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The Saint Mary's Nursery School Education and Care Philosophy

St. Mary's philosophy is centered upon each child's individual needs. The education and care program is designed to create a developmentally appropriate space where children have access to a rich variety of experiences, while in the care of skilled and dedicated teachers and caregivers. Saint Mary's Nursery School children are not pressured to perform. They are surrounded by support, sensitivity, affection and respect so that they may be the agents of their own learning. This philosophy of respect for children and their ability to make choices builds self esteem and creates a foundation of learning that is purely positive; therefore, the child's relationship to school will be positive as the child moves on to grade school. We employ game playing teaching techniques, freedom, validation and abundant support and affection to generate enthusiasm for learning.

We invite and encourage parents to be involved in the classroom, in fund raising, and facility up keep. In addition, the parents of currently enrolled students are encouraged to participate in the annual election of board members and as board members themselves. The daily operation and curriculum are the responsibility of the Executive Director and the well qualified teaching staff; however, the long-term governance of the school is the responsibility of the board. Board elections are held prior to June 30, annually.

The following information will help you understand the daily routine and the nursery school's policies as well as provide some helpful hints for parent helping. This booklet is simply an overview. Please be assured that the staff is interested in your questions, interests and ideas. If you are shy about addressing a staff member directly with anything at all, please note that anonymous suggestions maybe made in the suggestion box located in the hallway of the nursery school.

Our Day at St. Mary's

Morning Program

- 8:00-9:00 Set up and greet Early Care children
- 9:00-10:00 Greet children and Free Play (puzzles, manipulatives, dress-up, books, playdough, art projects)
- 10:00-10:15 Rectangle Time (songs, movement)
- 10:15-10:40 Wash Hands, Snack
- 10:40-11:00 Meeting Time (books, weekly theme) - for older children
Front Room or Outside for younger children
- 11:00-11:45 Large Motor Activities (Outside or Big Room)
- 11:45-12:00 Transitional Meeting (books) or Front Room, wash hands for lunch
- 12:00-12:30 Lunchtime

Afternoon Program

- 12:30-1:30 Large Motor Activities (Outside or Big Room)
- 1:30-2:00 Meeting Time (books, weekly theme) - for older children
Start Naptime in Front Room for younger children
- 2:00-2:30 Art Project, Games, Choice Time
- 2:30-3:00 Free Play (puzzles, manipulatives, dress-up,, books, art projects)
- 3:15-3:40 Wash Hands, Snack
- 3:40-4:00 Transitional Meeting (books) or Front Room & Prepare to go Outside
- 4:00-4:40 Large Motor Activities (Outside or Big Room)
- 4:40-6:00 Free Play with Late Care children (artwork, books, dress-up, etc.) and prepare to go home

Drop off and pick up procedures:

You must sign your child in and out everyday your child attends. The sheet near the nursery school entrance for recording the time your child is in attendance. This sheet is the official record of who is in the building at any given time. This sheet is the document that will be used in the event of an emergency to ensure that we have evacuated all the children from the school. Routine failure to sign your child in and out, or routine erroneous recording of the time your child comes and goes will result in a fine.

What to bring to school:

Parents will be required to provide the following items (administrative requirements are listed later in this booklet:

- Lunch
- A change of clothing
- Diapers (if child wears diapers)
- A package of diaper wipes one time per month (if child wears diapers)
- Bedding (if your child naps)

Strollers:

Due to fire codes, we cannot store strollers in the downstairs hallways, please fold the strollers and store them in the school, out of the way near the door to the back stairs.

Lunch information:

When packing you child's lunch please be aware of potential choking hazards. The following lunch items are not allowed in the nursery school:

- Hard candy
- Lolly pops
- Soda pop
- Popcorn
- Glass containers

Change of clothing information:

Please bring a change of clothing for your child even if your child is potty trained. The change of clothing should be labeled with your child's name in indelible ink.

During the warmer months, children will need sunscreen, a swimsuit, sturdy rubber sandals or water shoes / aqua socks and a towel. We will often have a sprinkler set up on the playground for some cool water fun. Please apply sunscreen to your child before s/he starts the day at Saint Mary's Nursery School.

We do go outside even during the cold weather. During the cold months, your child should have proper clothing (boots, hats, mittens, coat) to play outside.

Diaper and wipe information:

Your child will be assigned a diaper space in the diaper changing area. Please check your child's space on a daily basis. Replenish the diapers as necessary.

In addition, please bring in one package of diaper wipes per month.

Nap information:

Please bring in bedding for your child, if you wish to have your child take a nap during the school day.

Suggestions:

- The bedding should be something that the child identifies with.
- Consider your child's favorite color, character or theme.
- Bottles, stuffed animals, or any other objects that help soothe your child are welcome.
- Please bring a box, or bag to store the bedding separate from other children's bedding.

You will be expected to clean the bedding once a week. Please pick up your child's bedding in the front room (nap room) for washing. We do have spare bedding at the school. Should your child have occasion to use the spare bedding, you will be required to wash and return the spare bedding.

Policies regarding illness and medication:

Illness:

Fever:

A child may not come to the nursery school with a fever. Please do not bring your child to school if you have medicated your child to reduce a fever prior to the start of school. It is important that your child get appropriate rest when ill and that you consider the staff and the other children and families you may be exposing to illness. Fever reducers do not treat the disease they only treat the symptom. Fever reducers have no ability to reduce the potential for your child to pass disease to others.

If your child develops a fever while at school, once the temperature reaches 101°F your child will be sent home. Your child will not be allowed to return for 24 hours. If your child is sent home after lunch, your child may not return the following day.

Rash:

If your child develops a rash other than a diaper rash, your child will be sent home and your child may not return without a doctor's note stating that the child may return to school. There is no time requirement for absence due to rash. Your child may return to school as soon as the doctor provides instructions that your child may do so.

Diarrhea:

Diarrhea will be treated in the exact same manner as rashes.

Other illnesses that require exclusion are listed and described at the end of this booklet after administrative requirements.

Medication:

The nursery school staff will administer medication provided your child is well enough to attend school. Antibiotics, asthma medication, allergy medication and diaper rash medication are common medications administered by the nursery school staff.

Medication must be signed in on the medication log located near the daily sign in sheet. Please be sure to hand the medication directly to a staff member and give the staff member instruction for administration and storage of the medication. **The medication must be signed in every day administration is required.**

Diaper rash or changing instructions:

Please be sure to give a staff member written instructions on the diapering and treatment of rashes if your child requires special treatment during diapering.

Other diapering and toileting information:

Parent helpers are not permitted to change diapers, or be alone with a child in the bathroom or elsewhere in the nursery school.

All staff members are capable and ready to change diapers or assist in the bathroom so please ask for assistance.

Bumps, Bruises, Bites and Scrapes:

Staff members are trained in first aid and will administer first aid when necessary. You will receive information about any injuries your child sustains while at school. You will be given a description of the event and the care given and your child's reaction to the event and the care. If the injury is the result of an altercation, you will be given all of the above information, but you will not be given the name of the other child.

Under no circumstances will your child be discussed with other parents, nor will a child other than your own be discussed with you.

Parent Help

What is Parent Help?

Parent Help is designed for you to be a part of your child's early education experience. Parent Help should be embraced as an opportunity to spend time with your child and become well acquainted with your child's teachers while learning about the Saint Mary's Nursery School early learning and care philosophy first hand.

The Saint Mary's Nursery School Philosophy was developed by Barbara Klein, the founding director. She poured four decades of care and experience into developing the school's philosophy. Respect for children is the foundation of the philosophy. Just as adults do not like to be bossed, bullied, yelled at, criticized and belittled, neither do children. It is important that you treat children as you want to be treated. This requires patience, but more importantly it requires that you believe that you are addressing another human being that deserves respect.

Parent help is an opportunity to be apart of your child's experience. It should be a time of play with you child and your child's peers. Your child should be the focus of your parent help experience. The parent helper duties should always take a backseat to your child's needs. Ask for help, enjoy your child and once again ask for help.

Classroom Do's and Don'ts

Do's:

Be respectful of all persons in the nursery school environment

Be patient with all persons in the nursery school environment

Be gentle

Be willing to compromise

Be willing to ask for help

Get down on your hands and knees

Encourage students to use language

Respond to questions and be willing to engage in conversations with students

Show interest

Show approval

Pitch in with keeping the classrooms and hall tidy

Make snack

Don'ts

Do Not spend time alone with a child, or children. You should always have at least one other adult with you for support.

Do Not scold

Do Not punish

Do Not Menace

Do Not force

Do Not use time outs

Do Not humiliate

Do Not use physical violence

Do Not shout in anger

Do Not criticize

Do Not compare

It is important that you ask for help if you see children struggling with one another. A teacher will be ready to intervene, so let a teacher know if there is no teacher intervening already.

Please remember that you are not an employee of the nursery school. The nursery school staff is responsible for the flow of the day. This includes directing the students through the daily routine and directing staff, volunteers, work-study students and parent helpers in the nursery school and showing the school to prospective families. Staff members are the sole representatives of the school

School Closures:

Holidays:

Labor Day

Thanksgiving Thursday and Friday

The week of Christmas Day and the week New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Other Closings:

The school may be closed at the discretion of the Executive Director for health and safety reasons, repairs and maintenance and teacher training.

The nursery school will close when the Philadelphia Public Schools are closed for weather and other emergencies.

Listserv:

We have put together an email distribution list for Saint Mary's Nursery School parents and we would like you to join. This list will be used for important announcements and information.

We are using a free Yahoo listserv service. To sign up:

Send an email to: STMARYSSCHOOLPTA-subscribe@yahogroups.com

From the email address you would like to receive school messages at. This email does not need a subject or a body. The listserv at yahoo will return a confirmation email. Reply to this confirmation (again, no subject or body needed) are you're signed up.

Requirements:

The following is a list of requirements that must be met in order for your child to attend the Saint Mary's Nursery School Program:

1. **Child Health Assessment**: To be completed by the pediatrician within 30 days of the child's first day of attendance. This form must be completed on an annual basis.
2. **Emergency Contact Information**: To be completed by the child's first day of attendance. This form must be updated every 6 months.
3. **Tuition Agreement**: To be completed by the child's first day of attendance.
4. **Non-discrimination disclosure statement**: To be completed by the child's first day of attendance.
5. **Photograph Consent Form***: To be completed by the child's first day of attendance.
6. **Temporary Parking Permit Application***: To be completed by the child's first day of attendance.

If the required information is not provided within the time frames indicated, your child will be excluded from care.

* Optional

SAINT MARY'S NURSERY SCHOOL

POLICIES FOR EXCLUDING CHILDREN

Children must be excluded for the following reasons:

1. Child Health Assessment is not current.
2. Immunizations are not current.
3. Emergency Contact information is not up to date.
4. Tuition Agreement is not in place.
5. Non-discrimination Disclosure Statement is not signed

Common Illnesses/Symptoms that result in exclusion from care:

6. **Fever** - child may not come to school with a fever. If child develops a fever of greater than 100.9 degrees while at school, the child will be sent home.
7. **Pink Eye** (infectious conjunctivitis) - child must be excluded and may not return without note from a health care professional verifying the child is no longer contagious.
8. **Strep Infection** - child must be excluded and may not return without a note from a health care professional verifying the child is no longer contagious.
9. **Vomiting** -- child must be excluded and may not return without note from a health care professional verifying the child is no longer vomiting and not contagious.
10. **Persistent Diarrhea** -- child must be excluded and may not return without note from a health care professional verifying the child is no longer suffering from this condition and not contagious.
11. **Lice** - child must be excluded and may not return without note from a health care professional verifying the child is no longer contagious, or verification through examination from the nursery school staff that there is no longer an obvious threat of transmission to other children, families, or staff.

The above list is simply the most common reasons for exclusion.

Other common reasons for exclusion:

12. Delinquency in tuition payment.
13. Habitual late pick up (after 6:00PM).
14. Inability to adhere to the nursery school policies outlined in this document and in the Tuition Agreement.

The Saint Mary's Nursery School is not limited to the above list of exclusion criteria.

SAINT MARY'S NURSERY SCHOOL BY-LAWS

ARTICLE 1

GOVERNANCE

- 1.1 The Charter enables the Directors to make rules and statutes in the governance of the Saint Mary's Nursery School (SMNS) that are in compliance with the laws of Pennsylvania and the United States of America. The Directors will act only to benefit the purposes of the SMNS as stated in the Articles of Incorporation and Mission Statement.
- 1.2 These rules and statutes, collectively "the statutes", are limited to that which is of fundamental and continuing significance to the governance of the SMNS. Standing resolutions adopted by the Directors shall set forth policies consistent with the Statutes, shall be indexed as appropriate to the Statutes and shall be filed in the business office of the SMNS.

ARTICLE 2

BOARD OF DIRECTORS

- 2.1 The SMNS has been incorporated under the non-profit laws of the State of Pennsylvania. The Board of Directors shall be elected by Members. Qualified members are parents of students currently enrolled in SMNS. Elected Directors need not be members (parents of currently enrolled students). Members expressly vest the Board of Directors with the governance of the corporation.
- 2.2 The Directors shall be no fewer than 4 and no greater than 10 in number
- 2.3 Officers of the Nursery School shall be appointed to the Directors for the duration of their employment. They shall be as hoc members with no voting rights. Officer Directors will serve on the Steering Committee (Executive Committee).
- 2.4 Unexpired terms shall be filled by open election if the number of directors is less than 4 as a result of the open seat, or in the event that the resigning director is an officer of the board. Otherwise the seat will remain unfilled until the next open election.
- 2.5 Every year a President and Vice President of the Board of directors will be elected from the Charter Directors. The President will preside over all meetings of the Directors as described in 2.8. The Vice President will preside in the absence of the President.
- 2.6 A Secretary shall be elected from the Directors to serve a one-year term. The Secretary shall keep the minutes of the Director meetings, distribute meeting minutes for Director approval and post approved minutes publicly. The Secretary will notify all interested parties of meeting with no less than five days notice.

- 2.7 A Treasurer shall be elected from the Directors to serve a one-year term. The Treasurer will have oversight of the finances. The Treasurer must be satisfied that the financial records are well maintained by the Executive Director and initiate the annual budget process.
- 2.8 Meetings shall be held quarterly, normally in October, January, April and July. The April Meeting will be the annual meeting. Special meetings may be called by the President, Vice President, the Executive Director and the written request of four Directors. The Secretary shall give notice of all meetings with no less than five days advance notice. The Secretary shall designate the location of the meeting.
- 2.9 The normal meetings described in Article 2.8 shall be open to the public.
- 2.10 A quorum shall be no less than two-thirds of the elected and qualified directors.
- 2.11 A Director shall not be personally liable for monetary damages as such for any action taken, or failure to take action, unless the Director has breached or failed to perform duties of his or her office under 15 Pa.C.S. Section 5713 and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. The provisions of the section shall constitute a bylaw adopted by the members for the purposes of 15 Pa.C.S. section 5713 and shall not apply to the responsibility of liability of a Director pursuant to any criminal statute of the liability of a Director for the payment of taxes pursuant to local, state or federal law.
- 2.12 A Director of the SMNS shall perform his or her duties as a Director in good faith in a manner he or she reasonably believes to be in the best interests of the SMNS, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a Director shall be entitled to rely in good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by one or more officers or employees of he SMNS whom the Director reasonably believes to be reliable and competent with respect to the matter presented, counsel, public accountants or other persons as to matters that the Director as to matters that the Director reasonably believes to be within the professional or expert competence of such person. A Director shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted. A Director may, in considering the best interests of the SMNS, consider the effects of any action on the employees, the students and their families and all other constituents of the SMNS including the community in which the SMNS is located and all other pertinent factors. Absent breach of fiduciary duty, lack of good faith, or self-dealing, actions taken as a Director of the SMNS or any failure to take action shall be presumed to be in the best interests of the SMNS.
- 2.13 If an elected and qualified director misses two consecutive meetings without a reasonable excuse said director may be considered for removal from the board and removed upon a vote of the board based upon this participation requirement.

ARTICLE 3

COMMITTEE STRUCTURE

- 3.1 The Directors shall be responsible for the committee structure of the Board of Directors. The Following Committees will be chaired by a Director and comprised of parents of the currently enrolled students of the SMNS, with the exception of the Executive Committee. The composition of the Executive Committee is described below.
- (a) Executive Committee
 - Shall consist of the Officers of the Board of Directors and the Officers of the Nursery School.
 - Set the Director meeting agenda
 - Contract with the Executive Director
 - Serve as the Budget and Finance Committee
 - (b) Fund Raising Committee
 - Establish the fund raising strategy for each fiscal year
 - Research grant-funding opportunities
 - Organize fund raising events
 - Identify potential donors

ARTICLE 4

THE OFFICERS

- 4.1 The Officers of the SMNS shall be the Executive Director and the Founding Director. The Executive Director shall be appointed by a Director committee designated by the Executive Committee. The appointed committee shall consist of no less than two members of the Board of Directors. The Founding Director shall be a member of the committee.
- 4.2 The Executive Director shall hold office upon such terms as the Directors shall decide. The Executive Director must be qualified to hold the office according to the State of Pennsylvania Department of Public Welfare Child Care division.
- (a) The Executive Director shall be responsible for and oversee the operations of the Nursery School. This includes management of the day-to-day operations, strategic planning, staffing, hiring, disciplining and terminating of SMNS employees, fund raising, and recruitment of students. The Executive Director shall be able in bind the SMNS in contracts and agreements for amounts with the budget, or for other items approved by the board.
 - (b) Appointment of the Executive Director: The Directors shall nominate from its members and or consultants and community representatives a search committee panel that will be responsible for the advertising, interviewing and selection of the Executive Director. The search committee shall consist of no less that two members. The Founding Director shall be a member of the search committee panel.

(c) Removal of the Executive Director: The Executive Director may be removed only after consultation with the Founding Director and by the affirmative vote of at least two-thirds of the members of the current Directors

4.3 The Founding Director, Barbara Klein, shall be responsible for the development and documentation of the philosophy of the early childhood care of SMNS.

ARTICLE 5

INDEMNIFICATION

5.1 The Corporation, in a manner and to the extent specified in a Standing Resolution of the Directors, may indemnify (including advancement of expenses) any person against liabilities arising from status relating to the SMNS as may be specified in the Standing resolution, whether or not such indemnification would be authorized by Pa.C.S. Ch77C.

5.2 The Corporation shall indemnify Directors and Officers of the Corporation to the full extent permitted by law. For the Purposes of this Article, the term “Officer” means those individuals specified in the first sentence of section 3.1.

ARTICLE 6

AMMENDMENTS

6.1 Amendments to these Statutes are subject to the requirements of 15 Pa. C.S. Section 5504. Subject to such provisions of law, amendments to these Statutes may be made at any regular stated or special meeting of the Directors, provided notice of the contemplated actions has been given by the Secretary to every member of the Directors five days in advance of the meeting at which the amendment is to be voted upon. The affirmative votes of at least a majority of the Directors in office at the time shall be requisite for the adoption of an amendment.

6.2 By unanimous consent, any rule or Statute may be suspended at any stated or special meeting of the Directors at which there are present not less than two-thirds of the Directors in office at the time.

ARTICLE 7

RECORDS

7.1 Records shall be kept in accordance with the requirements of 15 Pa. C.S. Section 5508. and the form of the records shall be in accordance with 15 Pa. C.S. Section 107.

Helpful Information

Tax Identification Number: 02 - 0639320

Legal Name: Saint Mary's Nursery School

Saint Mary's Nursery School Contact Information:

Address: 3916 Locust Walk
Philadelphia, PA 19104

Phone Number: (215) 386-0321

Fax Number: (215) 386-9290

Email Address: school.isfun@verizon.net

Web Address: <http://www.stmarysnursery.org>

St. Mary's Church Hamilton Village Contact Information:

Address: 3916 Locust Walk
Philadelphia, PA 19104

Phone Number: (215) 386-3916

Fax Number: (215) 386-7288

Email Address: st.marys@vreizon.net

Web Address: <http://www.stmarysatpenn.org>