

Our Mission

Stevens Forest Nursery School is a non-profit, cooperative school for young children. We provide a high-quality educational program for the children in our community to help them grow and develop physically, emotionally, socially, and intellectually in an age-appropriate environment. We utilize a state approved curriculum for daily instruction. SFNS requires on-going professional development for our teachers through their attendance at classes and conferences to improve their skills and knowledge. SFNS requires and promotes a strong relationship with families, community agencies and other outside resources as part of our program. SFNS does not discriminate with regard to race, color, religion, sexual orientation, national origin, handicap or any other status or condition protected by law, in the admission of members or students nor in the employment of staff.

Our Philosophy

Our staff and families work together to create a safe, loving environment for the children on a daily basis.

Our program is based on PLAY. We provide an enriching curriculum through The Creative Curriculum, which is based upon developmentally appropriate early education standards.

Our program believes in a strong partnership with the families. Our parents volunteer in the classroom, serve as administrators for the program, serve on committees to further enhance our program and evaluate all the program's aspects to ensure continued growth of our children and our program.

Our program believes in the professional development of our teachers and assistants for themselves, our program, Office of Child Care (OCC) licensing requirements and the Maryland State Credential Program (MSCP).

I. Curriculum

A. SFNS uses an approved State of Maryland Board of Education approved curriculum in accordance with the Office of Child Care licensing and MSDE Accreditation standards. We use “The Creative Curriculum.”

B. The Creative Curriculum encompasses the use of monthly units/themes within the classroom learning centers as well as encompassing the Maryland Framework and Standards.

C. Monthly units may include the following:

September:	Welcome to School, Friends, Sharing, Manners, Apples/Johnny Appleseed
October:	Fall, Fire Safety, Trees, Halloween
November:	Native Americans, Pilgrims, Healthy Foods, Turkeys, Thanksgiving
December:	Evergreens, Hanukah, Christmas, Kwanzaa, Las Posadas
January:	New Year, Snow, Winter, Dinosaurs, Hibernation
February:	Valentine’s Day, Groundhog Day, Community Helpers
March:	Wind, Spring, St. Patrick’s Day, Transportation, Under the Sea
April:	Rain, Clouds, Insects
May:	Mother’s Day, Seeds, Flowers/Plants, Fruits, Zoo Animals

D. The daily schedule is semi-structured, providing flexibility for the teacher to adjust to the special needs of the class while still giving the children the ability to explore areas of interest independently.

* The Four Day schedule, while including all the above activities, provides more opportunities to develop pre-reading and writing skills, basic math concepts and overall preparation for kindergarten.

* The Two Day and Three Day schedules, while including the above activities, are aimed primarily at making the first school experience positive and pleasant. The children begin learning the responsibilities of being part of a larger group.

II. Staff/Role of Teachers/Assistants

A. The teachers attend monthly board meetings, class meetings, general meetings, monthly staff meeting and work with the families to develop a partnership within the school.

B. As a resource for families, the Teacher evaluates each child’s progress and general development. Written progress reports are provided for the family in Jan and May. Optional conference times with the teachers are provided for in February. The Teacher or family may request a conference at any time during the school year.

C. The Teacher is expected to attend continuing education and professional development classes based on the requirements of OCC licensing and in accordance with membership in The Maryland Credentialing Program. All Teachers are responsible for being CPR and First Aid certified as well as receiving their certification in Medicine Administration and Emergency Evacuation Procedures.

D. The Teacher's assistant serves as the Teacher's partner in implementing the daily program and guiding the children's activities. As substitute in the Teacher's absence, the Teacher's assistant provides continuity for the ongoing program.

E. The Teacher's assistant is expected to attend continuing education and professional development classes based on the requirements of OCC licensing and in accordance with membership in The Maryland Credentialing Program. All assistants are responsible for being CPR and First Aid certified as well as receiving their certification in Medicine Administration.

F. The assistant attends monthly board meetings, monthly staff meetings, general meetings and also works with the families to develop a partnership within the school

II. Board of Directors

A. President: Oversees the general operation of the school. Presides at all board and general meetings.

B. 1st Vice President-Membership: The main purpose of this position is marketing the school. Thus handling registrations, annual HC preschool fair, open houses and scheduling observations.

C. 2nd Vice President-Committees: The main purpose of this position is to assign committees after the May General meeting, helping committees ease into their roles, and overseeing the committees throughout the school year.

D. Secretary: The main purpose of this position is to maintain school files for insurance and correspondence. Attend, record and provide minutes of information discussed at board and general meetings to all families

E. Treasurer: The main purpose of this position is to receive payments from families for tuition and fees throughout the year, report any outstanding tuitions fees to the board and be a liaison with the outside employed accounts payable company.

IV. Membership Qualifications and Acceptance

A. Stevens Forest Nursery School follows the Howard County Public School System requirements, which states a child must be of age on or before September 1 of the current year prior to the start of school.

- 1.Children entering into the 2Day Class (2's and early 3's) must be two years of age on or before September 1st.
- 2.Children entering into the 3Day Class (3's and early 4's) must be three years of age on or before September 1st
- 3.Children entering into the 4Day/Pre-K Class (4's and early 5's) must be four years of age on or before September 1st

B. Before a child may attend school:

- 1.The child should be toilet-trained, excluding the 2Day Class.
2. All required Health and Safety documents must be on file with the school before the child is allowed to attend. These include but are not limited to, the Emergency Card with photo, the Health Inventory, and the SFNS Family Responsibility Contract.

If any of the above has not been complied with, the child will not be allowed to attend class.

C. Staffing and Adult Ratios

The Maryland State Board of Education approved staff/child ratio per class is as follows:

- 2Day Class (2's and early 3's)-1:6 (currently 1:6)
- 3Day Class (3's and early 4's)-1:10 (currently 1:9)
- 4Day Class (4's and early 5's)-1:10(currently 1:9)

The SFNS approved adult/child ration per class is as follows:

- 2Day Class 1:4 (currently 2staff, 2 family member /12 children)
- 3Day Class 1:5 (currently 2staff, 2 family member/18 children)
- 4Day Class 1:5(currently 2staff, 2 family member/18 children)

V. Obligations and Role of Co-oping Family Member

A. It is an adult family member who must co-op, sharing with the Teacher the responsibility for providing the happiest possible preschool experience for the children.

B. A cooperative nursery school gives the unique opportunity for family members and children to shape and share a new world.

1. Specific duties of the co-oping family member include:

A. Complying with all the Health and Safety regulations set forth by the school.

B. Working in the school when scheduled. (When classes are at full-enrollment, each family will co-op approximately one to two times per month. The co-oping schedule will be equally distributed amongst all co-oping families.) In the event that a family member finds that he/she cannot co-op, it is the adult or family member who must arrange for his/her substitute, making sure that the class coordinator and the teachers are informed of all changes. If a child is ill the day before an adult or family member's scheduled day to co-op, the adult or family member must make arrangements for the substitute in the event the child remains ill the following day.

C. Providing drink and/or snack as indicated on the co-op schedule. The snack must comply with the approved snack list distributed at the Orientation meeting and the drink must be 100% juice or milk. All family members must be aware of any food allergies that may exist in the class and if necessary tailor the snack and drink choices accordingly.

D. Be on time to co-op 15 minutes prior to class beginning (8:45am arrival or 12:15pm arrival time). Staying 15 minutes after the class has been dismissed or until all children have been discharged safely. The Teachers depend on the family members for setting up equipment and doing general housekeeping tasks.

E. Attending all General Meetings (held in the evening-adults only) and all Class meeting (generally held the first 15 minutes after drop off each month). Family members who cannot attend a meeting should inform their class coordinator. Attendance/sign in is mandatory. The information discussed at these meetings is critical to the success of your child's school year and family members are required to make every effort to attend these meetings.

F. Participating on a Committee

G. Participate in at least one cleaning workshop during the school year to do major housekeeping chores not possible during the regular school day.

H. Driving and/or chaperoning on field trips. When a fee is involved, the family members are expected to pay for themselves on field trips. The field trip fees collected with tuition cover only the children in the class. Completion of the field trip permission slip prior to the field trip day is requested as well as paying the class chair for admission when necessary. Family members who are not attending the field trip are responsible for providing and installing a car seat in the driver's car. Failure to do so may result in your child not attending the field trip.

I. Participation in school sponsored fundraising activities.

J. Reading the Stevens Forest Nursery School Handbook and Bylaws.

K. Paying all tuition money and fees on time as set forth in the SFNS payment schedule.

VI. Obligations of All Members

Each member shall comply with the provisions of the Handbook and Bylaws and with any rules or instructions issued within the authority of any officer of the Nursery School.

1. General Safety

A. The family member or car pool driver must bring the child to the school door and to pick the child up there. All children must be signed in and out.

B. A child will not be released to any person other than the authorized people listed on the child's Emergency Card, without specific written authorization from the immediate family member.

C. All messages from the family to the Teacher must be written in the class communication log; verbal messages brought by the child cannot be accepted.

D. At least one co-oping family member must stay until all children in the class have been picked up from school. In the event that a child is not picked up within ten (10) minutes of dismissal, it is that co-oping family member who is responsible for that child. If the co-oping family member must leave the school, he/she will take the child with him/her, and it is the responsibility of the delayed parent to pick up their child as soon as possible.

E. The school phone number is 410-997-0808. Please keep it handy in case an emergency arises and your child cannot be picked up on time. If such an emergency arises, the school must be contacted so the teachers and co-oping family members know.

2. Safety while Co-oping

To provide a safe environment for all children we ask you, as co-oping families to help monitor the following while in the classroom:

A. The Front Room

1. Keep children from entering the office by slightly closing door to allow us to hear the telephone.
2. Adults only are allowed to remove items from closets.
3. Remind children we keep our feet on floor at all times.
4. Remind children we use walking feet and inside voices while in building.
5. If half or less of a class is in the front room, one family member and one teacher will be present in the room. If more than half the children are in one of the two rooms, the family member will be asked to move to the room with the majority of the children.
6. Smocks are always worn when painting at easel. If a child chooses not to wear a smock, an alternative activity must be chosen or suggested.
7. Remind children to clean up a center prior to their leaving and to take their Center Time Name Tag with them.
8. Allow children to assist with clean up when the bell rings.

B. Hall and Bathrooms

1. Bathroom doors must remain open at all times, unless an adult is using the facility. Please remember to lock the door or you may have a visitor.
2. Assist children in bathrooms with hand washing time at beginning of day, after painting or art project and prior to snack.
3. Notify a teacher if a child needs assistance in the bathroom.
4. Assist children with water fountain, if necessary.
5. Adults are only allowed to handle bleach cleaning solution.

C. The Back Room

1. Adults only are allowed to remove items from closets.
2. Remind children we keep our feet on floor at all times.
3. Remind children we use walking feet and inside voices while in building.
4. Both large and small blocks should be stacked only to a child's shoulder height.
5. Remind children to clean up a center prior to their leaving and to take their Center Time Name Tag with them.
6. Allow children to assist with clean up when the bell rings.

D. Outside

1. Adults only are allowed in the shed.
2. Down only on the slide with feet first.
3. Bikes are only ridden on the blacktop.
4. Sand stays in sandbox. Mulch stays in yard.
5. Bouncy balls and balance cups remain on mulch.

II. Health Policy

A. A child must stay home if he or she:

- *Is developing a cold or has a cold that is less than 3 days old.
- *Has a sore throat or earache.
- *Has swollen neck glands
- *Has a “fresh” runny nose.
- *Has had a fever within the last 24 hours.
- *Has an unusual rash or sore.
- *Acts sleepy or complains of a headache.
- *Has a flushed face, vomiting or diarrhea.
- *Appears to be ill.
- *Has impetigo or conjunctivitis (pink eye).
- *Has been on antibiotics for less than 48 hours after prescribed by a physician.

The Teacher has the authority and the responsibility to call family members and send a child home, if necessary.

B. In the case of a family member who is scheduled to co-op, the above 11 items apply as well. If the family member needs to switch co-oping days because of his/her own illness, please refer to the V.1.B for a discussion of substitutes.

C. The family member must:

1. Immediately inform the Nursery School if his/her child has been exposed to or becomes ill with any contagious disease such as lice, chicken pox, roseola, strep throat, shigellosis, hepatitis, meningitis, etc.
2. Keep current a phone number where he or she can be located during the day in the event his/her child becomes ill while at school.
3. Keep current the information concerning the person(s) to contact if the parent cannot be reached.

VIII. Allergies/Snack Policy

We are an allergy sensitive school and maintain a NUT-FREE environment during school hours.

However, we do not have control for items brought into the building during our non-school hours from other building renters.

A. Family members must keep Health and Safety informed and up to date on any allergy their child may have. Families with an allergic child must provide the completed Medicine Administration form and must provide an EPI pen in original prescription box, which includes the child's name and expiration date, which must be at least nine (9) months from the start of school in September. The EPI pen must be kept at school in our medicine approved box located in the office. EPI pens will be taken on field trips when a family member is not present.

B. If the child has a significant food allergy (ie. Dairy products, peanuts, wheat, eggs, etc), the family members of the allergic child must provide his/her own snack on a daily basis. Children with food allergies receive a special seat identified with an orange chair back cover during snack times. Children with allergies receive their snack prior to the distribution of snack to the rest of children's seats.

C. Family members who choose to allow their child to eat the group snack must sign or initial their approval on the daily snack log every day that the child comes to school. The responsibility for allowing the allergic child to receive the group snack lies solely with the family members. We also request that the parents provide a substitute snack to be kept in the child's backpack for those occasions when the provided snack is not acceptable.

D. It is the responsibility of the family member of the allergic child to provide a substitute snack for the child on days when the class is celebrating birthdays or holiday parties. Snacks do not need to be tailored to accommodate allergies on those days.

E. It is the responsibility of the family member of an allergic child to work with the Teacher to provide substitute product(s) on a day when a class may be making their own snack as part of the day's activities.

Snack Policy

A. All snacks and beverages **MUST** arrive at school or on field trips in **SEALED, UNOPENED CONTAINERS.**

B. All leftover snacks and beverages must leave the school at the end of class.

- C. All plastic utensils used for food preparation, serving or eating must be thrown away at the end of the snack period.
- D. All juices **MUST** be 100% juice. (Qualifies as one serving of fruit.)
- E. All juice or milk must be poured from the original, unopened container. Frozen juice concentrate **MUST** be prepared at school just prior to serving.
- F. All fruit **MUST** be fresh or packed in it's own juices. **NO HOME-CANNED PRODUCTS.** Fresh fruit **MUST** be prepared (peeled, sliced, washed, etc) at the school prior to serving.
- G. All baked goods must be store bought and in a sealed package with the exception of birthday and party snacks that have been prepared in the family home. These events will be noted on the monthly class calendars.
- H. All food supplies brought in for the children to make their own snack on "special" snack days must be in their original, sealed, unopened package.
- I. All snack and beverages, including the **BRAND NAME, MUST** be written in the snack log prior to the start of class each day.
- J. ******VERY IMPORTANT****** Always be aware of any and all food allergies which may affect your class. Please follow all procedures when handling food allergies.

Snack Guidelines

	GRAINS	FRUITS & VEGETABLES	DAIRY
SNACKS	Wheat Bread	Dried Fruit (Raisins, Craisins etc.)	Cheese
	Bagels	Applesauce	Cream Cheese
	Dry Cereal- Unsweetened i.e. Cheerios, Chex, etc.	Individual Fruit Cups	Yogurt
	Pretzels (no UTZ or Snyders)	Fresh Fruit-apples (bananas, grapes, strawberries, etc.)	Pudding
	Pepperidge Farm Goldfish	Fresh Vegetables (Carrots, celery, broccoli, red or green peppers, etc.)	
	Graham Crackers		

	Teddy Grahams (no chocolate)		
	Muffins		
	Animal Crackers		
	Crackers (i.e. Wheat Thins, Cheez-Its, Club, etc)		
	Fig Newtons		
	Rice Cakes		
	Granola Bars – NO NUTS		
DRINKS		100% Fruit Juice	Milk (no Chocolate milk “drinks”)

- A. Select a minimum of one snack and select one drink item.
- B. A minimum of two food groups must be represented from the above categories.
- C. Fruit and vegetable snacks MUST be accompanied by a dairy item (either dairy snack or milk)
- D. Birthday snacks must be accompanied by 100% juice or milk.

Stevens Forest Cooperative Nursery School provides cups, napkins, bowls, plates, silverware and water used for snacks.

IX. Administration of Medication at School

- A. It is the policy of SFNS and The OCC licensing department that prescribed and over-the-counter medication can only be administered with the completion of the Medicine Administration form by a physician.
- B. All medication must come to school in the original packaging and contain the original prescription label and the child’s name.
- C. All medication must be kept at school in our medication box.
- D. Only the Teacher or staff member that has completed the Medicine Administration course required by OCC licensing department will be allowed to administer the medication. Medication will only be administered one time during each class period.
- E. All staff members hold current certification indicating successful completion of Infant/Child CPR and Basic First Aid training.

X. Sibling Policy

- A. Siblings may not accompany family members for regular co-op sessions.
- B. Siblings of registered children are invited to attend parties and holiday gatherings (e.g. Cookie Socials, Thanksgiving Feast, end of year picnics, etc) and are welcome during monthly class meetings.
- C. If you are co-oping during a class party, siblings are welcome as long as they are under the supervision of another family member or class member.

NO SIBLINGS ARE ALLOWED ON FIELD TRIPS WHEN PARENTS ARE A CHAPERONE.

XI. Field Trip Policy

A. Students in the 3Day and 4Day/Pre-K classes have scheduled field trips throughout the year. The teacher makes the arrangements for the field trips and passes the information onto the class coordinator. Directions are provided for family members who drive/chaperone students.

B. The field trip fee covers the cost of all the students for field trips. Family members who drive/chaperone field trips are expected to pay field trip fees themselves. This fee is collected by the class coordinator, prior to the field trip so a list of all accompanying family members can be given to the teacher prior to the field trip date.

C. Family members may only drive students other than their own child, if they have a MVA driving record approved by SFNS's Health and Safety. (The MVA driving record must be turned in prior to the beginning of the school year.) Family members who are unable to drive other students may drive their own child. Family members may only drive their own child if siblings are in the car.

Chaperone and Driver Assignments

Family members will be informed of how many drivers/chaperones are needed for each field trip. It is expected that all families share the responsibility of chaperoning and driving throughout the school year.

The class coordinator will ask if there are family members willing to drive children whose family members are not attending the field trip. Family members are expected to make arrangements with those drivers for their child's transportation and complete the field trip permission slip accordingly. All students are required to have a completed field trip permission slip turned into the class coordinator prior to field trip day so information can be provided to the teacher. To make sure all children are safe, the family member must install their child's car seat in the car of the driver. Failure to do so will result in the child not attending the field trip.

The complete list of drivers and the students riding in each car will be given to the teacher before leaving for a field trip. The teacher provides her cell phone number to each chaperone.

XII. Alumni Visitation Policy

Alumni are always welcome to visit the Nursery School. Family members must stay with them throughout the day, and it may not be on a day when the family member is co-oping. Advance notice to the Teacher would be appreciated so that activities can accommodate the extra child (ren).

XIII. Discipline Policy

It is the philosophy of the Nursery School that two, three and four year old children are in the process of learning the social skills necessary for self regulation, getting along with other people, interacting appropriately with adults and acquiring appropriate school behaviors. Therefore, the Nursery School's approach to discipline is one of providing clear expectations of children's behaviors during individual and group activities (e.g. sitting on carpet squares during circle time, walking within the school, taking turns, raising their hands to speak in group setting, keeping hands to self, etc), appropriate role modeling for speaking to one another and use of school materials. Positive reinforcements for appropriate behavior and gentle intervention when conflicts between children arise are our first approach in resolving issues. If disruptive or aggressive behavior warrants, a child will be removed from an activity and given an opportunity to calm down before returning. Physical discipline and/or yelling are not used at the Nursery School. The Teachers and the Executive Board will work individually with a family member if behavior becomes a chronic problem.

There are certain behaviors that are not acceptable at the Nursery School:

Aggressive behavior (e.g. hitting, kicking, biting and spitting) towards an adult/child is unacceptable. If an incident occurs, the Teacher will immediately remove the child from the situation. The Teacher will speak to the child about their behavior and it's unacceptability within a classroom. The incident will also be recorded with copies of the report placed in both children's communication folders and the child's school records. The Teacher will speak to family members regarding the incident based on its severity. If the behavior continues, the child may be asked to remain out of school until a meeting between the Teacher and family members can be arranged.

Aggressive or violent behavior towards other children is unacceptable. If a situation arises, the child will be removed from the group. If unable to calm down and return to the activity, the family member will be called to pick up the child at school. The Teacher and family members will meet to develop an approach to eliminate the aggressive behavior. Members of the Executive Board will be kept apprised of the situation.

XIV. Members Rights

A. To be provided with a copy of the Handbook and Bylaws if unable to access it on our website (www.stevensforestnurseryschool.org)

B. To attend any/or all Monthly Class Meetings, Executive Board or Committee meetings.

C. Full voting privileges on all matters brought before the General Membership. Refer to Bylaws.

D. The family member shall have access to his/her child's records only under the supervision of the Director, Teacher or Teacher's Assistant. Release of these records to anyone outside the school can only be done with written permission from the family member.

XV. Resolution of Problems or Grievances

A. Family members are encouraged to talk individually first with their Class Coordinator, the Teacher and/or the President of the Executive Board to see if the matter can be resolved. The Board of Directors of SFNS, after meeting with the Executive Board and other parties involved, is the final arbiter of any grievance that cannot be resolved informally. In the event that the grievance includes a majority of the members of the Board of Directors, the Executive Board will resolve the matter. Any member of the Executive Board or the Board of Directors who is a party to a grievance will be excused from the decision making process as it pertains to the grievance at hand.

A member may present any grievance in writing to the Executive Board, and if the matter is not resolved to his/her satisfaction, the grievance may be submitted in writing to the Board of Directors of SFNS. A member may also submit a grievance to the general membership at a regular General Meeting, by phone or by mail.

The grievance may be submitted to the general membership for resolution, upon a unanimous vote by the Board of Directors or a majority vote of both the Board of Directors and the Executive Board. All members are entitled to one vote and a majority vote will sustain the final decision.

B. If the Executive Board is advised of a problem with a child or a member, the Executive Board shall notify the family that he/she must attend a meeting with a representative of the Executive Board and if necessary the teacher for consideration of the matter. After discussing with the family possible steps toward resolution of the problem, a two (2) week probationary period shall go into effect. If, at the end of this time, it is not deemed possible for the child/family to continue at the Nursery School, membership will be terminated.

XVI. Tuition and Fees

A. Tuition and fees shall be determined and enforced by the Executive Board of the Nursery School based on the annual budget developed by our employed Accounts Payable representative and by the Executive Board and approved by the general membership at the Orientation Meeting in August of each school year.

B. Registration fees are payable at the time of registration and will hold a member's place in a given class only until the next fees are due. Registration fees are non-refundable.

C. Equipment and insurance fees are payable on June 1st for the school year that starts the following September. These fees are non-refundable after July 15th. Field trip fees are due on July 1st and are refundable through September 1st.

D. Tuition is payable in nine (9) equal installments, with the first installment (May Tuition) due on August 1st prior to the beginning of school. This money is held as a security deposit and is refundable with a thirty (30) day **WRITTEN** notice of withdrawal to the Executive Board. If the fifth (5th) day of the month falls on a Sunday, members may pay tuition before 5:00pm on the sixth (6th) day of the month. If payment is late, the family will be assessed a \$10.00 fine. If the tuition and the fine have not been paid by the tenth (10th) day of the month, the Executive Board will be notified and the family's child may not attend class without the Board's approval. If at the end of the month the tuition and late fees are still outstanding the Executive Board will meet to determine if the child will be dismissed from the school. If extraordinary, extenuating circumstances arise, special arrangements for payment can be made by the Treasurer and approved by the Executive Board.

E. Families with more than one child enrolled at one time in the Nursery School will be allowed a \$10.00 reduction in the second child's monthly tuition.

F. Failure to arrange for a substitute for either co-oping or cleaning workshop duties will result in a fine of \$75.00, which must be paid prior to payment of the following month's tuition.

G. Families who are habitually late (three or more times in a school year), without a courtesy call to the school or prior notification, in any of the following categories will be assessed a \$25 late fee after the third offense and an additional \$25 for each offense thereafter;

1. Arriving for their scheduled co-oping day,
After 8:45am (2&3Day Classes)
After 12:15pm (4 Day Class)

2. Dropping off their children to class,
After 9:05am (2 &3 Day Classes)
After 12:35pm (4 Day Class)

3. Picking their children up from class.
After 11:35am (2&3Day Classes) 11:05am (2Day Sept-Dec.)
After 3:05pm (4Day Class)

- H.** If a family's check should be returned due to "insufficient funds", that family must promptly pay the school any money owed and the fines of the Nursery School. In the event of any additional checks returned for insufficient funds, the family must promptly pay by cash, money order, or cashier's check, any money owed to the Nursery School, any fines assessed by the bank, and a fee to the Nursery School of \$25.00 for the cancelled check. If three (3) returned checks should occur in the same school year, the family's tuition fee must be paid in cash, money order or cashier's check for the remainder of the school year.
- I.** Payments made in cash are accepted only when hand delivered to the Treasurer or Teacher. Please do not place cash tuition/fee payments inside school tuition box. A receipt will be given for cash transactions.
- J.** Failure to pay fines in a timely fashion shall result in notification by the Executive Board that termination of membership is under consideration.

XVII. Registration

- A.** Each prospective family shall apply to the Executive Board and submit a non-refundable fee of \$40 for each child to be enrolled.
- B.** Registration shall be opened on a date determined yearly by the Executive Board in accordance with the following schedule and in the order of preference indicated:
 - 1. First Registration Period- Any child presently enrolled in the Nursery School.
 - 2. Second Registration Period-Any child presently enrolled, his/her eligible sibling(s), and eligible alumni families.
 - 3. Third Registration Period-Any child eligible in the first and second registration periods and the general public. Registrations will be taken in order from the waiting list or on a first come first serve basis on the first available day following the close of the second registration period.
- C.** Registration is accepted at any time until March 1st of the current school year on the basis of vacancies.

XVIII. Schedule and Weather Policy

- A. The Nursery School observes the schedule of the Howard County Board of Education concerning school closing during the months of September through May.
- B. The Nursery School follows the call of the Howard County Public Schools for closing due to inclement weather.
1. If there is a one-hour delay, the morning session will be delayed by one hour but the afternoon session will begin on time.
 2. If there is a two-hour delay, the morning session is cancelled but the afternoon session will begin on time.
 3. The afternoon session is cancelled when the public schools call for an early dismissal due to bad weather.
 4. If Howard County Public Schools are closed due to inclement weather, the Nursery School is closed.
- C. In situations where weather/safety is questionable, the final decision on closing the school will rest with the Executive Board and the Teacher and families will be notified as early as reasonably possible.
- D. The Executive Board and the Teacher may override the decision to cancel the morning session, if conditions permit, even if the Howard County Public Schools have a delayed opening. Should this situation arise, families will be notified as early as reasonably possible.

XIX. Emergency Evacuation/Disaster Policy

In the case of an emergency where evacuation of the building will be necessary, the following procedures will occur:

- A. Fire: Children will dismiss in an orderly fashion; proceed around the flower box down the path towards the neighboring houses. At a safe distance, attendance will be taken to ensure all children are accounted for. If necessary, the children will be moved to either Stevens Forest Elementary School or The Other Barn, which are our evacuation locations. Families will be called and asked to pick up the children from the specified location.
- B. Tornado Alert: In the event of a tornado, the children will be moved to a secure location within the Stevens Forest Neighborhood Center. This location is the bathrooms. Children will be instructed to bring their backpacks with them, which will contain their Personal Disaster Kit. Teachers will bring the school's Disaster Kit with additional supplies. Families will be notified when the all clear has been received to come and pick up the children from a designated location of the school or one of our evacuation locations.

C. Earthquake: In the event of an earthquake, the children will be moved to secure location within the Stevens Forest Neighborhood Center. This location is the Hallway and Bathrooms between the two (2) main rooms. Children will be instructed to bring their backpacks, which contain their Personal Disaster Kit. Teachers will bring the school's Disaster Kit with additional supplies. Families will be notified when the all clear has been received to come and pick up the children from a designated location of the school or one of our evacuation locations.

In the event of any other emergency, the teacher's and staff will obey the instructions of emergency personnel. Notification of families will occur as soon as possible.

Evacuation Locations:

Stevens Forest Elementary School
6045 Stevens Forest Rd
Columbia, MD 21045
410-313-6900

The Other Barn
5851 Robert Oliver Place
Columbia, MD 21045
410-730-4610

Families will maintain in the their child's backpack at **ALL TIMES** the following items;

One (1) Ziplock bag containing a complete change of seasonally appropriate clothes (pants, shirt, underwear, socks, diaper and wipes if applicable) and a copy of the child's emergency card (provided by the school)

One (1) Ziplock bag containing: a small sealed water bottle, a pre-packaged nutritious snack, small toy, game or coloring book and crayons.

Revised Summer 2011
