



## Parent Handbook

### **Welcome**

The Incline Village Nursery School is a non-profit organization founded in 1970. It is under the supervision of the Board of Trustees. They are responsible, in consultation with the staff, for setting policies and determining operating procedures. Tuition and fundraisers provide the financial support for the school. Registration is open to the community on a non-discriminatory basis, providing non-denominational education to children without regard to race, color, or religion. The school is licensed by the Department of Social Services in Washoe County. The staff is qualified by education, experience, and personal qualities to work with children and they meet or exceed the qualifications required by the State of Nevada.

The Incline Village Nursery School operates in accordance with its Articles of Incorporation, Bylaws, and the Rules, Policies, and Procedures. *It is each parent's responsibility to read and comply with these Rules, Policies, and Procedures.* The Bylaws determine when Board meetings are scheduled. These meetings are the parents' opportunity to share in the business of running the school, express opinions and concerns, and make constructive suggestions.

### **Our Purpose**

Incline Village Nursery School unites parents and teachers in their dedication to nurture preschool aged children as they seek greater self-understanding, develop positive social skills, and build personal confidence. Our school offers a balanced environment that focuses on building academic readiness skills as well as social development. A child's bridge to a lifetime of success begins here.

### **Goals**

- Provide an atmosphere that allows children to develop to their fullest potential.
- Encourage children to be respectful and courteous to others.
- Give children the time and opportunity to experiment, to think, and to make decisions.
- Develop each child's knowledge, skills and abilities in all developmental areas: social, emotional, physical and cognitive.
- Help to prepare children for success in school by providing daily exposure to language building activities, handwriting, math skills, science, process oriented art projects, music, dramatic play and outdoor exploration.

### **Teaching Staff 2017-18**

Director/Teacher	Nicole Stirling
Teacher	Misty Berberich
Teacher	Lauren Suttie
Assistant Teacher	Lindsay Rudd

### **Board of Trustees 2017-18**

President	Courtney Carsman
Vice-President	Molly Meyer
Treasurer	Debbie Ceragioli
Secretary	Cara Schuessler
Social	

## **Enrollment**

School enrollment shall be limited to twenty-five (25) students per class. When capacity is reached, applicants shall be placed on a waiting list according to the date of application. In order to enroll in the Tuesday/Thursday three year old class, a student must be *fully potty trained* and at least 2 ½ years old. In order to enroll in the Mon/Wed/Fri four year old class, a student must be four years old by December 31st and fully potty trained. Students who are not fully potty trained (no pull-ups) will be disenrolled. A student's enrollment may be terminated if it is in the best interest of the child, the school, or other students and their families. \* *In the 2018-19 school year IVNS will be changing our age of enrollment to 3 years old by September 30<sup>th</sup> in order to enroll in the T/Th class, and 4 years old by September 30<sup>th</sup> in order to enroll in the MWF class\**

## **Fundraising**

Fundraising plays a large part in allowing us to offer a quality education with reasonable tuition. All parents will be called upon to assist with our one major fundraiser, the annual Pumpkin Patch. The proceeds from this fundraiser enables IVNS to reduce each child's annual tuition by as much as \$500. Thus, if you cannot or choose not to participate, you have the option to pay the \$500 increased tuition (aka the "opt out") in place of your volunteer hours. Additional fundraisers may come up throughout the year for which participation is not mandatory but very much appreciated. Thank you for your support.

## **Absences and Withdrawals**

If a child must miss school due to vacations, illness, or other circumstances, his or her place is held by the payment of regular monthly tuition by the fifteenth of each month, regardless of the number of school days missed during that installment period. If a parent or guardian instead wishes to withdraw the child from the program during their absence, he or she must inform the Director in writing at least 45 days prior to the child's last day. Submittal of a disenrollment letter stipulates that the parent or guardian is willingly removing the child from school and is choosing not to pay monthly tuition, thereby relinquishing the child's place in school. If parents/guardians do not give a 45 day notice, he or she will be responsible for payment of tuition during the 45 day notice period and their deposit will be forfeited.

## **Vacations**

Students are welcome to take leave from the classroom for family trips or other reasons at any time throughout the school year without advance notice to the Director. *No refund will be given for days of class missed during this time, and tuition will **not** be prorated or deducted for any days of class missed.* All tuition must be paid in full before the student leaves if the family will miss the 15<sup>th</sup> deadline for tuition due.

## **Tuition (due on the 15<sup>th</sup> of each month)**

*Three Year Olds = Tuesday/Thursday \$315.00      Four Year Olds = Monday/Wednesday/Friday \$550.00*

**Installments:** Annual tuition is payable in monthly installments over the 10 month school year. Installments are due on or before the 15<sup>th</sup> day of each month beginning August 15<sup>th</sup>. If a tuition payment falls due on a weekend, holiday, or other day when school is not in session, parents are still responsible for paying the installment on time. Payments made late are subject to a late payment fee of \$20.00.

Checks for tuition may be dropped off in the tuition box in the classroom or mailed to:

**Incline Village Nursery School**  
**P.O. Box 4396**  
**Incline Village, NV 89450**

Cash payments must be handed personally to the Director and exchanged for a written receipt.

If a child is enrolled in the middle of the school year, the initial tuition payment will be prorated based on the number of weeks remaining in the current tuition installment period.

Attendance for a partial week is considered the same as attendance for an entire week.

**No Refund Policy:** There will be no reimbursement of tuition unless a formal withdrawal has been made 45 days in advance and tuition had been paid beyond that period.

## **Arrival and Dismissal**

School is in operation Mondays, Wednesdays and Fridays from 8:45am-1:45pm, and Tuesdays and Thursdays from 8:45am – 12:45pm. Each school day a teacher will greet students as they enter the classroom. Parents are encouraged to get their child situated and comfortable in the classroom, then separate from them. School will begin with ringing the bell for the first circle by 9:00 a.m. each day.

A parent or adult should stay with their child until they are physically in the classroom and signed-in. An adult must come to the classroom to pick students up and sign out each day. We must have a dated and signed note if someone else is picking up your child and they are not listed on the registration form. Children will not be dismissed until a parent or caregiver is present.

## **Parking**

There are two entrances to the school. We prefer that parents and caregivers enter from the front (main entrance) of the building and use the designated parking spots in the upper church parking lot. You may also use the side/alley parking spots if they are available and may enter through the lower side door. **No parking in the lower driveway near our playground at any time.**

## **Cancellation of Classes**

School will be cancelled due to weather when the Incline Elementary School is closed. Local media may announce this information, or a parent may telephone **775-337-7509** for a voice mail message about the school closing information. School is also closed for all Incline school holidays and vacations, **with the exception** of Teacher Institute day(s). Incline Village Nursery School *will not have delayed openings* when Washoe County calls a 2 hour snow delay - we will be opening at our regular time of 8:45am.

## **Snacks**

We encourage all parents to provide snacks for the group during the school year and a snack sign-up sheet is posted on the bulletin board in the hallway. Incline Village Nursery School encourages thoughtful preparation (items that minimize set-up and clean-up) and nutrition. Please check with the teachers for appropriate suggestions and class sizes. All fruits and vegetables must be prepared (washed and cut) by the teachers. All snack items must be store bought, packaged and unopened. **Given the rising incidence of peanut or tree nut allergies, we have adopted a nut-free school policy.**

## **Birthdays**

When a child's birthday arrives it can be celebrated during circle time. If you would like to provide a special healthy snack for that day and were not scheduled on that day, please switch with someone else. **We will not allow cupcakes, cake, candy, ice cream or popsicles of any kind for birthday celebrations.** A few hours at school is not the appropriate time to give sugary treats to kids. If you are having a party at home; to which the whole class is invited, invitations may be given out at school. If everyone is not invited, invitations may not be brought to school.

## **Clothing**

Children should be dressed in comfortable clothing. **All clothing, especially any removable articles (boots, jackets, sweaters, etc.) should be marked with the child's name.** Smocks are provided for painting and water play activities, but a child's interest cannot be focused on keeping his or her attire in perfect condition. The school uses water-based products that are represented to wash out.

When weather permits the children will spend some time playing outdoors. Please see that a child has suitable jackets and shoes. Children are required to wear footwear in the classroom at all times. **Due to safety concerns we ask that you please do not send your child to school in Crocs or flip flops.** The tile floor in our classroom is VERY slippery

with foam soled shoes. During inclement weather, please see that your child has something to wear on their feet that will be comfortable throughout the class time. We do play on our playground during snowy winter months. Please send snow clothing and boots that will be appropriate for cold weather play. Each child will have a coat hook in the hallway that can be used for clothing storage.

## **Registration Fees and Late Fees**

**Registration Fees:** A \$100.00 registration fee shall be charged upon enrollment of each child. Registration fees are payable upon submittal of the application and are non-refundable.

**Late Tuition Fees:** Any tuition payment not received by the 20th of the month shall be considered delinquent and subject to a late fee of \$20.00. The late fee is assessed per check, not per child. The school Treasurer may, but is not required to, send the non-paying member a delinquency notice. If the delinquent tuition, the late charge, and the tuition for the next tuition installment period are not received on or before the fifteenth day of the next month, the student may be dismissed from the school. If a member is late paying tuition three or more times during the school year, the student may be dismissed from the school. At the discretion of the school, a dismissed student may be allowed to re-enroll during the same school year upon payment of an additional registration fee plus all the delinquent tuition and late fees from the prior enrollment if there is classroom space available. **Checks returned for insufficient funds will be subject to a \$35.00 returned check charge.**

**Late Pick-Up Fees:** A late pick-up fee is charged if a child is not picked up on time. Pick up is considered late at 12:50 a.m. for 3 year old classes and 1:50 p.m. for 4 year old classes. The late pick-up fee is \$1 per minute, due and payable when the child is picked up. If a child is picked up late three (3) times during the school year, the Director will issue a warning letter to the parents and/or guardian. Upon the fourth occurrence, the child may be dismissed from the school. Whenever any returned check charge or late pick up fee is not paid when due, or on or after the fourth day after any payment of tuition is due, the Treasurer may send the member a notice of delinquency. Full payment will be required of such charges by a date certain not fewer than seven (7) calendar days after the date such notice is personally given to or mailed to the member advising that if such payment is not received by the school on or before the date certain, the student will be dismissed from the school as of the end of the date certain.

## **Discipline Policy**

An important focus of the Incline Village Nursery School program is the continued development of the social skills and self-discipline necessary for the child to function successfully in small and large groups. At this point in the child's development he/she should be acquiring a collection of strategies for handling problems and getting along with other children. Inappropriate behavior should be discarded in favor of strategies such as talking out problems with each other and requesting adult assistance. No child may hurt another in any way, disrupt the work of another, or misuse the materials or equipment.

We recognize that children mature at different levels and that they develop positive social skills over time. However, to make the most productive use of the group's class time, the following process has been developed for use with those children who exhibit inappropriate behaviors.

1. Remove the child from the group and/or activity for a brief period of breathing and calming. Make sure the child knows why he or she has been removed. Offer positive redirection and choices for different activities or playmates. This occurs periodically in all of our classes and usually is sufficient to solve the situation.
2. Conference with the parents to make them aware of their child's behavior in the classroom.
3. No later than two weeks after conferencing, update the parents on their child's performance in class and evaluate the behavior. At this time determine the status of the child and the alternatives.
4. Discuss the child with the Board of Trustees.
5. If the child is still displaying inappropriate behavior and not conforming to classroom procedures, the Board of Trustees will discuss dismissal.

In order to guarantee a quality experience for the total group, students who repeat these behaviors may be removed from the program. In the event of extreme behavior or an extraordinary problem, the Director has the authority to act promptly without adhering to the above guidelines.

## **Visitors**

Parents and guests wishing to visit the school are welcome at any time. If they are interested in seeing a specific activity, check with the teachers as to the best day and time. Teachers will be scheduling classroom visitors throughout the year. These will include community members such as firefighters, librarians, nurses, postal workers, etc. We also invite parents of children who have something to share with the class relating to the curriculum. These visitors will usually be mentioned in the monthly newsletter, prior to their visits.

## **Health Policy**

All children must have age-appropriate immunizations before beginning school, as determined by Washoe County. Records of these immunizations must be given to IVNS on your child's first day of school and will be retained on file. As children have birthdays throughout the year and need additional immunizations, the Director will notify parents.

A parent must not send a child to school if he or she is sick. If a child is absent due to illness, the school should be informed. *If a child is too sick to play outside, he/she should not be sent to school.* "Too sick for school" is defined by Washoe County School District as follows:

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature exceeds 100.4 degrees F, or 1 to 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
3. If your child vomits and continues to experience nausea and/or vomiting. A child needs to have 24 hours at home after the last vomit or diarrhea incident.
4. If your child complains of severe and persistent pain; refer to a physician.
5. If your child shows signs of upper respiratory infection (cold symptoms)
6. If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, or crusts on eyelids; the child should be evaluated by a physician.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of infestation with lice (nits in hair, itchy scalp); evaluate with treatment.

Please also take into consideration the milder cold symptoms such as running noses, sneezing and coughing which can spread the virus to other children and/or teachers. IVNS encourages parents to use these guidelines in determining when to keep a child home from school. The teachers have full discretion to call the parents of a sick child and require that he or she be picked up.

## **Special Medical Conditions**

Parents must notify IVNS, in writing, if your child has any health condition(s) in which the child may need medical attention. Such conditions may include allergies, asthma, etc. Such conditions must be listed on the child's medical form that is turned in the first day of school.

Parents need to provide written instructions on how to handle the condition(s) should it occur while the child is attending school. These instructions shall include a description of the condition and its symptoms and specific instructions on how the parents want the condition handled should it occur. If medications are needed for the condition, parents shall provide:

- 1) An adequate supply of medication to be kept at IVNS in a secured location.
- 2) Clear labeling of what the medication is and any precautions.
- 3) Instructions on its use (dosage, when to use, etc.).

These instructions shall be signed by the parents & the Director, reviewed & initialed by all staff, and posted at school.

### **3 Year Old Program: 8:45am – 12:45pm -- Tuesday/Thursday**

**\*children bring a sack lunch from home**

#### ***Curriculum***

Develop language skills through learning letter sounds, reading, games, songs, beginning handwriting, and exposure to a print rich environment.

Develop math and science skills through observation, descriptive language, weather, number recognition, experimentation, comparisons, counting and measuring.

Develop large motor skills through jumping, running, catching, throwing, yoga, climbing, and balance.

Develop small motor skills through drawing, painting, working puzzles, pouring, cutting and building.

Experience music and art activities with open-ended process involved learning.

Develop social skills through interacting with other children by listening, taking turns, sharing, and learning to make choices.

#### ***Daily Schedule (subject to change)***

8:45 - 9:00 Drop-off & good-byes

9:00 - 9:30 Circle Time – welcome, calendar, weather, classroom helpers, letter sound of the week

9:30 - 9:55 Academic Centers (language, math, science, art)

9:55 - 10:15 Free Choice Activities (language, math, science, art, dramatic play, blocks)

10:15 -10:20 Clean Up Time

10:20 – 10:40 Second Circle – stories, music time, Star of the Week (each student has a week for sharing)\* This could also be Enrichment Time (i.e. yoga, music, or language)

10:40 – 11:00 Wash Hands & Snack Time

11:00 - 11:30 Playground Time

11:30 - 11:45 Inside → Wash Hands for Lunch

11:45 – 12:15 Lunch Time

12:15 – 12:40 Free Choice Activities / Third Circle Time for Theme Discussion & Exploration

12:40 - 12:45 Good-Bye Song & Pick-Up Time

### **4 Year Old Program: 8:45am – 1:45pm – Monday/ Wednesday/ Friday**

**\*children bring a sack lunch from home**

#### ***Curriculum***

Language Development – Expanded vocabulary building using letter sounds and letter blends, questions aimed at higher level thinking skills, setting a scene, introducing characters and ideas, and using detail in description.

Math Development – Graphing, sequencing, pattern recognition, comparisons, grouping, counting, measuring, celebrating 100 days of school, and estimation.

Science Development - Making predictions, cause and effect, gravity, exploration, investigation, observation, growth, and nature.

Music & Art – Opportunity to explore and create in both group and individual activities with open-ended process involved learning.

Develop large motor skills through jumping, running, catching, throwing, yoga, climbing, and balance.

Refine small motor skills through cutting with control, practice handwriting & proper pencil grip, tracing, lacing, working puzzles, pouring, and building.

Develop social skills through interacting with other children by listening, taking turns, sharing, and learning to make choices.

**Daily Schedule (subject to change)**

8:45 - 9:00 Drop-off & good-byes

9:00 - 9:30 First Circle Time – welcome, calendar, weather, classroom helpers, letter sound

9:30 - 9:55 Academic Centers (language, math, science, art)

9:55 - 10:15 Free Choice Activities (language, math, science, art, dramatic play, blocks)

10:15 - 10:20 Clean Up Time

10:20 – 10:40 Second Circle Time – stories, music time, Star of the Week

\* This could also be Enrichment Time (i.e. yoga, cross fit, music, or language)

10:40 – 11:00 Wash Hands & Snack Time

11:00 - 11:45 Playground Time

11:45 - 12:00 Inside → Wash Hands for Lunch

12:00 – 12:30 Lunch Time

12:30 – 12:45 Quiet Free Reading Time

12:45 – 1:15 Third Circle Time – Theme of the Week discussion & exploration

\* This could also be Enrichment Time (i.e. yoga, cross fit, music, or language)

1:15 – 1:40 Playground Time

1:40 - 1:45 Good-Bye Song & Pick-Up Time