

New Morning Nursery School Family Handbook

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Important Phone Numbers:	
New Morning Office	233-0433
Public Health Department	266-4821
Department of Children and Families	266-2900

Website: www.newmorningnurseryschool.org

email: 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 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 offers a part-day nursery school experience for children 2-5 years of age and we are a community partner with the Madison Metropolitan School District, offering a half day 4K program. Our 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. New Morning will not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, or sexual orientation in any of its activities.

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, by the Wisconsin Department of Children and Families, for 48 students, aged 2-6 years. 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. 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 their 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 of the school experience for the children, the families, and the staff.

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 send their child to school each day with a small snack. Please send the snack in a small reusable zip top quart sized container that your child is able to open themselves. Label the snack container with your child's name. If your child also stays for lunch please note which item is snack and which is lunch. Birch and Oak students should also be sent to school with a labeled leak proof water container. It is a licensing requirement that we provide healthy snacks for our students. Please refer to the snack section for a more detailed description of what constitutes a healthy snack.

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 Playground Work Day, August 13, the Fall Work Night, August 30, the Spring Work Night, June 8, or the Spring Playground Work Day, June 10. 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 (if two parents come on the same day that counts for two days)
- 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. These funds made it possible for the school to retain all of its teachers and stay afloat through the pandemic. 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. If your child is absent due to illness, please also include your child's symptoms, when they began, whether they received a test, and any diagnosis. When children are absent without explanation, the director will contact families thirty minutes past the expected time of arrival. There are no refunds or switching days when students are 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. We try to consolidate all school messages in the weekly e-news which is sent to all families early Sunday morning. 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 in the classroom. 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 drop off transition. It also gives you topics for conversation when discussing your child's day after school.
- **Classroom Bulletin Boards** are labeled and outside each room. Here you will find stay and play calendars, scholastic book order envelopes, and notes from teachers.
- **Administrative Bulletin Board** is the small bulletin board between Oak Room and the Birch Room lockers. It contains all school official information such as our state license, certificate of accreditation, and documentation from recent licensing visits
- **Parent-to-Parent Bulletin Board** This board is located between the Oak and Willow lockers. It contains information about 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. The e-news will be archived on the New Morning website. The classroom news letters will not be available on the website. Make sure you save them in your email for future reference.. Please be sure to read these newsletters from start to finish. 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.newmorningnurseryschool.org. School calendars, weekly issues of the E-news, this handbook, and other information are also available on the site for your reference.

Parent/Teacher Communication: Classes are not in session two times during the school year to provide an opportunity for teachers/parents conversations. It is not appropriate to have these discussions in the presence of your child, please make other arrangements for your child on these days. Conference days and times will be posted by the end of September and later in the spring. Parents will sign up for conferences on-line. Divorced or separated parents are expected to attend their child's conference together. If you have children in more than one room, these conference dates may not be 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 use one of the days closed to offset after school conference times to accommodate working parents. Please choose from the times and dates offered, there will be no make-up conferences.

- **Fall 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 much information 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.
- **Progress Reports - Oak 4K** - As a MMSD 4K partner, our teachers are required to fill out a report outlining each child's development twice a year. 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. Oak students will receive progress reports in early February and at the end of the year. If you have any questions about your child's progress report, the teachers will be happy to schedule a time to meet with you.

- **Spring Portfolio Conferences (all classes)** - 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 information from the fall conferences, progress reports, observations, anecdotes, photos and samples of your child's work throughout the of the year into a portfolio..

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. Email the office, 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

Back to School Orientation: Each class has plans an orientation event for children and parents to come to school to meet their teachers before the first days of class begin. These activities are outlined in a back to school message that parents receive in early August.

- ***Willow Meet and Greet:*** Families who are enrolling children in the Willow class will be invited to come to a Meet and Greet session. Families gather with their teachers on the playground to become familiar with each other, parents can take their child upstairs to explore the room for the first time.
- ***Open House:*** The Birch and Oak students will be invited to come to an open house the week before the first days of classes. 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.

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 Parent Night. 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.

First Days: During the four days following Labor Day, September 6-9, 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 and have 4K Plus and lunch.

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

- Enter and exit the building using the Gilmore St door or the door to the upper play yard only
- 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, or starting outside in the Oak room.
- 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 sure all caregivers authorized to pick their child up are aware of these times and policies, and for providing them with their family access code
- Do not park in the building parking lot or the handicap spots at the church. Make a note of the restricted parking schedule posted on the surrounding streets, to avoid getting a \$35 ticket

Our drop-off/pick-up policies were created to provide for the safety of your children and, to make sure our program runs smoothly. You are responsible for your child until they enter the classroom, and once you arrive for pick-up. Allow enough time to find a place to park and gather things from your child's locker, especially if you are picking up two children. Never let your child go downstairs or upstairs unaccompanied by a parent/adult. If you are early please wait near the couch area for your child's class to begin. There are books in a basket behind the couch.

Pick Up Authorization: The doors into the building will be locked at all times. 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. Let us know who 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, 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 message 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 more than 4 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.

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. As long as Wingra students and not using the areas, you can use the back playground or the grassy hill areas in the front until the NM 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 important that you pick your child up from lunch bunch promptly. If you have contracted for a day you may not switch it to another day due to absence or school closing. 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.

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 six week summer program is offered during the summer for children who are 3 as of June 15. 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 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. It is a happy time to socialize with friends and teachers and see what foods other students like to eat. Parents provide a snack for their child each day.

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 they can regain 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 have a complete change of clothes in a labeled zip-loc baggie at school. These clothes should be checked frequently for size, completeness, and appropriateness for the weather. We keep a complete supply of extra indoor and outdoor clothes on hand, in a cabinet in the hallway. 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.** If your child is missing essential outer wear please chose something from our spare clothes supply, and place them in your child's locker.

Personal Belongings

We encourage bringing special comfort items 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

We have no pets at school. 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, pick up, or all school social events.**

Nature Walks

New Morning is located in the beautiful Dudgeon-Monroe neighborhood. The classrooms frequently take walks around the neighborhood, to the glen, arboretum, the duck pond, or even just around the block to watch the season change, look for signs of nature and gather natural materials for art projects. Parents give permission for their children to participate in these walks on the permission/consent form in the enrollment packet. 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. Classes will not organize trips that require children to be transported by a vehicle.

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.

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. We don't all eat the same things and sharing food is another way to learn about each other and the larger world. Remember it's just a mid-day snack, not a meal. NM is a nut free school, please do not send any food that contains nuts of any kind. Please note the recommended serving sizes listed below.

As an accredited and licensed school, we are required to provide healthy snacks for our students 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:

	<u>Minimum Snack Serving</u>
<ul style="list-style-type: none"> • Fruit/Vegetable fresh fruit/veggie, edamame 	1/2 cup
<ul style="list-style-type: none"> • Grains/Bread/Crackers (must be made with whole grain, or enriched meal or flour) <ul style="list-style-type: none"> bread (pumpkin, banana, zucchini counts as a grain) 1/2 slice corn bread, muffin, bagel 1/2 piece dry or cooked cereal 1/4 cup pasta 1/4 cup corn chips 1/4 cup 	
<ul style="list-style-type: none"> • Meat/Meat Alternative <ul style="list-style-type: none"> Meat 1/2 ounce cheese 1/2 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 your child is in the Oak or Birch Room please send them to school with a labeled leak-proof water bottle. Teachers will help refill them as 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
- Fruit/veggie with cereal
- Fruit/veggie and humus or other kid-friendly nut free dip
- Fruit/veggie with muffins or breads, banana, carrot, pumpkin, and/or cheese
- Fruit/veggie and whole grain crackers and/or cheese
- Fruit/veggie with whole gain or corn chips and salsa
- Fruit/veggie with bagels and/or cheese
- Fruit/veggie and trail mix, gorp, snack mix (containing healthy ingredients, no nuts)

What it means to be a nut-free school

- Read all package labels, never send a snack to school containing peanuts, 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

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:

Willow Room: MWF AM-All tree nuts, peanuts, legumes, avocado, kiwi, sesame, eggs, milk
TR PM-Kiwi

Special Occasions: Do not bring sweet snacks. We would like you to celebrate your child's birthday at school without cupcakes, cakes, Rice Krispy treats, gummies, candy or other sweets. If you would like to make a home baked treat make it healthy and check with the teachers, or April first. Alternatively, 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. We ask all parents to work together with us 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

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

Health Policy: In general, if your child isn't feeling well, with any condition that would preclude fully participating and enjoying our program, keep them home. Do not give your child fever reducing medicine or any other cold/cough medicine and then send them to school. **Remember, the best defense against illness is thorough and frequent hand washing, teaching your child to cough into their elbow, and staying home when sick.** Conscientious adherence to these guidelines will help maintain a healthy environment in our classrooms for our children, our teachers, and our families.

If your child becomes ill at school our teachers are required to exclude ill children from the rest of the group. When called, you must come at once to pick your child up. 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. **You must list local emergency contacts on your enrollment form and the emergency cards**

Vaccinations, Masking and Daily Wellness Assessment:

Vaccinations- Staying up to date on all recommended childhood vaccinations, including influenza and Covid-19, is an important way to help prevent the spread of diseases and the severity of illness in our school population.

Masking - Wearing a high quality, well-fitting mask is a good tool to prevent the spread of illness. Our mask requirements are based on the level of community spread in Dane County.

- Masks indoors will be optional unless the level of community spread is HIGH, or a county order in place. NM staff members will be supportive of each family's masking preference. Find the current level here: [/https://publichealthmdc.com/coronavirus](https://publichealthmdc.com/coronavirus)
- Notification of community level will be posted at the Gilmore door entrance and toddler playground door.
- There may be times when masks are required, even though the community spread is low or medium. For example: If there is a positive case in a class, students and staff in the class will wear a mask for a specified period of time. If a student or staff member is a close contact, they will be required to wear a mask for a period of time.
- Masking outdoors will be optional unless a county order requires masks outside.

Daily Wellness Assessment - Caregivers are responsible for screening students for symptoms daily, including temperature, prior to arrival. If the answer to any one of these questions is yes your child must stay home:

- Does my child have a temperature of 100 degrees or higher today?
- Has my child taken any fever, cold, or cough reducing medications in the past 24 hours?
- Has my child had any of the below symptoms in the past 24 hours?

Symptoms:

- Fever of 100° F or above
- Persistent Cough
- Sore Throat
- Nausea/ diarrhea/ vomiting
- Rash
- Excessive runny nose combined with congestion

Symptoms which are considered consistent with COVID-19 require testing:

Any one of:

- Fever of 100.4 F or above
- Shortness of breath or difficulty breathing
- Cough
- Sore throat
- New loss of taste or smell

Or any combination of two or more of:

- Excessive congestion or runny nose
- Chills
- Nausea or vomiting
- Diarrhea
- Headache
- Fatigue
- Muscle or body aches

Testing: For all required testing situations, we will allow either a rapid antigen test or a PCR.

If any one of the main Covid-19 symptoms or two or more other symptoms are present:

- Requires a negative test result and no symptoms for 24 hours before returning to school
- If no test is performed, the child must isolate at home for days 0-5 and wear a mask for days 6-10

If any person within the household or classroom tests positive for Covid-19:

- Students or staff members may come to the classroom if asymptomatic. They will be required to wear a mask for 10 days, have a negative test result on day 5, and remain asymptomatic

Covid-19 Positive Cases, Exposures and Isolation:

Positive Case

- If there is a positive case within a classroom and the case was present while contagious, the families in that room will be notified of the exposure.
- Any positive Covid-19 case must isolate for at least 5 days from the onset of symptoms or positive test. The student or staff member may return on day 6 assuming symptoms have resolved; they must wear a mask through day 10.

Exposures

- If a student or staff member tests positive and is considered contagious while attending school, all other members of the room may attend school if asymptomatic, but will be required to test on day 5 and wear a mask for 10 days from the date of exposure.
- A staff member or student who is identified as a close contact of a case outside of school, may attend school so long as they are asymptomatic and wear a mask for 10 days. They must be tested on day 5 following the date of exposure.

Notification of Illness and Return to School Guidelines:

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. Your child may return to school, if well enough and the following conditions are met.

- **Covid-19** - refer to positive case above
- **Conjunctivitis “pink-eye”** - 24 hours after first dose of antibiotic, or when there is no longer discharge
- **Hand, foot and mouth** - lesions are dry and other symptoms have been gone for 24 hours
- **Impetigo** - 24 hours after first dose of antibiotic and no other symptoms are present
- **Rash/Fifth’s Disease** - when rash has been diagnosed and no other symptoms are present
- **Lice** - after receiving a medicated lice treatment (not homeopathic) and thorough nit removal
- **Strep** - 24 hours after first dose of medication and symptom free
- **Intestinal parasites/bacteria** - child has had one meal and one stool and no symptoms for 24 hours

Medications: Teachers cannot administer medication during school unless the child’s parent completes a permission form for each medication. This form needs to be up-dated every year 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 that occur outside of school. 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 restricted 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 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, religion, gender, sexual orientation, national origin, disability, or sexual orientation. 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 14, 2013, 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 in the office January 14. Placement will be confirmed by February 3. 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 24. Applications from new families will be considered 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. 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 of staff
- 2 Children currently enrolled in the school
- 3 Siblings of current and former students
- 4 Families who applied last year, but didn't receive a placement
- 5 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
- Balance of 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. Once all spots are offered the remaining applicants will be placed on waiting lists 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. Many physician's offices have a version of this form on hand.

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 questionnaire 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.

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, Sarah Sparks, Mary Eileen Raymond, (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.

Volunteer Opportunities: The successful operation of the school is supported by the efforts of parent volunteers working on several committees. Committee chairs attend monthly Board meetings and 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, included in the enrollment packet has more information about our committee system.

- **Room Committees** – Each class has a room parent that coordinates efforts to support teachers and parents. Room parents recruit volunteers to fill annual classroom jobs, orient new families, and help with social events and fund-raisers.
- **Fundraising** – Members help plan and implement the annual fund raising activities that support the Future Fund and provide 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/Raffle in the spring. The chair of this committee attends the Board meetings
- **Volunteer Coordinator** –The volunteer coordinator assists the committees with recruiting volunteers for room parents, the social and fundraising activities, and other school projects.
- **Marketing/Social Media/E-News** – 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 Marketing/Social Media rep and the e-news editor attend 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, 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.