

Policies and Procedures

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ARRIVAL AND DEPARTURE PROCEDURES

Providence Nursery School classroom hours are from 9:30am to 12:30pm (with extended hours for lunch bunch participants and occasional enrichment activities). Please drop-off and pick-up on time so that your child does not miss any of our scheduled activities or cause any disruption in our daily schedule. Do not drop your child off more than 10 minutes before class. This will help our teachers be fully prepared for your students when they arrive. If you are in CDO, 3/4s or 4s you need to use door #2 for drop-off and pick-up. If you are in 2s or 3s you need to use door #1 for drop-off and pick-up. Parents with children in more than one class in the school should coordinate drop-off and pick-up procedures with their teachers.

Parents/guardians or caregivers are responsible for parking and escorting their children into the building, making face-to-face contact with a teacher or aide at their assigned door, signing the child in on the class sign-in sheet and departing. We ask that during drop-off that parents do not congregate in the hallways but you are welcome to meet together in the kitchen area or music room. All doors will be locked 15 minutes after class begins (9:45am). Anyone arriving after that time must knock or ring the doorbell for admission to the building. Safety is our number one priority, so doors remain locked to prevent children from going outdoors and to prevent anyone from unknowingly entering the school. For the safety of all the children, we ask that a parent whose child has separation anxiety follow this drop-off procedure, and possibly revisit the class after drop-off has been completed. Please check with your child's teacher as to when would be the least disruptive time to do this. Our experienced teachers will work individually with parents if their child has some separation anxiety during the first few weeks of school.

Providence Nursery School has an open door practice. This means that parents/guardians of currently enrolled students are welcome to drop-in during school hours to see your child(ren) but are required to notify your teacher first. Please remember when visiting, children may react in an excited manner that does not normally occur. If the visit causes a disruption, your teacher may ask that you make it short so that the class may continue with their planned activities.

Parents are also responsible for parking and coming into the building to pick up their child(ren) at the end of the school day. A child will only be released to a parent/guardian or caregiver on face-to-face contact with a teacher or aide (not a cooping parent). If there is a change in the child's normal pick-up procedure, parents must send a note informing the school as to who will pick-up your child(ren). If the person authorized to pick up your child(ren) is unknown to the staff, a picture ID will be required. In a rare emergency situation, arrangements can be made verbally.

All parents/guardians picking up children from lunch bunch must pick-up the child(ren) at door #1.

All parents are advised to make arrangements to have their child picked up on time. If a parent is more than 10 minutes late, a staff member will attempt to reach the parents at home or at work. If they cannot be reached, the Emergency Contact will be notified. A staff member will remain with the child until he/she is picked up. For every additional ten minutes a late fee of \$5 will be charged.

Please do not park in the parallel parking spaces outside the building. Parking in these spaces makes it difficult for pedestrians to see on-coming cars, and can create a dangerous situation for our children.

CLOTHING AND PERSONAL BELONGINGS

Each child needs a set of seasonally appropriate clothing to be kept at school in case it is needed. All clothing items should be labeled with the child's name and place in a large Ziploc bag that also has the name written on it. Reminders will be given to change seasonal clothing as the weather changes.

Our children spend at least one-half hour outside each day, weather permitting. Each child must wear appropriate clothing for outdoor play: proper weight jacket, hat, mittens, boots, etc. when appropriate. Sneakers are the best choice for the playground rather than sandals, jellies, party shoes, etc.

Backpacks should be brought to school each day. They must be marked with the child's name and will be used to transport notices, artwork, etc. Please check the backpack each day, as notices are often time-critical.

COMMUNICATION

Good communication is essential here at Providence. Well-informed parents are much happier; well-informed teachers can respond better to the needs of their classes; well-informed board members can make decisions that benefit the entire school. Because better communication is one goal of the board, we have developed a flow chart to assist you when you have a concern/problem (see *Problem Resolution* chart).

In addition to the more formal approach of the flow chart, there are also informal class coffees designed to encourage communication between parents, class reps and the teachers.

There are two parent-teacher conferences scheduled during the school year, one each school semester. Please feel free to call the teacher or send a note if you have any questions or concerns about your child or the school. The teacher will try to keep you informed but cannot take an extended time to talk with parents during any part of the school day. Please respect this for the benefit of all the children. The school newsletter is a good source of monthly information about Providence. Look for it at the beginning of each month in your child's backpack.

CO-OPING RESPONSIBILITIES

Co-oping parents aid in the classroom on a regular basis. The actual number of times will vary based on class size. When you co-op in the classroom, you serve as the teacher's aide. Therefore, you must arrive early (20 minutes early if possible, but no later than 10 minutes before the start of class) to help set up the rooms. If you are late in arriving, the start of class is delayed until everything is properly set up. No other children (i.e., siblings) are to be brought to school on the days you are co-oping. At the end of the day, you should plan on staying 15 minutes to assist in clean up (sweep/vacuum, empty the trash, and help set up the room for the next class).

Co-oping parents are required to attend one orientation class, held the first week of school, during their time at Providence. Providence is required by State licensing to provide 4 hours of parent training to all parent volunteers, and those volunteers must sign a form during co-op training indicating they received such training, as well as keep track of their parent education hours on a log sheet.

Parents participating, as co-op volunteers must receive a negative reading on a tuberculin test/screening every two years, submit and clear a VA State Police Criminal History/Sex Offender Registry search, and submit and clear a VA Department of Social Services/Child Protective Services Central Registry search.

DISCIPLINE

The policy of Providence Nursery School is to encourage and reward positive behavior and discourage negative behavior. Our teachers, aides, and parent assistants utilize acceptable reward methods in the form of verbal praise and recognition. Parents assisting in the classroom are encouraged to alert the teacher to any situation that requires discipline measures.

Negative physical behavior that can harm another person (such as biting, hitting, kicking, etc.) is not acceptable and will not be tolerated by the teacher. Constructive redirection is used whenever possible. If this is not possible, a child may be removed from the activity involved for a temporary "time out". The teacher will talk with the child about the reason for his/her "time out".

The teacher is responsible for the discipline of the children in her care. She will alert a child's parents if there is a problem. Our staff does not use any type of corporal punishment at any time.

EDUCATIONAL PHILOSOPHY

The cooperative preschool program at Providence Nursery School provides an environment in which the child is encouraged to develop appropriate skills, attitudes, and behaviors. These skills help the child become aware of him/herself as a unique and worthwhile individual.

Our curriculum is based on the idea that play is the most appropriate way for a young child to learn about the world. It is the natural way for children to try out ideas, to exercise their imaginations, to practice grown-up behavior, and to develop a sense of control of their environment.

Our staff acknowledges the diversity in children and strives to foster the learning process by encouraging each child's individual interests. Therefore, learning is often child directed. The teachers guide the children in learning respect, fairness, and tolerance of others. They oversee large, cheerful classrooms containing many interest centers for creative play, including housekeeping, arts and crafts, block-building, large and small manipulatives, painting, water and sand tables, music, and a book corner. Children also play with an assortment of riding and digging toys on the outdoor playground. Providence believes that the most rewarding preschool program is one that involves parents. Through classroom participation, parents are able to observe successful teaching methods, suitable play

materials for various age groups, the progress each child is making, and his/her relationship with other children and with adults. The participating parent, acting as a teacher's assistant, lends to the cooperative school skills, talents, and a sincere interest in providing the best possible education for all of the children.

The primary goals of Providence Nursery School are to encourage the development of a sense of self, sensitivity towards others, and a feeling of capability in the child. We believe the following objectives are necessary to foster these healthy goals:

1. Make the child's preschool education meaningful for the whole family through direct involvement of the parents in the school program.
2. Give the child the realization that the world is full of interesting, exciting, and challenging things waiting to be sought out.
3. Encourage exploration, discovery, and a zest for learning through many varied experiences and materials.
4. Help the child perceive the teacher and other adults as trustworthy, supporting individuals beyond the family unit.
5. Develop physical skills appropriate to the child's age.
6. Develop the ability to share materials with others and to delay gratification by waiting and taking turns.
7. Increase the child's ability to follow directions and listen in a sustained manner appropriate to his/her developmental level.
8. Increase the child's ability to communicate and to assure the child that others will listen to what he/she has to say.
9. Help the child realize that he/she can be trusted and is capable of taking care of personal and school possessions.
10. Help the child learn to handle his/her emotions in positive and constructive ways.
11. Develop each child's ability to exert initiative in the learning process by choosing own interest area in which to work or play.
12. Support and guide the development of positive social relationships with other children.
13. Foster development of self-esteem and self-confidence in each child.

EMAIL LIST POSTING

PNS has several email lists, including one overall list. These lists are important communication tools for our school. Parents are encouraged to subscribe to both the PNSall list and their child(ren)'s class list(s). You are welcome to add a second email address for home/work or a husband/wife with separate addresses. Parents are free to post to these lists. In the spirit of reducing unwanted email, we offer the following posting guidelines:

PNSall postings are for official school business only. This includes information about school events, policies, school closings, fundraisers, sick notices, etc. No business solicitations or personal items are to be posted. If you are offering a fundraising event for the school as part of your business (ie. a

Tupperware party where the school will get a portion of the proceeds), you may post a one-time invitation to participate. Any additional reminders will be considered excessive. Special announcements, such as birth announcements, may be submitted to a board member for approval before posting.

PNS class lists are more informal and used not only to convey class information (field trips, illnesses, etc.) but also as a way to connect parents with each other. Carpool requests, coop swaps, personal stories and general silliness are perfectly acceptable. Please, no business solicitations.

Remember that not everyone has access to email and some do not check it regularly. Please disseminate important information via backpacks/flyers as well as through email.

EMERGENCY EVACUATION PLAN

There is an emergency evacuation diagram posted in each room of the school. In the event of an emergency, a staff person will activate the fire alarm system and notify 911. This signals all staff and assistants to evacuate the children immediately and safely from the building in accordance with the diagram. The children are escorted across the parking lot to the chain-link fence.

Roll is taken immediately after evacuation to insure that all children are accounted for. At the same time, one staff member inspects the entire school area to insure that all persons are out of the building. Fire drills are conducted each month on varying days and at varying times to allow each class to practice evacuating the building. A fire drill log shall be maintained by the parent responsible for health and safety, and the log will be examined by the Fire Marshall during his inspection.

In the event of a natural disaster or terrorist event that precludes evacuation, staff shall ensure the safety of all children in the most secure portion of the building. Staff shall also listen to emergency broadcast information on the battery-operated radio located in the school. Please refer to the *Emergency Response Policy* for further details.

EMERGENCY FIRE DRILL PROCEDURE

PROVIDENCE NURSERY SCHOOL
9019 LITTLE RIVER TURNPIKE
FAIRFAX, VA 22031, 703-250-6101

This building is equipped with a manual fire alarm system. If a pull station is activated, the fire alarm will ring.

If the fire alarm system is activated, the staff and students of Providence Nursery School will leave the building as follows:

Room 101- Class will go out the blue double, doors, turn right, go out the set of outside double doors and go across the parking lot to the perimeter fence. (Secondary route is to follow directions for Room 107.)

Room 105- Class will turn left after exiting the classroom and proceed out the set of outside double doors. They will then turn left and go across the parking lot to the perimeter fence. (Secondary route is to follow the directions for Room 101.)

Room 106- Class will turn right after exiting the classroom and proceed out the set of outside doors. They will then turn left and go across the parking lot to the perimeter fence. (Secondary route is to follow the directions for Room 101.)

Room 107- Class will turn left after exiting the classroom and proceed out the set of outside double doors. They will then turn left and go across the parking lot to the perimeter fence. (Secondary route is to follow the directions for Room 101.)

The teacher in charge of each class will then conduct roll call and call 911 to report any additional information. The staff will also be available to assist the Fire Department in any way possible when they arrive.

EMERGENCY RESPONSE

In the event of an emergency situation, the Lead Teacher and Staff will act to protect the safety of the children, and when it is not safe to continue our regular program, rejoin them with their parents/guardians as quickly as possible. Our designated Emergency Officers are Jane Millward, Lead Teacher, and Judy Goldstein, Teacher. Our back-up emergency officer is Susan Patton, Teacher. All staff members are trained in emergency policies and procedures so that in the event no emergency officer is available, staff will be able to follow these procedures to ensure the safety of the children.

Fire drills are held monthly, and safety procedures (including, how to ensure all children are accounted) are reviewed. Sheltering In Place (SIP) drills are practiced twice a year, and disaster policies are reviewed in depth at this time. All teachers are certified in CPR and First Aid.

Emergency Phone Numbers: 911

Fairfax County Police (Non-emergency): 703-691-2131

Poison Control: 1-800-222-1222

Fairfax County Health Department, Patient Services: 703-246-2477

Communicable Disease Information Line: 703-246-2411

Communication

In any emergency, we (the emergency officers) will use class phone trees to call parents and inform them of our situation and plans, and if possible (assuming the computers located upstairs in the church office are accessible and working) an e-mail will go out to the PNSall mailing list. We will also notify

the Fairfax Police Station, 703-691-2131, and local radio stations–WMAL 630 AM, 202-686-3020, and WAMU 88.5 FM, 202-885-1200, - of our situation and our plan. PLEASE INFORM THE VP of MEMBERSHIP OF CHANGES IN YOUR HOME OR WORK NUMBERS, YOUR E-MAIL ADDRESS, AND YOUR EMERGENCY CONTACTS' NUMBERS SO WE CAN KEEP THIS INFORMATION CURRENT.

We also recommend subscribing to Fairfax County's Community Alert system, which will allow you to receive broadcast emergency announcements, notifications and real-time updates put out by the county. To subscribe, go to the county's web site, <https://www.fairfaxcounty.gov/cean/>. Should we be forced to leave PNS for any reason, a sign will also be posted on the outside doors at PNS with our whereabouts and how to get there.

Once the emergency has passed, parents will be informed if and when PNS will open and other relevant information via the phone tree and e-mail. Our emergency officer's cell phone numbers (ONLY USED for emergencies, please use regular lines for other communication) are available in our fall parent information packets.

EMERGENCY RESPONSE PLANS

Weather Emergencies

Tornado or Severe Hurricane: A sounding of alarm (whistle) will be blown in the Big Room, and in hallway by the classrooms to signal that we are evacuating the classrooms. Children will be evacuated to the ground floor Big Room and seated along the wall in our cubby area, covering their heads if necessary, when a tornado warning is in effect for the Fairfax area (see Sheltering in the Building). Emergency Officers will follow the communication procedures outlined above. The radio from the emergency backpack will be turned on. When authorities end the Tornado warning for Fairfax County, teachers will count heads and proceed back to the classroom, provided it is safe to do so, and begin post-crisis procedures.

Earthquake: Staff and children will stay put until tremors stop. A sounding of alarm (whistle) will be blown in the Big Room and in the hallway by the classrooms to signal that we are evacuating. Children will be evacuated to the Big Room (if safe to do so, otherwise the most stable part of the ground floor will be used), following fire drill procedures (see below). Post-crisis procedures will be followed.

Emergency Within the Building

Unsafe building conditions: In the event of fire, gas leak or other unsafe conditions in the building, children will be evacuated following our fire drill procedure, which is practiced by the school on a monthly basis. Emergency Officers will set off the fire alarm. Once the group is safely evacuated, Emergency Officers will notify the authorities (call 911). If it is unsafe to return to the building, the children will be evacuated to the Burvis' House and post-crisis procedures will be followed.

Intruder: Should there be an intruder in the building, children in the Big Room (if any) or bathroom will be brought into their classrooms, and the doors immediately locked. Emergency Officers will call the police department (call 911) and use the communication procedures outlined above to inform parents of the situation. As in any emergency, staff will follow instructions given by authorities.

Emergency in the Neighborhood

In the event of a chemical spill or other emergency in PNS's immediate neighborhood, PNS will go into Lockdown (children will be kept indoors, windows kept closed, and field trips canceled). Emergency officers will use the communication procedures outlined above.

Emergency in the Region

During region-wide emergencies such as a terrorist attack, PNS will operate on the principle that is generally safest to remain at PNS during normal hours and until parents can reasonably be expected to arrive. Lockdown/SIP procedures will be followed as outlined below, and the emergency communication procedures and post-crisis procedures followed.

Lockdown/Shelter In Place (SIP)

PNS will follow the Fairfax County Public Schools policies and announcements. When the Fairfax County Public Schools are in Lockdown due to a threat in our immediate area we will be in Lockdown as well. During Lockdown, children remain in the school building, with no outdoor time, walks or field trips. If officials are advising the public to stay off the streets, arriving parents will be asked to remain at PNS with their child.

If officials advise us to Shelter In Place (due to release of hazards in the air), a sounding of alarm will be blown in the Big Room and in the hallway near the classrooms to signal that children will be evacuated to our designated SIP area on the left side of the BIG ROOM. This location was chosen for minimal outside exposure. Staff will secure the area (see attached SIP procedures) and remain there with the children until we are instructed it is safe (six hours maximum). Parents will not be allowed to pick up children or enter the SIP room until SIP is lifted. Post-crisis procedures will be followed. SIP drills are practiced by staff and students twice a year.

Post-Crisis Dismissal Procedure

After Lockdown or SIP has been lifted, staff will remain with children at PNS for the maximum estimated length of time it will take parents to arrive (e.g., several hours if the roads are closed) AND until the majority of the children have been picked up. If it is safe to return to the classroom, children will be taken there to await pick-up. If it is unsafe to do so, children will remain where they are (in the SIP area). At this point, children will be cared for as deemed in their best interest in the circumstances: a staff member and/or parents may remain at PNS with children or children may be sent home with a staff member or another PNS parent. A sign will be posted at PNS with each child's whereabouts and how to get there in the event other communication is not possible, and authorities will be notified of the whereabouts of children not yet dismissed. An attendance clipboard for parents or emergency contacts to sign upon pick-up will be with the group or groups of children and headcounts taken before and after any change of location.

PNS, as recommended by FEMA, has supplies to care for children if it is unsafe to leave in a disaster situation. Please make sure that the office has any emergency medication with appropriate forms or special instructions for your child that might be needed in the event of an emergency.

This Emergency plan is reviewed annually by the lead Teacher, the President of the Board, and the Board.

ENROLLMENT TERMINATION POLICY

In the event of voluntary withdrawal from the preschool, a family's tuition advance and materials fee will not be refunded after July 1 of the upcoming school year. If due to extenuating circumstances (i.e., serious illness, unexpected transfer,) a family must withdraw from the school, they may submit written notice to the Vice President of Membership explaining the situation and request a refund. The Board of Directors then will vote as to whether a refund will be granted.

FIELD TRIPS

There will be at least one staff member on field trips who is trained in first aid and carrying a first aid kit. A schedule of the field trip events and location will be posted by the telephone at the school. An emergency contact will also be established.

All children will be transported by car to and from school by parent volunteers. Each driver will have a packet containing all necessary forms for each child traveling in that vehicle. All drivers on field trips must have successfully completed a Criminal History Check/Sex Offender Registry, VA Department of Social Services/Child Protective Services Central Registry Search, and Driving History Disclosure forms prior to chaperoning a field trip.

Children will be accounted for at all times by wearing identifying shirts or smocks, name tags and by conducting regular roll checks. Parents who are acting as drivers and/or chaperones may not bring siblings along on field trips unless approved by the class teacher. When appropriate, snacks and beverages will be provided.

HEALTH AND SAFETY REQUIREMENTS

1. If a child has a fever of 100 degrees or more, vomiting, diarrhea, colored discharge from the nose, a rash or unusual skin condition, or symptoms of a communicable disease within the last 24 hours, he/she must not be sent to school unless accompanied by a note from his/her physician stating that the child is in good health and there is no contagion.
2. Following a fever, vomiting, or diarrhea, one school day must pass before a child can return to school.
3. When an antibiotic has been prescribed, child must be on medication 24 hours before returning to school.
4. Whenever a child returns to school following an illness, he/she must be able to participate in the normal daily activities. If unable to participate, the parents will be notified and the child will be sent home.
5. A child who becomes ill while attending school must be picked up *immediately* upon notification of the parents. The child shall remain in a designated quiet area away from the other children until leaving school. Whenever possible, parents should indicate their whereabouts on the sheet posted outside each classroom.

6. Medication will not be administered at school except in life-threatening situations and only with prior written authorization from the parents. (Example: administration of epinephrine in a case of allergy-induced shock symptoms.) All parents requesting medication to be administered during school hours must fill out a *Medical Authorization* form, available from the VP of Membership. Medication, accompanied by a doctor's diagnosis and specific instructions, must be labeled with patient's name, dosage, and expiration date. Medication will be stored in a locked compartment and expiration date will be checked regularly.
7. Parents shall notify the school if their child has a communicable disease. The school shall inform parents as soon as possible if their child has been exposed to a communicable disease. Please refer to the VA Department of Health *Communicable Disease Reference Chart*, included in your packet, for more information.
8. In the event of an accident or injury, the child will be given first aid by a staff member and kept in a quiet area away from other children. If the accident or injury is serious, 911 will be contacted and the parents will be notified immediately. If the injury is minor, parents will be notified at the end of the day. An accident form will be completed and the incident recorded in the Accident Report Log.
9. Co-oping parents should follow *Universal Precautions*, included in this packet, for diapering and hand washing. When taking children to the bathroom, state licensing standards require that parents must not be alone with a child other than their own child. This requirement can be met by taking more than one child at a time.
10. Ill siblings should not be brought into the school building. Please make arrangements for the sick sibling to stay home with a sitter or have a classmate's family take your child to school.

INCLEMENT WEATHER DISMISSAL POLICY

Providence generally follows Fairfax County Public Schools (FCPS) policies regarding school openings and delays. If FCPS are closed due to inclement weather, Providence will be closed. Please listen to the local news or call the FCPS hotline at (703) 246-2500 for the latest information.

Providence Class Time	FCPS 1 hr. delay	FCPS 2 hr. delay	FCPS 1 hr. early closing	FCPS 2 hr. early closing
9:30-12:30	10:30-1:30	11:30-1:30	No change	No change
Lunch Bunch 12:30-1:30	1:30-2:30	1:30-2:30	No change	No change

INSURANCE

The school maintains accident insurance which covers each child individually for accidents, which occur while the child is at school or on a school, sponsored field trip. The policies are available for parent inspection upon request.

LUNCH BUNCH

Lunch Bunch is held immediately after school, from 12:30pm to 1:30pm, and gives children in the 3s, 3/4s and 4s classes an additional fun hour to their school day. Children bring their own packed lunch, and enjoy eating and playing in a supervised small group setting.

Depending on the number of interested families, lunch bunch may be held every day of the week. However, please note that children may only attend Lunch Bunch if they have attended school on that particular day. A minimum enrollment of four (4) students is required in order for Lunch Bunch to be held on any particular day, and a maximum of 20 students may be enrolled per day.

Please only send food that is ready to eat, such as cold sandwiches, cheese and crackers, granola bars, and cut-up fruit, as PNS staff does not have the time to microwave or otherwise heat things up. Please also include a drink – in a container – such as a juice box or thermos. Be sure to adhere to our nut-free policy, as detailed in your class packet.

We greatly appreciate all efforts to send a healthy, well-balanced meal and beverage with your child.

MEMBER RESPONSIBILITIES

Each parent is required to sign a document entitled *Member Responsibilities Contract* upon the child's enrollment. This paper delineates each family's responsibilities to the cooperative. If substantial efforts are not made toward completing the tasks outlined in the *Member Responsibilities Contract*, your standing in the school could be negatively affected, including your eligibility to enroll for the following school year and/or your eligibility to return for the second semester of the current school year. Providence Nursery School is able to deliver an excellent program to children at a reasonable cost because of the involvement of the parents. It is this involvement that is of paramount importance to the success of our school. When every family participates and does its fair share, the benefits far outweigh the burdens. Please refer to *Member Responsibilities* frequently, and be willing to assist each other whenever and wherever there is a need. Remember that **parent power is the key to Providence Nursery School.**

MISSING CHILD PROCEDURE

It is understood that teachers, aides, and co-oping parents will be cognizant of the whereabouts of every child at all times. If a child is lost or missing, all available staff will conduct a thorough search. If the child is not immediately found, staff will contact 911 and the parents.

PLAYGROUND SAFETY PLAN

When children are escorted outside to the playground, they will be walked along the grass to the crosswalk and alongside of parking lot to the playground. Traffic barriers and/or traffic cones will be placed to block all traffic pathways when children are present.

Children will be supervised at all times in accordance with the student/staff ratio. Adults will position themselves on the playground to ensure adequate supervision of all children. The equipment will be of age-appropriate design and style to accommodate preschoolers.

The playground equipment, protective surfacing and grounds will be inspected and maintained regularly. Any damage or hazard found will be repaired immediately.

A first aid kit shall be secured in the playground shed in the event of an accident or injury. If the accident or injury is serious, the injured child will remain in the care of a staff member and proper emergency procedures will be followed (see Health and Safety).

PRIVACY PROTECTION

Technology advances have provided a variety of methods for teachers, parents and other relations of Providence children to rapidly share digital photographs and video on the Internet. In recognition of

how such digital representations of Providence children could be misused, our community expects teachers and parents to exercise caution when using the Internet to share digital photographs and video of Providence children taken in school or at PNS events. To promote child privacy protection at the school, Providence combines a formal policy with informal guidelines.

Providence Nursery School shall not use digital representations of enrolled children, their siblings, or the children of prospective Providence families in official school communications without the express written permission of each child's parents (see *Emergency Care Form*). Example communications include periodic newsletters, electronic mail, the PNS web site, and any other electronic or written school advertisement or posting. When granted permission to use digital representations of children associated with the school, Providence Nursery School must not combine digital representations with the names of children pictured.

Parents in the Providence community should exercise caution when sharing digital representations of enrolled children, their siblings, or the children of prospective Providence families. Providence offers the following guidelines to parents that will help protect the privacy of children associated with the school:

- Do not include any identifying text with a child's digital representation;
- Carefully review the privacy policy and the terms of service of the Internet site chosen to share digital representations. In some cases, posting an image or video to an Internet site gives the site ownership over the material and rights to use that material as it deems appropriate;
- Only use Internet sites to share digital representations that offer mechanisms to restrict further distribution through the use of web "spiders" that collect images and videos for search engines;
- Only use Internet sites for sharing digital representations that offer an ability to require users to enter a password to view the representations;
- Notify parents of children shown in the digital representations posted on the Internet.

As the children associated with the Providence Nursery School community grow together, we all look forward to sharing the memories associated with their growth. Members of our community should always feel free to capture those memories and share with each child's parents. To minimize any misunderstandings in how to share digital representations of children in our community, class representatives are urged to facilitate discussions between parents within individual class groups at the beginning of the school year to establish class guidelines. Furthermore, parents with any specific concerns should be sure to share those concerns with their class representative, Providence teachers, and the PNS board to establish broader awareness of those concerns.

REPORTING SUSPECTED CHILD ABUSE

Providence Nursery School is required by Virginia law to report any suspected case of child abuse. If a parent assisting in the classroom suspects child abuse, he/she must report that suspicion to the teacher. The teacher will then take appropriate steps in accordance with Virginia law. The Virginia Child Abuse Hotline number is 1-800-552-7096.

SHARING TIME

Each teacher handles sharing or show-and-tell in her own way. Teachers will often assign days for children to bring things from home to show at school. The monthly newsletter often gives information about upcoming themes and suggestions for things to share. We request that things from home be kept in the backpack until the designated share time so that nothing will be lost or broken. This also helps to minimize friction as personal toys can sometimes cause conflicts. Please do not bring toys to school unless they are to be shared at this special time. Also, we request that all action figure toys (Power Rangers, Star Wars, etc.) be left at home.

SNACKS

Please send a healthy snack and feel free to ask the teacher for suggestions. Fruit, crackers and cheese, bread and vegetables are good choices (see attachment in this packet, *Healthy Snack Ideas*). Foods to avoid are those that are high in salt or sugar, such as chips, candy, sticky cakes, etc. Foods which pose a choking hazard, including, but not limited to, hard candy, popcorn, raisins, seeds, nuts, whole hot dogs, hot dogs cut into rounds, and uncut grapes shall not be served to children under four years of age.

If a child has food allergies, parents must notify the teacher, and this information will be posted in the classroom.

If a parent wishes to send in a group treat for a special occasion (birthday, etc.) that parent must notify the teacher and other parents in the class, via the class PNS class yahoo list, at least **48 hours (but 72 hours is better)** in advance. It is strongly recommended that parents save any packaging or foods labels and send them in with the treat. It is also a good idea to e-mail a list of ingredients to parents of children with allergies, including any warnings as to where/how the treat has been manufactured. In the case of homemade treats, parents should e-mail and send in a complete list of ingredients used. If a parent is concerned that the group treat may not be appropriate for his/her child, that parent should alert both the teacher and the parent sending in the group treat and should plan to send in an alternative snack for his/her child.

Providence Nursery School is a "peanut aware" school. **Snacks or lunches containing peanuts or nut products are not allowed in the school.** Items that do not contain nuts but are made on machinery or in plants that process nuts are permitted.

SUBSTITUTE PAY

Substitutes are regularly used in the classroom at PNS. These subs can either be parents or staff members, and they can substitute for buyouts, aides or teachers. This policy lays out the responsibilities for the Sub Coordinator, the Assistant Treasurer, the Treasurer, the Head Teacher, and the Bookkeeper for ensuring that substitutes are properly compensated.

1. Whenever a sub is used for buy-outs, the Leave Form must be completed and put in the Treasurer's mailbox. Information on the sub will be entered by the Treasurer into the Substitute Calendar. If it is a staff member who subs for a buy-out, the Treasurer will pass on the Leave Form to the Bookkeeper, who will pay the staff in their next monthly paycheck (unless it is a buy-out day that is included in their salary at an annual rate.)
2. For parents who are subbing for an aide or teacher, they will receive pay in the form of credit towards tuition or lunch bunch, or the hours worked can be put towards their eight (8) required volunteer hours. The substituting parent will need to fill out the Leave Form and put it in the Treasurer's mailbox. The Sub Coordinator will also email the Treasurer and Assistant Treasurer to notify them of the leave taken (in advance if possible). It is the parent's responsibility to enter their credit for hours worked on the credit line of their next tuition invoice.

If you have been contacted by the Sub Coordinator to sub for another parent, you must be paid the \$33 directly from the parent you are subbing for, not by PNS.

3. A pay rate will be used as follows:
 - a. For all parents who sub, \$11 per hour worked will be paid as a tuition credit
 - b. For all aides who sub for a fellow aide or cooping parent they will be paid their hourly rate per hour worked, should they sub for a teacher they will be paid \$14.70 per hour worked
 - c. For all teachers who sub for a fellow teacher, aide or cooping parent they will be paid their hourly rate per hour worked

TUITION

Tuition is due and payable on the first day of each month. Completed tuition invoices must accompany all checks. Checks should be made payable to Providence Nursery School, Inc. There will be a \$25.00 fee for all returned checks. Tuition for the final month of the school year is due and payable on June 1st of the previous year, or upon enrollment, whichever is later. One-half of the materials fee is also due at that time, with the other half being payable on January 1st. Payments not received by or after the 10th of the month are subject to a \$25.00 late fee. Payments received after the 30th of the month are subject to a \$35.00 late fee, and payments received 60 days late are subject to a \$45 late fee. Payments received to satisfy late fees are applied to the oldest incurred late fee. Families owing money to the school may not register their child(ren) for the next year's session until all debts are reconciled. Refunds of tuition will be made at the discretion of the Board of Directors pursuant to Section 8.2 of the bylaws of The Providence Nursery School, Inc.

Tuition assistance is available. Forms may be obtained from the school President. There is a 10% tuition reduction given for more than one child enrolled in the school at the same time. There is also a 5% discount off tuition if full payment for the school year is received by September 10th.