

ILNS Parent Handbook

Updated – January 2024



Immanuel Lutheran Nursery School

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Holden, MA 01520

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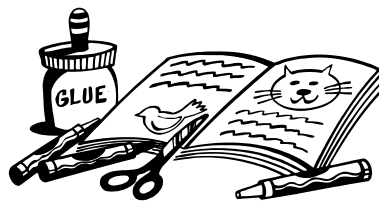
PARENTS SHOULD KNOW...

- Choosing a nursery school or child care center is an important decision for parents of young children. Structure, location, curriculum and tuition are important factors to consider in deciding where to enroll your child.
- The development of your child is extremely important. The variety and types of experiences offered at the school, and goals established by the school, will help you decide if Immanuel Lutheran Nursery School's program is a good fit for your child and family.
- This handbook explains the school's purpose, policies, procedures, and structure as well as many other aspects of the program. Current tuition rates are posted online.
- We welcome your inquiries at any time and encourage your interest. When in session, Immanuel Lutheran Nursery School is open to visitors by appointment. An appointment is necessary so that the teachers or director have the time to answer your questions and discuss the school's policies with you. Once your child is enrolled, you may visit at any time your child is present in class without advance notice.



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IMMANUEL LUTHERAN NURSERY SCHOOL is a non-profit organization founded in 1972 and is sponsored by Immanuel Lutheran Church for the following purposes:

- to maintain a safe, nurturing environment where all children have their needs met in a developmentally appropriate manner.
- to provide opportunities for infants, toddlers and preschoolers to explore and expand their environment while receiving high quality care and education in a Christian setting.
- to help each child develop a positive attitude towards learning.
- to provide organized programs, play materials and guidance aimed to encourage healthy growth and development.
- to help each child realize their fullest potential for mental, physical, emotional, spiritual and social development.
- to provide first-hand experiences which are challenging and meaningful.
- to help children learn to be successful in a group setting by teaching them to share materials, space and attention.
- to stimulate learning through love, curiosity, and language skills
- to encourage children's desire to discover and explore the world around them.
- to use curriculum that takes into account the individual needs and abilities of the children served.

Immanuel Lutheran Nursery School is a self-supporting ministry of Immanuel Lutheran Church, provided to serve the community in its need for quality early childhood care and education. It is an integral part of the Church's ministry to the local community. The Nursery School is licensed by the Department of Early Education and Care of the Commonwealth of Massachusetts.

All Nursery School children, parents, friends, and staff members are considered a part of Immanuel's Church family and are welcome to participate in any of the congregation's programs and ministries. The congregation welcomes opportunities for greater involvement in Church life by parents and children of the Nursery School.

The Nursery School staff upholds Christian values in their methods of teaching and relating to the children. Christian concepts are modeled through: music, prayers at snack and mealtimes, celebrations of both religious and secular aspects of holidays, and monthly Chapel Times led by the pastor. One of the Nursery School's primary objectives is to provide a loving and nurturing environment for children to learn respect and care for themselves and others. The Nursery School does not provide formal religious education, but we believe that fostering these values is Christian Education in its broadest sense.

The Nursery School Board and Nursery School Director are responsible for all aspects of the school, including setting school policies and tuition, hiring staff, and approving the budget.

Board Members include: Nursery School Director, Pastor, Christian Education Director, two parent representatives, two church members and a Church Council representative.

NURSERY SCHOOL INFORMATION

- Each staff member is certified by the Department of Early Education and Care of the Commonwealth of Massachusetts.
- The staff members are members of the Worcester Area Association for the Education of Young Children and the National Association for the Education of Young Children, as well as other local educational groups.
- The child/staff ratio is 6:1 for preschoolers, 4:1 for toddlers and 3:1 for infants.
- Our programs run 51 weeks of the year from 7:30am-5:30pm. We are closed for one week in the summer for the staff to have a vacation and for repairs and improvements.

POLICY ON NON-DISCRIMINATION

- Immanuel Lutheran Nursery School does not discriminate in providing services to children and/or families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status, or sexual orientation.

CHARACTERISTICS OF CHILDREN SERVED

- The Nursery School enrolls children from 6 weeks to 6 years of age from Holden and the surrounding communities.
- ILNS currently has a licensed capacity for seven infant spaces (ages 6 weeks through 15 months), nine toddler spaces (ages 15 months up to 2 years, 9 months) and twenty preschooler spaces (ages 2 years, 9 months up to kindergarten).
- Children with special needs may be enrolled if parents and staff deem the program to be suitable for the child's needs and if appropriate accommodations can be provided.

FACILITIES

- The Nursery School space is 1800 square feet, which includes individual classrooms, cubby/coat area, office, bathrooms, and a small kitchen.
- Classrooms offer a variety of play areas, most of which are carpeted. Spaces are provided for: group listening activities, housekeeping, art, science, reading, music, blocks, games, manipulative toys, books, quiet play, etc.
- The gymnasium in Lawson Hall is available for Nursery School use, as well as the bathrooms attached to the gym.
- The outside play area is 3500 square feet. This area includes a fully fenced-in area with: a climber, sandbox, balance beam and play house.
- Both parking lots are available for families to use.



FIRE SAFETY

- The building is equipped with a fire/smoke detection system and CO detectors, as required by code.
- There are multiple exit routes from the building to ensure that children and staff can exit safely.
- Frequent fire drills are held to acquaint the children with the sound of the alarm and to teach them the proper emergency procedures.

TRANSPORTATION

- Parents must provide student transportation. The Nursery School does not offer transportation to or from the school.
- Parents must notify the staff in writing if someone other than the parents will be providing transportation on any day. Teachers will not allow a child to go home with an unauthorized person.
- Parents are responsible for their child/ren in the parking area, the coat and cubby areas and until they enter their classroom and are greeted by a teacher. The parent again assumes responsibility for his/her child when the child is dismissed from the classroom by the teacher.

PARKING LOT PROCEDURES

- Use the proper entrance and exit to the parking lot.
- Drive slowly, and watch for children/families that may be walking in the parking lot.
- Park in marked parking spaces.
- Do not park in the fire lane, or in handicapped spaces.
- You must walk your child into and out of the building, from the parking lot to the school classroom.

CONTACTING THE NURSERY SCHOOL

- The office is open during school hours (Mon - Fri / 7:30am - 5:30pm).
- You may leave a message if you call when no one is able to answer the phone, or when the office is closed.
- Parents can also send messages in the school app regarding any questions for staff or the director.

- If you wish to speak to your child’s teacher directly, please call between 1:00 - 2:30 pm because teachers are more likely to be available at that time.
- Teachers will not be able to leave the classroom for phone calls during class time, so they may have to return your call at a later time.
- Staff members will not give out their personal phone numbers and should not be called at home.

PARENT PARTICIPATION

- Parents are welcomed and encouraged to participate in the program in a variety of ways, both in and out of the classroom.
- Parents may read stories to their child’s class.
- Parents may share a hobby, collection, skill or talent with their child’s class. (For example, parents have: played an instrument, made crafts with the children, or demonstrated how to do something.)
- Parents may offer to be a chaperone on a field trip.
- Parents can help outside the classroom by: collecting needed craft materials, participating in fundraisers, setting up for special events, etc.
- Parents can volunteer to bring snacks for their child’s class at snack-time.
- If you wish to participate in your child’s school life in any way, speak to your child’s teachers or the Nursery School Director.

SCHOOL NEWSLETTER

- The school publishes a monthly newsletter to keep parents informed. The newsletter includes: information about what the children are learning, school updates, and “tips” for the month ahead.
- Please be sure to read the entire newsletter and note upcoming special events. A calendar of activities for the month will also arrive via email for your convenience.
- Policy changes made by the Nursery School Board will be published in the school newsletter as they occur.
- The newsletter will arrive via email, unless special arrangements have been made.



BABYSITTING

- Immanuel Lutheran Nursery School does not allow paid staff members to babysit for families that have children enrolled at the school. Relationships between staff and families need to remain professional.

TYPICAL PROGRAM SCHEDULES

The following examples of preschool, toddler, and infant schedules are flexible:

Preschool Schedule:

7:30 - 9:00 Arrival, Free Play, Learning Centers
 9:00 - 9:10 Clean Up Time
 9:10- 9:20 Job Chart/Set up Tables Wash Hands
 9:20 - 9:45 Snack Time (provided by parent)
 9:45 - 10:15 Circle Time: Good morning song, Calendar, Weather, Show & Tell Book
 10:15 - 11:15 Project Time (Individual or small group) Learning centers
 11:15 - 11:45 Outdoor time or Gross motor activities in the gym
 11:45 – 11:55 Set tables and Wash hands
 11:55 - 12:40 Lunch Time (provided by parent)
 12:40 - 1:00 Bathrooms and set up rest cots
 1:00 - 2:45 Rest Time, Quiet Table time after rest Quiet activities books
 2:45 – 3:00 Clean up rest mats, set tables and wash hands.
 3:00 - 3:25 Snack Time (provided by parent)
 3:25-4:00- Free Play Learning Centers
 4:00-4:50- Outdoor Time or Gym for gross motor activities
 4:50-5:30- Table toys/ Learning centers/
 5:30pm School closes

Toddler Schedule:

- 7:30 - 8:45 Arrival, Free Play (choice of activities such as: Play Dough, Art, Toys, Blocks, Puzzles, Dramatic Play)
- 8:45 - 9:15 Wash Hands, Snack Time (provided by parent)
- 9:15 - 9:30 Group Time: Attendance, Weather, Stories, Songs
- 9:30 - 10:15 Planned Activities, Free Play
- 10:15 - 10:45 Outdoor Play (weather permitting)
- 10:45 - 11:00 Wash Hands
- 11:00 -11:45 Lunch Time (food provided by parent)
- 11:45 - 12:15 Clean Up from Lunch, Diapers,
- 12:15 - 2:00 Nap (as long as needed)
- 2:00 - 2:30 Diapers, Quiet Activities
- 2:30 - 2:45 Wash Hands, Snack Time (provided by parent)
- 2:45 - 3:45 Outdoor Play (weather permitting)
- 3:45 - 4:15 Diapers, Books (read by teacher)
- 4:15 - 5:30 Free Play, Activities

*Diapering and toileting occur when needed throughout the day, as well as at scheduled times.

Infant Room Schedule:

- The infant portion of our program operates on a very flexible timetable which is geared to each infant's own schedule.
- Infants nap and eat according to their own routine and activities are provided accordingly.
- Infants spend a portion of each day in activities geared to their developmental levels including floor time, one-on-one interaction with their caregivers, time to experience the use of creative materials, sensory integration activities, stories, music and songs and both indoor and outdoor large motor activities.
- Each day will include outdoor play and/or walks, weather permitting, morning and afternoon snacks and lunch time.
- Diapering occurs throughout the day as needed.

SPECIAL EVENTS

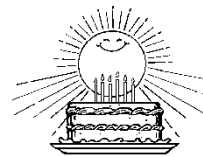
- Immanuel Lutheran Nursery School plans four special events during the school year for children, parents and guests.
 - **September** – Parent Open House (if needed)
 - **December** – Christmas Party (with the emphasis on enjoyment for the children)
 - **May** – Family Night (with dinner and entertainment)
 - **June** – Preschool 'Graduation' (program for families of children that will be entering kindergarten)

FIELD TRIPS

- Preschoolers participate in two field trips per year, depending on the age and adjustment of each class. Field trips are generally coordinated with the curriculum.
- Advance written notice is sent home to each family before each field trip.
- A signed permission slip is required for each trip.
- Transportation is provided by a school bus rental.
- Parents chaperones are usually needed for field trips.
- Parents are responsible to pay the cost of the field trip entrance fee (if a fee is charged by the location).

BIRTHDAYS

- Every child's birthday is celebrated at school. The classroom teachers will choose a celebration date that is both convenient to classroom activities and as close to your child's birthday as possible.
- Parents are asked to contribute a healthy or nutritious snack of their child's choice to celebrate his/her birthday on the chosen date.
- Preschool birthday snack suggestions are: whole grain cookies or muffins, veggie sticks with a favorite dip, ice cream cups, raisins, pretzels and/or goldfish in cups, fruit wedges, popcorn, etc. Check with one of the teachers for other suggestions, or to ensure that your snack is approved.
- If you are the parent of an infant or toddler, please check with your child's classroom teacher for appropriate birthday snack suggestions.



SHOW AND TELL

- We believe that 'Show and Tell' is an important part of our preschool program. The children enjoy bringing a special item from home to show others.
- Bringing one toy, book, or item, helps children learn about the decision-making process. 'Show and Tell' also helps develop verbalization skills for the child who is speaking, and listening skills for the rest of the class. In addition, the process of sharing time and space facilitates the process of learning to take turns.
- The school will send home a monthly schedule that lists each child's 'Show and Tell' day. The day before your child's 'Show and Tell' day, the teacher will send home the 'Show and Tell Bag' as a reminder.
- Children can be their own 'Show and Tell' and do not have to bring an item to school to participate.
- Label the 'Show and Tell' item that your child brings to school.
- NO guns, violent toys, money, gum, or candy are allowed.
- Visits from pets are special 'Show and Tells' and must be approved by the Director. A parent must accompany the pet, at all times, while visiting the Nursery School. It is required that any visiting pet is up to date on all vaccinations.

REST/NAP TIME

Toddlers & Preschoolers:

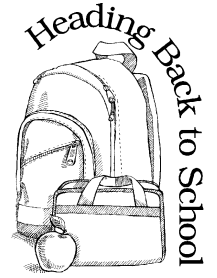
- All children will participate in a period of rest after lunch. The children who fall asleep will be allowed to do so until they awaken on their own. Children who do not fall asleep will be allowed to participate in quiet activities at the tables.
- Soft music is generally played during rest time and most children do sleep, even if that isn't their habit at home. The day at school is very busy and most children need this quiet time to unwind and rest for the afternoon activities.
- The Nursery School supplies rest mats and nylon bags for toddlers and cots and nylon bags for preschoolers.
- Child/ren may not bring a pillow, stuffed animal, etc. to sleep with. Stuffed animals and other similar items are not allowed at Nursery School except on scheduled 'Show and Tell' days.
- Parents of toddlers and preschoolers are responsible for bringing a fitted sheet and blanket for their child at the beginning of each week.
- On Fridays, parents of toddlers and preschoolers must take home nap-time items to be washed. Items should be returned for use on Mondays.

Infants:

- Infants sleep on their own schedules, according to their individual needs.
- Infants will nap in a crib or porta-crib in the infant room. The Nursery School provides fitted sheets for each child to use.
- Infants are not allowed to have any type of blanket or swaddle while they sleep. Sleep sacks and pacifiers are allowed.

BEGINNING WEEKS

- Parents are welcome to stay, visit and observe at any time.
- We suggest that during your child's first few weeks of school: parents help with belongings, then give a hug and kiss, wish them a good day with a smile, and leave quickly. This procedure eases the child's adjustment to school.
- Once the child has adjusted to school, visits and discussions are welcome at any time. Keep in mind that that your visit should not disrupt the school day, and teachers will still be responsible for the children in their class.



CHILDREN'S CLOTHING

- Children's clothing should be very comfortable and easily washable. Play clothes and sneakers are strongly recommended for daily wear. Children should be able to easily manage their own clothing independently.
- Label all outerwear, including any clothing that might be removed during the school day (sweaters, sweatshirts, jackets, coats, hats, mittens, and boots). Unlabeled clothing is more likely to be lost.
- Infants and toddlers should have at least two changes of clothing available. Preschoolers should have at least one change of clothing available. Store extra clothing in a backpack on your child's coat hook.
- If necessary, the Nursery School has extra clothing for children who have already used or do not have a spare set of clothing available. Please wash any school clothing or bedding that your child borrowed and return it to the school as soon as possible.
- For your child's safety, rubber-soled shoes (preferably sneakers) are required.

Immanuel Lutheran Nursery School is a peanut free zone. No peanut products may be brought into the building or on field trips. Please read ingredients on any product you bring in or use to bake for snack and check allergy warning (ex. This product was manufactured on a machine also use to process products containing peanuts.) Peanut allergies can be life threatening to a child or adult.

SNACKS – Parent Provided

- Volunteer snack contributions from parents are welcome. Nutritious snacks are encouraged.
- Please read ingredients on any product you bring in or use to bake for snack and check allergy warnings (ex. This product was manufactured on a machine also used to process products containing peanuts.).



LUNCH – PARENT PROVIDED

- Parents are expected to provide their child's lunch each day. Please provide an ice pack to keep your child's lunch fresh as we do not refrigerate lunches.
- Lunches should be ready to serve. The Department of Early Education and Care regulations do not allow the Nursery School to heat children's lunches.
- When packing your toddler's lunch, cut up all fresh fruits and vegetables (uncut fruits and vegetables are considered choking hazards).
- When infants start eating finger foods, please feel free to send in the foods they eat at home.
- Milk is provided by the school.
 - 1% milk is provided for children 2 years of age and over
 - Whole milk is provided for children under 2 years of age, who can have milk.
- If you choose to send a drink with your child, it must come in a sealed unopened container (filled sippy cups/thermoses are not allowed).
- Parents are encouraged to provide lunches that reflect their family's culture. Children will be more comfortable with familiar foods.
- Please speak to your child's classroom teacher if you would like suggestions as to what to pack for your child's lunch.
- Please do not send candy in your child's lunch.

FORMULA/BREAST MILK

- Formula must arrive at school in an unopened sealed container. All bottles will be made at school for the infants.
- Breast milk may come frozen or fresh.
- Infant cereal must come in a sealed box (not opened).
- These strict guidelines are set by our Health Care Consultant.

FOOD ALLERGIES

- If a child has a food allergy, the school MUST be notified in writing.
- Peanut allergies can be life threatening to a child or adult. Immanuel Lutheran Nursery School is a peanut free zone. **No peanut products may be brought into the school or on field trips.**

DIAPERING PLAN

- Diapers shall be changed regularly when soiled or wet. Diapering will be done in the Bathroom(s) reserved for children.
- Children will be washed and dried with individual single-use disposable washing materials during each diaper change.
- Children's hands must be washed thoroughly with soap and running water after a diaper change. Staff members must wash their hands thoroughly with soap and running water after changing each child. Individual disposable towels shall be used to dry hands.
- The diapering surface may not be used for any other purpose.
- The changing surface shall be cushioned, intact (must not have any cracks or tears), and impervious to water.
- A disposable covering, large enough to adequately cover the changing surface, must be used and disposed of after each diaper change. The changing surface must be washed with a disinfectant cleaning solution after each use.
- Clothing soiled by feces, urine, vomit, or blood shall be double-bagged in sealed plastic bags and stored separate from other items. Soiled disposable diapers must be placed in a water proof container with a tight-fitting cover and disposable plastic liner. The container must be emptied, washed, and sanitized at least daily and as needed.
- Toilet training will be in accordance with the parent's wishes and in a manner that is consistent with the child's physical and emotional abilities.

TOILETING PLAN

- Children may use to the bathroom at any time after notifying a teacher. The children are reminded frequently that they may use the bathrooms at any time while on school property.
- Children must be escorted to the bathroom by a teacher because the bathrooms are not adjacent to the classroom. When only one child goes to the bathroom, the teacher must leave the outer door open so the bathroom can be monitored. Before snack-time and lunch-time, each class group will have the opportunity to use the bathroom together as a group.
- Whenever a child uses the bathroom, a teacher will ensure that the child washes their hands after using the toilet. There are step stools at the sinks for children who are too short to reach the wash basins.
- No child shall be punished for soiling or wetting their clothing, or for not using the toilet.
- If a toileting accident occurs, a teacher shall provide clean, dry clothes to the child. If necessary, the teacher may assist the child in changing their clothing. The teacher must wear rubber gloves when providing assistance. The wet and/or soiled clothing shall be double-bagged and put aside for the parent to take home. This soiled clothing shall be kept separate from other clothing or food items.
- Staff members and children will wash with soap and running water after changing wet or soiled clothing and dry their hands with paper towel.

PROGRESS REPORTS AND CONFERENCES

- Progress reports are sent home with every child who attends the Nursery School (every three months for infants and toddlers, and twice a year for preschoolers).
- Parents may request to schedule a conference anytime during the year if they have a concern, or if an additional progress report is desired.
- Conferences allow parents and teachers the opportunity to discuss the progress and development of each child. Confidentiality will be respected in all discussions.
- Parents should give as much advanced notice if they are unable to keep their scheduled conference appointment, and plan to reschedule it as soon as possible



REFERRAL SERVICES

Immanuel Lutheran Nursery School will refer parents to appropriate social, mental health, educational, and/or medical services for their child if the Director and child's teachers feel that an assessment for additional services would benefit the child.

Referral Process:

- When a teacher is concerned about a child's development or behavior and feels that further evaluation should be done, they will report it to the child's Lead Teacher.
- The child's Lead Teacher will review the concerns with the Director.
- If the Director feels that further evaluation is necessary, the Director will request the Lead Teacher to review the child's record and complete an observation report prior to making a referral.
- The Director will maintain a list of current community referral resources for children in need of social, mental health, educational or medical services. This list includes the contact person for Chapter 766 and Early Intervention Program referrals.

Referral Meeting With Parents:

- The Director will prepare a current list of possible referral sources to suit the child's needs and schedule a meeting with parents to notify them of the Nursery School's concern.
- At the meeting, the Director will provide the parent with:
 - A written statement that includes the reason for recommending a referral for additional services.
 - A brief summary of the Nursery School staff's observations that led to making the referral.
 - Efforts the Nursery School may have made to accommodate the child's needs.
- Parents are encouraged to request an evaluation/referral, in writing or by phone call.
- The Director will be available to assist to the child's parents in making the referral. If parents need additional support, the Nursery School Director may, with written parental consent, contact the referral agency for them.
- If a child is at least 2½ years of age, the Director will inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766.
- If a child is under the 3 years of age, services provided by the Early Intervention Program are available.

Referral Follow-Up:

- With parental permission, the Director will consult with the agency or provider that evaluated the child, for assistance in making plans to meet the child's needs at school.
- If the agency determines that the child is not in need of services or is ineligible to receive services, the school will review the child's progress every three months to determine if another referral will be necessary.

Referral Records:

- A referrals checklist will be kept in the child's record.
- The Director will maintain a written record of:
 - Referrals.
 - Results.
 - Parent conferences.

TUITION POLICIES

- Your child's first week of tuition is due upon enrollment to the Nursery School.
- Tuition payments are due by 5:30 pm on Friday for the following week or Monday of the current week.

- Any late tuition payment is subject to a \$10.00 late payment fee.
- Parents are responsible for any bank fees associated with non-payment for insufficient funds, returned checks, etc. If more than 3 checks are returned, the school may require a different form of payment (such as a money order).
- Parents must give a written notice of their child's withdrawal from the program at least two weeks in advance of leaving the Nursery School, and are responsible to pay for the two weeks tuition whether or not their child attends those weeks.
- Tuition is set annually by the Nursery School Board. Current rates are available from the Nursery School Director, and rates are posted online. The Nursery School is scheduled to be open all 52 weeks of the year.
- There will be no adjustments to tuition for student absences, holiday closures, or emergency closures due to weather or circumstances beyond our control.
- Extra benefit option available to families that have been enrolled for a minimum of one year – The Nursery School will offer a one-week tuition credit per year when your family is away on vacation. The dates must be submitted to the Director at least six weeks in advance and must be taken on consecutively enrolled days. Your family may choose the timing of the week when your child/ren will not be in attendance at the Nursery School. There will be no exceptions to the rules set forth in requesting this credit.

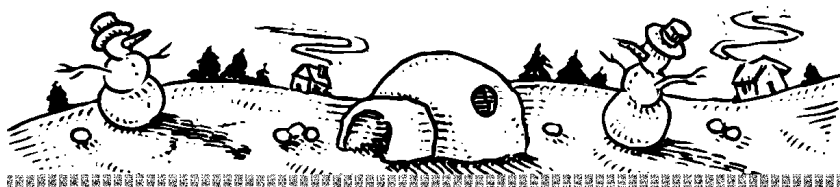
LATE PICK-UP FEES

- Children must be picked up by 5:30 pm.
- A \$5.00 late fee charge will be incurred if your child is picked up after 5:30pm. **This fee is per child.**
- After 5:35pm, an additional late fee of \$1.00 per minute will be incurred.
- Late fees will also be incurred if the school has an early closure (\$5 for the first 5 minutes, and an additional \$1 per minute for 6 or more minutes).
- Repeated late pick-ups may result in termination of your child's enrollment from the Nursery School.

HOLIDAY CLOSURES

The school will be closed for the following holidays:

- New Year's Day (*January 1*)
- Martin Luther King Day (*3rd Monday in January*)
- President's Day (*3rd Monday in February*)
- Patriot's Day (*3rd Monday in April*)
- Memorial Day (*last Monday in May*)
- Preschool Graduation – early closing at 5pm (*Day in June*)
- Juneteenth- (*June 19th or closest day Friday or Monday*)
- Independence Day (*July 4*)
- Labor Day (*1st Monday in September*)
- Columbus Day (*2nd Monday in October*)
- Veteran's Day (*November 11th or closest day Friday or Monday*)
- Thanksgiving – 2 days (*4th Thursday & Friday in November*)
- Christmas Eve – early closing at 1pm (*December 24*)
- Christmas Day (*December 25*)
- We will determine any additional holiday closures (i.e. an extra day at Christmas, etc.) based on having five or fewer children expected in attendance (with notice at least one week in advance of the holiday).



INCLEMENT WEATHER/CANCELLATION POLICY

- While the Nursery School will mostly follow the Wachusett Regional School District's decisions about closings and delays, **the Director retains the discretion to either announce a closing or delay out of concern for the safety of our children, parents or staff.**
- The Nursery School will be closed when the Governor of Massachusetts declares a "State of Emergency."
- Even when the Nursery School is opened in inclement weather, parents are reminded to assess travel conditions themselves and use their best judgment when deciding whether or not to bring their child to the school.
- NO tuition adjustments will be made due to closing caused by inclement weather or other circumstances beyond our control (lack of power or other utilities, a declared state of emergency, etc.).

Delays:

- When Wachusett Regional School District delays opening by 1 or 2 hours, **ILNS will have a one (1) hour delay, opening at 8:30am.**
- When there is a Wachusett Regional School District closure because of inclement weather, ILNS will have a **two (2) hour delay, opening at 9:30am.**

Early Dismissals:

- When weather conditions are forecast to be worsening throughout the day, the Director has the discretion to announce an early dismissal. Notice will be given to parents at least 2 hours before the early closing of the Nursery School.

Cancellations:

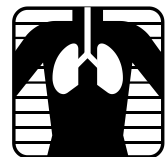
- The Director will notify parents, with as much notice as possible, if weather or other circumstances require the close of the Nursery School.

ADMISSION PROCEDURE

- It is required by the Department of Early Education and Care that all parents and children visit the school at least once prior to registration to see the school and be informed of our philosophy and policies and procedures.
- We recommend that you visit while school is in session so that you can see what a typical day at school is like and your child will know what to expect when he/she begins attending.
- This parent handbook and all admission forms will be given to your first visit you can opt to receive all materials digitally.
- A non-refundable registration fee, the completed registration form, and the completed application form are required to hold your child's space in any of our programs.
- Other forms included in the admissions packet that must be completed and submitted before your child's first day of school: a medical form to be completed by your child's physician, a general permission form requiring two signatures, and a developmental history form. In addition, the first week's tuition payment must be made prior to your child's first day of school.
- All programs admit children on a continuous basis as space becomes available.

HEALTH RECORDS

- In order to attend school, a child must have:
 1. a complete physical within the last twelve months
 2. a medical form signed by the child's physician
 3. proper immunizations for child's age (MMR, DPT, polio, varicella, tetanus, Hib, Hepatitis B, etc.)
 4. a lead poisoning test result in children age 1 and over
- Student records will be kept confidential and can only be accessed by authorized personnel when necessary.



SICKNESS, INJURIES, EMERGENCIES

- If your child will be absent from school, call the school before 8:30am.

- Children are expected to participate in all school activities unless excused by their physician. Both quiet and rigorous activities are planned in the curriculum each day. Special requests or considerations must be in writing.
- Please check with the school for isolation requirements of the Department of Public Health for chicken pox, scarlet fever, conjunctivitis and other communicable diseases. Any exposure to these diseases should be reported to the Health Department in your town.
- If a child becomes ill at school, parents will be contacted immediately and must provide transportation home as soon as possible. If both parents cannot be reached, the emergency contact will be called.
- In the event of an accident, the school is permitted to give only simple first aid (for which the staff has been trained). The procedure on the General Permission Form will be followed in these circumstances.
- If first aid is administered, you will be given a copy of the injury report (as required by the Department of Early Education and Care).
- In the case of an extreme emergency, arrangements will be made for ambulance transportation to the nearest hospital, then staff will call the parents. Parents will be asked to meet the child and accompanying staff member at the hospital.

ILLNESS EXCLUSION POLICY

An ill child will not be allowed to attend school. Only children who are in good health may be brought to school. The Nursery School is not equipped to care for sick children.

- To prevent the spread of infectious diseases, parents must keep their child at home if there are signs of:
 - Fever.
 - Rash.
 - Severe cold.
 - Cough.
 - Vomiting.
 - Diarrhea.
 - Any deviation from normal health.
- A child may not attend school if it is determined that any of the following conditions exist:
 - The illness prevents the child from participating in all routine program activities, or from resting comfortably.
 - The illness results in a greater need for care than the staff can provide without compromising the health and safety of the other children, as determined by the Director.
 - Child has an acute illness that requires medication more frequently than every 4-6 hours, or an as needed medication more than twice a day for more than a day (a chronic illness with Individual Medical Plan would not be included).
- A child who is unable to participate in outdoor time due to their health, is considered too ill to be at school unless an Individual Education Plan (IEP) or Individual Health Plan (IHP) is in place.
- Due to the communicability of childhood illnesses, children who exhibit symptoms of infectious diseases (such as Gastro-intestinal, respiratory and skin or direct contact infections), may be excluded from attendance at the Nursery School.
- The goal of the school's illness exclusion policy is to prevent the spread of communicable illnesses. Although children in groups are more susceptible to colds and contagious illnesses, the incidence and severity can be greatly reduced by strict adherence to the policy.
- Parents are encouraged to arrange alternate childcare plans, in advance, for days that their child is sick, and a parent is unable to stay at home with their child. Even though you may not want your child to miss school and/or that it may be difficult for you to miss work, you will not be allowed to send a sick child to school.
- This policy will be strictly enforced for the health and well-being of all children, staff and families of the Nursery School. The Nursery School takes this policy very seriously and the Illness Exclusion Policy will be enforced consistently. If parents disregard the exclusion policy, it may result in suspension or termination of enrollment.
- **Exceptions to our illness policies due to special circumstances are at the discretion of the direction.**

Specific Signs and Symptoms Requiring Exclusion:

If a child is sent home due to one of the following conditions, the child must remain out of care the following day (minimum of 24 hours) and may not return until symptoms have resolved:

- Fever, with or without lethargy (under-arm temperature of 100.4°F or higher, or oral temp of 101°F or higher is considered a fever).
- Any elevated temperature in an infant under 4 months of age should be evaluated by his/her pediatrician.
- Vomiting two or more times in the previous 24 hours at home or vomiting once at the Nursery School.
- Complaints of stiff neck or severe headache.
- Severe pain or discomfort lasting longer than two hours.
- Difficult or noisy breathing, severe congestion, persistent cough.
- Audible wheezing or signs of respiratory distress not relieved by treatment (even if child has been previously diagnosed and has existing treatment).
- Sore throat, swollen glands, severe cough, or difficulty swallowing.
- Behavior issues (such as persistent crying, excessive tiredness, or showing signs of being uncomfortable, irritable, fussy, cranky, or clingy) due to illness.
- Thick or discolored nasal discharge.
- Earache, tugging at ear, ear drainage.
- Mouth sores (unless diagnosed as non-infectious), or excessive drooling due to mouth sores, even with a non-contagious diagnosis.
- A sore or bleeding/weeping blister which cannot be covered, even with a non-contagious diagnosis.
- Undetermined rash, until the physician has determined that the illness is not a communicable disease or until treatment has been started.
- Unusual, undiagnosed yellow coloring to eyes or skin.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids), until examined by a physician and approved for readmission with or without treatment.
- Diarrhea – frequent, runny watery stools. 3 times here at school and then a parent will be called.
- Persistent Diarrhea, defined as more than two stools in a 24-hour period when that pattern represents:
 - An increase in the number of stools compared to the child's normal pattern.
 - Increased stool water.
 - Diarrhea accompanied with symptoms of dehydration (sunken eyes, dry skin, concentrated urine or small amounts of urine, fewer than 6 wet diapers in a 24-hour period, or no urine in 4-hour period).
 - Diarrhea accompanied by blood in the stool.
 - Any stool that cannot be contained within a diaper (in a child who is not toilet trained), and any uncontrolled stool in a toilet trained child.
 - Blood in stool not explained by change in diet, medication or hard stools.
- Immuno-compromised child exposed (or possibly exposed) to an illness.
- An un-immunized or under immunized child exposed to a vaccine preventable disease.
- Other signs of serious illness.

Contagious and Communicable Diseases:

Any diagnosed, contagious, communicable conditions will be treated per DPH, CDC and AAP guidelines. The Nursery School maintains the right to request a physician visit, with documentation, for any undiagnosed situation that is reason for concern. We also reserve the right to require testing prior to returning to care if your child is symptomatic and an illness is spreading throughout your child's classroom. If parents/caretakers of children test positive for an illness and they decline to test their child, the director reserves the right to deny that child's attendance until testing is completed or the appropriate amount of time has passed to ensure the potential illness does not spread. We expect all families to communicate openly and honestly about illnesses at home and within their family.

Common examples of contagious and communicable diseases follow:

- Head lice – Must be free of all lice and nits to return to care. See [Lice Policy](#).
- Scabies – May not return until after treatment has been initiated.
- Pertussis – May not return until 5 days of appropriate antibiotic treatment has been completed.

- Strep throat or other streptococcal infection – May not return until 24 hours after initial antibiotic treatment and cessation of fever.
- MRSA – May not return until physician clears child according to DPH policy.
- RSV- May return after 3 days if asymptomatic.
- Flu- May return after 3 days if asymptomatic.
- *If two parents test positive for the flu, children can be in care if they are asymptomatic. If the caretakers of the children are testing positive and they decline testing children, the director reserves the right to deny the child's attendance.
- COVID- Please see COVID handbook.

Outbreak Control:

- During an identified outbreak of any communicable illness at the Nursery School, a child shall be excluded if the health department official or health care provider suspects that the child is contributing to transmission of the illness at the Nursery School.
- The child shall be readmitted when the health department official or health care provider who made the initial determination decides that the risk of transmission is no longer present.
- The Illness Exclusion Policy may temporarily be adjusted/changed (such as adding more restrictions) based on a current outbreak, as determined by health authorities.

Exceptions to the Illness Exclusion Policy:

- Health Consultant and child's physician have discussed the situation and determine that the child may attend.
- Fever 24-48 hours after an immunization without any other symptoms.
- Diarrhea caused by post-antibiotic therapy, that can be contained in diaper or toilet.
- Child is teething and does not meet any other criteria of exclusion.
- Exceptions must be approved by the Director.

Requirements for Child's Return After Exclusion:

- Parents must continue to keep their child at home if the child exhibits any of the symptoms listed in the exclusions policy.
- The Nursery School will make the final decision concerning the child's return to school; a doctor's note does not determine when the child may return.
- A symptom-free child may return without a doctor's note, unless there are special instructions to care for the child, or the child had a contagious condition which requires a written release for return.
- If a child is sent home due to one of the listed conditions, the child may not return the following day, nor until the symptoms have resolved.
- If your child is exhibiting symptoms and the Nursery School requests an evaluation by a physician, the child's return to school will be based on both the written documentation from a physician and the Nursery School's policy guidelines. The physician's documentation must contain the diagnosis and treatment plan.
- If a child has been excluded for having an illness or communicable disease, the Nursery School reserves the right to request written documentation from the child's physician prior to the child's return to school. The physician's documentation must contain the diagnosis and treatment plan.
- The Nursery School reserves the right to refuse a child's return to school if the school staff believes that the child is too ill to participate in all program activities.
- The child's temperature has been 98.6°F for 24 consecutive hours without the use of fever reducing medications during the 24-hour period. A child still taking fever reducing medications will not be allowed to return.
- A child who has been started on an antibiotic must remain out of school the day they begin taking the antibiotic and the following day (minimum of 24 hours). This pertains to all antibiotics, even if the child has taken it before, due to risk of an allergic reaction.
- Any child diagnosed with a medical condition which may require emergency medication may not return to school until all paperwork and medication is present at the Nursery School. (See Medication Administration Policy.)
- A child that has experienced Anaphylaxis may not return to school on the day of or the day following the event because the child must be observed very carefully for signs of a rebound reaction. The decision to

allow the child to return will be made on a case to case basis, depending upon the circumstances of the anaphylactic event. Physician documentation is required prior to return to school.

- A child that has suffered a traumatic accident, injury or illness requiring medical intervention within the past 24 hours cannot return to school until appropriate documentation is submitted (a physician's note outlining: the injury, diagnosis, treatment plan, care received, restrictions, and necessary follow-up). The child must be able to fully participate in all aspects of the program.
- If your child contracts a contagious illness not listed, speak to the Director to be provided with exclusion information from the 'Health in Day Care' manual, or contact the school's health care consultant or the Department of Public Health for more information.

MEDICATION POLICY

- For all medication that needs to be administered at school, the Department of Early Education and Care requires that we have written parental permission, and, in most cases, written instructions from the child's physician detailing dosage, time and symptoms required for administration of the medication.
- The school uses the DEEC Medication Authorization Form as parental and physician's permission (which is valid for up to one year). A form must be filled out for:
 - each medication used
 - each time a new prescription is filled
 - when the dosage of medication is changed
 - when the brand of medication is changed
- Any completed medication forms will become a part of the child's permanent record.
- Parents must provide any and all medication used for their child, and all medication will only be used for an individual child.
- All medication is stored out of the children's reach, and in compliance with written instructions.
- All unused medication will be returned to the parent or disposed of after the child has left the program.
- The staff will provide parents with a written record of medication usage and, in the case of non-emergency situations, may attempt to contact parents prior to the administration of the medication.
- **Non-prescription, topical medication applied to unbroken skin** (such as sunscreen, bug repellent and other ointments) will be administered to child with written parental permission. Parents will not be notified when these products are applied as they are used regularly.
- **Non-prescription, topical medications applied to broken skin** (for diaper rash, etc.) will be administered to child with written parental permission. Parents will not be notified prior to administration of these medications, but staff member will log the use of these products on the Medication Form.
- **Non-Prescription medication** will be administered to child with written parental permission and a signed physician's form. The form must indicate the dosage, number of times per day, and number of days the medication is to be administered. The medication must be in the original container, labeled with the child's name.
- **Prescription medication** will be administered to child with written parental permission and written physician's permission. The prescription label can serve as the physician's permission. The label must indicate the dosage, number of times per day, and number of days the medication is to be administered. The prescription must be in the original container, labeled with the child's name.

REQUIREMENTS FOR DISCIPLINE

- Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child.
- The goal of discipline is always to maximize the growth and development of the children and to protect the group and individuals within it.
- Positive reinforcement shall be used in all cases whenever possible.
- For discipline purposes, when all other avenues have been eliminated, a child shall be asked to sit in a chair in a quiet play area for a time period of five minutes or less.
- NO corporal punishment shall be used, which includes touching a child forcefully in any way.
- NO child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.

- NO child shall be denied food as a form of punishment
- NO child shall be punished for soiling or wetting their clothing, or for not using the toilet.

STEPS TO TAKE IN CASES OF SEVERE DISCIPLINE PROBLEMS

- If a child should become a severe discipline problem and the teachers involved feel that the behavior warrants special attention, the following steps may be taken:
 1. Parents will be asked to meet with the teachers to discuss difficulties.
 2. Parents and teachers will work out a plan to ensure an improvement in behavior.
 3. If the parents and teachers are unable to agree on an appropriate discipline plan, parents will have the option of meeting with the Director to discuss options available to both parties.
 4. If behavior is disruptive to the class, does not improve, and parents, teachers and Director are unable to agree upon a behavior modification plan, the Director will suggest an alternative program more suitable to the child's needs.
- Please note that the above steps are taken only in extreme discipline cases. Staff members are trained in appropriate methods of discipline and are expected to be able to handle ordinary day-to-day problems as they arise.

SUSPENSION/TERMINATION OF ENROLLMENT

- A child may be suspended from the Nursery School under the following circumstance:
 - Parents have failed to comply with an agreed upon plan to bring tuition payments up to date. The child may return when tuition payments are up to date.
- A child's enrollment may be terminated from the Nursery School under the following circumstances:
 - The health and safety of the child at the school cannot be assured.
 - The child's developmental needs are not being met at the school.
 - Tuition for the child is more than two weeks in arrears and parents and the Director have not come to an agreement to bring payments up to date.
 - Inappropriate behavior from a parent deemed detrimental to the school by the Nursery School Board, including but not limited to:
 - Soliciting a Nursery School employee to leave his/her position at Immanuel Lutheran to become employed elsewhere.
 - Maliciously maligning the reputation of the school or a staff member at the school.
 - Speaking to or behaving towards a staff member in a manner that could be considered harassing.
 - Violating school policies, on a habitual basis*, regarding:
 - Pick-up times.
 - Illness exclusion policies.

*A habitual basis will be considered more than 3 times in any 12-month period.

- Parents will be notified in writing (and at a face-to-face meeting when possible), about the circumstances including the reasons for the child's suspension or termination of enrollment. A copy of the notification letter will be kept in the child's records.
- If applicable, the Director will inform parents of the availability of information and referrals for other services through The Center for Childcare Careers.
- When a child's enrollment from the school is terminated, whether initiated by the school or the parents, the Lead Teacher will prepare the child for leaving the Nursery School in a manner consistent with the child's ability to understand. The Lead teacher will also prepare the child's classmates.
- Possible appropriate preparations for a child departing the school may include:
 - The class can make a book about the Nursery School with drawings, photos and/or stories for the child.
 - Classmates can give the departing child cards or drawings that they have made.
 - The departing child can write or dictate a story about the Nursery School to take with them.
 - A photo of the child can be taken while involved in their favorite activity.
 - The class may participate in a 'good-bye' party.

- When a child's departure is sudden, and the child is not given an opportunity to say 'good-bye', the teacher will write and send a simple good-bye note addressed to the child (photos and/or drawings may be included).
- Information regarding the reasons for termination of enrollment will be kept confidential and will not be shared with other parents or children.

REPORTING ABUSE/NEGLECT OF A CHILD

- All Nursery School Staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Child or Family Services or to the Director (who will report it to DCFS).
- Identified signs of abuse/neglect will be documented by the Lead Teacher, and the suspected abuse/neglect will be discussed as a team by the Teachers, Lead Teacher, and Director.
- The parent may be informed of the intention of the School to report the suspected abuse/neglect prior to filing a report if it is expected that the child will not be further endangered by this information. The parent will not be informed before the abuse/neglect is reported if the child's well-being may be further endangered by notifying the parent, or if the notification may cause the parent to flee with the child.
- The Lead Teacher or Director will call and report the suspected abuse/neglect to the Department of Child and Family Services (1-800-922-8169). After reporting by phone, the Lead Teacher or Director will file a Form 51A.

ALLEGATIONS OF ABUSE/NEGLECT BY STAFF MEMBERS

- Any allegation of abuse/neglect by a staff member is grounds for immediate suspension, and termination of employment by a vote of the Nursery School Board. All complaints will be promptly reviewed by the Director, and reported to the Nursery School Board.
- The Director will immediately notify the Department of Children and Families and the Department of Early Education and Care whenever allegations of abuse/neglect are made, or suspicions of abuse/neglect are present. The Department of Children and Families determines whether an investigation is warranted.
- The staff person may be reassigned to other duties or suspended with or without pay (at the discretion of the Nursery School Board) until a finding has been reached.
- If a staff member is found guilty of abuse or neglect, their employment will immediately be terminated.

CLIENT GRIEVANCE PROCEDURE

All clients of Immanuel Lutheran Nursery School are eligible to file grievances. Those who believe that they have a grievance and wish to be heard are required to follow the steps provided below:

1. Verbally bring the grievance to the attention of the staff member involved.
2. If this does not produce a satisfactory result, clients are requested to speak to the direct supervisor of the staff member ('Basic Responsibility Structure' found on the last page of the Parent Handbook).
3. If the grievance cannot be settled verbally, the client shall then submit the grievance in writing, to the Director.
4. After the Director receives a written grievance, the Director has the option of attempting to reach a settlement within three working days. If a satisfactory settlement is not reached, the grievance will then be referred to the Nursery School Board.
5. The Director is required to submit the written grievance to the Nursery School Board within seven (7) days of its receipt and the Director will clearly define his/her position in a written statement which will accompany the client's grievance.
6. The Nursery School Board will act on the grievance at a special meeting to be called no later than thirty (30) days from the date of when the grievance was filed.
7. The grievant will be notified in seven (7) days after the meeting of the Board's decision on the matter.
8. All decisions reached by the Nursery School Board in these matters are absolute and final.
9. Any decision which is in violation of the Department of Early Education and Care regulations may be reported to the local DEEC for investigation.

BRC and CORI POLICY

All current or prospective employees/regular volunteers/interns who work in a Department of Early Education and Care (EEC) licensed program and who have the potential for unsupervised contact with children (as defined in EEC regulations, 606 CMR 14.00) must complete and sign a Consent form. By signing the Consent form the applicant is aware of the following.

1. EEC will conduct a Background Record Check (BRC) which consists of both a Criminal Offender Record Information (CORI) check and a Department of Children and Families (DCF) background record check, a Sex Offender Registry Information (SORI). EEC may use this information for investigative purposes if you or your employer is the subject of an EEC investigation.
2. The state will contact candidates for further instruction, including fingerprinting. Once this process is complete, the employer/potential employer will be notified and proceed with hiring.
3. The employer/potential employer will be notified if a CORI, DCF, or SORI check has been rejected by the state.
4. If ILNS or CLNS reasonably believes the record/s belonging to the applicant is accurate, then determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not limited to the following:
 - Relevance of the crime to the position sought;
 - The nature of the work to be performed;
 - Time since the alleged report, pending charges and/or conviction;
 - Age of the candidate at the time of the offense/s;
 - Seriousness and specific circumstances of the offense/s;
 - The number of offenses;
 - any other relevant information, including information submitted by the candidate or requested by the hiring authority
5. ILNS/CLNS will notify the applicant of the decision and the basis of the decision in a timely manner.
6. CORI/BRC Adverse Finding
 - The state of Massachusetts will notify the candidate that there is an adverse finding in the CORI/BRC review and supply the candidate with a copy of the next steps in their hiring process. The candidate is welcome to pursue the state's grievance process to challenge this finding.
7. DCF Adverse Finding
 - The state of Massachusetts will notify the candidate that there is an adverse finding in their DCF review and will notify the candidate about the next steps in their hiring process. The candidate is welcome to pursue the state's grievance process to challenge this finding.

**DEPARTMENT OF EARLY EDUCATION AND CARE:
REQUIRED INFORMATION TO PARENTS**

The following information is required by law to be disclosed to parents. Any questions regarding these policies should be discussed with the Director as soon as possible.

CONFIDENTIALITY

DEEC, Commonwealth of Massachusetts: Confidentiality and distribution of records shall be confidential. The Nursery School shall not release information in a child's records to anyone not directly related to implementing the program plan for the child without written consent from the child's parent(s). The Nursery School shall notify the parent(s) if a child's record is subpoenaed. The child's parent(s), upon request, may have access to his/her child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request with the consent of the child's parent(s). The parent(s) shall not be charged an unreasonable fee for copies of any information contained in your

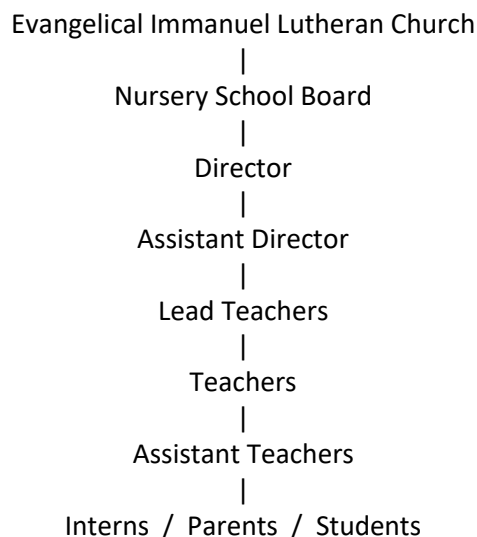
child's record. The child's parent(s) shall have the right to add information, comments, dates or any other relevant materials to the child's records. Upon written request the parent(s) can transfer the child's records when the child is no longer in nursery school care. (This information is for your protection.)

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools).

In accordance with this law, the Department of Early Education and Care published the requirements now in effect on May 1, 1997. These regulations must be complied with by the licensee in order to ensure a minimum level of care for the children serviced by the day care center (nursery school). The licensee is required to inform parents of the Parental Rights as stated in the regulations at the time of admission of their child to the nursery school. These rights:

1. Parent Visits. The licensee shall permit and encourage parents to visit the nursery school and their child's room while their child is present.
2. Parent Input. The licensee shall have a procedure to allow parental input in the development of nursery school policies and program.
3. Reports to Parents. The licensee shall periodically, but at least every six (6) months, prepare a written progress report of each child in the nursery school's records, and every three (3) months for infants and toddlers. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six (6) months (three (3) months for infants and toddlers), to discuss their child's activities and participation in the nursery school. In addition, the licensee shall bring special problems or significant developments, particularly as they regard infants, to the parents' attention as soon as they arise.

BASIC RESPONSIBILITY STRUCTURE



The Department of Early Education and Care is the licensing authority for Immanuel Lutheran Nursery School.

AT ILNS...

Maturity and growth will be enhanced as children experience independence, creativity, and the joy of being with others as they play, explore, discover, imagine, create, and ask questions.

A wholesome self-image will be encouraged as children delight in themselves, new playmates, and the world.

The school's environment will provide a friendly and orderly atmosphere for young children's first group experience.

Respect of self, others, and property will be fostered through set limits and by example of the teacher's modeled behavior. Healthy habits and good manners will be encouraged.

Discipline will be consistent, positive reinforcement will be used, and negative commands will be minimized.

Rules will be kept to a minimum, with the safety of the children as the rationale. Teachers will explain the reasons for limits and procedures to the children.

Play activities will be flexible within the daily schedule, utilizing centers of interest to motivate learning and develop maturity.

Learning will be individualized through the influence of informal materials, equipment and experiences. Children will experience both planned and spontaneous activities.

The curriculum is designed to foster maximum development in the following areas: communication and language, socialization, self-expression, values, aesthetic appreciation, intellectual competency, physical skills, and personal autonomy.

