

Monona Grove *Nursery* school

A perfect place to learn through play

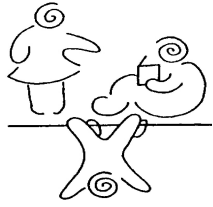
Located in the
Lake Edge United Church of Christ
4200 Buckeye Rd
Madison, WI 53716

608-222-4633
608-622-0109 (cell)

Mission Statement:

Through play, we strive to support the social, emotional, physical and intellectual development of all children. As a parent cooperative, we believe the partnership between families and teachers helps each child establish a positive foundation for all future learning.

2019-20 Parent Handbook



Monona Grove Nursery school

Parents—

Welcome to this exciting year of Monona Grove Nursery School, where we are going to be celebrating our 60th year. You have chosen a wonderful place for your child to begin his or her education. We are thrilled that you are here, and we welcome your family to our cooperative with open arms.

This handbook is full of all the necessary rules and regulations of the preschool. Ultimately the most important message we can give is this:

We will love your kids and teach them well.

Welcome to Monona Grove Nursery School—it is going to be a great year.

Sincerely,

*Dawn, Erin, Jodi, Juli, Patrice,
Sherri, Stacey, and Sue*

Welcome to Monona Grove Nursery School!	4
Background and History	4
Organization and Operation	4
Philosophy and Goals	5
Policies and Procedures	6
Arrivals and Departures	6
Absences	6
Ill Child Procedures	6
Communicable Disease	6
Medication	7

Allergy Policy	7
Accident or Injury	8
Children’s Records	8
Parking Lot Safety	8
Snow Days/School Closings	8
Child Abuse and Neglect	8
Release of Children	9
Field Trips	9
Photo Policy	9
Confidentiality	9
Communication	10
Problem Resolution Procedure	10
Frequently Asked Questions	10
What do I need to do before preschool starts?	10
What should children wear to MGNS?	11
How do we celebrate birthdays?	11
What should I bring for snack?	11
What can I do to prepare my child for preschool?	11
How will my child respond to preschool?	11
What does being a “helping parent” entail?	12
Positive Guidance and Delegation of Discipline	14
Redirection of Children	14
Setting Clear Cut Limits for Children	15
Development of self-control, self esteem and respect for others	15
Delegation of Discipline	16
Eligibility, Tuition and Fees	16
Eligibility	16
Eligibility of Families	16
Enrollment Preference	17
Tuition and Scholarships	17
Fees	17
Emergency Evacuation Procedures	20
Our Programs & Our Staff	21
Appendix A: Communicable Illness Guidelines	23

Welcome to Monona Grove Nursery School!

Location: 4200 Buckeye Road, Madison 53716 (inside Lake Edge United Church of Christ)

Telephone: 608-222-4633

The teachers do not answer the phone during class times. Parents should use the cell phone number to reach teachers, on an urgent basis, during class hours.

Cell phone: 608-622-0109

Website: www.mgns.org

Follow us on Facebook! <https://www.facebook.com/MononaGroveNurserySchool>

We have prepared this handbook of information for parents of children currently enrolled in Monona Grove Nursery School. Please read the material carefully and save it for future reference. Parental understanding of the school's operation and adherence to its procedures will help to ensure that the school functions in a way that is most beneficial to the children, teachers, and parents involved. Since the school updates information in this handbook periodically, parents should always replace any previous handbook received with the most current one offered.

Background and History

The Monona Grove Nursery School, Inc. (MGNS) was started in the spring of 1958 as a result of a neighborhood meeting (playgroup) of interested mothers who thought that for their needs, a participating nursery school was best. It was decided early on to strive to meet all standards set forth by the State Department of Public Welfare for nursery schools, in order to obtain licensing by that agency. Because of these efforts, MGNS was granted a license during its first year of operation!

Today Monona Grove Nursery School continues to be licensed through the State Department of Health and Family Services. Also in 2006, MGNS underwent a voluntary, comprehensive process of internal self-study, and external professional review leading to accreditation by the City of Madison, Office of Community Services- Child Care Division. Every year we go through the accreditation process again. In addition, we have been awarded a 5 star rating from the State of WI YOUNGSTAR program, which is the highest rating available.

Over the years, MGNS has continued to grow as the times and demands have needed us to—in 2003 we introduced our Toddler Time program to allow for a parent accompanied, gentle introduction to preschool. In 2010 we added an optional lunch bunch program to address the feedback that parents gave us that lunchtime in full day kindergarten can be overwhelming and the kids could use some practice. In 2011, the Madison School District adopted a free 4K education for all district 4 year olds, and our school applied and were accepted to be a 4K site. We continue to constantly evaluate our programs in order to respond to our community's needs.

In the 2018/19 school year, MGNS celebrated its sixtieth birthday! We marked this occasion with a party, participation in the Memorial Day Parade, and by kicking off our donor wall on which alumni and friends can get a block on the wall by making a significant donation to our school's scholarship and future fund.

Organization and Operation

Monona Grove Nursery School is an organization of parents of preschool children. **Its success depends totally upon the cooperation and help of all its members.** It provides a unique learning experience for parents as well as for children

MGNS is a non-profit corporation managed by a volunteer parent Board of Directors. This board is generally elected by proxy vote in June. Our school is guided by the by-laws of the Corporation: it is under the technical direction of the Board of Directors and Staff who attend monthly board meetings. All Parents are welcome to attend the monthly Board meetings if interested. A list of our volunteer board of directors and the dates of our meetings are available to all parents.

There are two **all-school** Parent Meetings (fall and winter) required by the State licensing department for cooperative preschools. The fall meeting takes place in late August and orientates parents to the classroom experience. The winter meeting is a training session on a topic of interest to families with preschool aged children.

The Board of Directors, using the following as a general guideline, determines the fees for the coming school year: costs of housing, staff, insurance, equipment and supplies. The school is covered by liability insurance. Full copies of MGNS' policies and by-laws are available upon request. The State of Wisconsin Licensing Rules are also available upon request.

Philosophy and Goals

At MGNS, your preschool child will encounter a gently structured environment with experiences in art, music, literature, science and math concepts, small motor and large muscle movements, use of table toys, group activities, and most importantly PLAY. It is a place for your child to grow at his or her own pace. It is not a place that aims primarily to teach children specific skills, but a place where he/she learns that being in school and doing *school things* by themselves and with other children can be a happy and satisfying experience.

Overall, MGNS strives to accomplish the following:

- ❖ To provide a cheerful, challenging environment for children of preschool age, where they may feel emotionally secure and physically safe; and where, under the supervision of trained teachers, children may develop fully to their ability and needs.
- ❖ To coordinate the efforts of home and school by fostering an understanding of the child's individuality.
- ❖ To offer children varied appropriate creative materials, permitting them to work at their own level and in their own way.
- ❖ To encourage parents to observe, participate in and enrich the classroom program under the guidance of a professional teacher.

MGNS recognizes the worth of all individuals. We would love to celebrate your family's culture or traditions in our classroom. Parental comments, questions and suggestions regarding the curriculum are always welcome.

Policies and Procedures

Arrivals and Departures

When you arrive at school, people wait in the hallway (or outside the playground) until the teachers open the classroom doors. At day's end, parents should wait in the hallway (or outside the playground) until teachers have dismissed the students. Teachers dismiss students one at a time, releasing them directly into the hands of a parent or caregiver. Prompt arrival and departure is important for the comfort of your child. Please be mindful during arrival and departure times teachers must devote full attention to the children. Please keep conversations brief. If you need to communicate specific information to your child's teacher, a written note or email is *always* preferred.

Member's chronically tardy picking up students will be reported to the School Director who will issue a reminder of the school's policy and late pick up penalty. If a second incident occurs the member will be mailed a copy of the School's policy along with an assessment of a \$5.00 late fee. Third and subsequent incidents will incur a \$25.00 late fee. After 3 such occurrences, a meeting will be held with the School Director and a board member to assess the situation. (Board Policy B-IV-b)

Absences

Please call the school before class starts to notify the staff of your child's absence. The school phone number is 608 222-4633 extension #1 and our voice mail will take a message 24 hours a day. If it is not possible to call before school starts, please use the cell phone number to report the absence. The number is 608-622-0109. This number is not published and is restricted to urgent matters only please. **Because we have a Safe At School policy, we must call you if your child has not come to school, and we have not heard from you. This takes time away from teaching and other students so please, call.**

Ill Child Procedures

Children should not be brought to school when they are ill. This includes any known communicable diseases such as colds, flu, chicken pox, strep throat, lice, etc. *It also includes a child who has had a fever, diarrhea, or vomited within the last 24 hours.* Children who exhibit obvious symptoms of illness upon arrival at the school will not be allowed to stay. If someone other than a parent has brought the child, the staff will contact the responsible party to arrange for the child to return home.

If a child becomes ill with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea, or other illness while at the school he or she will be isolated from the other children. An isolation area is provided along with child-sized nap mats and blankets. It is within sight/hearing of the staff. The child should remain in the isolation area until he or she can be removed from the school.

Communicable Disease

When a child is diagnosed as having a specific communicable disease or condition a teacher will notify the county or city Public Health Nurse. A list of reportable communicable diseases is included in Appendix A of this handbook. When diagnosis of a communicable disease is made, the parents of the exposed children will be notified via a note sent home or posted outside the classroom door. It will include date of exposure and disease. The infected child's identity is never revealed.

A child may be readmitted to the nursery school following a diagnosis of a communicable disease without the written consent of a physician, *if* the child has been absent for the appropriate period of time as specified by the Department of Health and Family Services. Appendix A list of guidelines for re-admittance is included in the Health and Safety section of this handbook.

Medication

Since the children are at the nursery school such a short time, the teachers request that they not be asked to administer medications. However, if a certain medication must be given while the child is in school, we ask that you carefully adhere to the following procedure.

No prescription or non-prescription medication such as inhalers, epipens, and insulin may be given to a child except under the following conditions:

1. A written, signed and dated authorization from the parent and doctor is on file at the nursery school.
2. Prescription medication is in the original container and labeled with the child's name and the request, signed by the parent, includes dosage and directions for administering.
3. A written report including the type of medication given, dose, time, date, and the name of the person administering the medication will be kept in the nursery school's medical log.

Allergy Policy

MGNS recognizes the potentially serious consequences of children with allergies. These reactions may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life threatening allergic reaction brought on by exposure to foods or other substances. MGNS does not purport to be, nor can it be deemed to be free of food items and non food items that could lead to an allergic reaction. The preschool will make every reasonable attempt to reduce in accordance with this policy.

Medical Management: Each student at risk for an allergic reaction must have an Allergy Action Plan completed annually by a physician and a parent. This plan must be on file with the School Director, with the classroom teachers, and stored with the EpiPen and other medications. The parents of the child with allergies, along with the student, are responsible for alerting the staff to the allergy, and creating such action plan. All teachers must be instructed in how to recognize the signs of an anaphylactic reaction as well as how when to administer the EpiPen. The school director is responsible for this training, and it should happen at the beginning of each school year. Student EpiPens or other medications must be stored in a secure, but not locked, location easily accessible by classroom teachers. For MGNS this is the Yellow Emergency Backpack in each classroom.

Risk Reduction-classrooms: All classrooms and school areas are to be peanut free. Depending on the presence or absence of a student with food allergies, and the severity of the allergy itself, some packaged snacks which bear a processing warning may not be acceptable. ***All snacks must come to school in the original packaging and all homemade snacks must have a recipe attached.*** IN addition, there may be other allergies that are specific to certain classrooms. If so, those ingredients will not be allowed in the classroom. (For example, if a Starfish student has an egg allergy, then the Starfish class will not allow snacks made with eggs.). It is required that for each child with an allergy, a meeting with parent, child and all relevant teachers take place before school begins. Students with an allergy will keep a supply of safe snacks at school- and no student with an allergy should be allowed to eat a food that is not provided by or approved by a parent. Teachers will note allergies on attendance sheet and will post in the back of the classroom.

Risk Reduction-Lunch Bunch: Lunch Bunch is also peanut free. Lunch Bunch Coordinator should be alerted to all allergies in the LB group, as well as given an EpiPen for any lunch bunchers needing one.

Paper Work: Each student with an allergy must have the following forms in his file:

1. Allergy Permission Form (to post picture and info in classroom)
2. Authorization to Administer Medication (one for each medication)
3. Food Allergy Alert Plan (also posted in classroom, & W/ EpiPen in Backpack)
4. Complete health report from Doctor.

Teacher Protocol: Each teaching team will schedule a meeting with the parents of any allergy child prior to the beginning of school to review paperwork and emergency plan. Snack name tag will be marked with an allergy alert. Teachers will program the parent's cell phone number into the school cell phone, and their own cell phone if desired. Allergy plan will be posted in back of classroom (above sink); will be on classroom clipboard, in the emergency backpack, and in child's file in office.

Accident or Injury

Written permission from the parents to call the family physician or refer the child for medical care must be on file at the school. The teacher will contact parents as soon as possible after an emergency has occurred. A record of the accident will be kept in the child's permanent file and in the nursery school's medical log.

In the event of a serious injury or illness, one teacher will administer emergency first aid treatment while the other teacher arranges for conveyance to the medical facility designated on the child's record. 9-1-1 will be used if necessary. In the event of minor injury, cut or scrape, the wounded area will be washed with soap and water and a bandage applied. The parent or responsible party calling for the child that day will be notified.

Each classroom posts first-aid information and is equipped with a first-aid kit. Additionally, every teacher is certified in CPR and first aid procedures.

Children's Records

Children's records are confidential and available to parents upon request. Records are destroyed after seven years. Records include attendance, medical forms, immunization records, enrollment records, injury reports, and release forms.

Parking Lot Safety

MGNS has a small and busy parking lot. **Please watch children closely.** Park only in a marked stall and avoid handicapped or reserved spaces. We also ask parents to be courteous to our neighbors when parking on the street. Please do not leave children unattended in a parked vehicle. Please have all children hold your hand in the parking lot.

Lunch Bunch

MGNS offers an optional lunch bunch program for kids in all of the Preschool and 4K programs. That program runs Tuesday-Friday from 11:45-12:45. Each day is filled on a first come, first serve basis, and there is a limit of 18 kids per class. Lunches need to include: 1 protein, 1 grain, 2 fruits or veggies (Licensing Rules). Please remember to label your child's cold lunch. All lunches will be refrigerated, or a hot lunch can be left in their bins. White milk and water is provided. Please save desserts and treats for the ride home. As always, no peanut products are allowed. There are no make up days or refunds if your child misses Lunch Bunch !

Snow Days/School Closings

Monona Grove Nursery School (MGNS) will follow the Madison Metro School District (MMSD) bad weather closing. If MMSD is closed, MGNS will be closed. If MMSD has a delay, MGNS a.m. classes will be cancelled, but p.m. classes will be held. If MMSD closes early p.m. classes will be cancelled. Please listen to radio or television stations for school closing announcements.

Child Abuse and Neglect

Staff members are required by law to report if they know or have reason to have concern that a child has been neglected or harmed. Reports will be made to Dane County Social Services, in compliance with State Child Abuse and Neglect Reporting laws. If you want to know more about the State law, feel free to talk with the teachers, or consult publication DCF 251 Licensing Rules for Group Day Care Centers. The pamphlet, ***It shouldn't hurt to be a child*** is also available for review. You can find it posted on the bulletin board outside of Room 1.

It is our goal that all children leave school with a parent or adult who is fully capable of driving them home safely. If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. *While MGNS cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in any danger.*

Release of Children

For each child, a list will be in each classroom for people allowed to pick up that child. These people will be authorized by the parents at the beginning of the school year. Parents may add to the list by writing and signing a note. When a person unfamiliar to the teacher comes to pick up a child, the teacher will ask for a photo ID and check it against the list. In a custody dispute, both parents have a right to pick up the child unless there is a court order in the child's file that explains a different scenario. If a person comes to pick up a child who is not on the list at all, teachers will ask for a photo ID, and phone the parents. Teachers will not release the child until parents have been reached.

Field Trips

We take field trips at MGNS. A field trip permission slip and fees will be collected at the beginning of each year. All parents are invited on our field trips. The teachers will divide the children among the attending parents in groups of 2-3 children per parent. There are no siblings allowed on field trips. Please be aware that all children are expected to ride the school bus to and from the field trip. Any concerns or special arrangements that need to be made regarding a field trip need to be made with the teacher at least two days in advance of the trip. MGNS also takes walking field trips and may have parents drop off their children for a nearby park field trip.

Photo Policy

In a parent participation preschool many photos are taken of the children singly or in groups by MGNS staff. These photos might be posted at school, used in projects, or shared amongst parents in the program. It is our intention that parents are aware of all the ways that photos can be used. Photos of classroom activities, projects, visitors, field trips and special events may be shared with classmates' families. Parents also have the option to not allow their child to be used for marketing purposes. We ask that parents who are working in our classrooms take pictures only of their own children, and not to post them on social media.

Scholarships

MGNS believes that all children should have a quality early childhood program available to them. In that spirit, the board of directors is authorized to award two scholarships per year for up to half of the tuition cost of a child's class. Information is available about WI SHARES, City of Madison child care subsidies, and MGNS scholarships from the Director of the school and on our website. .

Confidentiality

In a parent participation preschool, helping parent days are required. For all parents/grandparents/daycare providers who come to work in our classrooms, we run a simple background check before they can stay with us. We ask that each of those adults fill out a simple background check form, and sign a confidentiality agreement that simply explains that while you may see things in the classroom that you are tempted to report to other parents, and we ask you not to do so.

Communication

The board and staff of MGNS make every possible effort to communicate with parents about the school. Each set of classroom teachers have a system for weekly communication with parents about the activities within that particular classroom. Our plans for the week are always hung outside the classroom door. In addition, the school as a whole sends out a monthly newsletter with updates about upcoming events. This newsletter will either be emailed to you by your teaching team, or if requested, a paper copy will be put in your child's take home bag. Our school calendar, as well as other events, is posted on our website. Our Facebook page is a great place to learn about things going on at the school or in the community.

In the spirit of a parent co-op, we have sectioned off a part of our bulletin board in the main hallway for a member to member communication tool. Looking for a babysitter? Have a crib to sell? A home business to promote? Please feel free to post your business card or a small ad on that board to advertise to the other members of our co-op.

If you have an issue to discuss with your teachers, you can leave a message on our school phone at 608-222-4633 ext 1. You can also send them an email. If you would like to speak to Sue Carr, the school director, please leave a message at 608-222-4633 ext 2, or send an email. **Being the school director is a part time job with a flexible schedule so please set up an appointment if necessary.**

Problem Resolution Procedure

All members of Monona Grove Nursery School parent cooperative are encouraged to communicate openly any problems or concerns about the operation of our school. Please feel free to discuss any problems with

1. Your child's teacher (via phone, scheduled meeting or email). If problem is not resolved within one week, please contact:
2. The School Director (via phone, scheduled meeting or email) If problem is not resolved within one week, please contact
3. The President of the Board of Directors (via phone, scheduled meeting or email)

If your concerns are not resolved, you may request that the President bring the matter before the monthly meeting of the Board of Directors for resolution.

If concerns still are not addressed to your satisfaction, you may contact

*Chelsey Thill, Licensing Specialist, at the State of Wisconsin Department of Health and Family Services (442-6734). or *Our current accreditation specialist, Terry Strong at the City Of Madison at (266-6520).

Frequently Asked Questions

What do I need to do before preschool starts?

MGNS requires thoughtful preparation to make it a smooth running operation, and a welcome and happy experience for your child and for you, as a classroom Helping Parent. Adults need to prepare for preschool too! Please remember to:

- ❖ Complete and hand in all forms requested by the school. The Child Enrollment, Health History form and emergency cards must be in before the child may attend.
- ❖ Pay any fees that are due, and attend required meetings.
- ❖ Label all outdoor clothes, mittens, hats, snowsuits and boots etc.
- ❖ Bring in supplies from your child's supply list.

What should children wear to MGNS?

Please have children wear comfortable clothes appropriate for play and art experimentation. **Children should wear appropriate shoes for running and climbing on the playground.** Children should dress warmly for winter outdoor play. Boots, hats, and mittens that are easy for the child to put on encourage independence. *Please label all outdoor clothing.*

Helping Parents should dress comfortably and be ready to work. Adult smocks are available.

How do we celebrate birthdays?

We have a simple celebration with a crown and a song. The birthday child may bring the snack that day. Special dates may be chosen for children with summer birthdays.

What should I bring for snack?

Monona Grove Nursery School is a peanut free school. When bringing snack or lunch, please pay attention to ingredients and avoid any product with nuts, peanuts, or peanut butter. **In addition, each class may have other individual allergies that you need to be aware of.**

Nutritious, non-sugary snacks are ***always*** preferred. Fruit and vegetables are always a good choice. MGNS provides milk and filtered water from which the children can choose. MGNS serves snack family style, so that children serve themselves both snack and a drink. Please see snack insert in your parent night folder.

What can I do to prepare my child for preschool?

One of the best ways to help your child prepare for school is to tell him/her in a casual conversation what to expect. Be careful not to "oversell" or the child may be disappointed. Here are a few suggestions:

- ❖ Mentioning bathroom availability, and the need to take the time to go.
- ❖ Talking about the toys or activities.
- ❖ Mentioning the teacher's names or any friends that may be attending.

Additionally, you can help your child transition by:

- ❖ Making sure your child is well rested.
- ❖ Allowing ample time for your child to eat, dress, etc. before class.
- ❖ Attending the Orientation Day appointment scheduled for you and your child.

It should be mutually understood that the preschool experience is not suitable to all children. All children begin school on a three-week trial basis. If during this time adequate adjustment is not reached conferences will be set up between parents, teachers and possibly a Board member. MGNS will make a good faith effort to serve the child, but cannot significantly alter its program to do so.

How will my child respond to preschool?

Some children make a very easy and rapid adjustment to preschool while others do not. Every child reacts differently to a given situation. A child's first reaction to school may not be what a parent would expect. Please bear in mind the following:

- ❖ It is not unusual for a child to show reluctance toward going to school.
- ❖ Sometimes a child may not be able to part from his or her parent for the first few days. The first day of school is a tremendous step for someone who has only lived 3 or 4 years! If your child has a difficult time being separated from you, please make a plan with your child for your departure. Established routines increase the comfort of the child. Please feel free to discuss departures with your child's teachers.
- ❖ A child's behavior may vary when a parent is present or working at school. It is often difficult for a child to share his/her mom or dad with other children. Some children follow or cling to their parents while others completely ignore them. A parent should not be embarrassed by any of these behaviors, because all are quite natural.
- ❖ Some children can relate in detail the activities at school while others may not talk about school at all.

Should any problems arise, it is wise for the parent to be relaxed and to discuss them with the teacher. A close relationship with the school is a rewarding experience for the child, the parent and the teacher; this is the strength of the successful preschool. Feel free to discuss questions and concerns with your child's teacher whenever they arise.

Remember that parents are welcome to visit at any time. In addition, if you have a special talent or experience, we encourage you to arrange a time to share it with us!

What does being a "helping parent" entail?

As a parent cooperative, MGNS **requires a parent, or other close adult, to work in the classroom one program week per semester.** Each adult working as a helping parent in the MGNS classroom must have a background check completed.

- ❖ Please arrive (with your child) 15 minutes before the start of class to go over the day's activities with the teaching staff (each class has its own routine).
- ❖ A list of helping Parent duties is posted in each classroom.
- ❖ During free play:
 - You may be assigned to help in a certain area of the room. Frequently parents work in the art corner, read stories, lead a game table, or assist in another area.
 - Help the children write their names on their projects if they cannot do it themselves.
 - Help children remove finished projects from the workspace.
 - Stay attuned to the teachers, children, and situations in which you might be helpful.
- ❖ Snack Assistance:
 - Bring snack for entire class including teachers and helping parents.
 - Clean tables before and after snack according to the state-mandated cleaning process.
 - Sit at the snack table with your child. Talk with the children at your table about current events, names, pets, movies, sports, your work, family, seasons or anything you wish.
 - Help remind the children to pass the pitchers and plates, to use please and thank you, and to serve themselves carefully.
 - Help children remember to clean up after themselves by throwing away garbage and clearing their own dishes.
 - After snack, wash tables and chairs again according to the state-mandated cleaning process. Tie up garbage bag and take ***immediately*** to outside dumpster.

Positive Guidance and Delegation of Discipline

Monona Grove Nursery School views the disciplining of children from a positive approach in the classroom by:

1. Asking adults to model positive, constructive behavior.
2. Monitoring situations that may cause negative behaviors.
3. Verbally recognizing acceptable behavior from individuals.
4. Redirecting negative or counterproductive behavior to another area or activity.
5. Removing any object being used as a weapon.

The rooms and equipment at Monona Grove Nursery School are chosen for the developmental needs of children ages 3 - 5 years. Rooms are arranged to eliminate as much conflict as possible with: Quiet areas; various play areas specifically defined by use of shelves, tables, etc.; adequate amounts of tables, chairs and other equipment used by children; and specific large room and fenced outside play areas for large muscle activities.

To change the pace of the activity level in the room and to minimize the need for discipline, Monona Grove Nursery School teachers will plan a balanced daily program that provides a variety of activities including: Free play, small group quiet activities, music and rhythms, active play, snack, story time, etc. Some curriculum related units regarding discipline are: Feelings — discussion, dramatization, art and music activities; importance of self and others; how to be friends — Who is my friend?; home and family.

Ongoing evaluation of the effectiveness of the program is seen in daily discussions between teachers, communications with parents on a regular formal and informal basis, and through monthly staff meetings and monthly Board of Directors meetings.

Redirection of Children

Monona Grove Nursery School plans for redirection of children through avoiding discipline problems:

1. Thoughtful room arrangement.
2. Understanding of each child's capabilities, personality and "mood" of the day via communication with parents.
3. Complete and flexible lesson plans.
4. Knowledge of discipline techniques.
5. Understanding warning signals.

Teachers receive information from parents daily relative to a child's daily disposition. Teachers are sensitive to the atmosphere of the room and to each child's daily disposition. Teachers also attend workshops relating to discipline techniques. Specific techniques include:

1. Teachers redirect a child through verbal restraint or physically removing the child to another activity or part of the room.
2. Teachers will change the activity in the room.
3. Teachers will remove "weapons".
4. Removal of a child from the classroom is done only under extreme conditions of uncontrollable behavior for the safety of all children (abused and abuser). The child will always be accompanied by the teacher.

Handling aggressive behavior:

1. Teacher will intercede on the victim's behalf by shielding the victim with the teacher's own body.
2. Verbal restraining ("You may not hit, but you can tell him you're mad").
3. Removing and/or re-directing the attacker.
4. Discussing feelings of the victim and the attacker with each party.
5. Role playing between teachers for the group's benefit and discussion.

Redirecting to activity that is more constructive:

1. Group change of activities.
1. Discussion by group of consequences of negative and positive activity.
2. Help child to find an acceptable (physical) outlet for negative feelings.

Setting Clear Cut Limits for Children

Using the Positive Guidance Policy as a guide, the staff will formulate rules for classroom use. These will be clearly stated to the children. The basic rules will also be stated to parents via the information packets. These rules will be restarted often as the need for the reminder arises. The rule setting and sharing will be done in an informal discussion including teachers and children, or as the need arises. The teachers and children will understand that no child can be hurt by anyone else, and that rules will always have priority over any situation.

The time-out method approved at Monona Grove Nursery School is as follows - if a child repeatedly returns to the same negative behavior to accomplish his/her goals after being reminded, re-directed and verbally restrained, then the teacher may elect to require the child to sit on a chair (or in a place in the room - floor, pillows, etc.) away from the activity and/or child he/she is abusing. The teacher will clearly state to the child the reason for imposing the time-out. The child is also prohibited from actively participating in any activity for a period of a few minutes (2 minutes maximum).

Children assimilate the rules through group discussion and through one-to-one adult-child interaction in instances of negative behavior. The limits of behavior will depend on the activity and the control of the child or group. The rules can easily be altered as the need for them changes.

Development of self-control, self esteem and respect for others

Techniques:

1. The teachers will not unduly raise their voices; use physical punishment, or physically threatening gestures. They will not insult a child or use derogatory remarks or other verbal abuse.
2. Teachers will discipline in a firm, but kindly manner reminding the child that the act was unacceptable but not the child.
3. Teachers will verbally discipline on a one-to-one basis, not as an example to the group.
4. Teachers will reaffirm the child's goodness.

Respect:

1. The child will be reminded and re-directed in the instance of negative behavior.
2. The discipline will be in a verbal interaction on a one-to-one basis.

Avenues for release of feelings:

1. A variety of activities and manipulative materials are available in the room to vent feelings.

2. The immediate use of another large room to go to - to help vent feelings.
3. The acceptance by staff and others of verbal expressions (crying, etc.)

Maintaining good rapport:

1. Close, consistent communication.
2. Attitude of caring.
3. Watchful eye for trouble spots.

Delegation of Discipline

Only the teachers and the school director can administer any discipline to children (other than reminders of rule or redirection by Parent Helpers). Teachers are oriented to the center's Positive Guidance Philosophy through the Board and Staff Meetings regarding this Policy.

Prohibited Punishments

Monona Grove Nursery School will prohibit punishing a child by any of the following methods:

- Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about self or family.
- Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- Withholding or forcing meals, snacks or naps.
- Punishing for lapses in toilet training.

Monona Grove Nursery School will not insult a child for any reason. Teachers who employ prohibited punishments will be called to conference with the Monona Grove Nursery School Director and at least one other Board member. If the teacher's methods do not change to conform to the Monona Grove Nursery School Positive Guidance Policy (or were not in accordance with the Policy), the Monona Grove Nursery School Board will take action under the Dismissal portion of the Personnel Policy.

Eligibility, Tuition and Fees

Eligibility

MGNS is licensed to serve children ages 2.75-5. Children must be at least 3 years old by December 1. Children must be toilet trained, no "pull-ups" or diapers are allowed (exceptions may be made for special needs children). Children may enroll in a teacher-led Lunch Bunch program for a fee. Toddler time is for ages 0-3 (with an adult) for a fee. Advance registration is required for all programs.

Eligibility of Families

Parents must be active, cooperating members. Each member must participate by:

1. Working as a classroom Helping Parent one program week per semester.
2. Providing classroom snacks on the designated days.
3. Attending mandatory Parent Meetings.

4. Volunteering to assist with two yearly tasks.
5. Returning all required forms timely.
6. Paying all tuition timely, if applicable.
7. Participate in fundraising activities.

Our Volunteer Coordinator organizes all of the volunteer time for parents. Beyond helping parent duties, each family is required to do at least two hours of outside work on a variety of projects. It is expected and required that all parents follow through on these commitments.

Our Fundraising Coordinators organize several fundraising events each year, and it is essential to the running of the school that all families participate. Your monthly tuition does not cover all of our costs, and so we need participation in our fundraisers. If you would simply like to make a donation to the school, please remember that all donations are tax deductible.

Enrollment Preference

Order of enrollment preference is as follows: Children of the board of directors, children of continuing members, children of Alumni, children of new members (according to date of application).

Tuition and Scholarships

Generally, tuition is paid one month in advance, on the first of the month. You may pay monthly, by semester or by the year. For families who begin the school year late, the first and last month of tuition must be paid upon entrance. Tuition may be paid in 3 ways. One, it may be mailed to the school at 4200 Buckeye Road, Madison, WI 53716. Two, it may be dropped in the black metal drop box directly inside the MGNS Resource Room next to Room Two. Third, you may sign up for an automatic monthly withdrawal from your checking or savings account.

Tuition is determined at a 10 month rate and is divided into 10 equal payments. Each monthly payment is the same. Monthly tuition rates are the same even if your child is ill or on vacation.

MGNS believes that all children should have a quality early childhood program available to them. Information is available about WI SHARES, City of Madison child care subsidies, and MGNS scholarships from the Director of the school and on our website.

Fees

\$15.00 late fee may be assessed **for payments received after the fifth** of the month. A \$15.00 NSF fee may be assessed for checks the bank returns to MGNS *unpaid* for whatever reason. Notifications of these fees come by child's brown bag, mail, or phone call. The fee must be paid by the first of the next month. If monthly tuition, late fee and or NSF fee are not paid by that time, the child may not be allowed to participate in the program until full payment is made.

There are additional fees for field trips. Other fees such as milk, equipment and supplies are included in the tuition payment, or are asked to be donated.

Emergency Evacuation Procedures

The preschool has consulted with the church for devising evacuation plans.. The Fire Department has reviewed our evacuation plans.

Evacuation plans and diagrams are posted at both inside entrances of each classroom.

The primary escape routes are as follows:

1. Room 1: To parking lot via the nursery school entrance
2. Room 2: To courtyard via the side door.

Alternate escape route: both rooms: To parking lot via Church office door.

Telephones are located in each room. The school has a cell phone as well.

All Students at MGNS practice fire drills one time a month, and tornado drills 4 times a year. Children are instructed in and rehearse regularly the following procedure: Stopping whatever they are doing, lining up at the door, walking with "fast feet", being absolutely quiet and staying in line. A teacher leads the line, another teacher is at the rear, and the Helping Parent is in the middle.

During a fire or other emergency, children from both rooms will be taken by foot to Frank Allis School (608-204-1056) or Lake Edge Lutheran (608-222-7339). Parents or the emergency contacts will be notified by phone call. Children are allowed to stay at the location until picked up. Teaching staff will remain with the children until all are safely dismissed.

In the event of a tornado warning, all children will be taken to the middle hall of the Church's basement (enclosed, no windows, three exits).

In any room-evacuating emergency, attendance will be checked by a count. The school is equipped with fire extinguishers, smoke detectors, and battery operated flashlights and radios. If school needs to be canceled for the day to do unforeseen events (e.g. loss of electricity), parents will be notified and asked to retrieve their child.

In the case of the need for a "lockdown" teachers are equipped with walkie-talkies to communicate with each other. We use the term "code red" for a lockdown. Our doors are equipped with "School Safe" devices on the top of our doors. This is a simple tab that keeps our locked doors open during the day, but can be easily pushed down to lock the doors quickly and easily. The MGNS staff has undergone ongoing training with the Madison Police dept to be aware of what to do in a lockdown emergency. (Adopted May 2018)

Our Programs & Our Staff

Monona Grove Nursery School has grown and added programs over our 60 year history. Here is a brief outline of our programs:

- ❖ **Preschool:** Classes offered two or three days a week, for kids ages 3-5.
- ❖ **MMSD 4K:** We are thrilled to be a part of a the MMSD 4K Program which is free and available to students who are 4 years old and residents of Madison. The program is also available to students from surrounding districts through open enrollment. The program runs 4 half days a week.
- ❖ **Toddler Time:** Toddler Time is available for children ages 0-3 with a parent or caregiver. It is a gentle, easy way to introduce kids to school, teachers and social interactions.
- ❖ **Lunch Bunch:** Our lunch bunch class runs Tuesday-Friday and is available to all kids in AM and PM classes. Kids bring their own lunch; we provide milk. A great social activity.

Dawn VanHorn (starfish)

After moving from the west side of Madison to McFarland, we found MGNS for my youngest and in the 3 1/2 years she was here, it became like a family to us. I am so lucky that I got to come back and be a part of this wonderful staff. Working with the kids at MGNS puts a smile on my face every day – we have so much fun playing, cooking and creating masterpieces! I have a degree in Psychology from UW Madison. I am married and have two fabulous and very active daughters who enjoy swimming, soccer and crafting. In my free time I enjoy baking, walking, and I absolutely love to read (I have over 15 years of experience working with books). Please ask me about my favorite children's books!

Erin Drewes (manatees and toddler time)

Hi, my name is Erin and I'm so excited to be teaching at MGNS! I love the MGNS philosophy and I wholeheartedly believe in the importance of learning through play. I received my BA in elementary education at the University of MN Morris specializing in pre-primary. I previously taught kindergarten and 1st grade before I became a SAHM for several years. I am married and have two children who are MGNS alumni. In my free time I enjoy running, cycling, hiking, reading, cooking, teaching Sunday School and being outdoors with my family. I look forward to partnering with you, getting to know your children and being a part of this special community. What a fun year we will have!

Jodi Schmitt (penguins)

It is my pleasure to be able to continue my teaching career at Monona Grove Nursery School. I have taught preschool for many, many years. In addition I have an Elementary Education degree from the University of Wisconsin – La Crosse, and currently hold a substitute license for the Madison Metropolitan School District. I've also taught first grade in Atlanta and Minneapolis prior to moving back to Madison. I am married to my wonderful husband and we have two amazing kids. I look forward to starting another exciting year teaching at MGNS.

Juli Huston (dolphins and manatees)

I am so excited to be here at MGNS! I am married with 2 active boys who are both MGNS alumni. I graduated from Drake University with a degree in Biology. In my free time I enjoy spending time outdoors with my family – camping, hiking, and playing pretty much any sport. I look forward to spending time with each child and helping them grow and learn. We're going to have a great year!

Patrice Stadler (toddler time)

I am so happy to be one of the Toddler Time teachers at Monona Grove Nursery School. I received my bachelor's degree in Elementary Education from Northern Illinois University. My husband, Dennis, and I have three daughters, Marissa, Ashley and Hannah. They are all MGNS alumni. We loved being part of a parent cooperative because it gave us the opportunity to be in our children's classrooms and allowed us to get to know their teachers and friends. I jumped at the chance to teach at MGNS after my youngest daughter started kindergarten and I feel so lucky to work with such wonderful families!

Sherri Stouffer (starfish and lunch bunch coordinator)

I have four brothers, four sisters, 14 nieces and nephews, and 4 great-nieces and -nephews, so I've spent my whole life around kids. I enjoy talking and playing with young ones, because they're so honest & genuine. I love art projects, and I believe all art tells a story. I have a BA in design from Southern Illinois University, and feel fortunate to be able to share what I learned there with children. I live in Madison with my family, including my two daughters who attended MGNS. I am honored to be a part of this exciting time in the lives of you and your child.

Sue Carr (penguins and school director)

I am so happy to be here at MGNS. After 3 years as a MGNS parent, I am thrilled to be an MGNS teacher and the School Director. Before my two children were born, I taught for several years grades between kindergarten and fourth. Now my kids are all grown up, so I love spending time with the kids here at MGNS. I am also a happy resident of Monona and an active volunteer throughout the city. It is a busy and perfect combination—I am so pleased to be a part of this cooperative community.

Stacey Neuman (dolphins)

I've enjoyed my time at home with my three children all of whom have or are MGNS students. But, I also missed playing and working with other people's children. Before raising my own kids, I earned a degree in special education and worked for 10 years in various environments with kids between two and six. I also took care of other people's children in my home. I'm really excited to have the opportunity to teach part time at MGNS again this year. It's very gratifying to be part of a wonderful team of teachers and surrounded by this friendly community. When I'm not spending time with my family outdoors, I enjoy rock climbing, running and cooking.

Appendix A: Communicable Illness Guidelines

Guidelines for re-admittance to school

Following diagnosis of a communicable disease:

1. Chicken Pox (Varicella) - Keep the patient at home until all lesions are crusted over usually five to six days after onset of the rash.
2. Conjunctivitis (Pink Eye) - The communicable period depends on the cause but is usually while inflammation or drainage is present.
3. Viral Hepatitis Type A (Formerly Infectious Hepatitis) - Most communicable during the first week of illness and up to one week after jaundice.
4. Influenza - Communicable for three to seven days after clinical onset. Keep home until all symptoms disappear.
5. Impetigo - Keep home until all lesions have healed, or patient has been on antibiotic treatment for 24 hours.
6. Measles (Rubella) - Communicable from onset of respiratory illness until 4 days after appearance of the rash. Keep patient home until 5 days after the appearance of the rash.
7. Mononucleosis, Infectious - Keep patient at home, at the discretion of the physician.
8. Mumps - Keep patient at home until salivary gland swelling has subsided, or until other symptoms have cleared.
9. Pediculosis (Lice) - Keep patient home until treated. Should not need to miss more than one day of school. A no-nit policy will be enforced. Four days after re-admittance to school the patient will be carefully examined. If nits exist; the student will not be allowed to attend classes until the nits are gone.
10. Ringworm (scaly, skin, feet) - Communicable as long as active lesions are present. Keep patient at home until adequate treatment has begun.
11. Rollup (German Measles) - Keep patient at home until four days after appearance of the rash.
12. Pertussis (Whooping Cough) - Keep patient home for 21 days from beginning of cough or 5-7 days after beginning of appropriate therapy.
13. Scabies- Keep patient home until adequate treatment has begun and no open lesions can be observed.
14. Streptococcal Infections including Strep Throat and Scarlet Fever - Keep patient home for 7 days from onset if untreated, with adequate medical treatment, 24 hours.
15. Hand Foot and Mouth- Patient with symptoms (fever and vesicles) should not attend school until fever is gone and vesicles (blisters) subside.
16. Fifth disease- Patient should remain at home until fever is gone.