

GREENWICH VILLAGE SCHOOL

Parent Handbook

Greenwich Village Nursery and Kindergarten

227 Nooseneck Hill Road
West Greenwich, RI 02817
(401) 397-7832
www.greenwichvillageschool.com



Parent Handbook of Policies and Procedures

Table of Contents

Table of Contents.....	2
Welcome to Greenwich Village School.....	3
Goals and Philosophy	4
General Information.....	5
Daily Admission and Release Policies and Procedures.....	5/6
Application, Enrollment and Fees.....	7
Tuition	8
Greenwich Village School Staff.....	9
Security	10
Crisis and Emergency Plan Policies and Procedures.....	10/11
Curriculum, Teachers, and Parent Involvement	12
Clothing and Personal Belongings.....	12/13
Guidance and Discipline.....	14
Children’s Health Policies and Procedures.....	15
Nutrition.....	16
Acknowledgement Statement	17

Welcome to Greenwich Village School!

Dear Family,

Welcome to our school!

Greenwich Village School is proud to continue a tradition of a safe, fun, and personalized learning experience that was established in 1959. Our programs are tailored to fit the needs of each child and their families. Greenwich Village School fosters an environment founded in the spirit of honesty, respect and an appreciation of diversity.

Greenwich Village specializes in small class sizes with individualized attention and offers a 6:1 student to teacher ratio. We offer 3, 4, and 5 year old programs.

This handbook will help explain how you can support your child, what you can expect from us and what we will expect from you. On occasion, we may find it necessary to add or change information in this handbook. You will be informed of any changes that are made.

We welcome your questions, comments and ideas! Our school is a learning environment—not only for children, but also for parents and staff.

We look forward to working with you to provide a nurturing and valuable educational experience for your child.

Greenwich Village School Goals and Philosophy

Goals

Our goal is help your child build a positive self image, while increasing their confidence and independence. Your child will learn to share and develop warm and trusting relationships with other children. We will help them discover that learning is fun and exciting, while teaching them a variety of basic skills.

We meet these goals with our age-appropriate curriculum, which has been developed to prepare your child for kindergarten and elementary school. Physical, mental, emotional and social development are all given equal attention to fit the needs of each child when preparing our curriculum. We strive to aid each child in developing their creative ability, as well as their problem solving and gross motor skills.

Philosophy

A child is exposed to more new information between the ages of two to six, than in any other comparable period in their life. This is the time when a child is developing and learning habits and traits that will form their individual character for years to come. Recognizing this, we at Greenwich Village School, concentrate on providing a nurturing “one on one” learning environment. This method has been very successful in maximizing the development of each child.

We offer a secure, safe, and healthy learning environment. We provide the highest quality preschool education while fostering your child’s social and emotional growth as well as their physical and mental development.

GENERAL INFORMATION

Please remember the class times that you have chosen for your child. Once your child has been registered for a particular class time, this time cannot be changed without the direct approval of the school Director.

Always walk your child from the parking area to and from school and remind your child not to run on the driveway. Teachers will meet your child upon arrival. In inclement weather, please bring your child to the door. We ask that siblings remain outside the playground area due to safety concerns.

You will be asked for photo identification upon picking up your child. A note must be written from the parent prior to Greenwich Village releasing your child to anyone on your pickup authorization form. They must show photo identification when picking up your child. If a person is not on the list, they will not be allowed to pick up your child!

Timeliness is very important for all the students and teachers at Greenwich Village School. Please plan to get your child to school at his/her class time and plan 5 minutes prior to child's scheduled end time. Tardiness and late pick-ups interrupt both the students and the scheduled daily curriculum. If you are late, a \$10.00 charge will be added to your monthly tuition statement for every 15 minutes you are late picking up your child at their scheduled time. Unless, other arrangements have been made through and only the Director.

Open: September thru June
Licensed by: R.I. Department of Child, Youth and Families
Phone #: (401) 397 - 7832
Website: www.greenwichvillageschool.com

Dismissal

Parents must conform to all Greenwich Village School policies and procedures. If policies are not complied with, the Preschool reserves the right to terminate Preschool services. The following are examples of possible termination circumstances:

- Families fail to provide school with current or up-to-date child health assessment.
- Families do not pay tuition in a timely fashion or do not pay at all.
- Families become physically or mentally abusive with teachers, children or other parents.

Holidays/School Closings

Greenwich Village School is closed on the following holidays:

Columbus Day
Veteran's Day
Thanksgiving Break
Christmas Break
Martin Luther King Day
President's Day
February Break
Good Friday
April Break
Memorial Day

This normally coincides with the Public school calendar. Every month you will be provided a calendar that shows all holidays and other special events. If your child attends our 3 day program and there is a Monday holiday, your child may attend on Tuesday, Wednesday and Friday of that particular week only.

Inclement Weather

During the course of the year, any number of weather related events could occur that would make traveling hazardous. Please tune in to the following TV stations for closings, delays or early dismissals. It will be listed as Greenwich Village School

WPRI - Channel 12
WJAR - Channel 10
CBS - Channel 6

Application, Enrollment and Fees

Enrollment

Enrollment shall be open to any child, provided the Greenwich Village School can meet the needs of the child. Enrollment shall be granted without discrimination in regard to sex, race, color, creed or political belief. The child must be three years old and potty-trained.

A one-time registration fee and first month's tuition is required (non-refundable) along with your application. If you decide to withdraw your child, it is required to give a two week notice or two week tuition payment.

Additionally, your child's place is held during extended absences, therefore his/her tuition payment is still due.

When meeting to enroll your child you will receive the following:

- Pickup Authorization Consent Form
- Emergency Treatment Consent Form
- Child Profile Form
- Child Health Assessment/Physical Form
- Parent Handbook
- Photo Release Form

Please take the time to review these papers carefully and fully complete them. Please feel free to call the director with any questions regarding the paperwork. All forms must be completed and turned in prior to your child's first day of school.

Health Assessments/Physical Forms must be fully completed AND signed by a Physician or CNP. A new medical form is due each year. If your child receives any inoculations between their yearly physical, you must bring a note from the doctor's office so we can add this information to their file.

All other forms should be kept updated. If information changes (phone numbers, addresses, release persons, work addresses, insurance, etc.) we must be notified. All forms will need to be completed each year that your child attends Greenwich Village School.

TUITION

Tuition is due on the first day of each month. There will be a \$10 late fee added to the balance on your account, as well as any late fees that may have been imposed, (please see page 5) if payment is not received by this date. You will receive a Tuition Statement for your records, before the start of school. This will include tuition amount due for the year, as well as your monthly payment amounts.

As previously stated, if your child attends our 3 day program and there is a Monday holiday, your child may attend on Tuesday, Wednesday and Friday of that particular week only.

Greenwich Village Staff

Our school accepts children ages three to five years old. The children in each classroom may range in age as much as two to three years. Peer teaching and learning has essential value because it not only enhances a child's sense of worth, but also simplifies cooperation and appreciation of others. We accommodate the developmental needs of all our children. Our teaching staff will support and adjust grouping for learning experiences to match each individual student. For example, one or more students may work with one teacher on a skill or lesson separately from another student.

Our Preschool consists of the following staff members:

Director -	The Director works with the Head Teacher to guide, develop, assess, and plan curriculum.
Head Teacher -	Develops, plans and assesses curriculum experiences for our classrooms and works collaboratively with our Director and Teacher Assistants.
Teacher Assistants -	Work throughout the day in cooperation with our Director and Head Teacher.

The Staff Qualifications (State regulations)

- Criminal Background Check
- Physician's Health Assessment
- First Aid and CPR Certified
- Greenwich Village Privacy Agreement
- At least 20 hours of professional development training in early childhood education each year
- At Greenwich Village School, there is 18+ years of early childhood education.

Security

Your child's safety is our #1 concern at Greenwich Village. To assist in keeping your child safe, the doors at Greenwich Village remain locked at all times. Teachers will meet your child upon arrival and release your child from the gate. Please stand back from the gate while picking up your child/children. We can only allow one child out at a time. This allows the teachers to make sure your child is safely with you.

Crisis and Emergency Plan Policies and Procedures

The following emergency plan has been developed to ensure the safety of all children and staff at Greenwich Village School. In case of an emergency evacuation, the following procedures are in place.

- The children will be escorted out of the school building and into the non-connected front building.
- The Director and/or Head Teacher will be responsible for bringing the attendance report and emergency contact information, of each child, out of the school. The Director and/or Head Teacher will review attendance report and recheck the preschool facility.
- The children will be brought to the lower level of the front building, seated against the wall and away from all doors and windows.
- Greenwich Village staff will remain with the children until families are able to pick up the children or the Preschool is cleared of the emergency.
- Television announcements and/or parent phone calls will be made if an evacuation is necessary. Please have a plan in the event your child must be picked up as soon as possible. We do not expect any difficulties at Greenwich Village School, but it is best to be prepared.

Fire Drills

Fire drills are held 15 times a year in accordance with licensing requirements. The following procedure are rehearsed:

Staff members remain calm and reassure the children. Children will be escorted to the nearest safe exit. The Director or Head Teacher will remain in the building until all children and staff are out.

- If fire is in our building, the person noting the fire sounds the alarm and calls 911. The remaining staff will escort the children to the non-connected front building, and follow the Crisis and Emergency Plan.

Accidents

First aid kits are kept in each classroom. All Greenwich Village staff are first aid and CPR certified. In the event of a serious emergency, 911 will be called and the parents will be notified immediately. Any incident or accident, including the administration of an EPI pen, or the emergency transportation of a child, that occurs on Preschool premises will be reported to the parent in written form. Parents are responsible for any expenses as a result of emergency room care. The hospital used will be at the discretion of emergency personnel, unless otherwise specified by parent in writing.

A staff member will go to the hospital with the child and will take the child's records. The parents will be called to meet the child and staff person at the hospital. The staff person remains at the hospital until the parent arrives.

Minor Incidents

If your child is injured during the day, the teachers will speak to you upon pickup to let you know what happened. We have a registered nurse who serves as our Medical Consultant. She will be contacted to decide if she needs to come in and see the child. If necessary, she will make recommendations for care to the Preschool staff.

If your child has harmed himself, another child, teacher or someone's property, your child's teacher will spend time speaking to you about this incident and determine the best plan to supporting your child in not repeating this action.

In addition, Greenwich Village School staff are mandated by state law (RIGL 40-11-3) to report any observed or suspected child abuse or neglect to the RI Dept. of Children, Youth, and Families (1-800-RICHILD).

Individualized Planning/Parent Conference

Over the course of each year, your child's teacher will be conducting ongoing informal and periodic formal assessments of your child's developmental progress in our curriculum. This assessment system serves two purposes: it informs you of your child's learning progress, and also provides us with a record of your child's developmental progress.

We will share the information with you and jointly plan how to best support your child's development and learning. The first meeting is a time to get to know each other, to share information we each have about your child, and to discuss in greater detail our goals for the year. You will be given a range of times to sign up for a meeting with your child's teacher.

Parent Evaluation Survey

We want to encourage you to be a part of our program. We are eager to learn as much as we can about your experience at Greenwich Village School. With this knowledge we can work to create learning experiences that fit the children and families we partner with.

Birthday Celebrations

You are welcome to send in special snacks for your child's birthday. Please let the Teachers know a couple of days in advance and check with them regarding children with food allergies.

We will be happy to send invitations to birthday parties home with the children, however, if ALL students are not being invited, those should be given directly to the parents to avoid any hurt feelings.

Clothing and Outerwear

We will need an extra set of clothes in the event of a major spill or accident. The extra clothes will have to be updated as the seasons change and your child grows. Please label each item and place them in a Ziploc bag. This is for all children, accidents and messes do happen.

The children will be able to go outside to play whenever weather permits. Appropriate clothing must be worn for this purpose.

Toys/Personal Items

We ask that you leave your child's toys at home for the following reasons:

- They may create tension or feelings of jealousy.
- They may get lost or broken.
- Staff cannot monitor toys or personal items.

Please explain to your child that these items may be brought in once a month on our Show-n-Tell days.

Guidance and Discipline

Greenwich Village Staff believes it is our role as parents and teachers to teach children what we expect from them, support them when they try, and to praise them when they succeed! We focus on building positive relationships and on providing a supportive environment for children. We use positive guidance and discipline techniques to encourage the development of self-control, self-esteem, friendship making and social problem solving skills. Some of the techniques are:

- Praising a child when they follow directions, listens to others, or demonstrates positive social skills
- Providing consistent daily routines and schedules
- Providing interesting, engaging activities
- Redirecting children to more appropriate choices
- Supporting problem solving between children
- Providing children with a calming space when they need to adjust their emotions before returning to the group

A process will be followed if your child's behavior is challenging and requires the staff to work as a team to develop a strategy for deciding what to do next. Over time, the Teachers will share with you what challenging behaviors we are working to eliminate, and what strategies we are trying, in order to replace the challenging behaviors with positive behaviors.

If there is a case of a child hitting another, an appropriate amount of timeout shall be given. (1 minute per the age of the child)

Children's Health Policies and Procedures

Children will not be admitted to Greenwich Village School without a physical and an up-to-date record of immunizations. The State of Rhode Island requires that all children be immunized for certain diseases. The only exceptions to this requirement are if the family physician recommends against immunization on medical grounds, or if the parents request an exemption on the basis of religious belief, or other objections. In each case, a written statement must accompany the Health Assessment Form/Physical form.

If your child is ill (vomiting, fever, earache, diarrhea, pink eye, anything contagious etc.), please keep him/her home. Your child must be free of fever for at least 24 hours, without use of fever-reducing medications, before returning him/her to Greenwich Village School.

If your child becomes ill while at school, we will notify you to pick up your child. If we are unable to reach you, an emergency contact person will be notified. Please be prepared with a care plan in the event your child becomes ill while you are at work. Your child may return 24 hours after the fever is absent and without being on fever-reducing medications.

If your child is absent with a communicable disease, you must have a note from your child's Doctor's office stating the date your child is no longer contagious and is able to return to the school.

If your child is sent home with a suspicion of a contagious illness (such as conjunctivitis, "pink eye"), you must have a doctor's note stating that either she/he is not contagious or stating the date your child may return from a contagious illness.

Greenwich Village Staff will at no time administer any form of medication to a child. The policy includes any form of topical medication. If the child is on medication that is needed while at school, a parent must come in and administer this.

All prescribed medicines must be accompanied by a prescription, a note from the prescribing doctor, as well as the signed Greenwich Village consent form from the parent/legal guardian of the child.

Nutrition

Greenwich Village School provides snacks such as Graham Crackers, Pretzels, Goldfish, Cheez-its and fruit along with milk, juice or water for morning and afternoon snacks. Parents should send a lunch with their child, who attend the 4-hour program.

Your child's lunch should include

- Nutritious items such as a sandwich, fruit, vegetables or crackers. Your child will be asked to eat the nutritious items first, then any snack foods.
- Snack foods should be limited.
- Due to sanitation concerns and allergies, children may not share lunches with each other.
- Daily schedules do not allow time to heat up foods or rinse containers for children.
- Please do not send candy into school with your child.

Please refer to The 2010 Dietary Guidelines at www.dietaryguidelines.gov for more information.

Family Handbook Acknowledgement Statement

This statement acknowledges that I have received a copy of the Family Handbook of Policies and Procedures. I read the book, and I understand its contents. I understand that it is my responsibility to be familiar and comply with these standards. I further understand that the policies and procedures stated therein are guidelines that can be modified by Greenwich Village School if necessary.

This form, along with other registration information, must be returned to the school prior to your child's first day of attendance.

Parents/Guardians Names (Please Print)

Parent/Guardians Signatures

Date