

# Canterbury Community Nursery School



## Parent Handbook School Year 2023- 2024

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

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

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## GENERAL INFORMATION

### Description of Handbook

This Parent Handbook is Canterbury Community Nursery School, Inc.'s (Canterbury, CCNS or School) latest version. It supersedes all previously issued parent handbooks and inconsistent verbal or written policies or statements about policies. The School reserves the right to add to, modify, suspend, rescind, delete, interpret and administer this Parent Handbook, including any of the policies contained in it, at any time, with or without notice. All such changes, modifications, deletions or additions must be made in writing. No oral statement or communication may change any provision of this Parent Handbook. Please note that this Parent Handbook is not a contract. As such, none of the School's policies, including those contained or described in this Parent Handbook, constitute (or are intended to constitute) an express or implied contract.

### Mission Statement

Canterbury Community Nursery School 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 language, mindfulness, computer, music, and motor development.

### Licensure

Canterbury is Licensed by the Virginia Department of Education and accredited by the National Accreditation Commission (American Early Learning Leaders) and a part of Virginia Quality. 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 accredited 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, ensures that Canterbury children and their families receive the very best education possible.

***“All children smile and sing the same language.”***

## ADMISSIONS

### Non-Discrimination

Canterbury School admits students of any race, color, creed, sex, sexual orientation, gender identity or expression, national or ethnic 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, sex, sexual orientation, gender identity, gender expression, national or ethnic origin or religious affiliation in administration of its educational policies, admission policies, and School administered programs. Canterbury School has no religious affiliation.

## General Admissions

Canterbury maintains open admissions provided there is sufficient space in the classroom. Student acceptance letters are typically mailed to parents in January. The School accepts children between the ages of 16 months and five ½ years. The School may deny enrollment to any child who the School determines would not benefit from its program or whose parents fail to return required documentation and terminate enrollment in accordance with the School's enrollment contract, including when the School determines continued enrollment to not be in the best interest of the School or its community.

Canterbury requires several forms to be completed prior to admission. No child will be admitted into the School unless these forms are submitted to the School's business office on or before the first day of classes. Parents are required to notify the School immediately should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child being dis-enrolled from the School and forfeiture of any deposit.

Enrollment priority is given to families who have previously been affiliated with the School, provided that the parents have timely completed and submitted all required forms and are up-to-date with required tuition payments. The School maintains a waitlist, including for students whose applications are received after acceptance letters are mailed. In order to secure a spot for your child, all tuition payments must be timely paid. After the deadline, your child will be placed on the 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

Parents who have a concern about something involving their child or the School should bring that concern to the attention of the classroom teacher or to the Executive Director, Mia White. The Executive Director's door is always open.

## STAFF LISTINGS

### Leadership Team

Executive Director	Mia White
Associate Director	Gina Chapman
Financial Manager	Megan Corbett

### Classroom Teachers

Classroom Flag	Teacher	Assistant Teacher
Rainbow Room	Robin Davia	Kassie Hollowell
Red	Krystin Hughes	Sultana Sultani
Blue	Keri Danner Link	Kristina Thornton
Yellow	Karin Eldred	Sarah Dunkum
Green	April Browning	Brittani Young
Orange	Karen Baird	Ellen Coyner
Polka Dot	Ashley Stewart Sherdel	Terri Turner
Purple	K. Taylor Ritchey	Kim Wynne
Pink	Sierra Cochran	Taylor Kelley
Plums	Erika de Witt	Jill Hinckley
Butterflies	Natalie Wright	Leslie Buller

### Specialty Teachers

Afternoon Enrichment Club	Alice Cardin, Taylor Kelle, Taylor Ritchey, Kim Wynne,
Motor Development	Preston Blackburn
Music	Melissa Reynold
Spanish	Krysta Schwartz
Loose Parts	Doris Jean Locke

### BOARD OF DIRECTORS 2023-2024

#### Executive Committee

Name	Role	Email
Doug Winslow	President	dougwinslow1@gmail.com
Josh Alloway	Vice President	joshuamalloway@gmail.com
Ben Karl	Treasurer	Benkarl@gmail.com
Emily Felix	Secretary	emilyandmichaelfelix@gmail.com
Mia White	Executive Director	miaccns@comcast.net

#### Members

April Browning  
Ellen Coyner  
Lara Cohn  
Cecilia Engler  
Tracy Harrison  
Gracie Mason  
Michelle Merrion  
Danielle Waller

### CALENDAR AND EVENTS

#### CCNS 2023 - 2024 CALENDAR AND EVENTS

Mon	Aug. 28	Open House All forms are due Staff Meeting Phase-In week
Fri-Mon	Sept 1-4	Labor Day Holiday
Tues.	Sept. 5	First Week of School Early Morning Drop-off begins Afternoon Enrichment begins Carpool begins
Mon.	Sept. 18	Parents Fall Meeting 7pm

Mon	Oct. 2	Fall Pictures (Class TBA)
Tues.	Oct. 3	Fall Pictures (Class TBA)
Mon.	Oct. 9	Teacher Continuing Education Day/No Students
Wed.	Oct. 18	Late Arrival - All Students arrive at 8:50am (No Early Morning Drop-off)
Thur.	Oct. 19	Pizza and Popsicle Night
Mon.	Oct. 30	Halloween Celebration for Orange, Purple
Tues.	Oct. 31	Parade @ 9:15am - Halloween Celebration Polka Dot, Green, Red, Yellow, Blue, Rainbow
Mon.	Nov. 20	Fall Celebration for 3 day classes/ Sharing Day for 5 day
Tues.	Nov.21	Fall Celebration for 2 and 5 day classes Fall Performance @ 10:45am (NO Butterfly, Pink, Plums, Orange) All Classes end at 12:00/No Enrichment
Wed-Fri	Nov.22-24	School Holiday: Thanksgiving Vacation
Mon.	Nov. 27	Classes Resume
Mon.	Nov. 27	Wear your CCNS t-shirt!
Thurs	Dec. 21	Holiday Parties - begin at 11:15 for T/Th classes
Fri.	Dec. 22	Holiday Parties - All Parties begin at 11:15 All Classes end at 12:00/No Enrichment
	Dec. 25	Winter Break Dec. 25 - Jan. 5
Mon.	Jan. 8	School resumes
Fri.	Jan. 12	Pajama Day - The entire school
Mon	Jan. 15	No School - Student Holiday
Thurs.	Jan. 25	Plum Room Parent/Teacher Conferences Children in this class do not attend school
Fri.	Jan. 26	Parent/Teacher Conferences Children do not attend school/No Afternoon Enrichment



Fri.	Feb. 2	School Closed for Professional Development Day
Tues.	Feb. 13	Special Person Parties T/Th Begins at 11:15 (No Butterfly, No Plums)
Wed.	Feb. 14	Special Person Parties 3-day classes and 5-Day classes (no siblings) Begins at 11:15. (All Classes, except Butterfly)
Wed.	Mar. 6	Late Arrival - All Students arrive at 8:50am (No Early Morning Drop-off)
Mon-Fri	Mar.11-15	School Closed / Spring Break #1
		Bring a Parent to School Day
Thurs.	Mar. 21	BPSD - T/TH Classes, Yellow, Red & Jr. K
Fri.	Mar. 22	BPSD - M/W/F Classes, Purple, Orange, Polka Dot, Green Snack at 10am No Butterfly, Pink or Plum
Mon-Fri.	Apr. 1-5	School Closed - Spring Break #2
Mon	Apr. 15	Spring Pony Pictures (TBA) - Class Photo
Tues	Apr. 16	Spring Pony Pictures (TBA) - Class Photo
Sat.	TBA	Carnival and Silent Auction
Wed.	May 8	Year End Parties 3 Day classes Yellow & Jr.K at 11:15
Thur.	May 9	Yr. End Parties - All Classes except JrK, Yellow and Red Graduation Ceremony for Yellow & Jr-K at 10:00am Early Dismissal 11:15      LAST DAY OF SCHOOL

Camp Sunshine  
1st Session: May 13 - May 17  
2nd Session: May 20 - May 24  
3rd Session: May 28 - May 31 (4 days)  
4th Session: June 3 - June 7

Calendar is subject to change

### **Fall Parents' Mtg. – (September 18, 2023)**

(All Parents – 7:00 pm, virtual)

Parents should plan to attend this in-person function to meet the teachers, staff, and other parents. After a presentation from the Executive Director and a few board members, parents are invited to their child's classroom for further School information. (This is an important part of the school year; please plan on attending.)

### **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.

### **B.P.S.D. (Bring a Parent to School Day) (March 21, and March 22)**

See your teacher for day – Friend, Uncle, Aunt, Dad, Mom, Grandparent, etc., or another significant person, 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 – (May 8, and May 9)**

### **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 JrK. 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 (Rainbow and Blue flags) meet Monday through Friday for our half or full day program. There is one teacher and one assistant teacher for up to 14 children.

Pre-Kindergarten (Yellow and Red Flags) meets Monday through Friday for our 4-hour program. There is one teacher and one assistant for up to 14 children.

Four-Year-Old 5 Day (Green flag) meets Monday through Friday. There is one teacher and one assistant for up to 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 Old's (Purple flag) There are two Co-teachers for 14 children.

Younger 3-year old's (Orange 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.

2-year olds (Pink flag) meet Monday through Friday. This class is self-contained with one teacher and one assistant teacher for 12 children.

2-year olds two-day (Purple flag) meets on Tuesday and Thursday. This is a self-contained class with one teacher and one assistant teacher for 12 children.

Butterflies (Butterfly flag) meets Monday, Wednesday and Friday, & Tuesday and Thursday or 5 days (16 – 24 months). The class is self-contained with one teacher and one assistant teacher for 10 children.

### **Class Placement Policy**

While final class placement is at the sole discretion of the School's Executive Director, the Executive Director, in conjunction with the teacher and the parents, may make exceptions for class placement based on the individual needs of the child and the School.

### **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. Each classroom becomes a play and learning center where children may make their own choice on what centers they would like to go to. Centers include, but are not limited to:

#### Engineering / Block center / Loose Parts

- 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, playdough, 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
- 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
- Spanish – Language will be taught with music, literacy, movement and more.

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 Curriculum**

<p>Imaginative Play Activities that promote imaginative play, dramatic play, puppetry, storytelling, props and child-initiated conversation.</p>	<p>Art Creative expression with painting and gluing as well as experimenting with other media.</p>
<p>Library Children are encouraged to read/look at different books and check out books. There is an author’s table, reading games and letter games</p>	<p>Science and Math Thinking &amp; working room, Exploration and experimentation.</p>
<p>Engineering Carpentry, building with blocks, hammering and woodworking activities.</p>	<p>Sensory Sensory exploration and activities that strengthen fine motor skills and cognitive skills,</p>
<p>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- Traveling curriculum will go to each classroom Children make choices Classrooms have several STEAM centers to choose from
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
	2:00 pm Carpool pick-up Story time Nap time
3:00 – 5:00	Snack time closing of the day Parents walk-in to pick-up children staying after 2:00 pm.

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

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

## ENHANCEMENT PROGRAMS

### iPads – Junior Kindergarten

The JrK 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.

### Language Program

The children in all of the classes will participate in Spanish. They will learn language through Books, fairy tales, stories, songs, games and more.

### 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.

## **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 (JrK and our 4-hour PreK are not eligible for this program)**

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. Space is limited; we recommend you sign up at the beginning of the school year. If there is a day you would like your child to stay for a drop-in, please contact the office for availability. We must have a 48-hour notice.

### **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, 2:00pm, 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. There will be drop-ins this year if space is available. 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. Please pack your child's lunch in a lunch box with an ice pack. Lunch boxes and all items need to be labeled with your child's name and the date. If the lunch is forgotten a parent will be notified and expected to bring their child a lunch before 12:00 pm. NO PEANUT BUTTER OR NUT PRODUCTS! Please do not bring Chick-Fil-A (it is made in peanut oil).

### **Camp Sunshine**

A four-week theme oriented outdoor camp experience. Our Toddler camps are for children 16 months – 3 years old. Children in our Toddler camp do not have to be Potty Trained. Our 3 ½ - 5 years-old camps, children must be fully potty trained. Children bring lunch. Time: 8:30-12:30. Camp registration brochures are available in March.

## PARENT INVOLVEMENT

### General Involvement Opportunities

Canterbury provides 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.
- Volunteering to send items in for classroom parties and special activities.
- 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 (one written one in-person) 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. In order to minimize the spread of COVID-19 there will be no parents allowed at classroom parties until further notice. 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, toys and party foods that can be choking hazards are prohibited.

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 Virginia Department of Health (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. If you have questions on how to help this year, please call the office at: (804) 741-4118 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.

### **Giving Program Canterbury**

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.

### **Fundraising**

Canterbury is a non-profit preschool. We sponsor 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.

**"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 is also an online payment option on the invoice parents receive via email.

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

### **Tuition and Registration**

A non-refundable \$50 registration fee is required to be submitted with the application for enrollment. The registration fee is not applied toward tuition costs. A non-refundable \$200 deposit of \$200 is applied toward annual tuition due. If you have chosen to make the 10-payment plan, there will be a 5% billing charge added to your tuition. **There will be a 3.5% 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 Executive Director, Mia White or the Financial Manager, Megan Corbett, at the school office (804)741-4118.

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

Once the **enrollment** contract is signed, you will be obligated to pay tuition regardless of whether your child is **withdrawn**, dismissed or **otherwise separated from the School**. No refunds will be given for tuition payments regardless of the length of the time that the child has attended.

### **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 Executive Director for further information. Confidentiality is upheld.



## OPERATING PROCEDURES

### School Hours

The School's hours are from 7:50 am until 11:50 am for all of the morning programs, with options to sign up for our Afternoon Enrichment Program until 5:00 pm. Please do not drop children off before 7:50 am unless you have registered for the Early Morning Drop-Off program (which begins at 7:30 am). Teachers use this time for classroom preparation and staff meetings.

### Late Pick-Up Policy

The School assess fines for late pick-ups. This includes a parent arriving at the school late to pick up their child at the end of the school day or a School-sponsored program, and a parent arriving more than 30 minutes after being provided notice that their child is sick and must be picked up. The School assesses a fine of \$10 for every 10-minute block of time (or part thereof) that a parent is late picking up a child, as determined by the School's clock (minimum will be \$10). Parents are not considered late for purposes of this policy if they are waiting in the carpool line. Parents who are running late as a result of an emergency should contact the School.

The doors to the School will be closed at 12:05 pm. After that time, parents are considered late and must come inside to pick up their child. Parents must sign the child out and indicate the time of pick up according to the School clock. Parents will be billed accordingly.

All other programs end at either 2:00 pm and 5:00 pm. Parents will be considered late for any of these afternoon programs if arriving after that time.

Morning 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 THERE IS NO SCHOOL PERSONNEL OUTSIDE TO GREET YOUR CHILD, PLEASE PARK YOUR CAR AND WALK YOUR CHILD TO THE DOOR. IT IS IMPORTANT THAT YOUR CHILD'S TEACHER IS AWARE THAT HE/SHE HAS ARRIVED. You must walk your child to the classroom door or walk your child to the office if the class isn't in their room. 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 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. You may also email or telephone the office. (804) 741-4118.

## BEHAVIORAL EXPECTATIONS

### Positive Discipline

Canterbury is committed to providing a safe and positive learning environment for all children. The School encourages children to develop social skills that reflect Canterbury's values, including self-control, respect for others, and 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 uses 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 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. Behaviors that the School discourages include, but are not limited to:

- Aggressive behavior toward other children or staff members, such as biting, kicking or pushing;
- Destruction of property belonging to the School or other children; and
- Failure to follow instructions.

### **Biting**

Biting is a typical behavior that is most often seen in infants, toddlers and 2-year-olds. As children mature, gain self-control, and develop problem solving skills, they usually outgrow this behavior. There are many reasons children at this age bite, including language development, teething, oral stimulation, and competition.

Our goal at CCNS is the positive development and safety of all of our students. In situations where a child is biting others, we strive to help identify what is causing the biting and to resolve these issues. Our staff will work with the biter to learn different, more appropriate behavior. If the issue cannot be resolved, this policy serves to protect the children who are bitten.

When a bite occurs, first aid and comfort will be given to the child who was bitten. Teachers will fill out an injury report to document what happened. For the biter, the teacher will talk to the child in an age-appropriate way, conveying that teeth are not for biting friends and how biting hurts their friends. The biter will be removed from the situation to briefly discuss how that may have made the bitten child feel and give them other ways to deal with frustration (i.e., use your words). The parents of the biter and the bitten will typically be notified; names of the other child will not be shared. The parents of the child who was bitten will sign the injury form. Teachers should document the situation on the biter's anecdotal notes.

The biter will be closely observed by the teachers to help prevent any incidents and to determine what is causing the child to bite. Observations will include time of day and place when biting happens, any regular targets, or related triggers and behaviors. The child will be given positive attention and approval for positive behavior (i.e., I love how you said my turn when you wanted to go down the slide).

If biting becomes a repeat occurrence, CCNS typically follows the following protocol, though the School reserves the right to administer discipline for biting on a case-by-case basis in its ultimate discretion:

- If a child inflicts 2 bites within 5 days of School attendance, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a member of the School's administration will have a conversation with the biter's parents to discuss the child's behavior and how the behavior may be modified. A member of administration will also do classroom observations.
- If the child again inflicts another bite within another 5 days of School attendance, the child will be required to remain out of school for the remainder of that day and the entirety of the following school day.

- If a child bites twice within a 1-hour period, the child will be required to be picked up from school for the remainder of the day.

CCNS realizes that every circumstance is unique and we will develop a plan of action with the parents to include strategies, techniques, and timelines to work on each individual situation. CCNS believes that it may take time to change a learned behavior and strives to work with the parents to a positive outcome. CCNS asks that parents take the act of their child biting others seriously and that they follow through on the recommendations set by School administration. Children may be dismissed from CCNS if the School concludes that their continued attendance is not in the best interest of the student, other classmates, or CCNS.

### **Abusive Language and Behavior**

Canterbury bases its program on a friendly, mutual understanding between staff, teachers, students and families. The School does not tolerate abusive language or behavior in our office, classrooms or through phone, email or social media, whether by parents or students. The School expects everyone in the Canterbury community to act in a kind manner, and to be courteous and polite. Any individual who fails to comply with this policy is subject to discipline at the School's discretion, up to and including removal of the student from the School.

### **Discipline Procedure**

While Canterbury reserves the right to issue discipline on a case-by-case basis and at the ultimate discretion of the Executive Director, the School typically uses the following steps when handling what it determines to be serious 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) and has not stopped after the teacher has asked, he or she will be taken to the Executive Director. The Executive Director will talk individually/privately with the child. A "Behavioral Referral Record" form will typically be filled out, sealed in an envelope and a copy sent to the parents, and there typically will be a follow-up phone call to the parents.

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

**Step Three:** If a student is referred a third time to the Executive Director, the teacher will add to the Behavioral Referral Record. The Executive 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 Executive 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 Executive Director and a future course of action is determined. Additionally, the following actions are typically taken:

1. The teacher and Executive Director will observe and document a child's behavior.
2. The teacher and Executive 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 Executive Director will follow up with the parent about how these strategies are influencing the behavior.
4. Teachers and the Executive 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 Executive 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 the child from its programs for behavioral or other issues that cause disruption.

A child's enrollment may be terminated if behavioral problems continue and the recommendations are not followed through by parents. This decision will be made in the sole discretion of the School.

### SICKNESS

Children who are showing signs of illness, including an infectious disease, may not be present at school. If a child appears to be sick or contagious while at school, a parent will be called to take the child home. If your child has been ill, you may be required to obtain a note from your pediatrician to confirm that your child is not contagious before your child may return to Canterbury. Children may not be present at school if they are experiencing the following symptoms:

- fever of 100.0 degrees Fahrenheit or higher during the previous 24-hour period;
- flu-like symptoms (headache, chills, muscle aches);
- gastrointestinal symptoms (nausea, vomiting or diarrhea) during the previous 24-hour period;
- heavy nasal discharge or a very runny nose they cannot keep wiped themselves;
- new or worsening cough;
- difficulty breathing or shortness of breath;
- loss of taste or smell;
- sore throat; or
- being fussy, cranky, and generally not himself. (This is often the first sign of ensuing illness.)

Testing is recommended for people with symptoms of COVID-19 as soon as possible after symptoms begin. If a child with COVID-19 symptoms tests negative for COVID-19, parents should consider getting the child tested for other respiratory illnesses that could be spread to others, such as flu. Children who test positive for COVID-19 must provide a note from their medical provider that they are no longer contagious before they are allowed to return to school.

#### **Sick student pickup**

- We will maintain an isolated area where those demonstrating symptoms of illness will remain there until they are picked up.
- It is imperative that all sick children are picked up within 30 minutes. If they are not, there will be an additional fee for every minute over 30 minutes.

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, COVID-19, chicken pox, measles, lice, etc.), please call CCNS so that we can alert other parents to look for similar symptoms.

### COMMUNICABLE DISEASES

Canterbury will strive to follow the most up-to-date health guidance from the Centers for Disease Control and Prevention (CDC) and Virginia Department of Health (VDH).

Disease From	Early Signs & Symptoms	Incubation Period	Excluded School
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 without discharge	24-72 hours	24 hours after eruption
COVID-19	See Sickness policy.		
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
Flu	Fever, Aching muscles, chills, headache, cough, fatigue, weakness, nasal congestion, sore throat	1-7 days	5-7 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.
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

### MEDICINE POLICY

#### Medications

Canterbury dispenses medication in accordance with applicable law. All prescription medications brought onto School property must be in the original container with the prescription label including the child’s name, dosage amount, and times to be given. Any medications to be administered by the School must be handed directly to the Executive Director or their designee with completed medication authorization forms from the parents and the child’s pediatrician. (The forms are available in the School’s 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.

#### 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. In accordance Virginia Department of Education standards, we will not leave sunscreen, ChapStick or lotions in your child’s tote bag/backpack.

### MEDICAL SITUATIONS

Routine first aid will be administered by School staff for minor injuries. If appropriate under the circumstances in the event of more serious medical situations, the School will notify parents, the emergency number on a child’s registration form, a child’s doctor (if parents cannot be reached) and Henrico County Rescue Squad (if necessary).

### 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.

### CARPOOLS

Until carpool begins on September 5, 2023, we request that the parent walk the child to the door for morning drop-off. We also ask that you pick up your child at the door at the end of the day. Carpool begins on Tuesday, September 5, 2023. 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 am or 2:00 pm, 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.

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

All drivers should use the driveway on the north end of the building for morning drop-off and the South End during 12:00 pm and 2:00 pm carpool, pick-up.

**Other things you need to know about carpooling:**

- Children will be only loaded and 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.
- The staff will not put children in a car that is not equipped with a car seat for each child.
- The School will not release a child to any person (other than the parents and those on the registration form) without a parent's written consent. If your child will not be going home with his or her carpool, a note must be sent to the School. If there is a last-minute change in carpool plans, you may call the school office and leave a message.
- There is no carpool for pick up after 2:00 pm.

**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 awning at TBE's main entrance.
- Teachers will announce numbers for your child to depart safely.

## FIELD TRIPS

Although the School tries to bring in a 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-year-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.

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 prohibits siblings from being 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.”**

## GENERAL POLICIES

### **Early Pick-Up**

If you are picking up a child early, you must first go to the office and fill out an early release form. Someone from the office will retrieve your child for early dismissal.

### **Teacher Assignments**

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**

Typically, if Henrico County Schools are closed, Canterbury will be closed. If Henrico Schools open one hour late due to bad weather, Canterbury will typically open at 8:50 am and will not have Early Morning Drop-Off. If Henrico opens two hours late, Canterbury will typically open at 9:50 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 Executive 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 typically be sent to parents and the website will typically 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 open, 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 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 school 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 disposable bag/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. **All 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 the beginning of school, if children in our younger classes are not potty trained, we will work with you. **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 Executive 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.

If the child is not toilet trained or continues to have accidents, he/she needs will need to be in disposable diapers or pull ups. Parents are responsible for sending diapers and wipes in their child's tote bag. The Virginia Department of Education 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.

### **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 contagious diseases 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 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.

## **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 Thursday, January 25, 2024, the T/Th class will have their parent/teacher conferences. This class only will not attend school on that day. On Friday, January 26, 2024 the three day and five-day classes will have their conferences. Children do 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 an appointment with the teacher, teacher and Executive Director, or just the Executive 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

The School does not mediate custody disputes and other personal family matters. In custody and other family law matters, the School follows applicable law and court directives, including in relation to student access and records.

## MANDATORY ABUSE AND NEGLECT REPORTING

All Canterbury employees must follow Virginia's mandatory reporting obligations for suspected child abuse and neglect. Any School employee who, in their professional or official capacity, has a reason to suspect that a child is an abused or neglected child must immediately notify the Executive Director, who will then take responsibility for immediately reporting that suspicion of abuse or neglect. If the School employee with the suspicion of abuse and neglect is, for any reason, unable to escalate their suspicion to the Executive Director, that employee must report their suspicion of abuse or neglect to the local department of social services where the child resides or to the Child Abuse and Neglect Hotline (1.800.552.7096) within 24 hours. Any School employee who makes or receives a report of suspected child abuse and neglect must inform the Executive Director the day they make or receive the report. In compliance with the law, a notice outlining child abuse and neglect reporting requirements in Virginia is posted in the School.

Va. Code § 63.2-100 defines an abused or neglected child as any child under 18 years of age:

- Whose parents or other person responsible for their care inflicts or threatens to inflict a non-accidental physical or mental injury;
- Whose parents or other person responsible for their care has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- Whose parents or other persons responsible for their care neglects or refuses to provide care necessary for the child's health, including adequate food, clothing, shelter, emotional nurturing or healthcare;
- Whose parents or other person responsible for their care abandons the child;
- Whose parents or other person responsible for their care, or an intimate partner of such parent or person, commits or allows to be committed any act of sexual exploitation or any sexual act upon a child, including incest, rape, indecent exposure, prostitution or allows a child to be used in any sexually explicit visual material;
- Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis;
- Whose parents or other person responsible for their care creates a substantial risk of physical or mental injury by knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
- Who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the Trafficking Victims Protection Act of 2000 and in the Justice for Victims of Trafficking Act of 2015.

## EMERGENCY EVACUATION PLAN

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

- 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 exit at the north side of the building and walk to the open field on the northwest 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.
  2. In the event of exposure to toxic material or gases, and a physical examination is recommended, children will typically 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.
  3. 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 typically be brought to Henrico Doctors Hospital 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.
  4. 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 pickup.
  5. 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."

### **CRISIS PREPAREDNESS: PARENTS AND SCHOOL EMERGENCIES**

The safety and security of our students and staff are top priorities for CCNS. This policy explains some of the procedures that have been planned in the event of an emergency at CCNS. School administrators work closely with police, fire, emergency services and public health to ensure our Crisis Preparedness 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 reasons, 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.

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

An emergency is any unexpected incident that could 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 Executive

Director and emergency responders (if necessary) will evaluate the seriousness of each situation and determine the best action to respond quickly, safely and appropriately.

### **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, the School's staff and teachers are prepared 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 School informed of any medical conditions or physical limitations your child may have or medications your child may be taking.
- 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 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 event of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- Let your 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 the 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 students 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 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 ensure the safety of students and when it becomes possible to provide accurate and helpful information.

### **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 Executive 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 law enforcement has 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 Executive 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 School will make sure parents are notified.
- **Emergency School Closing** – This procedure will take place when the Executive Director determines 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 calm 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 in 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 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.

### **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 Executive Director 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. CCNS Website ([www.canterburynurseryschool.org](http://www.canterburynurseryschool.org))
2. Channel 12- NBC (school closing)

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 Executive Director.
- 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:

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



**ACKNOWLEDGMENT**

I acknowledge that I have received a copy of Canterbury Community Nursery School Parent Handbook. I understand that it is my responsibility to read (or have it read to me in totality) and understand the Handbook. If

I have a question concerning any policy in the Handbook, I will discuss it with the School. I understand that I and my child must comply with and abide by the policies contained in the Handbook. I understand that the Canterbury Community Nursery School Parent Handbook does not create any express or implied contract between the School and me, and that neither the Handbook, nor any policy contained in it, is to be interpreted as a contract. Rather, I understand that the Handbook contains information about the key policies of the School. I also understand that the School retains the right to add to, modify or remove its Student and Parent Handbook, and any other School policy, at any time.

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Parent Name	Signature	Date
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Parent Name	Signature	Date
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<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>	