

Reformation Nursery School

2017-2018

Parent Handbook



Reformation Schools, Inc.

**102 W. Rose Tree Road
Media, PA 19063**

Phone: 610-891-0600 Ext. 100

Email: nurseryschool@relcmedia.org

Website: www.relcmedia.org/nurseryschool

Dear Parents,

Welcome! We would like to thank you for choosing Reformation Nursery School. We are committed to all parents and children who are a part of our school family. The teachers and I are dedicated to providing a happy and healthy early childhood experience for all students. We look forward to working with you and your child.

Thank you,

Marge Schaefer, Director

Vision Statement

Reformation Nursery School provides a learning environment that helps children develop the strengths and skills necessary for them to build their own knowledge and prepare them for their next school environment.

Mission Statement

Our school provides a safe and nurturing environment in which children can develop socially emotionally, cognitively, and physically. Our children are exposed to age appropriate curriculums that help them build confidence, creativity, and a love for school.

From the Pastor

Reformation Nursery School has been part of Reformation Evangelical Lutheran Church in Media, PA, since 1958. Every Wednesday during the school year, the pastors of Reformation Lutheran Church will offer a brief “chapel” experience for Pre-K students to help support the spiritual development of the children. Chapel time is a 15 minute period when Pastor Wayne and/or Pastor Alina gather with the children to sing songs, read an age appropriate Bible story, and say a prayer. The primary theme of chapel time is the basic, positive message of God’s love for all people. Chapel time does not promote a specific religion as being superior to others. It celebrates the message of God’s love made known through the Bible.

From the Director

We recognize that Religion is a personal choice. The Chapel time experience is optional and parents do have the right to opt-out. Chapel time will take place during the last 15 minutes of free play in the morning. Pre-K students were mailed information about Chapel time over the summer.

Operating Hours

Early Start, Nursery & Pre-K Classes

9:00 a.m. – 11:30 a.m.

Optional Lunch Day

11:30 a.m. – 2:00 p.m.

After K Classes

12:00 p.m. – 3:00 p.m.

Contact Information

Phone

School Office – (610) 891-0600 Ext.100

During class time, it is difficult to answer the phone, so if there is no answer, please leave a detailed message on the office extension and we will try to return your call as soon as possible.

In the event of an emergency and you need to speak with a teacher immediately, you can dial the following classroom extensions:

Ext. 105: Room 142 - Mrs. Kelley (M-F), Mrs. McQuade (M-W-F), Mrs. Schaefer (M-W-F) & Mrs. Steffan (T-Th). This is also the **Extended Lunch Day classroom.**

Ext. 106: Room 141- Mrs. Bevan (M-F), Mrs. McQuade (T-Th), & Mrs. Steffan (M-W-F). This is also the **After K classroom.**

Ext. 107: Room 140 - Mrs. Clarke (M-F) & Mrs. Taimanglo (M -F)

Email

nurseryschool@relcmedia.org

Email is checked daily.

Website

www.relcmedia.org/nurseryschool

Please visit our website for all school information.

You can also find us on Facebook!



(Note: our Facebook page is a private group)

Schedule 2017- 2018

Sept. 6 (W) - Parent Mtg. @ 7pm in Creighton Hall

Sept. 11 (M) - First day of school for 3 & 5 Day Classes

Sept. 12 (T) - First day of school for 2 Day Classes

Sept. 18 (M) - First Lunch Day of the year

Oct. 4 (W) - 3 & 5 Day Parent Coffee @ 9a.m. in the Community Room

Oct. 5 (Th) - 2 Day Parent Coffee @ 9a.m. in the Community Room

Oct. 10 (T) - **Picture Day** for 2 Day classes

Oct. 11 (W) - **Picture Day** for 3 & 5 Day classes

Oct. 30 (M) - Halloween Parade for 3 & 5 Day classes

Oct. 31 (T) - Halloween Parade for 2 Day classes

Nov. 20 (M) - **Thanksgiving Feast** for 3 & 5 Day Classes in Creighton Hall @ 10:30 a.m.

Dec. 18 (M) - **Christmas Program** for 3 & 5 Day classes

** Program is held in the Church @ **10AM** Please drop your child off at their classroom @ normal time (9:00am).

Jan. 3 (W) - School resumes for 3 & 5 Day classes

Jan. 4 (Th) - School resumes for 2 Day classes

Feb. 15 (Th) - **No Lunch Day** due to RTM Early Dismissal

May 23 (W) - **Graduation for 3 & 5 Day Pre-K classes @** 10:00 a.m. in the Church (Last day for the 3 & 5 Day Classes)

May 24 (Th) - Last day for 2 Day classes

School is CLOSED on the following dates:

Sept. 21 (Th) Rosh Hashanah

Nov. 6 (M) to **7** (T) RTM Teacher Inservice & Election Day

Nov. 21 (T) to **24** (F) Thanksgiving Vacation

Dec. 21 (Th) to **Jan. 2** (T) Christmas Vacation

Jan. 15 (M) - Martin Luther King Jr. Day

Feb. 16 (F) to **19** (M) President's Weekend

March 8 (Th) & **9** (F) RTMSD Parent Conferences

March 26 (M) to **30** (F) Easter Vacation

**** Note: Please check the monthly newsletter for the most up-to-date school schedule, as there may be schedule changes during the school year. As a reminder, we follow the Rose Tree Media School District calendar. Schedule changes will also be announced on our web site and Facebook page.**



Summer Camp will be offered from **June 4th - 15th** to currently enrolled students, on a first come, first served basis. Details regarding Summer Camp will be sent home after the holiday break.

Nursery School Staff

Mrs. Marge Schaefer - Director & 3 Day Nursery Class

Mrs. Amy Bevan - 2 Day Early Start, 3 Day Pre-K Class, & After K

Mrs. Jean Clarke - 5 Day Pre-K Class

Mrs. Jessica Hall - Administrative Asst. & Substitute Teacher

Mrs. Kate Kelley - 2 & 3 Day Nursery Classes

Mrs. Meghan Martelli – Classroom Asst. (T-TH),

Mrs. Michele McQuade - 2 Day Early Start Class and the 3 Day Nursery Class

Mrs. Erin Steffan - 2 Day Nursery Class, 3 Day Pre-K Class, & After K

Mrs. Amy Taimanglo - 5 Day Pre-K Class

Lunch Day Teachers

Mrs. Jessica Hall

Mrs. Kate Kelley

Mrs. Michele McQuade

Mrs. Meghan Martelli

- All teachers have mandated background clearances.
- All teachers are CPR & First Aid Certified. Certifications are renewed every 2 years.
- All teachers must attend **at least** one education workshop per year.
- All teachers are members of **Delaware County Early Childhood Educators Association**

Tuition

Tuition is broken down into 9 equal monthly payments even though the number of school days varies from month to month. **Tuition checks are due in the tuition basket no later than the 10th of each month.**

Monthly tuition is due in full each month even if your child is not in school due to illnesses or vacation.

A late charge of \$10 is charged for payments received after the 10th day of the month. Please look ahead due to the fact that on certain months the 10th falls on a weekend. The late fee will apply if your payment is received after the 10th.

Make all checks out to: "Reformation Schools, Inc."

It will also be helpful if you put the Tuition month and N.S. in the lower left corner of your check.

Returned checks: A \$20 fee will be charged to cover bank costs for any returned checks.

Tuition Costs for all programs (Early Start, Nursery & Pre-K) in the 2017-18 school year are as follows:

2 Day - \$145
3 Day - \$210
5 Day - \$300

Federal Tax number

Reformation Schools Inc.

51-0391957

A receipt is available upon request.

Extended Lunch Day

Extended Lunch Day is offered 5 days a week **from 11:30 am to 2:00 pm** on a first come, first served basis. Early pick up at 1:00pm is also available. Each child brings his/her lunch and beverage in a lunchbox or bag with their name on it. All registered children are eligible to sign up for extended lunch day regardless of what day they attend school. Please do not drop off children before 11:30 when coming on an unscheduled day.

We will start extended lunch day the week of **September 18th**. The monthly calendar will list any days that extended lunch day is not offered (teacher meetings, early RTM dismissal, the day before a vacation, etc).

- You will receive a lunch day calendar on the 3rd week of each month for the following month. Please make sure that you write your child's name on the calendar and select the days that you want your child to stay. ***Please make every effort to sign up in advance, as this helps us to plan staffing ahead of time.***
- **The cost is \$15 per day for early sign up and \$16 for same day sign up.** Payment by **check or cash (no coins)** is expected in advance. We ask that you pay for at least 2 weeks of Extended Lunch Day. We will also accept payment for the entire month.
- **Early Lunch Pick up option (1:00 p.m.)** The cost is **\$12 per day** for early sign up and **\$13 per day** for same day sign up.
- We will have a separate basket for your extended day lunch calendar and payment. **You must turn in a calendar with your payment!**
- Once you turn in your lunch day calendar with the dates you have selected, we will post a list with the names of the children staying on their scheduled days. Please see Mrs. Clarke for any changes.

- The maximum number of children is 20! We will add names to the list if there is room available. If you have not signed up in advance & you would like to have your child's name added to the list, please consult with Mrs. Clarke.
- Please arrive promptly at dismissal time (2:00PM). Call the school if you will be late so that we may reassure your child that you are on your way. A **\$5 late fee** plus **\$1 for every additional minute** late is due the next day.
- There are **no refunds** issued if your child does not stay on their scheduled day. **If your child is sick**, we will issue a credit that can be used on a future day.
- Children **must be potty trained** and out of Pull-Ups to stay for extended day!
- Please keep in mind that **we will not be able to heat or refrigerate your child's lunch.**

Please do not combine Tuition and Extended Day checks!

After K Program (Kindergarten children)

The After K Program is being offered 5 days a week from 12:00 p.m. - 3:00 p.m. The focus of the After K program is to extend your child's Kindergarten day with arts and crafts, science experiments, reading / writing activities, math activities and much more!

You will need to send a packed lunch for your child. Transportation for children from Rose Tree Elementary and Media Elementary can be provided by RTM. Children from Glenwood and Indian Lane are welcome but would need to have transportation provided for them due to the fact that RTM will not bus them.

Please see our website for more details and tuition rates.

Forms required for each school year:

Medical Information Form

All **new** students must have a Medical Information Form returned by the end of September. Returning students are not required to complete the medical information form again (the school already has a copy on file) unless there has been a significant change to their health history.

Emergency Contact Forms

It is imperative that we have an Emergency Contact Form by the first day of school. Please ensure that you provide all of your emergency/alternate contacts in the event that we have to reach you during an emergency.

Child Information Sheet

Please be sure to return the Child Information sheet to your child's teacher by the first day of school. The information you supply about your child will be useful to the teachers as they get to know your child.

Photo Consent Form

Please return the photo consent form to your child's teacher. Occasionally we may use photos for promotional purposes in newspapers or the school website. We will respect your decision if you decide that you do not want us to use photos or videos of your child.

What Your Child Will Need

1. Your child will need a **Full Size** school bag. Please bring it every day! It will be used to send home important papers and art projects.
2. Please keep a complete change of clothes including socks in your child's backpack in the event that that a change of clothes is required. Please remember to change the clothing depending on the season.
3. Your child should wear play clothes. We do a lot of crafts & painting and do not want to risk ruining nice clothes.
4. Rubber soled shoes are safer on the playground. Please make sure shoes have backs: NO Flip-Flops for school. Shoes should be safe for running and climbing.
5. Outerwear should be appropriate for the season. If the weather permits, we go outside unless it is extremely cold, so dress accordingly. We do not go out if snow covers the whole play area, so boots are rarely needed.

Parents- Please make sure to put names on all items: coats, jackets, lunch bags & backpacks!

*Children may have similar jackets /coats, etc. and it is difficult & time consuming for teachers to figure out the owners' identities.

Arrival Routine

Children may be dropped off at school at 8:55 a.m. Please do not arrive earlier due to the fact that teachers need this time to prepare their rooms and activities. A staff member will be stationed at the doors at 8:55 a.m. to admit you into the school.

If you arrive later than 9:15 a.m., please ring the bell at the Community Room door.

When you come into the school:

1. Please check off your child's name on the attendance sheet in your child's classroom.
2. Make sure that your child has her/his name tag. We usually only use the name tags for the first 2 weeks of school in September.
3. Drop your child off directly at their classroom door each morning.
4. Teachers will explain procedures for where coats & back packs belong upon arrival.

Please encourage your children to do things for themselves such as hanging up their coats & placing backpacks in their proper location.

Pick Up Routine

A staff member will be stationed at the door at pick up time to admit you into the school. Please pick up promptly at 11:30 at the classroom door. If you are late due to an emergency, please call our office.

If someone else is picking up your child, we must be told in advance.

Please follow these rules if you arrive early for pick up:

1. If you arrive early and classes are still on the playground, please do not allow your younger children to go on the playground until we go inside. (Everyone is welcome to use the playground after school unless the Lunch Day or After K students are on the playground).
2. Allow the children time to go into their classrooms before you walk down the hall to pick up your child.
3. If the classroom door is closed, please wait until the teacher opens it to pick up your child.

Late Fee

Please arrive promptly at dismissal time. A late fee will be applied if you arrive for pickup after 11:35 (or 2:00 for Extended Lunch Day). Call the school if you will be late so that we may reassure your child that you are on your way. An immediate **\$5 late fee plus \$1 for every additional minute** late is due the next day.

Conferences

- The Pre-K classes will have conferences in February.
- The 2 & 3 Nursery Classes will have conferences in March.
- The 2 Day Early Start class will have conferences in April.

Your child's teacher will give you a conference slip with the date & time of your child's conference. If you are unable to attend your conference, please talk to your child's teacher to reschedule.

We ask that you not use the drop-off or pick-up times for extended discussions with the teachers about your child. The teachers need to focus on the arrival and departure of the children during these times and cannot be distracted.

Your child's teacher will inform you of anything important that needs to be discussed. We will not wait until conference time if there is a problem or concern that needs immediate attention.

Discipline

We encourage positive behavior! If a child is having difficulty with his/hers peers, we will redirect the child to a different activity. In dealing with unacceptable behavior, the teacher will talk to the child and ask what happened and suggest what they might do or say the next time.

If a problem persists or we have serious misbehavior issues, we will speak to a parent as soon as possible and work together to find a solution.

Healthy Snack Policy

Your child's teacher will inform you when it is your turn to send in a snack. You will be asked to send in 2 gallons of juice (100% juice drinks only). Milk is another suggestion. In addition, you will also be asked to send in 2 or 3 boxes or bags of a healthy snack. Some examples are: pretzels, goldfish, mini rice cakes, unsweetened cereal, graham crackers, animal crackers, etc. We ask that you try to avoid products that contain hydrogenated oils and high fructose corn syrup. Please read labels – healthy snacks can be found in all supermarkets. Trader Joe's also has a great selection.

Cut-up fruit or veggies are also great! We ask that you let us know in advance.

We will allow sweets during special occasions such as birthdays, holiday parties and during some cooking projects.

Birthday Snacks

You may send in special treats for your child's birthday. Please make arrangements with your child's teacher in advance.

Some suggestions are: munchkins, special cookies, brownies, rice krispie treats, mini cupcakes, ice cream cups, etc. You must provide enough for the children in your child's classroom.

Here is another special birthday idea: Purchase your child's favorite book. Talk to your child's teacher & ask when a good time would be to come in & read the book to the class. Write a birthday message inside the cover, and donate it to our school.

Allergies

If your child has severe food allergies, it is safer to give the teacher a box of appropriate snacks for your child. Please make sure that the snack is labeled with your child's name.

Parent Volunteers

We will have a sign-up sheet for various volunteer jobs throughout the year. We appreciate the parent volunteers who do so much for our school!

Nursery School Parent Rep

The Parent Rep is available to discuss any issues or concerns that you may not feel comfortable bringing to the attention of the Nursery School staff. The Parent Rep is the spokesperson for all Nursery School parents. The name of the Parent Rep and contact information will be announced after the start of the school year.

Holiday Parties

The monthly newsletters & calendars will reflect when we are having holiday parties. We will have sign-up sheets posted asking volunteers for specific donations.

Special Guests

We do not go on field trips; however, we occasionally have special guests visit the school. If you know of someone who would be willing to visit our school, please let us know. Parents are welcome and encouraged to share their occupation or hobbies with us.

School Pictures

Individual and class pictures will be taken in October and will be ready in November or December. Order forms will be sent home with your child with all of the details.

Toys

With the exception of items for Show and Tell, toys from home should not be brought to school. Toys that promote violence are prohibited in our school.

Show & Tell is different for each class! Please refer to your child's monthly calendar so that you are aware of Show & Tell days in their class.

Library Books

The 3 and 5 day classes will select a book from their classroom library each Monday. Each child will be given a bookmark with their name on it.

Please return your child's library book every Friday & be certain to include the bookmark so that the teacher knows who returned the book.

Injury or Sickness

If your child has a minor injury in school, we will inform you of the incident when you pick up your child. If there is the possibility that your child may need doctor's care, we will call you immediately.

It is important to keep your emergency numbers as accurate as possible.

If your child has a minor illness, you do not need to call us. ***If your child has a communicable disease, please let us know so we can inform other parents.***

Here are some general guidelines to follow:

- **Colds** - A green or yellow nasal discharge often means infection. Please consult with your doctor.
- **Fevers** – Your child must be fever free for 24 hours before returning to school.
- **Strep Throat or Ear Infection** - Your child should be on an antibiotic for 24 hours before returning to school.
- **Vomiting/Diarrhea** - Your child should be symptom free for 24 hours before returning to school.
- **Pink Eye** - Highly contagious! Your child should be on eye drops (or ointment) for 24 hours before returning to school.
- **Asthma** - Keep your child at home if he/she is wheezing or having trouble breathing.
- **Nose Bleeds** - Consult your doctor for severe nosebleeds (10 Min. or longer).

- **Head Lice** - Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. If your child develops head lice, speak with your doctor or pharmacist about treatment with a special shampoo. All nits (eggs) should be removed from the hair before returning to school.

Please let us know of any head lice problems immediately so we can notify all parents.

Please speak with your child's teacher if your child requires any prescription medications stored at school.

Playground Rules for Nursery School

It is important that parents adhere to our playground rules after school! Many times the teachers have seen children on equipment which is off limits. We have also seen children taking sand out of the sandboxes to place it on the slides or other equipment.

Please follow the school rules at all times; consistency is important!

- Children should wear appropriate shoes: **NO flip-flops!**
- Go **down** the slide only. **No running or walking up the slide**. Also, remember: one person at a time going down the slide.
- Children should play on the blacktop and woodchip areas only!
- **The steps and cement wall are OFF LIMITS.**
- Sand should remain **in** the sandbox. Please do not allow your child to remove sand from the sandboxes.
- Trikes are for blacktop area only; keep out of mulch.
- If you are using the playground after school, **please watch your children carefully.**
- **Two wheel bikes are OFF LIMITS** to nursery school children. These bikes are stored in the open shed on the playground and belong to Stay & Play!

As you face the playground, we only allow the Nursery School Children on the equipment to the left. The equipment to the right is designed for older children and is off limits!

Snow and Emergency School Closing Policy

- We will be closed when Rose Tree Media School District is closed; our school closure number is **#542** (same as Rose Tree Media School District).
- We will post an announcement on the Nursery School Facebook page.
- We do not make up snow days unless we go over 5 days in the Monday-Wednesday-Friday schedule.

Modified Weather Related Schedule

- If RTMSD has a 2 hour delay due to weather issues, Nursery School will open with the following modified schedule: **11:00 a.m. -12:30 p.m.** (If your child is signed up for Extended Lunch Day, the lunch will offered from 12:30 p.m. - 2:00 p.m.)

Power Outage Procedures

In the event that the school loses power, each classroom has temporary emergency lighting (there are no windows in the main classrooms).

In the case of an extended power outage, we will contact parents about school closure or early dismissal.

Additional Communication Methods

Our Facebook page is the primary method of communication with our school families. We realize that not everyone uses Facebook, so we will be implementing additional methods of contacting parents through email and text alerts. Details will be given out during the school year on how to sign up for these alerts.

Blessing

Please become familiar with the blessing, as we say it daily before snack & lunch.

**Open shut them, open shut them
Give a little clap.
Open shut them, open shut them
Fold them in your lap.
Thank you for the world so sweet.
Thank you for the food we eat.
Thank you for the birds that sing.
Thank you God for everything.**

-Amen

**Our school does not
discriminate on the basis
of race, color, religion,
national or ethnic origin.**

The First Day

*I gave you a little wink and smile
As you entered my room today.
For I know how hard it is to leave
And know they must stay.
You've been with them for the first few
years
And have been a loving guide,
But now, alas, the time has come
To leave them at my side.
Just know that as you drive away
And tears down your cheeks may flow
I'll love them as I would my own
And help them learn and grow.
For as a parent, I too know
How quickly the years do pass
And that one day soon it will be my turn
To take my child to class.
So please put your mind at ease
And cry those tears no more
For I will love them and take them in
When you leave them at my door.*

Author: Jamie Solley