



WNC HANDBOOK

Willington Nursery Cooperative, Inc.
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Revised and Adopted:
January 12, 2009

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STANDING RULES

- 1. SERVICE:** Parents are required to serve on the Executive Board or serve on a committee and to help in other ways as needed.
- 2. FUNDRAISING:** Parents are required to participate in mandatory fundraisers. The number of mandatory fundraisers will be determined by the Executive Board at the beginning of the school year in conjunction with the budget process and communicated to all members. Parents are strongly encouraged to participate in all other fundraising activities.
- 3. HELPING PARENT:** Parents are required to assist the Teaching Staff in the classroom with program activities and the supervision of children on a rotating schedule.
- 4. ATTENDING MEETINGS:** Parents are required to attend all the WNC Mandatory Meetings as identified in the By-Laws. Parents are strongly encouraged to get involved by attending all other Executive Board Meetings.
- 5. SNACKS:** Parents are required to provide a nutritious snack and drink for the class on a rotating basis for one week at a time.

THE WNC EXECUTIVE BOARD HAS THE DISCRETION TO MANDATE THE WITHDRAWAL OF ANY STUDENT FOR FAILURE OF THE PARENTS TO COMPLY WITH THESE STANDING RULES.

FAILURE OF THE PARENTS TO COMPLY WITH THESE STANDING RULES WILL RESULT IN FINES AND/OR ADDITIONAL RESPONSIBILITIES AS DESCRIBED ON PAGE 6, UNDER PARENT RESPONSIBILITIES.

Standing Rules Adopted April 23, 2008

SECTION 1: OVERVIEW

Introduction

The rules, regulations, policies, guidelines, and other material presented in this handbook are subject to change by the Executive Board at any time, except for the By-Laws and Standing Rules, which are amended as provided in the By-Laws.

The Willington Nursery Cooperative (WNC), Inc. is a non-profit corporation organized to provide socialization to pre-school children and to prepare them for kindergarten in a nursery school setting. It is operated by the parents and legally designated guardians of children (Parents) enrolled, and is staffed by qualified teaching personnel. It is licensed by the State of Connecticut Department of Health Services.

As “cooperative” implies all parents and guardians are required to participate in the operation of the school including: 1) serving on the Executive Board or serving on a committee, 2) fundraising, 3) participating in the bottles and cans drive, 4) assisting in the classroom, and 5) by attending meetings. Additionally, parents are expected to provide such other support as the WNC may require. Failure to meet these requirements may be cause for requesting withdrawal.

Mission Statement

The mission of WNC is to build a healthy foundation for life-long learning in children and their families. WNC builds this foundation by supporting the development of the whole child through activities, which promote physical, social, emotional, and cognitive development. The program also supports the relationship between children, their families and the preschool staff.

Philosophy

The philosophy of the WNC is to provide a warm, safe, accepting environment where children may grow as individuals. We believe that valuing children as individuals promotes self-esteem and fosters positive values. We believe in providing a place where emotional, social, physical and cognitive development is encouraged; and to create a foundation for a more formal education. While children learn at their own pace and their own styles, learning among young children is best achieved through exploration and experience. We believe play should be the primary medium for a preschooler's learning. We recognize that children's play is a highly supportive context for their developing processes. Play gives children opportunities to understand their environment, interact with others in social ways, express and control emotions, and develop their imagination and creativity. We see ourselves in partnership with parents and through our mutual sharing, we can ensure the best possible growth, development and learning for young children.

History

The Willington Kindergarten Cooperative was organized in 1959 to provide pre-school education experiences for children in Willington and surrounding towns. In the early years, priority in enrollment was given to Willington residents and there was close cooperation with the Willington Public Schools. Kindergarten classes for five-year olds and nursery classes for four-year olds were held at the Hall Memorial Church in South Willington from 1959 through 1968 when the kindergarten program was expanded to two sessions, morning and afternoon. The following year the Willington Public School began to offer kindergarten and the Willington Kindergarten Cooperative became the Willington Nursery Cooperative. In the fall of 1969, the Nursery School moved to the home of Teacher Billie Wallis, on Jared Sparks Road, where classes were held for four years. The 1973-1974 school year was the first year in the present quarters at the Hill Church of the Federated Church of Willington. The program was expanded in 1982-1983 to include a class for three-year olds. In January 1987, the program expanded again to include a second three-year old class. The WNC has operated in its current format of one (1) three-year old class and one (1) four-year old class since the 2000-2001 academic year.

Location

The Willington Cooperative Nursery School is located in the facilities of the Federated Church of Willington at the intersection of Routes 74 and 320, opposite the Town Green in Willington. Entrance is through the south door facing the parking lot on Route 320. The telephone number is: 860-429-3908.

SECTION 2: ADMINISTRATION

Parent Responsibilities

1. SERVICE: Parents are required to serve on the Executive Board or serve on a committee and to help in other ways as needed. Parent participation outside the classroom is essential to the school. Management of the day-to-day operations rests with the Officers and Committees. See Descriptions of the Executive Board and committee positions in section, page 8.

Parents with special talent or experience are encouraged to offer their help. We can use expert assistance in many areas - from woodworking to insurance. Contacts with merchants can be helpful in making purchases. The cooperation of all members makes our school prosper!

PARENTS WHO DO NOT SERVE ON THE EXECUTIVE BOARD OR A COMMITTEE WILL BE FINED ONE HUNDRED DOLLARS (\$100).

2. FUNDRAISING: Parents are required to participate in mandatory fundraisers. The number of mandatory fundraisers will be determined by the Executive Board at the beginning of the school year in conjunction with the budget process, and communicated to all members. Parents are strongly encouraged to participate in all other fundraising activities.

Parent responsibilities for sale fundraisers include; selling products, collecting the money and turning the money into the Fundraising Chairperson in a timely fashion. There will be a mandatory amount of fundraisers per year as set at the Mandatory Meeting that is held in September. Usually, there is a planned fundraiser every 1-2 months. Fundraising is key in keeping our school running!

IF YOU DO NOT WANT TO PARTICIPATE IN A SPECIFIC MANDATORY FUNDRAISING ACTIVITY, YOU WILL BE CHARGED A 'NON-PARTICIPATION' FEE OF THIRTY (\$30) FOR MANDATORY SALE FUNDRAISERS AND ONE HUNDRED DOLLARS (\$150) FOR MANDATORY EVENT FUNDRAISERS. Any non-participation contributions in excess of the minimum are always welcome.

3. **HELPING PARENT:** Parents are required to assist the Teaching Staff in the classroom with program activities and the supervision of children on a rotating schedule.

Schedule: Parents will be responsible to help in the classroom a certain number of days per year on a rotating basis. It is the helping parent's responsibility to sign up for duty prior to each three month interval. The number of days will depend upon the school calendar and total number of children enrolled in each class, and will be determined at the beginning of each school year. For example: a parent with a child in the three-day program would probably be responsible to help in the classroom six (6) days throughout the year. He/she would be asked to participate two (2) days during the three-month period of September-October-November, two (2) days during the three-month period of December-January-February, and two (2) days during the three-month period of March-April-May. The helping parent schedule will be assigned by the Vice-President and posted for three (3) months at a time.

Arrival: The helping parent is expected to arrive at least 15 minutes before the class begins to help with preparations for the day's activities and greeting children. The helping parent should sign in, in the daily book on kitchen counter.

Absences: Parents are responsible for their assigned days as helping parent. If a parent is unable to fulfill their helping parent responsibilities, they are responsible for trading assigned days with another parent. IF A HELPING PARENT CHOOSES NOT TO FULFILL THEIR RESPONSIBILITY AS A HELPING PARENT AND/OR FAILS TO SHOW UP, CALL, TRADE ON THEIR ASSIGNED DAY, THE WNC WILL CHARGE THE PARENT A TWENTY-FIVE DOLLAR (\$25) NON-PARTICIPATION FEE FOR THAT DAY. The non-participation fee will not be charged to the parent if their child is absent from class due to illness. The Class Representative is responsible to check and make sure the helping parent has arrived for the day. If the helping parent does not arrive by the start of class, the Class Representative will call them and determine if the helping parent is coming in. If not, the Class Representative will call the other helping parents on a rotating schedule to find a substitute helping parent. If, for some reason, no helping parent can be obtained for that session, school will be closed.

Siblings and Other Children: The helping parent may not bring to school any child who is not enrolled in that class on the days that they are assigned as helping parent. If a helping parent arrives at school on their assigned day with children other than the student for that class, the Class Representative will ask them to call the other parents on the helping parent list for that class to find a replacement for that day.

Classroom Activities: The helping parent shall assist the Head Teacher and the Assistant Teacher in program activities and supervision of children. The Head Teacher may contact the helping parent in advance to review specific activities planned for the day. Parents are encouraged to participate actively in the daily program.

Playground: The helping parent shall help dress children to go outside and may be asked to help with playground supervision as necessary.

Clean-up: The helping parent is responsible for cleaning the classroom, hall, stairs, and bathrooms. Tables and chairs should be wiped clean and the classroom tidied and vacuumed. Juice pitchers, dishes, and other items should be washed in the kitchen sink and put away. The hall should be vacuumed and the stairs swept using the dust brush and dust pan found in the hall closet. Supplies for cleaning the bathroom are found in the locked cupboard labeled "Nursery School" in the basement. Toilets and sinks should be disinfected and floors surrounding toilets wiped. Bathroom supplies should be replenished. Toilet paper, soap, and paper towels are kept in the classroom cupboards. The kitchen, if used, should be cleaned. The helping parent shall take home all trash from the bathrooms and classroom.

Telephone: If the phone should ring during class time, the helping parent shall answer it and take messages. Please do not use the phone for outgoing calls except for WNC business.

Winter-Steps, Walk, and Emergency Exit: The helping parent shall shovel and/or sand steps, walk, a path to the playground, the playscape, the train and the emergency exit when necessary. Sand may also be needed on the path leading to the playground.

Departure: The helping parent shall remain until all children have been picked up and all duties completed.

4. **ATTENDING MEETINGS:** Parents are required to attend all the WNC Mandatory Meetings as identified in the By-Laws. Parents are strongly encouraged to get involved by attending all other Executive Board Meetings as provided in the By-Laws.

IF A PARENT FAILS TO ATTEND A MANDATORY MEETING, THE BURDEN IS ON THEM TO OBTAIN THE INFORMATION PRESENTED AT THAT MEETING.

5. **SNACKS:** Parents are required to provide a nutritious snack containing two (2) food groups and drink for the class on the days that they are the helping parent. Paper cups and napkins are provided by the school. Birthday treats are permitted. See also Nutritious Snacks Section, page_____.

AN EMERGENCY SNACK WILL BE KEPT AT THE SCHOOL TO BE USED IF THE HELPING PARENT DOES NOT BRING ONE. THE HELPING PARENT SHALL REPLACE THE WNC EMERGENCY SNACK AS SOON AS POSSIBLE.

Executive Board and Committee Positions

1. **EXECUTIVE BOARD:** The Executive Board has general management of the affairs of the corporation and consists of the following officers:

President: Prepares agenda and presides at all meetings of the Executive Board and the membership. Serves as Chief Executive of the Corporation.

Vice-President: Assumes the duties of the President in his/her absence; secures substitute teaching personnel; sets up helping parent schedules; arranges field trips and in-class experiences.

Secretary: Keeps minutes and membership rolls. Carries on correspondence; distribute notices of meetings and information to members. Creates documents for and updates the web-site.

Treasurer: Receives and disburses funds including payroll and bill paying; keeps financial records and prepares preliminary budget; keeps tax info; collects mail;

Class Representatives: (one per class) Serves as liaison between class and Executive Board, receives and refers concerns and suggestions; helps coordinate helping parent schedule with the Vice-President; coordinates special activities; meets with the staff on an as needed basis. Collects money for field trips and Teachers gifts. Checks arrival helping parent each day and arranges for substitute if the helping parent fails to show.

Fundraising Representative: Serves as liaison between the Fundraising Committee and Executive Board.

Committee Chairperson Coordinator: Serves as the liaison between the Executive Board, the Committee Chairpersons, and their members. Assigns monitors and maintains a record of the performance of each committee and reports on the performance to the Executive Board. Helps keep the Executive Board and membership informed of any concerns or complaints, suggestions, meetings and performance of each individual committee. Also, meets and/or talks to chairpersons of each committee and makes sure all duties are being performed. Posts committee assignments, duties and schedule in the classroom.

2. COMMITTEES

Registration Representative: (one member) - Responsible for coordinating all internal and external registration activities. Must report at every Executive Board Meeting.

Regulatory Compliance Coordinator: (one member) – Assists Teaching Staff to maintain compliance with all applicable state regulations. Reviews and updates the WNC Handbook, Employee Policy Manual, By-Laws and Job Descriptions annually. Must report at every Executive Board Meeting.

Exterior Facilities: Inspects, maintains, and repairs outdoor facilities including playground and any outdoor hazards.

Toys: Responsible for inspecting, maintaining, repairing and cleaning all toys, puzzles, games, dress-up clothing, etc. Recommends, to the Executive Board, the purchase of new toys, puzzles, and etc.

Housekeeping: Routinely cleans the indoor facilities, including cleaning the rug, airing the curtains, washing the windows, etc.

Fundraising: (minimum two members)- Handles fund-raising activities and events.

Book Club: Maintain and distribute information regarding the book club. Collects order forms, places order, and distributes books.

Executive Board Responsibilities

The duties and obligations of individual Executive Board members are as follows:

1. IN GENERAL:

To familiarize himself/herself with the WNC Parent Handbook, Employee Handbook, Job Descriptions, By-Laws and applicable laws, and to abide by these policies, By-Laws, and laws;

To have a general knowledge of educational aims and objectives of the WNC;

To work harmoniously with other Executive Board Members and Parents;

To recognize the integrity, merit, and contribution of other Executive Board members and Parents;

To vote and act in the Executive Board meetings impartially and for the good of the WNC and its students and to make decisions only after all the available facts bearing on a particular issue have been presented and discussed;

To abide by the vote in all cases and support the resulting decision;

To respect the opinions of other Executive Board members and Parents; and

To represent the Executive Board and the WNC to the public in order to promote interest and support for our school.

2. TOWARD THE TEACHING STAFF:

The WNC Head Teacher and Assistant Teacher are valued by the Executive Board and Parents of the WNC as the school's key assets. A positive professional working relationship between WNC Teaching staff and the Executive Board must be maintained at all times.

The Executive Board will provide the Teachers an offer of employment letter at or before each Annual Meeting in May. The letter must clearly state the hours to be worked and the salary to be paid.

The Executive Board will make all employment decisions regarding the Teaching Staff. Employment decisions include, but are not limited to, decisions on hiring, firing, salary, work hours and bonuses. All employment decisions will be made by a 2/3 majority vote of the Executive Board Members.

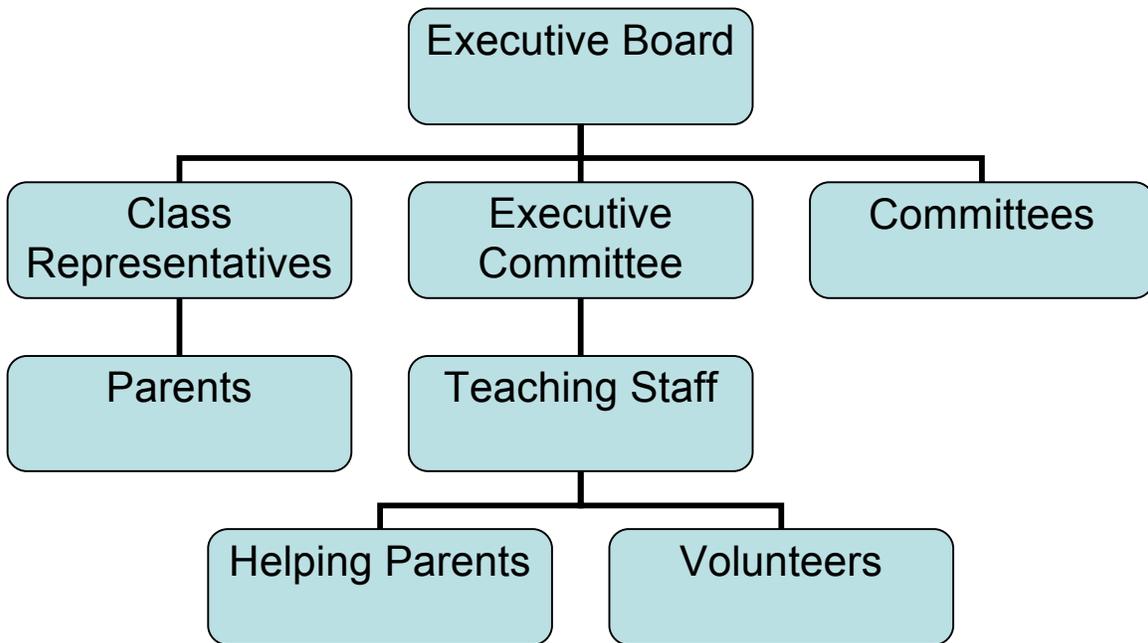
At each November and April meeting, the Treasurer will present a report to the Executive Board on the availability of WNC funds for Teaching Staff bonuses. After reviewing the Treasurers report, the Executive Board will vote by 2/3 majority of the members present, on providing the Teaching Staff with bonuses based on their performance and the availability of WNC funds. The recommended bonus for both the Head Teacher and Assistant Teacher is ten dollars (\$10) per student.

3. REGULATORY REQUIREMENTS: DEPARTMENT OF PUBLIC HEALTH REGULATIONS, SECTION 19a-79-3a.

The Executive Board shall be responsible for the overall management and operation of the WNC as a child day care center in accordance with applicable state and local laws and regulations and shall:

- provide and maintain a safely equipped physical plant;
- provide programs and services to meet the needs of the children;
- employ staff and substitute staff in accordance with section 19a-79-4a of Regulations of Connecticut State Agencies;
- submit for the Commissioner's approval the required qualifications and experience of the head teacher on the forms provided;
- develop and implement a written organizational chart that establishes a clear line of authority; and
- define in writing and ensure the performance of the duties and responsibilities of all staff classifications.

Organizational Chart



The Executive Board supervises and advises the Head Teacher who has primary responsibility for curriculum and classroom procedures and who supervises the Assistant Teacher and Helping Parent(s).

The management and setting of policy of the corporation rests with the Executive Board and with the President as Chief Executive. In certain matters, as prescribed in the By-Laws, the Executive Board must seek approval of the membership. The President and/or Executive Board delegates responsibilities to officers, Class Representatives, Committees, or Teaching Staff as appropriate.

The Executive Committee serves as a liaison between the Executive Board and the staff and consists of the Class Representatives and a member of the Board designated by the President.

In all matters, members should communicate their concerns, questions, and suggestions through their Class Representatives.

Non-Discrimination Policy

It is the policy of the WNC 1) to seek, to welcome, and to respect diversity among its students, parents and Teaching Staff, and 2) to abhor all acts of intolerance and disrespect for individuals on the basis of their race, ethnicity, religion, national origin, gender, sexual orientation, and disability. Schools rich in diversity educate all their students to appreciate and enjoy the complex world in which they live. All acts of intolerance and disrespect with respect to differences in the groups defined above, by students, parents or the Teaching Staff, are prohibited. Such acts are to be treated by the Executive Board as among the most serious possible violations of proper conduct. No such acts are to be tolerated in the WNC.

Acts of intolerance and disrespect are defined to include anything intended to diminish or harm a person on the basis of group differences as defined above. Acts of intolerance and disrespect also include the exploitation or manipulation of a person because of such differences. Such acts include but may not be limited to derogatory verbal labels, discriminatory treatment, discriminatory availability of resources, physical or emotional abuse, and harassment.

The Executive Board will take whatever appropriate actions are necessary and available to achieve the two policy goals indicated above, including the immediate suspension or expulsion of a student. Victims and witnesses of prohibited conduct are encouraged to report their experiences to the President. In the case of student victims and witnesses, parents and/or guardians are encouraged to report their information. Connecticut General Statute 10-15c.

Registration, Enrollment and Admission

Three Year Old Class: For September, October, November and December enrollment only, a child who will be three (3) on or before January 1, may be enrolled as a three year old. At any other time of the year a three year old must have had his or her third (3rd) birthday to be considered a three (3) year old. Children are expected to be toilet trained and developmentally ready for nursery school.

Four Year Old Class: For September, October, November and December enrollment only, a child who will be four (4) on or before January 1, may be enrolled as a four year old. At any other time of the year a four year old must have had his or her third (4th) birthday to be considered a four (4) year old.

The WNC enrollment period begins approximately on March 1st and end on September 1st. Registration, enrollment and admission outside of the enrollment period is permitted if the students' admission maintains the class size and ratio requirements. There is no provisional enrollment period.

An annual Application Fee per family must accompany each application. This fee is non-refundable. The Application Fee will be determined by the Executive Board by May 31st of each year, and will take effect on January 1st of the following year. The Fee amount will appear of the

application form.

Priority in registration is given to children already enrolled in the program, their siblings, the siblings of alumni and then to children on the waiting list for the current year.

The Executive Board may deny enrollment to children already enrolled in the program, their siblings, and/or the siblings of alumni whose parents have a history of delinquency in paying their tuition or not complying with the WNC STANDING RULES.

Before a child may attend school, the following records must be completed by the Parent and provided to the WNC:

1. Health Form for child (file card);
2. Health Form (including a verification of a negative TB test) for helping parent and any alternate assisting personnel;
3. Emergency Card;
4. Release authorization for late pick-up; and
5. Emergency Medical Care Form.

Preschool Funding

The preschool is funded through four sources:

- (1) Parent tuition fees;
- (2) Fundraising projects;
- (3) Business sponsors; and
- (4) Charitable donations.

Tuition

Yearly tuition for each child attending is payable in nine installments. Payments are due the first day of school and the first of each month, September through May. Tuition amounts will be set by the Executive Board at the Annual Meeting in May for the subsequent school year.

Parents paying the application fee prior to September 1st will receive a \$25 discount off of their September tuition per child. A discount of 10% for a family enrolling two or more children will be deducted from the monthly total due.

Prompt payment is appreciated since tuition is the school's source of operating funds. If payment is more than thirty (30) days overdue, the Treasurer will report the delinquency to the Executive Board at their next meeting. The President and Treasurer will then meet with the parents to develop a plan of action to resolve the delinquency. The President will send the parents a follow-up letter outlining the plan of action agreed to. The Treasurer will report the status of the delinquency to the Executive Board at each subsequent Executive Board meeting until the delinquency is resolved. The President and Treasurer will continue to work with the parents until the delinquency is resolved. The Teaching Staff is not responsible for resolving such issues and should refer all payment issues or questions to the Treasurer.

If all possible options have been exhausted and the delinquency has not been resolved, the Executive Board may request the parents to withdraw their child and/or pursue collection of the debt through legal means. The President and Treasurer will maintain the anonymity of the parents and child involved at all times. Until such time when the delinquency is resolved, the parents voting rights at all Executive Board meetings will be suspended.

Checks should be made payable to "Willington Nursery Cooperative, Inc.," and may be left in the Treasurer's box at the school or mailed to "P.O. Box 58, Willington, Connecticut 06279-0058."

Withdrawal: Tuition will be refunded when a child is withdrawn for reasons beyond the parents' control. Refunds for other reasons will be made only when the vacancy has been filled, and the amount refunded shall be no more than the amount paid by the successor. No refunds will be made for absence from class.

The Cindy West Helping Hands Fund

The Cindy West Helping Hands Fund has been established to honor Cindy West, a long-term Head Teacher at the WNC, by allowing her to continue to help children in the Willington community long after she retires. The Fund's primary purpose is to provide scholarships for needy children from Willington, CT to attend the Willington Cooperative Nursery School (WNC.)

Each academic year, one spot in the 4 year old class will be reserved for the Cindy West Helping Hands Fund scholarship recipient. The scholarship will cover the registration fee and class tuition. The WNC Executive Board will accept recommendations of scholarship recipients from the Willington Youth and Family Service organization and consider them carefully. The selection criteria will be based on financial need. Cindy West and the WNC Executive Board will participate in the selection process. The recipients name will be confidential, only Cindy West and the WNC Executive Board will know the recipients identity. (See the Cindy West Helping Hands Fund Policy)

State Security Check

State law prohibits any person who has been convicted, in this state or any other state, of a felony involving child abuse; neglect; the use, attempted use, or threatened use of physical force against another person; of cruelty to persons; injury or risk of injury to or impairing morals of children; abandonment of children under the age of six years; or any felony where the victim of the felony is a child under eighteen years of age, from working in a nursery school. Connecticut General Statutes Section 19a-87a. WNC may also prohibit any person who has a criminal record in this state or any other state that the Executive Board reasonably believes renders the person unsuitable to have contact with WNC students such as offences involving violence, drugs, alcohol, guns, sexual assault or sexual misconduct. The WNC Teaching Staff, any WNC employees, helping parents and classroom volunteers shall sign a consent form prior to the first day of school authorizing WNC to conduct a criminal background check unless exempt by the WNC Visitors Policy. The WNC will conduct a background check using social security numbers, birth dates and individuals full names prior to the start of school. Any person who does not pass the WNC criminal background check will be given a copy of the background check results and may dispute them through the reporting agency. Such person will not be authorized into the WNC for any reason, including pick-up and drop-off, during such dispute period. Performing the criminal background checks are the responsibility of the President.

Document Maintenance and Dissemination

The WNC will maintain the following documents electronically and in hard copy: the WNC Handbook; Standing Rules; the By-Laws; the Employee Policy Manual and the Job Descriptions. Copies of these documents will be distributed to the WNC Officers, Positions, Committees and Employees as follows.

The Regulatory Compliance Coordinator will coordinate the review and update these documents on an annual basis each January pursuant to the Department of Public Health Regulations, Section 19a-79-3a-d. Changes to these documents will be voted upon in the May Mandatory Meeting. The Regulatory Compliance Coordinator shall notify parents, staff, and the Department of Public Health within five (5) days of changes in these policies, plans, and procedures. The Regulatory Compliance Coordinator will distribute the documents at the Mandatory Meeting in September in the following manner:

1. Documents to be distributed to Parents: The WNC Handbook, Standing Rules and By-Laws;
2. Documents to be distributed to The Teaching Staff: The WNC Handbook, Standing Rules the Employee Policy Manual, the By-Laws and Job Descriptions; and
3. Documents to be distributed to The Executive Board: The WNC Handbook, Standing Rules, The Employee Policy Manual Handbook, The By-Laws and Job Descriptions.

At the September Mandatory Meeting, the Parents will sign the Parent Agreement on the last page of the Handbook. The Regulatory Compliance Coordinator will collect the signed Parent Agreement pages and place them in the Students Files.

Staff Member Misconduct Policy

In the event a complaint is received about any staff member or assistant, the Executive Board shall nominate three Parents to serve on a panel, along with the WNC's Legal Consultant, to investigate the claim of misconduct and report its findings in writing to the Executive Board along with any recommendations it may have. The President, with input from the Executive Board, will determine if any interim actions need to be taken prior to the panel completing and presenting their findings.

Consultants

In accordance with the Connecticut State Department of Health Services requirements and the needs of the WNC, arrangements must be made for consultation in the following areas: Early Childhood Education; Social Services; Nutrition; Health; Dental Health; and Legal.

The names of the current year's consultants will be posted at the beginning of the school year.

SECTION 3: DAILY OPERATIONS

School Calendar

The school is in session from September to May. School opening and closing dates will be set by the Executive Board. The WNC schedule follows the Willington Public School's schedule for vacations, holidays, and in-service days.

Two sessions are offered. Classes for three-year-olds are held on Tuesday and Thursday mornings. Classes for four-year-olds are held on Monday, Wednesday, and Friday mornings. All classes are in session from 9:00 - 11:30 AM.

If there is sufficient parent interest, the Executive Board may implement a four (4) year old "Lunch Club" to help prepare four (4) year olds to eat lunch in a school environment. If implemented, the Lunch Club would occur immediately following class on Mondays and Wednesdays from 11:30 AM to 1:00 PM. The Club would start in January and end in May.

School Closings

School closings for weather or related reasons will follow the Willington Public Schools. School closings are broadcast over radio stations WTIC-1080 AM/96.5 FM, WDRC-1300 AM/103 FM, WILI-1400 AM, on the local television stations and at www.wfsb.com. If Willington Public Schools open ninety (90) minutes late, the WNC will be closed.

If severe weather requires that class be canceled and/or dismissed early, parents or their emergency substitutes will be notified by telephone and asked to pick up their children immediately.

Program Objectives

The program objectives of the Willington Nursery Cooperative are:

1. To foster a positive self-image;
2. To provide a variety of enriching experiences outside the home;
3. To develop each child's ability to identify and communicate feelings in an acceptable manner;
4. To enhance each child's ability to function as an effective group member;
5. To foster each child's creative and problem-solving abilities; and
6. To increase parent's understanding of and participation in their child's education and development.
7. To meet and enhance the individual needs of the diverse population of children served, which includes children with cultural, language and developmental differences.

To achieve these ends, the program includes activities in the areas of social and emotional growth, gross and fine motor skills, and cognitive and language skills, as well as field trips.

Plan for the Daily Program

The plan for the WNC's daily program includes a flexible schedule and is available to parents and staff. The plan is to provide the following pursuant to Department of Public Health Regulations, Section 19a-79-8a:

1. indoor and outdoor physical activities which provide opportunities for fine and gross motor development;
2. problem-solving experiences that facilitate concept formation, language development and sensory discrimination;
3. creative experiences which allow children the opportunity to develop and express their own ideas and feelings in all parts of the program including but not necessarily limited to:
 - A. art and media,
 - B. dramatic play,
 - C. music,
 - D. language,
 - E. motor activity;

4. language learning experiences that provide opportunities for spontaneous conversation, as well as experiences with books, poems, stories, and songs;
5. experiences that promote self-reliance and build self-esteem including but not necessarily limited to self care of body and clothing, care of possessions, and shared group responsibility for equipment and materials;
6. health education experiences that include modeling good health practices, sound nutrition and safety awareness.

The program also includes to following pursuant to Department of Public Health Regulations, Section 19a-79-8b:

1. child-initiated and teacher-initiated activities;
2. exploration and discovery;
3. varied choices for children in materials and equipment;
4. individual and small group activities;
5. active and quiet play;
6. rest, sleep or quiet activity;
7. nutritious snacks and meals;
8. toileting and clean up.

The program and plan are implemented through the daily schedule as described below.

Daily Schedule

WNC Daily Schedule	Department of Public Health Regulations, Section 19a-79-8
9:00: Arrival/Learning Center sign up and Free Play Department of	a2, a3 A-E, b1-5
9:15: Clean Up	a5, b8
9:20: Morning Meeting	a1-4, b1-5
• Calendar	
• Letter or Number of the Day	
• Rhymes/Songs	
• Show & Tell (Fridays)	
• Good Morning Song	
• Weather Bear	
• Patterns with shapes and colors	
• Finger-plays	
9:50: Bathroom Break/Wash hands	a5,a6,b8
10:00: Snack/Quiet Book Look	a4, a6, b1-7
10:20: Whole class Story Time	a4,b1
10:30: Whole group Activity (follow up to story)/Centers	a1-5, b1-5
11:15: Outside Time/whole group Motor Activity	a1, a5, b1, b2, b5
11:30: Dismissal (Kids not in lunch club)	
11:45: Bathroom Break/Wash hands	a5, a6, b8
12:00: Lunch	a5, a6, b7
12:30: Revisit Centers	a1-5, b1-5
1:00: Dismissal	

Arrival

The teaching staff must have time to prepare for class. Therefore, parents are asked to bring their children not more than five minutes before the beginning of class.

Parents are also asked to be prompt. Children who arrive late can find joining the group difficult, and late arrivals can be disturbing to class activities.

Dismissal

Parents are expected to pick up their children promptly at the end of class. Repeated abuse may be cause for fines.

Late Pick Up: Fifteen (15) Minutes After Dismissal

Fines: Unless there are extenuating circumstances, the first time a student is not picked up within fifteen (15) minutes of dismissal time, the parents shall pay a fine of twenty five dollars (\$25). On the second occurrence, the parents shall pay a fine of fifty dollars (\$50). On the third occurrence, the parents shall pay a fine of one hundred dollars (\$100). Upon the fourth occurrence, the Executive Board may request that the child be withdrawn from school and/or levy additional fines.

Procedure: If a student has not been picked within fifteen (15) minutes after dismissal time, late pick up procedures will be followed. If a student has not been picked within fifteen (15) minutes after dismissal time, a phone call will be made to the child's home. If no one is at home, the emergency card will be checked and emergency numbers listed will be called. The student will only be released to individuals authorized on the emergency card or, in emergency situations, to individuals designated by a Parent over the phone to both Teachers. Telephone consent for an individual other than those authorized on the emergency card to pick up a student must be documented on the Pick-up Log. Two staff, eighteen years of age or older, must remain with the on the premises with student if no one can be contacted. If the Parent, or individual authorized to pick up on the emergency card does not arrive within one hour's time, the Tolland State Police Barracks will be called to determine if the Parent has met with an untimely emergency. If the Parent or guardian does not arrive within two hour's time, the Department of Children and Families (DCF) will be notified. Department of Public Health Regulations, Section 19a-79-3a-d.

Written permission or telephone consent from the Parent is required for any person other than the parent or individuals authorized to pick up on the emergency card to pick up the student. A Parents telephone consent for an individual other than those authorized on the emergency card to pick up a student must be documented on the Pick-up Log.

Supervision

The staff/student ratio will always be a minimum of 1:10 with a maximum of 20 children. The Head Teacher, the Assistant Teacher, and one or more helping parents supervise the children in the classroom, outside and on field trips. At no time shall a child be left unsupervised. The Head Teacher, the Assistant Teacher or the helping parent shall accompany the children to the bathroom. The Head Teacher and the Assistant Teacher are responsible for playground supervision with the assistance of the helping parent(s) as needed. Department of Public Health Regulations, Section 19a-79-3a-d and 19a-79-4a(c)(4)(D).

Discipline

Discipline will include but not necessarily be limited to positive guidance, redirection, setting clear limits, and continuous supervision by staff during disciplinary action. Abusive, neglectful, physical, corporal, humiliating, or frightening treatment or punishment, and physical restraint, unless such restraint is necessary to protect the health and safety of the child are prohibited. Department Of Public Health Regulations, 19a-79-3a(d)(2)(A-B).

The Teaching Staff shall manage child behavior using techniques based on developmentally appropriate practice, including positive guidance, redirection and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem. The Head Teacher shall communicate acceptable techniques to all staff. The Head Teacher shall document that the techniques used to manage child behaviors in the facility have been discussed with the child's parent(s) prior to enrollment and reviewed as needed during the period of the child's enrollment. While children are in attendance at the program the staff shall not engage in, nor allow, abusive, neglectful, physical, corporal, humiliating or frightening treatment or punishment, and shall not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using least restrictive methods, as appropriate. Department Of Public Health Regulations, 19a-79-3a(b)(8).

Discipline often consists of prevention. Many problems can be avoided if children understand what is expected of them. A positive and consistent approach is important. We try not to use the word "NO." The goals of discipline are to stop harmful or disruptive behavior and to help the child to eventually become self-disciplined. Concern is focused upon behavior rather than the child. For example, we do not say, "You are a bad boy/girl," but talk about what the child did that was inappropriate. Learning the individual strengths, weaknesses, and abilities of each child helps us to understand what is reasonable and unreasonable to expect from that child and what will or will not work in each case. A stern voice or a glance may be all that is needed for one child while another may need to be separated from the group. A decision to isolate a child on the "Thinking Chair" shall be made by the Head Teacher or Assistant Teacher. Children separated from the group for disciplinary reasons shall remain in the classroom and be supervised. When behavior becomes unacceptable, it is important to accept the child's feelings, set limits for the child, and help him/her find an outlet for anger or excitement. In summary, our goal is to develop self-discipline by accentuating the positive and respecting each child as a valued individual.

The Teaching Staff will be periodically trained in proper child restraint techniques.

Student Absences

Parents are asked to notify the Teaching Staff in advance if their child will be absent from school. If the child is ill, please call the school 15 minutes before class time.

Teacher Absences

The WNC will establish a list of Substitute Teachers from current parents at the start of each school year. Substitute Teachers will meet the requirements set forth by the Department of Public Health in Section 19a-79-4a Staffing of the Public Health Code. The State Security Check will be performed on all Substitute Teachers as described in the State Security Check Section of the Handbook. The Teaching Staff will contact the Substitute Teacher directly to replace them if they are going to be absent. The Teaching Staff will notify the President of the substitution in a timely manner.

Nutritious Snacks

Nutritious snacks are important because they supply nutrients for growth, provide energy and enable children to think clearer, help develop good eating habits early in life, and help to include all food groups in the daily diet. A snack must contain containing two (2) food groups and juice. ALL JUICE must be 100% juice. We recommend one fruit or veggie with one kind of snack item per session. The students will have snacks at approximately 10:00 am. Department of Public Health Regulations, Section 19a-79-3a-d. Children and staff shall wash their hands with soap and water before eating or handling food.

Birthdays do not have to have cupcakes; some other suggestions are yogurt parfaits, pudding cups, cookies, ice cream bars, etc.

Food Allergies: If a child has food allergies, all parents of that child's classmates will be notified at the beginning of the year not to bring snack items containing the allergen to school. The teaching staff will check all snack items for allergens prior to distribution to the children. If a child is on a restrictive diet, the parent may be asked to provide his/her snack throughout the school year.

Here are some nutritious snack suggestions:

Fruits: Apples
Bananas
Pears
Peaches
Cantaloupe
Watermelon
Grapes
Oranges
Berries
Tangerines
Fruit Cups

Veggies

Carrots
Cucumbers
Celery
Broccoli

Dip

Ranch

Snacks

Pretzels
Crackers
Mini Bagels
Granola Bars
Nutra-Grain Bars
Small Muffins

- Fig Newtons
- Rice Cakes
- Animal Crackers
- Microwave Popcorn
- Graham Crackers
- Cereal Mix (Chex)
- Pudding Cups
- Small Sandwiches
- Goldfish
- Veggie Stick (in the potato chip aisle)
- Applesauce
- Yogurt
- Cereal Bars

Clothing

Children should wear comfortable, washable clothes. Shoes suitable for play are recommended. Please dress your child for the weather, as outdoor activity is an important part of the program. Boots are needed for both snow and mud! Clothing and boots should be marked. Parents should provide a change of clothes for use in case of accidents.

Visitors

Parents shall have access to the WNC during the hours of operation to observe and visit. Department of Public Health Regulations, Section 19a-79-3a-f. Only parents and parental designees (including grandparents) who have submitted a completed Connecticut State health form and who have passed a WNC criminal background check required to be a “helping parent” may participate in class activities, interact with other students and function as a helping parent while class is in session. Other family members, such as grandparents and siblings, who have not completed the helping parent process, may visit the WNC classroom on special occasions when invited by WNC teaching staff. Parents, families and all other visitors must comply with the WNC Visitor Policy.

To control the flow of visitors to the WNC, the school door will be locked while class is in session. Visitors must ring the door bell to be let in under the procedures described above. The door will be unlocked 10 minutes before the designated drop off and pick up times, and will remain open until 10 minutes after the drop off and pick up times. For safety purposes, only the Teaching Staff can open the door to let parents or visitors into the building while class is in session.

Children other than those enrolled shall not be allowed on the playground. Siblings of students may accompany their parents during pick-up and drop-off into the classroom, but may not stay or participate in class activities unless they are also enrolled in the school.

Items From Home

Children may bring items and toys from home for show and tell at times designated by the teaching staff. It is recommended that special items that a child is attached to and may have difficulty sharing be left at home. Additionally, we encourage parents to leave items such as necklaces, rings and bracelets that can easily be removed and misplaced at home.

Field Trips

Parents will be notified in advance of all trips away from the school, and signed permission from the parent is required. No child may go on a field trip without written permission. Please notify the school if your child will be unable to attend.

Parents will also be asked to accompany the children on field trips and are responsible for transporting their child to the destination. If a parent is unable to provide transportation for their child, they may make independent arrangements with the parents of other students to provide transportation. WNC Teachers will not transport students to or from field trip destinations.

Transportation

Parents are responsible for transportation to and from school, as well as for, field trips. Written permission from the parent is required for any person other than the parent to pick up the child. This includes other parents in a car pool. WNC Teachers will not transport students to or from home, or to field trip destinations. If parent does not arrive to transport a child, Late Pick-Up Procedures will be followed.

Children should be accompanied into and out of the building. Children should never be left unattended in the parking lot.

Parent-Teacher Exchanges

Parent-Teacher exchanges will be scheduled at the discretion of the Teaching Staff or at the request of the parent.

Parents should not expect to discuss their child with the Teaching Staff during class time or at arrival and dismissal times.

Concerns and Suggestions

Parents having concerns, questions, or suggestions about their children should speak directly with the Teaching Staff. For issues, concerns, questions, or suggestions any aspect of school activities, Parents should contact their Class Representative who will provide them with the information requested or refer them to the appropriate person or persons.

Health Requirements

The Connecticut Public Health Code Regulations require that the school have, on file, health statements for all children and child-caring adults which includes all helping parents and the Teaching Staff.

1. Student Requirements

Each student enrolled shall be examined and submit initial health records and an annual update, signed by a licensed physician, designated physician's assistant or nurse practitioner. Information on any dental, hearing, or vision problems shall be included, as well as any special health problems, such as allergies, and requirements for medication.

The record shall show the month, day, and year on which the student was immunized against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps and varicella (chicken pox). The immunization shall conform to the schedule determined by the U.S. Public Health Service Center for Disease Control.

THE HEALTH RECORD MUST BE SUBMITTED BEFORE THE STUDENT MAY ATTEND SCHOOL.

2. Helping Parent Requirements

Each helping parent or any person helping in class, at the time of initial enrollment and every two years thereafter, must present a statement signed by a physician or his/her designee that the helping parent is: 1) in good health and free from health problems which would have a harmful effect on children or would interfere with effective functioning; and 2) a negative skin test for tuberculosis as required by the Connecticut Public Health Code regulations.

THE HELPING PARENT'S HEALTH STATEMENT MUST BE SUBMITTED BEFORE HIS/HER CHILD MAY ATTEND SCHOOL.

3. Student Illness

Parents are asked to keep a student child at home when the child is not feeling well. The first indication of an illness may be loss of appetite, unusual fretfulness, and fatigue. Nasal discharge, watering eyes, fever, throat irritation, and coughing are more definitive signs of possible illness.

A student who has had a fever may not return to school until his/her temperature has been normal for 24 hours. If antibiotics have been prescribed by a health professional, the student must be on the antibiotic for twenty-four (24) hours before returning to school.

Please notify the school if your child contracts any contagious disease.

The WNC may require a note from the students' physician clearing the student to return to class before the student can come back to school.

Smoking

Smoking is not allowed on the WNC premises.

SECTION 4: EMERGENCY PROCEDURES PURSUANT TO THE DEPARTMENT OF PUBLIC HEALTH REGULATIONS, SECTION 19a-79-3a-d.

Record Cards

Before any child may attend school, parents must complete an emergency record card which shall indicate:

1. The telephone numbers for parents' home, place of business and cell phone;
2. The name and number of a local person, other than the parents, who may be contacted in case of emergency;
3. The name of the area hospital which they wish their child be taken in an emergency; and
4. The Parent's permission to use the WNC's emergency procedures.

The file of these cards shall be readily available at the school and shall accompany the children on field trips.

Illness or Injury

In case of sudden illness or injury at school, parents or their designated emergency contact will be notified to pick up the student. The student will be attended by one of the Teaching Staff while waiting. The Teaching Staff may seek the advice of the WNC's consulting physician and/or dentist. Any child showing suspicious signs or symptoms of short-term contagious illness shall be placed in a designated isolation area with continual visual supervision by staff. The parent(s) or other authorized adult shall be called immediately to remove the child from the school.

If necessary, 911 will be called. If 911 is called, the student must be taken by ambulance to an area hospital. The Teaching Staff will administer first aid until the EMTs and/or paramedics arrive. Ambulance EMTs and/or paramedics will determine which area hospital a student will be transported to based on the severity of the illness or injury, any special medical needs and parent requests. The WNC Assistant Teacher will accompany the child in the ambulance. The parents their designated emergency contact will be notified as soon as possible.

If a medical emergency occurs and 911 is called, the helping parent will escort the remaining students to the conference room and stay with them until emergency personnel have left the premises and routine classroom activities can be resumed. The helping parent will reassure the students and provide activities while they wait.

All injuries shall be reported to the Teaching Staff who will keep a log, as well as, file claims with the school's insurance agent when appropriate. The Executive Board shall be notified of all claims filed. When a medical emergency occurs and 911 is called, the WNC requires a note from the students' physician clearing the student to return to class before the student can come back to school.

The facility shall maintain at least one (1) portable, readily available first aid kit wherever children are in care, including field trips, and outdoor play areas. Each kit shall be a closed container for storing first aid supplies, accessible to staff at all times but out of the reach of children. First aid kits shall be restocked after use, and an inventory shall be conducted at least monthly. The first aid kit shall contain at least the following items:

- (1) assorted sizes of non medicated adhesive strips;
- (2) sterile, individually wrapped, three (3) or four (4) inch gauze squares;
- (3) a two (2) inch gauze roller bandage;
- (4) one (1) roll of adhesive tape (hypoallergenic);
- (5) scissors;
- (6) tweezers;
- (7) two (2) instant cold packs;
- (8) a non-glass thermometer to measure a child's temperature with plastic covers for the thermometer or alcohol to clean the thermometer, or single use Tempa Dots;
- (9) two (2) triangular bandages with safety pins;
- (10) disposable, nonporous gloves;
- (11) a current American Academy of Pediatrics (AAP) standard first aid chart, or current (less than five (5) years in print) first aid manual, chart or guide provided by an approved first aid course for children and adults; and
- (12) CPR mouth barrier (face shield).

First aid supplies for field trips shall also include:

- (1) water;
- (2) reliable communication device;
- (3) liquid soap;
- (4) emergency contact numbers for each child;
- (5) medications, as needed, if the program administers medications; and
- (6) plastic bags, for storage.

Fire Emergency and Drill Procedures

In the event of fire in the building and for fire drills, the following procedures will be followed:

1. There is a fire evacuation plan posted in the classroom.
2. The Teaching Staff shall be responsible for the students.
3. When the fire alarm has sounded or smoke detector alarms, the Head Teacher will immediately lead the children to the nearest safe exit in an orderly fashion to the evacuation waiting area located on the far side of the parking lot. Walk! Don't run!
4. The Assistant Teacher will ascertain that all children are safely evacuated, pick up the attendance book and emergency cards, close the door and follow the group through the exit and join the class on the far side of the parking lot.
5. The Teaching Staff will take attendance and account for all members of the class immediately upon arrival at the evacuation area.
6. The Helping parent is responsible to bring the cell phone and First Aid Kit outside.
7. The Wellington Fire Department shall immediately be notified in the event of any fire by calling 911.
8. There should be NO talking or laughing and no one should re-enter the building until the all clear signal is given.
9. If evacuation from the premises is required, parents or their emergency substitutes will

then be notified and asked to pick up the students From the Willington Center School.

10. The students will be transported to the Willington Center School with the assistance of the Fire Department.
11. Fire drills will be conducted twice a year.

Emergency Evacuation Plan

In case of a general emergency where there is a threat to the safety of the students of the WNC, the students will be evacuated from the building to the evacuation waiting area in the far side of the parking lot. Reasons for evacuation include: fire, storm damage, bomb threat, power, water or heat outage, gas leak, natural disaster, environmental emergency or the threat of physical harm by a person or persons.

Building Emergency Evacuation Procedure:

For Emergency evacuations due to fire, follow the Fire Emergency and Drill Procedures outlined above.

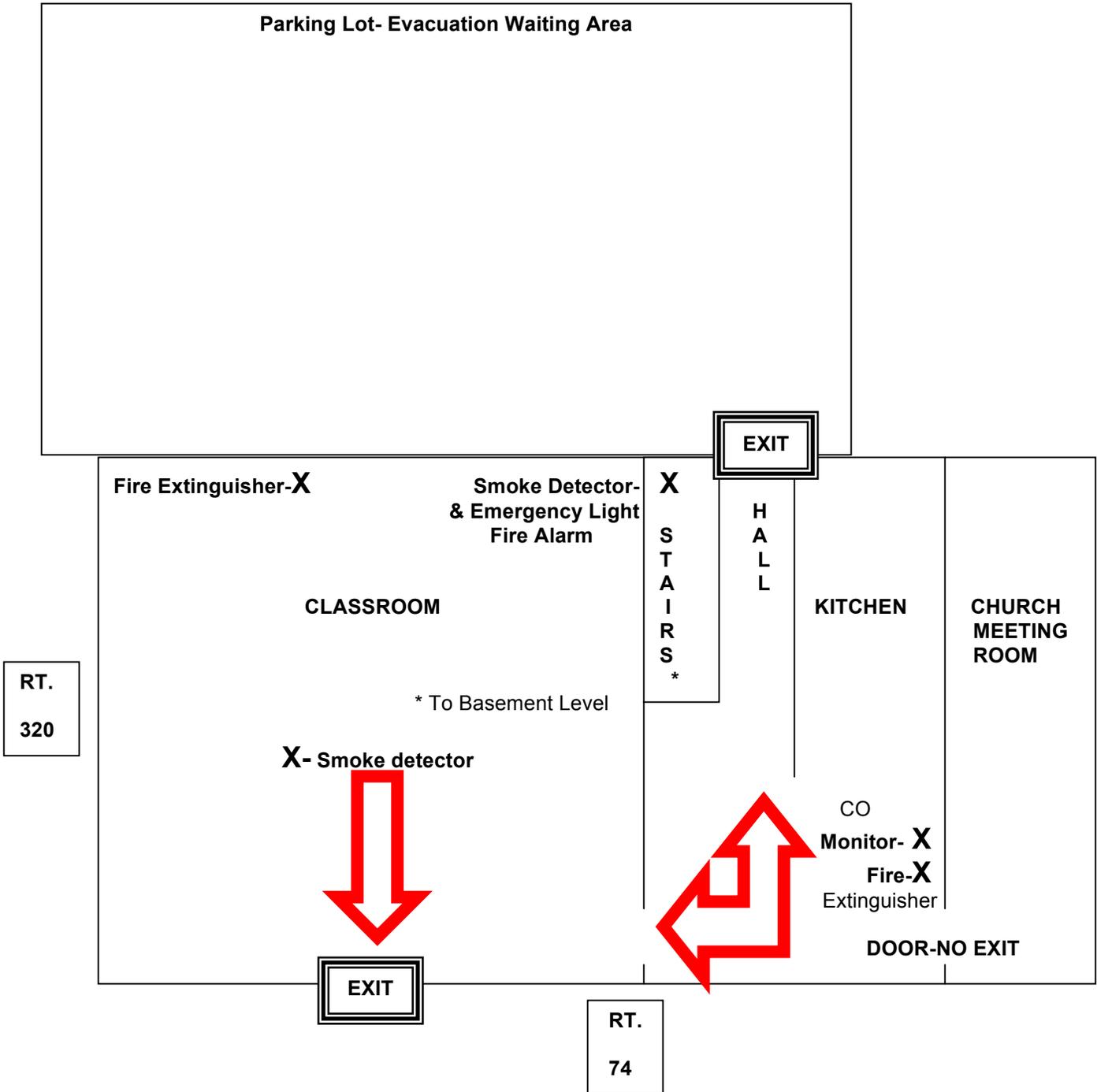
For all other evacuations follow the procedure below:

1. There is a fire evacuation plan posted in each classroom.
2. Take the children's coats if necessary and the safety of the children will not be jeopardized.
3. The Teaching Staff shall be responsible for the students.
4. The Head Teacher will immediately lead the children to the nearest safe exit in an orderly fashion to the evacuation waiting area located on the far side of the parking lot. Walk! Don't run!
5. The Assistant Teacher will ascertain that all children are safely evacuated, pick up the attendance book and emergency cards, close the door and follow the group through the exit and join the class on the far side of the parking lot.
6. The Teaching Staff will take attendance and account for all members of the class immediately upon arrival at the evacuation area.
7. The Helping parent is responsible to bring the cell phone and First Aid Kit outside.
8. There should be NO talking or laughing and no one should re-enter the building until the all clear signal is given.
9. The evacuation waiting area will be used as a holding area to determine if evacuation from the premises is necessary.
10. If evacuation from the premises is required, parents or their emergency substitutes will then be notified and asked to pick up the students From the Willington Center School.
11. The students will be transported to the Willington Center School with the assistance of the Fire Department.
12. Appropriate government agencies will be notified.

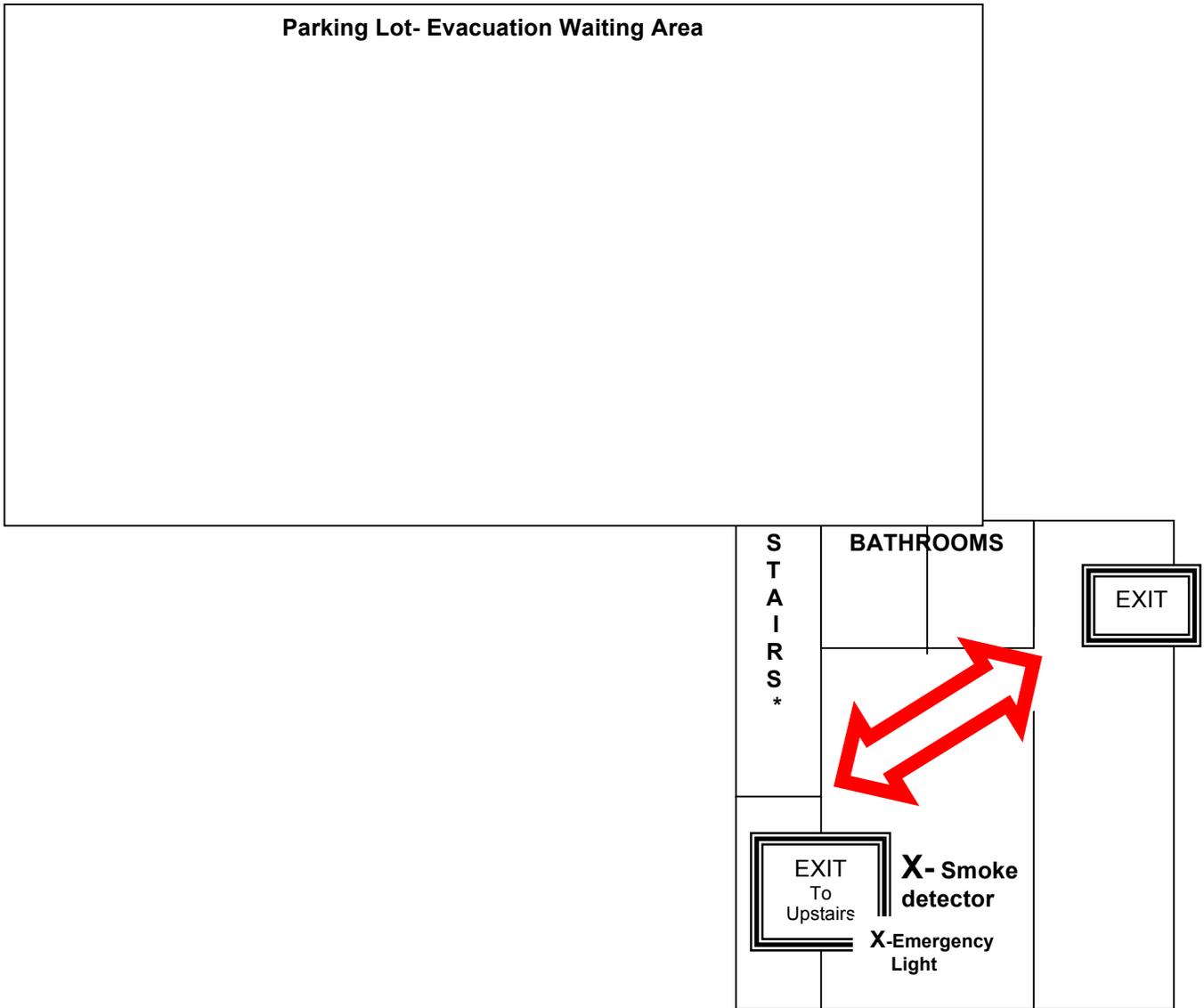
Diagram Of Emergency Exits And Fire Equipment

Classroom location: Corner of Rte. 74 & 320

Classroom Level



Basement Level



* To Classroom Level

PARENT AGREEMENT

I _____ (print parents name),

have received a copy of the WNC Handbook, Standing Rules and By-Laws and agree to comply with the rules, requirements and policies contained in them.

Signed: _____

Students Name: _____

Students Class: _____

Date: _____