



Family Handbook

NEW MORNING NURSERY SCHOOL

718 Gilmore Street • Madison, Wisconsin 53711 • 608/233-0433 • www.nmns.org

New Morning Nursery School Family Handbook

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Important Phone Numbers:	
New Morning Office	233-0433
New Morning Fax	233-2523
Oak Room 4K	233-1228
Willow Room	233-9309
Birch Room	call the office
Public Health Department	266-4821
Department of Children and Families	266-2900

Website: www.nmns.org

E-mail: new.morning@sbcglobal.net

The New Morning Nursery School Community Pledge

Definition of the Community

The New Morning Nursery School community is comprised of all of its students, their parents, siblings and immediate family members, and all of the staff members.

Purpose of the Pledge

To identify the community aspect of the New Morning Nursery School experience as one of its major assets. To emphasize the role of each community member in the creation and perpetuation of the community. To invite each member to take the pledge, thereby reaping the full benefit of their association to the school.

The Pledge

- I understand that I am accountable for my own behavior. I accept the responsibility for the welfare of the community itself and my own sense of belonging.
- I accept the obligation to listen to and understand the beliefs and opinions of others, and to treat others fairly, with respect for their rights, similarities and differences.
- I accept the responsibility for understanding and promoting the mission of the school.

We have outlined more specifically what this means for parents and teachers throughout the course of the school year.

Parents

Communication

- Parents are equal partners in communicating with teachers by reading all emails and newsletters sent by teachers and staff
- Parents agree to contact teachers immediately with any questions or concerns, and to share positive feedback

Partnership

- Parents will attend parent-teacher conferences and participate in as many school events as your families schedule allows

Respect

- Parents acknowledge that teachers are dedicated professionals whose primary responsibility is to attend to the children in the class

Teachers

Communication

- Teachers will provide families with information about the curriculum, classroom activities, and age-appropriate topics related to supporting child development
- Teachers will make arrangements to discuss any question or concern from parents at a mutually agreeable time

Partnership

- Teachers will plan and implement a developmentally appropriate, play-based curriculum and environment

Respect

- Teachers will respect each child and family as individuals with their own needs, beliefs, and culture

New Morning Nursery School Family Handbook

General Description

New Morning is located on the second floor of the historic Dudgeon School, 718 Gilmore Street, Madison, WI. Our facilities include three classrooms, 204, 206, 207, a bathroom, and a storeroom/office. We have access to the center's upper gymnasium and have created outside learning environments in front of the building. The building is owned by Wingra School, a private, non-profit, K-8 progressive school. New morning and Wingra School have shared space in this wonderful building since 1972.

New Morning Nursery School is a non-profit corporation organized as a parent cooperative. The membership of the coop includes all families of enrolled children as well as staff members. We offer a part-day nursery school experience for children 2-5 years of age. New Morning is a 4K community partner with the Madison Metropolitan School District.

Mission

We believe children learn best through play. Our child-centered programs balance the needs and developmental levels of each individual child and the group they are a part of. Our curriculum fosters social, emotional, physical and cognitive development, problem solving, independence, self-reliance, and respect for others in a safe and nurturing community of children, staff and parents.

A sense of community and support is created among families and teachers when parents are actively involved in their child's educational experience. New Morning offers parents a variety of opportunities to develop their own personal style of parental participation. The relationships between all members of the community are founded on cooperation and respect for others.

Regulation

New Morning Nursery School is licensed for 48 students, aged 2-6 years, by the State Department of Children and Families. The purpose of licensing is to protect and promote the health, safety and welfare of children in a child care setting. The state license is renewed every two years, by a self-study procedure based on DCF 251 Licensing Rules for Group Child Care Centers. State licensing specialists make periodic, unannounced visits, to insure compliance to these guidelines.

In addition to being state licensed, New Morning is accredited by the City of Madison through the Child Care Section of the Office of Community Services. The City of Madison was one of the first in the country to create a comprehensive accreditation process to encourage high quality early childhood experiences for young children. This process involves self-study and classroom observations by the early childhood specialist who is assigned to our school. Our specialist understands our philosophy and our mission and assists us in maintaining and improving our quality of programming through the city accreditation process.

Our state license and any related documentation along with our certificate of accreditation from the City of Madison are displayed on the administrative bulletin board in the center of our hallway outside the Oak Room. A copy of the rules and guidelines for these agencies is available to parents in the office.

History and Philosophy

New Morning began when parents in a playgroup felt the need for more continuity and structure. In 1972, they created a nursery school with emphasis on the individual child, which was planned and overseen by teachers and supported by parent involvement. Understanding that the first five years are the most formative, the parents were interested in offering a program that facilitates a child's natural development. They wanted a creative, play-based curriculum to provide their children with a broad range of subject matter, but above all, were interested in having their children gain skills and experiences in successful social interaction with their peers.

Our classrooms are set up with areas for all sorts of quiet and active play. Activity centers in the rooms vary according to age-appropriateness, and usually include areas such as sensory tables, blocks, art tables and easels, reading and writing areas, kitchen/dramatic play, and lofts. The space is child centered both physically and philosophically. For children, it is a special place of their own where they can feel safe and worthwhile. The environment provides opportunities to explore and develop social skills, language, mathematical concepts, music, art, creative dramatics, science, and movement. Each day there are opportunities for both large and small motor skill development.

We plan each day's activities in a child initiated, playful way, to make use of a wide variety of materials and spaces to encourage curiosity, experimentation, resourcefulness, and a joy for learning. We help children work out their own solutions to the situations that inevitably occur when a group of individuals get together. We encourage children to participate in activities that are satisfying to them and help them to develop new interests and relationships with other children as well as adults.

We promote cultural diversity in the classroom through the materials, toys, and activities available to children, as it reflects the diversity within the child's peer group at school and the greater Madison community.

We encourage independence and self-reliance, helping children take initiative and direct their own activities. We provide support, stepping in when there is an opportunity to expand or enrich a child's play or learning. We set realistic limits, helping children to understand what appropriate behavior is and what is not.

Our goal is to assist each child in taking responsibility for his/her actions and to have confidence in their ability to do so. No two children grow up in exactly the same way, and we invite parents to share with us the individual interests and needs of their own child.

Our learning objectives change in response to the needs and interests of each child and of each class as a whole. This flexibility allows the classroom curriculum to remain innovative, thus preserving the vitality the children, the families, and the staff experience at school.

We're a Co-op

One of the reasons New Morning is such a special place is because it is a coop, created by people like you for your children. New Morning Nursery School was founded as a cooperative organization by parents who believed in the importance of involvement in their children's educational experience. Each family's involvement enriches their personal New Morning experience and helps to create a sense of community and support among our families and teachers. Parents convey to their children that school is an important part of life by becoming actively involved. Here are some of the many benefits of co-op participation:

- The relationships formed between parents and teachers results in a sense of mutual respect and a common goal; the success of each child
- Children develop a sense of community, in a caring environment, when teachers and parents work as a team, thus easing the transition from home to school and creating a comfortable atmosphere to learn and grow
- Teachers share their knowledge of child development, child guidance and early childhood education to enhance a family's parenting skills and to help families gain a greater understanding of the philosophy and mission of the school
- Parents share knowledge of their own child and their family goals with the teachers to assist the teachers in creating a successful educational experience for their child.
- Parents share their talents and resources to enhance the classroom experience for all children, to create social experiences for the community, and to insure the successful operation of the school in general
- Parents demonstrate an appreciation for the importance of teacher/student interactions by relieving the teachers of some of the less technical tasks needed to run the classroom
- Parents are offered opportunities for involvement in policy making and goal setting

- Parents choose from a wide variety of meaningful volunteer opportunities to help them create their own personal style of participation in their child's education, a skill that will be useful through high school
- Parents are offered opportunities for new friendships for themselves and their children, a parent support network, and parent education

Family Involvement

As a member of the New Morning Nursery cooperative each family is asked to participate in their child's school experience in a number of ways. This involvement fosters a greater sense of community among families and helps to create a partnership between teachers and parents for the benefit of your children. Please refer to the Community Pledge at the front of this handbook. Additional involvement, serving or chairing a committee, or becoming a board member, is optional but always appreciated. Participation should enhance your family's New Morning experience, not seem like a burden. The more ways you find to become involved, the more meaningful your experience will be.

You received a Family Resource form in your child's enrollment packet, which will provide you with an opportunity to express your desire for further involvement. A checklist of your responsibilities during the year is included in the Back-To-School Packet. Room committees will send email reminders.

Snacks – Each family is required to bring snacks to their child's class throughout the year. Your child will receive a snack day on or close to their birthday. Summer birthdays will get a snack day close to their half birthday, should you choose to celebrate. The number of snacks per family is determined by the number of students in the class. You will receive the class snack calendar by email. It will also be posted on the classroom bulletin boards and the website. Be sure to make a note of all of your child's assigned snack days. If your child is absent on your snack day, you are not expected to make a special trip to bring in a snack, but please donate something for our pantry. Please read the snack section on pages 16-18, for more specific information on how to provide a ready to serve snack. Please bring enough for the number of children in the class plus the teachers.

Birch Room	16 children and 2 or 3 teachers
Oak Room 4K	AM-20 children and 2 or 3 teachers, PM-16 children 2 teachers
Willow Room	12 children and 2 or 3 teachers

Parent Volunteer Day – Acknowledging and respecting differences is the foundation of acceptance of diversity. To celebrate the diversity within the community of each class we hope every student in the school will have a special day when a parent or adult family member comes to stay and play at school. Parents should sign up on the classroom volunteer calendar to spend at least one day in their child's class. On this day you can share some of the traditions, customs, language, snacks, stories, songs, games, talents, a favorite book or anything that reflects what you feel is unique about your child and your family. Check with the teachers for more suggestions. The calendars will be posted on the class bulletin boards in January. All parents will receive a parent volunteer orientation packet in January. Please sign the confidentiality statement and read through the packet before spending a day in your child's class.

Work Days - It is a co-op responsibility for each family to volunteer for two hours at two Work Days per school year. Families can choose from the Fall Work Day, August 28, the Fall Playground Work Day, August 25, the Spring Work Night, June 6, or the Spring Playground Work Day, June 8. We really do need everyone to help out with Work Days. The times of the Work Days are noted on the school calendar. This is a nice way to socialize with other parents, chat with your child's teachers. We realize that family schedules are full of work, family, and extracurricular commitments, so we have tried to make this requirement flexible so your family can participate. This requirement can be fulfilled by:

- Coming to school to work for two hours on two Work Days of your choice
- Watching someone else's children so they can come to work at school
- Signing up for a take home job or project (check with April or your teachers)

Classroom Clean-Ups – New Morning is committed to having as clean an environment as possible. In addition to routine maintenance by building custodians, we schedule evening classroom clean-ups every 4-6 weeks throughout the year. Super Cleaners and any parent interested in attending an occasional clean-up should sign up on the classroom clean-up schedule located on the classroom bulletin boards. Cleaners will receive a \$35 tuition reduction voucher for each two-hour clean up. In addition to providing a service for the school, this is a great social opportunity.

Visiting – Parents are welcome to visit the school anytime during the hours of operation unless there is a court order restricting or prohibiting access to a child. If such an order exists, please notify the director immediately and provide a copy of the order for your child's file. Only children officially enrolled in New Morning may attend during school hours.

Fundraising – The annual operating expenses of the school are covered by tuition. In order to offer tuition assistance, pay for program development/improvement or unforeseen expenses, we need to raise additional funds. We raise funds to benefit the school in different ways. We have annual fundraising and social events, we hold an annual Spring Auction, and we ask for donations of cash, items or services. Participation in fundraising activities is voluntary.

To commemorate our 25th anniversary, the board of directors created a scholarship policy to insure that scholarships would always be available to families who cannot afford to send their child to the school without financial assistance. In 2006-07, the board voted to create the Future Fund to protect the future viability of the school and preserve the high quality of our program. This fund is to be used to ensure New Morning can afford to provide enhanced space, programming and stability, and scholarships without relying solely on tuition increases. All funds raised and any fund excess at the end of a school year goes into The Future Fund. The New Morning scholarship policy allocates an amount of Future Funds equal to 2% of the total amount of tuition budgeted each year for scholarships according to the guidelines of the scholarship policy.

Every family's ability to contribute to New Morning is different. Donations of time spent and contributions of goods and services to make our social and fundraising events successful are as valuable as monetary donations. We are deeply grateful for any way your family can contribute to the quality and success of our fundraising efforts. New Morning is a 501(c)(3), non-profit corporation. Contributions to our school are tax-deductible, minus the value of any item received. Cash donations in lieu of participation are always appreciated and are 100% tax deductible. Please consider contributing in whatever ways are comfortable for your family.

Smile.Amazon.com Shopping Link – New Morning receives .05% of all Amazon purchases when you enter through our shopping link portal. This link is on the bottom of all emails from the director and it is on the homepage of our website. Please share this link with your extended family.

Communication

Effective communication is one of the school's ongoing goals. There are a number of ways we communicate with each other at New Morning. Families are encouraged to take an active role in establishing communication with other families and teachers.

Student Absence: Parents are required to inform the school when their child will be absent for any reason by voice mail or email. When children are absent without explanation, the director will contact families thirty minutes past the expected time of arrival. There are no refunds for days absent due to illness or vacation.

E-mail: The majority of information given to parents by the director, the teachers or the board will be sent by email. New Morning has created classroom and all-school mailing lists that are used for announcements only. You will receive announcements regarding school closings, last minute changes to the calendar, request for volunteers, communication from teachers, school newsletters and reminders of up-coming fundraising and social events. The school email address is: new.morning@sbcglobal.net. Please make sure these messages are not going into your spam box. If you have information pertinent to your child's school day, please email it to the office: pick-up changes, absences, anything you think will help the teachers help your child have a great day.

Lockers and Cubbies: Each child has an assigned locker in the hallway for outerwear, back packs, and lunch boxes. These lockers are shared by other children when your child is not in class. On the top shelf of each locker is a mail tube labeled with each family's last name. Each child also has his/her own cubby in the classroom. Please check the mail tube and cubby each day at drop off **and** pick up time to stay up to date. Please make sure you are taking your belongings and not your locker mates. Label everything.

Bulletin /Dry-Erase Board: There are many important information boards in our hallway. You should check for new information at drop-off and pick-up every day.

- **Dry-Erase Boards** are just outside each classroom door, or outside the fence for 4K drop-off. Daily information is written on these boards to briefly let you know what is going on in your child's class during the day. Reading this board together with your child is a great way to transition into the room at the start of class. It also gives you topics for conversation when discussing your child's day after school.
- **Classroom Bulletin Boards** are labeled and outside each room. On these you will find snack and parent volunteer calendars, scholastic book order envelopes, notes from teachers and room parents. Sometimes there isn't enough room on the bulletin board and notices spill over onto the adjacent walls.
- **Administrative Bulletin Board** is the large bulletin board between Oak Room and the Birch Room lockers. It contains all school official information such as our state license and certificate of accreditation, hard copies of emails sent by the director, and any other school business.
- **Board/Committee Bulletin Board** is the small bulletin board above the white bench near the Birch lockers. Volunteer sign-ups and information from the board will be posted here.
- **Parent-to-Parent Bulletin Board** This board contains information and notices of events around town which might be of interest to New Morning families. Parents who are interested in forming social groups (playgroups, Mom's Night Out, knitting, yoga, etc.) outside of school may put notices on this board.

Newsletters: In an effort to consolidate communication from teachers, board members and the director into one convenient place, most communication is sent out once a week in the New Morning E-News. The e-news contains links for fundraising, calls for volunteers, announcements of school community social events as well as local events of interest to families. Weekly newsletters from the teachers will be attached to your e-news. If you have two children in the school, you will receive the e-news twice, but with class specific attachments. The e-news will be archived on the New Morning website. The classroom news letters will be archived in a password protected place on the website that only New Morning families have access to. Please be sure to read these newsletters. They contain information about curriculum, field trips and conference sign-ups and school closing information.

Class Directory: The school directory contains the names, addresses and phone numbers of all New Morning families for your convenience and personal use only. Please do not share this information with other organizations or use it for solicitation.

Website: The New Morning website is www.nmns.org. School calendars, newsletters, this handbook, and other information are also available on the site.

Parent/Teacher Communication: Classes are not in session three times during the school year to provide an opportunity for teachers and parents to discuss children. It is not appropriate to have these discussions in the presence of your child, so please make other arrangements for your child on these days. Watch the bulletin boards outside the classrooms for conference sign-up sheets. Divorced or separated parents are expected to attend their child's conference together. If you have children in the Willow/Birch Room and the Oak Room, these conference dates are not always the same. The dates school is closed are noted on the school calendar. Our teachers put in many hours of their own time preparing for and conducting conferences. Teachers may use one or both of the days noted on the calendar to offset evening conference times to accommodate working parents. If you schedule a vacation during conferences, there will be no make-up conferences.

- **Getting To Know You Conferences (all classes)** – The goal of these conferences is to establish open, two-way communication between home and school; to begin forming the partnership of caring for your child. Teachers are just beginning to get to know each child individually and parents can assist in this process by providing as much information as they can about their child, their family, and their goals and expectations for their child at New Morning. Teachers are hoping to answer any questions you may have about your child's early experiences at school, clarify our philosophy and how it is implemented in the classroom, discuss child rearing in general, or any special circumstances you feel may affect your child's school experience. If you have any questions or concerns this is a great time to express them. In preparation for these conferences families will receive developmental questionnaires to fill out prior to the meeting.

- **Progress Report Conferences- Oak 4K** classes are not in session for two days in February shortly after parents receive the first semester progress report. The progress report was created using the “4K Benchmarks for Development and Learning”. These benchmarks are based on the Wisconsin Model Early Learning Standards and describe a child’s development in five different areas: social and emotional, health and physical, approaches to learning, language and communication, and cognition and general knowledge. You will receive this guide at the beginning of the school year. Please refer to it for a more detailed description of the skills and behaviors. Oak students will receive progress reports in early February and at the end of the year. Willow and Birch classes will have class on these days.
- **Student Portfolios- Willow and Birch classes** are closed for two days in early May. Portfolios are an assessment tool that we use as a framework for an in depth discussion of your child’s skills in a variety of developmental areas. The teachers incorporate the information from the Parent/Teacher conferences, and collect observations, anecdotes, photos and samples of your child’s work throughout the rest of the year. Oak families will receive a portfolio of their child’s work at the end of the school year. Oak classes will be in session during this time.

Teachers are always willing to talk to you about your child, especially if you have a concern. It may be difficult to have a lengthy discussion at drop-off and pick-up time because teachers need to concentrate on all the children. Teachers will be happy to make plans to meet later or to call you at home after school. Write a note on the clipboard on the classroom door, stick a note in the teachers’ mailboxes located in the office, or leave a voice message on the office phone if you’d like a call. The teachers’ email addresses are listed at the top of the class directories and they encourage parents to contact them to request a meeting. The sooner a concern is addressed, the sooner it can be resolved.

Annual Parent Survey: At New Morning we strive to provide the highest quality experience possible for our children, our families and our teachers. As part of our annual program evaluation and goal setting process, we offer each family the opportunity to share their thoughts and feelings in a parent survey. Your responses to the survey help the board and staff set school and classroom goals and then evaluate our efforts to accomplish those goals. Your survey comments are used anonymously in teacher and program evaluations. In addition, your input helps the board plan future social and fundraising events.

Confidentiality

It is our responsibility to keep all information and documentation about children strictly confidential and available only to the child’s parents and the child’s teachers. We cannot provide information about a child to anyone without written consent from parents. We cannot disclose the names of children who may have caused injuries to other children while at school and we will not identify children with contagious diseases. Because we frequently have parent volunteers in our classroom, we ask all parents to respect the confidentiality of other children and families. Parent volunteers will be asked to read a volunteer packet and sign a confidentiality statement prior to volunteering. If a parent is concerned about something observed during class they should immediately discuss it with the classroom teacher.

All records pertaining to your child are confidential. Parents or legal guardians shall have access to their own child’s records upon request.

Start of School

Willow Warm-Up: New Morning wants your child’s first school experience to be successful and positive. The Willow warm-up was created to give parents and children a chance to gradually become familiar and comfortable with the school and the teachers together. All families who are enrolling children in the Willow class for the first time are encouraged to participate in this program.

The warm-up begins with an evening orientation meeting for all parents. Class routines and transition techniques will be discussed, as well as information about the school in general. After attending the orientation meeting parents can choose to sign up for the optional warm-up sessions, where parents and children spend two shortened days in the

classroom together with the teachers before school begins. There is a charge for attending the warm-up sessions. Information about this series is sent in the spring enrollment packet.

Open House: The school year begins with an Open House. Children and parents come to school for an hour along with other families whose children will be attending class on the same days of the week.

First Days: During the four days following Open House, September 5-8, half the students in each class come to school on any given day in the Willow and Birch rooms. This provides your child with a very small class size for their first day of school. You will receive your child's assigned first day in early August. There is no lunch bunch during these first days of classes. Oak 4K students attend every day this time.

Parent Night: Parents and teachers get together in the classroom to discuss a typical day at New Morning, transitions into the classroom, classroom procedures, what to expect from your child and from your child's class, description of different learning areas of the room, along with questions from parents. Plan to have at least one parent attend this important meeting.

All-Parent Meeting: This meeting occurs on the same night as the parent night meeting. The Director welcomes all families to the new school year and introduces the New Morning Board of Directors. This is a time to share information with the entire school, ask for volunteers, and to answer questions about how things work.

Daily Schedule

Willow Room

Morning Class	8:30-11:30	Children must be 2 by 9/1
Morning Lunch	11:30-12:45	Morning students only option
Afternoon Lunch	11:45-1:00	Afternoon students
Afternoon Class	1:00-4:00	Children 2 yrs-8mos by 9/1

Birch Room

Morning Class	8:30-11:30	Children must be 3 by 9/1
Morning Lunch	11:30-12:45	

Oak Room - 4K

Morning Class	8:26-11:00	Children must be 4 by 9/1
AM-4K Plus	11:00-11:30	Additional educational programming
Morning Lunch	11:30-12:45	
Afternoon Lunch	11:45-1:00	
Afternoon Class	1:00-3:34	Children must be 4 by 9/1
PM-4K Plus	3:34-4:04	Additional educational programming

Drop Off and Pick up

- When dropping your child off at the start of the school day, please have your child use the bathroom and thoroughly wash their hands before entering the classroom. The Oak Class starts outside and uses the bathroom and washes hands when they come upstairs. If the Oak Room starts inside due to weather, please visit the bathroom first.
- It is imperative that parents inform the teachers in person when dropping off and leaving with a child, and that children are picked up promptly at the end of class or lunch.
- Parents are responsible for making all persons authorized to pick their child up aware of these times and policies, and for providing alternate pick-up persons with their family access code
- Do not park in the building parking lot.

We had two goals in mind when creating our drop-off/pick-up policies. First, to provide for the safety of your children and, second, to make sure our program runs smoothly. You are responsible for your child till drop off and once you arrive and check in with a teacher at pick-up. Plan to arrive early enough to find a place to park and gather things from your child's locker, especially if you are picking up two children. Pick your younger child up first, a few minutes early in order to pick the older child up on time. Children may not be left unattended by a parent on the playground or in a classroom after class has ended. Never let your child go downstairs or upstairs unaccompanied by a parent/adult.

We need to know who will be picking your child up every day. Please inform the teacher or leave a note on the clipboard on the classroom door, if someone other than a parent will be picking up your child. If the teachers are not familiar with this person they will ask for identification. When someone not on your pick-up card will be picking your child up you must call the office to inform us. If your child is invited to play with another New Morning child after school, send a note to the teacher that day, or email the office, and be sure the other parent lets the teachers know they are taking your child home with them.

The 4K class ends before the other classrooms and pick-up for students not enrolled in 4K Plus occurs at the same time the younger groups are going down the stairs to the playgrounds. Please help us make this transition as smooth and safe as possible by entering and exiting our hallway through the Gilmore stairway for AM 4K pick-up; please enter and exit the hallway by using the inner stairwell that comes up by the gym for PM 4K pick up.

Pick Up Authorization: Please let us know whom you authorize to pick up your child by filling out the Pick Up/Emergency card. Please make sure this is the same information you listed on the enrollment form and that the contact is local. If someone other than a parent will be picking up your child, or someone not listed on your card, you must inform the teacher, leave a note on the clipboard, located on the classroom door, or email the office. If the teachers are not familiar with this person they will ask for identification. If your child is invited to play at the home of another New Morning student after school, send a note to the teacher that day and be sure the other parent lets the teachers know they are taking your child home with them. Children will always be released to one of their parents unless access to a child has been prohibited or restricted by a court order. A copy of the order must be included in the child's confidential file.

Late Pick Up Fee: Parents are expected to pick their children up promptly. If this is not possible, please make arrangements for another parent to pick your child up on time and/or stay with your child until you can arrive. You will receive a warning for the first late pick up if you are less than 15 minutes late. After the warning you will be charged a late fee. The fee will be multiplied by the number of times you have received a late pick-up notice. Five or ten minutes seems like a very long time to a child who knows they are the last to be picked up.

The late fee is calculated as follows: 5-14 minutes late - \$10 fee, 15-24 minutes late - \$20 fee, 25-34 minutes - \$30 fee, 35 or more minutes late - \$50. Example: 1st time 5 minutes late – no charge/warning, 2nd time 5 minutes late - \$10, 3rd time 5 minutes late - \$20. Parents are expected to pay these late fees even if someone else picked their child up late.

Playground Etiquette: New Morning has created outdoor learning environments in the front of the building for our classes to use. When no classes are present parents are welcome to use our play areas provided they leave them as they find them. If you use our playgrounds please encourage your child to be respectful of the area and the equipment, and make sure it is neat and ready for the next class. If the sandbox is covered when you arrive, replace the cover before you leave. If the toys are put away, put them back where you found them before you leave. If you are picking your child up from one playground, please do not walk through the other play area on your way into the building. The doors into the building from the playgrounds will be locked at pick-up time. Please use your access code to enter the building. Please share this code with those who will be dropping off and picking up your child.

When New Morning classes are using the play areas this means school is in session and teachers are supervising children. If you have a child in the 4K class and another classroom and you did not sign up for 4K Plus, you and your 4K student must wait for your younger child's dismissal where a class is not in session. If your afternoon 4K child is not in lunch bunch please wait until 1pm to enter the playground. New Morning is a social place. We want to encourage parents to spend time socializing, and realize that playgrounds are a great place to do so. Please use the back playground or the grassy hill areas in the front until the classes have left the playground. This is especially important during the 4K and lunch transition, from 11:00 -1:00 and 3:34-4:04. In the winter, if you would like to continue sledding after pick-up time please bring you own sleds.

Lunch Bunch

New Morning offers a lunch program in both classrooms. Morning children can extend their day by staying for lunch. Afternoon students can begin their day with lunch and from there go directly to class. Because we eat in our classrooms and because our teachers need time to set-up the activities for the afternoon class, it is imperative that you pick your child up from lunch bunch promptly. Children may attend lunch bunch on a drop-in basis, space permitting, only on the days they are enrolled in class. Drop-in lunch bunch is available by prior arrangement with the director and must be prepaid. If your child is enrolled in lunch bunch you will receive a lunch information sheet in your back to school packet.

Please do not send any peanut butter, nut butter or nuts of any type in your child's lunch. If we find nuts or peanut butter in a child's lunch the item will be removed and returned uneaten. If you substitute soy butter please label it so the teachers know it's not peanut butter.

Summer Program

A summer program is offered during the summer for children who are 3 as of June 1. The schedule and specifics of this program are included with the fall application materials, which are available in January.

A Typical Day

The schedule of a day at New Morning varies from one class to another according to the developmental level of the children, the dynamics of the group, and the teacher's curriculum. Generally, all classrooms have some version of the following, though not necessarily in this order:

Greeting: One of the two classroom teachers will greet each child as they arrive at school. Please don't hesitate to ask for assistance if you or your child have difficulty saying good-bye.

Circle: At times during the day all children and teachers sit in a circle and talk. They may talk about their breakfasts, their weekends, what they like about having friends, and always what they are going to do that day. It is a time of special closeness, sharing, and a time to practice large group skills. Children and teachers often bring things to show and talk about, such as signs of the seasons or something your child has found or made that relates to the unit of exploration for the week. The amount of time spent in circle corresponds to the age and attention span of the group. So long as a child is quietly and safely engaged in an activity that does not distract the rest of the students, a child who is reluctant to come to group time will not be forced to sit in the circle.

Child-Initiated Play: A large part of each day involves time when children are given the freedom to choose from the many activities and areas of the room available to them each day. Teachers monitor each child and the group as a whole, facilitating play and learning and assisting with problem solving as needed. They may choose to work on the art projects, play with whatever substance is in the sensory table that day (it changes regularly), build with blocks, play games, create at the writing table, or play with friends at one of the many activity centers or dramatic play areas.

Book Time: Books are an important part of every class at New Morning. Teachers read to children at story times and upon individual request, and books are always available for children to "read" on their own. The school has a large library of books that are rotated often to enrich each theme the class explores.

Snack: Children come together for snack each day. Children are encouraged to try skills such as serving themselves as well as pouring beverages from child-sized pitchers, and cleaning up their own spills when possible. Children are recognized and thanked for providing snack for the class when it is their turn.

Gymnasium: We prefer to go outside every day. Each class has scheduled times during the week for exclusive use of the gym if the weather is inclement. Teachers set up climbing structures and mats in different configurations to allow children to work on large motor skills. The gym is not available to parents at any time during the day.

Playgrounds: New Morning uses the two play areas in the front of the building weather permitting. The playgrounds provide an opportunity for children to refine large motor skills and to learn through play in a natural setting with natural materials. When a class is on the playground they have exclusive use of this space.

Guidance Philosophy

The essence of New Morning's guidance philosophy is in the expression of feelings, respect for others, and acceptance of the consequences for one's actions. We see conflict as an opportunity for social growth, and the acquisition of problem solving skills. Here are some ways we implement this philosophy in the classroom.

Giving children the freedom to choose from a wide variety of age-appropriate activities and materials reduces the potential for conflict. Each year, in order to provide a successful experience for the entire group, the teachers evaluate the environment, the curriculum, and the daily schedule, taking into consideration the needs, personalities, and abilities of each student.

Clear and consistent expectations are introduced at the beginning of each year. These expectations are consistent in all classrooms. When rules are not followed consequences are logical. Teachers help and encourage children to express their own feelings in words rather than actions, and to recognize the feelings of others that may have resulted from their behavior.

In most cases, when age-appropriate, conflict will be resolved by problem solving with the students involved in the conflict. Teachers will offer positive alternatives in an attempt to redirect the behavior. For children who have not yet mastered the verbal and social skills necessary to problem solve, teachers will describe the situation in words, identify feelings and model possible solutions for the children or redirect a child's attention to another area of the room.

In some cases, a teacher may decide to temporarily remove a child from a situation. The teacher will remain with that child until s/he can gain control of their emotions and proceed with problem solving. This is done in a respectful manner that protects the child's self esteem and insures the child's safety and the safety of others.

Parents and teachers work as a team when recurring guidance-related concerns arise. Parents are encouraged to inform their child's teacher of any changes or occurrences at home that may affect their child's behavior.

New Morning teachers have been selected in part because of their guidance philosophies. Parent volunteers in the classroom may never discipline children. Parent volunteers should bring any situation they feel needs addressing to the teacher's immediate attention.

No form of corporal punishment, verbal abuse, withholding or forcing of food, or punishment for lapses in toilet training will be allowed.

Clothing - *Please label every item of clothing. This really helps lost items return to their rightful owner!*

Children should come to school dressed in clothing that does not hamper their free activity. School is a great place to wear old clothes. Everyone should have shoes appropriate for running, jumping and climbing. Clogs, crocs, flip flops, jellies, cowboy boots, and sparkly party shoes can be dangerous when climbing on the playground, running in the gym, or on wet grass or pavement.

All children should keep a complete change of clothes in a labeled zip-loc baggie in their cubby (Willow students) or the bathroom (Birch and Oak students). These clothes should be checked frequently for size, completeness, and appropriateness for the weather. We keep a complete supply of extra clothes on hand. If your child comes home in an unfamiliar outfit, please wash it and send it back for someone else to use.

Weather and Playing Outside

Children go outside to play every day, unless it is raining heavily, too icy, or the wind chill is -5° or colder or heat index of 95° or above. We use the current "feels like" temperature on weather.com to decide when classes stay inside. Please send your child to school every day with a complete set of outerwear appropriate for the weather: hat, boots,

mittens, snow pants, and coat. Trying to get 12 to 20 children ready to go outside is quite an ordeal when items are missing, don't fit or are difficult to put on. When purchasing any clothing for your child, please consider whether s/he can manage them by him/herself, because this is the ultimate goal. **We prefer one-piece snowsuits, mittens rather than gloves, and slip on boots.**

Personal Belongings

We encourage bringing special comfort to school, they can be very helpful in soothing anxious transitions. Teachers will encourage children to put them in their cubby or locker for safekeeping when not in use.

New Morning has a wide selection of quality playthings for children to enjoy and teachers spend hours creating engaging lesson plans for children to experience. The educational materials in the classroom have been specifically selected to minimize conflict and encourage learning and cooperative play. It is highly recommended that you leave your child's special toys in the car or their locker so they can take full advantage of what is offered in the classroom. It is very hard for some children to share a special item. Teachers cannot be responsible for keeping track of toys brought from home and they often get lost.

If your child wants to bring something to school to share with friends at circle time, encourage them to choose something educational, like examples of nature, something that relates to the unit of study, or something that more than one child can interact with at a time.

Pets

Some fish live in the Willow Room. The Oak Room has an aquatic frog that cannot survive out of water. In the spring, Willow students watch newly hatched baby chicks grow during the farm unit. We cannot have dogs or cats visit since our liability insurance doesn't cover animal bites and many children are allergic to cat and dog dander. **Please do not bring your dogs to drop off or pick up.**

Field Trips

During the school year some classes will be taking field trips away from the school to enhance a particular theme being explored by the class. These may include walking trips, bus trips or car trips.

Occasionally a nominal fee may be charged per family for a field trip. Parents will be notified in advance of any charges and no child will be excluded should payment of the charge be a financial burden. Please notify the Director and confidential arrangements will be made.

Sometimes field trips are spontaneous walks around the neighborhood, to the glen, arboretum or duck pond. These walking trips may not necessarily be posted in advance, but will always be noted on the dry-erase board at drop-off time so parents know their child will be away from the building that day. Parents are always welcome to join the class with siblings for these outings.

For bus and car trips, parents will be notified in writing in advance as to date, time, and location of the trip. If parent drivers and/or chaperones will be needed, a sign-up sheet will be placed along with the notice of the trip.

It is a state licensing requirement that each driver have a copy of their driver's license and a copy of current proof of insurance on file and that their car be registered with the State of Wisconsin. You may use the office copy machine to provide us with this information. Other state requirements you should be aware of are:

- The teachers will give the driver a copy of the emergency card for each child riding in their car. You must keep these with you at all times while on the field trip, and be sure to return them to the teacher when you arrive back at school.
- Each child riding in your car must be fastened securely in a child safety seat or booster seat. Parents must provide a safety seat or booster seat for their child, and properly install it in the driver's car. No child will be allowed to ride in a car without a safety seat unless their parent is driving them. Seatbelts must be worn by all riders.

- The interior of the car must be clean and uncluttered.
- No child can ride in the front seat.
- All doors must be locked while the vehicle is moving.
- Children should never be left unattended in the vehicle.
- Smoking is prohibited while on field trips.
- You must keep the children who ride in your car with you at all times while on the field trip. If you need assistance with this speak to a teacher immediately.

Holidays

New Morning does not incorporate any religious celebrations into the classroom curriculum. We do help children to understand, appreciate and respect the beliefs and traditions of their friends at school because we feel these things are an important part of what makes each child unique and promotes diversity. These special traditions may be shared with the class by parents when they volunteer in the classroom, check with teachers first.

School Closing

Inservice: Our teachers are required to obtain 15-25 hours of continuing education each year. Most of the workshops and seminars are in the evenings or on weekends. Our teachers are compensated for their time by closing school four days each school year. These days are noted on the school calendar.

Unscheduled School Closing: In the event of an unscheduled school closing the Director will notify staff members and parents via email. School may be closed due to the following circumstances:

- Loss of building service – extended or dangerous loss of utility services, or any other condition that could be potentially hazardous to children.
- Inclement weather or hazardous street conditions – New Morning will automatically close if Wingra School or Madison Public Schools close. Due to the location of our building, in between two steep and icy side streets, the Director may decide to close the school even though MMSD remains open.

In the event of an unscheduled school closing, the director will send a message to all parents by email. If snow, ice, or wind chill advisories are in the forecast, be sure to check the local TV stations and your email for school closing information. In any event, parents should decide for themselves whether they feel comfortable venturing out into hazardous weather. No additional days will be added to the calendar and there will be no refunds for any days school is closed due to inclement weather. Because our 4K program must provide 437 hours of instruction, the length of the 4K school day may be adjusted to comply with the requirement.

Emergency Evacuation: In the event of an emergency evacuation of the building during the school day, teachers will gather the children in a manner similar to a fire drill and lead them to the Glenwood Moravian Church across the street. Parents will be called to pick their child up.

Health

Smoking: The entire building and the area immediately surrounding it is a smoke-free environment.

Nutrition/Snack: Food is an important part of our lives and snack time is a happy part of the day at New Morning. Children are excited when it is their turn to bring snack and are acknowledged for their contribution to the classroom. We don't all eat the same things and sharing food is another way to learn about each other and the larger world. You might be surprised by what new foods your child will try away from home.

As an accredited and licensed school, we are required to provide healthy snacks for our children based on guidelines recommended by the Child and Adult Care Food Program. Since parents provide all of the snacks, we rely on you to make sure the snack you bring is a healthy one. Please provide a fruit or vegetable (category one) **AND** at least one item from the other two categories (grains/breads/crackers or meat/meat alternative).

Snack Food Categories:

Minimum Snack Serving

- **Fruit/Vegetable**
fresh fruit/veggie, edamame ½ cup
- **Grains/Bread/Crackers** (must be made with whole grain, or enriched meal or flour)
 - bread (pumpkin, banana, zucchini counts as a grain) ½ slice
 - corn bread, muffin, bagel ½ piece
 - dry or cooked cereal ¼ cup
 - pasta ¼ cup
 - corn chips ¼ cup
- **Meat/Meat Alternative**
 - Meat ½ ounce
 - cheese ½ ounce
 - cooked beans, peas 1/8 cup
 - yogurt 2 ounces
 - soy nut butter (please label as soy-nut butter) 1 ounce

Some foods do not contain enough nutritional value or are too high in sugar, salt, or fat and therefore do not qualify as a snack food according to the CACFP. If you choose to send any of the items listed below they need to be accompanied by a fruit or veggie and one other item from the other two categories listed above. Popcorn is a choking hazard and is discouraged, especially in the Willow Room. The following items are not counted as a healthy snack:

- Fruit/Vegetable** – fruit snacks, gummies, jam, jelly, preserves, jello, popsicles, veggie straws, veggie booty, veggie chips, potato chips
- Grains/Breads/Crackers**- veggie or cheese booty, puffs, or chips, popcorn
- Meat/Meat Alternative** – jerky, imitation or processed cheese, cream cheese, Neufchatel, tofu, tempeh

Beverages: We prefer to serve water with snacks. Fresh drinking water is always available in the classrooms. If you want to provide a beverage please bring one gallon of low-fat or no-fat pasteurized milk, unless milk is banned from the classroom because of a severe dairy allergy. (No milk in the PM Oak class this year)

Snack Preparation: All snacks should be in ready-to-serve condition. Please help your child's teacher spend more time with the children by following these tips to make a ready-to-serve snack:

- Please unwrap cheese sticks ahead of time or send them in a bulk pack
- Wash all fruits and vegetables.
- Slice everything: cheese, apples or oranges into easy to serve pieces, cut grape stems into portions, peel oranges or cut into wedges, peel part of the tangerine rind to get it started, cut bagels in half (spread ahead of time), cut home baked breads into individual portions
- If you have something that needs to be put into individual bowls or containers (hummus, veggie dip, bulk yogurt), please do it before you leave. We have individual portion containers available in the office, along with knives and colanders for slicing and washing
- Please send yogurt in larger bulk container instead of individual tubes, and spoon into portion cups
- We provide cups, napkins and utensils if needed.

Here are some snack combination suggestions:

- Fruit or raisins and cheese or yogurt (yogurt covered raisins only counts as a fruit)
- Fruit kabobs and crackers
- Cereal and milk, with fruit/veggie
- Veggies and humus or other kid-friendly nut free dip
- Muffins or breads, banana, carrot, pumpkin, and fruit/veggie or cheese
- Whole grain crackers and cheese or fruit/veggie
- Whole grain or corn chips and salsa, with fruit or veggie
- Bagels, fruit/veggie or cheese

- Trail mix, gorp, snack mix (containing healthy ingredients) and fruit/veggie

What it means to be a nut-free school

- All snacks should be sent in their original packaging, or accompanied by the recipe
- Read all package labels, never send a snack to school containing peanuts, tree nuts, nut butter, or nut oil; or that is produced in a facility or on shared equipment with peanuts or tree nuts
- Never send a lunch to school containing peanuts, tree nuts or nut butters
- Never bring food to a school function that contains peanuts, tree nuts or nut butters
- Do not allow your children, including siblings, to eat items containing peanuts, tree nuts or nut butter in the school environment during drop off or pick up
- Always prepare snacks on a clean, nut-free surface (when cutting fruit, cheese, etc)

Students in classrooms with allergic children will receive more specific information about the allergy to assist their families in preparing healthy safe snacks. If your child has a food allergy please contact the director immediately so a plan can be made to assure your child's safety and your peace of mind. This year in addition to nuts (peanut and tree nuts including pine nuts) we have the following food allergies:

Birch Room: TR - nuts

Willow Room: TR AM - nuts

Oak Room: AM – nuts and egg
PM – nuts

Special Occasions: Do not bring sweet snacks. We would like you to celebrate your child's birthday without cupcakes, cakes, Rice Krispy treats, gummies, candy or other sweets. If you would like to bring something special to share with the class to celebrate a special occasion, please consider sharing a family tradition, a non-food item, or make a donation to the room of a book or curriculum item in your child's name.

Food Allergies: It has become a common occurrence for children enrolled in our program to have food allergies. Because peanut and nut allergies are so prevalent, they are banned from the school. Since parents provide most of our snacks and all lunches, we ask all parents to work together to make eating and playing at New Morning safe and enjoyable for every child. If your child has a non-life threatening food intolerance or any other special diet requirement please describe them on the Health History and Emergency Care plan and let your child's teacher know.

If your child has a severe food or environmental allergy and could have an anaphylactic reaction from physical contact to a substance, that item will be banned from the classroom for the time the child is enrolled.

Parents of severely allergic children should follow these steps to insure their child's safety:

1. Fill out a food allergy action plan including detailed description of possible symptoms and reactions; this will remain in the classroom
2. Meet with the teachers to give a detailed description of your child's allergies, and to establish a plan for making your child safe at school
3. Provide any necessary medications, clearly labeled with your child's name and dosage and a signed permission to administer medicine form
4. Provide a supply of safe snacks in a labeled container
5. Check the snacks brought by other parents daily and sign an authorization slip to allow your child to eat what is being served to the others.

Absences: If your child will be absent from school please send an email or leave a message on the office voice mail. If your child is absent due to illness, please let us know when your child became ill and what the symptoms are.

Illness: It is a state licensing requirement that children with the following symptoms **NOT** attend school:

<u>Symptoms</u>	<u>Description and steps to take</u>
fever	keep child home until fever has been gone for 24 hours without medication . A fever is defined as 100° axillary or higher accompanied by one or more other symptoms: lethargy, pain, vomiting, diarrhea, sore throat
coughing	keep child home if persistent and excessive enough to prevent child from comfortably participating in school activities without medication
runny nose	keep child home if condition is excessive enough to prevent child from comfortably participating in school activities, especially if child is unable to blow his/her own nose
sore throat	keep child home until sore throat has been gone for 24 hours without medication
nausea/ diarrhea/ vomiting	keep child home until condition has been gone for 24 hours AND child has had one meal and one stool with no subsequent symptoms
rash	keep child home until rash is determined to be noninfectious by a health provider

The following is a partial list of some contagious illnesses that are common to children ages 2-5 years old. If your child is diagnosed with any of these illnesses, or any other contagious condition you must notify the office. A confidential notice will be posted to inform other families of possible exposure.

<u>Diagnosis</u>	<u>Description and steps to take</u>
conjunctivitis “pink-eye”	red, runny, or crusty eyes, contact physician, child may return 24 hours after treatment has begun or when there is no longer any discharge from the eye
chicken pox	spots that look like small pimples or bites, usually beginning on the trunk or scalp, child may return to school when there have been no new pox and all others are dry and scabbed over
hand, foot and mouth	blisters in or around the mouth, throat and/or spots on palms and soles, child may return to school when lesions are dry and other related symptoms have been gone for 24 hours
impetigo	pimple-like spots that form blisters usually around the mouth and nose, consult physician child may return to school after being on antibiotics for 24 hours and no other symptoms are present
fifth's disease	intense redness of cheeks, accompanied by a fine raised rash beginning on arms and thighs, may follow flu-like symptoms, consult physician, child may return after rash has been diagnosed and no other symptoms are present
lice	intense itching of scalp, especially behind the ears and at nape, and the appearance of nits on hair shaft, consult physician, children may return to school after receiving a medicated lice shampoo treatment and thorough nit removal. If a child does not receive a medicated lice shampoo treatment they must be nit-free and checked by the director before returning to school.
strep	sore throat, sometimes accompanied by nausea, can also be present in ear infections, related to impetigo, consult physician, child may return to school after being on medication for 24 hours and is symptom-free
intestinal parasites/bacteria	see diarrhea above

In general, if your child isn't feeling well, has a bad cough, or excessively runny nose, or any other condition that would prevent her/him from fully participating and enjoying our program, keep him/her home. Do not give your child fever reducing medicine or any other cold/cough medicine and then send them to school. If they need medicine they need to stay home. **Remember, the best defense against infection is thorough and frequent hand washing and**

teaching your child to cough into their elbow. Conscientious adherence to these guidelines will help maintain a healthy environment in our classrooms for our children and our teachers.

Should a child come to school exhibiting any of the above symptoms, the teachers will inform you at drop off that your child cannot attend school due to illness. If your child becomes ill at school our teachers are required to exclude ill children from the rest of the group. We will isolate the child within sight and sound of a staff member and contact the parents. When called to pick up your sick child you must come at once. If a parent cannot be reached or if a parent does not arrive in a reasonable amount of time, the people listed as emergency contacts will be called. These contacts must be local and be able to pick your child up when called. **You must list local emergency contacts on your enrollment form and the emergency cards.**

Medications: Teachers cannot administer medication during school unless the child's parent completes a permission-to-administer-medication form for each medication. This form needs to be up-dated every six months or whenever the prescription expires. The medication must be up to date and in the original container bearing the child's name, dosage and directions for administering. Medications include prescriptions, epi-pens, over-the-counter medications and ointments. The authorization forms are available in the office.

CPR/First Aid: All staff members are trained in infant/ toddler and adult first aid and CPR/AED and are re-certified bi-annually. The building has an AED on the first floor.

Minor Injuries: Superficial wounds will only be cleaned with soap and water and protected with a bandage. Parents will be informed of all injuries and these injuries will be recorded in the school's medical/injury log located in each classroom. Teachers are also required to record in the medical/injury log when children arrive at school with visible injuries. We are required to report injuries needing medical attention so please provide the office with information regarding doctor's visits resulting from an injury during class time to the office.

Serious Injuries: In the unlikely event of a medical emergency we will first call 911 then parents or legal guardians. If we are unable to contact a parent, we will attempt to contact the persons authorized by parents to be notified in case of an emergency (on the emergency card and enrollment form). Written permission for emergency medical treatment or care will only be used when we are unable to reach the child's parents. Children requiring hospitalization will be taken by ambulance to the hospital indicated on the child's emergency card. If no hospital is listed we will take the child to Meriter Hospital. A teacher will accompany the child in the absence of a parent.

Safety

School Safety Rules: In order to provide your child with consistent safety messages, there are a few rules we would like you to help us reinforce when you and your children are in the building and on the playgrounds whether school is in session or not. They are:

- Only adults open doors and gates and please be sure to close them after yourself
- Do not let your child climb on the playground fence
- All children must use the handrails on the stairways all the time
- Children are not allowed to climb on stair railings
- No running in the halls
- Wash your child's hands before entering the classroom, after eating and using the toilet
- Do not let your child close him/herself in a locker
- Do not let your child open the doors by pushing the handicap button

Parking: Because we share the building with another program, as well as the surrounding neighborhood, finding a parking place can be very frustrating especially in icy winter weather. For the safety and well being of all, parents are asked to follow these guidelines:

- Those who drive are encouraged to car pool. Refer to the class list to see if other families live in your area.
- For the children's safety, the parking lot is closed to all traffic except service trucks, handicap, and approved guest vehicles. **Parents may never park in or use the lot for dropping off.** This is in effect from 7am to 6pm Monday through Friday, in all weather even if children are not present. In special needs circumstances,

with prior authorization from the director, a parent may use the 15-minute visitor space in the lot. There is no parking in the lot on a voting day.

- Parents may park in the Moravian Church parking lot for drop off and pick up unless the church has posted a no parking notice. If you are spending the day in your child's class, park on the street.
- In order to maintain good will with our neighbors, please leave two feet on either side of residential driveways and to observe "no parking" signs and cross walks. Tickets for illegal parking in this neighborhood are steep.
- Parents are responsible for passing this information on to all relatives and child care providers who transport their children.

Fire Arms: It is a felony for a person to knowingly possess a firearm (concealed or otherwise) within 1,000 feet of the school grounds. This includes the playgrounds, front yard and the parking areas.

Building Security: Wingra School and New Morning feel very strongly about maintaining the safety of the building for all children. Staff members from both programs monitor the halls on a daily basis. They will approach people unfamiliar to them, so please don't be offended if you find yourself in another hallway and someone asks if you need any help. Likewise, all building staff members will remind students from any program to conduct themselves in a safe and respectful manner if necessary. Please help us to make the building and grounds safe. Report any areas of concern to the director. There are always at least four New Morning teachers present during school hours.

Building Access: All entry doors are locked at all times. Each New Morning family will receive an access code. If you need to enter the building during the school day when the doors are locked, please enter your access code on the touch pad followed by the # sign. Your code will only work during school hours. Please follow these safety precautions to make our environment safe:

- Do not share your access code with anyone, unless they will be responsible for dropping off or picking up your child and are listed on your pick-up card
- Do not let anyone in with your access code that you do not know
- Do not prop open any building doors
- Do not give the access code to your children unless they are authorized to pick your child up

Drills, Inspections, Evacuations: Fire drills and safety inspections are conducted monthly. The fire department inspects the entire building annually. Our fire extinguishers are inspected and recharged annually. Tornado drills are practiced monthly between April and October. There is a copy of your emergency evacuation plan and procedure posted by each classroom door. Please take a moment to review this information.

If you happen to be in the building when the alarm sounds, set a good example for your children and follow the evacuation plan. Do not attempt to drop off or pick up your child, or retrieve belongings from lockers or cubbies. Proceed to the nearest exit with your child and wait with the New Morning group until notified to re-enter the building, or classroom, in the case of a tornado drill. In a real emergency requiring evacuation New Morning classes will gather at the Glenwood Moravian Church across Gilmore Street.

Child Abuse and Neglect: Wisconsin state law requires all child care givers to report cases of suspected child abuse and neglect. New Morning staff members are mandated to report and cooperate fully with authorities in the event of such an occurrence. Suspected cases of physical, sexual, and/or emotional abuse or neglect will be reported to the Dane County Department of Social Services. For more information about the Wisconsin Abuse and Neglect Act, see the Director.

Admission

New Morning is licensed to serve children 2-6 years of age in a part day nursery school program. We will not discriminate against any enrolled child, family or applicant for enrollment, on the basis of age (except when necessary to meet licensing restrictions), race, color, sex, sexual orientation, creed, mental or physical condition, national origin, or ancestry. New Morning does not require children to be potty-trained before attending school. Our enrollment policies are designed to balance the needs of individual children and their families with the needs of the class as a whole. Procedures are aimed at creating an equitable method of registering, accepting and enrolling children.

Registration: Registration for the school year and the summer program begins the proceeding January when all application materials become available. Current families will receive an application packet in their child's mail tube. Returning families and new families interested in submitting an application for enrollment should call the school office to have their names put on the mailing list. Application packets will automatically be sent to all names on the list in January. **An Open House is scheduled for Saturday, January 13, 2018, 9-11 am.** New and current families are invited to attend the Open House with their child. Tours and observations of classes in session may be scheduled by appointment after the Open House.

Applications from current and former families are due by noon, January 13. Placement will be confirmed by February 1. Applications from new families are accepted as soon as the application packets have been mailed out. New families will receive confirmation of placement by February 23. Applications from new families will be ranked in the order in which they are received in the office. All applications for enrollment must include a non-refundable application fee to be considered for placement. If all spaces are filled by the time an application is considered this fee will be refunded.

Applications will not be accepted from families who have an outstanding tuition balance of two or more months unless prior payment arrangements have been made with the director.

Placement: Applications will be processed in the following order:

1. Children currently enrolled in the school
2. Children of staff
3. Siblings of current and former students
4. Children of new families

In addition, consideration is given to:

- Number of years a family has been enrolled in the school
- Families enrolling more than one child with the same schedule
- Peers within a group

If several applicants of identical standing are applying for the same space, placement will be done by a lottery. If a child does not get a first choice they will be placed according to their second, third, etc. choice. If a family declines placement of a choice indicated on the application for enrollment the application fee will not be returned.

Once all spots are offered the remaining applicants will be placed on the waiting list(s) according to their preferences, in the order the applications were received.

The priority for placement listed above applies only to the initial registration process. Once a waiting list has been created, parents who change their mind or return their application after the due date will be offered spaces along with new families on a first-come-first-serve basis. There may be occasional situations during the school year when the Director, the teachers and the parents decide a child would benefit from being in a different class. In this case, this child would have preference over other children on the waiting list.

Enrollment

Once a child has been placed in a class, parents will receive confirmation of placement and an enrollment contract. In order to guarantee your child's placement, the first of ten tuition payments must be paid by the date specified in the contract. **This payment is not refundable under any circumstances.** If the initial payment is not received, or an alternative payment plan has not been arranged with the Director by the specified time limit, the child will be removed from the class and placed on the waiting list.

Upon receipt of the first tuition payment, an enrollment packet will be sent to each family. This packet and the back-to-school packet, available in August, contain several important documents that must be returned by the first day of school. Failure to return those forms required by state licensing can be reason for dismissal. Each child must have the following forms on file at the school:

Contract: You will receive this with confirmation of placement. You should sign one copy of the contract and return it with the first tuition payment by the specified date.

Child Care Enrollment Form & Health History and Emergency Care Plan: These forms contain important information required by the state. These forms must be filled out each year.

Immunization Record: This form is a record of the immunizations required by the State of Wisconsin. It must be signed by a parent or guardian, and returned to the office within 30 days of your child's first day of school. A record of immunizations from your physician's office can be submitted instead of this form, only if your child has had all of the immunizations required by the state. If your child is missing a required immunization you must check a box in step 4, and sign the form.

Child Health Report: This form verifies that a physician has examined your child within twelve months prior to and no later than 3 months after the first day of school. This form must contain a physician's signature, the date of the exam, and be returned to the office within 30 days of the first day of school. It will be effective for two years from the date of the exam. Your physician's office can fax this information to New Morning on our fax line, 608-233-2523.

Emergency/Pick Up Card: This card must be returned by your child's first day of school. This form gives authorization for emergency treatment, if a parent cannot be reached and identifies emergency contacts. It also lists whereabouts of parents during school hours and indicates who else may be contacted to pick your child up. If parents will be the only ones to pick-up, please list them on the card. **Please make sure the information on this card matches the information you list on the Child Care Enrollment form.** This card must be filled out completely on both sides and signed.

Agreement/Permission: On this form parents give permission for a number of things: field trips, using your child's name in school newsletters, publishing your family information in the directory, and picture display. It also asks that you read and agree to follow our parking, food allergy and sunscreen policies.

Family Questionnaire: This is a comprehensive questionnaire that gives the teachers some insight into your child's temperament, how your family handles everyday occurrences that your child will also experience at school, and what your expectations are for your child's school experience.

Withdrawal

Parent Initiated Withdrawal: By signing the enrollment contract, families make a one-semester commitment to send their child to New Morning. Unless notification is given to the Director, in writing, by November 15, the commitment will be extended through the second semester.

If parents withdraw their child on or before July 1 they will forfeit the first payment, but have no further financial obligation. If parents withdraw their child after July 1 they will forfeit the first payment and be obligated to make the first semester payments (Sept through December), unless a student can be found to take their spot. If a parent withdraws their child at any other time during the school year, they will be obligated to make payments through the semester unless a replacement can be found.

Involuntary Withdrawal: New Morning tries to meet the needs of all children and families, however, if this cannot be done, withdrawal may be the best course of action. In instances of special concern, teachers or parents may call for a special conference. All parents or guardians and all staff members involved are to be present at conferences where the ability of the school to meet the needs of a particular child or family is in question. The Director is present to provide additional perspective and to take notes. Either prior to or following this conference the Director or another qualified early childhood specialist not usually present in the classroom will make a planned observation, with parental permission.

Following this special conference, there will be a reasonable and agreed upon period of time, during which new approaches will be tried with the expectation that specific, agreed-upon outcomes will occur. If this is not successful the teacher or parent may call another conference between all involved parties. A decision will be made at this conference whether to seek outside help or to withdraw the child. If withdrawal is not a mutual decision, parents or

teachers may appeal the decision at the next scheduled Board meeting, but the child will not attend school during this period. The matter will conclude with a final decision of the Board of Directors. Confidentiality is expected of all participants through the entire process. Reasons for involuntary withdrawal of a child shall include:

- Determination by the director, after following the problem-solving procedure, that a child's needs cannot be met in the school environment, without compromising the safety and/or educational experience of the other children in the class
- Failure of parents or guardians to follow the guidelines described in this handbook, including but not limited to
 1. Failure to cooperate with the problem-solving procedure stated above
 2. Failure to pay tuition for two consecutive months
 3. Failure to return required documents
- Abusive behaviors and/or verbal threats by a parent toward staff, children or other parents. (This results in immediate termination)

In the case of a mutually agreed upon withdrawal or an involuntary withdrawal, families will only be obligated to pay for the days their child attended school.

Financial

Tuition: Tuition at New Morning is calculated annually, based on the school calendar, and is payable in ten equal installments. The first installment is due upon confirmation of placement. The remaining nine installments are paid on the first of each month, beginning with September and ending with the May payment. Tuition must be paid even if a child misses days of school due to illness, injury or family vacation. For students enrolling after the start of the school year, the annual tuition will be prorated to the number of weeks of attendance and will be payable in a number of installments equal to the number of months remaining in the school year plus one.

Parents will not receive a bill for these tuition payments; it is the parent's responsibility to make payments in a timely manner. If payment has not been received by the fifteenth of the month, a \$15 late fee will be added to the amount due. A notice will be sent to those families with outstanding tuition. Please make checks payable to "New Morning Nursery School." You may either place your payment in the tuition box located in the office or you may mail your payment to the school at 718 Gilmore St, Madison, WI 53711. There will be a \$20 fee assessed for any checks returned by the bank unpaid.

Receipts will not be given. Please note that New Morning's employer identification number, **39-1186999**. This is the number you need for income tax purposes to claim child care expenses. If you have any question about your account, please contact the Treasurer, or the Director.

Tuition Reductions: There are several ways to participate at New Morning and receive a tuition reduction. You may indicate your interest in any of these positions by filling out the form included in the enrollment packet.

Executive Board President – The Board President receives a tuition reduction in exchange for presiding over the executive Board, working with the Director, organizing and executing the Spring Auction, and organizing and monitoring the committee activities. To insure consistency on the Board, the Vice President becomes the President the following school year. The Vice-President is in charge of the fundraising committee. It is strongly recommended that anyone interested in becoming the President assume another Board position prior to becoming the Vice President.

Lunch Bunch Helper - A parent assists the lunch bunch teacher from 11:30-1:00 on a regular basis for the year. Parents help children with their lunch, clean up after eating, and monitor quiet play during the lunch period. A family receives free lunch bunch for their own child, and \$5 per day tuition reduction. Parents interested in this job must be available TR, MWF, or M-F for the entire year to provide a consistent lunch program for the students. Availability of this position varies from year to year depending on whether teachers wish to add this to their schedule

Super Cleaner – A parent attends all the classroom clean-ups scheduled on the calendar for two hours, along with other Super Cleaners. Teachers leave lists of things to do and parents use cleaning supplies provided by the school. Parents receive a \$35 tuition reduction for each two-hour clean up they attend.

Tuition Assistance: The goal of the New Morning Nursery School Scholarship Policy is to make it possible for children of families who could not otherwise afford to pay the full tuition to attend our school. Awards are based on financial need and available space. Applying for scholarships will not affect class placement during the enrollment process. Applicants should include a scholarship application along with the application for enrollment during the registration period. As with all family information, the information requested on the application for scholarship is strictly confidential. Parents who encounter financial hardships during the year are encouraged to apply for assistance.

Financial Obligations: In the event that the school asks to have a child withdrawn, or the decision to withdraw is mutual, any unused portion of tuition paid will be returned. The registration fee is not refundable. (See section on Withdrawal).

If a parent or guardian wishes to withdraw a child, or reduce their child's enrollment for any reason after the start of the year, the parent is financially responsible for making payments until a replacement can be found, or through the end of the semester, whichever comes first. In this case the application fee and the first tuition payment are not refundable.

If a child withdraws for medical reasons, a physician's statement to this affect must be provided to the school. The family will only be financially responsible for the portion of the year in which the child has attended. The application fee is not refundable.

Organization

Board of Directors: An Executive Board of Directors governs New Morning. The majority of the Directors are parents; there is a voting staff representative, and the Administrative Director is a non-voting member.

Announcements are made, usually in the school newsletter each spring, letting parents know the Board is preparing a slate of candidates for Board positions for the following school year. All families have an opportunity to indicate their interest in serving on the Board by filling out the Family Resource Form, included in the enrollment packet, or by contacting any current Board member. The slate of Directors is then approved by a majority vote of at least ten percent of the entire coop population. Parents interested in serving on the Board should be prepared to make a minimum one-year commitment to attend monthly meetings and to chair a committee.

The responsibilities of the Board of Directors includes organizing and facilitating the fundraising and social activities for the school, setting and reviewing school policies, budgets, and calendar, maintaining the committee system, providing an avenue of communication between parents, staff and the Board, and appointing and evaluating the Director, who is in charge of the execution of policies and the daily operation of the school.

Monthly Board meetings are indicated on the school calendar. The first 15 minutes of each meeting is an open forum. Board meetings are open to all co-op members, unless a topic of discussion is closed for confidential reasons. Parents with specific concerns who would like to place an item on the agenda should contact the Board President or the Director at least one week prior to the meeting. Board agendas and minutes are posted on the school information bulletin board.

Executive Committee: The Executive Committee may exercise the powers of the Board of Directors in situations in which emergency action is required, when the Board is not in session, or in dealing with highly confidential matters. The Executive Committee also acts as the Grievance Committee in conflict resolution situations. The Executive Committee consists of the President, the Treasurer, and the personnel committee chair. The Director may also be asked to attend Executive Committee meetings. The Board at its next regularly scheduled meeting must approve any action taken by the Executive Committee.

Delegation of Authority: The Administrative Director of New Morning Nursery School, April Denton, is the person appointed by the Board of Directors to carry out school policy and to be responsible for the daily operation of the program. If the Director is unable to fulfill this responsibility, the Board President is in charge of the school. In the absence of the Director, in the case of an emergency during regular hours of operation, the chain of command is as follows: Rae Reeson, Suzanne Lee, Jen Granetzke, Rebecca Anderson-Brown, Nicole Wier, Jamie SSwenson, Sarah

Sparks (staff member present with the most seniority). In the case of an emergency the person in command will contact the Director or the Board President as soon as they are able.

Committees: The successful operation of the school is supported by the efforts of volunteers working on several committees. Committee membership is determined by collecting Family Resource Forms available in the enrollment packet. Committee chairs meet at the first Board meeting of the new school year to organize their committee's activity for the year. If you would like to be more involved in the school, consider joining or chairing one of these committees. The Family Resource Form is included in the enrollment packet.

- **Room Committees** – Each classroom has a room committee chair that coordinates efforts to support teachers and parents and attends the monthly board meetings. Members of these committees help organize clean-ups and snacks, help with social events, fund-raisers, field trips, and when they can help with light carpentry and sewing.
- **Fundraising** – Members help plan and implement the annual fund raising activities that support the annual scholarships. These may include T-shirts, gift-wrap, and picture day. The Vice-President chairs this committee.
- **Finance** – Finance committee members help process tuition payments, keep track of student accounts, and may assist in budget preparation. The Treasurer chairs this committee.
- **Social** – Members of the social committee organize social events, the Ice Cream Social in September, the Pancake Breakfast in November, the End-of-the-Year Picnic in June, and assist with the Spring Auction/Family Night in April. The chair of this committee attends the Board meetings
- **Volunteer Coordinator** –The volunteer coordinator will assist the committees with recruiting volunteers for the social and fundraising activities, and other school projects.
- **Marketing/Communications** – The marketing committee helps to publicize New Morning's programs. Tasks include creating the weekly e-news, coordinating with the webmaster and monitoring the NM Facebook pages, organizing the winter Open House for prospective families, and distributing flyers. The chair of this committee attends monthly Board meetings.
- **Personnel** – Committee members review personnel policies, assist in hiring new staff when necessary, and conduct the annual evaluation of the director. The chair of this committee attends monthly Board meetings.
- **Web Master** – The web master is in charge of maintaining and up-dating the New Morning website, nmns.org.
- **Parent Helpers** – This is more a collection of volunteers than an actual committee. Parent helpers provide assistance in a variety of ways, including stuffing mail tubes, helping to maintain files, assisting with enrollment, making copies, filling out required forms, overseeing Scholastic Book orders. Parent helpers, Super Subs, Super Cleaners, the Super Shopper, and Lunch Helpers are under the direction of the Director.

Problem Resolution/Grievance Procedure

When a problem or conflict arises for a teacher or parent, s/he should first talk immediately and directly to the person involved in the conflict. It is expected that most conflicts will be resolved informally by maintaining open communication and mutual respect in an atmosphere of cooperation, in keeping with the philosophy of the school. In the event that a satisfactory resolution cannot be reached in this manner, the following procedure should be implemented:

1. In a parent-staff conflict, a conference between the Director, all involved teachers and both parents will be held. At this meeting a reasonable and agreed-upon period of time will be established during which new approaches will be tried with the expectation that specific, agreed-upon outcomes will occur. This meeting will occur within one week of the initial grievance, which must be made in writing. A copy of the written summary and resolution plan will be kept on file and a copy will be sent to the Board President.
2. If the conflict cannot be resolved by the above measures, the matter will be referred to the Executive Committee of the Board of Directors. This will occur within one week of the referral, and a written summary of this meeting will be kept on file.

3. The action recommended by the Executive Committee will be approved by the full Board at its next regularly scheduled meeting. If any parties involved in the conflict would like to appeal the decision of the Executive Committee, they should enter their appeal in writing or in person at this meeting.
4. The decision of the Board is final.

If a grievance results from a specific Board or committee action or is in response to a New Morning policy, the involved parties should discuss their concern with the Board president. The President and the Director will decide whether action is required and what that action should be.

After following the above process, anyone not satisfied with New Morning Nursery School's solution to their grievance may contact the southern regional of the Department of Children and Families, Division of Early Care and Education, at 266-2900.