

Radnor Nursery School, Inc. Handbook



2008-2009 School Year

Welcome to Radnor Nursery School, Inc
The Perfect Place to Start!

203 North Valley Forge Road
Devon, PA 19333
(610) 688-5033

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September 2008

Dear Parents,

Welcome to a new and exciting school year! I am looking forward to getting to know the new members and their children, and seeing the returning families. I hope everyone had a wonderful summer.

As members of Radnor Nursery School, we carry on the tradition of an educational institution that started in 1956. Because RNS is cooperative, parents are given a unique opportunity to experience and shape their child's first educational experience and to take part in the operation of a traditional nursery school. Studies show that a student's academic success largely correlates with the degree of parental involvement, and we hope that your involvement will bring personally rewarding experiences as well.

This year we look to get back to the basics, which we believe revolves around relationships. We promise to provide an outstanding environment for our cooperative school to succeed now and in the future. Already we have solidified a great relationship between the board, the teachers, and the managers of our location, namely St. Luke's Lutheran Church. We look forward to foster a great relationship with our incoming students and parents as well. At the end of the day, we must all remember that we joined a cooperative which means that we will all have to roll up our sleeves and work together to ensure the best environment for our children.

I am so proud to introduce our Staff. They are an exceptional group of people that have the unique ability to educate our students through the use of creative play, our most important principle.

We are thrilled to welcome Education Director, Joan Strayer, as she starts her 23rd year with RNS. Certified in Early Childhood Education by the State of Pennsylvania, Joan has a wealth of experience, boundless energy and enthusiasm. She continually gives her all and we are indebted to her for her commitment to our school. This year Joan will teach the (3's) class.

We are also proud to welcome back our fantastic staff of teachers from last year; Tammi Campbell (2's), Clare Rothermel (2's), Stella Nicola (2's), and Ann Braun (Toddler-Time). I know as you get to know each and every one of these teachers you will have as much respect for them as we do.

We also must recognize Ann Braun as our Business Manager. Her dedication and hard work is unparalleled. She is an invaluable asset to RNS.

The Board of Directors has worked countless hours planning and preparing for the school year. Thank you to Kelly Hutchinson, Denise Kozuch, and Megan Garrett for their dedication. We look forward to an exciting year. As a cooperative venture, our members are our greatest resource and the key to a successful year.

If I can be of assistance, please do not hesitate to contact me.

Mike Harakal
President, RNS
board@radnornurseryschool.com
610-688-5033

September 2008

Dear Parents,

As we begin a new year, I would like to welcome you to Radnor Nursery School, Inc. I am looking forward to working with your children, providing them with a warm and nurturing atmosphere in which to learn, and stimulating their curiosity with lots of fun and exciting experiences.

For most of the children, nursery school will be one of their first group experiences. Therefore, my primary goal is to make them feel comfortable and to look forward to coming to school. As they learn basic concepts and socialization skills, they will also develop a positive self-image.

Studies have shown that pre-schoolers learn best through creative play, and we will provide many opportunities to reinforce that concept. Free play time, arts and crafts, stories, games, circle time, and music will enable the children to learn important language and motor skills as well as providing opportunities for caring and sharing.

Radnor Nursery School is a cooperative venture for teachers and parents working together to provide a wonderful place in which our children can learn and grow. I urge you to get involved, be enthusiastic, and help make our year together a rewarding and exciting experience for each child.

Please feel free to make comments and suggestions as they are always welcomed and appreciated.

Sincerely,

Joan Strayer
Education Director
2's & 3's Teacher

September 2008

Dear Parents,

I am so happy to welcome you to Radnor Nursery School. I believe that a child's very first experience in school is critical to laying a foundation of joyful learning that will last a lifetime. That is why my primary goal is to provide a nurturing environment, one in which your child feels safe and free to explore and learn.

Since young children learn best through creative play, our two-year-old curriculum provides the perfect balance for your child to learn basic concepts while developing socialization skills. These concepts will be reinforced through circle time, age appropriate arts and crafts, as well as music and games.

Radnor Nursery School is a unique cooperative learning environment. As coop parents you have a wonderful opportunity to take part in your child's first educational experience. I eagerly look forward to working together in order to provide a positive and rewarding experience for both you and your child.

Please feel free to contact me regarding any questions or concerns.

Sincerely,

Tammi Campbell
2's Teacher

Radnor Nursery School

September 2008

Dear Parents,

How exciting and memorable it will be - your child's first experience at "school". I am pleased to welcome you to Radnor Nursery School, and to welcome back those of you who have already experienced our nurturing and happy environment with an older sibling.

You will find information on the school and its philosophy, as well as the "curriculum" for your early learners on the school web sight. I look forward to playing and learning with your children as they explore their world developing new social, language, and physical skills.

I feel fortunate to be part of this adventure, and assure you that I will treasure your "little treasures".

Sincerely,

Clare L. Rothermel (Mrs. R.)
2's Teacher

September 2008

Dear Parents,

Welcome to Radnor Nursery School!

Five years ago, I retired from the Tredyffrin-Easttown School District. For over thirty-five years I taught in classrooms filled with young children who inspired me with their sense of curiosity and delight of learning. Each day was an exciting adventure and I celebrated the state of wonder and the magical world in which children learn to discover and thrive.

Leaving the classroom was a bittersweet time for me. I knew that there were many opportunities for happiness, time for family, friends, gardening, reading, painting and music. I found that those activities and being an active community volunteer filled my days. However, I began to miss the classroom and the energy and excitement which young children brought to my life. When the opportunity to teach a two year old class at RNS arose, I eagerly accepted. What a wonderful decision it was! I loved having the privilege of becoming a partner in the children's early development. The year flew by and it was exciting to observe the children as they played, explored, interacted with new friends and expanded their experiences with language, music, creative play and literature.

I have always been committed to providing a happy, safe and stimulating environment in which each child is nurtured and loved. I am now looking forward to another year of sharing in the children's spirit of adventure; to laugh, listen, sing, dance, play and have fun with them.

What a wonderful time we will have!

Stella Niccolo

Who's Who at Radnor Nursery School 2008-2009 School Year

| Board of Directors | Parent Name | Phone/Email | Children | Class |
|--------------------|--------------------------|--|---------------------------|-------|
| President | Michael Harakal | board@radnornurseryschool.com 610-688-5033 | Talan & Harlow Harakal | 3's |
| Vice President | Kelly Hutchinson | board@radnornurseryschool.com 610-688-5033 | Carly Hutchinson | 2's |
| Treasurer | Denise Kozuch Harakal | board@radnornurseryschool.com 610-688-5033 | Talan & Harlow Harakal | 3's |
| Secretary | Megan Garrett | board@radnornurseryschool.com 610-688-5033 | Isabella Garrett | 3's |
| Business Director | Ann Braun | board@radnornurseryschool.com 610-688-5033 | | |

The Two Year Old Class Curriculum

The two-year-old program is designed to delight as well as guide the child in such a way as to develop social and perceptual skills. It is structured to provide a setting in which the child can participate in simple activities and develop a sense of fun through shared experiences.

Above all, the program should be flexible, warm and nurturing, ever mindful of the changing needs of the children. Activities will focus on body expression and control, social awareness, cognitive activities, language development, and emotional development.

The following is a guide of proposed topics per month. Topics may change, depending on the needs of the class.

| | | | |
|-----------|---|----------|---|
| September | Get Acquainted House and Family | February | Shapes Valentines Day Instruments Parades |
| October | Animals Farm-Zoo- Pets-Circus | March | Weather Nursery Rhymes |
| November | Food and Nutrition Tableware Fruits and Vegetables Bread-Dairy Thanksgiving | April | Spring Spring Holidays Planting Flowers Feelings |
| December | Holidays (giving and sharing) Holiday Sounds Hanukkah – Christmas | May | Colors Alphabet Senses Summer |
| January | Transportation Cars – Buses Trains – Trucks Boats – Planes Winter | | |

The following is the typical daily schedule:

| | |
|---------------|---|
| 9:30 – 10:10 | Arrival/ free playtime. Children can choose activities to engage in, such as paints, puzzles, books, and manipulative activities. |
| 10:10 – 10:15 | Clean-up |
| 10:15 – 10:30 | Music |
| 10:30 | Bathroom and snack time |
| 10:40 – 10:50 | Surprise Bag |
| 10:50 – 11:00 | Story Time – Craft Time |
| 11:00 – 11:30 | Outdoor Play (weather permitting) |
| 11:30 | Dismissal |
| 11:30 – 12:00 | Lunch Bunch (optional) |

The Three Year Old Class Curriculum

The average three-year-old is very curious about her environment, and anxious to interact with her peers. At the pre-school level, children spend much time learning through play.

The three's curriculum will enable the child not only to develop her self image, but also to learn about the world around her. She will experience growth in language development, social skills, and motor activity in a warm and friendly atmosphere.

The following topics are arranged according to holidays and seasons. Topics may be varied, depending upon the group's interest.

| | | | |
|-----------|--|----------|---|
| September | Get Acquainted Body Awareness Family & Friends | February | Feelings/Emotions Valentine's Day Community Helpers Transportation |
| October | Autumn Colors Shapes Halloween | March | Weather Insects Spring Senses |
| November | Food and Nutrition Birds-Preparing for Winter Indians – Pilgrims Thanksgiving | April | Spring Holidays Plants and Flowers Animals |
| December | Giving and Sharing Holiday – Sights and Sounds Hanukkah – Christmas | May | Pets Mother's Day Circus All about me Summer Safety |
| January | Winter Number Recognition Alphabet Nursery Rhymes | | |

The following is the typical daily schedule:

| | |
|---------------|--|
| 9:30 – 10:15 | Arrival/free playtime. Various activities will be made available, such as: Puzzles, sand table, blocks, puppets, books, dress up clothes, toys, games, crayons, paints, and manipulative activities. Craft and art activities in small groups. |
| 10:15 – 10:20 | Clean-up |
| 10:20 – 10:40 | Circle Time – Weather – Calendar – Unit Activities |
| 10:40 – 10:45 | Bathroom |
| 10:45 – 11:00 | Snack Time |
| 11:00 – 11:15 | Music |
| 11:15 – 11:30 | Story time |
| 11:30 – 12:00 | Outdoor Play (weather permitting) |
| 12:00 | Dismissal |

Four's Class Goals

The Four Year Old curriculum is designed to extend and develop the basic skills necessary for Kindergarten. For the young child there is no division between playing and learning, and so the program is organized to develop these skills through hands on activities in a child centered, warm and caring atmosphere.

The basic skills are:

- Social Skills
- Language Skills
- Motor Skills

Social Skills

1. To recognize each child's unique talents and potential, fostering a positive self-image.
2. To provide opportunities for children to develop self-discipline.
3. To develop group participation skills – sharing toys, friends, adults, and to take turns.
4. To listen when others talk.
5. To encourage in each child self discovery and awareness of the feelings of others.
6. Increase ability to begin and complete a simple task.

Language Skills

1. Learning to express oneself verbally.
2. Develop the ability to follow directions.
3. To continually extend vocabulary.
4. Familiarize a child's number vocabulary – more than, less than, big, small, etc.
5. Develop self-expression through role-play.
6. BEGINNING to develop reading readiness by:
 - Develop appreciation of stories.
 - Ability to listen to and retell a story
 - Develop awareness that words have meaning
 - Introduce children to letters and their properties through games, creative work, stories and a little reproduction i.e. writing the letter

Motor Skills

1. To provide opportunity for gross motor skills to develop through supervised outdoor and indoor play:
 - Jumping, climbing etc.
 - Rhythm and balancing
 - Throwing and catching
2. Body awareness – extending child's knowledge of his body and what it can do.
3. To provide a variety of activities that will develop manipulative skills
 - Cutting, drawing, sticking, painting and printing
 - Develop eye-hand co-ordination with puzzles, string beads, peg boards
 - Using manipulatives to extend matching and sorting (early math skills)
 - To develop self-expression through art, music, dancing and play.

Four's Class Curriculum

The Four's Class curriculum was designed based on your children's developmental needs and subsequent class goals. Throughout the year, we will be taking a very special journey around the world to explore how people live, what people like to do, and what children and families are like in various countries. Our exploration will consist of various activities to provide experiential learning that may include:

- Reading about and discussing native heroes
- Celebrating various holidays and the beginning of seasons in native style
- Reading folk tales and stories and doing re-enactments
- Cooking native recipes
- Playing games
- Listening to music and doing native dances
- Making and wearing native clothing
- Learning about various cultural customs and trying them out in the classroom
- Creating native art pieces

In keeping with the parent partnership value of the school, the exact countries that will be studied, the months in which they will be studied, and the exact activities performed will be based on parent input and involvement. To help me further refine this part of the curriculum, I ask that each parent fill out the attached survey and return it to me on the first day of school.

In addition, we will have a "letter of the week" in order to develop the children's understanding of the alphabet. Each letter will be assigned a week, in alphabetical order throughout the year. During this week, there will be a focus on that letter which will include stories, rhymes, craft activities, "show and tell", math concepts, and even snack will explore the letter. Here your partnership is also vital, in that I will ask you to help your child find an object that starts with the letter of the week to bring in for "show and tell."

Four's Class Schedule

The schedule has been designed to provide a balance based on the developmental needs of the children. As such, the schedule laid out below is a guideline that will be flexible.

| | |
|---------------|--|
| 9:30 – 9:45 | Arrival. Children will choose a quiet activity. |
| 9:45 – 10:00 | Morning Meeting- Greeting and discussions based on current subjects, calendar and weather. |
| 10:00 – 10:45 | Music and Activity Time- Children will choose from a variety of activities. Some examples are science, dramatic play and math manipulatives. |
| 10:45– 11:00 | Bathroom and Snack |
| 11:00- 11:30 | Story Time and Daily Wrap-up- Story/poem will be read and followed by discussion or extension activities. Recap of day's events. |
| 11:30 – 12:00 | Outdoor play |
| 12:00 Noon | Dismissal |

Basic Principles of the Co-op

Radnor Nursery School, Inc is a Cooperative preschool governed by parents who wish to be personally involved in their child's early educational experiences. At Radnor Nursery School, Inc. parents contribute both administratively – by *attending business meetings, holding a parent job* and *participating in all fundraisers* – and educationally as *helping parents* in their child's classroom. Following is a detailed description of the four (4) parent co-op responsibilities:

1. HELPING PARENTS-2's classes required/3's &4's optional

As a helping parent, you are an aide to the classroom teacher and key to classroom organization. The following information is intended as a guide for your days in the classroom.

Scheduling for 2 Year Old Parents

Each class will post a calendar to schedule helping parents. As a 2's parent, plan to spend at least one morning each month in the classroom as a helping parent for each child you have enrolled. This is optional for the 3&4 year old parents.

If you need a baby-sitter on the day you are helping parent, it is your responsibility to make arrangements for one. If you or your child is ill on your scheduled day, it is your responsibility to call another parent to trade days and then to notify Ann Braun. Questions concerning your helping parent day or changes to the schedule should be discussed with Ann Braun or the teacher.

*****3's and 4's parents will have a calendar provided by the teachers where they can sign up to be helping parents in their child's classes. Although this is not mandatory, we welcome parent involvement. It is a great opportunity to participate with the teacher and aid in the classroom.**

Arrival and Departure:

Please arrive by 9:15AM to help your child's teacher set up the classroom and greet the children as they arrive. Plan to stay fifteen to thirty minutes after dismissal to help clean the classroom. When lunch bunch is offered, the helping parent must stay with the class, until after lunch bunch.

What to Do:

The morning begins with setting up the classroom. Ask the teacher what you can do to help. Normally, a variety of games and puzzles are arranged on the tables, and brushes, paint, and paper are set up on the easel. Most supplies are kept in the office.

As children arrive, greet them and help take off their jackets and put their backpacks and lunches away. Suggest to the children activities they might enjoy and encourage the parents to be on their way. During the course of the day, play with the children, serve snacks, assist with the craft project, and accompany the class outside.

What to Bring:

You are responsible for bringing in a healthy snack and drink for your child’s class when you are the helping parent. Please remember cups and napkins, too. A refrigerator is available (located in the office) if your snack must be kept cold. Because snack time is only an hour before lunch, bring enough for one serving only and keep portions small. Some snack and drink suggestions are: apple, orange or banana slices, carrots, graham crackers, pretzels, mini bagels or muffins, fruit juice, lemonade or water. Based on a recommendation by the County Health Department, it is preferred and highly encouraged to use store-bought snacks over homemade items.

Feel free to bring a book or activity to share with the class. Books or items relating to the current topic are always welcome. Your child’s curriculum listing the monthly topics is included in this handbook. Please realize that time is limited and there may not be enough time to accomplish what you (and the teacher) have planned.

Dress comfortably and bring a jacket (if needed) for outdoor time.

Discipline in the Classroom:

Maintaining a consistency of discipline in the classroom is important. As a helping parent, take the lead from the teacher and reinforce her expectations. Radnor Nursery School uses the following methods of discipline:

- Positive Reinforcement (praising positive or “good” behavior)
- Early Intervention (rechanneling children in to productive activities)
- Active Discussion of Behavior
- Time Out (5 minutes or less to provide thinking time).

Cleaning out the Classroom:

The helping parent is responsible for cleaning the classroom after school. Cleaning supplies are located in the janitor’s closet next to the 4’s room and on the windowsill in the 2’s bathroom. Cleaning involves washing tabletops, vacuuming the carpet and cleaning the bathroom next to the 2’s room. **Don’t forget doorknobs.**

2. ATTEND GENERAL BUSINESS MEETINGS

There are at least four General Business meetings scheduled during the year on weeknights. The meetings begin at 7:00PM and end no later than 9:00PM.

The purpose of these meetings is to discuss and vote on issues regarding the operation of the school. As a parent of the co-op, your opinions and ideas are not only valued, but also essential to the school’s operation; therefore, you are required to attend the scheduled meetings. To ensure attendance, a deposit is charged at the beginning of the year and will be refunded when you have met your obligation. Please remember to sign the attendance sheet provided at each meeting.

Only one meeting, during the year, may be missed in order to receive your refund.

3. PARTICIPATE IN FUNDRAISING

As with most educational organizations, fundraising plays a vital role in the finances of Radnor Nursery School; therefore we require your participation. Profits from our fundraising efforts enable us to keep tuition costs down and purchase special items for our children.

Scrip Program

By ordering gift cards to local stores and restaurants, RNS earns a percentage of the money spent.

Supermarket Programs

Large supermarket chains offer cash back incentive programs for educational institutions. If you shop at Super Fresh or Genuardi's, please contact the fundraising chairperson about enrolling your frequent shopper number. These stores handle everything through computers and credit is given to RNS automatically when you swipe your card.

We also collect Acme register receipts in the office for credit.

Spring Consignment Sale

In the spring, RNS will hold a public toy/kid's clothes consignment sale. We will be announcing more details as the event gets closer.

RNS's Primary Fundraising Event

In November, RNS will host an event to raise money for our school and a large charitable organization that we would like to support. This will be an adult only evening with alumni and friends invited, as well. Members will be asked to submit ideas for the event.

4.PERFORM ONE JOB

As a co-op, with the exception of the Business Director, we do not employ staff to handle the administration of the school. To meet these needs, each family will be asked to help to the best of their ability. For example; washing toys, fluffing the mulch and minor repairs to school equipment. These jobs are important to keep our school running smoothly.

FINANCIAL RESPONSIBILITIES

TUITION AND FEES

There are three options for tuition payment: monthly, quarterly or annually. See schedule below. Note: Returning students may apply the \$75 registration fee to the GBM deposit for the upcoming year.

| CLASS | Annual Tuition One Payment -2% | Three Quarterly Payments - 1% | Nine Monthly Payments |
|-------------|--------------------------------|-------------------------------|-----------------------|
| 2's (2-day) | \$ 1,466 | \$ 493 | \$ 166 |
| 3's (3-day) | \$ 1,900 | \$ 640 | \$ 215 |
| 4's (5-day) | \$ 2,648 | \$ 892 | \$ 300 |

Payments are to be made by check, payable to Radnor Nursery School, Inc or credit card. Please include your child's name and class in the memo portion of the check. Checks are to be placed in the tuition box in the office. Cash will not be accepted. Failure to pay tuition by the due date may rescind membership in the coop. A \$25 handling fee will be charged for returned checks.

There is a 2% discount for full payment and 1% for quarterly payments.

The school extends a discount to families of multiple children.

ADDITIONAL FEES

New and Continuing Student Registration Fee

A one-time, non-refundable, non-applicable registration fee of \$75 is required for each new student. Returning students pay a fee to secure a spot for the following year. The fee is applicable to the first tuition payment for that year. It is non-refundable should the child not return.

General Business Meeting Deposit

There is a GBM deposit, which ensures attendance of at least one parent to the scheduled business meetings held throughout the year. This money will be returned when all obligations have been met.

WITHDRAWALS

If a child withdraws from RNS at the request of the Board, tuition will be refunded for days the child did not attend on a prorated basis. If a parent chooses to withdrawal their child from school, written notice must be given to the Board at least 2 weeks in advance. Tuition will be refunded for the remainder of the month in which the child withdraws.

GBM deposits will be refunded at the discretion of the Board based on the participation up to the date of withdrawal.

CLASSROOM POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL

All classes begin at 9:30AM. Children should arrive at 9:30AM. Please bring your child into the classroom and help your child settle in (remove jacket, put lunch in basket, etc.). Please do not leave your child before 9:30, since the teachers need uninterrupted time to complete classroom preparation each day.

School ends at 11:30AM for the 2's class, (or noon if your child is staying for the 2's lunch bunch). The 3 and 4-year-old classes end at noon. Please pick up your child on time. If you will be late picking up your child, please call the school at **(610) 688-5033**. Phones are located in the 2's, 3's room and in the 4's room and are answered while school is in session. If you get the answering machine, please leave a message.

SECURITY

If you plan to have someone else pick your child up from school, you **must provide the teacher with written notice**. Be sure to include the name and phone number of the person who will be picking up your child. This person should be prepared to present identification. The front doors to the school will be locked between 9:45AM and 11:15AM for security purposes. The doors will also be locked during the Extended Day hours. Please ring the doorbell for entrance when doors are locked. Emergency contact information for each child is kept by the 3/2's room telephone.

BAD WEATHER CLOSING

If you feel road conditions are dangerous and want to pick your child up early, please feel free to do so. The Tredyffrin/Easttown School district policy is our guideline for closings, but you are the best judge of what you think is safe for you and your child.

If T/E Schools are closed or opening late, Radnor Nursery School will be closed.

You can listen to KYW Radio- 1060AM. School closings are announced on this station according to snow emergency numbers. The snow emergency number for Radnor Nursery School/TE is 854.

BIRTHDAYS

Birthday celebrations are at the discretion of the child's parents (with prior approval of the teacher). Generally, parents schedule their helping parent day on or near their child's birthday and bring a special snack, party napkins and cups, and occasionally, party favors.

CLOTHES

On the first day of school, bring a change of clothes in a labeled shoebox (socks, shirt, pants, and underwear) to be kept at school. As the weather grows colder, remember to replace summer clothing with heavier clothes for winter. We recommend sending a school bag with your child each day to be used for bringing home projects, notes and other papers.

Please send outdoor playwear that is appropriate for the season. Children go outside every day unless it is raining or extremely cold. Be sure to label your child's coats, boots, mittens and hats.

SNACK SCHEDULE (3/4's only)

The teachers/aids will be handing out a monthly snack schedule which is based on an alphabetical rotation. When it is your child's turn, please send to class a snack for all the children (see above for ideas) and a small bottle of 100% juice or water. We will provide cups and napkins.

EXTENDED DAY & LUNCH BUNCH PROGRAMS

An Extended Day Program is offered for children in our 3's and 4's classes, from Noon to 2:30PM, beginning in late September. Extended Day meets in the 3's classroom and the schedule includes lunch (each child brings their own), free play, stories, crafts, and music. Weather permitting; children are taken outside on the playground.

Enrollment in the Extended Day is limited. Fees are determined annually by the Board. See the Extended Day Director for details. The Program is offered 3 days/week, determined in part by popular demand. The Board reserves the right to make changes as necessary.

The sign-up sheet is located in the office, and space is available on a first come basis. For safety reasons, it is mandatory that your child is signed up in order to participate.

A Lunch Bunch for the 2's is available, for a small fee, beginning in October. Children bring their lunch and are supervised in their classroom from 11:30Am to Noon on the days their class is in session.

Lunch Bunch for 3's and 4's is offered both separately as well as in conjunction with the Extended Day program from Noon to 1PM. The Board sets the schedule and fees.

FIELD TRIPS

At RNS, children in our 3's and 4's classes are taken on field trips throughout the year. The 2's are not included on field trips for safety reasons, but they do have special visitors at the school. Planning and organizing field trips is done by the teachers, field trip coordinator and the business director. Permission slips for all field trips will be sent home at least a week in advance. Please sign the permission slip and return it to the Field Trip box in the office.

Drivers/Chaperones are needed for each field trip. Sign up sheets will be posted prior to the events, please make sure you sign up well in advance. Please let the teacher know if you would like to help on a particular trip.

ILLNESS

If a child should become ill during class time, the teacher will determine the severity of the illness. If necessary, the parent will be called to pick up the child.

Please keep children with symptoms of illness at home. A child with a fever should remain out of school until the child's temperature has been normal for 24 hours. Colds and runny noses are expected during the winter months, but you are the best judge as to whether your child should remain at home. Remember the best place for a sick child is at home in his or her own bed.

If your child is going to be absent, please call the school (610-688-5033) between 9:30AM and 10:00AM to notify the teacher.

If your child has been exposed to or is diagnosed with a communicable disease, please notify the teacher as soon as possible. For more information, refer to the "Communicable Diseases" chart below.

PARENT-TEACHER DISCUSSIONS

Discussions of everyday classroom concerns are to be held after class dismissal. Please do not attempt a meeting with the teacher in the morning when she is setting up for the day.

Parent-teacher conferences are held once during the year for the 3's class and the 4's class. Check the school calendar for the date(s) of your child's conference. Please note that your child WILL NOT have class on the day of your Parent-Teacher conference.

SUGGESTIONS AND CONCERNS

A suggestion/concern box is available in the School Office. Everyone is encouraged to contribute ideas for how the school can be better organized. If you have a suggestion or a concern, submit your concern in writing to the box or discuss it directly with any Board member. All suggestions will be reviewed by the Board and discussed at the following monthly meeting.

TOILET TRAINING

Children in the 2's class are not required to be toilet trained. If your child wears diapers, please remember to keep your child's box stocked with extra diapers. Wipes, gloves and plastic bags are provided by the school and are kept in the 2's closet.

Children in the 3's and 4's classes are required to be toilet trained; however, we do understand that accidents occasionally happen.

TOYS

Toys and play equipment are provided by the school. We ask that all parents strongly discourage their child from bringing in toys from home. Children in the 3's and 4's have specific days designated for Show and Tell so that children can bring in their special items to share with their class.

We understand that some children have special "lovey" items. If your child insists on bringing this special item to school, the teacher will ask the child to keep their lovey in their box while school is in session.

We accept (and greatly appreciate) donations of old toys that your children no longer use and are in good condition. If you have toys to donate, contact Ann Braun, Business Director.

SUMMER CAMP

Summer Camp is 3-1 week sessions that begin immediately after the regular school year has ended. There are two separate camps. One is for the outgoing 2's students and the other is for the outgoing 3's and 4's. Information and registration forms are distributed the first week of April by the Summer Camp Director.

COMMUNICABLE DISEASES

Any child suspected of having any of the following communicable diseases **MUST** remain out of school for the following indicated time:

| Disease | Incubation Period | Exclusion from School |
|--|--------------------------|---|
| Chicken Pox | 14-21 days | 6 days from last crop of vesicles. Scabs must be dry. |
| Conjunctivitis (Pink eye) | 24-72 hours | Until eyes are free of discharge or under treatment for 24 hours. |
| Fifth Disease | | No exclusion |
| Scabies | 7 days | 24 hours after start of treatment |
| Scarlet Fever & Strep Throat | 1-3 days | 24 hours after start of treatment |
| Staph of the skin. Strep of the skin. | 1-3 days | Until skin is clear or under treatment for 24 hours. |
| Impetigo | 4-10 days | Until skin is clear or under treatment for 24 hours. |
| Pediculosis (lice) | 2 weeks | Until treated and free of lice or nits |
| Pinworms | none | Until first dose of Rx is given |
| Ringworm | 4-10 days | Until skin is clear of all scabs & crusts |
| Any undiagnosed rash or fever | | Until diagnosis is established or symptoms are gone for 24 hours. |

RNS ADMINISTRATION

General Elections Procedures

Elections to the Board of Directors are held following the January General Business Meeting (GBM). Any school member is eligible for election to hold Board office.

The Board of Directors selects one or two impartial Nominating Chair(s) at least 5 weeks prior to the January GBM. These members should not be current members of the Board, nor should they be seeking office for the school year in which they serve as Nominating Chair.

The Nominating Chair(s) are responsible for distributing a Nominating Form at least 4 weeks prior to the January GBM. The form is to be used by members to nominate any individual for Board office. Any member may nominate him/herself. Members who are considering candidacy are encouraged to discuss the duties of the position with current Board officers and/or any other member of the Co-op.

The Nominating Chair(s) are responsible for the following:

1. Reviewing all Nominating Forms returned by the membership;
2. Contacting all nominees to confirm that they wish to be considered for office
3. Soliciting a brief written statement of interest and/or qualifications from each nominee
4. Posting the list of nominees, including personal statements, 2 weeks prior to the January GBM;
5. Updating the nominee posting as necessary up to the morning prior to the date of the January GBM.

At the January GBM, nominees are introduced by the President or nominating chair(s) and granted time to make remarks about their candidacy. The President also solicits nominations from the floor for any office for which there is no candidate.

Ballots are prepared on colored paper by the Board or Nominating Chair(s) and include a write-in space for each office. One ballot is prepared for each family and is available the morning following the January GBM. Completed ballots are due at the close of school the following day and are to be collected in the locked Tuition Box in the school office. Ballots will be tallied by the Board of Directors following school dismissal on the second day following the GBM. One day's grace is allowed for each day of delay of any stage of the elections process due to inclement weather, power failure and the like.

The Board will post the results of the election on the morning following the close of balloting.

The first Board meeting following the election is attended by all Officers of the incumbent Board and all Officers of the incoming Board to ensure a smooth transition of responsibilities and files.

DUTIES OF THE OFFICERS

Responsibilities of the Board of Directors:

1. Ensure the continuity of the Radnor Nursery School Inc.
2. Schedule all required meetings.
3. Make policy and program decisions on behalf of the Cooperative, including decisions regarding the employment of the teaching staff.
4. Review and revise the By-Laws as needed as mandated within the By-Laws.
5. Administer and oversee the functioning of the membership, as it pertains to the operations of the Radnor Nursery School, Inc.

PRESIDENT

1. Chairs all meetings. Prepares and publishes an agenda in advance of all meetings.
2. Ensures compliance with State and Federal regulations. Prepares State Licensing Reports. Applies and procures new license.
3. Reviews and prepares for insurance and inspections.
4. Facilitates and makes executive decisions regarding the operations of the school. Leads the board in achieving set goals.
5. Acts as the contact for teachers and aides. Holds quarterly staff meetings.
6. Reviews, revises and prepares teacher/aides contracts as necessary and ensures adherence.
7. Acts as the secondary signatory of RNS Accounts.
8. Compiles the school calendar.
9. Coordinates and begins phone chain on snow days for school closings and other emergencies.
10. Coordinates Summer Camp in association with the Business Director and Teacher.
11. Elected every January for a 13 month term.

VICE-PRESIDENTS

1. Schedule social events throughout the year for coop members.
2. Responsible for enrollment along with Business Director.
3. Organizes Fall and Spring Open houses with Marketing parents and Business Director
4. Monitors and compares pricing and curricula of other area schools.
5. Organizes summer playgroup.
6. Maintains the student directories for each classroom; ensures that board members, teachers and homeroom parents are given updates.
7. Welcomes and acclimates new parents once they have joined the cooperative.
8. Assumes duties of President in her absence.
9. Elected in January for a 13 month term.

TREASURER

1. Prepares fiscal budget with the assistance of the Board.
2. Makes day-to-day financial decisions regarding tuition, deposits and cash flow, according to the established contractual obligations and precedents.
3. Handles Accounts Receivable, Collections, Accounts Payable, Payroll and Bank Reconciliation.
4. Maintains financial records of the school in accordance with law.
5. Prepares and submits State and Federal Tax filings, as required by the accountant.
6. Prepares and distributes W-4s and 1099s.
7. Ensures adherence to budget. Ensures financial stability of RNS.

8. Communicates budgetary guidelines to other Committees and teachers and monitors expenditures.
9. Gives periodic reports of financial status to general assembly of Cooperative, including year-end report.
10. Determines need for and calculates tuition changes and need for fundraising.
11. Acts as the primary signatory for Radnor Nursery School Accounts.
12. Elected in January for a 13 month term.

SECRETARY

1. Records, maintains and distributes minutes of all meetings.
2. Markets RNS as a parent-operated cooperative school through advertising and written/photo submissions (press releases) to local newspapers within budget. Works closely with Marketing parents.
3. Maintains and revises handbook.
4. Maintains a Suggestion Box in the school office. (Forwards any suggestions to the President for inclusion in monthly meeting agenda.)
5. Maintains a permanent record of photos, articles and other memorabilia in cooperation with the Homeroom parents and Marketing parent.
6. Previews and approves newsletter content before it goes to print.
7. Tracks participation of families at General Business Meetings and reports attendance.
8. Post items of interest on office bulletin board and removes out-dated items
9. Elected in January for a 13 month term.

FUNDRAISING CHAIRPERSON (with committee assistance)

1. Plans and motivates participation in annual fundraising events.
2. Administers the supermarket and scrip programs.
3. Coordinates, prepares and executes all administrative details for each fundraiser.
4. Maintains budgetary guidelines set by the board
5. Forwards all proceeds and backup paperwork to treasurer.
6. Elected in January for a 13 month term.

DUTIES OF THE BUSINESS DIRECTOR

1. Acts as the contact between teachers/aids and the Board.
2. Contact between RNS and St. Luke's Church
3. Attends all board meetings.
4. Arranges for subs for teachers and aids.
5. Works with VP and Marketing parent on open houses and prospective parent tours.
6. Responsible for enrollment.
7. Performs all administrative duties related to the business office.
8. Reviews and prepares for insurance inspections.
9. Works with president on licensure paperwork.
10. Maintains school office throughout the year and closes down for the summer.
11. Collects, opens and sorts mail.
12. Works closely with teachers and Parent buyer for purchasing of all supplies.
13. Organizes monthly fire drills.

RADNOR NURSERY SCHOOL, INC. BY-LAWS

Article I: NAME

The Name of this Corporation will be Radnor Nursery School, Inc.

Article II: PURPOSE

The objectives of this Corporation are:

- a. Under license from the Pennsylvania Department of Education and with professional teaching staff qualified under State regulation, to operate a cooperative nursery school for preschool children of members, in which members participate in guiding administrative and other responsibilities for the school; and
- b. To conduct business affairs only as required for the Corporation and so that no pecuniary gain or profit, incidental or otherwise, shall incur to its members.

Article III: ELIGIBILITY

Eligibility of each child for admission to the school and continued attendance shall be determined by the Board of Directors without regard to race, color, creed, but taking into account:

- a. The way the child will, has or does fit into the group;
- b. The child's parents' willingness to participate in the cooperative program;
- c. That the child must be in general good health

Determination of eligibility will include a 30-day assessment period at the beginning of each year during which time teachers will be given the opportunity to identify children who might need additional, specialized attention. This will include identification of special needs and whether they can be accommodated within the existing curriculum.

If a child is having great difficulty, including but not limited to exhibiting excessively disruptive or violent behavior, the teacher and parent will meet to discuss the behavior and establish a plan to correct the behavior. This plan may include a request by RNS for the professional screening of the child and / or referral to the County Intermediate Unit. When a plan or attempt to create a plan is initiated, a point person on the board and the school director will be notified.

Removal of the child from RNS will result from a failure by the parents to cooperate with the teacher in implementing the plan. This would include, in part, failure to arrange or attend meetings in a timely manner, failure to follow through with agreed-upon steps, and failure to obtain requested screening. Teachers may include a board member in the meetings at their discretion and shall inform the board if they are not getting the desired level of cooperation from parents.

Any behavior by a child that could affect the health or safety of other children in the school will be reported to the board immediately. The board will have discretion to suspend a child while a plan is being established if it is determined that the child is a danger to others.

The school shall conduct sessions for two (2) year olds, three (3) year olds, and four (4) year olds. The maximum number of children in a two (2) year old group shall be six (6). The maximum number in the three (3) and four (4) year old groups shall be twelve (12) each, with the following exception: two additional students (14 total) are permitted in the four (4) year old group if and only if the additional students are repeating the class for a second year. These numbers may be increased in accordance with Pennsylvania State Law at the discretion of the Board of Directors.

The age requirement for each class is as follows:

- a. For the two-year-old group, that the child's second birthday precedes the first (1) day of September of the current school year;
- b. For the three-year-old group, that the child's third birthday precedes the first (1) day of September of the current school year;
- c. For the four-year-old group, that the child's fourth birthday precedes the first (1) day of September of the current school year.

Exceptions to the foregoing age requirements may be considered by the Board of Directors on an individual basis.

Children must be toilet trained to enter the three and four-year-old class.

Article IV: SCHOOL TERM

The school term shall be eight (9) months, from the first Monday in September after Labor Day through the fourth week in May, inclusive, observing Tredyffrin/Easttown Township's school vacations and holidays, at the discretion of the Board of Directors. The school day shall consist of two (2) hours per day, two morning per week for the two year old class, two and a half hours per day, three mornings per week for the three year olds, and five mornings per week for the four year olds.

Article V: FEES

A one-time non-refundable, non-applicable registration fee shall be paid with the initial application of each child; the amount of such fee shall be set each year by the Board of Directors. The tuition fee shall also be established by the Board of Directors and announced before spring registration begins for the following year. Tuition shall be paid in nine (9) installments, payable by the first day of each month, June through April, excepting July and August. Price breaks are available for 3 or 1 payments in full. At their discretion, the Board may arrange other optional installment schedules.

If any child voluntarily withdraws from the school, tuition shall be refunded only in such amount as shall have been replaced by the tuition of another child entered in his/her place during the school term, provided that at least two weeks written notice of such intended withdrawal if given to the Treasurer. If a child withdraws at the request of the Board of Directors, the tuition will be refunded on a pro-rata basis.

Article VI: MEMBERSHIP

Upon acceptance of any child, his/her parent(s) shall become Members of the Corporation. No membership dues shall be assessed. Membership shall terminate upon the withdrawal of the child from the school, upon failure to pay tuition fees within thirty days after the due date, or upon the expiration of the current school term. The Board reserves the right to rescind the co-op membership of families who fail to fulfill the five co-op responsibilities described in the Handbook. At least one written warning shall be issued by the Board before action to terminate membership is taken.

Article VII: OFFICERS

The Officers of the Corporation shall be the President, Vice-President, Treasurer, Secretary, Fundraising Chairperson and Indoor/Outdoor Chairperson, who shall be elected by the membership. Members may nominate a Member or Members for an election to the various offices by submitting their names in writing to the Nominating Chair(s) who shall be determined by the Board of Directors prior to the election. The Nominating Chair(s) shall be responsible for confirming nominees as candidates and for maintaining a posted list of candidates. In the event no member has been nominated for an Office, candidates may be nominated during the January Election/General Business Meeting. If a candidate is elected to two offices, she/he shall choose one office and the runner-up is elected to the other office.

In order to assure continuity on the Board of Directors, which shall consist of the Officers, all Officers shall be elected following the January General Business Meeting by the Cooperative Members of the school year. An Officer shall hold office for a period of 13 months, overlapping one month with her/his successor, or until a successor shall have been elected.

Ballots shall be prepared, listing all candidates for all offices. There shall be one ballot for each member family of the school year. Ballots shall be issued the morning following the January General Business Meeting and shall be due at the close of school on the succeeding day. One day's grace would be granted for each day of delay of any stage of the process due to inclement weather, power failure, etc. The Board of Directors shall tally the ballots.

If the President should resign during his/her term, the Vice-President shall assume the office for the remainder of the term and a new Vice-President will be elected by the Members at the next General Business Meeting of the Members and shall hold office for the remainder of the term. The Board of Directors may appoint officers to fill any other vacancies that may occur.

Article VIII: BOARD OF DIRECTORS AND COMMITTEES

The Board of Directors shall consist of the Officers of the Corporation, with the President acting as the Chairperson. Decisions of policy and program, as well as all decisions regarding the employment of the teaching staff, shall be made by the Board of Directors. The Board of Directors shall also establish such committees as they may find necessary and appoint committee chairpersons from Membership.

Article IX: MEETINGS

The Board of Directors shall hold not less than six (6) regular meetings during the school year. These meetings, and any special meetings, shall be held on the call of the President or Secretary, or at the request to the President or Secretary of Members representing five or more families. Meetings of the Board of Directors shall be open to all Members and notice of all such meetings shall be given to all Members.

There shall also be not less than four (4) General Business Meetings of the Members during each school year. Over the course of the school year, one parent of each family is required to attend all but one of the General Business Meetings held during their period of enrollment. A deposit shall be collected from all families to ensure attendance. This money will be returned when all obligations have been met.

Article X: REFUNDS

The Board of Directors shall have the discretion to refund any surplus over \$10,000.00 not including advance registration deposits, to the Members on a pro-rata basis.

Article XI: SCHOLARSHIP

Scholarships are available to eligible families. Applications can be obtained through the Treasurer and should be submitted and awarded by the Board of Directors, at their discretion.

Article XII: PARTICIPATION BY THE MEMBERS

The Indoor/Outdoor Committee shall schedule at least three workdays during the school year, to be held on a weekend. Participation by each family constituting the Indoor/Outdoor Committee is mandatory.

Article XIII: AMENDMENT

The By-Laws may be amended by a majority vote of those attending the General Business Meeting of the Members where such changes are presented. A copy of any proposed changes shall be distributed to the Members at least two weeks prior to the Business Meeting where such a vote will be taken.