



ELIOT CHAPEL NURSERY SCHOOL

Founded in 1963

PARENT HANDBOOK

216 East Argonne
Kirkwood, Missouri 63122
(314) 821-0982

<https://ecnurseryschool.com>

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WELCOME

Welcome to Eliot Chapel Nursery School! We are delighted to have your child with us for the school year and look forward to getting to know him/her as well as you.

Included in this handbook is important information about our philosophy, policies and guidelines. In addition to this handbook, you will receive information from your child's teachers that is relevant to that specific classroom. Please take time to read all information carefully and ask any questions that may arise. We are here to help make the school year an enjoyable experience for the child, the family and the staff!

We hope you and your child will have a great year at Eliot Chapel Nursery School!

HISTORY

Eliot Chapel Nursery School (ECNS) was founded in 1963 by the Women's Alliance of Eliot Unitarian Church. As of today, there have been only four directors.

The nursery school is non-sectarian and staff is a mix of people with differing religious backgrounds. The classes meet every weekday morning and four afternoons per week September through May. There is also a four week summer play program.

The church and the nursery school have enjoyed a pleasant coexistence. The school is run at capacity, often with waiting lists to enroll. We have an excellent staff made up of well-qualified teachers, some who have been with us for as many as 30 years.

SERVICES AND MISSION

Eliot Chapel Nursery School, founded in 1963, is a non-sectarian, not-for-profit, state approved school for 2-½ through 5 year olds located in the Education Building at Eliot Unitarian Chapel, 216 East Argonne, Kirkwood, MO 63122.

Morning classes are in session from 9:00 until 11:30 a.m. Afternoon classes are in session from 12:30 until 3:00 p.m. Classes begin in mid-September and end in mid-May. The director can be reached by calling the Nursery School office at 314-821-0982 during school hours or by leaving a message on the voicemail. Messages may also be left via email at schooloffice@ecnurseryschool.com.

Our goal is to provide a safe and nurturing environment in which we support families and encourage children to develop physically, socially, emotionally and intellectually.

Our curriculum is hands-on and experientially-based. The staff is charged with recognizing and valuing individual differences and interests while providing developmentally appropriate practices in the classroom.

The experiences at Eliot Chapel Nursery School give children the opportunity to develop a positive self-image, foster independence, make wise choices, develop good listening and speaking skills, encourage positive peer relationships, promote curiosity and creativity and fully engage their predisposition to learn.

NON DISCRIMINATORY POLICY

Eliot Chapel Nursery School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, scholarship program, and other School-administered programs.

SCHOOL PHILOSOPHY

The Eliot Chapel Nursery School education philosophy blends our teacher's knowledge of several theories including Reggio and Montessori. We rely heavily on the children's interests to help us guide their learning through exploring, experimenting and taking risks. Over the last few years we have built our knowledge and understanding of the Theory of Loose Parts and have adopted it as a strong foundation for our curriculum. When you visit our school things may look a little different from other schools you have seen. The majority of our classroom and outdoor materials are collections of objects called Loose Parts. These materials are presented with no specific set of directions and can be used alone or combined with other materials. They are captivating, open ended and mobile for children's use. Including Loose Parts in our space promotes active listening, deepens critical thinking and creative thinking and they are developmentally inclusive. We collect Loose Parts that are Recyclable (eg. cardboard, wire, wood pieces & ribbon), Natural (eg. rocks, shells, & flowers), as well as authentic items (eg. metal dishes, scarves, hair curlers, tires & glass gems). We partner this foundation with our growing knowledge of Schema Theory which allows us to be better observers of the children's actions and needs. When observing what we see children doing, we search for "the verb" vs. leaning on a thematic style of presenting the learning environment.

The nine Schemas include:

- Transporting
- Transforming
- Trajectory
- Rotation & Circularity
- Enclosing & Enveloping
- Connecting & Disconnecting
- Positioning & Ordering
- Orientation & Perspective

An example of what this looks like in practice would be teachers observing children in their class enjoying filling buckets with materials and carrying them to other places then leaving them there. It would be easy to conclude we should guide this action into something else more directed by adding construction items or setting up a store because perhaps they need more direction. The Schema Theory explains that children's stream of thought is demonstrated by repeating patterns in play which builds their understanding of abstract ideas, patterns and concepts. Instead, we would offer this class a variety of containers (eg. wheel barrows, baskets, bowls, purses) and add some interesting Loose Parts (eg. shells, sticks, pinecones, gems) so they could continue their exploration with the Transporting Schema. Using the theories of Loose Parts and Schemas as our framework allows teachers to integrate their knowledge of each child, their interests and needs, paired with listening and meaningful conversations to extend their thinking.

THE ABC's OF ELIOT CHAPEL NURSERY SCHOOL

ARRIVAL & DEPARTURE FROM SCHOOL

Morning classes begin at 9:00 a.m. Children should arrive no earlier than 8:55 a.m. to allow teachers to be fully prepared for the morning. Afternoon classes begin at 12:30 p.m. Children should arrive no earlier than 12:25 p.m. to allow the afternoon teachers time to eat lunch and prepare for the afternoon. At drop off, each child uses the restroom and washes his/her hands. An adult must accompany each child to the classroom or playground. The twos and threes class will start their day in the classroom and the multi-age classes and afternoon class will start on the playground. If you arrive early, please supervise your child until a teacher is available. Entry to the school is from the parking lot driveway. Please do not use the minister's spot or the niche by the ramp. You may park in either of the two lots or on the street. Entry to the closer lot is off Madison, and exit is onto Argonne. Please do not leave any children in the car unattended. Ask another parent to walk your child in if you cannot leave your car or call the school for assistance.

The school day ends promptly at 11:30 a.m. or 3:00 p.m. Children should be picked up on the playground or at the classroom door. If someone other than the regular driver is to pick up your child, please notify your child's teacher in writing. We will not release a child to someone new without prior arrangements and a photo ID. If you are going to be late, please call so we can let your child know and thus avoid unnecessary worry. If late pick-up occurs, the late fee will be charged.

***At NO time should siblings be allowed to play in the classrooms. The teachers have spent a lot of time preparing/cleaning the room and when siblings are left to roam, items get broken, misplaced, etc. Children enrolled in ECNS should not be playing in the classroom before the school day begins or at the end of the day.*

Adults are expected to give the children their full attention while at school and not be distracted on a cell phone.

ADVISORY BOARD

The ECNS Advisory Board is comprised of current ECNS parents and local community members. The board meets five times throughout the year. During meetings we discuss necessary business of the school *and* truly enjoy each other's company. Participating on the board is an excellent way to get to know other parents, learn more about everything going on at our school, and get involved with other volunteer opportunities at ECNS.

EVENTS HOSTED BY THE ECNS ADVISORY BOARD

CLASS PLAYDATES

In August you will receive an email from your class rep inviting you to a class playdate. These are usually at a local park or the ECNS playground. This is an opportunity for your child to meet other children in his/her class and a great way for parents to connect as well.

ECNS NIGHT AT THE MAGIC HOUSE

This is a fun ECNS event! Bring your children and siblings in their pajamas (optional) and street shoes for safety to play with their friends at the Magic House. This is an event for the whole family! Family friends who are interested in joining the ECNS community are invited to attend as guests. There is no charge to attend, just reserve your spot on the signup genius.

HATS ON PARADE

This is one event you will not want to miss. It is scheduled on your child's school day close to Halloween. The children wear a hat to school. It can be a crazy hat or a simple baseball cap, anything goes, but please NO masks. Parents line the sidewalks outside and the children parade around the Eliot Chapel building on the sidewalk. Afterwards they stop to sing their favorite Halloween and Fall songs. Children do not wear Halloween costumes at school.

VALENTINE'S BREAKFAST

This event is held on a Saturday near Valentine's Day in our classrooms. Your preschooler together with a special adult will share breakfast, make a valentine and have a cute photo opportunity. There is no cost for the breakfast. Look for the sign-up genius invitation to reserve your spot.

MOMS' NIGHT OUT

Each year there is a Moms' Night Out. The event is held at someone's home on a weeknight. Attendees sign up to bring a snack or beverage. If you would like to volunteer your home, please let the office know.

ECNS SPEAKER SERIES

The Advisory Board sponsors speakers three times a year to offer parenting workshops at ECNS. Two of the workshops are for ECNS families only and one workshop is a community event. Past workshops have covered anxiety, transitions, eating, and parent/child connections. Parents are welcomed and encouraged to suggest new topics of interest.

SPRING FUNDRAISER

In the past we have held Progressive Dinners, Trivia Nights and Parties on the Playground with silent auctions. Proceeds support the Directors' Fund as well as the operating budget.

BIRTHDAYS

A child's birthday is a special time in a child's life. Parties are fun to anticipate and plan. To avoid hurt feelings, please mail invitations rather than distribute them at school unless they are going to the whole class. Children cannot be completely sheltered from disappointments, but as adults we can take steps to avoid blatantly hurt feelings. It is the responsibility of the parent(s) to distribute invitations. Please do not ask the teachers to do this as they are busy with the children.

ECNS loves to recognize children on their birthdays or half birthdays. Sign up for snack on the day closest to your child's special day. Snacks must be store-bought but do not have to be unhealthy to be fun. Some fun ideas include bananas with sprinkles, strawberries and whipped cream, fruit kabobs or simply spice up a regular snack with festive paper plates or napkins. Please remember we have licensing and health regulations to follow, our school-wide nut-free policy, and our healthy food policy.

- All items must be commercially prepared and packaged with the exception of fresh fruit/vegetables.

- All food must have a label listing all ingredients and cannot contain or be processed in a plant that also processes peanuts or tree nuts.

BUILDING SECURITY AND DOOR CODES

To increase the safety and security of the building, a door code is required for entry. Please do not share your parent door code and make sure doors latch behind you after you enter the building. All visitors check in at the office. ECNS will release your child only to the legal guardian or authorized adults listed on enrollment paperwork. We cannot deny a parent access to his or her child unless we have a copy of a current court order. If you are having someone else pick up your child, we must be notified prior to their arrival. Any new pickup person will be required to show identification before a child is released to them.

CLASS REPS

Each class has an appointed class representative. These parents will schedule one to two class gatherings a year. They will send out information and reminders about upcoming school events and are available as a resource for any questions you have about ECNS.

CLOTHING AND SHOES

Children should wear comfortable, **washable** play clothes. **All clothing should be marked clearly with your child's name.** Children will have opportunities daily that could include painting, mud play or water play where they could get messy. In case of a toilet accident, we will help your child change into clean clothes and wet clothes will be sent home in your child's school bag. Each child is asked to keep a change of clothes in his/her school bag including shirt, pants, underwear and socks. In the event a child needs to borrow school clothing, please wash and return them as soon as possible.

Children function safely in rubber-soled shoes. Please, no cowboy boots, smooth-soled shoes, sandals, slip-ons or crocs. Socks must be worn if your child would like to wear the shoes in the dramatic play area. Please keep an extra pair in your child's school bag.

Outside play is a daily part of our curriculum. Please dress your child appropriately for the weather. We have found that dressing in layers is best. The weather can change dramatically over the course of several hours and children quickly learn how to navigate their clothing to be comfortable. Items we recommend include a raincoat or rain suit, rain boots, snow boots, mittens, warm hat, snow pants/suit and jacket/coat your child can manipulate on their own. Please mark all outerwear with your child's name. In the event a child needs to borrow an item, we have a limited supply of outerwear to lend and a collection of rain boots available. Remember: "There is no bad weather, only inappropriate clothing" –Ralph Feinnes

COMMUNICATION

We can be reached at 314-821-0982. Notes may be sent to us pinned to the outside of the school bag. Teachers do not check the inside of school bags . You may also email us at schooloffice@ecnurseryschool.com.

Classroom teachers will share their email addresses with you at the beginning of the school year. We encourage you to communicate with your child's teachers about things that are happening at home which affect your child while at school: a parent out of town, loss of a pet, moving, changes in the home, i.e. a grandparent moving in, separation or divorce, etc. We feel it is important that the school work with the family for the best interest of the children.

All families will be invited to join class Seesaw pages. Seesaw is a great tool to share information, photos and videos. Seesaw is private; you'll only see posts created by the classroom teachers. It is a secure site and teachers approve all users. The photos and videos cannot be copied or shared on other websites.

Each Friday you will receive a Constant Contact email from Becky Steuby with important information and upcoming events.

If you change your email address during the year, please let us know.

CONFERENCES AND STUDENT CHECK-INS

Intake conferences are held in the fall and allow parents and teachers to become acquainted and to discuss goals for the year. The spring check-in will provide parents with more specific information about their child's progress. Parents need not wait for conferences, however, to talk with the teachers. They are available any time during the school year, as is the director.

Occasionally, in working with a child, our teachers will feel that they, and the child, need some extra help to provide that child with the optimal learning atmosphere. Teachers, parents, and sometimes the director, will meet to discuss various options. It is important for parents to know that we do not suggest referring children to any kind of a specialist without a great deal of thought and effort. A referral is always suggested with the child's best interest in mind.

On rare occasions ECNS staff members, in working with special needs educators, determine that another setting is more appropriate for a child with special needs. Our staff will do its best to help with that transition. Appropriate early intervention, when needed, is ideal.

DIRECTORS' FUND

This fund is named for May Lu Durbin, Sally Schoenecker and Anne Marie Schweiss, who served as the first three directors of the school. The fund has two purposes. It is used to provide enrichment experiences for current students such as our family night at the Magic House and purchasing materials to enhance our Outdoor Classroom. Secondly, it provides financial assistance to families in need. Much of the nursery school's fundraising benefits this fund. Each year a budgeted amount of money is available for grants and enrichment. Applications may be obtained from the director or treasurer and submitted for consideration. A portion of this fund is used for school-wide activities not supported by the operating budget.

EMERGENCY CONTACTS

If your child is ill or hurt at school and the teachers or director thinks the student should go home, a family member or emergency contact person will be notified. Please make sure we have up-to-date contacts and emergency pickup information at all times. Adults picking up children need a photo ID.

FIELD TRIPS

Some years we plan a big field trip for all the classes. One highlight of this trip is that the children ride a school bus! There is space for parent volunteers on the bus. Parents are also welcome to drive themselves and meet the class at the location. We ask that siblings do not attend the field trip so parents can give their full attention to the children in the class. Past field trips have been to Suson Farm and Powder Valley Nature Center. You will be given ample notice if we are planning a big field trip.

FIELD TRIPS - NEIGHBORHOOD

Our school location gives us many opportunities for walking trips in the surrounding neighborhood. Classes often walk to the Farmer's Market or O.K. Hatchery or even just around the neighborhood on a scavenger hunt. Depending on the student's interests, classes may also visit the Kirkwood Train Station, Firehouse or other nearby businesses that would enhance student learning. Permission for your child to attend these types of walking trips is included for you to sign in the enrollment questionnaire.

ITEMS FROM HOME

Please limit toys and other items your child may want to bring from home. If a child has a 'lovey' that needs to come to school, s/he is encouraged to leave it in his/her school bag so it does not get misplaced. Children are often disappointed if treasures are broken or lost. We do not allow children to play with toy guns or other weapons at school; please keep such toys at home.

LUNCH BUNCH

Lunch Bunch will be Mondays, Tuesdays, Wednesdays and Thursdays from 10:30 am until 1:30 pm. When your child is toilet trained, he/she may attend. Children *must* be signed up for a minimum of two hours unless otherwise arranged with the director.

Lunches should be in lunch boxes or bags, clearly marked on the outside with your child's name. Lunches should be nut free in accordance with the school's 'no nut' policy. Lunches will **not** be refrigerated so please include an ice pack to keep it cold. A reservation must be made in advance. Please sign up using the Sign Up Genius link for Lunch Bunch. We ask for 24 hours notice when signing up so staff can plan ahead for the following day. New this year, we are offering families a reserved spot in lunch bunch for a semester at a time.

Lunch Bunch costs \$10.00 per hour for the first child in the family. The cost for additional children in the same family is \$5.00 per hour. If Lunch Bunch payments are delinquent, your child will not be allowed to attend until your account is up to date and paid in full.

ORIENTATION FOR PARENTS AND CHILDREN

Classroom teachers will email families in late August to explain what families need to know for a successful year as well as our expectations for parents as our partners in their child's education. Each class will have a Visiting Day that is a shortened class time where parents and caregivers will stay and meet the teachers and other families with their children. Parents will be invited to attend one

of two time slots. Class reps also organize a playdate for their class before school starts as another opportunity to meet classmates and their parents.

OUTDOOR CLASSROOM

Eliot Chapel Nursery School recognizes and values the importance of outdoor play. All of our classes spend time each day, weather permitting, playing and exploring on our playground. Our multi-age classes often spend their whole class time outside and our 2's and 3's aim for an hour of class time outdoors each day. We often refer to our playground as our outdoor classroom and believe anything children can do inside can be done outside. Our outdoor space includes many natural components including trees, flowers, vegetable and herb gardens, a mud pit, sandbox, and access to water. Additionally we offer swings, slides, climbing apparatus, a boat, a fairy garden, and a large area stocked with a variety of loose parts. Teachers set up invitations for children that include a variety of art experiences (e.g. paint, writing tools, glue and collage), dramatic play props (e.g. phones, dolls, and kitchen items), sensory play (e.g. potions, playdough and slime), books, puzzles and science exploration. We've noticed when children spend more time outdoors they build stronger bodies, gain confidence in their abilities, are more adventurous, and are better able to understand and assess risk. They also strengthen their social skills while navigating the environment through learning to make new friends, problem solving, negotiating, creating their own dramatic play, and taking care of each other.

We also play in all kinds of weather. Please refer to the "Clothing" section to learn more about what children should wear to school.

PARENT INVOLVEMENT

We encourage parents to be actively involved with all aspects of their child's education. We believe that a strong home-school relationship is basic to a young child's education. You are welcome to visit, observe your child, share a special talent, skill, or interest that the students would enjoy learning and experiencing by letting your child's teacher or the director know in advance. Donations of time, supplies, books, and toys are always appreciated.

PARKING GUIDELINES

To create a safe and respectful environment for everyone at Eliot Chapel, all families are asked to abide by these parking guidelines:

Park only in unmarked parking spaces. Parking spaces that are identified as Accessible Parking Spaces are only to be used by vehicles with a distinguishing license plate or card. The fine for parking in Accessible Parking Spaces ranges from \$50-\$300. Please do not park in the Minister parking space or the Loading Zone as well.

Access the Eliot Chapel parking lot only from Madison Avenue and exit via Argonne Avenue. Please obey all posted signs.

Never leave a baby or young child unattended in a vehicle. If you have a sick child in the car or need assistance, please park in an unmarked parking space and call the school office at 314-821-0982. Becky or Jennifer will be happy to walk your child to or from your vehicle. Please share our Parking Guidelines with everyone who will be dropping off and picking up your child. We appreciate your cooperation and respect regarding parking at Eliot Chapel.

SCHOOL BAGS

Each child should bring a tote-bag to school every day. Blue and red bags with the ECNS logo are available for purchase from the school office. The use of backpacks is discouraged as they take up more room and are difficult for children to manipulate. The bag should have the child's name on the outside and include a complete change of clothing (see "clothing and shoes") on the inside. **Every child is capable of carrying his/her own bag and hanging it up at school.** This encourages eye-hand coordination, self-sufficiency, hand/arm strength AND allows the child to know where his/her bag is when s/he needs to put something in or remove something from it. We encourage parents to support this responsibility in their children. (If a bag is forgotten, the child may ask to borrow a bag from the classroom teacher.)

SCHOOL PHOTOS

Photos are taken in the spring. An order form will be sent home with each child. **Only children with pre-paid orders will be photographed.** All children will be in the class photo. Siblings that do not attend ECNS may also have their photo taken with a prepaid order. Siblings have individual photos and are taken at the beginning of the class period before the school children. *Retake day will be scheduled for any child who was pre-paid AND was absent on the original date.*

SNACKS

Parents provide a variety of nutritious snacks during the school year. Sign-up is on the Sign Up Genius for your child's class.. If the snack requires extra preparation time, please check with the teachers in advance. On days when no one has signed up to provide a snack, the nursery school will provide one.

Because of the number of children experiencing severe nut allergies, we cannot allow peanut butter or any food containing nuts of any kind for classroom snacks. If you have a child with food allergies, please provide a container of safe snacks to be kept in your child's classroom.

Also, please avoid snacks with excess sugar or salt. Sending a few extra snacks is always appreciated. Please remember we have licensing and health regulations to follow as well as our school-wide nut-free policy.

- All items must be commercially prepared and packaged.
- All food must have a label listing all ingredients and cannot contain or be processed in a plant that also processes peanuts or tree nuts.

If you need suggestions, ask your classroom teacher or the director.

STAFF

All of our classes are led by a teaching team of two teachers. This team works together on the planning, the implementation of the activities and the observations of the children throughout the school year. All classroom teachers participate in professional development each year and receive a minimum 12 clock hours per year. Occasionally, we will also have student teachers from the Early

Childhood Education program at St. Louis Community College at Meramec helping/observing in the classroom. All staff undergo a background check through the State of Missouri prior to working in the classroom.

SUMMER CAMP

ECNS offers a summer camp program for children who are three years old and toilet trained through the summer before kindergarten entry—it is a great way to give your kindergarten child one last experience at ECNS. Sessions are two weeks long, meet Tuesday through Thursdays from 9:00 – noon with an optional add-on camp lunch bunch on Wednesdays. Camp lunch bunch requires advance sign-up and is an additional charge. ECNS teachers run the program with assistance from college students. The program provides many developmentally appropriate and fun outdoor experiences. The program fills quickly, so register early!

SUN PROTECTION

Teachers are not permitted by state licensing requirements to apply sunscreen to children. Please apply sunscreen before dropping off your child and provide a hat with a brim if your child will wear it.

TEACHER HOLIDAY GIFTS

The Holiday Gift Fund and Holiday Gift Books are two great ECNS holiday traditions to recognize teachers and staff. Contributions to the holiday gift fund are used to provide a monetary gift for each teacher and staff member. The gift fund is optional but a great and easy way to take care of holiday shopping. The gift books are comprised of children's drawings and messages. Children make pictures at home for all staff members who are significant to their family, and they are used to create a book for each teacher. All families are encouraged to participate. Specific instructions will be provided in November.

TOILETING

Many children in our 2/3 classes (2-1/2 and 3-year-olds) may not be ready developmentally to be toilet-trained by September. If they are not, please let the teachers know where they are in that process and continue to encourage them. The process may take a few weeks or several months. It depends on your child.

All children in the 3/5 multi-age and 4/5s classes **must** be toilet-trained when school begins in September. Being toilet competent means your child wears underpants to school and rarely or never has an accident. They are able to tell a teacher when they need to use the bathroom. The child should be able to wipe themselves after using the bathroom and pull their own clothes back up before washing their hands. If your child is not toilet trained, please call the director. Our curriculum requires our staff to be available to the whole class at all times. If our teacher/student ratio is jeopardized regularly, parents and staff will confer regarding the individual circumstances. If an occasional toilet accident occurs, we are equipped to handle it. Please keep a change of clothing (including seasonally appropriate shirt, pants, socks and shoes in a zip lock bag) in your child's bag.

WEATHER CLOSINGS

We try to keep snow days to a minimum, but there may be days when safety dictates closing the school. We will try to make the decision to cancel as early as possible. If the Kirkwood School District

is closed due to inclement weather, ECNS closes also. School closings will be posted on KMOV.com and on KMOV Channel 4. There will be no refunds or deductions for snow days.

ELIOT CHAPEL NURSERY SCHOOL POLICIES & PROCEDURES

BEHAVIOR POLICY

If a child exhibits challenging behaviors, meaning “a behavior which interferes with the child’s learning and development, or the learning and development of others,” (Kaiser & Sklar-Rasminsky, 2015), parents and teachers will work closely to develop a behavior modification plan, so that the child may become a productive member of the classroom community. The challenging behavior plan will consider the well-being of all children involved. If a child does not show growth under these plans, ECNS may seek the advice of outside support staff, or may suggest an alternate school placement.

CHILD ABUSE & NEGLECT POLICY

The staff of Eliot Chapel Nursery School are mandated reporters for suspected child abuse/neglect. As such, the laws of the state of Missouri (stat. 210.115) are followed.

To equip ECNS volunteers and staff members with information necessary to protect a child from sexual abuse or maltreatment, ECNS requires all volunteers and staff members to complete the Sexual Abuse Awareness Training provided online through MinistrySafe (www.MinistrySafe.com).

Sexual Abuse Awareness Training is required for all volunteers and staff members and must be renewed every 2 years.

EMERGENCY PROCEDURES

We have established procedures for major disasters – fire, tornado, earthquake and intruder. Drills are conducted on a regular basis to assure the staff and children know what to do in the event of a real emergency. Intruder drills are for staff only and occur when children are not in the building.

If, for any reason, it becomes necessary to evacuate for more than a short period of time, parents will be notified immediately as to the location of the children. It is, therefore, very important to notify the office if your phone number changes so the information is kept current. At this time our nearby evacuation location is the Kirkwood Public Library located at 140 E. Jefferson Avenue in Kirkwood. The phone number is 314-821-5770. Should we need to relocate out of the area, we will go to the St. Louis County Library Headquarters at 1640 S. Lindbergh, St. Louis, MO, 63131. The phone number is 314-994-3300.

If the need arises that we are unable to return to the school building, parents will be notified and expected to pick up their child(ren) as quickly as possible.

Staff members are trained in basic first aid procedures and infant/child CPR.

If our area of Kirkwood is put on lockdown, parents can not pick up children from school until notified by text, email or phone call.

ENROLLMENT PROCEDURES

Prior to registering, we encourage parents and their children to come for a personal tour to learn about the school and make sure it is a good fit for their family. For new students, the registration fee and one month's tuition deposit are due at the time of registration. Returning families pay the non-refundable \$80 registration fee in January and the tuition deposit on May 1st. After June 1st the tuition deposit is not refundable. (The tuition deposit is the May tuition payment for the following school year.) If you decide to withdraw your child from ECNS, you are required to give the office a two-week notice. Your deposit will be applied to the last two weeks, regardless of your child's attendance. In the case of serious illness, accident or something out of your control, the two-week notification may be waived. Supply fees are not refundable at any time. No refunds will be given for any absences.

HEALTH AND WELLNESS POLICY **SICKNESS/ACCIDENTS/MEDICATION**

If you suspect your child is not well, please keep him/her at home to protect your child as well as the other children. If you are not sure, check with your pediatrician. In the case of influenza, COVID, and other communicable diseases, ECNS will follow guidelines and recommendations of the St. Louis County Department of Health and Centers for Disease Control in prevention and management.

Use the following guidelines as mandated by the Missouri Department of Health:

KEEP YOUR CHILD AT HOME IF HE/SHE...

- has had a fever within the last 24 hours
- has a fresh cold with nasal discharge
- has a severe cough or wheezing that would indicate croup or a severe asthma attack
- has vomited or has had diarrhea within the last 24 hours
- has any fresh symptoms of unknown origin such as a rash
- has any contagious infection or communicable disease

Please call us when he/she is ill with a contagious disease and let us know the nature of the illness. We, in turn, will inform you of reported communicable diseases. If a child becomes sick at school, we will contact you. If we cannot reach you, we will call the person you listed as an alternate. If it is deemed necessary, the child should be picked up within 30 minutes of being contacted. If a child is unable to function in a classroom parents will be called. Missed school days are not able to be made up or refunded.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach either parent, we will call the child's physician. You have already signed the authorization for emergency medical care. It is to your child's benefit that you keep the school up to date on changes in phone and emergency numbers. In case of a dire emergency, we will call 911 first and then contact names on the emergency form.

We are required by the state to fill out an accident report form for injuries other than 'routine' bumps and bruises. We fill out a form for bumps to the head or a cut that may require further observations by parents. If a staff member fills out an accident report form, a parent signature is required. We will keep a copy in the child's file. Parents may request a copy from the office.

If your child has an accident at home please let the office and classroom teachers know. If a child has a broken bone or significant injury that will require restrictions at school, a signed doctor's note stating the restrictions will be required before returning to school.

Medication will be administered to children with a completed Medication Request Form. All medications must be in the original bottle with the correct label and child's name. Medications will not be given if mixed with food or milk/juice as mandated by the Department of Health. All medication must be kept in the office where it will be out of reach of children. Please do NOT keep any medication in school bags.

IMMUNIZATION POLICY

State law requires that every child enrolled in a nursery school, preschool, or day care center must be adequately immunized according to the Missouri Immunization Schedule. This schedule is in compliance with the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, The American Academy of Pediatrics, and The American Academy of Family Physicians. For more information about required immunizations visit: <https://health.mo.gov/living/wellness/immunizations/schoolrequirements.php>

Each parent must provide satisfactory evidence of required immunizations to the director who, in turn, must file an annual report of compliance. Your child's pediatrician provides a report of vaccinations to you at each visit, and a copy of this form is adequate evidence of vaccination. Immunization information, signed by the child's doctor (by hand or electronically), must be on file in the Nursery School office before a child is allowed to enter school.

The Eliot Chapel Nursery School Advisory Board will review cases of necessary medical exemptions and will potentially allow an unvaccinated child to attend school. Any other exemption to vaccinations is not allowed.

Children who are on a delayed immunization schedule are required to submit the Missouri Department of Health "Immunizations in Progress" form with their immunization record. The Board will then review the child's record and decide on eligibility to continue. (see statute below)

Immunization in progress. Section 167.181, RSMo, provides that students may continue to attend school as long as they have started an immunization series and provide satisfactory evidence indicating progress is being accomplished. An original Department of Health and Senior Services' form Imm.P. 14 shall be completed and placed on file with the school immunization health record of each student with immunizations in progress. The Imm.P.14 form is incorporated by reference in this rule as published June 2012 by the Department of Health and Senior Services and may be obtained by contacting a medical provider, local public health agency, or the department's Bureau of Immunization Assessment and Assurance at PO Box 570, Jefferson City, MO 65102-0570, or by calling 800-219-3224. This rule does not incorporate any subsequent amendments or additions. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and exclusion shall be initiated immediately.

SEXUAL ABUSE POLICY

Eliot Chapel Nursery School (ECNS) has a **Zero-Tolerance** policy for any sexual abuse committed by an employee, volunteer, board member or a third party. This organization provides procedures for employees, volunteers, board members, victims of sexual abuse, or others to report sexual abuse. There are disciplinary penalties for those who commit such acts. No employee, volunteer, board member or third party, no matter his or her title or position has the authority to commit or allow sexual abuse.

Defining Sexual Abuse - Sexual abuse is inappropriate sexual contact of criminal nature or interaction for gratification of the adult who is a caregiver and responsible for the child's care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury. Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory authorities.

Defining Grooming - Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse. Grooming behaviors are prohibited at ECNS. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to the ECNS director.

Reporting Procedure - It is required that when any person acting in an official capacity as a staff member of a medical institution, school facility or other agency suspects child abuse or neglect, those suspicions must be reported to the person in charge of the institution. It is then this person who becomes responsible for making or insuring that such report is made appropriately to the Missouri Children's Division Hotline at 1-800-392-3738.

Anti-retaliation - ECNS prohibits retaliation made against any employee, volunteer, board members or third party who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. ECNS prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action up to and including termination.

Physical Contact - ECNS is committed to protecting the children in our care. ECNS has implemented a physical contact policy that will promote a positive, nurturing environment while protecting children. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of ECNS staff members or volunteers must foster trust at all times – personal conduct must be above reproach. The following guidelines are to be carefully followed by anyone working in ECNS programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for a child's development, and are generally suitable in the school setting.

2. Physical affection should be appropriate to the child's age. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the ECNS Director.
3. Physical contact and affection should only be given when in the presence of other children or ECNS staff and volunteers. It is much less likely that touches will be inappropriate or misinterpreted as such when more than two individuals are present and the touch is open to observation.
4. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE - Because very young children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- 1) Changing of diapers should be done in plain sight of other nursery workers.
- 2) Children will never be left unattended on changing tables.
- 3) Any special instructions given by parents leaving children at ECNS will be recorded on the registration cards ("Seth Adams has a medicine in the bag for rash.")
- 4) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 5) Children should be changed on changing stations only.

Toilet training

- 1) No child will be forced to toilet train.
- 2) When children are taken into bathrooms the door will be left partially open.
- 3) Young children will never be left unattended in bathrooms.
- 4) Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Sally can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- 5) Children should be assisted in straightening their clothing before returning to the room with other children.

6) "Accidents" should be handled by reassuring the child, and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available from ECNS in the children's area, if the parent has not furnished a clothing change.

Protocol for response to victims - ECNS will take appropriate action when a report of abuse occurs. Counseling options available in the community will be shared with victims.

Enforcement of Policies - ECNS will take all allegations of sexual abuse seriously. ECNS will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. ECNS provides notice that they have the option of placing the accused on a leave of absence. ECNS will make every reasonable effort to keep matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Required Training - To equip ECNS volunteers and staff members with information necessary to protect a child from sexual abuse or maltreatment, ECNS requires all volunteers and staff members to complete the Sexual Abuse Awareness Training provided online through MinistrySafe (www.MinistrySafe.com).

Sexual Abuse Awareness Training is required for all volunteers and staff members and must be renewed every 2 years.

Screening Process - Missouri's Family Care Safety Registry, maintained by the Department of Health and Senior Services, was established by law to protect children, elderly, and the physically or mentally disabled in this state and to promote family and community safety by providing background information on potential caregivers. Families and employers can call the registry's toll-free telephone line to request background information on registered child-care, elder care, and personal caregiver workers or to request licensure status information on licensed child-care and elder care providers. This service is intended to provide information to help families and employers make informed decisions when hiring employees to work with children, elderly, and the physically or mentally disabled. Additional information about the Family Care Safety Registry, including how to request a background check on a potential caregiver, can be found at <http://www.dhss.mo.gov/FCSR> or by calling 1-866-422-6872.

TUITION POLICY

There are nine tuition payments – the tuition deposit and eight monthly payments. The supply fee for your child's class is added to the September payment. Our treasurer, Colleen Gilliland, will send you a tuition statement at the end of the month and tuition payments are due the first of each month. Lunch Bunch fees will be added to your statement.

Colleen will send all families instructions to set up automatic payments through our bank, PNC, before the school year starts. Tuition can also be paid by check and delivered to the school office or mailed to Eliot Chapel Nursery School, 216 E. Argonne Dr., Kirkwood, MO 63122.

While there is no additional charge to pay through our bank or by check, there is a fee imposed by the credit card company that is added to a family's payment made through our website. We are no longer

accepting Venmo as a regular form of payment for tuition or lunch bunch because the fees for the nursery school were continuing to rise.

Tuition is considered late after one week. The treasurer will notify you if we have not received your payment. If any difficulties arise in making tuition payments, please contact Colleen treasurer@ecnurseryschool.com or Becky beckysteuby@ecnurseryschool.com to make alternative arrangements. We try to be as flexible as possible. If the treasurer has not heard from you by the 15th of the month, a \$25.00 late fee may be added to your account. Direct communication with our treasurer is the key. All tuition accounts are handled in strictest confidence.

There will be no refunds or deductions for absences, holidays, snow days, etc. Our staff and operating expenses are paid on a fixed rate which does not fluctuate with the size of the class.

WITHDRAWING A CHILD

If you decide to withdraw your child from ECNS, you are required to give the office a two-week notice. Your deposit will be applied to the last two weeks, regardless of your child's attendance. In the case of serious illness, accident or something out of your control, the two-week notification may be waived.

**We hope you and your child will have a great year at
Eliot Chapel Nursery School!**

**If you have questions regarding any of these items,
please contact Becky Steuby or Jennifer Burrus.**