



VILLAGE GREEN NURSERY SCHOOL

PARENT HANDBOOK 2017-18

VGNS STAFF

Shannon Knudsen: Director

For 17 years Shannon has been an early childhood classroom teacher. She has her Bachelors of Science in Early Childhood Education and has many hours of professional development workshops and seminars. She has also obtained her Director's Credentials. Shannon is originally from Cincinnati, Ohio but moved to Connecticut 15 years ago with her family. She will also help in the classroom whenever needed.

Diane Pisko: Head Teacher

In May of 2010 Diane received her Associates Degree in Early Childhood Education from Tunxis Community College. Previous to earning her degree, in May of 2009, Diane received her Certificate of Early Childhood Education from Tunxis Community College and had completed courses at Naugatuck Community College to earn her Head Teacher Certificate. Diane's first experiences at Village Green were as a parent and volunteer. She later became an administrative assistant and substitute teacher at VGNS, joining the permanent teaching staff in 2000. Diane works with all classes and is head teacher for the 4 year olds.

Shannon Fitzsimons: Head Teacher

Shannon joined the staff of Village Green in August of 2014. Shannon has a degree in Early Childhood and Elementary Education from LaSelle College in Massachusetts. She earned her Connecticut State Head Teacher Certificate in 2002. Shannon has 7 years experience working in a preschool as a head teacher and Curriculum Coordinator. She has experience setting goals and objectives for both students and staff, implementing the CT Benchmarks and conducting parent meetings. Shannon has attended many continuing education workshops on topics such as math, science and curriculum. Shannon will be the head teacher for the 3 year olds.

Linda Poirier: Teacher Assistant

Linda joined the staff of Village Green in September of 2012. Linda started at VGNS as a parent and volunteered many hours while her 2 children attended, helping in the classroom, chairing events such as the Annual School Dance, and lending her wonderful artistic abilities to classroom projects. Prior to Village Green, Linda has 8 years experience working in the field of early childhood education, that include preparing and executing lessons, organizing a classroom and working with parents to ensure their child had a positive school experience. Linda has also attended several Early Childhood Workshops to expand her knowledge. Linda works with the 4 year old classes.

Laura Stack: Teacher Assistant

Laura joined the staff of Village Green in September of 2012. She has a B.A. from Pennsylvania State University. Laura was first introduced to VGNS as a parent volunteer. She spent 4 years volunteering many hours in the classroom while her daughters attended VGNS. Laura also chaired the Annual School Dance and was a Room Parent. In addition to the experience of raising her own children, Laura has provided childcare in her home for the past 7 years. Laura's dedication to her work shines through each day when she interacts with the children and their families. Laura works with the 3 year old class.

***Teachers are First Aid and CPR certified.**

Dee Niland: Administrative Assistant and Substitute

Dee's involvement here began as a parent volunteer while her children attended Village Green. She has been the Administrative Assistant since 2002. Her duties include, collecting tuition payments, distributing and collecting all paperwork, Lending Library and Scholastic Book Club coordinator, and many other projects throughout the year. (Dee is our all around get it done person!) Last year Dee added classroom substitute to her many hats she wears at VGNS.

Village Green Nursery School
2017-18 Board of Directors

Cynthia Barley, Treasurer

Elyssa Getz, Secretary

Doreen LaForge

Alyson Lindsay, Co-chair

Maureen Lyon

Amie Miron, Co-chair

Rachele Mukai-Klatt

Jennifer Proffitt

The Village Green Board can be contacted by e-mail at:

vgnsboard@gmail.com

PHILOSOPHY

Village Green Nursery School is dedicated to providing a caring, supportive and developmentally appropriate environment, offering a wide variety of activities designed to reflect each child's interests and abilities. Our goal is to help children grow toward their potential, discover the joy of learning and enjoy a rewarding preschool experience.

The policies and procedures for Village Green Nursery School provide employment for staff, activities for families and an education program for preschoolers free from discrimination based on race, color, and ethnicity.

ADJUSTMENT PERIOD

The beginning of the school year can be very difficult for a child and this period of adjustment is normal. Our staff will help guide you and your child through this potentially difficult period. Parents can help smooth the transition by keeping calm, positive, and reassuring. Children can sense a parent's anxiety and this can cause the child to feel anxious. Our Lending Library has a picture book for parents to borrow if a child is having difficulty with adjustment.

ARRIVAL AND DISMISSAL

Arrival:

Arrival time for the morning session is **9:00 a.m.** Parents will enter the door on the side of the building facing the municipal lot and wait in the area near the elevator until a staff person opens the hallway door to signal the start of school. Parents/caregivers will escort the children to their cubby to drop-off coats and backpacks, then into the classroom. It is important, for safety reasons, that the parent/caregiver brings their child into the classroom to say good-bye. **The side door will be unlocked 15 minutes class begins and locked approximately 5 minutes after a session/class begins.**

Late Arrivals:

If you are late at arrival and the side entrance door is locked, please enter the playground through the gate and ring the doorbell located at the first door closest to the playground entrance. If no one answers that door, please go to the main church office entrance at the front of the building (between the brick chapel and white church building) and ring the doorbell to be admitted to the building.

Dismissal:

Dismissal is promptly at **12.00p.m.** **The side entrance door will remain locked until dismissal time.**

- **Classroom Dismissal:** A staff person will open the side entrance door at dismissal time for parents to enter the building. We ask that parents enter the building and wait in the area near the elevator or near your child's cubby while the staff dismisses a few children at a time. The children will come out into the hallway to you.
- **Outdoor Dismissal:** Parents/caregivers must stay outside the fenced in play area. Children will be called a few at a time to go out the gate to the parent.
- **Important:** We ask you to be on time at dismissal because children may become confused and/or scared if the other children are leaving and there is no one there to pick them up. We understand that occasionally there will be extenuating circumstances. **Please call the office (860-628-6958)** if there is a possibility that you will be late. We will not allow a child to leave with anyone other than

(Dismissal continued)

a parent unless the person picking up the child is listed on the child pick-up list. Please send a note or tell one of the teachers if someone new will be picking up your child. Your child's safety is our most important concern.

***Note:** Due to a recurring problem involving children continually being picked up late, the nursery school board has voted to assess any parent whose child is consistently picked up late, a **\$10 late fee for each day** pick-up is late. There will be one reminder, and then a notice will be sent to the parent by our administrative assistant advising the parent of the amount due.

BIRTHDAY CELEBRATIONS

Children are welcome to celebrate their birthday in school with their classmates. A child's birthday will automatically be scheduled into the monthly snack list. Summer birthdays are scheduled either in September or April/May.

CLOTHING

It is important that each child be dressed in comfortable, washable play clothes that will endure food and juice spills as well as art activity mishaps. The clothing should also be child friendly (easily removed) to encourage independence in personal skills such as toileting and dressing for outdoors.

Each child is required to carry a complete change of clothes in their backpack in case of spills, art project mishaps, or toileting accidents. **(Children must be toilet trained.)**

Please be sure your child has appropriate clothing for the season. In good weather, we will get fresh air and outdoor exercise. **PLEASE LABEL ALL OUTDOOR CLOTHING WITH YOUR CHILD'S INITIALS.**

Closed shoes are required for all areas of the playground that are covered with woodchips. NO SANDALS, CLOGS OR ANY FOOTWEAR THAT IS OPEN AT THE TOE OR HEEL.

COMMUNICATION

Home/School Communication is **very important** to our staff. Parents are invited and encouraged to become actively involved in their child's educational experience. Parents are encouraged to volunteer for a variety of activities such as field trips and in-school events. We welcome you to visit, ask questions and offer comments at any time during the school year. Parents can also contact us via e-mail at vgnsstaff@gmail.com. Monthly newsletters and calendars will be distributed in a continued effort to keep parents involved and informed. Conferences will be held once a year; however, a conference may be requested anytime during the school year.

VGNS Contact Information:

37 Main Street
Southington, CT 06489
(860)628-6958 ext. 13

vgnsstaff@gmail.com
www.vgns.org

(Communication continued)

Parents are required to complete the following forms:

- | | |
|----------------------------|------------------------------|
| ✓ Registration Form | ✓ Emergency Information Form |
| ✓ Medical Health Record | ✓ Discipline Policy |
| ✓ Child Information Form | ✓ Tuition Policy |
| ✓ Getting To Know You Form | |

***Children with allergies requiring the school to administer medication must have additional forms completed before they can attend school. These forms are:

- ✓ Childcare Emergency Treatment Form
- ✓ Administration of Medication Form

COMPLAINT PROCEDURE

Most problems within a preschool are non-life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher.
2. Discussing the problem with the program director.
3. Discussing the problem with the nursery school board of directors.
4. If the problem is not resolved, you may contact:

Division of Licensing's Complaint Line
860-500-4450 or toll free 1-800-282-6063

CURRICULUM

Our curriculum will follow the Connecticut Early Learning and Development Standards. It is designed to foster all areas of a child's development including physical, social, emotional and cognitive development.

Physical development involves both the child's small and large motor skills. Fine motor skills, necessary for writing, are developed while playing with play dough, cutting, using drawing materials, writing utensils and manipulatives such as beads and Legos. Children will participate in activities developing large motor skills such as jumping, skipping, hopping, rolling and more. This will help develop strong, well-coordinated bodies.

Social development is fostered each day by encouraging children to: take turns, share, play cooperatively in small groups, wait for short periods of time, help others, and problem-solve.

Emotional development is fostered through encouragement, learning about their own feelings and helping them to recognize how others feel. By offering choices and fostering independence, teachers encourage children in positive ways, enhance their self-esteem and help them to make decisions.

Cognitive asking children open-ended questions and encouraging conversation and communication fosters intellectual ability. Children are exposed to books and other forms of literature in order to encourage a love of reading. Children will learn about a variety of topics through active participation. Art, music, science, movement, stories, mathematics and reading concepts are incorporated into our daily themes.

DAILY SCHEDULE

3 Year Old Class:

9:00-9:30 Arrival/Choice Time

- Learning Centers are set up throughout the classroom for children to explore. Children can play independently or in small groups at a variety of activities. These may include: art, sensory table, library and/or listening center, dramatic play, blocks, science, writing desk, light table, music, large motor (balance beam, scooters, etc) and table activities (math, literacy, puzzles, pegs, fine motor materials).

9:30-9:40 Clean-up/Bathroom Time

- Throughout the day children are encouraged to clean-up materials before choosing a new activity. At this time of day all children participate in clean-up. Children will also be encouraged to use the bathroom before the large group activity. (Children can ask to use the bathroom at any time during the day.)

9:40-10:00 Large Group Activity

- Children gather and sit for whole class activities. Teachers and children interact, talking about the day's schedule and the daily theme. During this time a book may be read, songs sung, group games played or movement activities implemented. Activities will center on the theme and specific skills that have been targeted as the focus for the children.

10:00-10:20 Snack

- **Wash Hands:** In an effort to keep germs to a minimum, children wash hands before snack. This also encourages independence in personal self-help skills.
- **Snack:** Snack is provided for the class by each family on a rotating snack schedule. Healthy foods are required by the state Office of Early Childhood regulations and should include 2 food groups. Parents will be notified of any food allergies and are asked to plan accordingly. (See Snack section of Handbook for more details.)
- **Silent Reading:** After children clean-up snack, they choose a book from the library and look at it quietly while waiting for friends to finish eating.

10:20-11:35 Small Group Activity

- One teacher will work with a small group of children on a special activity. All children will have a turn to complete the activity. This activity will focus on introducing and enhancing specific skills. This activity may incorporate any of the learning areas of the classroom and will vary from day to day.

**Choice Time: Children not involved in the small group activity will continue to explore the various Learning Centers that are set up around the room. They will have the opportunity to complete an activity they started earlier in the day or try something new. Children are encouraged to explore areas that will expand their interests while strengthening and enhance their skill level.

11:35-11:40 Clean-up

- At this time all children participate in clean-up and all materials are put away in preparation for end of the day activities.

11:40-12:00 Large Group Activity/Outdoor Play

- This is typically a more active group time incorporating music, movement and gross motor activities. This is also a time to discuss/review the events of the day.
- Outdoor Play: Weather permitting we will end our day outside. Play equipment such as a sand box, crawl tube, balance beam, balls, etc. will be available. It is an opportunity for the children to use outside voices and release energy.

12:00 Dismissal

(Daily Schedule cont.)

4 Year Old Class:

9:00-9:30 Arrival/Choice Time

- Learning Centers are set up throughout the classroom for children to explore. Children can play independently or in small groups at a variety of activities. These may include: art, sensory table, library and/or listening center, dramatic play, blocks, science, writing desk, light table, music, large motor (balance beam, scooters, etc) and table activities (math, literacy, puzzles, pegs, fine motor materials).

9:30-9:40 Clean-up/Bathroom Time

- Throughout the day children are encouraged to clean-up materials before choosing a new activity. At this time of day all children participate in clean-up. Children will also be encouraged to use the bathroom before the large group activity. (Children can ask to use the bathroom at any time during the day.)

9:40-10:00 Large Group Activity

- Children gather and sit for whole class activities. Teachers and children interact, talking about the day's schedule and the daily theme. During this time a book may be read, songs sung, group games played or movement activities implemented. Activities will center on the theme and specific skills that have been targeted as the focus for the children.

10:00-10:20 Snack

- **Wash Hands:** In an effort to keep germs to a minimum, children wash hands before snack. This also encourages independence in personal self-help skills.
- **Snack:** Snack is provided for the class by each family on a rotating snack schedule. Healthy foods are required by the state Office of Early Childhood regulations and should include 2 food groups. Parents will be notified of any food allergies and are asked to plan accordingly. (See Snack section of Handbook for more details.)
- **Silent Reading:** After children clean-up snack, they choose a book from the library and look at it quietly while waiting for friends to finish eating.

10:20-11:35 Small Group Activity

- One teacher will work with a small group of children on a special activity. All children will have a turn to complete the activity. This activity will focus on introducing and enhancing specific skills. This activity may incorporate any of the learning areas of the classroom and will vary from day to day.

**Choice Time: Children not involved in the small group activity will continue to explore the various Learning Centers that are set up around the room. They will have the opportunity to complete an activity they started earlier in the day or try something new. Children are encouraged to explore areas that will expand their interests while strengthening and enhance their skill level.

11:35-11:40 Clean-up

- At this time all children participate in clean-up and all materials are put away in preparation for end of the day activities.

11:40-11:55 Mystery Bag/Large Group Activity/Outdoor Play

- **Mystery Bag:** Each day one child has a turn to bring home the "Mystery Bag". The child chooses one item from home to put in the bag and a parent/adult helps to write 3 clues. On the next school day the child, with the help of the teacher, is encouraged to tell the group their clues and call on friends to guess what the item is.
- **Large Group Activity:** This is typically a more active group time incorporating music, movement and gross motor activities. This is also a time to discuss/review the events of the day.
- **Outdoor Play:** Weather permitting we will end our day outside. Play equipment such as a sand box, crawl tube, balance beam, balls, etc. will be available. It is an opportunity for the children to use outside voices and release energy.

11:55-12:00 Fill Backpacks/Dismissal

- Children will empty their mailbox and fill backpacks. Children that leave at noon will also put on their coats to prepare for being dismissed.

(Daily Schedule cont.)

Extended Day Class (4 yr. olds only)

12:00-12:10 Introduction to Afternoon Activities:

At this time the teacher will explain the afternoon activities so children will know what to expect.

12:10-12:30 Lunch:

Children will be encouraged to be as independent as possible opening containers/packaging and eating. Children can ask for help as needed. Children must eat healthy food before desserts. The last few minutes of lunch will be silent eating to encourage children to focus on their food so the group can move onto the next part of the day.

12:30-12:45 Large Motor Activity:

After lunch the class will do a large motor activity to not only help with large motor development, but to also use some energy before settling into structured activities. Large motor activities may include, music and movement, yoga/exercise, games such as relays, etc. and will end with a quiet/cool down activity to transition into the next portion of the day.

12:45-1:30 Structured Activities:

During this time the class will participate in a structured activity such as a worksheet, literacy/math/science activity, art or fine motor activity such as scissor skills. The purpose of these activities is to strengthen skills based on our Child Skills Checklist. This activity may be done with the whole class or two small groups to allow for more one-to-one attention.

If the weather is good and time allows, the day may end with outdoor activities.

1:30 Dismissal

DISCIPLINE

Positive guidance is the philosophy used in our program. We emphasize the use of redirection, natural and logical consequences, modeling of acceptable and appropriate behavior by the teachers, use of language to express feelings and the development of problem-solving techniques to guide children to learn self-discipline and self-control.

Our staff will:

- Speak to the children at eye level in firm, friendly voices; be consistent and patient;
- Give the child time to regain control and provide emotional and physical support to help the child regain control;
- Encourage the child to use words to express feelings;
- Set clear expectations and have realistic expectations;
- Provide constant supervision of the classroom without being intrusive;
- Give transition warnings;
- Teach self-discipline, responsibility, cooperation and problem-solving skills;
- Anticipate and eliminate potential problems; use redirection;
- Contact parents when necessary.

The staff will **not**:

- Use abusive, neglectful, corporal, humiliating, embarrassing or frightening punishment under any circumstances.
- Physically restrain a child unless it is necessary to protect the child, his/her peers or the staff.

(Discipline cont.)

If a child is having persistent behavior issues:

- Documentation concerning behavioral incidents will be maintained.
- Staff will contact parents and work together to form a behavioral plan for their child that will involve cooperation of both home and school. The purpose of this plan will be to foster more positive, socially acceptable problem solving skills and behavior.
- When necessary, the staff will provide resource information to the parents for additional services not provided by VGNS.
- In cases where the child's behavior causes injury to others or disrupts the classroom environment excessively, and staff feels that all avenues for a positive outcome have been exhausted, a report will be presented to the VGNS Board of Directors.
- The VGNS Board of Directors will review the report and formulate a final resolution, which may include dismissal from the program.
- If the Board votes that VGNS is no longer able to serve the needs of this child, a Parent/Teacher Conference will be scheduled. The Director/Head Teacher will inform the parents of the Board's decision. Additional recommendations for outside services will be offered at this time.

**The state mandates that a staff person shall review the above discipline policy with each family that enrolls in Village Green. As proof, VGNS requires parents to sign a form stating a staff person has reviewed the policy and answered all questions or concerns regarding the policy.

EMERGENCY PLAN

If one of the teachers needs to leave the school (ex. with a child in an ambulance), the church secretary would assist the remaining teacher until a substitute arrives or the teacher was able to return.

In the event that an evacuation would be necessary, the teachers will bring the children to Lincoln Lewis Terrace Elderly Housing located at 43 Academy St. (behind the church/school). If for any reason we are unable to have access to Lincoln Lewis, our second evacuation point is the YMCA on High Street in Southington. The YMCA is a designated Red Cross shelter.

A complete copy of our Emergency Plan is posted in the hall next to the volunteer board.

FIELDTRIPS

During the school year fieldtrips to area places of interest may be planned. Parents will be notified by newsletter or special notice concerning any specifics about the fieldtrip. A fieldtrip permission slip is required and must be signed by the parent/guardian prior to the trip. Teachers will carry these permission forms along with the Fieldtrip Information Form (containing emergency information) on all fieldtrips. Parent volunteers will assist teachers on all fieldtrips.

HEALTH INFORMATION

All children attending the nursery school are required, by state regulation, to have a completed physical form and immunization record on file. These forms must be updated yearly within 30 days of the anniversary of the previous physical/immunization forms. Parents will receive notification at least 60 days prior to the expiration of these forms to allow time for a doctor appointment to be made. **An updated health form MUST be received by the date stated on the notice or your child will not be allowed to return to school. This is a state regulation.**

ILLNESS

In the event a child cannot attend class due to illness, a parent should notify the school by phone (not e-mail). A child, who has a fever, off-color nasal discharge, has vomited in the last 24 hours or has a contagious disease, cannot attend school. If during the course of the day, a child becomes ill, the parent will be notified and the child may need to be picked up.

LENDING LIBRARY

The Thérèse MacCallum Lending Library is available to families of Village Green. Beginning in October, the parenting section is open every day during school hours offering a selection of books dealing with a wide range of children's issues, literacy kits, and science kits. The book selection offers parenting books as well as picture books that can be read to children to help them deal with a variety of issues such as death of a pet or loved one, going to the doctors etc. Parents must sign out any materials borrowed to enable staff to keep track of materials.

Lending Library is incorporated into our daily activities. Teachers will assist children in choosing a book and sign it out. **Books must be returned on the designated day for that class.** If a book is not returned on the designated day for that class, the child will not be allowed to borrow another book until the following week (assuming the book was returned). Exceptions will be made for children that are absent on a book return day.

Library Schedule:

- 4 year old classes: select books on Wednesday; return books on Monday
- 3 year old classes: select books on Thursday; return books on Tuesday

Part of the lending library experience is teaching the children responsibility. When a child brings a book home, please encourage proper care of a book to ensure the book will be returned in good condition for another child to enjoy. After reading to your child, encourage them to put the book back into their backpack so they won't forget to return it. When arriving at school remind your child to take the book from their backpack and bring it into the classroom to place in the return box.

NEGLECT/ABUSE POLICY

The VGNS staff are mandated reporters and are required by Connecticut State Law to report directly to DCF when they suspect, witness or become aware of abuse or neglect of a child. At arrival time, staff will take notice of any bruises, scratches, etc. and ask the child "how it happened". Teachers will keep a log of any concerns or suspicious injuries.

PROGRAMS

3 Year-Old Program: Tuesday and Thursday from 9 a.m. to 12:00p.m.

4 Year-Old Program: Monday, Wednesday and Friday from 9a.m. to 12:00p.m.

4 Year-Old Extended Day Program: an extension of the 4 yr. old program that meets Monday, Wednesday, and Friday from 12:00p.m. to 1:30p.m.

REGISTRATION POLICY

We offer rolling registration for students new to the program.

Children currently attending our three year-old program are guaranteed a slot in the four year-old program. Registration for the 4 year old Extended Day Program is limited to 12 children and slots are filled in order of registration received. **To secure your slot in the 4 year old program, you must register by November 1st.** Parents of currently enrolled students will receive registration information in October.

RULES OF THE CLASSROOM

General classroom rules:

*Be kind to others

* Walking Feet, indoor voices

*Keep the room neat

* Only adults open doors

SCHOOL CANCELLATIONS & DELAYS

Village Green Nursery School will follow the Southington Public School System with regard to school cancellations. S.P.S. delays will be handled as follows:

Morning programs: If there is a delay of 3 hours or less, school will begin at 10 a.m. with dismissal at the regularly scheduled time.

Extended Day Program: If the regular 4's class is in session we will have the Extended Day Program. If the Southington Public Schools call an Emergency Early Dismissal, we will stay until 1:30p.m. unless we feel it is unsafe.

**If the decision is made to cancel a session, even though the Southington Public schools are open, every attempt will be made to notify you by phone and/or e-mail. The church office will be notified of any cancellations or delays. If you have any doubts, you may call the office at (860)628-6958.

***Our policy is to make up snow days if there have been more than 5 snow days (M/W/F programs) or 3 snow days (T/TH program) on the days your child attends nursery school. If necessary, snow days usually are made up in June.

Southington School cancellation or delay announcements can be heard on local radio and television stations. School closings and delays are also listed on the Southington Public Schools website: www.southingtonschools.org

SHOW & TELL

Beginning in October, the 4-year old children will each have the opportunity to bring home the “**Mystery Bag**”. Children can choose **ONE** item from home to place in the bag. Parents should work with their child to think of 3 clues to help the class guess what is in the “Mystery Bag”. The parent can write down the clues and the teachers will assist the child with the clues if needed. In order for this activity to be successful we ask that you make sure your child places **only one item in the bag**.

At various times during the year the 3-year old classes will be asked to bring in an item related to the theme being discussed. Children will have the opportunity to share what they brought with the class.

SNACKS

Parents, through a cooperative rotating snack schedule, provide snacks. Each parent will be responsible for providing snack for the class approximately once every 16-18 class days, depending on the class size. Various special “snack days” will be planned into the calendar and will be provided by the program. Healthy snacks are mandated by the state. A list of recommended snacks is included below and is posted

(Snacks cont.)

on the parent information bulletin board. When choosing snack we ask that you take into consideration any special allergies in your child's class. **We do not serve sugar-free snacks containing artificial/diet sweeteners. VGNS is a peanut/tree nut free school.**

Snack Supply Fund: At the beginning of the year we will be collecting money for a snack supply fund. Each family will be asked to contribute to the fund on an as need basis. The staff will use the funds to buy the spoons, cups and napkins for snack. If your snack requires plates, or bowls, we ask that you provide them. If your child is celebrating a birthday, you may bring in birthday cups and/or napkins if you choose.

State regulations mandate that snacks be healthy and include a serving from two different food groups. Serving size is typically listed on the package
Please prepare the snack before sending it to school (please slice cheese, fruit, etc.).

To remain in compliance with State regulations, staff will post a suggested snack calendar for the month. Parents may provide the snack listed or one of their choosing. Parents that choose to provide a snack different from the posted suggestion must cross out the suggested snack and record the alternate snack items on the appropriate calendar box for their child's snack day.

Snack suggestions:

cheese	crackers (any kind)
mini bagels with cream cheese/butter	banana bread, cornbread, etc.
½ jelly sandwich (no peanut butter)	healthy cereals (ie, Kix, Chex)
muffins (mini muffins work best)	yogurt
popcorn	canned fruit (in own juice)
trail mix (cereal, raisins, pretzels)	Fresh fruit (any kind, pre-cut)
granola bars (no nuts)	Applesauce (no sugar added)
grahams crackers	raw vegetables/dip
pretzels	

Any item or combination of items can be used. These are suggestions. Be creative! Cultural snacks are also fun.

Sample of acceptable snacks: apple slices/popcorn; raw vegetables, saltines, and water.

Sample of unacceptable snack: apple slices/carrot sticks (these are considered one food group); muffins/water (water does not fit into a food group)

Lunch for the Extended Day Program: Please note that children enrolled in the Extended Day Program will be required to provide their own lunch for that class. Please refer to the Extended Day Program notice for details on lunch requirements. Children will be practicing opening packaging/containers and organizing their lunch space as part of their extended experience practicing for kindergarten.

- **FOOD ALLERGIES**

- **VILLAGE GREEN IS A PEANUT AND TREE NUT FREE SCHOOL**

- We do not allow snacks with peanuts or tree nuts in their natural state or peanut butter. This pertains to all classes regardless of allergies. If the items are processed in a plant with nut products, the snack will be served and the child with allergies will have a snack provided by their parent or guardian.

(Food Allergies cont.)

- If a child has allergies, families in that class will be notified. A list of suggested snacks as well as restrictions pertaining to that particular allergy will be sent home. We ask that parents please take into consideration the snack allergies when planning snack.
- **Parents/guardians of the child with allergies:**
 - Must meet/speak with the staff to discuss their child's specific dietary requirements.
 - Are responsible for checking and approving the provided snack. If it is not acceptable, the parent/guardian is responsible for providing an approved snack. Based on the severity of child's allergy and a plan agreed upon by staff and parents the child will either:
 - Sit with classmates as usual and have snack provided by parent.
 - or**
 - To reduce exposure, be seated at a separate table with parent provided snack and a classmate (snack buddy).
 - Are responsible for what the child eats during school events that include family members (e.g., Holiday Sing-A-Long, Dessert for Dads, School Dance) where the parents/guardians are present.

SOUTHINGTON EARLY CHILDHOOD COLLABORATIVE

Village Green is a member of the Southington Early Childhood Collaborative. The members include parents, educators and community leaders. The mission of the group is:

“All Southington children will enter school healthy and ready to learn.”

To learn more about the Collaborative go to the website www.southingtonearlychildhood.org/

TUITION PAYMENT POLICY

Tuition is based on a school year that begins in September and ends in June. The 3 year old class is scheduled to attend 66 days and the 4 year old class is scheduled to attend 100 days. Snow days (3 for the 3 year-old programs and 5 for the 4 year-old programs) have been taken into account in setting the fees. In the event of an excessive amount of snow days, considerations for make-up days will be made.

1. The tuition fee is **payable** in 10 installments **beginning in August** and ending in May.
2. Payments are automatically **due on the first of the month** with a 7 day grace period. If payments are not made by the 7th of the month, a late fee of \$10 is charged and must be included with the payment. **If payment is not made by the end of the month, the child will not be allowed to return to school the following month.** Parents/guardians may contact the Administrative Assistant if extenuating circumstances exist.
3. **Checks must be made payable to Village Green Nursery School.** The **child's name should be noted on the check**, especially if the last names are different. Checks can be mailed to the school at 37 Main Street, Southington, CT 06489 or placed in the tuition mailbox outside the classroom.
4. A **check return fee based on the current bank rate** is charged for checks that are returned from the bank and are unable to be processed.
5. Families paying for a **full year** in advance will receive a **3% discount**.

6. If two or more children in the same family attend in the same year, the tuition for the oldest child would be the full tuition amount and additional children would receive a 10% discount off their monthly tuition.
 7. If the child will not be attending the program for a month or more, 50% of the monthly tuition is required to hold the spot.
 8. If for any reason the child is being withdrawn from class prior to the end of the academic year, one month notification must be given to the school. Payment for the month or any part thereof is due.
- 9. The Tax ID number for Child Care Deductions on tax returns is: 06-6006573**

Village Green Nursery School advocates equal education for ALL children. It is the policy of the school not to discriminate on the basis of race, color, religious creed, national origin, or disability in any of its programs.

VOLUNTEERING

Our parent volunteer program is a wonderful opportunity to become actively involved in our school. Parents and grandparents are invited to spend the entire day or part of the day with us. Research shows that children whose parents are actively involved in their education do better in school. No previous experience is necessary and we do encourage parents to share any special talents with us.

**To access the building for volunteering purposes, enter the playground through the gate and ring the doorbell located at the 1st door closest to the playground entrance. If no one answers that door, please go to the main church office entrance at the front of the building (between the brick chapel and white church building) and ring the doorbell to be admitted to the building.

WORKSHOPS

VGNS may offer parent education workshops to parents and caretakers over the course of the year. We will also provide information regarding workshops offered by Southington area agencies. Parent education workshops offer parents and caretakers an opportunity to learn about topics such as child development, positive discipline, problem solving, self-esteem, etc. These workshops are for adults only and are held in the evening.