

I. PURPOSE

The purpose of a parent/guardian cooperative nursery school is to provide for the growth and development of both the young child and his or her parents/guardians.

The First United Methodist Cooperative Nursery School (FUMCN) offers a balanced, Christian-oriented program for children, helping them to grow physically, intellectually, socially, and emotionally. The use of carefully selected equipment provides for the development of good muscle coordination and a healthy body. By providing a rich environment, encouraging creative thinking, and offering opportunities for problem solving, as well as experimentation with science and mechanics, young children learn to “stretch” their minds. As children play with others in a skillfully supervised situation, they learn independence, sharing, cooperation, and other essentials of democratic, Christian living. Each child has individual emotional needs that can best be met as the parents/guardians and nursery school teacher work together. Personality and character traits formed in preschool years persist through adult life. As participating parents/guardians, you receive help in understanding your child and other children and in developing better parent/guardian-child relationships through orientation, parent/guardian meetings, and your experiences as an assisting parent/guardian. You help determine whether or not your nursery fulfills the above purposes.

II. ORGANIZATION

First United Methodist Cooperative Nursery School is licensed by the State Department of Human Services. The Nursery Board, composed of participating parents/guardians, shall have general responsibility for the actual operation of the Nursery in accordance with the Constitution and By-Laws. See Appendix A for Bylaws and Board Descriptions. All members are expected to participate in some part of the Nursery operation besides assisting the Teacher on scheduled days. Policies and procedures are recommended by the Nursery Board and presented to the Church’s Children’s Council for approval. The final authority resides in the Administrative Council of the First United Methodist Church. Although nonsectarian in philosophy, the Nursery School is church-sponsored, and the Church provides facilities for our use. Membership in the First United Methodist Cooperative Nursery School is open to everyone, regardless of race, creed, sex, family composition, or nationality and ethnic origin. Membership

1. FUMCN admits students of any race, creed, sex, family composition, nationality or ethnic origin.
2. FUMCN shall have a total of 5 classes, one of 3-year-olds, one of 4-year-olds, one of a 3 / 4 year old multi-age class, one of 5-year-olds, and one open to 3's, 4's and 5's called the FUMCN Explorer's Club.
 - a. The 3-year-olds
 - 1) The 3-year-old class shall have 20 places, two of which shall be held for children with special needs. These are held until the open house. At that time, the Membership Chairperson and the teacher shall examine the class list carefully and make a recommendation to the Board as to how those places should then be filled.
 - 2) Children entering the 3-year-old class should be 3 by December 1 of that year.
 - b. The 4-year-olds
 - 1) The 4-year-old class shall have 20 places, two of which shall be held for children with special needs. These are held until the open house. At that time, the Membership Chairperson and the teachers shall examine the class list carefully and make a recommendation to the Board as to how those places should then be filled.
 - 2) Children entering the 4-year-old class should be 4 by December 1 of that year.
 - c. The 5-year-olds
 - 1) The 5-year-old class, called Young 5s, shall have 12 places, one of which shall be held for children with special needs. These are held until the open house, at that time, the Membership Chairperson and teachers shall examine the class list carefully and make a recommendation to the Board as to how those places should then be filled.
 - 2) Children entering the Young 5s should be 5 by December 1 of that year, or at the discretion of the teacher.
 - d. The 3 / 4 multi-age class
 - 1) The 3 / 4 multi-age class shall have 20 places, two of which shall be held for children with special needs. These are held until the open house. At that time, the Membership Chairperson and the teachers shall examine the class list carefully and make a recommendation to the Board as to how those places should then be filled.
 - 2) The class will be multi-age with 3's and 4's with a basic 50-50 split of 3 and 4 year olds.
 - 3) Children entering this class should be (at a minimum) 3 by December 1 of that year.
 - e. The FUMCN Explorer's Club
 - 1) The FUMCN Explorer's Club will be held on Tuesday afternoons from 12:45pm – 3:15pm.
 - 2) This "Club" will be an optional program open to all enrolled FUMCN families (3's, 4's, 3 / 4's and Young 5's) first, and then may be opened to the larger community on a space available basis.
 - 3) The "Club" will run on 6 week sessions (5 total sessions per school year) and shall have 20 spaces per session.

- 4) The “Club” will not be a drop-in program; one will need to commit to 6 weeks at a time.
- 5) Each session will have a different theme and offer in-depth and enrichment programming on a wide variety of topics.
3. Children are accepted according to the following priority system upon receipt of an application and fee on or before the day of the open house. After the open house, children will be accepted on a first come, first served basis.
 - a. Children presently enrolled in FUMCN. A child cannot be bumped from his/her class.
 - b. Children of First United Methodist Church (FUMC) members.
 - c. Children of FUMCN alumni families
 - d. Children regularly attending FUMC programs, but not necessarily members of FUMC.
 - e. All others of non-priority nature up to and including the open house will be accepted based upon a lottery system.
4. Children who are 2 ½ (birthday after December 1) may be accepted into a 3-year-old class during the semester if there is a need to fill empty spots and the waiting list is exhausted of age-eligible children. The Teacher, whose recommendation is considered by the Board, must interview a 2 ½-year-old child. A Board vote is necessary. The non-refundable application fee is not collected until the child is admitted to the class.
5. If applications are received from twins and the first one is accepted, the second one must also be accepted.
6. Enrollment for the current school year shall be closed as of April 1 unless approved by the board.

B. Financial Aid

1. Applicant requests application from Membership Chairperson or Teacher(s).
2. Applicant submits completed application form to Treasurer by July 15 for first semester and by December 15 for second semester.
3. Teacher(s), Staff Advisor, President, Vice President, Treasurer and Membership Chairperson review the application to determine whether financial aid shall be granted and the amount. Decisions will be primarily based on family size and income.
4. Treasurer contacts the applicant with the decision.
5. All financial aid information is confidential.

C. Special Needs

1. The purpose of including children with special needs is to offer experience in a cooperative nursery school to children who are exceptional due to special needs. Parents/guardians will participate on a regularly scheduled basis, if such participation is beneficial to them and their child. The inclusion of exceptional children and families in the program provides mutual help and enrichment to all.
2. Specific guidelines may be established for children with special needs that may include:
 - a. Delayed mental development.

- b. Health or physical impairments.
 - c. Emotional disturbance.
 - d. Visual impairments.
 - e. Family disruption.
 - f. Multiple stress factors.
3. The following criteria will be used for selection of special needs students:
 - a. Ability to benefit from preschool social experience.
 - b. Possibility of mainstreaming into public school after nursery experience.
 - c. Family acceptance of cooperative nursery approach.
 - d. Teacher(s) recommendation.
 4. Applications are available from the Teacher(s) or Membership Chairperson.
 - a. A letter should be included about the child and their special need. A letter that may be shared with the other assist parents/guardians may be necessary as well. This enables all parents/guardians who will have contact with the special needs child to be informed of this child's specific needs within the classroom.
 - b. The letter and application should be returned to the Membership Chairperson.
 5. Applications are reviewed by the Membership Chairperson, Staff Advisor and Teacher(s) to determine acceptance of the applicant as a special needs student. Membership Chairperson calls applicant with the decision.
 6. Special needs applicant information is confidential.

D. Modified Assist Option

1. Modified assisting is designed for families who want to be a part of our cooperative, but whose parents/guardians are unable to meet all of the assisting requirements.
2. DISCUSS WITH BOARD: No more than two families per session may opt for modified assisting.
3. Parents/guardians may designate a close adult family member to assist. Teacher will inform Membership Chair of approved participants in this program.
4. Assist days are worked by either the parent/guardian or the designated adult pre-chosen by the parent/guardian and pre-approved by the Teacher.
5. Unless pre-approved by the Board, parents/guardians must meet all other cooperative obligations.

III. GENERAL INFORMATION

A. Obligations of Parent/guardian Members – Please refer to section I. F. (Obligations of Parent Members) in the FUMCN By-Laws for detailed list of responsibilities.

As a co-op parent/guardian I am expected to contribute to the cooperative nature of the nursery school. This includes, but may not be limited to, the following:

- 1. Assist in the classroom the number of times designated at the beginning of each semester.**
- 2. Act as the emergency assist parent/guardian the number of times designated at the beginning of each semester and provide perishable snack for class on those days.**
- 3. Help with the maintenance of the school.**
- 4. Donate an item or service (worth a minimum of \$50) to the Annual Auction.**
- 5. Fulfill my committee responsibilities.**

6. **Fulfill my financial responsibilities.**
7. **Donate refreshments 2 or 3 times each year.**
8. **Attend parent/guardian meetings.**
9. **Accompany the children on field trips** as needed, above and beyond assist responsibilities.
10. **Parents/guardians of special needs children** may have a different arrangement of responsibilities. This will be determined according to the child, parent/guardian and Nursery needs.

If parents/guardians do not fulfill these responsibilities, the Board will appoint a representative to discuss the issues with the parent/guardian to develop a plan for fulfilling them. If they cannot be fulfilled, the members may be asked to withdraw from FUMCN. If asked to withdraw, members have the rights and responsibilities as detailed in Section D of the Constitution and By-Laws.

B. Tuition Schedule

	3 AM Class	4 AM Class	Multi-age PM Class	Young Fives Class
Due July 15, 2010	\$280	\$420	\$420	\$587.50
Due October 19, 2010	\$0	\$0	\$0	\$587.50
Due January 17, 2011	\$280	\$420	\$420	\$587.50
Due April 18, 2011	\$0	\$0	\$0	\$587.50

Please make your check payable to FUMCN.

- Write "TUITION - *child's name and class*" on the memo line of your check.
- The Tuition payment due July 15 may be returned with your packet of forms that are also due on July 15. Subsequent tuition payments may be placed in the tuition folder in the A room or Young Fives Room.
- It may also be mailed directly to:
Sharon Schuldt
FUMCN Treasurer
120 S. State Street
Ann Arbor, MI 48104

C. Trial Period

Each child enrolled in the Nursery shall have a trial period consisting of five sessions from the date of the child's first day of school. There shall also be a trial period for children entering the four-year group from the three-year group. If a member withdraws during or at the end of the entire trial period, tuition (excluding deposits and application fees) shall be refunded except that portion pro-rated for the trial period.

D. Assist Procedures for 3s and 4s classes

On assist days, parents/guardians must arrive by 9:00 for the morning session or by 12:30 for the afternoon session and not plan to leave until after the evaluation at the end of the session. The duties of each room assignment are in the apron pockets and in the procedure section of the handbook. Check room plans for the day on the clipboard in each room by the door. At the end of the session, the Teacher and assist parents/guardians meet for a short evaluation to discuss the day. Please allow about five minutes for this.

If there is a conflict on your scheduled assist day, it is your responsibility to make a change with another member (but not the emergency person) and have the change recorded with the class representative in your session. You will receive a copy of the assist and emergency assist schedule for each session soon after the beginning of each semester.

E. Emergency Assist Procedures for 3s and 4s classes

The emergency assist person is “on call” to assist at the last minute. Emergency days are to be used for a sudden illness or other unexpected conflict that might arise a few hours prior to the start of nursery school that day. Parents/guardians using an emergency person to fill in must then take an assist day of that person at a later date. On the day you are the scheduled emergency person, plan to be available to substitute until 9:30 a.m. (for the AM session) or 1:00 p.m. (for the PM session). If you are not notified by this time, you are free until 11:00 a.m. or 2:30 p.m., respectively. At this time you should come to the school to help supervise the children on the playground. During winter weather and rainy days check with the Teacher to see what time you will be needed. It is all right to bring siblings with you for playground supervision. Plan to stay until the session is over and parents/guardians or car pool drivers have picked up all the children.

You also provide a nut-free fruit, vegetable, or dairy snack for the class on the days that you are emergency assist. You should bring enough of a fruit, a vegetable, or a dairy snack for all of the class to have as part of snack. You will also select a grain from the supplies in the classroom to go with what you bring. When you pick up your child, you should remove the leftovers from your class and take them home (or give them to others!). There are suggested amounts posted in the A room, but here are a few examples of snacks and amounts: bananas (1/3 per child); baby carrots (1 pound); yogurt (1 quart); milk (1 quart); apples (1/3 per child); clementines (2.5 pounds); string cheese (1/2 per child); celery sticks with cream cheese (1 bunch and 8 oz cream cheese). The grain snacks provided by the supply purchaser for the co-op, which are stored at school, that you can select from to go with our snack include things like graham crackers, triscuits, cereal, goldfish, etc. . . .

Occasionally the teacher may ask you to provide a special snack for some curricular event or theme. If the expense of that snack is excessive, you may turn in your receipts to be reimbursed.

Remember to plan ahead for your assist and emergency days and arrange your schedules accordingly. If you are needed as the emergency person there will not be time for you to arrange other appointments. Please plan to be free, and then if you are not needed, just enjoy your freedom.

F. Fall Set Up/Spring Clean Up and Monthly Work Days

There is a parent/guardian workday each Fall before school begins for parents/guardians of children in the 4-year-old class in order to set up the school. There is a similar workday in the Spring at the end of the year for all parents/guardians of children in the 3-year-old class. Each family is responsible for a three-hour commitment.

Additionally, there are monthly clean ups involving approximately 8 to 10 families each. Each Co-op family is required to participate in one monthly clean up (two-hour commitment for 3s' and 4s' families and a 3-hour commitment for young 5s' families) and will sign up at the Orientation night in the fall. Parents/guardians of two children in the school will work 1½ times the hours of each maintenance work session. Parents/guardians of three children in the school will work 2 times the hours of each maintenance work session.

G. Communication between School and Home

1. ***Class representatives*** - Class representatives are available for class members to contact to express any comments or concerns regarding the Nursery School. Class representatives work closely with the Member-at-Large to represent these views at Board meetings or to share directly with the teacher and/or appropriate Board member. Members are also welcome at all Board meetings to share their comments and concerns directly. Each member will also have the opportunity to fill out a school evaluation.
2. ***Website*** - The FUMCN website (www.fumcn.org) includes information about the school, announcements, schedules, rosters, upcoming events and other information. A weekly email memo sends reminders of upcoming events. We will continue to expand use of this resource for communication with parents.
3. ***Newsletter*** - A Nursery School Newsletter is issued monthly to give parents/guardians regular news of events, activities, and announcements. It is also an opportunity for members to submit items to share, e.g. inspired writings, recipes, tips, etc. Comments made by the children can be contributed to our "Peeking In" column.
4. ***Daily Note*** - The Teacher generates a "daily note" which describes the day's events and gives important announcements to parents/guardians. Other notices are sent home via the children's tote bags.
5. ***Conferences*** - Children have one conference with the teacher prior to the start of school to get acquainted, receive a tote bag and discover where their coat cubby is located. This coincides with the first semester assist sign-up for parents/guardians. Attendance at parent/guardian-teacher conferences during the year is suggested, not mandatory. Two sets of conferences are scheduled as follows:
 - a. All 3's and new 4's during the midterm of first semester - to evaluate the new child's adjustment to nursery school.
 - b. Second semester conferences: 4's in later February/early March -- overall progress report, looking at general Kindergarten readiness. This conference occurs prior to the

open house so parents can decide whether or not to repeat another year of FUMCN. 3s also have a conference in early spring to discuss overall progress.

c. Parents/guardians wishing additional conferences may schedule them directly with the teacher during off-school hours.

H. Nursery School Board - Any member of the Nursery Board can discuss a problem concerning the Nursery School. Any issue may be brought to the Board for discussion, either by having a Board member introduce the item or by a member of the Nursery School attending the scheduled Board meeting. The time and place of each meeting are announced in the newsletter. Copies of the monthly minutes are posted on the Nursery School bulletin board and on the website. Questions concerning an individual child or the daily school program can best be handled by a phone call to the Teacher outside regular Nursery School hours.

I. Orientation Night

Orientation Night provides the opportunity for parents/guardians to learn how the nursery school operates and about opportunities for you and your child. Board members are present to share helpful information regarding committees. The Teacher presents her educational philosophy, hints for assisting, and generally helps to familiarize parents/guardians with daily happenings in the classroom. Expectations for assist parents/guardians are explained and tours of the nursery school may be given. This is also the time to sign up for workdays and other commitments. Parents/guardians are strongly encouraged to attend without children. This event is designed for adults.

J. Visitors

Visitors are welcome to the Nursery School if prior arrangements are made with the Teacher.

K. Phone Calls

The nursery school phone number is (734) 662-7660. The Teacher or an assist parent/guardian may answer telephone calls during Nursery School hours; if no one answers, please leave a message on the answering machine and your call will be returned. Other calls may be made to the Teacher before school, immediately after school, or at home. If an emergency arises and there is no answer on the FUMCN phone, call the main FUMC line at (734) 662-4536.

L. Church Office

The church office personnel are available to help FUMCN parents/guardians with any questions regarding administrative matters. The church offices are located on the 1st floor above the FUMCN rooms or by phone at (734) 662-4536. The Coordinator for Children's Ministries serves as the FUMCN Staff Advisor/ liaison.

All FUMCN activities outside regular classes must be scheduled with the Church office and put on the Church calendar. After scheduling the room through the church office, submit a "green sheet" to reserve the room and identify equipment, chair, and other set-up needs.

M. Church Copier Use

We have an arrangement with the church to make copies at a reasonable cost. Please do not make copies at a commercial location without specific approval from a Board member. If your committee work requires that you use the copier, ask the secretary in the church office (upstairs) for instructions using this equipment. Request the FUMCN copy code from the appropriate Board member. Church staff has priority for using the copier- you may need to return at another time if a staff member is using the equipment. Remember to return all paper to the shelves. Children must be supervised at all times.

N. Parking: Church and Promenade

We encourage parents/guardians to use the promenade for drop off and pick up. The promenade is a U-shaped driveway on the east side of the Church, accessed from State Street. Assist parents/guardians are stationed at the promenade at the beginning and end of class sessions to help parents/guardians and children unload and escort the children into school. You may leave your car for brief periods as long as you do not block traffic.

Parking at the church is very limited. Use the FUMC parking lot only for Nursery School or church business (such as assist days). There are two (2) designated FUMCN spaces available for assist parents/guardians. At the beginning of the school year FUMCN parents/guardians will register license plates with the church office. Please update the office if your vehicle or license plate changes to avoid a ticket. **Do not** park in places marked “Reserved” or designated for church staff. These spaces are located on the west side of the lot, across from the entrance door all the way to Huron Street. Do not leave your car so that it blocks traffic.

If there are no parking spots available, use street parking or metered parking on the 1st level of the Tally Hall parking garage (on South side of Washington).

O. FUMCN Sibling Care

1. Purpose – FUMCN sibling care provides FUMCN families a quality, licensed childcare program for children ages 0-5 years so that parents/guardians are able to assist in the FUMCN classrooms
2. Schedule – Sibling care is provided for classes on Tuesday afternoons through Friday afternoons. Parents/guardians assisting at FUMCN may drop their child off at 9:00 am or 12:30 pm before going to the FUMCN classrooms.
3. Enrollment and Cost
 - a. Pre-registration forms for the upcoming year will be available at the FUMCN Welcome Night in May.
 - b. Parents/guardians will indicate sibling care is needed when they sign up for assist days.
 - c. FUMCN Sibling Care is provided in the nursery.
 - d. The program cost is determined at the beginning of each school year and may be revised before the beginning of the second semester.

P. Lunch Club

General Description: The FUMCN Lunch Club enables children to extend their time at FUMCN by 1 hour by eating lunch and playing together in the Social Hall. The Lunch Club works like a mini-co-op, with parents staffing the lunch times 1-2 times per semester. Lunch

Club is not a required part of FUMCN, and the days it is offered will depend on demand each semester. Children bring a nut-free lunch from home to eat in the Social Hall and then have unstructured play time. 2 parents, ideally one from the AM and one from the PM class, work together each session to run the lunch club. There is a small fee for lunch club of \$10-\$20 per semester.

The Lunch Club runs from 11:30-12:30. Children from the AM class extend their day until 12:30, when their parents pick them up, and children from the PM class begin their day early at 11:30 when their parents drop them off. Children meet on the playground (or the B room in extreme weather), and are picked up by a Lunch Club Assist parent at 11:30, then escorted to the B room to pick up lunches brought from home, then to wash hands and then to the Social Hall. In the Social Hall, kids sit on blankets and eat nut-free lunches from home together. After children finish eating, they clean up and then play in the Social Hall. Assist parents may organize simple games and then take the children to the playground until 12:30. At that time, parents from the AM classes pick up their children and children from the PM class are escorted to the Q room to sign in, get name tags, and begin their FUMCN day.

Siblings: The only siblings allowed in Lunch Club are siblings of that day's assist parents.

Lunch Club Assist duties:

Assist 1 (preferably an AM parent):

- | | |
|--------------|--|
| 11:25 | Check in with the PM lunch person when he/she arrives on the playground to be sure everything is ready to go. Go to the playground and sign out the kids in the lunch program from the AM class. Take them to the B room to take off coats and collect lunches. Get the lunch clipboard and sign them in to the lunch program on the sign –in sheet. Have kids wash hands in the bathroom before going down to the social hall with their lunches. |
| 11:35 | Settle kids on to the blankets with their lunch bags. |
| 11:35-11:55 | Kids eat lunch together. All trash and leftovers go back in their lunch bags. |
| 11:55-12:15 | Organize a few large group games for the kids. Ideas: hide and seek, Simon Says, Duck Duck Goose. Or go outside. |
| 12:15 | Clean up and go outside. Take kids to the B room to get coats and totes. |
| 12:25 | Walk out to the playground and out to the promenade with the sign-out sheet. Have parents sign-out kids as they leave. |
| 12:25 –12:30 | Parents pick up. |
| 12:30 | Grab a broom to take back to the Social Hall to sweep up. On your way back to the social hall, drop off the sign-in sheet for the PM kids. Be sure the Social Hall is cleaned up. |

12:45 You're done!

Assist 2: (preferably a PM parent)

11:15 Get the bin of blankets from the B room. It should also have a first aid kit inside. Spread out the blankets for kids to sit on. Be back on the playground at 11:30.

11:30-11:35 Check in with the AM assist person on the playground. Get the sign-in clipboard from Assist 1. Then meet PM lunch program kids at the promenade at 11:30. Have them sign in . Wait until all kids arrive, then take them to the B room to drop off tote bags and coats and grab lunches. Stop by the bathroom to have them wash hands. Then head down to the Social Hall.

11:35-11:55 Settle kids on to blankets in the Social Hall. Kids eat lunch together. All trash and leftovers go back in their lunch bags.

11:55-12:15 Organize a few large group games for the kids. Ideas: hide and seek, Simon Says, Duck Duck Goose. Or head to the playground.

12:15 Clean up and head to the playground.

12:30 Take PM kids to Q room sign them in for the day. You're done!

Q. Siblings

Siblings should be in care outside of FUMCN classrooms during their parent's/guardian's scheduled assist times. This can be either at the home with a personally hired sitter/nanny, or at the church, through FUMCN sibling care program. The many small pieces in the classrooms as well as larger children pose a hazard to the siblings. The sibling's presence can become a distraction for the FUMCN children as well as the assist parents/guardians.

R. Parent Education

The Parent Education Coordinator is in charge of organizing and publicizing all Parent Education programs. There are generally 2-3 programs per year, as well as a Kindergarten Information Night. Suggestions for topics and speakers are welcome. Attendance at these meetings is encouraged.

IV. SCHOOL POLICIES

A. Health Requirements

(Please refer to Health Requirements in the By-Laws, Section I. G.)

No child will be permitted to begin nursery school and no parent/guardian or care giver permitted to assist until all health requirements are fulfilled and all forms are in the hands of the health chairperson.

If a child becomes ill at school, the parent/guardian will be called to come and get the child. If neither parent/guardian can be reached, the child will be isolated from the other children until picked up. The health records should show the name of someone other than the parents/guardians who could care for the child in such a case.

B. Safety

1. Building Exits

- a. Only adults open the door to leave FUMCN. Children cannot leave the building unattended. Parents/guardians and teachers must reinforce this.
- b. To discourage outsiders from entering the building, the gray Promenade doors are locked. The B room assist parent/guardian must be available from 9:00-9:15 a.m. and 12:30 –12:45 p.m. to watch for families using the Promenade driveway

2. Bathroom

- a. When a child needs to use the bathroom, he or she must tell an adult.
- b. When that child is finished in the bathroom, he or she must go back to the same adult and say “I’m back.” The words used aren’t important, but what is critical is that an adult is thinking, “A child went to the bathroom. Did they come back OK?”
- c. Children should never be in the building alone. If a child leaves the playground to come inside, an adult must accompany the child.

3. First Aid

- a. First Aid supplies are stored in the Q room and labeled appropriately. All assist parents/guardians have plastic gloves in their apron pockets to wear when treating injuries. Additional gloves and other sterilizing equipment is stored in the hallway closet.
- b. A reusable ice pack is stored in the A room refrigerator. Sterilize the outside of the ice pack with bleach/water after use.

4. Blood Borne Pathogens Policy/OSHA Standards – The following guidelines have been established by the Nursery School Board to meet OSHA standards for blood-borne pathogens. All children and/or adults requiring first aid or assistance with toileting and/or vomiting at FUMCN will be considered potentially infectious and Universal Precautions shall be followed under the direction of the teacher.

- a. Disposable gloves will be worn when there is potential for exposure to blood and other potentially infectious materials (vomit, urine, and feces).
- b. Masks will be worn when there is potential for splashing during the disinfectant process, i.e. scrubbing.

- c. Gowns and masks are to be worn with gloves when there is serious injury that involves spurting blood.
- d. All materials used in treating the victim, (e.g. tissue, gauze), shall be placed in a plastic bag, sealed and disposed of.
- e. All areas involved in the incident shall be disinfected (floors, tables, sills) using a 1:10 solution of bleach/water made fresh for each incident.
 - 1) Soak up excess liquid with paper towels and dispose of properly in sealed plastic bag.
 - 2) Flood area with bleach solution.
 - 3) Let stand for 20- minutes.
 - 4) Soak up solution with paper towels and dispose of in sealed bag.
- f. All materials used in the clean-up process shall be placed in a biohazard bag, sealed and disposed of.
- g. After completing clean up, hands shall be washed using liquid, anti-bacterial soap, and a 10 second rinse.
- h. Any garments penetrated with blood/urine/stool/vomit shall be removed as soon as possible and placed in a plastic Ziploc bag, sealed and sent home with parent for laundering.
- i. Broken glass will be disposed of using instruments such as scoop and scraper, tongs, broom and dustpan, or two pieces of cardboard. Place broken glass in coffee can to prevent exposure or possible puncture wounds.
- j. Teacher will call City for disposal of biohazard bag and complete incident form.
- k. Teacher will contact Health and Safety chairperson within 24 hours.
- l. Latex gloves and 4x4 gauze sponges will be kept in assist parent/guardian apron pockets. If used, please replace.
- m. If victim's blood comes in contact with first aid provider's mouth or eyes, the area should be flooded with water for 15 minutes.
- n. Carpeting involved should be disinfected with liquid Lysol.

C. Insurance

The Nursery School carries insurance on every child, participating parent/guardian, and teacher of the Nursery School through First United Methodist Church.

In case of an accident or any type of injury, the Teacher, President and Treasurer should be notified immediately so that appropriate procedures can be followed.

D. Car Pooling

1. It is strongly recommended by the state that all 4-door vehicles used for car pools and/or field trips have Child-Guard locks.
2. Establish rules of safety for your car pool the first day you drive. Michigan law requires that children who are less than 8 years of age and/or 4'9" shall be properly secured in an appropriate manufacturer's certified child restraint system. Make sure you have the appropriate number of child safety seats.
3. Make arrangements to meet the other parents/guardians and children in your car pool beforehand. It can be frightening for a child to leave the parent/guardian at home and enter a car driven by a stranger.
4. Adults must always escort children across the parking lot and driveways.

5. Inform the Teacher in writing if someone other than the regular driver will be picking up your child.

E. Discipline

We believe that each child is different and should be given good humored and caring control. Redirections of energy, encouraging children to resolve problems verbally and/or removal from the room are acceptable disciplinary actions for assist parents to take. Assisting parents/guardians are encouraged to enter a situation needing discipline when children will hurt themselves, someone else, or equipment. If in doubt about how to handle a particular situation, talk with the Teacher.

F. Snow Days

FUMCN generally follows the Ann Arbor Public Schools for inclement weather school closings. If the President of the Board and the Teacher agree that school should be cancelled due to dangerous weather conditions, the phone chain will be activated and parents/guardians notified about cancellation of school. The phone chain may be activated as early as 7 a.m., therefore be prepared in inclement weather. A notice may also be sent out via email. Snow days will not be made up.

G. Tornado Policy

1. Awareness and Notification of Tornado Conditions
 - a. The National Weather Service issues a Tornado Watch when tornado-developing weather conditions exist. Tornadoes are most common April, May, June and July. Dark, rolling clouds, hail, or driving rain, sudden increase in wind, and sudden change in temperature may indicate tornado conditions. Attendance during a Tornado Watch is at parent/guardian discretion.
 - b. Church staff will notify the Teacher if a Tornado Watch is issued and vice versa.
 - c. A **TORNADO WARNING** is issued when an actual tornado has been sighted or indicated on radar.
2. Tornado Drills and Shelters
 - a. Tornado drills may be held at the discretion of the Teacher.
 - b. During a Tornado Warning, assisting parents/guardians will escort the children to the tornado shelter area – against the walls between the A and Q rooms.
 - c. Children assembled during a Tornado Warning should crouch on elbows and knees with heads down. Hands should cover the back of the head. Most tornado deaths are caused by head injuries. “Keep your heads down!” should be strictly enforced. Heads should face interior walls.
 - d. If the group is outside or on a field trip, children should be escorted to sturdy buildings or the nearby ditches, culverts, or ravines. They should lie face down, hands overhead. Choose a safe area where cars or busses cannot topple on them. Parents/guardians assisting on a field trip should be aware of these procedures. It would be helpful for parents/guardians to discuss tornadoes with their children and practice the elbow-knee-head down position.

CHILDREN WILL ONLY BE RELEASED TO THEIR OWN PARENT/GUARDIAN OR OTHER AUTHORIZED ADULT DURING A TORNADO WARNING

H. Fire Emergency Policy

Should there ever be a fire or other emergency that requires evacuation of the Nursery School rooms, a very loud alarm is sounded within the building. Escape routes and fire procedures are posted near the doors in each room and listed below.

IN CASE OF FIRE**1) Notify:**

- a) In the event of fire or other building hazard, the teacher will signal the fire alarm from the FUMCN corridor.
- b) The teacher will call 911 to report the hazard

2) Evacuate:

- a) The parent/guardian assistants in rooms A, B, and Q will line up the children in the main corridor and lead them out the exit at the end of the hall to the promenade level. The alternative exit will be the playground door.
- b) The teacher will follow the last child out of the school and bring the attendance roster.
- c) Once all children are out of the building, they will proceed to the grassy area on the State/Huron corner of the building where the teacher will take roll call.
- d) When the fire department determines that conditions are clear, the teacher will give the all-clear signal.
- e) When the all-clear signal occurs, children and staff may return to the school.

3) Contain Fire: Close all doors.**EVACUATION ROUTES – see map at back of Handbook**

Primary: Dotted Line - Up stairs to grassy area on the State/Huron side of the church.

Secondary: Solid Line - Out church lobby, through parking lot doors, to grassy area on the State/Huron side of the church

ASSIST PARENT/GUARDIAN ROLES

Teacher: Lead the children and stay with them at the ASSEMBLY PLACE

‘A’ Room Parent/guardian: Assist the sibling nursery/FUM-Kids with evacuation

‘B’ Room Parent/guardian: “Sweep” person: check every room, closet, hiding space for any child.

‘Q’ Room Parent/guardian: Meet the fire department at the parking lot.

ASSEMBLY PLACE

Gather on the grassy area on the State/Huron corner of the church.

I. Clothing

1. Label all of your child's outer clothing, especially boots, sweaters, mittens, and hats. Dress your children in comfortable play clothes.
2. If needed, an extra set of clearly marked clothes may be kept at school in case of emergency. There is extra clothing available at school.
3. Old shirts are provided as paint smocks. These are brought by parents/guardians, put into a general pool, and are not marked with a child's name.

J. Accidents during Preschool Hours

1. Assist Parent/guardian immediately notifies parent/guardian of injured child. Teacher attends to injured child. If the parent/guardian cannot be reached, the Teacher stays with the child while the Assist Parent/guardian follows the procedure listed by the parent/guardian on the emergency card.
2. As soon as possible, the Teacher writes down the facts of the accident. Lists the date, time, people present, and any special circumstances.
3. As soon as possible, the teacher notifies the President of the Nursery Board.
4. As soon as possible, the President notifies the Church Staff Advisor and the Church Business Manager.
5. As soon as possible, the President follows appropriate insurance procedures and forms must be filed per direction of Church Business Manager.
6. In any injury case an accident form must be completed, reported to a parent or guardian and filed in the child's health folder.

K. Absences

Any absence from the nursery school should be reported to the Teacher. Contagious diseases other than colds should be reported to the Health Chairperson.

L. FUMCN Nut-Free Policy

Each year, some students/siblings at FUMCN have life-threatening peanut and tree nut allergies. These students may not eat or touch anything containing peanuts or nuts. They are at high risk for an immediate life-threatening anaphylactic reaction if an accidental exposure takes place. Emergency Plans for these children will be posted in the A room.

Because of the severity of these allergies, FUMCN strives to be a peanut/nut-free zone. We all need to work together to keep the school safe for these kids! The Board and other members have developed some policies to help with this.

1. **Environment:** If you or your child has nuts, peanuts, or peanut butter for breakfast, please wash face and hands thoroughly before attending school. Please be sure your child is not eating in the clothes he/she will be wearing to school that day. This may seem overboard, but peanut butter and oils can transfer very easily from hands or clothing to toys and surfaces at FUMCN.
2. **Snack:** All classes will have peanut and nut-free snacks. The snack parent will provide non-perishable snacks and will make sure the snack is peanut/nut-free. The emergency assist parent will provide the perishable snacks (fruit, cheese, vegetables, milk, etc. . .)

and is responsible for ensuring that it is nut-free. You may know that peanuts and nuts are included in many products that are not immediately obvious, such as many crackers, mixes, and prepared foods. Our snack list includes many brand names and flavors of products. We will be glad to add items to the list as long as they are peanut and nut-free.

3. **Education:** We will educate all classes on how to bake and prepare peanut/nut safe treats and how to read an ingredient label for peanut and nut components. All treats and snacks brought into the classroom for birthdays, parties, and other special occasions must be peanut/nut safe.

M. FUMCN Lice Policy

Introduction

Any time children come together, particularly at the start of the school year or during any social grouping, head lice cases commonly increase. Head lice is an infestation, not an infection, and it does not pose a significant health hazard. It is not known to spread disease. FUMCN, however, has set forth the following policies to help contain the spread of lice at the school. The FUMCN policy is derived from health department guidelines and is based in part on recommendations from the Michigan Department of Education Head Lice Manual (available on the internet or for a copy please see the FUMCN Health Chair).

Head lice are parasitic insects that can be found most commonly on the head of an infected individual. Lice are present on the head in different forms. Nits (lice eggs) are about the size of a knot in thread and are attached to the hair shaft near the scalp. Nits are often confused with dandruff, scabs, or hair spray droplets. They take about 1 week to hatch and can live two weeks if they fall off a person. The fully grown adult louse is about the size of a sesame seed, has six legs, and is tan to grayish-white in color. If an adult louse falls off a person, it dies within two days. They live close to the scalp and move by crawling – they cannot hop or fly. The most common way to get head lice from an infected person is to have close head-to-head contact that occurs when sharing a bed or pillow and from wearing clothing that was recently worn by an infested person. The most common symptom is itching due to sensitization to allergens in lice saliva. Many times there are no symptoms.

Procedures

1. If a child at FUMCN is found to have lice, the parent is to notify the Health, Safety and Nutrition Chair at FUMCN and/or the child's FUMCN teacher. The child should be treated for lice according to the protocol recommended by the child's pediatrician.
2. If a child is identified with lice during the middle of the school day, the parents/guardians of the child with lice will be notified and the child will need to be picked up from class. The child will not be able to return to FUMCN until receiving treatment.

3. The Health Chair will notify the parents of other children in the school, alerting them to the lice case and reminding parents to check all of their children for head lice. The child's name and gender are to remain anonymous in any correspondence.
4. FUMCN will remove all dress-up clothes and paint smocks from FUMCN classrooms. The items that may be washed will be picked up and washed by the laundry person as per Washtenaw County Health guidelines. (If the items are not immediately needed in the FUMCN classroom, the laundry person may opt to leave the washable items bagged for two weeks prior to washing). The washing procedure involves washing in hot water for at least 10 minutes and drying on high heat for at least 30 minutes. Other articles that can not be washed, like dolls and stuffed animals, will be removed from the room and will be sealed in a plastic bag for at least two weeks. The carpets in all rooms will be vacuumed thoroughly every day and the pads covering the chairs in the Q-room listening center will be vacuumed or removed and bagged. Headphones in the listening center will also be removed. All creative suitcases containing stuffed animals or dress-up clothes will be removed from circulation for two weeks after the most recent case is identified..
5. The FUMCN teacher may also discuss the lice situation with the children to encourage children not to share or trade personal items such as hats, scarves, combs, brushes, headbands, and barrettes, or headphones with foam ear protectors. The teacher will encourage children to try to avoid touching heads with others and ask them not to try on other people's hats. FUMCN children will hang personal gear such as coats separate from others (placing hats/scarves inside coat sleeves). The teacher may also pull kids aside to perform head checks if it is deemed necessary by the health chair and/or the teacher.
6. Once there are no remaining live lice and there are no nits within $\frac{1}{4}$ inch of the scalp, a FUMCN child may return to school. Nits that are found beyond $\frac{1}{4}$ inch of the scalp have more than likely hatched, or are no longer viable.
7. **Parents are responsible for** assisting in the prevention and management of head lice cases through regular checks of their children's hair and starting immediate treatment when head lice are detected.

N. FUMCN Hand Washing Policy

- 1) Teachers and assist parents shall wash their hands in the following circumstances:
 - a. Prior to preparing snack or handling food or drink items (including setting the table with utensils, plates, cups, etc.)
 - II. After touching bodily fluids or items soiled with bodily fluids or wastes (e.g., assisting a child with a cut or injury, helping a child to blow his or her nose)
 - III. After using the bathroom facilities or assisting a child in the bathroom
 - IV. After handling pets or other animals
- 2) FUMCN children shall wash their hands in the following circumstances:

- a) Prior to preparing food or eating snack
 - b) After using the bathroom facilities
 - c) After handling pets or other animals
- 3) The following technique for thorough hand washing shall be used:
- a) Wet hands under warm running water
 - b) Lather both hands well with soap and scrub for at least 15 seconds (scrub the front and back of hands, wrists, and in between fingers)
 - c) Rinse well under warm running water
 - d) Dry both hands with a clean single-use towel
 - e) Turn off the faucet with a disposable towel to avoid recontamination of clean hands
- 4) FUMCN teachers and assist parents will teach children the proper technique for hand washing and will assist and supervise the procedure as needed.

V. CURRICULUM

The curriculum at FUMCN is experiential and developmentally based. The basic goals of the curriculum are socialization and verbalization. These goals are achieved through activities such as cooperative play, problem solving, sharing, and decision-making, all of which encourage independence. Pre-writing and pre-math skills are included in FUMCN's curriculum with activities such as sorting, categorizing, using space, memorization and left-to-right progression. These are all necessary "prerequisite" skills that prepare a child for actual reading and writing.

As a part of the First United Methodist Church, the Cooperative Nursery School is a Christian-oriented school. Our basic philosophy is to incorporate caring about and sharing with others, treating others as we wish to be treated, and providing a loving, caring atmosphere. Beyond this underlying philosophy the FUMCN program includes prayer for snacks and any other requests raised by the class as well as celebration of Church holidays.

A. Field Trips

Field trips are an integral part of the curriculum to help the children learn about nature, science and the community.

1. Areas of learning
 - a. Children see the greater community as a learning place in addition to school. Related activities at school before and after trips help the learning transfer in and out of school settings. As much as possible, daily routines are adhered to (i.e. songs, stories, snacks, etc.) while on the field trip.
 - b. The content of the field trip stimulates learning about topics and people that cannot be brought into school.
 - c. Skills develop that promote learning in a group setting outside school. These include listening, moving in a group, focusing on intended points of interest, etc.

2. Planning - Field trips are planned by the Curriculum Committee and approved by the Nursery Board. Parent/guardian interest inventories, suggestions from families, capabilities and learning needs of the children are considered along with logistics and expense to determine field trips. Visitors are often brought into the classroom, bringing the community to the children. Families of nursery school children are encouraged to become part of the curriculum by sharing their culture, special talents and interests. Information regarding field trips will be timely so that if questions should arise, they can be addressed. Parents/guardians can also prepare their child for the trip as well as make special arrangements themselves if necessary.
3. Scheduling - Plans are made to hold field trips as close to the usual class times as possible. However, on some field trip days it may be necessary to slightly alter the usual class meeting time in order to take the fullest advantage of the field trip content. There is generally one walking and one driving field trip a month for each class. The board may approve extra field trips if needed for an enriching experience.
4. Transportation - For driving field trips, school will convene at the site and parents/guardians are responsible for making arrangements for delivery and pick up their own children.
5. Weather - In case of inclement weather, the phone chain will be activated to verify cancellation of the field trip. The web site can also be checked to find out the status of a field trip. A notice may also be sent via email.
6. Attendance - Attendance at the field trips is voluntary, but absences should be reported to the teacher or assist parent/guardian. Siblings are welcome on field trips unless otherwise specified. However, there is often an additional cost to parents/guardians for siblings and extra parents/guardians.

B. Special Days

Special Days are days when parents/guardians and siblings are invited to participate with the children in a special occasion or event. These include, but are not limited to Halloween, Christmas, Valentine's Day, and class picnics at the end of the year. These events are scheduled on your semester calendars. Families are encouraged to take part in these "special days."

C. Birthdays

Arrangements can be made in advance with the Teacher for simple birthday observances. The hall calendar should be marked with this event to remind the teacher. Your child makes a birthday crown. Parents/guardians may choose to provide a snack for the birthday celebration. Please check with the Teacher regarding special dietary needs for the children - e.g. food allergies. You might also plan to assist on this day.

If your child has a summer birthday, you may arrange with the Teacher to celebrate on a nursery school day during the year. Remember to mark the date on the hall calendar.

Some parents/guardians choose to celebrate their child's birthday by donating a book or other item to the nursery school. For suggestions of appropriate book titles or other items contact the teacher, chair of the curriculum committee, or the library committee representative.

D. Sharing Bags (for 4's only)

Sharing bags are provided by FUMCN and include a book, a related toy, and a Journal for the child to “dictate.” The Teacher will assist children in selection of Sharing Bags. Each Friday three children are chosen by the Teacher to take home Sharing Bags for the weekend. The following Monday, the children will return with their bags and share their comments and their Journal. There will be no sharing bag time on field trip days.

E. Library

There is a children’s library in the Q room available to FUMCN families. The library functions on the “honor system”. It is requested that you keep a book for a week or so and return it so another child may borrow it. Donations are always welcome. There is also a small section of the library containing parenting books that may be borrowed.

F. Creative Suitcases

Dress-up suitcases are available for checkout by nursery school children. Check-in and checkout procedures will be made available when suitcases are ready in the beginning of the year. Parents/guardians need to monitor their usage to prevent disrepair and loss to items

G. Discovery Kits

Discovery Kits in boxes are available for checkout by nursery school children. Check-in and checkout procedures will be made available when the Kits are ready in the beginning of the year. Parents/guardians need to monitor their usage to prevent disrepair and loss to the Kits.

V. PROCEDURES for 3s and 4s

Below are general guidelines for daily schedules and assist duties and are subject to change at any time.

A. Arrival

1. Be prompt. Assist parents/guardians and their children arrive at 9:00 a.m. and 12:30 **p.m.**
2. **Assist parents/guardians and their children attend a start of day meeting in the A room at 9 am and 12:30 pm. Other children may not be dropped off at school, nor enter the A room until after all assist parents have arrived and this meeting has occurred.**
3. Children arrive and school starts at 9:15 a.m. and 12:45 p.m.
4. Always come to the schoolrooms with children in your car pool or deliver your child to assist parent/guardian on the Promenade.
5. Help children remove outer clothing in the B room and report to the Q room for nametags and sign in.
6. Help settle the children into their nursery school day. Check the room chart listing daily activities and describe what the child will be doing today.
7. Tell the Teacher if anyone is absent.

B. Dismissal

1. Be prompt. Sign out and pick up children from the teacher no later than 11:30 a.m. and 3:15 p.m.
2. Parents/guardians are encouraged to join the group on the playground prior to dismissal. Two additional parents/guardians are needed on the playground before evaluation can take place.
3. The emergency parent/guardian should be the last person off the playground to insure no child remains on the playground without adult supervision.
4. Check to be sure children have not forgotten articles.
5. Only adults open the door to leave FUMCN.
6. Children are to get in the car at school ONLY WHEN DRIVER IS PRESENT.
7. Children that are not picked up by 11:30 a.m. or 3:15 p.m. will remain at the school with the teacher. The teacher will be responsible for contacting the person(s) designated on the child's emergency card for pickup.

C. Sample Daily Schedule

<u>A.M.</u>	<u>P.M.</u>	
9:00-9:15	12:30-12:45	Assist parents/guardians arrive. Meet in A room for start of day meeting. Review room chart for activities. Help greet arriving children.
9:15	12:45	Session begins
9:15-9:35	12:45-1:05	Story time, calendar, jobs, games, sharing time in A room. Assists join the children.
9:35-10:25	1:05-2:10	Free play in rooms A, B, and Q
10:25-10:30	2:10-2:15	Clean up and prepare circle time
10:30-10:45	2:15-2:30	Circle time in B room
10:45-11:00	2:30-2:45	Snack time. Children, teacher & assists sit together for a snack.
11:00	2:45	The "emergency parent" arrives to help on the playground.
11:00-11:25	2:45-3:10	Outdoor play. All adults are welcome to join us on the playground. On inclement weather days, an alternate activity is held in B room.
11:25-11:30	3:10-3:15	Evaluation of the day for assist parents/guardians and teacher.
11:30	3:15	Session ends.

D. Assist Parent/guardian Duties**CHILDREN MUST BE SUPERVISED AT ALL TIMES WHILE AT FUMCN**

When you arrive to assist, have your child help you choose a room (A, B, or Q). Put on the apron for your room. (Your child may wear an apron, too.) In your apron pocket will be a card detailing your responsibilities, so you don't need to memorize all of the information below.

1. A Room Duties

A.M. P.M.

9:00	12:30	Check chart and set up what is needed. Meet in A room for start of day meeting. Greet children as they arrive and invite them to participate in the activities.
9:15	12:45	Let children participate in all activities open the in the A Room. A five-minute warning will be given before clean up is to start. Help the children to clean up. Leave art supplies for later. Encourage children to put playdough and the playdough supplies in their proper containers.
9:15	12:45	Circle time in A room. Sit with group. Help children who may need assistance in attending.
9:35	1:05	Free play (same as free play above). Remember to note “Peeking In” sayings in the notebook in your apron pocket (write down interesting observations, conversations, etc. that the children say to be used in the newsletter, please note date, child’s name and class). Please put these notes in the Newsletter Box in the B Room.
10:25	2:10	Clean up. At clean-up time Teacher will indicate with a song that clean-up is to begin. Be sure to include the children in the clean-up process. Phrases such as “this item belongs on that red shelf” can be helpful. When children have completed a clean up, help the children down to the B Room. Return to the A Room to wash the tables with bleach, soapy water and water (located in spray bottles in the caddy on top of the file cabinets) and then prepare the snack. The directions are posted on the wall near the sink. Join everyone in the B Room for circle time.
10:30	2:15	Circle Time in B room for children.
10:45	2:30	The teacher will direct you to take a group of children to wash their hands in the bathrooms. Wash you hand and sit at a table. After the prayer, please assist in passing and pouring if needed.
11:00	2:45	Help get the children ready to go outside. Clean up A Room – sweep floors, wash tables with soap solution, wash dishes, put snacks and juice away, clean up art supplies and playhouse
11:25	3:10	Daily meeting - assist parent/guardian and the teacher will meet for a few minutes to discuss the school day – this meeting usually takes place on the playground, ask other parents/guardians to help watch the children during the meeting.
11:30	3:15	Dismissal

2. B Room Duties

A.M.

P.M.

9:00	12:30	Meet in A room for start of day meeting. Check B Room activity chart and set up what is needed. When you have time during the school day, please take artwork from the bins and stuff them into the mailboxes for your class. If the emergency parent/guardian must take an assist spot, you should also stuff the daily note into the mailboxes.
9:00	12:30	Children's arrival - wait for children at the promenade entrance and walk them into the B Room. Sign child in if needed. Emergency assist will help children stow their belongings in their cubby.
9:15	12:45	Circle Time in A room. Before attending Circle Time, CLOSE THE PROMENADE DOOR SO THAT IT LOCKS. Sit with group. Help children who may need assistance in attending.
9:35	1:05	Free play - Remember to note "Peeking In" sayings in the notebook in your apron pocket (write down interesting observations, conversations, etc. that the children say to be used in the newsletter, please note date, child's name and class). Please put these notes in the Newsletter Box in the B Room.
10:25	2:10	Clean Up. At Clean-up time Teacher will indicate with a song that clean-up is to begin. Be sure to include the children in the clean-up process. (Phrases such as "this item belongs on that red shelf" can be helpful.
10:30	2:15	Circle Time in B room. Sit with group. Join in activities.
10:45	2:15	Snack Time - At Teacher's direction, take a group of children to wash hands in bathroom. Send children to A Room when done. Join group in A Room, sit at one table. Assist with pouring and passing only if needed.
11:00	2:45	Help children prepare for outdoor play. Supervise play on the playground. Make sure gate at top of the hill is latched.
11:25	3:10	Daily meeting - assist parent/guardian and the teacher will meet for a few minutes to discuss the school day – this meeting usually takes place on the playground, ask other parents/guardians to help watch the children during the meeting.
11:30	3:15	Dismissal

3. Q Room Duties

<u>A.M.</u>	<u>P.M.</u>	
9:00	12:30	Meet in A room for start of day meeting. Check room chart by the door for activity of the day. As children arrive, greet them and encourage them

to join in an activity. Open Listening Center.

9:00	12:30	Free play - Remember to note “Peeking In” sayings in the notebook in your apron pocket (write down interesting observations, conversations, etc. that the children say to be used in the newsletter, please note date, child’s name and class). Please put these notes in the Newsletter Box in the B Room. A five-minute warning will be given before clean up is to begin. Help the children to clean up and guide them into the A Room.
9:15	12:45	Circle Time in A room. Sit with group. Help children who may need assistance in attending.
9:35	1:05	Free play - Same as Free play above. Encourage children to tell you about the pictures in their journals and write down their comments.
10:25	2:10	Clean Up. At clean-up time Teacher will indicate with a song that clean-up is to begin. When room is clean, help children down to the B Room and join everyone on the rug for B Room Circle Time.
10:30	2:15	Circle Time in B room. Sit with group. Join in activities.
10:45	2:30	Snack Time - At Teacher’s direction take a group of children to wash hands in bathroom. Send children to A room when done. Join in A room sitting at one table. Assist with pouring only if needed.
11:00	2:45	Help children prepare for outdoor play.
11:25	3:10	Daily meeting - assist parent/guardian and the teacher will meet for a few minutes to discuss the school day – this meeting usually takes place on the playground, ask other parents/guardians to help watch the children during the meeting.
11:30	3:15	Dismissal

CHILDREN MUST BE SUPERVISED AT ALL TIMES WHILE AT FUMCN

4. Emergency Assist Parent/guardian Duties

<u>AM Times</u>	<u>PM Times</u>	<u>Activity</u>
9:00 – 9:30	12:30-1:00	Arrival

- Meet in A room for start of day meeting.
- When a child has been dropped of at the promenade, help children with coats and belongings and sign him/her in on the sign in sheet in the Q Room.
- Drop off snack; select grain snack to go with what you brought; write what you brought on the A room sheet by the door.

- Stuff daily notes into mailboxes. If you are needed to fill an assist spot, B Room assist will help with this.
- Remain at school until all children and assist parents/guardians have arrived.

11:00-11:20 2:45-3:10 Playground Time

- Help children get dressed to go outdoors.
- Stuff tote bags with contents of each child's mailbox.
- Put tote bags into bin and take the bin and the sign in/sign out clipboard to top of hill on playground.
- Stay by gate so no children leave the playground
- On inclement weather days, check with teacher for alternate indoor activity.

11:25-11:30 3:10-3:15 Promenade Pick up

- Watch promenade area for parents/guardians picking children up there.
- Make sure each parent/guardian signs out their child on the sign-out clipboard.
- Be the last parent/guardian off the playground. Check to be sure all children have left the playground. Close playground door. Notify the teacher of any children who have not been picked up
- Take home, discard, or distribute any leftovers from the snack that you brought.

After School

- Contact the person whose assist you filled, if necessary. Arrange for that person to take one of your future assist days.

VII. Procedures for Young Fives

A. Young Fives Sample Daily Schedule

9:00-9:30 Greetings

Desk Time: Journals/daily sheets

9:30-9:50 Circle Time: story, calendar, daily schedule, weather, jobs

9:50-10:30

Monday and Tuesday: two-three centers each day: Math & Manipulatives, Reading, Writing, Arts & Crafts

Wednesday: Dramatic Play/Social Studies

Thursday: Science/Cooking

Friday: Music & Movement

10:30-10:50 Choice Time

10:50-10:55 Transition: clean up and wash up for snack

10:55-11:10 Snack

11:10-11:30 Activity Time or Specials (Library or Gym)

11:30-11:40 Get ready to go!

11:40-12:00 Outside Time