

# Canterbury Community Nursery School



## Parent Handbook School Year 2017- 2018

**601 N. Parham Road | Richmond, VA | 23229**

[www.canterburynurseryschool.org](http://www.canterburynurseryschool.org)

Phone Number: 741-4118

Fax Number: 741-6288

# Parent Handbook Acknowledgment

I have downloaded and read the 2017-2018 Parent Handbook, which is available at [www.canterburynurseryschool.org](http://www.canterburynurseryschool.org).

If you have more than one child, you may sign just one form and list all children. This signed document will remain in your child's school folder.

**Form is required before September 5.**

<b>Parent's Name:</b>	
<b>Parent's Signature:</b>	
<b>Date:</b>	
<b>Child's Name:</b>	
<b>Classroom Flag Color:</b>	
<b>Childs' Name:</b>	
<b>Classroom Flag Color:</b>	
<b>Child's Name:</b>	
<b>Classroom Flag Color:</b>	

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**Mission Statement**

Canterbury will educate children in a creative, supportive, nurturing environment in partnership with family and community.

**History**

Canterbury Community Nursery School was founded by Terri Hirsch in 1978 as a school dedicated to helping young children grow socially, emotionally, physically, and intellectually at their own rate and in their own way. The School accomplishes this by using a concrete, hands-on approach in which the children are given the opportunity to explore, touch, and experience learning. Throughout the years, the basic curriculum has been expended to include mindfulness, computer, music, and motor development.

Canterbury is Licensed by the Virginia Department of Social Services and accredited by the National Accreditation Commission (NAC) through NACCP (National Association of Child Care Professionals). Under the direction of Mia White since 2011, Canterbury continues to educate children in an exciting, interactive, learning environment. Canterbury is a nationally accredited school. With this accreditation comes an increased commitment to staff development. Recent initiatives in this area have allowed Canterbury teachers to attend local, state, and national conventions on a regular basis. Such professional growth opportunities help to guarantee that our teachers stay abreast of the latest trends, methods, and materials in early childhood education. This, in turn, insures that Canterbury children and their families receive the very best education possible.

**“ALL CHILDREN SMILE AND SING IN THE SAME LANGUAGE.”**

## ADMISSIONS POLICY

Canterbury School admits students of any race, color, creed, national origin or religious affiliation to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, creed, gender, gender expression, or national origin in administration of its educational policies, admission policies, and School administered programs. Canterbury School has no religious affiliation(s).

Canterbury maintains this open admissions policy provided there is a space in the classroom for that child's age group. We accept children between the ages of 16 months and five ½ years of age. We reserve the right to deny or terminate enrollment for any child who would not benefit from our program, for lack of payment, or for not returning all proper forms. It is Canterbury's policy that children in the Three or Five-Day classes should be toilet trained.

Prior to admission, a registration fee and an enrollment fee must be paid and several forms must be filled out. These forms include a State Health Form, a registration form with emergency phone numbers, a medical release form, a carpool liability form, a copy of the child's birth certificate and a field trip permission form. No child will be admitted unless these forms are submitted to the School's business office on or before the first day of classes.

First priority is given to families who have been affiliated with the school **provided** that the parents have filled out a registration form, paid the registration fee and have it on file in the school office **prior** to acceptance letters that are sent out in January. Once the acceptance letters have been mailed, applications received after that time will be placed on the waiting list in the order that they were received. In order to secure a spot for your child, all tuition deposits must be paid by the deadline. After the deadline, your child will be placed on a waiting list. It is advisable to enroll your child about one year (or more) in advance. Registration forms are available in the school office.

### **Concerns, Complaints, Grievances**

If parents have a concern about something involving their child or the school, parents should feel free to bring their concerns to the attention of the classroom teacher or to the director. The director's door is always open.

If your concern is not satisfied by the teacher or director then the Canterbury Community Nursery School Board President should be contacted. This contact information can be found in the Parent Handbook.

**STAFF**

Executive Director	Mia K. White
Assistant Director	Gina Chapman
Finance Manager	Megan Corbett

<b>Classroom Flag</b>	<b>Teacher</b>	<b>Assistant Teacher/Co Teacher</b>
Rainbow Room	Robin Davia	Sarah Dunkum
Blue	Sherry Smith	Christine Rosenborough
Green	Linda Griff	Cora Wise
<b>Classroom Flag</b>	<b>Co - Teacher</b>	<b>Co-Teacher</b>
Yellow	Sara Hudson	Amy Farina
Red	Karin Eldred	Emileigh Benson
<b>Classroom Flag</b>	<b>Teacher</b>	<b>Co-Teacher</b>
Orange		Linse Henley
<b>Classroom Flag</b>	<b>Teacher</b>	<b>Assistant Teacher</b>
Polka Dot	Rachel Jones	Carrie Akins
<b>Classroom Flag</b>	<b>Teacher</b>	<b>Assistant Teacher</b>
Purple	Karen Baird	Kassie Hollowell MacKenzie Burkett
<b>Classroom Flag</b>	<b>Teacher</b>	<b>Assistant Teacher</b>
Pink	Ashley Sherdel	Terri Turner
<b>Classroom Flag</b>	<b>Teacher</b>	<b>Assistant Teacher</b>
Butterflies	Carey Taylor	Kristina Thornton

Specialty Teachers

Afternoon Enrichment Club	Alice Cardin
Motor Development	Preston Blackburn

## BOARD OF DIRECTORS 2017-2018

### Executive Committee

Name	Role	E-mail
Kelley Osbourne	President	keozborn@gmail.com
Helen Gilmore	Vice President	Helen.gilmore@marriott.com
John Griffin	Treasurer	John_griffin32@hotmail.com
Helen Fruth	Secretary	alicefruth@gmail.com
Mia White	Executive Director	miaccns@comcast.net

### Members

- Jill Campbell
- Meara DeRose
- Alice Fruth
- Sarah Jurzynski
- Janelle Martin
- Merrill Moore
- Jessica Oberholtzer
- Sarah Peavey
- Christine Rosenborough
- Christie Silverstein
- Emily Shane
- Carey Taylor
- Christen Trivette



## CALENDAR AND EVENTS

### CANTERBURY COMMUNITY NURSERY SCHOOL 2017 - 2018

Tues.	Sept. 5	Open House All forms are due Staff Meeting Phase-In week
Thurs., Fri.	Sept. 7, 8	Parent Volunteer Orientation 11:15 - 11:45 required for all new and returning volunteers. Choose one day only.
Mon.	Sept. 11	First Full Week of School - Carpool begins Early Morning Drop-off begins Afternoon Enrichment begins Parent Volunteer Days begin
Wed.	Sept. 13	Parent Coffee and Chat 8:00 - 10:00
Mon.	Sept. 25	Parents Fall Meeting 7pm
Mon.	Oct. 2	Wear your CCNS t-shirt
Wed.	Oct. 4	Staff Meeting (after school)
Wed.	Oct. 4	Fall Pictures 3 & 5 day Pink, 3 & 5 day Purple, Orange, Yellow, and Blue
Thurs.	Oct. 5	Fall Pictures - T/Th Butterflies, T/Th Pink, T/Th Purple Polka Dot, Red, Rainbow and Green
Thurs	Oct. 12	Music begins
Thurs.	Oct. 19	Pizza and Popsicles - 5:00 pm
Tuesday	Oct. 31	Fall Costume Parade (no Butterflies or Pink Room)
Wed.	Nov. 1	Staff Meeting (after school)
Mon.	Nov. 20	Fall Family Program @ 10:45 am
Wed. Fri.	Nov. 22-24	School Holiday: Thanksgiving Vacation
Mon.	Nov. 27	Classes Resume
Mon.	Dec. 4	Wear your CCNS t-shirt!
Wed.	Dec. 6	Staff Meeting (after school)
Thurs.	Dec. 14	Holiday Parties - begin at 11:15 for T/Th classes, Pink, purple, Butterflies
Fri.	Dec. 15	Holiday Parties - begin at 11:15 Half Day/Last Day of School for 2017

Tues.	Jan. 2	School resumes
Wed.	Jan. 3	Staff Meeting (after school)
Fri.	Jan. 12	Pajama Day – The entire school
Thurs.	Jan. 25	T/Th classes Room class Parent Conferences Children in this class do not attend school
Fri.	Jan. 26	Entire School Parent/Teacher Conferences Children do not attend school/No Afternoon Enrichment
Wed.	Feb. 7	Staff Meeting (after school)
Friday	Feb. 9	School Closed for Professional Development Day
Tues.	Feb. 13	Special Person Parties 3-Day classes
Wed.	Feb. 14	Special Person Parties 2-Day T/Th and 5-Day classes
Mon - Fri	Mar. 5-9	School Closed / Spring Break #1
Wed.	Mar. 14	Staff Meeting and Parents Mulch Night 5:30pm
Wed.	Mar. 21	F.U.D.G.E Day -(Friends, Uncle, Dads, Grandfathers, Etc.)
Thurs.	Mar. 22	F.U.D.G.E Day M/W Class, Purple, Orange, Polka Dot, Red F.U.D.G.E Day T/TH Classes, Yellow & Jr. K
Tues.	Mar. 27	Spring Pony Pictures T/TH Classes, Pink, Purple, Polka Dot, Rainbow, & Yellow
Wed.	Mar, 28	Spring Pony Pictures M/W/F Classes, Orange, Red, Green, & Blue
Mon - Fri	Apr. 2-6	Spring Break
Wed.	Apr. 11	Staff Meeting (after school)
Saturday	TBA	Carnival and Silent Auction
Wed.	May. 16	Year End Parties 3 Day Pink, Purple, Orange, Yellow & Jr.K at 11:15 - Green Room at 1:15
Thur.	May . 17	Yr. End Parties 2-Day T/TH,Year End Parties-Polka Dot, Red Graduation Ceremony for Yellow & Jr-K at 10:00 Early Dismissal 11:15        LAST DAY OF SCHOOL

Camp Sunshine  
1st Session: May 21 - May 25  
2nd Session May 29 - June 1 (4 days)  
3rd Session June 4 - June 8  
4th Session June 11 - June 15  
5th Session August 20- August 31

**Fall Parents' Mtg. – Monday, September 25**

(All Parents – 7:00 pm in TBE Multi Purpose Room)

Parents should plan to attend this function to meet the teachers, staff, and other parents. After a presentation from the Director and a few of the Board Members, parents are invited to their child's classroom for further school information. (This is an adult presentation – there will be no babysitting.)

**Fall Family Program – Monday, November 20 (10:45am)**

(3 & 5 Day Classes at 10:45a.m. in TBE Multi Purpose Room)

This is a celebration for our Canterbury families. The classes will perform what they have learned in our music movement program. Refreshments will be served after the program in your child's classroom.

**Special Person Party – February 13 & 14**

This program offers your child the opportunity to bring two special people to school to share in a morning Valentine's celebration. (i.e. a parent, grandparent, special friend or neighbor, etc.) If your child is not at school on Thursday then his/her teacher will notify you of the day his/her class will have their special person party.

**F.U.D.G.E. Day – March 21<sup>nd</sup> & 22<sup>rd</sup> – See your teacher for day** - Friend, Uncle, Dad, Grandpas, Etc., or another significant male, you are invited to spend the morning at Canterbury to share time and an activity with your child in the classroom.

**Pre-K & Jr. K Graduation & Parties – Thursday, May 17**

Graduation Ceremony (in TBE Multi Purpose Room)

Parents of graduating students meet in the TBE Multi Purpose Room. At this time, diplomas are awarded to the children who are graduating from Pre-K and Jr.K. Refreshments will follow. All other classes will have parties in their rooms at 10:00.

**“For those who dream, there is no such place as far away.”**

# PROGRAMS

## Classes

Junior Kindergarten (Blue, Green and Rainbow flags) meet Monday through Friday for our 4 hour program. There is one teacher and one assistant teacher for 14 children.

Pre-Kindergarten (Yellow Flag) meet Monday through Friday for our 4 hour program. There is one teacher and one assistant for 14 children.

Four Year Old 5 Day (Red flag) meets Monday through Friday. There is one teacher and one assistant for 14 children.

Three Year Old 5 Day (Polka Dot flag) There is one teacher and one assistant for 14 children.

M/W/F Three Year Olds (Orange flag) There is one teacher and one assistant for 14 children.

Older 2 year olds (Purple flag) meets Monday, Wednesday and Friday, & Tuesday, Thursday or 5 days. This class is self-contained with one teacher and one assistant teacher for 14 children.

Younger Two Day (Pink flag) meets Monday, Wednesday, Friday, & Tuesday, Thursday or 5-day. This class is self-contained with one teacher and one assistant teacher for 12 children.

Butterflies (Butterfly flag) meets Tuesday and Thursday (16 – 25 months) The class is self-contained with one teacher and one assistant teacher for 10 children.

## **Class Placement Policy**

The director, in conjunction with the teacher and the parents, may make exceptions for class placement based on the individual needs of the child.

**Please note: Final placement is at the discretion of the Director.**

### **Open time – STEAM learning**

This period is a time for active learning, when children choose activities at various interest centers. Cognitive, social and emotional growth takes place as children participate in the various centers. The school becomes a classroom and the classrooms become play and learning centers. Centers include:

#### Engineering / Block center

- Building blocks of all kinds and shapes
- Cooperative and experimental play
- Using transportation toys, animals and people figures, special props to extend their creativity
- Developing spatial awareness
- Pre-math skills
- Social interaction

#### Dramatic play center

- Imitating home life, dressing up as a family member
- Assuming child and adult roles
- Acting out roles in the community
- Socialization and problem solving

#### Technology / Cognitive center

- Using manipulative toys, puzzles, readiness material
- Acquiring prekindergarten skills by learning to match, group, sort, sequence, do one-on-one correspondence, patterning, counting, etc.
- Developing fine motor and eye-hand coordination

#### Sensory center

- Using sensory mediums such as clay, play-dough, sand, finger-paint and water
- Pre-match skills
- Scientific investigation, tactile skills

#### Science and Math center

- Experimenting with science materials
- Learning scientific principles
- Caring for plants and pets

#### Quiet center

- Area for reading books
- Interacting with a friend in quiet activities

#### Art center

- Developing creativity
- Creating “originals” in the art area
- Appreciation of the arts

### Special interest center

- Writing center
- Music center
- Woodworking
- Listening center
- Cooking center
- Gross motor center

The rest of the day is filled with the following activities

### Group Activities

- Musical experiences including creative movement, singing, using rhythm instruments and listening
- Storytime, including books, poems, fingerplay, and teaching pictures
- Drama

### Motor Development – Wednesday

- Development of the gross motor skills – walking, running, jumping, climbing, etc.
- Physical and social growth
- Developing spatial awareness
- Developing self-confidence and body control

### Outdoor Play – Every day weather permitting

- An extension of the classroom
- Creative and dramatic play situations
- Activities for extending muscular development and building self-confidence
- Fresh air and exercise
- Gross motor development

## Open Time Rooms

<p>Polka Dot Room – Imagination Station Activities that promote imaginative play, dramatic play, Puppetry, storytelling, props and child initiated conversation.</p>	<p>Rainbow Room – Art Creative expression with painting and gluing as well as experimenting with other media.</p>
<p>Yellow Room – Library Children are encouraged to read/look at different books and check out books. There is an authors table, reading games and letter games</p>	<p>Red Room – Science and Math Thinking &amp; working room, Exploration and experimentation.</p>
<p>Blue Room – Engineering Carpentry, building with blocks, hammering and woodworking activities.</p>	<p>Orange Room – Sensory Sensory exploration and activities that strengthen fine motor skills and cognitive skills,.</p>
<p>Green Room – Gross Motor Development, learning body awareness, balancing, body movement and muscle coordination.</p>	<p>Outside An extension of the classroom with Creative play and fun physical activities.</p>

## Daily Schedule

7:30 – 8:50	Early Morning Drop off
7:50 – 8:00	Jr. K and Pre K Children Arrive
8:00 – 10:15	Morning activities – self-contained classes
8:50 – 9:00	Preschool Children arrive
9:00 – 10:15	Morning activities – self-contained classes
10:15 – 10:30	Snack time
10:30 – 11:30	Open time- Multi-aged groupings Children make choices Classrooms become centers
11:30 – 11:45	Clean up/return to homerooms Story time
11:45 – 12:05	Carpool pick up
12:00 – 2:00	Full Day Junior Kindergarten
11:50 - 2:00	Outside play Lunch 20 minute station rotation Crafts Music Language 2pm children are leaving Story time Nap time
3:00 – 5:00	Snack time closing of the day

Music, and Motor Development are also included in our program on a weekly basis.

*Please note: Children in the Pink Room and Clementine programs do not participate in open time. They are in self-contained classrooms.*



## ENHANCEMENT PROGRAMS

### **Ipads – Junior Kindergarten**

The Jr.K children will have access to a technology time using ipads. The teacher facilitates learning by utilizing programs that incorporate patterns, matching, sequencing, categorizing, and numerical and letter naming.

### **Music Program**

The children in all of the classes receive music interaction on a weekly basis. The music program incorporates thematic songs, creative movement, and exploration of simple musical instruments.

### **Mindfulness Program**

This program promotes and develops mindful attention to oneself and others, tolerance of differences, and the capacity of each member of the community to grow as a human being and a learner. Children will learn how the brain functions and how to self regulate through hands on learning, breathing and how to respond to the world reflectively instead of reflexively.

### **Motor Development Program**

This specialized program teaches the children to follow directions, develop muscle coordination and body control. The children are introduced to new games, exercise and equipment. Most of all, the children learn that physical activity is fun!

### **Giving Program**

Canterbury is committed to teaching children that giving to others is important. Canterbury families will be presented with opportunities to be involved in helping others within the community.

## ADDITIONAL PROGRAMS

Canterbury offers additional opportunities for children to participate in various activities outside the regular program. They require a registration fee to attend. Parents are encouraged to sign up promptly as space is limited and acceptance will be on a first come, first served basis.

### **Early Morning Drop off**

This program is designed to help parents who need an earlier drop-off time. Your child may be dropped off at 7:30 am. In order for your child to participate in this service, you must pre-register by calling the school office. The program will coincide with Canterbury's regular school calendar. A 5% discount is offered to any family pre-registered for a semester. Bills for EMD will be mailed during the first full week of school.

Early Morning Drop-Off may be used on an occasional drop-off basis. The cost of using EMD for an occasional drop-off is \$12.00 per day. Payment must be given to the teacher *on the day* that you leave your child. A check (written out to Canterbury) or cash is acceptable. We do not bill for just occasional drop-offs as payment is expected at the time of the service. Please check with the school office regarding the availability of space.

### **Afternoon Enrichment**

An after school program that provides children with a choice of creative classes in drama, games, science, crafts, cooking, sports, and movement. This program is offered five days a week with two block schedules, 2pm, 5:00pm. *Children bring their lunch.* Time is 12:00-2:00, 12:00-5:00 or 2:00-5:00. A registration brochure will be sent home in the summer packet. If room is available your child can sign up or drop-in throughout the year. Sign up early as classes do fill up quickly. Children may sign up for a combination of up to 5 days.

**Lunch Policy for afternoon programs:** Parents are asked to provide a nutritious lunch for any additional programs offered at Canterbury. If the lunch is forgotten a parent will be notified and expected to bring their child a lunch before 12:00pm. **NO PEANUT BUTTER OR NUT PRODUCTS!** Please do not bring Chic-Fil-A (it is made in Peanut Oil)

### **Holiday Mini Camp**

This is a two-day camp centered on the holiday theme with gift making, cooking, crafts, and movement. *Children bring lunch.* Time: 11:45-2:00. The registration form is in the fall afternoon enrichment brochure. Classes will be held in December.

### **Holiday Fun Day**

Holiday theme. It provides a fun day for the children and extra time for parents who are busy preparing for the holidays. Children bring lunch. A registration brochure will be sent home two weeks prior to this class.

### **Camp Sunshine**

A five week theme oriented outdoor camp experience. Children must be 3 ½ by June 1<sup>st</sup>, POTTY TRAINED, and entering a 5 day program that fall in order to participate. Children bring lunch. Time: 8:30-12:30. Camp registration brochures are available in March.

Dates: May 21 – May 25, May 29– June 1 (4 days) – June 4 and June 8 – June 11 – June 15, August 20 –August 24,

*Camp refund policy: Check camp brochure. There is a specific date which refunds will not be made after.*

## **PARENT INVOLVEMENT AT CANTERBURY**

Canterbury provide several opportunities for parents to get involved in their children's education in many ways, both at home and at school, through:

- Nurturing and sensitive childrearing – this is in addition to the basics of providing good nutrition, exercise, etc.
- Parent-school communication, which includes parent-teacher conferences, phone conversations with school staff, information sent home with children, and informal conversations while dropping off or picking up children.
- Volunteering in the classroom and Open time or for special activities such as field trips, class parties, etc.
- Learning at home, which occurs when parents reinforce classroom activities or educational strategies.
- Getting involved in different school committees such as Development, Grounds, Parent Coordinator
- Decision making, which entails participation in parent-teacher organizations, policy councils, etc.

Parents are encouraged to volunteer their time, talents and experiences throughout Canterbury. In addition to volunteering, two parent-teacher conferences per year to discuss the child's growth and development.

Scientific research consistently shows that parental involvement, both at home and at school, is associated with higher academic achievement, promoting all aspects of school readiness, including math and language skills, motivation, and social skills.

### **Parties & Celebrations**

There are occasions during the school year during which each class has a party. Parents are responsible for organizing these celebrations and are in charge of providing refreshments, cups, napkins, and tablecloths. Light-colored juices are preferred. The Room Parents for each class will discuss the parties and delegate responsibilities to the parents of the children in the classes so that time and expenses are equally shared. Two parents need to be present for each party. Parents are responsible for preparation fifteen minutes before the scheduled party time and for clean-up ten minutes after. Please be mindful of the requirements for each party. Due to safety hazards, balloons are not allowed.

Additionally, because of space limitations in the classroom, and toys and party foods that can be choking hazards, we ask that siblings do not come to parties.

Reminder: With viruses, potential flu epidemics and ever increasing food allergies, accreditation has implemented the criteria that all food brought into school to be shared with other children must be either prepackaged from the store or prepared in a kitchen inspected by The Health Department (i.e. a bakery's kitchen). This regulation applies to items brought in for classroom treats, parties, and receptions. **PLEASE REMEMBER WE ARE A NUT AND SEED FREE SCHOOL. READ ALL LABELS TO MAKE SURE ALL PRODUCTS ARE PRODUCED IN A NUT-FREE ENVIRONMENT.**

### **Parent Volunteers**

Parent volunteers are a vital part of Canterbury's success. The teachers depend on parents to help them carry out the daily programs planned for the children and greatly appreciate their help.

Three parent volunteers are required each day. The parent volunteer's job from 9:05 to 10:00 is to prepare materials for the classroom. Parents of children 3 – 5 are welcome to join their child for snack at 10:00. Parents of younger children are asked to refrain from having snack with their child until after January. At Open Time you will be assigned to assist a teacher either in the classroom or on the playground. Volunteers do not bring siblings on their volunteer day.

If you have not already volunteered for a regular day, please call the office at: [ccnsoffice@comcast.net](mailto:ccnsoffice@comcast.net). with any questions you might have.

### **Parent Education**

CCNS maintains a commitment to offer parent opportunities to learn more effective ways to develop parenting tools. Parents can enhance their parenting skills: and share with other parents the concerns, frustrations and rewards of parenting. Please refer to our "Weekly Blast" to find out when workshops and seminars will be offered.

**“WE ARE SO BUSY TRYING TO GIVE CHILDREN WHAT WE DIDN'T HAVE,  
INSTEAD OF GIVING THEM WHAT WE DID HAVE.”**

## TUITION

### Payments

All payments should be mailed to: Canterbury Community Nursery School  
601 N. Parham Road, Richmond, VA 23229

*All checks should be made payable to Canterbury Community Nursery School.*

There will be a \$25 service charge for any and all checks returned to us for insufficient funds as well as any bank charges that may have incurred.

### Tuition and Registration Policies

The registration fee of \$50 is non-refundable and is not applied toward tuition costs. A non-refundable tuition deposit of \$200 is applied toward the total yearly tuition bill. One hundred dollars will be subtracted from each semester's billing statement. Your statement will reflect the tuition deposit. If you have chosen to make the 10 monthly installments, there will be a 5% billing charge added to your tuition bill. **There will be a 1.5% late charge per month on any balance unpaid after the due date. This charge will be billed to you after the first business day the payment is late.** Billing arrangements can be made by calling the Director, Mia White or the Finance Manager, Megan Corbett, at the school office (741-4118).

Tuition costs cover all instructional materials, staff salaries, school activities, field trips, special entertainment, and family programs.

#### Tuition for 2017-2018

Jr. Kindergarten Full Day	\$8,333.00
Jr. K & Pre-K (4 hour)	\$5,719.00
4 yrs. (5 days)	\$4,378.00
2 yrs. And 3 yrs. (5 day)	\$4,378.00
Three day classes	\$3,065.00
Two day classes	\$2,377.00
Toddler	\$2,390.00

### Refund Policy

Please remember that the \$200 tuition deposit is non-refundable. Once the contract is signed it becomes a legally binding contract. You will be obligated to pay the Annual Tuition regardless of whether your child is dismissed or if you decide to leave. NO refunds will be given for tuition payments regardless of the length of the time that the child has attended unless:

- 1) withdrawal is recommended by a physician, or
- 2) relocation is required for employment purposes **AND**
- 3) a replacement is found for your child's position

### **Tuition Assistance**

Canterbury offers to any child who would benefit from the program but whose family would have a difficult time paying the full tuition costs. Contact the director for further information. Confidentiality is upheld.

## **FUNDRAISING POLICY**

Canterbury sponsors various fundraising activities throughout the year. Your generous support of these programs provides Canterbury with Tuition assistance for families in need, new materials and services for the children.

## **OPERATING PROCEDURES**

### **School Hours**

The school's hours are from 7:50 am until 11:50 am for all of the morning programs. Please do not drop children off before 7:50 unless you have registered for the Early Morning Drop-Off program (which begins at 7:30 am). Teachers use this morning time for classroom preparation and staff meetings.

### **Late Pick-Up Policy**

Barring emergencies, if a parent is late picking up a child at the end of the school day or a school sponsored program, a fine of \$10 will be assessed for every 10 minute block of time (or part thereof) as determined by the school's clock (minimum will be \$10). This policy does not apply if you are waiting in the carpool line or if you are in an emergency situation. Should you find yourself in such an emergency, please call the school to let us know that you are delayed. However, if an "emergency situation" happens more than three times in a year, we will be compelled to follow the late arrival policy. **"Running late" is not considered an emergency.**

The doors will be closed at 12:05. After that time, you are considered late and must come inside to pick up your carpool. Parents must sign the carpool out and indicate the time of pick up according to the school clock. The sign out sheet will be located in the office. You will be billed accordingly.

All other programs end at 2:00 and 5:00. You will be considered late for any of these afternoon programs if you arrive after that time.

Morning time activities begin at 8:00 am for our 4-hour classes and 9:00 for our 3-hour classes. **It is important that your child be here on time in order to participate fully in the activities.** IF YOU ARE DETAINED, AND THERE IS NO ONE OUTSIDE TO GREET YOUR CHILD PLEASE PARK YOUR CAR AND WALK YOUR CHILD INSIDE TO THE OFFICE. IT IS IMPORTANT THAT YOUR CHILD'S TEACHER IS AWARE THAT HE/SHE HAS ARRIVED. NEVER LEAVE YOUR CHILD UNATTENDED.

## **Sending Notices To School**

When sending a note to school with your child, **please date it and pin it to the child's clothing or tote bag with a safety pin.** Remember, we will **not** send a child home with another carpool or another adult unless we have a note from home.

## **DISCIPLINE PROCEDURE**

### Positive Discipline Policy

Canterbury is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of Canterbury's values, including self-control, respect for others, and a positive self-esteem. Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of Canterbury's curriculum, and it helps children grow as successful, lifelong learners. Canterbury's commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success. When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop mindfulness techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem. Canterbury's Staff use a form of discipline adapted from the STEP program (Systematic Training for Effective Parenting). This is a discipline system in which children are taught to be responsible for their actions and accept the natural and logical consequences of their behavior. Canterbury staff believes that every child has the right to an orderly learning environment.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies.

*The following steps will be followed in handling **extreme** disciplinary situations.*

Step One: If a student is doing or has done something that is hazardous to himself, or someone else, (i.e. fighting, physically hurting another child, throwing dangerous objects, disrupting the orderly environment of the classroom, etc.) and has not stopped after the teacher has asked. he or she will be taken to the Director. The Director will talk individually/privately with the child. A "Behavioral Referral Record" form will be filled out, sealed in an envelope and a copy sent to the parents. There will be a follow-up phone call to the parents.

Step Two: If a student is referred a second time to the Director, the teacher will add to the Behavioral Referral Record and a copy will be sent home to the parents. The parents will be called in to a conference with the Director and the child's teacher.

Step Three: If a student is referred a third time to the Director, the teacher will add to the Behavioral Referral Record. The Director will call the parent(s) to come for their child. The child will leave school for the remainder of the day.

Step Four: If the student is referred a fourth time to the Director, the teacher will add to the Behavioral Referral Record. The parent must come and get the child. The child will not be able to return to Canterbury until the parents have a conference with the Director and a future course of action is determined.

1. The teacher and Director will observe and document a child's behavior.
2. The teacher and Director will discuss the child's behavior with a parent and inform him or her of learning-based strategies the teacher has implemented.
3. The teacher and Director will follow up with the parent about how these strategies are influencing the behavior.
4. Teachers and the Director will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, the Director will require the parents to seek support from outside resources. (i.e. ABA coach, mentor during school hours) If parents do not comply with requested requirements Canterbury reserves the right, in its sole discretion, to dismiss your child from its programs for behavioral or other issues that cause disruption.

**A child may be terminated for behavioral problems if the problem continues, and the recommendations, are not followed through by parents. This decision will be made in the sole discretion of the school.**



## SICKNESS

Do not send your child to School when he/she has a bad cold or infectious disease. If a child appears to be sick or contagious, the parent will be called to take the child home. If your child has been ill, you may be asked by the Director to obtain a note from your pediatrician to confirm that your child is not contagious before your child may be readmitted to Canterbury. Children may not make up sick days. Keep your child home if he/she:

- has had a fever during the previous 24-hour period.
- has had an upset stomach or diarrhea during the previous 24-hour period.
- has a heavy nasal discharge **or has a very runny nose they cannot keep wiped themselves.**
- has a constant cough.
- is fussy, cranky, and generally not himself. (This is often the first sign of ensuing illness.)
- has symptoms of a communicable disease.
- 

*Please contact the school office when your child is sick.* If your child should contract a **long-term** illness or if your child has a *case of an infectious or contagious condition (for example, chicken pox, measles, lice, etc.)*, please call CCNS so that we can alert other parents to look for similar symptoms. We also request that you call the office (or send in a note) if you are planning an **extended family vacation**.

## MEDICINE POLICY

**Medications.** Any medications to be administered by the school must be handed directly to the Director with completed medication authorization forms from the parents and the child's pediatrician. (The forms are available in the office). Medicines must never be transported via the child's tote bag and will not be accessible to the children at any time. Documentation will be kept of each dose of medication given. All medications will be kept out of reach of the children. It is the parents' responsibility to take home any medication when it is no longer needed. All medications must be in the original container with the prescription label including the child's name, dosage amount, and times to be given.

**Sunscreen Lotion.** If you want your child to wear sunscreen on the days when it is hot and sunny, please apply the sunscreen before coming to school.

## ACCIDENTS

Routine first aid will be administered by our staff for minor injuries. In case of a major injury, the staff will notify:

- parents
- emergency number on registration form
- child's doctor (if parents cannot be reached)
- Henrico County Rescue Squad

## INFESTATION POLICY

The school is committed to controlling any infestation of lice, etc. If there is a case of infestation in your child's classroom, you will be notified by the school. The child affected will not be able to return until treatment has occurred. A child must be nit free to return to the classroom. The classroom teachers will inspect the room and treat any infected area.

Canterbury has a cleaning crew that comes each evening and vacuums the carpets and sanitizes the bathrooms, etc.

If your child develops an infestation, please notify the school immediately.

## COMMUNICABLE DISEASES

Chicken Pox	Rash of small blisters developing from small pimples; fever with start of eruption	3 – 17 days	7 days after eruption
Conjunctivitis	Redness of one or both eyes with or w/out discharge	24-72 hours	24 hours after eruption
Strep Throat	Low-grade fever, irritability, loss of appetite, and swollen glands	3-5 days	2 days after treatment begins
Scarlet Fever	Fever, sore throat, rash on body	1-3 days	7-10 days
Infectious Hepatitis	Fever, nausea, abdominal pain, jaundice	7-21 days	7 days
Impetigo	Blisters which dry; yellowish crusted scab on skin or mucous membrane	1-5 days	3-5 days
Head Lice (Pediculosis)	Severe itching and scratching Eggs attached to hair in small, round, gray lumps	7-14 days	Effective until treatment is complete. "Rid" is effective and available at the drugstore.
2 Mononucleosis	Fever, sore throat and enlarged lymph glands	2-6 weeks	Exclude until doctor says child may return
Ringworm of Scalp	Localized round patches, with short broken hair	10-14 days	None, if under treatment
Ringworm Of Skin	Scaly, red circular or oval patches on skin	10-14 days	None, if under treatment

## CARPOOLS

**All classes participate in carpool.**

Until carpool begins on September 11<sup>th</sup> we request that the parent walk the child *to the classroom door* for morning drop-off. We also ask that you pick up your child at the classroom door at the end of the day.

Carpools begin on Monday, September 11<sup>th</sup>. You will be given a card to hang on your Rear view mirror, with your carpool number on it. You are asked to drop off your child in the carpool line. A staff member will greet your child and make sure that he/she gets to the appropriate classroom. For pick-up at 11:50 please **hold the numbered card so that the teacher with the walkie – talkie can read the number and keep it displayed until the child is in the car.**

**All drivers please use the driveway on the North end of the building for drop-off & South End during afternoon carpool, pick-up.**

**Please do not park in the carpool lane.**

It is very important to the staff and especially to your child that you arrive on time in the morning and at pick up. (Please see late policy.)

#### **Other things you need to know about carpooling.**

- Children will be only loaded & unloaded on the passenger side of the car.
- Do you prefer to walk up? Park in the parking lot on the building side. Then, stand by the walkway, to the side of the front door, and hold up your child's carpool number. The teachers will then call your child and walk him/her to you.
- All children must be buckled – but it is time consuming when you are in the carpool line. Once the children are in your vehicle, please pull forward (toward the circular drive), stop and then proceed to buckle up.
- For any changes in afternoon pick-up (child going home with another child or carpool, a different driver picking up, or if you do not want your child to ride in his/her regular carpool), you must send a dated note to school.
- If you are leaving a car seat at school, make sure to put your child's name on it. The car seat should be placed by the wall in the hallway near the front door.
- The Staff **will not** load children into cars that are not properly equipped with car seats and/or booster seats for **all** of the children riding in the car.

#### **Emergency/Server Weather Dismissal Plan**

- This plan is to be used for dismissal when we do not want children to walk outside without shelter. This would include dangerous weather conditions or an unsafe situation.
- All students will be directed to the South end of the building. We will conduct carpool from the lobby of TBE.
- Drivers must stay in their cars with the carpool number visible in the window.
- Cars will drive up to the awing at TBE's main entrance.
- Teachers will announce numbers for your child to depart safely.

All students who use Afternoon Enrichment

**There is no carpool for EMD or Afternoon Programs**

## FIELD TRIPS

Although the preschool tries to bring in a good variety of educational experiences for the children, occasionally, there are opportunities for 4 and 5 year olds that cannot be brought to the school. When these experiences occur, 4 and 5 years olds will participate in a field trip. The following procedures will be followed for field trips.

- A permission slip must be signed by a child's parent or guardian before the child goes on a field trip.
- Drivers will need to have their vehicle information on file in the preschool office.
- Children will be supervised at all times. There will be an adult for every four children.
- All traffic and pedestrian rules will be observed at all times.
- Children shall use quiet voices when in the vehicle.
- When traveling by car, there must be a car seat secured by a seat belt for every child. Children must keep arms and heads inside the car at all times.
- Cars shall be clean and free of obstructive debris on floors or seats.
- Doors shall be locked when vehicles are moving.
- A first aid kit and emergency card file will accompany the children on each field trip.
- Drivers will have cell phones in order to be able to communicate with the school if there is difficulty in finding the destination.
- Information about the field trip and the location will be posted on the classroom in case of late arriving children.

### **Parental Involvement**

Parents also provide transportation for field trips. The DMV and State Police require that each child under the age of 8 and under 4 ft. 9 in. tall must be in his/her own child safety seat. For many reasons, such as insurance, distraction from the class program, and the need for parents to give their full attention to helping the class, the school requests that no siblings be brought on field trips. A completed driver certification form should be on file in the school office for all parents driving on field trips.

**“Childhood should be a walk of discovery,  
not a race to the finish line.”**

## AGREEMENTS & POLICIES

### General Agreements

- Teachers & staff will **not** put children in a car that is not equipped with a car seat for each child.
- We will not release a child to any person (other than the parents and those on the registration form) without a parents' written consent. If your child will not be going home with his or her carpool, a note must be sent to School. If there is a last minute change in carpool plans, you may call the school office and leave a message.
- If you are picking up a child early, you must first go to the office and fill out a short release form. Someone from the office will retrieve your child for early dismissal.
- If the staff at Canterbury suspects **child abuse or neglect- we will report this information to the Virginia Department of Social Services, as required by law.**
- Teacher assignments are not made until late August. **When** these class assignments are completed, your child will receive a letter in the mail from his/her teacher.

### Inclement Weather Policy

**If Henrico County Schools are closed, Canterbury will be closed. If Henrico Schools open 1 hour late due to bad weather, we will open at 8:50 and we will not have Early Morning Drop-Off. If Henrico opens 2 hours late CCNS will open at 10:00 am. If Henrico dismisses school early, Canterbury will close immediately.** Canterbury does not make up snow days.

If Henrico County schools remain closed (even when major roadways are clear), the Director may choose to resume classes at Canterbury as long as the parking lot, access roads and sidewalks are safe. If Canterbury decides to reopen before Henrico, an email will be sent and the website will be updated. The safety of the children and staff are the first priority in any decision to reopen early. If you are unsure whether Canterbury is opened, please call the school number and listen to the message, or check the website.

**There is no Early Morning Drop-Off program if schools are closed.**

There will be *no* afternoon programs if school is closed. When Canterbury's afternoon programs are canceled, they will *not* be made up and no cash refunds will be

given. If Henrico County closes school during any of our scheduled afternoon programs, please pick up your child immediately.

### **Tote Bag Policy**

Our younger children need a tote bag with two handles **not a backpack**, so that they will have ample room for carrying artwork home. Our Junior Kindergarten may use a backpack or tote bag. Please clearly **label** the tote bag or backpack with your child's name. Canterbury tote bags are available for purchase at our fall meeting and/or in the business office.

### **Snack Policy**

Children will be responsible for bringing their snacks in a tote bag only, JrK in a backpack. If your child is staying for Afternoon Enrichment please pack your child's snack and lunch in a different lunch box. Snacks should be nutritious and include fruits, vegetables, whole grain crackers, whole grain goldfish, cereal, rice cake or cheese. Please do not send chips, cookies, or cake. Canterbury is a nut free school. **Please do not send any snack that may contain nuts or nut oil.** If you are sending a snack that is hard to open, open it slightly and leave it in its original wrapper and put it in a zip lock bag. **Containers and bags should be labeled with the child's name and date.** Also, please include a clean plastic cup with your child's name on it for water. The school will provide a quality snack if a child forgets his/her snack. Parents are asked to provide snacks that do not require refrigeration.

**Because of severe allergies – peanut butter or nut-based snacks or snacks processed on shared equipment, are NOT allowed. Please read all labels for clarification.**

### **Diaper Policy**



In September, if children in two-day classes are not trained, we will work with you. We hope that by January all of the children in the *older* three-day class (M/W/F) will be potty trained. **All children must be toilet trained prior to admission to our three year old class and all five-day programs.** However, the school understands that children do and will have an occasional accident. If this occurs, the child will be changed by one of the teachers. If this becomes a persistent situation, the Director and the teacher will assess the issue and confer with the parents as to a solution that will be fair to everyone. The teachers will assist the parents in overcoming training problems, but the parents are ultimately responsible.

In the two-day classes if the child is not toilet trained he/she needs to be in disposable diapers. Parents are responsible for sending diapers and wipes in their child's tote bag.

The Department of Social Services in Virginia does not permit Teachers to wipe a potty-trained child once out of diapers. Please teach your child how to wipe after each bathroom use. Here is a video to help teach your child how to wipe them self.

<https://www.youtube.com/watch?v=LDGKjRtZO9g>

### **Dress**

Please be aware that we are a very active school. We ask that you dress your child in comfortable clothing appropriate for the activities and the weather. Old clothes or "play clothes" are encouraged as children frequently get paint and food on them. Dresses are not recommended. Children should wear rubber-soled shoes. Patent leather shoes, clogs, cowboy boots, and jellies are discouraged because they are dangerous when climbing or running. Overalls that are difficult for the child to get in and out of quickly and easily when using the bathroom are also discouraged. Instead, please send your child in pull up pants with elastic around the waist. Please **label** all your child's clothing, including sweaters and jackets.

## LOST ITEMS

Items left in the classroom will be placed in the Lost and Found area. Smaller items will be in the school office. Anything not claimed in 30 days will be given away to Goodwill.

## CONFERENCES AND COMMUNICATIONS

All teachers will communicate with families in the fall. This communication will be either written or by phone. The purpose of this communication is to give you feedback on what your child is learning and to obtain information as to how your child is adjusting to school.

On Wednesday, January 26, 2017 the T/Th class will have their parent/teacher conferences. This class **only** will not attend school on that day. On Friday, January 27, 2017 the three day and five day classes will have their conferences. These classes **only** will not attend school on this day.

Teachers are always willing to conference with you. If you feel the need to discuss your child's progress at other times, please send in a note or call the school office to request and appointment with the teacher, teacher and Director, or just the Director.

Further communication between staff and the parents will begin the first full week of school. A weekly newsletter will give the parent an overview of classroom activities at Canterbury. The two-day classes will receive a report every other week.

## CUSTODY MATTERS

Schools are not the forum to mediate custody disputes and other personal family matters. All, Custody matters and other family law disputes must be handled by the Courts. The schools do not have an independent legal basis to refuse a biological parent access to his or her child and the child's school records unless a valid, effective, and signed court order specifically setting forth limitations is on file at the school office.

## CHILD ABUSE POLICY

Canterbury School follows the guidelines set forth by Virginia's Child Abuse Law (Code of Virginia 63.1-248.2) and the Department of Social Services.

Child abuse refers to an act committed by a parent, caregiver or person in a position of trust, which is not accidental which harms or threatens to harm a child's physical or mental health or welfare. This can be physical abuse, physical neglect, sexual abuse, medical neglect, failure to thrive, mental abuse/neglect, educational neglect and/or bizarre discipline.

Should there be a suspicion of child abuse by staff, the matter will be reported immediately to the Director. Childcare professionals are required by law to immediately report any suspicions to the Protective Services Unit Department of Social Services. The

Protective Services Unit will make a determination as to whether the suspicion was founded or not. Confidentiality will be upheld!

## EMERGENCY EVACUATION PLAN

In the event of an emergency situation that requires an evacuation of Canterbury Community Nursery School one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- \*Take an accurate attendee list;
- \*Account for all children and staff as they board/depart vehicles;
- \*Bring any necessary medications/supplies and emergency records;
- \*Take cellular phone if available to be used for emergency notifications.

1. If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children cannot stay on the premises, the children will walk exit the North side of the building and walk to the open field on the North/West side, there they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety should be close by and within walking distance if appropriate.

1A. In the event of exposure to toxic material or gases, and a physical examination is recommended, children will be examined by Henrico Fire Dept. and taken to triage or decontamination area where a health care provider will examine them and family/guardian/emergency contacts will be notified.

2. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes due to a non-confined environmental threat, e.g. toxic fumes from a spill, flood waters, brush fires, etc. and the children cannot remain in the area, the children will be brought to Henrico Doctors Hospital, by teachers cars where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.

3. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. earthquake, hurricane, etc., children will be transported to: a Red Cross designated mass shelter (Hermitage High School) by teachers cars where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

4. In the event of a mass departure, car seats will not be utilized.

\*If evacuation is not necessary then Canterbury will be designated as a “shelter in place”.

**Procedures to follow if Canterbury Community Nursery School is designated as a  
"Shelter in Place"**

- You will be notified of an emergency- by word of mouth- or by the stop/start/stop/start of the bullhorn. Not the regular fire drill sound.
- As during a fire drill- shut the windows and doors- turn off the lights (including bathroom)
- Take your class to the hallway right outside your classroom. Have them sit on the floor by the wall.
- **Take the following items with you:**
  - Cell phone
  - Emergency cards
  - Tote bags and coats
  - Emergency Response folder
  - Any first aid supplies you may have in your room
  - Your purse and any other personal belongings
  - Scrap paper and crayons, etc.
  - One or two table games
  -

Once you are in the hallway take a head count and work with your children to keep them calm. All food and leftover snacks will be collected.

Listen for more directions from the person in charge.

Order of authority:

Director; Mia White

Assistant Director – Gina Chapman

(Collectively)- Sherry Smith, Amy Farina, Lisa MacNevin



CRISIS PREPAREDNESS

For

Parents and School Emergencies

The safety and security of our students  
and

Staff are top priorities for Canterbury Community Nursery School

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# Crisis Preparedness:

## Parents and School Emergencies

### Introduction

The safety and security of our students and staff are top priorities for CCNS. This booklet explains some of the procedures that have been planned and practiced in the event of an emergency at CCNS.

School administrator's work closely with police, fire, emergency services and public health to ensure our Safety & Crisis Manual reflects appropriate practices and CCNS is prepared for emergencies.

Our comprehensive emergency plan addresses a multitude of potential incidents, not because we expect them to occur, but because we want to be prepared in case they do. For security reason, specific details are not made available to the public, however, parents and students have a vital role and it is important that you know what to do in an emergency. Please review information in this booklet, in advance of the school year, to make sure you and your child understand the emergency procedures.

### **What is an Emergency?**

An emergency is any unexpected incident that could possible put your child's safety at risk. It could be anything from a disruption in utilities to a terrorist activity and could affect one child, our school, or the entire area. The Director, administrator and sometimes, emergency responders, will evaluate the seriousness of each situation and determine the best action to respond quickly, safely and appropriately.

Advance planning and preparation can minimize the risks in any emergency situation. This brochure offers guidelines for preparedness, what parents should do, and what the school will do in the event of an emergency. Communication procedures and student release procedures are also outlined.



# Preparedness – What Should Parents do to Prepare for an Emergency?

Parents have an invaluable role in preparing their children for emergencies. Listed below are some of the ways you can help them understand that if an emergency occurs at school, teachers and school officials are trained to handle the situation. Reassure them you will be contacted by the school any you will reunited with them as soon as it is safe to do so.

- Be sure emergency contact information is current and correct. Contact CCNS immediately whenever your work, home or cell number changes.
- Keep the office administrator informed of any medical conditions or physical limitations your child may have or medications your child may be taking. Provide the necessary medical supplies and medication for daily use and an additional supply to carry your child through an emergency. If there are questions about the appropriate amount of medication or supplies, please consult your child's physician.
- Identify who is authorized to pick up your child if you are not able to respond. Make sure their contact information is current and correct. Please on the emergency contact. List. Discuss this information with your child.
- If your child asks questions about emergency situations talk with your child about the importance of remaining calm and following instructions in the vent of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- Let you child know they could be moved to another location until you can pick them up. Explain the term "evacuation" at the age appropriate level, so they are not afraid of being evacuated from their school.
- Establishing a family preparedness plan including a communications plan at home. This will enable you to communicate with all family members during an emergency.
- In case of an emergency in which your child cannot go to their home, make sure there is another place he or she can go and be safe while waiting for a family member to pick them up.

## What Will School do in the Event of an Emergency?

What we do in an emergency depends on the situation and the specifics of the incident. We will make every attempt to ensure that instruction continues, even when it becomes necessary to lock down the school. Depending on the severity of the threat or emergency, additional measures may be taken, including sheltering-in-place, evacuating student from the building or closing the school early.

If emergency responders are called to the scene, we will work with them in a unified command to determine which plan should be implemented. School emergency plans vary from school to school, based on school size, building layout and other relevant factors, and are initiated depending on the events unfolding at the time of the incident. While we have a pre-established plan of action, evacuation sites, and family reunification plans, these plans must remain flexible as conditions change. Parents will be informed as soon as we have done everything we can to

## Protective Actions the School May Use

CCNS has an emergency preparedness plan involving a number of possible actions. The response varies, depending on the conditions and the situation, and is determined by the Director and Henrico County Emergency team. It is important for parents to understand that if a critical incident occurs, students will be dismissed to parents only when danger has passed.

### CCNS may use the following protective actions:

- **Lockdown** – A lockdown may be used because of an event inside the building or because something is happening outside and police have determined it is best to make sure the school is protected. The purpose of a lockdown is to restrict the movement of staff and students, and to fully secure the building. During a lockdown all interior and exterior doors are locked. No one is permitted to enter or exit the building until school officials, often working in conjunction with police, have determined it is safe to do so. All staff, students and visitors are accounted for and instruction continues. The length of the period of lockdown is based on the situation at hand, and could be a few minutes or hours. It is possible that a lockdown might involve detailing students beyond the regular school day, it is never our intention to hold students unnecessarily, and we will not do so except to ensure their safety. Conditions will return to normal as soon as it is safe to do so. Parents may or may not be notified when the school goes into lockdown. There are times when the school goes into lockdown for drills or training, or for an external event that does not involve the school. The Director or school Administrator will determine when the event is significant enough to notify parents.
- **Shelter-in-place** – this protective action is considered when an event takes place outside of the school and officials determine the safest course of action is to keep students and staff inside the school until the external event is handled. Some examples could be a weather situation, hazardous materials release, or a situation unfolding in the community into which children should not be released. Students who are outside are moved inside. If a shelter-in-place is called for and may extend beyond the school day, parents will be advised.
- **Evacuation** – If it is unsafe for students and staff to remain inside the building, the school will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter or be relocated to a safe location off school property, depending on a variety of circumstances. In the event of an off-campus evacuation, school administrators will work with emergency officials to move students to a safe location. From there the students will wait for family members to pick them up from the reunification site. In either

event, the Director or school administrator will make sure parents are notified.

- **Emergency School Closing** – this procedure will take place when the Director or school administrator will determine students are safer at home than at school. This most often occurs due to loss of utilities or a weather emergency. Parents will be notified that school will be closing.
- **Off-Site Family Reunification** – Students are moved off-site when school officials determine students and staff should not re-enter the building until it is rendered safe. Several off-site locations are determined in advance, but are not shared with parents until an incident unfolds. Police and school officials choose the best reunification site at the time of the incident depending on the circumstances of the emergency. Parents will be notified of the family reunification site as soon as it is tactically appropriate to do so. Our main priorities in an off-site evacuation are student safety and accountability. We want to make sure students are released to authorized individuals and a sign-out procedure will be initiated. In the event of an off-site school evacuation, parents will be provided information as to where the reunification site is located. Parents or authorized adults will be required to show photo identification in order to pick up a child. The process may take some time because we want to make sure reunification is made with authorized individuals.

## **What Should Parents do in the Event of an Emergency?**

The most helpful parental responses to a school emergency are to remain clam and wait for accurate information to be sent to the number listed on your child's emergency contact. We understand it is a natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, CCNS and emergency responders have made preparations to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines open so we can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first. Please do not go to CCNS. As we have learned from past school emergencies, one of our greatest challenges is how to manage an onslaught of parents and concerned citizens rushing to the scene to "help." By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured staff or students to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Tune I to radio or television stations designated to carry emergency information.

Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at the designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an authorized individual and they are in possession of a photo ID. Your child

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- will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the check out procedure established for emergencies. The reunification system was developed to ensure the safety of students and it is vital that the procedure be followed.
- Remain in designated areas at the family reunification site.
- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all our students.

## **Emergency communications – How Will Parents be Notified if an Incident Occurs at School?**

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, the Director of office administrator will communicate information to parents and the community. We have a variety of media available to parents that will be updated, as needed, with the most complete and accurate information available.

1. Twitter: @ccns78
2. CCNS Website ([www.canterburynurseryschool.org](http://www.canterburynurseryschool.org))
- 3.

In the event of a significant emergency, parents are encouraged to tune in to one of the following local television stations to follow the event as it unfolds:

1. Channel 6 – CBS
2. Channel 8 – ABC
3. Channel 12 – NBC

## **Recovery After a Crisis**

We understand that a traumatic event in a school or in the community can have an emotional impact on staff and students. CCNS has the contact information for counselors, social workers, and psychologists who can respond after a critical incident to provide assistance. If there is a chance a critical incident makes an emotional impact upon staff or students, we will bring in the necessary people to help those affected emotionally with the aftermath of the incident.

## For Additional Information

- For additional information please contact the Director or school administrator.
- An excellent website on emergency readiness is [www.ready.gov](http://www.ready.gov).

## Parent Emergency Contact Card

**For your convenience**

**Please cut out the wallet card below for use in an emergency**



### Canterbury Community Nursery School School Emergency Card

Tune into the following local media outlets for the most up-to-date information:

- Twitter: @ccns78
- Instagram: ccns78
- CCNS Web site [www.canterburynurseryschool.org](http://www.canterburynurseryschool.org)
- Local television and radio stations
- CCNS Main Number (804) 741-4118

## MISCELLANEOUS

### **Birthdays**

If you would like to recognize your child's birthday at school, you may bring in a small treat to share with the homeroom class at snack time. With viruses, potential flu epidemics and ever increasing food allergies, **accreditation** has implemented the criteria that all food brought into the school to be shared with other children must be either prepackaged from the store or prepared in a kitchen inspected by the Health Department. (i.e. a bakery's kitchen) Please send in a note to your child's teacher prior to the birthday, informing her of your plans. **Please no balloons or party favors.**

    Birthday party policy – Birthday parties beginning immediately after school should adhere to Canterbury's non-discriminatory policy that all classmates or those of the same sex must be included in the party to avoid any hurt feelings. The class rosters often change during the school year (especially in January) so you should check with the school office or your child's teacher to see what changes have occurred.

### **Show and Tell**

Each teacher will have a sharing bag, which will be sent home periodically with your child. When your child brings the bag home, they can choose a special toy or other item to bring to School to describe and share with the class that day. This gives everyone the opportunity to express themselves in front of a group and to share their toys and experiences with their classmates. Otherwise, we discourage the bringing of toys to School. We welcome any items of special interest that correspond with the weekly theme.