



GCNS PARENT HANDBOOK

2020-2021

INTRODUCTION	2
STAFF	2
NON-DISCRIMINATION POLICY	2
PHILOSOPHY	3
LICENSING	3
TEACHING STAFF	3
LIST OF PROGRAMS	3
CURRICULUM GOALS	5
APPLICATION PROCEDURE	5
ENROLLMENT REQUIREMENTS	5
TUITION	6
LATE PICK-UP POLICY AND FEES	6
PROGRAM ORIENTATION	6
ARRIVAL AND DISMISSAL PROCEDURES	6
ABSENCES	7
CONTACTING STAFF	7
SCHOOL CLOSINGS	8
SCHOOL CALENDAR	8
FIELD TRIPS	8
TRANSPORTATION	8
TOYS	9
CLOTHING	9
SNACK	9
PARTIES, BIRTHDAYS AND SPECIAL EVENTS	10

PARENT PARTICIPATION	10
CHILD GUIDANCE	12
TOILETING POLICY	12
REFERRAL POLICY	13
TERMINATION POLICY	14
HEALTH CARE POLICY	15
EMERGENCY PROCEDURES	16
APPENDIX	17

INTRODUCTION

Welcome to Grace Christian Nursery School!

We hope that this information will assist you and your child while you are here at GCNS. Please use this handbook for easy reference throughout the year.

STAFF

Jean Lorence	Program Director	Teddy Bear/Dinosaur teacher
Courtney Rowe	Lead Teacher	Teddy Bear/Guppy
Sheila Kettlewell	Teacher	Dinosaur
Sarah Ledbury	Substitute	All classes

NON-DISCRIMINATION POLICY

Grace Christian Nursery School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability. Toilet training status is not an eligibility requirement for enrollment.

PHILOSOPHY

GCNS provides a loving, stimulating, and developmentally appropriate setting for young children. Here, they may safely explore their surroundings, enhance self-esteem, and begin to build the foundation for future learning. Our program affords children the opportunity to interact with peers and adjust to life outside the home. GCNS regards play as an important element in the program. Through play, children are given opportunities to select and use materials constructively. This provides for, and supports children in, their physical, emotional and cognitive development.

Christian attitudes and morals are incorporated formally through celebration of holidays and visits with the Pastor of Grace Lutheran Church. Teaching children to welcome different lifestyles is crucial to achieving harmony among our communities.

LICENSING

GCNS is licensed by the Commonwealth of Massachusetts Department of Early Education and Care (DEEC) located at 324-R Clark Street, Worcester, MA 01606. The phone number is 508-798-5180. Parents may contact the DEEC for information regarding the program's regulatory compliance history.

TEACHING STAFF

All teachers have at least a CDA credential, an AA Degree or higher in Early Child Development, or an advanced degree in a related field such as Education, Music, Nursing. All teachers are licensed by the Department of Early Education and Care and are MA certified in First Aid and CPR. GCNS sponsors ongoing teacher education and staff participate in at least 12 hours of professional development each year. In-service training includes at least four hours directed at diverse learners.

Should one of the regular classroom teachers be absent, substitute teachers are provided. The substitute will either be a teacher from another class or someone we use on a regular basis to provide familiarity for the children.

LIST OF PROGRAMS

Guppy Class

Meets: Wednesday and Friday
Time: 8:45-11:30
Ages: 2.9-3.2 (September 1)

Teddy Bear Class

Meets: Tuesday and Thursday
OR
Monday, Tuesday, and Thursday
Time: 8:45-11:30
Ages: 3.3-4 (September 1)

Dinosaur Class

Meets: Monday, Wednesday and Friday
OR
Monday, Tuesday, Wednesday and Friday
Time: 8:45-11:30
Ages: 4 (September 1)

Lunch Bunch/Enrichment

Meets:	Monday through Friday	
	11:30-12:30	\$15
	11:30-1:30	\$30
	11:30-2:30	\$40

Children should bring their own labeled lunch and labeled beverage. Refrigeration and heating of lunches is not available. We promote healthy eating habits at school. We will not restrict what a child will eat first or how much he eats, but we will model good eating habits such as eating the nutritious part of lunch first with treats after. Please try to send foods that your child enjoys in manageable portions. Some lunch suggestions are: sandwich, pasta, fruit, vegetables, yogurt, cereal, milk or juice.

We have a dedicated table for food sensitive/allergic children in order to avoid cross contamination of any kind. You can help us by checking food labels and placing lunches in the proper bin (ex. may contain nuts/nut free) upon arrival. Teachers double check ingredients before arranging lunch seating.

Lunch/Enrichment hours are billed at the end of the month; payment due first Friday of the month.

Pre-registration (via Sign Up Genius) for Lunch/Enrichment is required. Families will be asked to sign up by the end of the day Friday for the following week. This is important as the number of students affects staffing.

Lunch Bunch and Enrichment activities will take place with class groupings this year. As always, children will wash hands before and after eating, and tables will be washed and sanitized before and after eating.

CURRICULUM GOALS

Children are **exposed** to a consistently rich and varied environment, where they are encouraged to select and use materials constructively.

Our professional staff **engages** students through a play-based curriculum where children work together to learn and grow.

We focus on developing social skills and fostering independence, **empowering** children to explore their surroundings, create friendships and build the foundation for future learning.

APPLICATION PROCEDURE

Parents must contact the school to schedule a tour. Parents who choose to enroll their child must complete an Enrollment Application and provide a non-refundable \$75 registration fee. Enrolled students, siblings, and church members have priority for acceptance.

ENROLLMENT REQUIREMENTS

In order to enroll a child at GCNS, parents must complete the Enrollment Form, provide the \$75 registration fee, sign a Financial Agreement and provide a \$400 non-refundable deposit. The Department of Early Childhood and Care requires that a child have the following forms on file before beginning the program:

- Application/Face Sheet
- Developmental History
- Medical Records, including:
 - Proof of immunizations
 - A written statement from a licensed healthcare professional within one month of admission stating that the child has had a physical within one year prior to admission
 - A written statement from a licensed healthcare professional within one month of admission stating that the child has been screened for lead poisoning
- First Aid/Emergency Hospital/Child Release
- General Permissions
- Photo Release Form
- Oral Health Form ([N/A toothbrushing not required this year](#))

TUITION

The tuition fee on your Financial Agreement is for the full school year. It is paid in four installments (June 1, October 1, January 1 and April 1).

The non-refundable \$400 deposit will be applied equally to the four quarterly payments.

Should you choose to withdraw your child from the program, the full quarterly tuition for time spent at school must be paid.

If your check is returned to us for any reason, you will be required to pay any bank fees GCNS incurs.

[Should GCNS be closed due to COVID-19, tuition will be charged in full unless the closure extends beyond a month. The remaining tuition amount for the quarter will be reduced by 50% and remain at 50% until GCNS reopens. Staff will provide a virtual program during school closure.](#)

LATE PICK-UP POLICY AND FEES

There will be a fee for children not picked up in a timely fashion at dismissal. Parents are allowed two late pick ups if no previous arrangements have been made.

There will be a fee of \$10 for every ten minutes that a parent is late to pick up a child.

There will be a fee of \$20 if tuition is paid after the 15th of the month.

There will be a fee of \$20 if lunch/enrichment payments are paid after the 15th of the month.

PROGRAM ORIENTATION

There are two orientations for families prior to the start of school. One occurs in May and the other in September. These orientations allow our families to meet teachers, other students, and to become familiar with the classrooms and playground.

Orientation will occur outdoors with family pods only at appointed times.

ARRIVAL AND DISMISSAL PROCEDURES

School begins at 8:45 and we **cannot** accommodate children before that time. Please accompany your child into the school. Parking lots are unsafe for children. Please, at all times, hold your child's hand in the parking lot. Bring your child into the office to check in, hang up backpacks, leave lunches and then walk them out to the playground to say goodbye. Pick up times are 11:30, 12:30, 1:30 and 2:30. If, for any reason, you will be late, please call the Director's cell (781-534-5135).

Be sure to let us know **in writing** if your child will be going home with a different person than usual. We can not dismiss a child to anyone who is not listed on a child's paperwork unless we receive a note from a parent.

No one is allowed to enter GCNS except staff and children.

Prior to arrival:

- Fill in the Google Health Attestation Form (8:00 a.m.)
<https://forms.gle/vHpCmNZ5JK4XodnJ9>
- Wash your child's hands
- Dress your child appropriately for the weather
- Drop-off will take place at the playground gate. Families will be asked to wear masks and stand on a marking that maintains 6 ft. between each group.
- The Director will greet families and do a visual screening of each child before the child enters the playground.

Dismissal will also take place at the gate. Children will be waiting for their grown up at their dismissal time-please be prompt.

ABSENCES

If your child will be out of school, please leave a message on the school answering machine (781-449-0732) or email directorgcns@gmail.com to let us know. We will call to check in if a child has not arrived at school by 9:30 and we have not heard from you.

CONTACTING STAFF

If you must talk to teachers during class time, please do not call the school phone; we are all teaching and can not answer or retrieve messages.

You may call or text the Director, Jean Lorence, at 781-534-5135.

If you would like to speak to teachers at any time during the year about your child or the program, please check in at drop off/pick up or email your class teacher(s) to set up a meeting.

gcnsguppy2021@gmail.com

gcnsteddy2021@gmail.com

gcnsdino2021@gmail.com

We are always happy to connect.

Connecting with you is important to us! Arrival and dismissal protocol may make it more difficult to check-in with teachers. Please email your class teacher to set up a phone, Zoom, or outdoor meeting-we are always eager to talk to you.

SCHOOL CLOSINGS

We follow the Needham Public Schools' weather cancellation policy. If the NPS have a snow day, GCNS will not be open. If the NPS have a delayed opening, GCNS will not be open. If there is an early closure due to weather, there will be no lunch or extended day.

School time lost to inclement weather or other cancellations will not be made up.

The NPS may call for virtual, inclement weather days. These will be considered snow days for GCNS. You will receive an email from the Director verifying school closure.

SCHOOL CALENDAR

Please refer to the school year calendar sent home with your child's forms. The calendar is also available on our website www.grace-nurseryschool.org.

Although we closely follow the Needham Public School calendar, there are discrepancies. Take note of our monthly staff meetings, start/end dates, and holiday breaks.

All of our traditional events will be reimagined this year. We will notify you of all school activities monthly. We are excited to transform our social events and create new traditions for the GCNS community.

FIELD TRIPS

A general field trip permission form is part of the registration packet parents complete at the beginning of the year. A specific field trip form is sent home before any field trip is taken. On all non-walking field trips, a school bus will be used and all children will use seat belts. Field trips rarely occur.

TRANSPORTATION

A transportation form is part of the registration packet parents complete at the beginning of the year. Parents must indicate how children will arrive/depart the program and list who is authorized to pick up children at the end of the day.

TOYS

We ask that children do not bring toys to school. We can not monitor their use at school and a lost or broken toy is a hardship for children.

CLOTHING

Please provide a full set of labeled clothing for your child including: socks, underwear, pants, shirt. It is essential that you replace the clothing whenever it is sent home. *Although we have extra clothes at school, many children become upset if they need to wear unfamiliar clothes should an accident occur.*

Children should be relaxed and comfortable at school. Please dress your children in play clothes. We get messy and have found that “washable” art supplies can still leave a mark. Sandals and party shoes make running and climbing difficult. Sneakers are a better choice. Please provide rain gear for rainy days and snow gear for colder weather.

Unless it is exceedingly cold (below 20 including wind chill) or raining heavily, the children will be outside. Please be sure that your child has warm jackets that close completely and mittens and hats in cold weather. Waterproof mittens are needed for snowy play.

Children must be prepared for outdoor play every day.

[Socks, Underwear, Shirt, Pants and 2 masks should be brought to school on the first day.](#)

SNACK

We provide a nutritious snack and beverage daily. Children are able to help themselves to drinking water at all times.

If you would like to send in a special snack, **please contact a teacher first**. There are many food restrictions in place and we need to be careful of what foods are brought into the classroom. We prefer a nutritious snack such as: fruit, crackers, cheese, vegetables, 100% fruit juice popsicles.

Due to EEC regulations, we will not be able to provide communal drinking water. Students should bring their own water bottle clearly marked with their name each day. Snack is a choice open to two children at a time during open play. Children will wash hands before/after snack and tables will be cleaned/sanitized before/after snack. All snacks will be pre-portioned and served to children.

PARTIES, BIRTHDAYS AND SPECIAL EVENTS

We celebrate **Thanksgiving, Valentine's Day** and **Easter** with a Friendship Feast. Parents will be asked to contribute supplies for these feasts, but do not attend.

We have a **Christmas** celebration for each class just before the Christmas break. GCNS provides the food and families are invited to celebrate with us.

Each class has a **birthday** ritual for the children. Parents are always welcome to visit on their child's birthday; often they choose to provide snack and read a story to the class.

Other special events throughout the year include: Potluck Supper in November, Wreath Fundraiser in December, Pajama Days in April, End of Year Social in June.

Due to EEC regulations, parties, birthdays, and special events will be structured differently. We will notify you of all school activities monthly. We are excited to transform our social events and create new traditions for the GCNS community.

Parents are still welcome to send in individually wrapped, pre-packaged snacks on birthdays (popsicles, rice krispie treats, and school safe brand treats are some favorites).

PARENT PARTICIPATION

GCNS expects to build a strong relationship between the school and parents. Parents are valuable members of the teaching team at GCNS. Parents know their children best and their input is needed. We are all committed to the growth of the children in our community.

Communication is the key to any successful relationship so we have developed an open line of communication with families. One of the major means of communicating at school is informal

chatting as children arrive at and depart from school. Please take the time to ask questions and learn about your child's time at school.

In addition to verbal communication, we have set up the following means of relaying information:

- Email- you may contact Jean directly at directorgcns@gmail.com and other teachers at their class accounts: gcnsuppy2021@gmail.com gcnsteddy2021@gmail.com gcnsdino2021@gmail.com
- Parent Bulletin Board-located in the hallway across from the office. Posted information includes: volunteer opportunities, school wish lists, sign up sheets for events, postings for special events in town etc
 - All postings will be visible in the drop off area behind the school and will be sent via email as well
- Instagram and Facebook Updates
 - Request to follow your class' private Instagram page (parents only) for a daily glimpse into your child's time at GCNS (gcnsuppy2021, gcnsteddy2021, gcnsdino2021)
 - Please like and follow our Facebook page for informative articles, announcements, and a sense of our school philosophy
- Parent-Teacher Conferences-held twice a year; January and May. Parents will be given a written narrative regarding your child's school experience and a copy of the narrative will be kept in the child's school file. Parents are welcome to schedule additional conferences at any time to discuss questions/concerns
 - We will send out a Sign Up Genius for virtual parent conferences
- Telephone-if you need to reach us during the school day, call 781-449-0732 and leave a message with a good time to reach you (or text Jean at 781-534-5135 if your message is urgent)
- Parent desk in the office-in addition to lunch sign up and lunch box bins, the basket on the desk is the place to leave notes, paperwork and payments
 - We will use Sign Up Genius for lunch sign up
 - All paperwork/payments may be handed to Jean at drop off
 - Payments may also be made via Venmo @GCNS2020
- Monthly Parent Meetings-a forum to share common concerns,learn more about the needs of young children, and lend support to GCNS and staff. Some of the goals of these meetings are to enhance communication between parents and staff,help organize school activities, and support families in our GCNS community.
 - These meetings will be held virtually this year. We look forward to connecting with many more parents as our meeting time will not interfere with work schedules.
- Parent Survey-parents are asked to complete a brief survey each spring. We value your opinions and use your responses to constantly improve our program. We welcome any suggestions you may have throughout the year; you may email the director or leave a note in the basket on the parent desk

There are many opportunities for Parent Involvement at GCNS. We welcome parent helpers for all of our school events and many parents choose to visit school to help celebrate their child's birthday. Please refer to the Parent Volunteer Sheet for opportunities to get involved!

We are eager to partner with you despite our in-person limitations. Your participation is especially important in the event we need to teach remotely.

CHILD GUIDANCE

Our philosophy of behavior management involves communication and support between school and home to achieve maximum growth and development for the individual child. Children develop self-control if we

- Use a consistent and positive approach
- Act as we expect them to act
- Set reasonable and positive expectations
- Respect their feelings
- Offer them good choices
- Calmly talk about problems

Children learn to trust us when they know they can count on us to support and understand them. The following practices are **strictly prohibited**

- Spanking or other corporal punishment of children
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks
- Depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting
- Confining a child to any piece of equipment for an extended period of time in *lieu* of supervision
- Excessive time out; if used, time out must not exceed one minute for each year of the child's age and must take place within an educator's view
- Our school rules

Friends Help Friends

Safety First

act as guidelines and gentle reminders to facilitate a safe environment which fosters childrens' ability to solve problems independently.

TOILETING POLICY

A child does not need to be toilet trained to enroll at GCNS; a child is welcome to attend lunch/extended day regardless of their stage of toilet training.

Toilet training is an important developmental milestone and we will do our best to support your efforts while your child is at school. Please tell us when you are working on toileting at home and let us know when you send your child to school in underwear for the first time so that we can help them be successful at school.

- Encourage your child to use the bathroom before coming to school
- Dress your child in clothing they can handle; we are working to foster independence
- Children may go to the bathroom any time it is necessary during the school day
- Staff periodically check in with children to see if they need use the bathroom during the day (especially before/after snack and outdoor time)
- A teacher is always available to assist a child in the bathroom; if a child asks for help the teacher will suggest s/he try on her own but will provide assistance if needed
- Children must wash hands when finished using the bathroom

In case of an accident, a teacher will assist the child in changing into the spare clothing sent from home at the beginning of the year.

Children who are not toilet trained will have their diapers checked before snack and lunch. A child will be changed as needed with the following procedure:

- An adult will accompany child to the bathroom with child's supply of diapers/wipes
- Teacher and child will wash hands and the teacher will put on gloves
- The child will step onto a protective surface and will be changed standing up unless otherwise necessary
- The dirty diaper and teachers gloves will be bagged and deposited in a covered trash can
- Teacher and child will wash hands again and return to the classroom

REFERRAL POLICY

If the staff notices behavior that is of concern, and may indicate the need for additional services not available at the school, they will document this in the child's file and notify the child's parent/legal guardian of the concern. A parent conference will be scheduled to discuss the issue and the parent will be provided with appropriate resources to contact for additional evaluation of the child. Parents will be given a written statement that includes the reason for the referral, the teachers' observations, and the efforts made to accommodate the child's needs. Teachers will support parents in the referral process.

Referral Resources

- For Speech and Developmental Concerns: Director of the Integrated Preschool Program at the Newman Elementary School 781-455-0416

- For Dental Issues: Parents may contact their own dentist of the American Dental Association for a referral
- For Overall Health Needs: Parent who are unable to provide such care will be referred to the Needham Board of Health

In order to ensure the well being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse , to the Department of Children and Families and to cooperate in any investigation of possible neglect or abuse. (Massachusetts General Law chapter 119, section 51A). We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm.

Suspicious of abuse or neglect will be documented in writing and notification of DCF will be made immediately by phone and in writing within 48 hours.

All GCNS staff members undergo criminal record checks. If a 51A report is filed against an employee, the Licensee will document the incident in writing and will notify the DEEC immediately by phone and in writing within 48 hours.

- The staff member will be removed from the class until a formal investigation takes place
- The child's family will be notified by phone and in writing
- If the staff member is formally charged with abuse or neglect, s/he will be terminated from the program

Massachusetts Department of Children and Families (DCF) Framingham 781-641-8500
Child-At-Risk Hotline 1-800-792-5200

TERMINATION POLICY

The GCNS procedure for avoiding terminating a child from the program are as follows

- Provide an opportunity to meet with parents to discuss options other than suspension or termination
- Offer referrals to parents for evaluations, diagnostic or therapeutic services
- Pursue options for supportive services to the program including consultation and educator training
- Develop a plan for behavioral intervention at home and in the program

A child may be terminated from the program under the following circumstances

- School's inability to meet the needs of the child after following the referral procedures
- When the child's attendance at school jeopardizes the health and well being of himself/herself, other students and/or staff
- Non-payment of tuition

Parents will be notified in writing, at a face-to-face meeting when possible, of the reasons for termination. A copy of this letter will be kept in the child's record.

When a student or staff transitions from one class to another, either within our program or to another program, the GCNS Director will collaborate with staff and share information with students with parental permission. Staff shall assist the transitioning child by explaining, in a manner consistent with the child's ability to understand where, when, how and why the transition is occurring.

All transitioning information will be shared with parents or guardians in writing or verbally.

HEALTH CARE POLICY

Our health care policy is in keeping with the regulations set by the DEEC and is approved by our health care consultant. The full plan is available upon request.

All staff members are First Aid/CPR certified and have been trained in OSHA requirements. We are equipped to administer first aid to a child with a minor injury. Teachers will inform parents in person or with a note if your child has had an accident. If the injury is severe, staff will call an ambulance and notify parents or emergency contacts. The director will accompany the child to the hospital and will bring the child's file.

Children's records must include a current medical form that includes evidence of lead screening and immunizations. If a child has a medical condition that may require medication administration at school, parents must develop an Individual Health Care Plan with the director, complete Medication Administration forms with their doctor and provide medications (in original box with original label) to the school. All emergency medicine is stored in the classroom snack cabinet and travels with the child when s/he goes outdoors.

Emergency information is posted in each classroom.

To help prevent the spread of infection, staff and children wash their hands frequently and tables are disinfected before and after eating.

To help us prevent the spread of contagious diseases, your child must stay home if

- S/he has a fever of 100 degrees or more (can return once fever free for 24 hours with no medication)
- S/he has a contagious bacterial or viral infection such as impetigo, chicken pox (can return once all lesions have scabbed over), strep throat (can return after 24 hours on medication)
- Vomiting (can return 24 hours after last incident)
- Diarrhea (can return 24 hours after last incident)

In case of a contagious illness, please notify teachers so that other parents may be informed.

When a communicable disease has been introduced into the school, parents will be notified by email.

Your child must stay home if any of the following symptoms are present:

- Fever (100 or higher)
- Cough
- Sore Throat
- Difficulty Breathing
- Gastrointestinal Distress (Nausea, Vomiting, Diarrhea)
- New loss of taste or smell
- New muscle aches

Your child must stay home if any of the following symptoms are present in combination with the symptoms listed above:

- Fatigue
- Headache
- Runny nose or congestion
- Any other sign of illness

Your child may return to school following a NON COVID illness after being symptom free for 24 hours without medication.

Your child may return to school following a COVID illness with written confirmation from a health care provider that all quarantine and isolation has been completed.

If a child becomes ill at school, the parent is notified by telephone. If the parent can not be reached in 10 minutes, emergency numbers in the child's file will be used. The child will be kept comfortable until a parent/authorized adult arrives.

Should a child become ill at school, Jean will notify parents via telephone/text for immediate pick up. Jean will accompany the child to the first floor Church bathroom to await parent pick up. Parents must text Jean once they have arrived at school and pick up at the main Church entrance. Jean will escort the child to the door for dismissal.

When a child attends a program for more than 4 hours, the DEEC requires staff to assist children in brushing their teeth.

- Each child will bring a toothbrush
- Toothbrushes will be stored in a sanitary manner, open to the air and not touching
- Each child will be provided with a new, disposable paper cup with a pea-sized amount of fluoride toothpaste applied to the rim; the cup will also contain water for rinsing
- A child may request to brush teeth without toothpaste

A tooth brushing waiver is included in each family's enrollment packet.

The toothbrushing requirement has been waived for the 20-21 school year.

EMERGENCY PROCEDURES

Our emergency plan is in keeping with the regulations set by the DEEC and is approved in consultation with the Needham Police Department's School Safety Officer. The full plan is available upon request.

In the event that an emergency is declared by the State of Massachusetts or the Town of Needham and GCNS is open, parents will be notified by phone and will be asked to pick up their children as soon as possible. If parents can not be reached, emergency contacts will be called. If GCNS were to lose utilities and the Director feels it is necessary to close, parents will be contacted to pick up their children. GCNS will work with whatever agencies necessary to return to normal operations as soon as possible.

If school evacuation is necessary, children (along with attendance sheets, emergency medical forms, medication and first aid kit) will be directed out of the building using predetermined evacuation routes to a previously determined area.

The Director will do a final check of the building and take attendance.

Parents/Emergency Contacts will be contacted immediately and asked to pick up their child as soon as possible.

APPENDIX

SEPARATION AND ADJUSTMENT

Children respond in many different ways to starting school and a wide range of reactions is healthy and expected. Some children may cry, become shy and clingy, and have trouble separating from you. Words of reassurance from you and teachers often help. We feel it is important to respect each child's needs during his/her adjustment period. Here are some concrete suggestions to facilitate the transition:

- Greet the teacher with your child
- Express excitement and confidence about the day ahead "You will have such a great day, I can't wait to hear all about it!"
- Before leaving, reassure your child you will be back to pick him/her up
- Once the leaving process begins and you have said goodbye, leave as quickly as possible; a goodbye is harder on the child if it is too long.

CLASS BILL OF RIGHTS

<u>YOU HAVE THE RIGHT TO:</u>	<u>AND THE RESPONSIBILITY TO:</u>
Be safe and have your belongings be safe	Treat other people's property appropriately and with care
Work in a quiet place	Work quietly and not disturb others
Be treated fairly	Treat others fairly
Work in a clean room	Keep the room clean and pick up after yourself
Use school materials and equipment	Share school materials and equipment
Be heard and have your opinions respected	Listen to other's opinions thoughtfully and respectfully
Study and learn	Study and learn
Make mistakes without being criticized	Let others make mistakes without making fun of them
Socialize with friends	Keep socializing from interfering with your learning and your classmate's learning
Be respected	Respect others

VOLUNTEER GUIDELINES

- Please try to be on time. Our schedule is fairly tight and we are so excited to have your help!
- If you are unable to come, please email me as soon as you know.
- Please remember that it is not appropriate to discuss a particular child's strengths, weaknesses, behavior, work habits, personality or any other issue with anyone else. I am committed to every child having a safe and private learning environment.
- Please know that I will not be able to have any length of conversation with you during the teaching day. My full attention will be on running the classroom. If there are things you notice and want to discuss - we can set up a time to chat! I would love your input.
- Your child may become clingy or have trouble maintaining appropriate behavior. This is normal! Prepare your child the night before you come and be sure they understand what you will be doing. Do not be surprised if I assist your child in this transition.
- Volunteering can get messy! Please dress appropriately!
- Have fun! You are doing such a wonderful thing for our classroom and I appreciate your time and service so much! Thank you!

Helpful Hints for the Classroom

- Be yourself. Be relaxed. Don't worry about making mistakes.
- Learning the classroom rules and procedures. If you are unsure of the right course of action, check with me.
- Give your full attention to the children and the tasks at hand. Avoid using your classroom time to socialize with the teacher or other volunteers.
- Treat all children fairly and equally. Allow each child to work at his or her own pace.
- Encourage children to ask questions and make responses. Listen with interest to what children have to tell you.
- Allow students the time, space and opportunity to do a task independently before offering assistance.
- In the event of an emergency, stay calm and the children will follow your example.
- Ask me for help if you can't handle a problem.
- Be sensitive and responsive to the feelings of the children.
- Learn to use the "how" word. Ask "how can I help you?"