthday party invitations if any child in the classroom is excluded; only blanket invitations are allowed.

## **SPECIAL EVENTS**

There are many special days celebrated at Haynes. Every effort is made to make them memorable to the children in a non-denominational way. In order to enhance the child's educational experience only some holidays will be celebrated with families. When parents and family are invited, class will follow a shortened classroom schedule. Haynes also hosts other family activities such as a Mother's Day Celebration, Popcorn with Pop/Parents and other family events. Parents and other family members are strongly encouraged to attend these larger events.

## **IN-HOUSE "FIELD TRIPS"**

Several times a year the School will invite outside performers, centers or programs to come share their presentation or activities with us in the building rather than transport the students to off-site locations to benefit from these experiences. Typically we will schedule a visitor seasonally. Families will be charged a small fee per child to help off-set the cost of bringing such groups to our School. We choose these "field trips" very carefully and believe that this will greatly enhance the students' time with us. Our hope is that parents, siblings and other family members will join us for these awesome, educational events.

## **OBJECTIVES AND ROUTINES OF CLASSES**

We feel that custodial parents would like to know how their child's hours are being spent in School and how we are meeting our goals. Our main concern is your child, his/her happiness, and social, physical, intellectual and emotional growth. Our early childhood literacy curriculum will support this in a fun, play-based learning environment. We love what we do and hope this reflects on your child.

### **The Three-Year –Old Goals:**

Social/Emotional Development: follows rules, works/plays independently;

attends to small and large group; engages with peers; adjusts to routine; cooperates with teachers; demonstrates self-control; manages transitions; verbally communicates with peers and teachers; participates in teacher directed activities.

Cognitive Development: follows 3 step directions; recognizes name; recognizes letters of alphabet; names colors; names shapes; begins to recognize numbers; begins to write first name; assembles puzzles; retell a familiar story; begin to understand spatial concepts.

Motor Development: demonstrates ability to hop, jump gallop, and balance; understands spatial awareness; bounces and catches; able to control crayons and other writing utensils; snip paper with scissors; manipulates small items; performs simple signs/finger movements.

An example of a typical day for our 3 years olds is outlined below:

- 9:15-10:30 Arrival, hand washing, Circle activities, story time, literacy and language activities, singing/rhythmic activities, news time.
- 10:30-10:50 Supervised play, directed social activities, directed arts and crafts projects, gym time, clean-up time.
- 10:50-11:05 Hand washing and snack time, auditory books.
- 11:05-11:15 Prepare to dismiss.

### **The Four/Five-Year-Old Goals:**

Social/Emotional Development: follows rules; works/plays independently; attends to small and large group for longer amounts of time; cooperates with peers; adjusts to routine; cooperates with teachers; demonstrates self-control; manages transitions; verbally communicates with peers and teachers; participates in teacher directed activities; communicates feelings and emotions.

Cognitive Development: follows more complex directions; prints name; recognizes letters of the alphabet upper and lower case; names colors; names shapes; recognizes numbers; assembles more complex puzzles with little help; retell a familiar story; draw a person; counts with 1:1 correspondence; works left to right; understands spatial concepts; recognizes rhyming words; recognizes alliteration.

Motor Development: demonstrates ability to hop, jump, gallop, skip, and balance; understands spatial awareness; uses alternating feet on the stairs; bounces and catches; able to control crayons and other writing utensils; cuts simple shapes with scissors, manipulates small items; performs simple signs/finger movements.

An example of a typical day for our 4 year olds is below:

9:00-10:30 Arrival, hand washing, Circle activities, singing/rhythmic activities, news time, calendar, literacy and language activities.

10:30-11:00 Supervised play, directed gym activities, directed social activities, directed arts and crafts projects, arts and sciences, gym time, clean-up time.

11:00-11:15 Hand washing and snack time

11:15-11:30 Table time, group game, handwriting practice

11:30-11:45 Circle activities, story time

11:45-11:55 Prepare to dismiss

## **CURRICULUM**

Haynes incorporates the storybook based curriculum *Read, Play, and Learn!* by Toni W. Linder, Ed.D. Learning to read and write starts at birth. You naturally talk to and listen to your child, help your child learn new words, read to your child, and play with your child. What you may not realize is that all of these actions lay a foundation for reading and writing. The development of literacy is closely associated with your child's growth in language skills, cognitive skills, fine motor abilities, and sociability. In the classrooms we will be using storybooks and play in this curriculum to help your child develop in all of these areas.

Haynes daily exposes students to early literacy components including the alphabet, numbers, shapes, rhyming, syllables and alliteration. Storybook and seasonal themes will be used to shape activities in the math, writing, science, art, dramatic play, domestic/housekeeping, book, sensory exposure and fine motor centers.

## **CUSTODIAL PARENT MEETINGS, CONFERENCES AND PARENT INVOLVEMENT**

Haynes Nursery School will hold an evening Mandatory Parent Meeting for all custodial parents prior to the beginning of school. This meeting gives everyone an opportunity to meet staff and other parents, become familiar with the policies and goals of Haynes Nursery School and ask any questions.

When school begins, students and parents will attend class together on the student's first day of school for an Open House and introduction to class routine.



Half of each class will attend this abbreviated day at a time. On the third day of school all students will attend a full class session on their own. This schedule offers students and parents an opportunity to become acquainted with teachers and other students, see the school's facilities and ask questions.

Haynes Nursery School has an "open door" policy. Parents are welcome at any time. Parents can volunteer to serve as a Room Parent. Volunteers are also needed on "special days" and for classroom parties or to assist with projects, etc.

Annual custodial parent conferences will be scheduled for each student with their child's teacher. Additional conferences are available upon request. We encourage custodial parents to communicate with us throughout the school year. We look forward to partnering with parents to support each child's individual growth.

In the event of a legal separation or divorce, it is the residential parent's responsibility to contact Haynes Nursery School regarding non-residential parent classroom visitation. State licensing regulations recommend that the residential parent supply Haynes Nursery School with: a copy of that portion of the divorce agreement that identifies the residential parent; and that portion of the divorce agreement specifying the visitation rights of the non-residential parent. To comply with State licensing guidelines, if there is no legal stipulation relative to the non-residential parent and nursery school visitation in the divorce agreement, the School will follow our usual parent visitation policy. Details will be arranged on an individual basis in compliance with State licensing regulations. Confidentiality will, as always, be maintained.

We stress the importance of communication from our children's custodial parents. If it would benefit their student parents are encouraged to volunteer in their child's class and/or to write a teacher about any concerns. We greatly appreciate any updates regarding events or changes in a child's life that may effect their school participation or general mood. We view our role in your child's life as that of caregivers as well as teachers and we aim to nurture each child in a way that provides a positive introduction to school. If you wish to talk to a teacher, you are invited to call the appropriate classroom and leave a message to that effect. The teacher will return the call outside of school hours. In the event of an emergency, please call your child's teacher or the Director.

Haynes Nursery School participates in a Screen Free week. We ask all families to participate by removing “screens” such as computers, phones, tablets etc. for one week during our school year.

If there are any parental concerns, please feel free to use any of the following channels to communicate these concerns:

1. Talk personally with your child’s lead teacher.
2. Talk to your child’s teacher via the telephone or via e-mail. If it is a non-emergency situation, the teacher(s) will return your call before class, after class, or at a mutually convenient time. Your teacher will provide their e-mail address.
3. Talk to the Director either personally, via the telephone or via e-mail at [haynesnurseryschool@yahoo.com](mailto:haynesnurseryschool@yahoo.com).
4. We are here to help you, your child, and your family. Please feel free to contact us at any time.

### **DISCIPLINE PHILOSOPHY AND POLICY, DISENROLLMENT**

Discipline will be used as a means of guidance, administered with concern and feeling for each child. The Haynes Nursery School Staff believes in the individuality of each child and strives to build independence and self-esteem. We encourage positive behavior. Staff members deal with mistaken behavior displayed by a child as follows:

1. Teacher speaks to the child and the behavior is discussed. We hope the child will verbalize thoughts when the mistaken behavior occurred. Teachers will mediate between students and facilitate apologies if necessary.
2. Staff members redirect the child when play becomes too aggressive.
3. If mistaken behavior continues, he/she will be given a verbal warning, clearly stating what behavior is appropriate, and redirecting the child to another activity. Providing the child with a “quiet time” break from activity (always within the classroom) will occur if the behavior continues. The child is encouraged to return to the group when feeling ready. Never will the “quiet time” last longer than five minutes; usually lasting one to three minutes. The teacher always speaks with the child again to be certain understanding has taken place and to suggest appropriate alternatives. This is done quietly and without anger.
4. If a pattern of mistaken behavior continues to be observed, a conference

with the Staff, Director, and parents will be held to facilitate a mutually agreeable method of dealing with the problem(s).

5. A parent may be asked to withdraw the child from the Nursery School if all previous methods have failed and the School ceases to be a positive experience.

The specification outlines in the Child Guidance and Management Rule (5101:2-12-22) of the Administrative Code from the Ohio Department of Jobs and Human Services apply to all employees of the School.

### **SAFETY POLICY**

1. No child will be left alone or unsupervised.
2. We have access at all times to a working telephone with emergency numbers listed in case of illness or emergency. Numbers listed include: Lakewood's Police and Fire Departments, Lakewood Hospital, the Poison Control Center, etc. We are also equipped with cell phones, flashlights, radios, as well as water and food supplies for 72 hours.
3. Our First Aid Box meets the requirements of the Ohio Department of Jobs and Human Services. All staff members are trained in First Aid and CPR. A trained staff member will bring the First Aid Box on all field trips and emergency drills.
4. Fire and Weather Drills: We will conduct monthly drills with a posted plan with written instructions in case of a fire or weather alert. The instructions will explain action to be taken and staff responsibilities in case of a fire emergency or weather alert and diagrams showing evacuation routes.
5. Haynes Nursery School is committed to providing students with a safe environment that is free of the danger from firearms, knives, and other dangerous weapons. Children/Adults are prohibited from bringing dangerous weapons on school property or to any School-sponsored activity.
6. Emergency Medical Transportation: In the event that a child needs emergency medical transportation, due to a serious illness or injury, we will attempt to contact the custodial parent(s) (or the designated substitute custodial parent listed on the emergency medical transportation authorization form). Lakewood Paramedics will provide emergency transportation to the nearest emergency facility accepting patients. In the case of an emergency and/or accident, the School will follow the posted medical and dental emergency plans. A staff member will stay with the child at all times and will take the child's medical records along to the

hospital. No child will be admitted without consent to transport.

- a. In the event that continual effort to contact the custodial parent or the designated substitute custodial parent is unsuccessful, a staff member will have the authority to secure emergency transportation for the child.
  - b. An incident report of any emergency will be filed by a staff person and given to the custodial parent(s) to review and sign on the same day of the incident. If the custodial parent does not pick up the child, the report will be signed by the adult picking up the child and followed through with a telephone call.
  - c. Refusal to Grant the Emergency Medical Transportation Authorization: In the event the custodial parent refuses to comply with our emergency transportation policy, the parents must work out an arrangement with the Director or, the child will not be enrolled. The Staff, Haynes Nursery School and Lakewood Congregational Church will not be held responsible for the result(s) to the child.
7. Adults on School Premises: Custodial parent(s) and other family members are welcome at all times for short visits to the School and to talk with staff members about any concerns they may have (please schedule these discussions at times other than regular School hours). Please notify a staff member upon entering the building. Custodial parents are allowed unlimited access to the School at any time to observe their child in the classroom setting. Access to the School is limited to parents, guardians and authorized personnel. Also refer to the section titled “Custodial Parent Meetings, Conferences and Parent Involvement”.
  8. If Haynes Nursery School needs to be evacuated for any reason, the staff and children will walk to St. Peter’s Church.
  9. Lakewood Congregational Church is a smoke free facility.

### **COMMUNICABLE DISEASE AND ILLNESS POLICY**

Haynes Nursery School’s staff members have been trained in the prevention, recognition and management of communicable disease as required by the State of Ohio and know proper hand washing and disinfecting procedures. The Communicable Disease Chart is posted on the wall of each classroom. Custodial parents will receive written notification if there is an exposure to a communicable disease.

1. Symptoms of Illness:

- Temperature of at least 100 degrees Fahrenheit
- Diarrhea
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Any vomiting

Please keep your child home if he/she exhibits any of these symptoms. Every other custodial parent will thank you! Staff members will also stay home if they show signs of communicable disease and a suitable substitute will be found. If a child comes to school or develops signs of a communicable illness at school, the child will be provided with a cot and blanket and isolated in the classroom. The child will be within sight and hearing of an adult. The child will not be left alone or unsupervised. The custodial parent will be telephoned to pick up the ill child.

**PLEASE NOTE:**

- After an absence due to illness, the child should be free from all symptoms for a full 24 hours. The Preschool Staff or Director will examine the child before being re-admitted to the group. Child may return earlier with a doctor's note explaining non-contagious symptoms (i.e. due to allergies, etc.).
  - A child should be on antibiotics at least a full 24 hours, or preferably, 48 hours before re-admittance to class.
2. It is our policy not to administer any medications and/or vitamins. Please give it prior to or after the class. If your child requires an inhaler, EPI-pen, or medication for emergency situations, please make arrangements with the Director and Teacher to fulfill the requirements and guidelines provided by

the Ohio Department of Jobs and Family Services. The forms required are 1) JFS 01236 Child Medical/Physical Care Plan for Child Care Centers and Type A Homes, 2) JFS 01217 Request for Administration of Medication Child Care Centers and Type A Homes. Both are on the website: [www.haynesnurseryschool.com](http://www.haynesnurseryschool.com).

3. Please remember to discuss any allergies with your child's teacher; these should also be listed on the child's medical form.
4. Specific communicable diseases will be reported to the Lakewood Public Health Department as regulated by the Ohio Department of Public Health. These diseases include, but are not limited to, head lice, measles, scarlet fever and chickenpox. Custodial parents should notify the School if their child contacts one of these illnesses. You will be notified in writing if your child has been exposed to any of these communicable diseases.
5. If a child is ill, contact the School and notify the appropriate classroom by 8:50am.
6. An Incident Report will be completed for the following reasons:
  - Illness which requires first aid treatment
  - Accident which requires first aid treatment
  - Injury which requires first aid treatment
  - Bump or blow to the head
  - Emergency transporting
  - Unusual or unexpected event which jeopardizes the safety of children or staff

This report will be given to the person picking up the child on that day to be signed and a copy will be sent home and kept on file at the School.

## **REGISTRATION FEES AND TUITION PAYMENT POLICIES**

1. Refer to our web site for current fees and tuition policies.
2. Registration Fee and Form: An annual fee is required for all registrations. This fee is non-refundable and does not apply towards tuition. The registration form, to be completed by the prospective student's custodial parent, will hold a place for the child in the desired school term.
3. Payment: Nursery School tuition is paid monthly, by personal check, made payable to Haynes Nursery School. We ask for the 1<sup>st</sup> month and last month tuition on August 1<sup>st</sup>. The remaining months, October through April will be due on the first of every month.  
The custodial parent(s) is responsible for payment of the full tuition – which may be paid in advance for several months, or the year.

- a. Only in extreme cases will cash payments be accepted. It is far too easy to misplace cash in the School setting and it is difficult to record its payment by either the School or the custodial parent.
  - b. A \$20.00 Late Fee will be assessed if payment is received between the 7<sup>th</sup> and 10<sup>th</sup> of each month. If tuition is received on the 11<sup>th</sup>, or thereafter, a \$25.00 Late Fee will be assessed.
  - c. A \$35.00 fee will be necessary for returned (NSF) checks.
  - d. Tuition in arrears for more than two months will necessitate withdrawal of the child.
  - e. If necessary, collection of any outstanding tuition balance at the end of the school year will be pursued through a formal collection agency with all associated fees of this legal action being added to the balance due.
  - f. In the event that timely and full payment of tuition is a concern for a family PLEASE communicate this to the Director in order to discuss a manageable payment plan.
4. Withdrawal (excluding tuition charges in arrears): Two weeks written notice is required or two weeks tuition payment will be required. Reasons for withdrawal would include: serious or prolonged illness; permanent removal of the family from the city; or by mutual agreement, after conferences between the parents, teachers and Director, that there is an unsatisfactory adjustment of the child to the School.
  5. Refunds: When deemed necessary, it is understood that refunds will be prorated based on the per day average cost for the child to attend nursery school. There will be no refunds for absences due to illness, personal choice, vacation periods or any emergency school closing.
  6. Overtime Charges: If a parent is habitually late in picking up their child, a conference will be scheduled to discuss the issue. If, following the conference, tardiness continues, an overtime charge of \$5.00 per 15-minute increment will be charged to the child's monthly tuition.

## **CALENDAR AND EMERGENCY CLOSING**

Haynes Nursery School's calendar will be posted on the website [www.haynesnurseryschool.com](http://www.haynesnurseryschool.com) at the start of the school year. We begin after the public schools open and close in May. Closings due to inclement weather are the same as the Lakewood Public School system. Please refer to local news broadcast listings of school closings for this information.

Emergency Closing: We will NOT contact custodial parents if the School is closed on an emergency (usually snow) closing day; if Lakewood Public Schools are open or closed we will follow their lead (not parochial or private school systems). In the event of an emergency closing related ONLY to our School (for example, pipes or water flooding), every effort will be made to contact all custodial parents before they would be leaving for School.

## **ORGANIZATIONAL STRUCTURE OF HAYNES NURSERY SCHOOL**

The School is governed by the administrators, the Haynes Director and the Assistant Director.

1. If one exists, The Nursery School Committee will consists of the Director, Assistant Director and possibly a parent representatives. An appointed parent representative from each class *may* serve on the committee. The parent representatives may act as liaisons between Committee, Director, and class and communicate any parent concerns.
2. Proposed changes to policy may be discussed with members of the Nursery School Staff.
3. The Director of the School will manage Haynes staff, oversee registration, tuition, state mandated policies and procedures as well as internal Handbook rules and daily operations, payroll and budget.
4. The Assistant Director of the School will assist in all previously outlined Director duties and will assume sole responsibility for all such issues when the Director is not available and will coordinate all School family events, outside programs brought to the School and will interface with community organizations.
5. The Director of the School is hired by the Haynes Nursery School Administrators. The Director will meet or surpass all State requirements for the position and be in compliance with all State laws and regulations governing preschools.
6. The Director will hire, in consultation with Administrative members, other



personnel within the School who are also in total compliance with State laws and regulations governing preschools. The LC Church Minister will be notified of changes in School administrative staff.

7. Failure of School personnel to meet or comply with State laws and regulations governing preschools will necessitate loss of job.
8. It is understood that the School is a non-profit, tuition-based school and that salaries reflect this structure.
9. Lakewood Congregational Church and Haynes Nursery School will not discriminate in the hiring of teachers for Haynes Nursery School on the basis of race, color, religion, sex or National origin.

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