



2011-2012 Parent Handbook

**Century Nursery School
First Congregational Church Parish House
35 Maple Street, Bristol, CT 06010
(860) 582-7569**

Philosophy and Goals

Century Nursery School's philosophy is to promote the cognitive, social, emotional and physical development of the young child. The program is designed to be inclusive of all children. The primary goals are: 1. To provide a wide variety of activities to stimulate the learning environment. 2. To develop self-confidence and self-esteem within each child. 3. To promote kindergarten readiness skills in the 4 year old classes.

Administration

Century Nursery School is licensed by the State of Connecticut, Department of Public Health. The Prudential Committee of the First Congregational Church sponsors the school. A nine member Board of Directors who are current members of the First Congregational Church run the school.

BOARD OF DIRECTORS

Chairperson	Christy Avritch	584-9390
Vice Chairperson	Kelli Rajacich	261-4785
Treasurer	Janice Sanderford	583-3984
Activities	Carly Corrigan	690-4631
Equipment		
Field Trips	Paula O'Keefe	585-0103
Purchasing	Donna Katsaounis	582-5266
Director/Registrar	Patricia Israel	589-5207
Website Coordinator		

STAFF

Director/ Head Teacher	Patricia Israel	589-5207
Teacher	Barbara Cornwell	583-0142
Teacher	Lisa Humerick	583-2110

TEACHERS

Century Nursery School has a staff of three teachers. They work as a team with the entire class and also divide into three equal groups. The teachers are certified in First Aid and CPR and Adminstrating Medication, including the epi pen. The teachers continue to further their education through seminars and workshops. The teachers are always available to answer your questions and concerns.

Director / Head Teacher.....Patricia Israel

Patricia Israel has been Director/Head Teacher since 1999. She began working at Century Nursery School in 1990. Pat holds an Associates Degree in Business, is a Child Development Associate and has a State of Connecticut Head Teacher Certificate. Pat acts as a mentor to fellow Preschool teachers that are pursuing their Child Development Associate.

Teacher.....Barbara Cornwell

Barbara Cornwell has been a teacher at Century Nursery School since 1999. She holds a B.S. Degree in Early Childhood Education and has a state of Connecticut Head Teacher Certificate.

Teacher.....Lisa Humerick

Lisa Humerick joined Century Nursery School in 2008. She has experience working with a wide variety of youth groups and children of all ages. Lisa holds an Associates Degree in Liberal Arts and has a Child Development Associate.

DATES AND HOURS

Century Nursery School operates 5 days a week. Classes run as follows:

- 3-year old class - Tuesday and Thursday, 9:00 AM to 11:30 AM
- 3-year old class - Tuesday and Thursday, 12:15 PM to 2:45 PM
- 4-year old class - Monday, Wednesday and Friday, 9:00 AM to 11:30 AM
- 4-year old class - Monday, Wednesday and Friday, 12:15 PM to 2:45 PM

Daily Schedule

<u>Morning</u>		<u>Afternoon</u>
9:00- 9:30	Arrival, Attendance and Large Group	12:15-12:45
9:30-11:00	Small Group Time(Art, Gross Motor, Manipulatives and Music)	12:45- 2:15
11:00-11:05	Pick Up Time	2:15-2:20
11:05-11:15	Large Group Time	2:20-2:30
11:15-11:25	Hand Washing and Snack	2:30-2:40
11:25-11:30	Dismissal	2:40-2:45

Arrival

When arriving at Century Nursery School you **must enter and exit through the Prospect Place entrance. Our designated parking spaces do not go beyond the white shed. Please adhere to these directions.**

Upon arriving, you will bring your child(ren) to the entrance of the yellow room. The main entrance door will be locked until it is time for classes to start. For your child's safety, you must accompany him/her into the building, as the entrance door is heavy. Do not allow your child to enter the building him/herself. Once all children have arrived, the entrance door will be locked and will remain locked while classes are in session. Should you need to enter the building, please ring the doorbell and a teacher will open the door for you.

Dismissal

Parents are asked to line up outside the main entrance door and the children will be sent out one at a time. This will insure that each child is dismissed directly to the parent or to a person authorized to pick up your child. Please use extreme caution in the parking lot area for the safety of the children. In consideration of our staff, it is requested that all parents pick up their child promptly.

A late fee has been instituted as of the 2006-2007 school year. If a parent or guardian is 15 minutes late picking up their child a \$15.00 payment in cash will be due for children at

the time of pick up. There will be an additional \$5.00 due for each child for every 5 minutes that the child(ren) remains at the school after the first 15 minutes.

PLEASE DO NOT use Handicapped Parking Spaces when dropping off or picking up your child. **Handicapped Parking Spaces** are designated only for those people authorized to use such spaces.

Please refer to the attached Century Nursery School Calendar for our yearly schedule. In regard to inclement weather, we will close on the days Bristol Public Schools close. If schools have a delay the morning class will come from 10:30-12:15 and the afternoon class will come from 1:00-2:45. Should the Bristol Public Schools announce an early dismissal, the afternoon session will be canceled if classes have not already begun. If the afternoon session is already in session, please plan to pick up your child upon your notification of the announcement. School closings/early dismissals can usually be heard on WTIC AM radio and the 3 major network television stations.

Please note that snow days are not made up at the end of the year.

TUITION & REGISTRATION

Yearly tuition is \$1500.00 for the 3-year old class and \$1700.00 for the 4-year old class. Tuition may be paid in full in September or broken down into 10 equal installments. A non-refundable registration fee for the year is \$50.00.

The registration fee and the first tuition installment must be paid at the time of registration. Should you wish to pay the tuition in full at orientation in September, a 5% discount will be applied. If you are paying in installments, the second installment is due on orientation day in September.

Tuition is due the first day of each month, October through May. Any payments postmarked after the fifth day of the month will be assessed a late fee of \$10.00. The tenth installment must be received by May 5th.

If the payment has not been made by the last day of the month, the child may not continue to attend class. Parents will be charged a \$15.00 fee for a returned check. Again, there will be no refund for absences or school closings due to inclement weather.

Tuition payments (check or money order ONLY) should be made payable to CENTURY NURSERY SCHOOL and mailed to Century Nursery School, 35 Maple St., Bristol, CT 06010. The teachers cannot accept tuition payments at the school.

Please notify the Registrar two weeks in advance if your child will no longer be attending Century Nursery School. The next tuition installment will be charged if the Registrar is not notified before this time.

TRANSPORTATION

The Transportation Form, which you supply us, will give us the names of people you have authorized to pick up your child(ren). It is important for you to notify us of any changes so that we may keep this form current. Please notify the school in writing if someone else other than those listed on the transportation form will be picking up your child. We will require an ID card for any unknown person picking up your child.

PARENT INVOLVEMENT

Parents are welcomed to take turns volunteering to help in the classroom. Please use the sign-up sheet that will be posted on the Parent Board each month. State of Connecticut guidelines limit participation by anyone individual, without being considered staff. If you would like to be a field trip chaperone or a party helper, please see the Director. We would appreciate if everyone would only take one turn before requesting a second turn.

HEALTH

A current health form (physical no more than 1 year old) must be on file at all times. This is required by the State of Connecticut.

If your child has been given any medication prior to coming to school, you must notify the director of the name, the amount, and the time it was given. Please do not send your child to school if he/she is sick. Your child must be able to participate in all school activities and play outdoors at all times.

Please phone the school to report any contagious diseases your child may have (i.e., chicken pox, pink eye). We will post a notice on our Parent Board at school to notify parents if their child has been exposed. **Always phone the school to report if your child will be absent.**

EACH CHILD MUST BE TOILET TRAINED. NO DIAPERS OR PULL-UPS ARE ACCEPTABLE.

Century Nursery School uses the following consultants: Dr. William Brownstein, Pediatrician, medical consultant; and Dr. Matthew Goslee, dental consultant. The City of Bristol provides speech and behavior clinicians.

CURRICULUM

Creative Curriculum is the curriculum that is used at Century Nursery School. It is a theme-based curriculum that is changed every two or three weeks. A wide variety of activities within the theme are used and kept on the level of the pre-school child. The activities are used in both the small and large group settings. Through the use of a wide variety of creative art materials; music and rhythmical activities; cooperative and dramatic play, and computer skills, the child develops cognitively, emotionally, physically, and socially. In addition, to promote kindergarten readiness skills the four-year-old classes will include, alphabet and number recognition, and science and math projects and Music Together Pre-school Program.

PARENT-TEACHER CONFERENCE

Parent-Teacher Conferences will be provided to give you the opportunity to discuss your child's progress with the teachers. The conferences for the three year old classes will be held in February. The four year old classes will have two opportunities. The first one will be held at the end of January for those parents wishing to have a discussion with the Director about any issues concerning their child. This is on an as-needed basis. The second conference will be in the end of March and will be for all four year olds. At this time you will be have the opportunity to see how your child is progressing toward kindergarten. However, parents are urged to make additional appointments with the Director to discuss any problems or any questions you may have concerning your child.

CLOTHING

Century Nursery School requests that a complete change of clothing be sent in for each child. A short sleeve shirt, pair of sweat pants, a sweatshirt, underwear and socks is good items to bring in. Please put these items in a plastic zip lock bag and label the bag with your child's name. Please replace any items that are soiled, so that the right amount of clothes is always available. We ask that you label your child's outer clothing--coat, hat, sweater, mittens, scarves, boots, and backpack. Many of the children have similar items and your child can become confused and not be able to identify his/her belongings. We are not responsible for lost or stolen articles.

The children work with many different art materials and accidental spills do happen. We do our best to purchase art materials that are washable. We also keep stain stick on hand for possible spills on clothing. However, please take this into consideration when dressing your child for school. We do have art aprons for the children to use at art time.

DAILY SNACK AND PARTIES

The children are given a snack every school day. We will be asking the parents to contribute the snacks and drinks four or five times throughout the school year. A snack calendar will be sent home with your child, indicating when it is his/her turn to share a snack. **A healthy snack list will be provided. You must choose a snack from this list.** Please bring in 2% milk or 100% fruit juice. We also ask that you fill in the snack and drink you have chosen on the sign up sheet located at the entrance of the yellow room. This allows us to be in compliance with the state regulations requiring a menu to be posted for 30 days. We must be informed of any food allergies. Please refer to the snack list regarding any allergies.

In reference to birthday parties, parents may send a special snack, drink and party napkins. Be sure to send in enough to serve your child's entire class. We ask that you not send in favors, hats, gifts, balloons or party invitations. Please check with the teachers for food allergy restrictions.

We have several parties to celebrate the major holidays that take place throughout the year. Parents will be asked to bake and provide paper goods and drinks for these days.

ACTIVITIES

A variety of field trips and in-house programs are planned each year according to availability. Parents will drop off children at the field trip destination and pick up their children at the same. There will be an addition charge for these programs that will be due at the time of the event.