



SAINT THERESE *Nursery School*

Parent Handbook

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Dear Family,

Welcome to St. Therese Nursery School! We pray that this handbook will provide you with a thorough background of our school community as well as a reference. Our staff and families have assisted in the growth of our school over the last twenty years. Our mission of Learning is a journey, not a destination truly encompasses our beliefs as a school community. Nursery school is the first of many stops on your child's learning journey. That journey includes spiritual, emotional, physical, and cognitive growth. We are here as early childhood educators to guide both you and your child on this learning journey! Keep in mind that nursery school is often a child's first exposure to a group of people outside of their family. Providing a safe and nurturing environment that welcomes children and assists them in this transition is why we are here!

St. Therese Nursery School was established on October 30, 2000. We began with two classrooms, thirty students and four staff members. We now have almost 100 students, four classrooms, all day threes and fours, and a staff of ten! We have evolved over the past twenty years to maintain the balance of socialization as well as academic skills. Over the past twenty years academics have become more of a focus in early childhood as we prepare students for kindergarten where goals and objectives are higher than they were ever before. Finding a balance in how to integrate these academic skills in a developmentally appropriate manner is something our staff successfully achieves through professional development as well as their cohesiveness as a team of professionals. Most importantly, we are here to develop kind and giving children that are accepting to everyone they encounter. Nursery school is ultimately about socialization and setting the tone for the child's entire educational and life experience.

With our mission as our driving force, we look forward to serving both you and your family on this first stop in your child's learning journey! We pray that together we can provide the unique experience that each child needs to grow into an independent learner. If you have any questions, please feel free to contact me.

In God's Peace,

Michele Adinolfi
Director



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Our School Mission

Admissions

Staffing



St. Therese Nursery School Mission Statement

The mission of St. Therese Nursery School is to nurture the student and the family within a community of learners. Our mission will be:

*to provide a safe learning environment where our children can learn through developmentally appropriate experiences.

*these experiences and play reflect continuous spiritual, emotional, social, cognitive, and physical growth and development.

*our families are recognized as central to the well being of the child.

*our staff is valued for their dedication and commitment to the children and families of St. Therese Nursery School community.

*we believe learning is a journey, not a destination!



Admissions Policy

St. Therese Nursery School admits children ages three and four years old without regard to race, color, sex, religion, national origin, or ancestry. When the parent of a special needs child applies for admission, the Director and parent will review the child's care requirements and how they will be met. St. Therese Nursery School accepts children with special needs if a safe, supportive environment can be provided for the child and all other children. The Individual Education Plan for each special needs child will be followed with the support from consultants, doctors, and school systems accordingly.

Enrollment Requirements

Enrollment is open, regardless of race, color, national origin, creed, or sex to all children. Enrollment includes completing and submitting the following documents in entirety:

- 1. Application form**
- 2. Emergency care form**
- 3. Medical form from pediatrician**
 - See below**
- 4. Information of alternate pick up**
- 5. Telephone book release**
- 6. Picture release**

Health Requirements:

Upon enrollment to St. Therese Nursery School, each parent/guardian must submit written documentation attesting to their child's health status and receipt of pediatric immunizations. St. Therese Nursery School conforms to the immunization requirement of the American Academy of Pediatrics supported by the Connecticut State Department of Health. These requirements are included in the registration packet.

In addition, enrolled children must receive an Annual physical examination by a Connecticut licensed pediatrician, physician, nurse practitioner, or a physician's assistant. Written documentation in the form of "Child Day Care Child Development Center Child Health Record" (or equivalent) must be submitted to St. Therese Nursery School on or before the expiration date of the previous year's exam but ABSOLUTELY NO LATER THAN THIRTY DAYS FOLLOWING THE EXPIRATION DATE. Acceptable signatures on health forms include those of the examiner or their designee i.e. office staff, R. N., or other). Note: Failure to comply with the health requirements and policies may result in your child being excluded from attendance in the nursery school.

***Verification of Influenza Vaccination: According to the State of Connecticut Regulations, through the Department of Public Health, all children aged 6-59 months who participate in a childcare setting shall receive at least one dose of influenza vaccine between September 1 and December 31. All vaccinations need to be complete by January 1.**

Information Regarding the Staff

Each classroom is maintained by a teacher and teacher assistant. The state ratio for this age group is one adult per every ten children. Our ratio is one adult per every six or seven students as we have two adults and a maximum of 13 children within each classroom. Classrooms A and B are licensed for 13 children respectively as the state regulations require 35 square feet per child. Classroom C is licensed for 12 students. Classroom D is licensed for 10 students. Having two consistent adults within a classroom allows for the occasional absence of one adult and the other remaining the same. Our staff substitutes for one another as well as an in-house substitute teacher with whom all the children are acquainted with. Consistency is an integral part of the nursery school experience, and we strive to ensure this with our staff.

Director: Michele Adinolfi-Lucibello

The Director of the nursery school oversees the staff, students, curriculum, licensing, professional development, and management of the nursery school. The Director's role is to ensure that the environment is conducive to the most ideal early childhood setting that follows our mission. The Director is a certified teacher in the State of Connecticut and Massachusetts grades pre-k through eight with a degree from Boston University. The Director is also certified in child first aid/ CPR and to administer medication to students with life threatening medical conditions (i.e. allergic to bees or food). The Director has completed the Virtus Training on Protecting God's Children and background check required by the Archdiocese of Hartford. The Director is available from 8:00 a.m. to 3:00 p.m. daily and is available for conferencing with parents in person or via telephone during this time. The Director also oversees the arrival and dismissal of students in the foyer of the school. A monthly newsletter from the Director is sent home regarding the curriculum, service projects, events, and parent education.

Teachers

The teachers at St. Therese Nursery School are dedicated and committed to the education of pre-school age children and our Catholic faith. This commitment is evident in the growth of our students socially, spiritually, and academically. The teachers at St. Therese Nursery School have degrees in early childhood education that range from CDA to bachelor's degrees as well as extensive experience with pre-school age children. Each year the teachers are required to complete professional development hours through early childhood seminars and classes. The teachers are also certified in child first aid/ CPR and to administer medication to students with life threatening medical conditions (i.e. allergic to bees or food). The teacher has completed the Virtus Training on Protecting God's Children and background check required by the Archdiocese of Hartford. Each teacher sends home a monthly newsletter pertinent to the curriculum and themes within that classroom.

Teacher Assistants

The teacher assistants at St. Therese Nursery School demonstrate a strong connection to pre-school age children and our Catholic faith. They come to us with a variety of experiences with children in early childhood as well as parenthood. The teacher assistants support the curriculum of the school and teacher implementing said curriculum. The teacher assistants are also required to complete professional development hours through early childhood seminars and classes. The teacher assistants are also certified in child first aid/ CPR and to administer medication to students with life threatening medical conditions (i.e. allergic to bees or food). The teacher assistant has completed the Virtus Training on Protecting God's Children and background check required by the Archdiocese of Hartford.