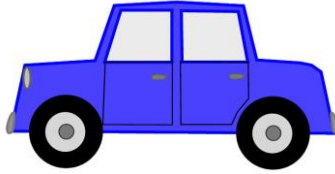




SAINT THERESE
Nursery School

Policies
&
Procedures



Drop Off and Pick Up Procedure For St. Therese Nursery School

All students must be accompanied by an adult when dropped off or picked up. Pick up persons are limited to parents and those adults that have been released by the child's parents as an alternative pick-up. Alternate pick-ups are required to provide a copy of their license which remains on file in the child's personal records. An approved alternate pick-up list is posted inconspicuously in each classroom. The emergency contacts may also pick up your child as stated on your registration form.

Students must sign in and out each day with the adult's name as well as the time. This is a record of attendance as well as used in emergency situations as a manifest of those children present.



Parent Volunteers

Parents are welcome to assist on committees, holidays, projects. A "Time and Talent" survey is sent home at the beginning of each year. This survey includes opportunities for families to help at home or school, share a special talent, or spend time in the classroom.

In an effort to include our families in our school community as much as possible, we are asking you to complete the survey on how you may volunteer. Please remember that volunteering can be done at home or at school! Everyone has the time and some type of talent that they can share with others!

Volunteers in the past have assisted us in everything from making portfolios, baking, volunteering with a special talent, reading a book in their native language, or fundraising. Classroom volunteers are utilized farther into the school year as the beginning of the year is a significant transition for our children. When a child sees another parent or family member in the classroom, this can be rather upsetting.

Please remember that if you volunteer to help with a classroom party, we allow each parent that has signed up an opportunity to attend at least one. We also limit the number of volunteers so that it is not overwhelming to the children.

Please note: All parents/family members who visit our classroom must complete a Virtus training called "Protecting God's Children" per Archdiocesan regulations as well as a background check and sign off on the Office of Safe Environment Handbook. Trainings are online with a link on our website.



Time & Talent Survey

**All volunteers must complete the Virtus training and background check per the Archdiocese of Hartford Office of Safe Environment prior to volunteering.*

Child's Name _____ Parent's Name _____
Teacher _____ Classroom _____

The best time for me to come in is: _____

Other family members that have a time or talent to share: _____

(Example: A grandfather that likes to garden or an Aunt that is a nurse!)

I would like to help in the following ways:

Talents

1. Help in the classroom with a special project: _____
2. My talent is _____ and I would like to share this with the children!
3. I have a collection of _____ that I would like to share with the children!
4. I play the _____ and would like to share my instrument!

General Classroom Help:

I would like to help in the classroom: _____

I would like to work on projects at home: _____

Celebrations

1. Help with the Fall Festival _____
2. Halloween Party _____
3. Thanksgiving Feast _____
4. Christmas Pageant _____
5. Valentine's Day Party _____

Book Club: Helping place the order each month/sort books upon arrival

1. _____

Committees

1. Fundraising Committee _____
2. Kindness Committee _____

Anything else you can think of!



Birthday Celebrations

In School:

Every child's birthday will be celebrated with a song and birthday crown. Parents are welcome to send in a treat to celebrate their child's birthday. We have limited this treat to a Hoodsie type sundae cup due to food allergies. Please check with your child's teacher for the number of students. If your child's birthday falls in the summer months, we will celebrate in June!

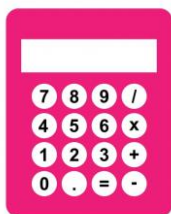
Out of School:

Parents may send invitations home in tote bags if all students in the class or all girls or all boys are invited. If you plan on inviting only a few of the classmates, please use our school telephone book and mail them.



School Telephone Book

Our school telephone book is designed to develop the socialization aspect of nursery school. This is a great opportunity to schedule play dates outside of school! A sign off form to participate in the telephone book is within the registration packet. Please keep in mind that some of our families choose not to list their child's name and phone number. If you are interested in the total number of children in your child's class for a birthday party, please see your child's teacher.



Financial Information

Tuition Schedule: Payments are due by the first of each month. Parents will receive a tuition schedule upon enrollment. The first payment (non-refundable) that becomes the June payment of the following year is due on May 1st of the previous year in order to hold a fall placement. You will then be responsible for a payment from September through May of the school year. Tuition envelopes will be provided for each month at Meet and Greet and upon enrollment if a child begins after September. Any payments that are submitted after the tenth of the month will incur a \$30.00 late fee. Payments are due regardless of days missed due to illness unless an extended illness occurs.

Non-payment of fees: Families with accounts past due shall be informed via a notice from the bookkeeper of an overdue balance. Families with past due accounts of more than two weeks shall be notified by the way of a notice from the bookkeeper that their childcare will be withdrawn on the following Monday unless prior arrangements have been made.

Financial Assistance: The State of Connecticut, Department of Social Services provides financial assistance for child care to those families who qualify. You may obtain information regarding this program by calling 211.



Snow Policy

Please look for school cancellations due to inclement weather on Channel 8 at the bottom of the screen where St. Therese Nursery School, North Haven will appear with either no school, a.m. session cancelled, or p.m. session only.

Students who attend the all day pre-k in either threes or fours, arrive at school at 11:30 a.m. on the days of a delay with their lunch. On the day of a delay, p.m. classes begin at their scheduled time of 12:30 p.m. There will be no lunch bunch on days with delayed opening.

In the event of an early dismissal, all students including pre-k will be picked up at 11:30 a.m. and there will be no p.m. session! You will be notified by the school if your child is in school and there is an early dismissal.

How will you be notified?

1. REMIND Text Alert: You will sign up with the cell phones that you would like to be alerted by text for snow cancellations, delays, and early dismissals. You will initially receive an invitation to accept this service.
2. Look on Channel 8! We are posted on the Channel 8 Weather closings on t.v. and online. Look for:

St. Therese Nursery School, North Haven!