

THE FIRST CONGREGATIONAL CHURCH NURSERY SCHOOL  
14 BROOKSIDE ROAD DARIEN, CT 06820  
(203) 655-3150 FCCNS@SBCGLOBAL.NET

## PARENT GUIDE

**Philosophy, Goals and Objectives:** The First Congregational Church Nursery School's principal goal is to provide each child with a meaningful experience favorable to growth and development. We aim to create a friendly, social atmosphere where a child's feelings of self-respect and self-confidence are developed, as well as respect and consideration for others.

**Programs Offered:** FCCNS offers programs for 2-, 3- and 4-year olds as well as a class (Pre-K) for children who are age eligible for kindergarten. After-school enrichment programs (aka Lunch Bunch) are offered everyday (11:45 - 1:30 (M & F) and 11:45-2:30 (T, W, Th).

### **Health Policies:**

**Physicals:** Connecticut state health laws require that each child attending nursery school have a physical at least once a year.

**Health Forms:** The standard health form must be completed and signed by a physician and returned to the FCCNS office before school starts. Forms are available on the FCCNS website, in the FCCNS office, on the Connecticut State Department of Education website and through most pediatricians' offices.

**Flu Shot:** The State of Connecticut Dept. of Public Health requires all children under 5 to receive at least one dose of influenza vaccine between Sept 1<sup>st</sup> and Dec 1<sup>st</sup>. Parents of 2's, 3's and 4's (Pre-K is exempt) are required to provide documentation on or before December 31<sup>st</sup>.

- Religious and medical exemptions may apply. Religious exemptions require a notarized form. Medical exemptions require a form accompanied by a doctor's statement that the vaccination is medically contraindicated and why it is contraindicated. Forms may be obtained in the FCCNS office.

### Sick Policy:

Please keep your child home if he or she:

1. Is overtired or overexcited
2. Is unable to participate in usual daily activities
3. Has a yellow or green nasal discharge
4. Has a yellow, green or white discharge from the eye
5. Has an elevated temperature (over 101 orally)
6. Has a communicable disease
7. Has a rash (other than allergic)
8. Has a sore throat
9. Has a nausea, vomiting or diarrhea episode
10. Has head lice (If we find that your child has lice, we will call you to pick him/her up from school so you can begin treatment. Your child should remain home until free of nits. This means frequent combing and head checks and may also require additional shampoo treatment.)

Your child may return when:

1. Fever is absent for 24 hours
2. Nausea, vomiting or diarrhea is absent for 24 hours
3. In the case of head lice, he or she has been treated and is nit free
4. The state of contagion for any communicable disease has passed
5. The child under doctor's care has received permission to return
6. The child feels well enough to participate in all usual daily activities
7. The child's rash is no longer contagious

Please notify the school if your child has been exposed to:

1. Chicken pox
2. Strep throat
3. Head lice

Medication: FCCNS teachers cannot administer medication, except in the case of allergy-related emergencies. Parents/guardians are welcome any time to come and administer a medication that a child may need.

Allergies, asthma and special medical situations: If a child has allergies, please let FCCNS know BEFORE he or she starts school. The school nurse will let you know what paperwork is necessary and we will meet with you and your child's teachers to develop a written individual care plan. All teachers are certified in the administration of an epi-pen.

Toilet Training Policy: Children entering the 3's classes at FCCNS must be toilet trained (Pull-ups are not allowed.) Three-year old students must bring an extra set of clothing to leave at school. Children in the 2's program must bring diapers and a change of clothes to school. We realize accidents do happen.

Drop-off and Pickup: An adult is required to sign each child in and out every day. FCCNS and CT state law requires written permission if a child will be picked up by someone other than a parent. Carpools should be kept on file in the office.

Late Policy and Procedure: If a child is not picked up after school, FCCNS will call the parent 15 minutes after pick up time. If a child is still not picked up, the emergency pick up procedure will be activated: Each of the required five emergency contacts will be called. If all emergency contacts are unable to be reached, FCCNS is required to contact child services. While a child is at school but not yet picked up, two staff members will remain at school. **A parent/guardian who picks up a child more than 15 minutes late is given a warning. After three warnings, the child will be suspended for one week.** Teachers cannot give children rides home.

Personal Items: FCCNS is not responsible for any personal items brought into school. FCCNS asks that a child's toys, pacifiers and blankets are left at home. Toy guns and other weapons are strictly prohibited at school. If you have a book or CD that might be of interest to all of the children, the teachers would appreciate having it to share with the class.

Clothing: A child's comfort and safety should be considered when dressing them for school. Please provide clothing that is washable. Shoes and socks are recommended for the playground. Please no sandals or clogs.

**Nut Policy:** FCCNS is a nut-free school.

**Snack Menu:** FCCNS monitors all snacks. Snacks given to the children are crackers, cheese, vegetables, fruit and juice or food made and baked by the children. Snacks sent in from home are welcome, but aside from special birthday celebrations, please avoid sugary treats. Snack menus for each month are posted on each classroom door. No snacks with nuts will be permitted.

**Conferences:** Conferences are held in November and March to discuss your child's progress. If any parent would like to have another conference, please ask your child's teacher. If there are any indications that your child needs further evaluation based on his or her progress in school, he or she will be referred to professionals who provide special services. This will only be done with the parent's written consent.

**Behavior Management Policy:** FCCNS presents discipline in a positive way. Inappropriate behavior is discouraged in ways that help to prevent the development of a negative self-image. No child is allowed to physically harm another child. We use positive guidance, redirection and set clear limits. There is continuous supervision by staff.

FCCNS specifically prohibits abusive, neglectful, corporal, humiliating or frightening punishment and physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people.

**Parking:** Parking is a serious challenge at FCCNS and is one of the school's biggest concerns. We try hard to keep the parking places in front of the school for FCCNS parents/guardians, but this is not always possible (e.g., when there are meetings at the church). **Please hold your child's hand between the building and the car.** If parking in front of the building is not possible, please use the upper and lower parking lots across from the church entrance. Do not park across the street from the school building on the road. Not only is this unsafe for adults and children but it is a posted **NO PARKING** zone.

For the safety of the children, parents/guardians are requested to walk their children directly into the classroom and pick them up there after school. **If a class is on the playground at dismissal time, please speak to the child's teacher(s) before leaving so they know that the child is in the hands of an adult.**

**School Security:** The front doors and the side entrance door on the ramp to the church complex can be opened by using a numerical code. Parents are given the code at the beginning of the school year. The school will notify parents any time that the code is changed. Please do not share the code with anyone other than the person who regularly drops off/picks up from school. Please do not open the door for someone unfamiliar. The playground is fenced in and the two gates can only be opened from inside the playground (by fire code). The FCCNS staff regularly reviews the school's lockdown procedure.

**Emergency Procedures:** In the event that a child becomes ill or injured at school, FCCNS follows this procedure:

A: Accident/illness:

1. Administer First Aid and/or CPR if necessary
2. Telephone the parent or guardian
3. If a parent/guardian is unable to be reached, emergency contacts listed on a child's personal history sheet will be called until someone is reached
4. If all emergency contacts are unable to be reached, FCCNS will care for the child in the office until dismissal time
5. If a child is seriously ill, FCCNS will consult with the child's doctor
6. If it is necessary to call 911 or Post 53, one of the teachers or the Director will accompany the child in the ambulance to the hospital

Additionally:

- Any expense incurred under Nos. 5 & 6 (above) will be paid by the child's family
- The school will not be responsible for any consequences which may result due to incorrect or false information given at the time of enrollment and not updated in writing

- The school does not assume responsibility for a child who has not been delivered to his or her teacher when he or she arrives for the day or for a child who has been signed in or out by a parent or representative custodian

**Parents are always called first; all teachers are certified in First Aid, CPR and the administration of an epi-pen.**

**Inclement Weather:** If Darien Public Schools (DPS) announce a delayed opening, FCCNS will open at 10:00am. If DPS announce either a late morning or early afternoon closing, FCCNS will decide if and when to close. All families will be notified by phone or email.

**Natural Disasters:** In case of weather or natural disaster, FCCNS will transport the children by foot or by car to a shelter approved by the Town of Darien. The Director and/or teachers will notify parents as to the location of the shelter where the children are to be picked up and a note will be left on the door of the school. If the children are unable to be transported, they will be moved to the school's Chapel (Rainbow Room), as this is free of windows, and the doors will be closed.

Arrangements have been made with the Darien Ice Rink for evacuation to that location should we be directed to do so by the Town's Office of Emergency Management.

**Fire Emergency:** FCCNS holds regular fire drills to prepare the children in case of a fire. All classes meet at their designated places on the playground. Teachers bring their attendance books and close all doors to the classroom. If the school is evacuated in the event of a fire, a note will be left on the front door at the school advising parents as to the children's location. Evacuation arrangements have been made with the Darien Ice Rink, should that location be determined to be the best choice. Teachers will transport the children by foot or by car and the Director and floating teachers will notify parents as to the pick-up location.

**Ways We May Be of Help:** When you enroll your child in our school, we assume the responsibility of assisting you with special needs in relation to your child's adjustment, growth and development.

We welcome your participation in our program and hope you will include your specific interests on our volunteer sheet. We want you to know that **you are welcome at our school any time**. If you would like to participate in a particular class activity (e.g. baking) make sure to share this with your child's teacher.

If you feel that we can help you in any way with regard to your child's growth and development, please contact the Director. We want you to know that you are a part of our FCCNS family.