Westville
Community Nursery School, Inc.

3Tour Avenue, New Haven, CT 06515
phone: 203-387-6660
website: www.wcnsplay2learn.org

PARENT HANDBOOK
2026- 2027

Revised 8/26

WCNS Staff

ExecutiveDirector	Shannon Knudsen
Administrative Assistant	Yuka Honda
Head Teachers	Anne Olcott
	Jaime Kane
	Rosabella “Rosie” Ziou
Assistant Teacher	Sandy Houston (School day and Aftercare)
	Nancy Wayua
	Alison DeGroate

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2026 - 2027 WCNS CALENDAR

August	27	Thurs.	Parent Night in person @ WCNS 7-8:30pm (no children)
September	1	Tues.	Open House 10-12 (15 minute visit)
	2, 3	Wed **OR** Thurs.	Gradual Admission (8:00-10:30-parents meet at Manjares)
	4	Fri.	Half Day (8:00 – 1:00)
	7	Mon.	No School, Labor Day
	8	Tues.	First Full Day of School
	25	Fri.	Family Picnic, Ice Cream Social (5:30 WCNS playground)
October	9	Fri.	Neighborhood Walk (chaperones welcome)
	12	Mon.	Closed – Indigenous People’s Day
	17	Sat.	Jump-a-thon 10-2 @ WCNS (Rain date Sunday, 18th)
	28	Wed.	Library Walk (chaperones welcome)

November	3	Tues.	1/2 day -Election Day/ Teacher-In Service
	5	Thurs.	Neighborhood Walk (chaperones welcome)
	11	Wed.	Closed - Veteran's Day
	19	Thurs.	Library Walk (chaperones welcome)
	25	Wed.	1:00 pm DISMISSAL
	26,27	Thurs. & Fri	Closed – Thanksgiving Recess
December	5	Sat.	WCNS Open House & Westville Tree Lighting
	7	Mon.	Neighborhood Walk (chaperones welcome)
	11	Fri.	Babysitting Evening at WCNS- Parent's Night Out 5-7pm
	11	Fri.	3pm dismissal - No Aftercare
	21-3		Closed – Winter Recess
January	TBD		Neighborhood Walk (chaperones welcome)
	4	Mon.	School Resumes
	18	Mon.	Closed – Martin Luther King, Jr. Day
	29	Fri.	3pm Dismissal - Family Potluck & Game Night- 6pm
February	TBD		Neighborhood Walk (chaperones welcome)
	12	Fri.	1:00 Dismissal
	15-16	Mon & Tues.	Closed – February Recess
March	3	Wed.	Library Walk (chaperones welcome)
	10	Wed.	1pm Dismissal- Eid al-Fitr/ Teacher In-Service
	18	Thurs	(Neighborhood Walk (chaperones welcome)
	26	Fri.	Closed- Good Friday
April	8	Thurs.	Library Walk (chaperones welcome)
	9	Fri.	1pm dismissal
	12-16	Mon-Fri.	Closed - April Recess
	23	Fri.	Neighborhood Walk (chaperones welcome)
May	8	Sat.	WCNS Tie-Dye @ Artwalk (Westville Artwalk May 5-10)
	15	Fri.	1pm Dismissal-WCNS ART SHOW 5:30-7 @ WCNS
	5	Wed.	Library Walk (chaperones welcome)
	27	Thurs	Neighborhood Walk (chaperones welcome)
	31	Mon.	Closed – Memorial Day
June	3	Thurs.	Library Walk (chaperones welcome)
	11	Fri.	Neighborhood Walk (chaperones welcome)
	16	Wed.	Last Day for 3 Day Session – 1:00pm Dismissal
	17	Thurs.	Last Day for 2 & 5 Day Sessions – 1:00pm Dismissal
			Family Picnic/Annual Meeting @ WCNS – 5:30 pm

*Snow days are not made up

Please be aware that dates may change due to unforeseen circumstances. We will do our best to give as much notice as possible if this should happen.

Local, State & Federal Representatives

Local Representatives:

Mayor: Justin Elicker
City Hall
165 Church St.
New Haven, CT 06510
Phone: 203-946-8200
Email: MayorElicker@newhavenct.gov

New Haven School Readiness Council: Shubhra Gupta, Project Manager
54 Meadow St. 3rd fl
New Haven, CT 06519
Phone: 475-220-1470
Email: denise.duclos@new-haven.k12.ct.us

Alders: (If you live outside the Westville area, your aldermen may be different.)

Ward 25: Adam Marchand
101 West Elm St.
New Haven, CT 06515-2119
Phone: 203-389-1074
Email: ward25@newhavenct.gov

Ward 26: Amy D. Marx
290 Knollwood Dr.
New Haven, CT 06515-2334
Phone: 203-676-9034
Email: ward26@newhavenct.gov

Ward 27: Richard Furlow
62 Fairfield St.
New Haven, CT 06515-2812
Phone: 203-507-5796
Email: ward27@newhavenct.gov

State Level Representatives: (Locate your representative by zip code at Vote-Smart.org)

Governor: Ned Lamont
Executive Office of the Governor
59 Elm St. #2
State Capitol
210 Capitol Ave.
Hartford, CT 06106
Phone: 860.566.4840
Toll free: 800.406.1527
Email: ct.gov/Office-of-the-Governor/Contact/Email-Governor-Lamont

Congress:
Rosa DeLauro
New Haven, CT 06510
Phone: 203-562-3718
Fax: 203-772-2260
Email: www.house.gov/delauro

State Representative Patricia Dillon
68 West Rock Ave.
New Haven, CT 06515
Phone: 203-387-6159
Email: patricia.Dillon@cga.ct.gov

State Senator Gary Holder-Winfield
Legislative Office Building, Rm 3800
Hartford, CT 06106
Phone: 860-240-0475, 1-800-842-1420
Email: gary.holder-winfield@cga.ct.gov

Federal Representatives:

Senators: Chris Murphy
One Constitution Plaza, 7th floor
Hartford, CT 06103
Phone: 860-240-0393
Toll free: 800-842-
Fax: 866-317-2242
Email: www.murphy.senate.gov

Richard Blumenthal
30 Lewis St Suite 101
Hartford, CT 06103
Phone: 860-258-6940
Toll free: 800-334-5341
Fax: 860-258-6958
Email: www.blumenthal.senate.gov

INTRODUCTION
Westville Community Nursery School (WCNS) began offering its services in 1971. The purpose of the school is to make available an enriching preschool program for three-five year olds. The Board of Directors, staff and all those involved in WCNS' policy formulation and implementation are committed to providing a quality inclusive program that will serve and benefit children and families from all ethnic, religious and socio-economic backgrounds.

MISSION STATEMENT
The mission of Westville Community Nursery School into foster a community of learners and provide an ideal learning environment with sound pedagogical practice in both indoor and outdoor settings. The program encourages children to learn through meaningful and compelling work and play in relationship with peers through exploration and discovery. Our approach meets the expansive developmental needs of the whole child which allows for authentic learning and establishes vibrant early connections between each child and the natural world.

PHILOSOPHY
The Westville Community Nursery School, Inc. is a non-profit, non-sectarian nursery school. The purpose of the school is to provide an enriching preschool program that fosters healthy emotional, social, language, physical and intellectual growth. Westville Community Nursery School's child-centered curriculum is based on principles of child development. Children learn best through play and hands-on activities, and we plan and design our physical environment and curriculum accordingly. WCNS students have time to explore and discover at their own pace. WCNS teachers encourage children to be themselves, to participate actively in making choices and solving problems, and to build positive relationships with children and adults, all of which help young children gain confidence and self-esteem. We also believe that schools and families are partners in education, which is why WCNS is a warm, welcoming place where children and their families are treated with respect and care.

PROFESSIONAL STANDARDS
The National Association of the Education of Young Children (NAEYC) is the professional accrediting body for early childhood education. WCNS is an accredited early learning center and has adopted their "Code of Ethical Conduct" as a standard for professional behavior in our interactions with one another, children, families and the community at large.(Each family is given a copy of the Code at the beginning of the year.) The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior to children, families, colleagues, and the community and society. It sets forth a common basis for resolving the principle ethical dilemmas encountered in early childhood and education. WCNS staff adheres to the NAEYC Standards Statement of Commitment as a professional guide.

WCNS staff participate in professional development opportunities annually. This has a direct impact on our educational program. Staff utilize information from professional development to benefit and improve our school. Teachers plan creative, exciting and motivational activities to enhance children's experiences.

GOALS AND OBJECTIVES
The goals for the children at Westville Community Nursery School (WCNS) are to learn, actively explore, manipulate and discover in a safe and nurturing environment. Through planning, observation and assessment (referred to as the cycle of intentional teaching), the children are provided a rich variety of experiences and materials to develop their skills in the following areas based on the indicators of the State of Connecticut Early Learning and Development Standards (ELDS):

- Social and Emotional Development
- Physical Development & Health
- Cognition
- Language and Literacy
- Creative Arts
- Mathematics
- Science
- Social Studies
- Learning to treat all people with dignity and respect

LEARNING THROUGH PLAY (History)

At WCNS, our work continues the tradition of the nursery school movement that began in the United States in the early 1900s. Early practitioners believed that a combination of nurture and education worked together to best serve the health and minds of young children. In their work, they followed European early education pioneers like Friedrich Froebel whose first "Kindergarten" opened in 1816, Maria Montessori whose "Children's House" opened in 1907, and Margaret and Rachel MacMillan whose "Nursery School" program opened in England in 1911.

The nursery school movement in the United States was started by Caroline Pratt in New York City and Abigail Eliot in Boston. Both believed that young children were best served by child-directed play with teachers guiding and supporting learning through that play.

Early research by Jean Piaget and Lev Vygotsky in the mid-1900s demonstrated that young children learn best through play because it allows them to construct both cognitive and social knowledge. Recent brain research shows that play experiences actually shape the developing brain and lay the groundwork for school and social-emotional success.

Current best practice, as defined by the National Association for the Education of Young Children (NAEYC) and the Connecticut Early Learning and Development Standards (CT ELDS), provides a clear mandate for us to employ play as the most appropriate and effective way to help young children learn both academic content and social skills.

CURRICULUM AND ASSESSMENT

Play is the most important feature of our curriculum. We believe that children's ideas and interests should be the primary guide for our curriculum planning. This is known as "emergent curriculum". We do not follow a scripted curriculum or purchase a curriculum package and so every year the classroom experience at WCNS is unique. We do revisit certain themes, activities, or materials but in new and group-relevant ways.

As teachers, we plan learning experiences and our curriculum based on our observations of children's ideas, interests, and abilities; our conversations with young children; our knowledge of child development; and professional early learning standards established by NAEYC and the CT ELDS. We also share our personal interests, skills, and acquired knowledge of what materials and activities motivate or intrigue young children as we plan. We are constantly learning by doing ourselves. We also learn from others when we attend teacher training workshops or access online educational opportunities.

We have a center-based classroom (both inside and outdoors) and ample time to explore it each day. Children move freely from center to center, making choices about where to play and which materials to use. As they play, they negotiate with peers and solve interpersonal problems. The center activities and materials are designed for children to participate in varied content areas such as literacy, math, science, art music, sensory exploration, and small and large muscle development. Usually these content areas are integrated, for example: paper and writing tools can be found in big blocks and dramatic play, not just at the writing table or in the art area.

Our classroom emphasizes process over product, investigation, exploration, and open-ended activities that allow children to participate at different developmental levels.

We provide children with a balance of small and large group activities, quiet and active times, child-initiated and teacher-directed activities, and indoor and outdoor play opportunities.

We observe children closely as they work and play throughout the day. We document their work and play with photos, videos, anecdotal notes, work samples and checklists. We use these observations and documentation to inform our curriculum planning, to enrich and expand the classroom environment, and to assess children's progress. This cycle of planning, observation, teacher reflection, assessment, and planning again is known as "the cycle of intentional teaching".

We meet weekly to share data about children, reflect, and plan. We complete weekly learning experience plans that include all areas of the classroom and the playground, large group and small group activities, and teacher-directed and child-initiated activities. These learning experience plans highlight 3-4 different standards from the CT ELDS. Throughout the year, we balance these standards to ensure that we cover all of the domains.

The cycle of intentional teaching process gives us the data we need to effectively use the CT Documentation & Observation for Teaching System (DOTS) to evaluate children's progress two times during the school year. All teachers and the director have been trained and receive ongoing support to meet the CT state requirements for both curriculum planning and assessment.

Assessment results are shared with families and are used to set individual goals and adapt the curriculum to meet children's needs. Assessment results identify children that may benefit from referral to the local public school for diagnostic assessment. Assessment is only conducted within the regular classroom environment using anecdotal notes, checklists, photographs and work samples to record children's abilities, developmental progress, and needs. At any time parents have the opportunity to raise questions or concerns about how the assessment methods will meet their child's needs. All assessment information is kept confidential and children's records are kept in a locked file. Only the director, teaching staff and personnel from regulatory agencies will have access to the children's files, unless the parent is contacted and signs a release form. Assessment records will be transferred to the Kindergarten program in the application of transition process if the parents are willing to release the information and a consent form is signed.

DEVELOPMENTAL SCREENINGS

WCNS utilizes developmental screenings to acquaint the teachers with the children's strengths, needs, and parents' concerns. We ask parents to complete the developmental tool, "Ages and Stages," prior to the first day of school each year.

DAILY PROGRAM

The daily schedule follows a set sequence. With consistency and predictability, children become familiar and secure with the routine. The day is comprised of free play, which includes snack, a group meeting, and outdoor play. All children stay for lunch. Some stay for a rest time. The day is designed to allow each child to successfully participate in the program at his/her own developmental level. The schedule and routine offer opportunities for children to play individually and in small and large groups, in structured and unstructured activities, with both quiet and active choices, both indoors and out.

DAILY PROGRAM

8:00AM Arrival	Free play in all areas of the classroom while children are arriving. Wash hands upon arrival.
8:00AM-10:00AM Free Play/Choice	All areas of the classroom are open. Planned activities such as block building, dramatic play, stories, cooking, music and movement, science, and art projects take place daily. Children move about freely, making personal choices and interacting with others. Many spontaneous, informal learning experiences can take place during this time. Snacks will be offered in a small group where they serve themselves throughout this time.
10:00 AM Clean-up	Children help clean up all areas.
10:00-10:15AM	Songs, games, discussions, and announcements about the day's activities.
10:15 AM-12:00 PM Outside play	The outdoor equipment provides challenges through which confidence and body awareness are developed. There are opportunities for all kinds of physical activity, such as sliding, climbing and swinging. Other dimensions of outdoor activities are scientific investigations of plants and living creatures; and dramatic play involving digging, dirt and water. We take walks to many of the resources in our neighborhood. We also have books to read, science experiments and other projects for individual or small groups. We built a mud kitchen and a water ramp outside.
12:00pm Clean up	Outdoor cleanup – Children assigned items to clean up.
12:15PM Lunch	Children wash hands, set up for lunch, read during lunch.
12:50PM - 1:00PM	Part Day Dismissal
1:00PM-2:30PM Rest/ Nap	Children have stories read, use the bathroom and then rest on cots.
2:45PM – 3:00 PM DISMISSAL	Snack & stories
3:00 - 4:00	Indoor/ Outdoor Play
4:00- 4:15	Snack
4:15- 5:30	Free Play, Stories and Activities
5:30	Dismissal

GENERAL GUIDELINES:

ARRIVAL AND DISMISSAL OF CHILDREN
All children should arrive by 8:15AM daily. Children hang up their coats and put away their lunches and backpacks in their cubbies and put on slippers or indoor shoes before entering the classroom. All children (and adults staying for the morning) are required to wash hands upon entering the classroom.

A child must be picked up at the designated dismissal time according to their family contract. **For those children who leave at 1:00 p.m., dismissal is from 12:50 - 1:00 p.m. For those children who have a 3:00 dismissal time, pick-up is between 2:50 - 3:00 p.m.** Children who attend aftercare may be picked up anytime after 3:00. A child must be personally accompanied into and out of the cubby room each day. The person who drops off or picks up the child must make staff aware of the child's arrival and departure.

Parking is on the street or in the parking lot directly across from the school. Please do not use the driveway next to us as a cut through. It belongs to another business.

For the safety of the children and staff, all doors are locked throughout the day. Families are always welcome in school at any time and will never be denied access to the building. From 8:00 - 8:15 a.m. a teacher is stationed at the door to open it and welcome children and their families. Other times, the door bell should be rung and a staff member will open the door.

AFTERCARE
Beginning with the first full week of school and for an additional fee, Aftercare is available for every day that school is in session (excluding early dismissals; see Snow Closings). Please speak with the director for fee information if you are interested in this service.

There are two ways in which you may sign up for Extended Day:

1. Regular Use: If you need to have your child stay late on a regular basis (1-5 days a week), you would register them and be charged a daily rate for the entire year, beginning with the first week that you utilize this service. This fee would be added to your tuition.

2. Occasional Use: If you have an occasional need for Extended Day, you should contact the director at school to make arrangements in advance. Upon arrival at school, the fee should be placed in an envelope with your child's name and date and deposited in the tuition box.

LATE ARRIVALS
Please enter through the main entrance, bringing your child into the cubby room and notifying a teacher of your child's arrival. Please call if your child is going to be late. If your child is consistently late, you may be asked to stay in the cubby room until a teacher
can assist your child with entering the classroom.

AVAILABILITY OF STAFF
Teachers and the director are available to meet with parents/guardians as long as they are not directly involved with the children. If unavailable, we will make accommodations to speak with you as soon as possible. Staff email addresses and phone numbers are in WCNS' directory that all families receive.

BOARD OF DIRECTORS
WCNS is governed by a Board of Directors composed primarily of parents/guardians. WCNS actively recruits from our various programs and population for Board participation. The Executive Board consists of the President, Vice-President, Secretary, and Treasurer. Other members are Chairpersons of specific committees (i.e., family activities, fundraising, etc.) and representatives from the community. The chairs for the following committees are not members of the Board of Directors: repair and maintenance, gardening, and tech support. If you are interested in serving on the Board or being a committee chair, please let the Director know. Nominations are accepted in May for approval at our Annual Meeting in June. All positions are for one year.

CAR POOLS AND PICK-UP BY OTHERS
Many of our families car pool or occasionally ask someone else to pick up his/her child from school. WCNS requires written permission in either case. No one will be released to any person without authorization by the child's parent/guardian. Identification will be asked for when a staff does not know the person who is picking up the child. Please supply this permission in advance whenever possible.

CELL PHONES
WCNS has a policy of no cell phone use. Please turn off your phone while visiting or dropping off/picking up your child. If you do happen to receive a call or text on your cell phone during your time in school, please leave the cubby room or classroom to talk/text. You can go outside to the playground or outside the building. Cell phone usage at arrival and dismissal time makes it difficult for staff to converse with you about your child.

CHILDREN WITH SPECIAL NEEDS
WCNS will provide for children with special needs within the mainstream of the existing program whenever possible. Referrals to outside agencies will be made with the permission of parent/guardian with the assistance of our School Readiness education consultant.

CLOTHING
All children should be properly dressed for the weather and the day's events, which may include messy activities. We prefer children wear play clothes. We enjoy a variety of activities and some may be messy. We provide smocks and take precautions to try to remain clean; however sometimes it is beyond our control. Children should wear sneakers and/or closed toed shoes. We go outside daily (except for the most inclement weather) so children need appropriate outdoor apparel. Each child needs at least one change of clothing to be left at school, which includes a shirt, pants, underwear, and socks. Your child will also need rain and snow gear. If your child is in the process of toilet training, please provide several changes of clothes. If your child is not trained, you need to provide pull-ups (no diapers) and wipes. All items must be clearly labeled.

COMMUNICATION & CONFERENCES
Arrival and dismissal, though sometimes hectic, is a time for both day-to-day and important information to be shared. Informally, the staff shares information with parents regarding the on-going progress of their children, including variations of behavior or routine. Likewise, we rely on parents to touch base with us regularly. It is important for the staff to know about significant events and changes in the children's lives at home. Short verbal messages, as well as written notes, may be given to a teacher at drop-off and pick-up times. If you would like to discuss something at length, please let us know. The teachers and/or director are available to talk by phone, text or by email in the afternoons and evenings. Formal parent-teacher conferences will be scheduled with each family twice a year: in the middle of the year, to share information on your child's progress and development and at the end of the year to discuss progress since the last conference. Two informal parent-teacher meetings will be held in the fall. The first one is to meet a teacher at your home before the school year begins and to collect the information packet. The second informal meeting is in October to share perspectives on your child's adjustment to school. Conferences can also be scheduled by the teacher, director or the parent/guardian at any time as needed.

WCNS has a website **www.wcnsinc.org** that families can utilize. WCNS also has a Facebook page that families can post on. Monthly newsletters keep you informed about events at school. Notices of activities are posted on Class Dojo and on the bulletin board in the entryway. Hard copies of flyers are also sent home. Each child will be given a folder to transport information from school to home and home to school. The folder needs to be returned to school on your child's return to school. We value parent feedback and ideas. Thoughts may be shared with the director, teacher(s), or a member of the Board of Directors at any time.

It is the responsibility of the parent/guardian to read any information posted, sent home or emailed and act accordingly.

COMMUNICATION NOTEBOOK
There is a notebook kept in the classroom for staff to write down any comments or information that parents have told us regarding their child. All staff read the communication daily.

COMMUNITY AND FAMILY BULLETIN BOARDS
Community events are posted on a bulletin board inside the classroom. Notices and fliers will be posted regarding school events as well. Opportunities for parent education at WCNS and other sites are also posted. You are welcome to pin any flyer of an upcoming activity on that board. Our license and NAEYC accreditation certificates are on the wall in the front lobby.

CONSULTANTS & COLLABORATING AGENCIES
We have agreements with the following:
Education Consultant; Gladys Deutsch
Physician: Dr. Matt Finn
Dentist: Dr. Stanley Jacob
Social Services: Elizabeth Perry
Nurse: Betsey D'Andrea

CONTRACT TERMINATION
WCNS reserves the exclusive right to terminate the contract of any child if the situation warrants necessary reasons (i.e. delinquent fees, excessive late pickups, if a child is out for more than two weeks without notifying the school, etc.).

CULTURAL AND LINGUISTIC
Our school has many cultural and linguistic needs, all of which we respect. Some of our staff speak other languages (Spanish and French) and can translate as needed. We attempt to find translators in other languages through other families or community agencies if there is a need. We seek to strengthen our families' participation through their own cultural experiences. Through classroom observation, teacher evaluation, and annual program assessment, staff will make the determination of a need for training for cultural sensitivity awareness. Trainings will be in the form of meetings, workshops and conferences respecting diversity of all families. All staff is required to attend training.

CUSTODY
WCNS abides by all legally served court orders. We must have a current notarized court order on file, regarding parental custody or restraining orders. WCNS is required to keep accurate personal records for each child in our program. Any changes in information indicated on the forms must be reported to the Director immediately. In addition, every adult must sign in and out using his/her signature.

EMERGENCY NUMBERS
Emergency numbers must be kept current at all times.

FAMILY INVOLVEMENT
Families are a vital part of WCNS. Our goal is to develop a strong partnership between families and the nursery school since your child's well being is our main interest. Children benefit greatly from their families' participation in the program. It indicates a trust that can facilitate their security and success at school. Many of our parents work and are busy with various obligations, however there are ways to be involved in the classroom and at our school. We ask all families to participate in some way to assist the school in its mission.

WCNS staff can also help families access other kinds of services that may be useful to parents or other family members, such as: summer camps, tutoring, adult education programs, job training, public library services and other community offerings.
WCNS staff provides families with ideas and experiences in getting the preschool child ready for reading and many other important learning opportunities. Families will find information about this on the Parent Board, in our monthly newsletter, at parent/teacher conferences, at workshops, and through emails.

WCNS has an open door policy that welcomes parents/guardians to visit the classroom at any time. We encourage parents/guardians and family members to participate in activities with their child and their classmates. During the day, parents are welcome to share a special interest/hobby with the children, read a story, play a musical instrument, share a family recipe and cook with the children, share a tradition, do an art activity, etc. We welcome your talents, interests, energy and resources. Parents are welcome to stay for the morning after the beginning of the school year transition.

You will need to schedule a time to visit so that we don't have too many families at the same time as this can distract the children.

FAMILY SURVEYS & PROGRAM IMPROVEMENT
WCNS asks all parents to participate and fill out surveys twice a year so that our program can improve & continue to grow. A mid-year survey monkey is accessible at the beginning of February. Formal parent program questionnaires are sent out at the end of May/early June. These surveys assist the Board of Directors and staff in evaluating the program and setting goals for the school.

HOURS OF OPERATION
The center is open from 8:00AM – 5:30PM. **We offer aftercare from 3-5:30pm.** The program is open 5 days a week (Monday through Friday) September- June. WCNS closes for school vacation weeks and most national holidays according to the New Haven Public Schools calendar.

INJURED CHILD
If a child is injured during the program hours, the following steps will be taken:

1. The child will be made comfortable and a staff member certified in first aid will treat the child if the injury is minor.
2. If the injury is serious and emergency care is needed, 911 will be called first and then parents/guardians will be contacted immediately. In the event that the parent/guardian cannot be reached, WCNS will contact people named on the emergency contact form. An emergency permission form, previously signed by the parent/guardian at enrollment time is kept on file. The form will be used to identify the child's doctor's information and hospital preference. This form also provides WCNS permission to activate emergency treatment at once, including getting the injured child to the hospital by ambulance.

KINDERGARTEN TRANSITION
WCNS posts announcements for school Open Houses and registration deadlines. We will gladly assist you with this process. Staff read books on the topic of Kindergarten to the children towards the end of the school year. Children's records will be sent to your child's potential school if desired and a written release form is signed by the parent.

PARENT LIBRARY
There are numerous books dealing with child development and child rearing issues to support your parenting. WCNS has a small collection of children's books on these topics and on sensitive topics (such as death, divorce or new siblings) available for you to borrow and read to your child. WCNS has a resource book of community child and family support services. Books are kept on the shelves below the sign-in.

PHOTOS/VIDEOS
We take photos of children that include activities in and out of the classroom. Any photos or videos taken professionally for advertising reasons will be done with prior permission. A photo permission form, which is given to parents in the enrollment package, is kept in each child's file.

REST TIME
Children who are at school for the extended day have a state mandated rest/nap period daily. Parents should provide a small blanket, crib sheet and a small pillow (optional), **labeled with your child's name.** These items are sent home weekly or as needed for laundering. Please be sure to return these items each Monday. Children must remain on their cot and rest quietly during this period. For those children who don't nap, after an initial rest, they will be given materials to play with on their cots quietly.

EARLY START CONNECTICUT (Formerly School Readiness)
The Early Start Program is a State of Connecticut funded grant program that sets guidelines and regulations for families and centers that participate in the program. Early Start fees are based on the current Office of Early Childhood (OEC) sliding fee scale. Verification of income is needed to determine monthly tuition fees annually. Family share forms with the fee calculations are reviewed with parents, parent signatures obtained and a copy is given to the family. If your child's attendance does not meet these guidelines, your child may be removed from the ESCT grant program.All prospective participants in the Early Start Grant Program complete an application, a background information sheet, a financial aid form, and any other additional paperwork that might be required. Children must be enrolled at the center for 5 days a week for the school year. Regular, consistent attendance is verified by the monitor.

CARE4KIDS
Care 4 Kids applications are available for families at WCNS. Confidentiality is maintained at all times. WCNS follows developmentally appropriate practices through activities and curriculum and interaction between staff and children. WCNS is a NAEYC accredited program and follows all conditions as stipulated by the Connecticut Office of Early Childhood, Early Start CT, and Care4Kids.

SUGGESTION BOX
We have a suggestion box located in the front lobby. Please submit your suggestions for the program at any time during the year.

TOYS FROM HOME AND TRANSITIONAL OBJECTS
Children who are attached to special blankets or stuffed animals and need them to make the transition to school may bring them. As they become more comfortable at school, they will be encouraged to keep them first in their cubbies and eventually at home. The potential problems of loss, breakage, appropriateness, and difficulty sharing with others are the most relevant and significant reasons for asking that **toys be left at home** or in the car. We will not be responsible for broken toys or objects of any kind, especially items with many small parts. Toy guns, water guns and imitation weapons are strictly prohibited at WCNS.

TUITION LATE FEE
Tuition is due on the 1st of every month (September - June). Tuition that is paid past the 10th of the month accrues a $10 late fee and then $5 each week after.

WCNS EMERGENCY PREPAREDNESS PLANS:

MEDICAL
- All staff are trained in Pediatric First Aid, Med Administration, EpiPen & CPR.
- If a child or adult is injured, emergency first aid will be administered.
- Staff will try to contact the parents by phone if further medical attention is necessary. Parent home and work phone numbers are kept in the classroom in an emergency binder.
- When a child's parents cannot be reached, the child's doctor will be contacted, or if the doctor cannot be reached, the school's pediatric consultant will be called.
- When necessary, staff will contact 911 before the preceding steps and then contact the parents.
- Should the child need to be transported to a hospital (Yale New Haven Hospital), the parent will be contacted. The Director will accompany the child and bring the emergency and physical forms to the hospital. Information will be released to the ambulance and hospital personnel regarding known medical, developmental or conditions requiring special care. The Director will ask the parent to meet them at the hospital. (In the absence of the director, a teacher will accompany the child.) The Director will remain with the child until a parent/guardian arrives to assume responsibility for the child.
- The remaining staff will remain on duty at the center and additional staff would be called in to maintain adult to child ratios, if necessary. Staff will take charge of the situation by comforting and redirecting the other children to activities. They will resume to the normal daily schedule.
- All injuries are recorded on an "Accident/Incident Report" form located in the front of the emergency binder. The parent signs the accident report as well as the staff who first became aware of the injury and/or witnessed it. The parent will be provided a copy of the report.
- In the event a child becomes ill while at WCNS, parents will be notified to retrieve their child as quickly as possible. The child will be moved to a designated area where he/she will be made comfortable. A staff person will remain with the child at all times until the parent or other designated adult arrives.

EVACUATION
In the event that WCNS must evacuate, the staff and children will walk to 29 Tour Ave. (our playground) or at The Children's Community Program at 843 Whalley Ave., New Haven, CT. Staff will bring the emergency files, the sign-in sheet to account for the children and a first aid kit. We will notify parents as soon as possible. Advanced contact has been made with New Haven's Civil Preparedness Unit, adding WCNS to their list for emergencies. Parents will be notified to pick up their children. Ratios will be maintained at all times and two staff (18 years or older) will remain with the children until all children are picked up.

FIRE
In the event of a fire, evacuation from the building will be through the nearest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. Immediately the staff will lead children away from the building and the group will walk to our playground. Attendance will be taken for all children and staff. The director or person in charge will be responsible for taking the sign in/out sheet, first aid kit, cell phone and emergency files with them. No one will be allowed in the building until it is confirmed safe by the appropriate authorities. If unable to return to the building, we will take shelter on our playground or at The Children's Community Program located at 843 Whalley Ave. and parents will be notified. Fire drills are conducted monthly.

FLOODING
The Fire Department will be called.

LOCKDOWN PROCEDURES
All lights will be turned off and shall remain off for the duration of the lockdown. All children and staff will proceed to the kitchen. Staff will close and lock the door to the classroom. The children will sit on the floor.

SEVERE WEATHER/DISASTER PROCEDURE
This center abides by local codes in drill procedure and evacuation. Should it be necessary to close the center and/or evacuate, parents will be notified immediately.

SNOW/WEATHER CLOSINGS
WCNS will notify parents with as much notice as possible. Closings and delays will be communicated through Class Dojo and emails. WCNS does not make up snow days.

In the event that weather conditions become severe during the course of the day and we need to close the center early, parents will be notified to pick up their child. It is determined by the director and Board President.

If severe winds or other serious conditions, such as hurricanes or tornadoes, should jeopardize the children's safety, staff will gather children inside and will assemble in the kitchen away from windows and doors. First aid and supplies will be available, as well as flashlights, food, and drinks. The director has a cell phone for contacting parents.

Ratios will maintained at all times and two staff will remain on the premises with the children until all are picked up.

POLICIES:

ABSENCES & ILLNESSES (Sickness Policy)
If your child is going to be absent from school, please notify WCNS as far in advance as possible.
If your child is absent for more than 3 consistent days because of illness you will need a doctor's note prior to returning to school.
If your child contracts a contagious disease, it is your responsibility to let the center know. All families are informed of the outbreak, verbally and in writing, of the signs and symptoms of the disease. Confidentiality will be maintained.
WCNS is required by the Department of Public Health regulations to exclude children from the center if certain illnesses or symptoms occur. If a child is absent due to illness, they are not allowed to return to the center until free from any of the following symptoms or infections:

Symptom/Condition	Excluded from center until:
Temperature over 100 degrees F	1 full day fever free (unmedicated)
Vomiting	No vomiting for 1 full day
Diarrhea	Child returns to normal
Off color nasal secretions	Nasal drainage is gone
Rash of unknown origin	Rash is gone, diagnosed & treated
Strep	24 hours or 3 doses of antibiotic treatment, no fever for 24 hours
Purulent Conjunctivitis (pink eye)	No drainage from eye and lid, no longer inflamed; on medication for 24 hours
Impetigo	24 hours or 3 doses of antibiotic treatment
Head lice	Nit free
Chicken Pox	6 days after onset of rash or until all lesions are dried and crusted

HEALTH

The Connecticut State Department of Health requires that each child enrolled in the program has a current medical form (ED191) signed and dated by a physician including the date of the last physical exam and all required immunizations. Physical exams must be updated annually. The physical will be kept in your child's file. We cannot accept a child without proper medical records. An emergency permission form must also be kept on file that gives the WCNS staff certified in CPR and First Aid permission to administer First Aid or CPR and allows permission for the staff to obtain care from a licensed physician or dentist if the need arises. This form also gives the center permission to transport a child to a medical facility by police or ambulance.

IMMUNIZATION POLICY

It is the policy of the WCNS to require that each child is protected by adequate immunization at state-specified ages. This requirement shall apply to all children with the following exceptions:

• If the child presents a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Connecticut Commissioner of Health Services.

• If there is a certificate from a physician stating that, in the opinion of the physician, such immunization is medically contraindicated because of the physical condition of the child.

Medical exemptions must be written on the State of CT form and notarized.

ADMINISTRATION OF MEDICATIONS POLICY

WCNS will only administer emergency medications which include prescribed inhalers and pre-measured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non-prescription topical medication and emergency oral medications (i.e. Benadryl).

Regulations stipulate that ALL medication, prescription or non-prescription (with the exception of topical non-prescription medications), to be given at school by a teacher, requires a physician's or dentist's written authorization and parent consent form. Whenever possible, the parent should be the one to administer the child's medication, or the parent might ask the physician to set the dosages so that the medication can be given when the child is at home. If the medication must be given during the school hours by the staff, then the following procedures MUST be followed:

1. Parent or guardian must give the teacher or director a completed state approved "authorization for the administrations of medications by day care personnel" form, signed by the physician or dentist AND the parent. This form will be checked by the teacher or director for completion in its entirety. A copy will be placed with the medication.

2. The medication MUST be handed to a teacher or the director by a parent or guardian. It MUST be in the **original container** with a child-safety cap and MUST be labeled with the child's name, name of medication, directions for administration, and possible side effects, NEVER put medication of any kind (including cough drops) in a child's lunch box, backpack or cubby, The date of the prescription medication must be within one month for antibiotics and within the expiration date for medications which are so labeled.

3. The medication will be placed in the proper storage area, according to the instruction, either in the locked box in the children's bathroom, in a locked box in the refrigerator (if necessary to refrigerate) OR in the cabinet above the sink if the medication is needed for immediate accessibility (ex. Epi-Pen).

4. Administration of medication can only be given by staff trained and with current certification. The teacher who administers the medication will fill out the MAR form each time the medication is administered.

5. The medication authorization form MUST include the following information:

- The child's name, address and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with food or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of the prescriber ordering the drug
- Name, address, telephone number and signature and relationship to the child of the parents giving the permission for the administration of the drug by a staff member

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication authorization form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

NUTRITION POLICY

Lunch: Families are responsible for providing a nutritious lunch including a drink (non-sugary drinks, please). WCNS will provide water to those who need a drink. All fresh fruits and vegetables must be washed and prepared and if necessary, cut into pieces. All lunches must include a **COLD PACK.** The following foods are not allowed at the center: popcorn, NUTS and nut products, and raw carrot coins. Grapes, grape/cherry tomatoes and hot dogs must be cut in half. Lunch boxes/bags need to be labeled with child's name.

Children are not allowed to swap or share their lunch foods. If your child has a special nutritional need, concern or allergy, it must be discussed with the administrator prior to enrollment. This information should include a signed physician's statement.

BIRTHDAY CELEBRATIONS AND SNACKS

WCNS celebrates children's birthdays by singing to the birthday child during Morning Meeting. Families are invited to come to school to help celebrate. Some ideas are, read a book during Meeting or Lunch, do a special craft, do a science experiment, bring an instrument to play, share a special tradition, or just come for a visit!

SNACKS: A mid-morning and afternoon snack are provided daily. The snack consists of nutritious food items from two food groups. Water is served daily. Menus are posted in the classroom. Families are asked to send in a morning group snack once a month. A monthly sign-up calendar is provided. If a family does not send in morning snack that day, WCNS will provide snack. All snacks that WCNS provides are prepared, served and stored according to USDA's CCACFP guidelines. A consultant checks snack menus three times a year. All food is dated and checked daily for expiration dates. Snack is available for children to select and serve themselves during choice time. Children follow

the snack directions that incorporate literacy and math skills. Children are also able to demonstrate independence, self-direction and competency while engaged in routines. A light snack is provided by WCNS in the afternoon after rest time.

SNACK IDEAS (MUST HAVE 2 FOOD GROUPS)

FRUITS	VEGETABLES	GRAINS, ETC	DAIRY, ETC
sliced apples	sliced or baby carrots	crackers	yogurt
sliced oranges	sliced cucumber	hummus	cottage cheese
sliced watermelon	sliced celery	seed butter (sunflower)	cheese slices
sliced/cubed melon	sliced bell peppers	muffins	cheese sticks
berries	sugar snap peas	pretzels	whole milk
whole bananas	sliced tomatoes	bagels	cream cheese
dried fruit	veggie sticks	breads	coconut yogurt

Foods Sent for Sharing - If you provide a homemade snack for the group, **you must provide us with the recipe including the ingredients.** If you choose to send in food for a special occasion, please speak with the director prior to the event.

Nutrition Education - WCNS provides opportunities for the children to learn and practice appropriate nutrition practices on a daily basis. Nutritionists from UCONN extension service and the Rudd Center at Yale are available to conduct nutrition activities in the classroom. Nutrition workshops for parents may be held.

ADMISSIONS/ENROLLMENT POLICY
Parents/Guardians are given a tour and an application package to submit. Acceptance is based on a first-come, first-served basis. A contract is drawn up for each child, which is signed by both parents and WCNS. Staff meets with families to review paperwork for completeness and develop an individual transition plan. All parents are required to attend an orientation to review policies and procedures to ensure a positive experience for the children.

All children must have a current physical exam and updated immunization (using the State of CT ED 191 form) prior to enrollment.

ANIMAL (PET) POLICY
Westville Community Nursery School follows state requirements for pets in the classroom.

CHILD ABUSE AND NEGLECT POLICY
All staff at WCNS has a responsibility to prevent child abuse or neglect of any children involved in our center. To ensure the safety and well being of children, and in compliance with Connecticut laws, WCNS will report to the Department of Children and Families (DCF) and/or the Department of Public Health (DPH) when we learn of a situation where there is reasonable cause to suspect that a child is being abused, neglected or at imminent risk of abuse.

1. **Definition:**
Child Abuse includes:
- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

Child Neglect includes: A child who has been:
- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his well-being (CT statutes 46b-120)**.**

Children at Risk: reasonable cause to believe or suspect a child is in danger of being abused as opposed to believing that the abuse has actually occurred.

2. Staff responsibilities:
As childcare providers we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

3.Specifics on reporting a suspected case of abuse or neglect:
- Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.
- The reporter's name is required, but may be kept confidential. Information needed:
- Name of child/Date of birth
- Address and phone number of child
- Name, address and phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child – if needed
- Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.
- Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).
- All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.
The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.
Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee will either be dismissed from his/her position or allowed to return to work.

5. Staff Training:
Staff are required to attend annual staff meetings, held in September, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy:
A copy of this policy will be included in our Parent Handbook, and each family will be given a copy upon enrollment each year. A copy of this policy will also be posted on the parent board.
When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

CONFIDENTIALITY POLICY
Confidentiality is maintained at all times. Information about children in the classroom will not be discussed among other parents or in the classroom in front of child/children. Transmitting information about children, parents/guardians and other staff members is done in a private, professional manner. All children's files are locked in the director's office.
WCNS staff understands that in the course of caring for your child, you may share confidential private information with the WCNS staff. We respect the privacy of all children and families we serve. We hold any information you share with us to enable us to better meet your child/children's needs in the strictest confidence. This applies to information you share in writing or verbally.

We do not disclose any information given to us in confidence unless a.) we are mandated to do so by law; b.)The agency or an employee is a defendant in a civil, criminal or disciplinary action arising from knowledge of said confidence; c.)There is a waiver previously obtained in writing and then such information may be revealed in accordance by the terms of the waiver.

Disclosure of children's records beyond parent/guardian, program personnel, consultants who audit the program (i.e., School Readiness, state licensing, NAEYC accreditation) and consultant having an obligation of confidentiality shall require familial consent (except in cases of abuse or neglect).

All families and staff are given a directory of current family contact information, including phone numbers and emails. The contact information for each family is confidential and must not be shared with anyone without approval.

CONCERN/COMPLAINT POLICY

If a parent/guardian has a concern about the nursery school program, he/she should do the following:

1. Speak to the teacher
2. If not satisfied, then contact the Nursery School Director
3. If still not satisfied, then contact the President of the Board of Director
4. Final contact: State of Connecticut Office of Early Childhood
   400 Capitol Ave MS #12DAC
   P.O.Box 340308
   Hartford, CT 06134-0308
   1-800-282-6063

***If you are a School Readiness parent and have a concern or a complaint, you can also contact New Haven School Readiness Project Director, Shubhra Gupta, at 475-220-1470 at NH SR Office, 54 Meadow Street, 3rd floor, New Haven, CT 06519.

DISCIPLINE POLICY

The goal of discipline is to help the child develop self control so that he/she may move toward appropriate social behavior. Developmentally appropriate methods for resolving conflicts are:

- The use of positive guidance - When disputes arise among children or between a child and staff, the staff will encourage a "talking out" process where the goal is to acknowledge feelings and find solutions using the children's ideas wherever possible.
- Redirection - A child who may be aggressive or who is disruptive or destructive of other children's work may be asked to make an activity choice in another area.
- Setting clear limits that encourage children to develop self control, self discipline, and positive self esteem - Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.
- Encourage children to use their words
- Continuous supervision by staff during any disciplinary action
- Helping children understand that there are consequences for their choices.

The steps above are used by our teachers within the classroom whenever negative behavior is observed. If negative behavior persists, the child is removed from the situation. If a calming period is necessary, the teacher will find a place for the child to collect himself/herself from the group or activity. This should not be considered a punitive time-out. Should the behavior continue, the parents are then contacted for a conference to agree upon a course of action. When a child's ongoing challenging behavior must be addressed, the director and teacher(s) will assess the function of the behavior, will work with the family and professionals to develop an individualized action plan to address the behavior. This action plan will include positive behavior support strategies and techniques, which may include removing materials or modifying the classroom environment that triggers challenging behaviors or having a teacher shadow a child to support in social interactions or transitions.

Staff shall not ever use physical (shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair or ears, requiring a child to remain inactive for a long period of time) or psychological (shaming, name calling, ridiculing, humiliating, sarcasm, cursing at, making threats, ostracizing, withholding affection or frightening a child,) abuse, be neglectful, or use corporal, or frightening punishment under any circum-

stances, or use coercion (rough handling: shoving, pulling, pushing, grasping any body part; forcing a child to sit down, lie down, stay down; physically forcing a child to perform and action, such as eating or cleaning up) or withhold food as a form of discipline. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using the least restrictive methods as appropriate.

The goal of discipline at WCNS is to limit or eliminate the use of suspension, expulsion and other exclusionary measures. Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child, for example: a shortened school day if the staff, family & professionals determine this to be the best course of action. Should an exclusion occur, the staff will work with professionals to support the family in accessing resources and an alternative placement.

The steps we use are developmentally appropriate methods for resolving conflicts as stated above. If the undesirable behavior persists, we will conference with families and then bring in identified professionals as needed. An individualized action plan is put in place and continued positive behavioral supports are utilized. If all of this occurs and is still unsuccessful, a possible exclusion may result.

Our discipline policy complies with federal and state civil rights laws and meets the requirements from the CT Office of Early Childhood. This policy is read and signed off by each child's parent each year. The director reviews this policy annually with the staff.

DRUGS/ALCOHOL POLICY
Westville Community Nursery School, Inc. prohibits the use of alcohol or any unauthorized substance by employees in the building or on the playground.

EMAIL POLICY
All email communications go through the Director. If you have relevant information you would like to share with the WCNS community, please forward to the director and she will review and forward to parents.

FIELD TRIP POLICY

Field trips are scheduled to enhance our curriculum for appropriate age children. Parents/guardian will be notified of trips. A field trip policy permission slip with all related information is required for each child to attend. Parents/guardians are encouraged to join us. At all times, even with parent chaperones, WCNS maintains teaching staff-child ratios. During the school year, WCNS takes the children to neighborhood businesses (ex. Mitchell Library, the fire station, the post office, an art gallery). Parents sign a blanket permission slip for neighborhood walks at the beginning of the school year.

HANDWASHING POLICY AND PROCEDURES
Hand washing is critical in maintaining a healthy environment. All children are required to wash their hands upon entering the classroom. Handwashing procedural signs are posted at the sinks. Parents, visitors and younger children must also wash hands upon entering the classroom.

Staff and children are required to wash their hands at the following times:

- Upon arrival for the day and entering the classroom after playground use/outdoors
- Before and after eating or handling food
- Before and after giving medication
- After toileting or assisting a child using the toilet
- After handling bodily fluids (saliva, nasal secretions, blood, vomit, etc.)
- After cleaning or handling soiled items, such as garbage,
- Before and after each diaper/pull-up change
- Whenever hands are visibly soiled
- After blowing their nose, coughing or sneezing

Procedure: Wet hands and apply a small amount of soap to the hands

- Rub hands together vigorously with soap and water for 20 seconds (about two rounds of the "Happy birthday" song.

- Wash all surfaces of the hands, including the backs of hands, palms, wrists, between fingers and fingernails.
- Rinse hands well under running water with fingers down so water flows from wrist to finger tips to remove the soap lather.
- Dry hands off with a single use paper towel.
- Use paper towel to turn off faucet.

HEALTH INSURANCE

If your child or any member of your family does not have health insurance, please see the director for information/ assistance in applying for the CT Husky program. There also is information about this program posted on our Parent Board.

WCNS staff can also make suggestions and/or supply families with information to help secure ongoing healthcare, dental or nutritional screenings. If available, WCNS will provide vision, hearing and dental screenings here onsite or inform you about community programs for these services.

IDLING VEHICLES

WCNS discourages idling vehicles (family automobiles and/or trucks, delivery trucks, etc.) in front of the school, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures. The director or Board members will ask the operator of the vehicle to turn off the vehicle.

LATE PICK UP

If a child is not picked up at the closing hour, two staff members (18 years or older) will remain at WCNS with the child at all times. If the child has not been picked up within 15 minutes of the child's scheduled pick up time, a staff person will attempt to call the child's parents/guardians using the numbers provided. If they cannot be reached, the staff person will attempt to call the emergency and authorized alternate adults provided by the parents/guardians at the time of enrollment. The police will be called after 60 minutes if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. The non-emergency number for the New Haven Police Department is 203-946-6316.

NON-DISCRIMINATION STATEMENT

Westville Community Nursery School, Inc. does not discriminate on the basis of race, creed, color, sexual orientation, gender identity or expression, family structure, ability or national or ethnic origin in the administration of admissions procedures or educational practices and policies.

OPEN ADMISSION POLICY

WCNS has an open admission policy. We serve all preschool children, ages 3-5, including children from diverse backgrounds, from all over the Greater New Haven area.

OPEN DOOR POLICY

WCNS has an "open-door" policy that welcomes parents to drop by the classroom at any time. Parents/guardians and other authorized family members are encouraged to visit WCNS and meet, visit, and become acquainted with their child's friends and staff. Parents and visitors are welcome to stay for part of the morning after the beginning of the school year transition.

PROBATIONARY PERIOD

Upon enrollment, there will be a probationary period of 60 days for parents/guardians and staff to decide if the child's needs may be fully met successfully. **Parents/Guardians and staff communication is most crucial during this time.** If it is mutually agreed that withdrawal is in the best interest of the child, then it will be arranged without financial penalty.

SMOKING/FIREARMS POLICY

Smoking is prohibited from Westville Community Nursery School and on the school's grounds. No firearms of any kind are permitted at the school or on the school's property. This policy applies to all employees, parents and visitors while on the school's premises.

SOCIAL MEDIA POLICY AND GUIDELINES
No photographs, audio recordings or videos may be taken with personal cell phones without authorization of the classroom teacher or the director. This includes in the classroom and on the playground. Information about children, families and staff are not acceptable subjects for discussion on social networking. WCNS staff has a school camera and an iPad that is available for taking classroom photos and videos.

SUPERVISION POLICY
Children are under staff supervision at all times by sight and/or sound (even while children are resting/sleeping, toileting or during transportation). Supervision by sound alone is for no more than 3-5 minutes. No child will be left unsupervised while attending the program. Teaching staff makes sure to position themselves in the classroom and on the playground to see as many children as possible. Staff regularly count children to confirm the safe whereabouts of every child at all times. Staff ensures the supervision of children prior to leaving the classroom and upon arrival at their destination through head counts. In semi-private areas, staff and children are within sight of other staff. Each day the director and/or a teacher totals the number of children in attendance that day and writes it on the bottom of the sign-in sheet and informs all staff as to the total number of children for that day.
Teachers supervising children are aware of and enforce rules regarding usage of the indoor mats. The rules are: only 3 children on the mats at one time; children may use the platform to jump onto the mats; children can use their bodies only to hoist themselves onto the edge of the platform. If a child jumps on another child, wrestles with or has any other physical contact while jumping, the child is given a warning not to repeat the action. If the child continues, he/she will be removed from the mats.

On the outdoor playground, children always are under the direct supervision of the nursery school staff. Staff position themselves to maintain safety of all children. Children are not allowed out of the nursery school classroom without supervision. Parents/guardians are responsible for the supervision of their children once children are signed out of the classroom.

Bathroom - staff supervise children while they are using the bathroom.

At all times of the day, we maintain the State of CT Department of Public Health ratio of 1:10 (one adult for every 10 children over the age of three years old) with two adults always present on site. The group size should not exceed 20 children over the age of three years old, even if ratios are being observed. Group size shall be observed in the classroom, bathrooms and outside.

NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.

<u>Supervision Procedures for transporting children to WCNS' playground at 29 Tour Ave.</u>
The teachers take the children to the playground each day, weather permitted. One teacher pairs the children with partners. The other teacher will take a head count before leaving the school. One teacher will lead the children as they walk down the sidewalk to the playground; the second teacher will the last person in line and other teachers will be in the middle of the group. As the children enter the playground a teacher will do another head count.

Teachers will encourage and demonstrate proper equipment usage and play. Teachers will circulate through the play areas, supervising and interacting with the children in a positive manner. Teachers will coordinate positions so that all play activities and equipment are supervised.

Upon departing the playground to go back to WCNS, the children will partner with another child. A teacher will do a head count before each group leaves the playground. Two teachers (one in front, the other in the rear) will walk down the sidewalk back to school and two teachers walk in the middle of the group of children. As each group returns, a teacher will do another head count as the children enter the school. Staff may not leave children unattended or out of state-permitted ratios and group sizes.

Children may not go inside for any reason, including the bathroom; nor may they go back outside unless accompanied by program staff.

Field Trips - Staff/child ratios will be maintained while outside of the school. All children must have signed permission slips prior to leaving the building. Staff must bring each child's emergency contact information and the first aid kit on the field trip.

TOILETING POLICY
WCNS' staff understand that some preschoolers are just beginning the process of toilet training or have recently become toilet trained. We know that the occasional "accident" is likely and that some children may be wearing pull-ups. Children will change their own pull-up and/or clothes, when wet or soiled, in the bathroom. A teacher will stay close for moral support and/or to talk them through the process. At no time will any teacher humiliate or threaten a child who has had a toileting accident or who needs a pull-up changed. Teachers will wear disposable gloves when assisting children. Most often, a child can be changed and cleaned while standing or seated on the toilet. In the event a child must sit down on the floor, a clean sheet of paper will be put on the floor and the child will sit on that. All soiled pull-ups and wipes will be put in a plastic bag and placed in the closed trash receptacle. The teacher and the child will wash their hands following a change. Soiled clothing will be bagged and sent home for laundering.

The staff will monitor children throughout the day to remind them to use the bathroom or assist in changing a child who has had an accident. We work with the children and families towards the goal of self-sufficiency in toileting. If you have specific concerns about your child in this matter, please see the director for further discussion.

VACATION POLICY
Tuition is due regardless of a family vacation.

VOLUNTEERING
Each family is required to sign up for one the WCNS committees presented at Gradual Admission. Per your contract, each family has agreed to **four hours** of volunteer time for the school.

COVID and RSV policy for 2026-2027

When you may have a respiratory virus...
Stay home and away from others (including people you live with who are not sick) if you have respiratory virus symptoms that aren't better explained by another cause. These symptoms can include fever, chills, fatigue, cough, runny nose, and headache, among others.*

- You can go back to your normal activities when, for at least 24 hours, both are true:
  - Your symptoms are getting better overall, and
  - You have not had a fever (and are not using fever-reducing medication).
- When you go back to your normal activities, take added precaution over the next 5 days, such as taking additional steps for cleaner air, hygiene, masks, physical distancing, and/or testing when you will be around other people indoors. This is especially important to protect people with factors that increase their risk of severe illness from respiratory viruses.
  - Keep in mind that you may still be able to spread the virus that made you sick, even if you are feeling better. You are likely to be less contagious at this time, depending on factors like how long you were sick or how sick you were.
  - If you develop a fever or you start to feel worse after you have gone back to normal activities, stay home and away from others again until, for at least 24 hours, both are true: your symptoms are improving overall, and you have not had a fever (and are not using fever-reducing medication). Then take added precaution for the next 5 days.

We reserve the right to change these policies at any time during the school year.

2026-2027 TUITION PAYMENT SCHEDULE

TUESDAY & THURSDAY

Session	Yearly Tuition	Monthly (10)	Semi-annual
8:00 - 1:00	$4,468.00	$447.00	$2234.00
8:00 - 3:00	$6,686.00	$669.00	$3343.00
8:00 - 5:30	$8,768.00	$877.00	$4384.00

MONDAY, WEDNESDAY & FRIDAY

Session	Yearly Tuition	Monthly (10)	Semi-annual
8:00 - 1:00	$6,536.00	$654.00	$3268.00
8:00 - 3:00	$9,856.00	$986.00	$4928.00
8:00 - 5:30	$13,092.00	$1309.00	$6546.00

4 DAYS A WEEK

Session	Yearly Tuition	Monthly (10)	Semi-annual
8:00 - 1:00	$8,538.00	$854.00	$4269.00
8:00 - 3:00	$12,970.00	$1297.00	$6485.00
8:00 - 5:30	$17,536.00	$1754.00	$8768.00

5 DAYS A WEEK

Session	Yearly Tuition	Monthly (10)	Semi-annual
8:00 - 1:00	$10,670.00	$1067.00	$5335.00
8:00 - 3:00	$16,198.00	$1620.00	$8099.00
8:00 - 5:30	$21,820.00	$2182.00	$10,910.00

Drop-in Aftercare is $40/day or $15/hour

Tuition is due on the 1st of every month (September - June). Tuition that is paid past the 10th of the month accrues a $10 late fee and then $5 each week after.
Fee for late pick up is $20 every 10 minutes.

The $40 application fee is due with the Application for Enrollment.
A one-time $250 deposit is due when paperwork is submitted and will be returned when your child leaves the school and tuition has been paid in full.