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2023-2024 ECNS SCHOOL CALENDAR

September 11	First Day of School/Meet and Greet MTW
September 13	First Day of School/Meet and Greet, W - 2's
September 14	First Day of School/Meet and Greet Th/F
October 9	No School
Nov. 21- Nov. 27	Fall Break
Dec. 22 - Jan. 2	Holiday Vacation
January 15	Martin Luther King Day (No School)
February 19-23	Mid-Winter Break (Snow make-up days)
March 27- April 1	Spring Break
May 7	Last Day for Monday/Tuesday Classes
May 8	Last Day for W Two's Playgroup
May 8	Last day for Monday/Tuesday/Wednesday Classes
May 9	Last Day of School for Thursday/Friday Classes



Office Hours (during school year): 8:30 a.m. – 1:00 p.m.

Elizabethtown Community Nursery School 717-367-6772
www.etowncns.org

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Kathy Horning
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Assistant Director
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Administrative Assistant
Tabitha McQuiddy
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INTRODUCTION

Welcome to the Elizabethtown Community Nursery School. This handbook has been compiled for parents so that you might better prepare yourselves and your child for nursery school. Please read your handbook and keep it available for reference. You will receive supplemental information periodically. We want you to be informed and feel a part of our school, offering your suggestions, your time and talents, and your support.

Presently, there are approximately 100 children enrolled in our program who will be under the caring guidance of 13 staff members, listed below. Our teachers are state certified in Early Childhood Education. The staff is required per condition of employment to remain current in Early Childhood Education practices. In addition, each staff member is certified in CPR/First Aid and Mandated Reporter Training.

Elizabethtown Community Nursery School is licensed by the State Board of Private Academic Schools and administered by Kathy Horning, Executive Director and Kim Elicker, Assistant Director. Tabitha McQuiddy is the Administrative Assistant. We are looking forward to a new and exciting year.

STAFF

Amy Dearborn
Emily Gartley
Deb Reigle
Brooke Shrift
Susan Worman

Kim Elicker
Kathy Horning
Alyssa Ritchey
Marj Stoddard

Ashley Ellison
Tabitha McQuiddy
Jennifer Schramm
Jessica Vizcaino

PURPOSE

(As stated in our Constitution)

The Elizabethtown Community Nursery School is organized as an expression of concern for the Christian nurture of young children and a desire to work with parents in this nurturing experience. The purposes for which the school exists are:

To create a climate of love and understanding and a rich variety of curricular experiences in a physical and social environment favorable to the development of children;

To help children grow physically, emotionally, socially, intellectually and spiritually;

To provide between adults and children a person-to-person relationship in which each will come to recognize the other as a person of worth with unique capabilities;

To support parents in the nurturing of their children: to work with parents to further each child's positive growth and development.

PROGRAM

ECNS offers programs to children who are two, three, four and five years of age regardless of race or creed. Registration must be completed for each year a child attends nursery school.

Programs for twos are one morning weekly, two hours per session, with one teacher, an aide, and two parent helpers for twelve children. Programs for three's are two sessions weekly, 2 ½ hours per session, with one teacher and an aide for up to fifteen children. Programs for fours and fives are also two or three sessions weekly, 2 ½ hours each, with one teacher and an aide for up to sixteen children. Multi-age classes are also offered when needed.

ORGANIZATION

Our nursery school is a nonprofit organization, which meets in the Church of the Brethren and uses church facilities. The nursery school began in the fall of 1966 after the Christian Education Commission of the church sought a way to better utilize the education wing of the building. The church, being committed to an effective outreach program in the community, provides the physical facilities, maintenance and custodial services at an affordable rate. Tuition and registration fees cover the operating costs of rent, materials, equipment, insurance, telephone, postage, state licensing, staff salaries and cleaning services.

Our nursery school is governed by an inter-denominational Board of Directors composed of thirteen members-at-large from the community. This Board approves general policies and oversees the business management and hiring.

BOARD

ecnsboard@etowncns.org

President - Janell Lee

Vice Presidents - Jessica Haas & Alyssa Copans

Secretary - Danielle Kilby

Treasurer - Nathan Shearer

Jason Haldeman

Seth Hollinger

Marj Stoddard

Kari Herchelroth

Kerrin Horning

Jacob Weaver-Spidel

Joanne Hershey

Danielle Kilby

PREPARING YOUR CHILD FOR NURSERY SCHOOL

1. Tell your child what he will find at school: children his own age for playmates, toys and equipment especially for him, friendly adults for teachers.
2. Be casual. School should be a routine, never a threat, bribe or reward.
3. Allow enough time for dressing and eating so that your child arrives at school feeling relaxed and unhurried.
4. Do not tell your child he "must be good" but rather to "have a happy time."
5. Say goodbye to your child at the door. Assure him that you (or someone) will be at the door to greet him when nursery school is over.
6. Backpacks, bags, and toys from home are discouraged. Occasionally teachers may invite children to bring specific items for classroom activities.
7. Please do not discuss your child in his presence or discuss other children in front of your child.
8. Every child must grow in his own way, at his own pace. Watching, as well as solitary play, parallel play and cooperative play, is a normal pattern.
9. Do not expect your child to verbalize about the session's activities. It is better to ask if he had a happy time than to ask what he did or what he learned.

FINANCIAL ARRANGEMENTS

Our school operates for 30 weeks beginning September 11 and ending in May. Tuition for the year is divided into nine equal payments. The first payment is due August 18, with remaining payments due the **first** of each month October through May.

Rates this year are:

3 days/week: \$184 per month

2 days/week: \$131 per month

Two's Playgroup: \$63 per month

All payments are to be directly withdrawn from your bank account. An Authorization Agreement will be emailed to you for this purpose and needs to be returned by the opening of school. Automatic payments will begin Oct. 1, the September payment needs to be mailed to the school by August 18. Families are required to notify ECNS if any changes are made to the authorized account. A bank charge based on the financial institution will be passed on to the family if an automatic withdrawal from your bank account is returned for non-sufficient funds or account closure. ECNS will not accept and/or hold postdated checks. Credit Card payments will be accepted via Square with a surcharge.

Please call the Nursery School office if there are questions. Our school provides partial financial aid to families that qualify. Also, ECNS holds various fundraisers throughout the school year to supplement our income. Participation in these efforts is optional.

Previously attending ECNS Families need to be in good financial standing with ECNS before their child begins a new school year.

LATE FEE/RETURNED CHECK

Payment postmarked or received after the 1st of the month (August 18 for first payment) will incur a 10% late payment fee. ECNS reserves the right to waive the late payment fee. For any checks payable to ECNS returned to us by our bank due to non-sufficient funds (NSF), we will pass along the bank charge to the family.

WITHDRAWING A CHILD

If you find it necessary to withdraw your child from nursery school, we request that you notify the teacher and administrative assistant **two weeks** in advance so proper arrangements can be made with the next family on our

waiting list. Tuition that has been paid for the period beyond the two weeks will be refunded.

BUILDING SECURITY

*The church has installed a security system for the building and all doors are locked. Proxy cards are used to gain entrance to the nursery school parking lot door. Each family will receive one card to be picked up the first week of school. Families will be charged a \$10 *refundable fee* due with August tuition; this fee will be refunded upon return of the key card at the end of the school year. Additional cards may be purchased for others bringing or picking up your child at a cost of \$10.00 per card. The system will not be operational during Open House and the first week of school.

To use the card, hold it near the black box to the right of the door. The buzzer further to the right is to be used ONLY IN EMERGENCIES. Even during office hours, the Director and Administrative Assistant are not always in the office to respond and other staff are teaching classes.

It is important that you notify our office if your card is lost or stolen so the church office can deactivate your card. For the children's security, we want to stress that you should not allow other people to enter the building with you unless they have an ECNS proxy card.

****Proxy cards will not be used for the 2023-24 school year due to the ECOB construction.***

Smoking, firearms, and other significant hazards that pose risks to children and adults are prohibited.

COMMUNICATION

Communication between ECNS and home will be through "Student-Announce" emails, newsletters, Facebook, Remind, posted announcements, memos, email, home visits, verbal communications, conferences, pictures and class websites when applicable. These forms of communication will inform you of upcoming events at school and share some daily activities. The school website also provides school-wide information at www.etowncns.org.

Parents should address concerns privately to the teacher by e-mail or phone. Conversations at drop off/pick up should be brief. Longer conversations are best handled away from children and other adults.

When families do not speak English as their primary language, the program staff will make every effort to arrange for assistance from outside resources to use a language that the family can understand.

ARRIVALS AND DEPARTURES

Classes have staggered start and finish times. We ask that you arrive promptly at your designated time. If you arrive late please ring the buzzer to the right of the door and wait with your child until a staff member can assist you.

Parents will need to complete the ECNS check in Google form for their child each class day prior to the start of preschool. The link will be sent to each family prior to the beginning of school. Please note on the form if your child will not be attending that day so staff are aware of their absence.

Upon arrival, we ask that you park, turn off your car, and walk your preschooler to our designated area for drop off when directed by the classroom teacher. You will need to initial your child in and out for the session.

Children will only be released to the parent(s) and those individuals whom they have listed on their child's Emergency Medical Form. ECNS requires parents to keep this information updated and to inform teachers, in writing, or by other direct communication, when someone not listed on their child's form will pick up their child. For safety reasons, ECNS requires that a responsible adult pick up children. Identification may be requested at any time.

Families with children involved in custody arrangements because of divorce or separation must have copies of those legal documents on file at ECNS.

Use extreme caution when driving in the parking lot, follow arrows, and park only in a designated parking space. Do not leave young children unattended in the car while taking another child to class. Do not leave your car engine running while bringing a child to class.

CAR POOLS

The car pool driver is responsible for the arrival and departure of all car pool children. Please notify your child's teacher of your car pool

arrangements. Remember to sign-in and sign-out the children you will be taking in your carpool each day.

CLOTHING

Please send your child in comfortable clothing that neither teacher nor child will be fearful of getting dirty. Many of the day's activities take place on the floor and outside so play clothes are preferred. Rubber soled shoes are preferred to prevent falls. Flip flops and other open toe shoes are discouraged. **Please mark your child's outside clothing with his name and help him learn to identify them.** Help him learn to dress himself to go outside and to remove and hang up outer clothing.

VOLUNTEERS/VISITORS

Parents are always welcome in our school. Please schedule visits with your child's teacher. Teachers may also ask for parent volunteers throughout the year for various projects. Remember to sign in on the class's sign-in sheet when you arrive and leave.

A volunteer packet detailing the clearances needed and information necessary for attaining clearances is available on the ECNS website and will be sent home via email the first month of preschool. Parents of children in our 2 year old playgroup are considered volunteers and will need to acquire clearances prior to the start of school.

(a) Volunteer: An adult individual serving in an unpaid position who is responsible for the welfare of a child or children or has direct contact with children (care, supervision, guidance, or control of children, or routine interaction with children). A Volunteer is someone who is more than a Visitor, and normally involves an adult individual working directly with one or more children, having responsibility for one or more children, and having repeated interaction with one or more children.

(b) Visitor: An individual whose actions do not rise to the level of a Volunteer. Examples of Visitors include, but are not limited to, a parent, close relative, or guardian who visits a child's classroom for a birthday celebration, special event, to be a guest reader, or otherwise observe a child's classroom.

(c) Volunteer Clearances: Volunteers are required to submit to ECNS the following background check information which shall be updated at

least every sixty (60) months as long as the Volunteer continues to volunteer at ECNS and any applicable notice of arrest:

1. A Pennsylvania State Police Criminal History Report dated no more than 60 months prior to the application date.
2. A Pennsylvania Department of Human Services Child Abuse Report dated no more than 60 months prior to the application date.
3. A Federal Criminal History Report dated no more than 60 months prior to the application date. A Federal Criminal History Report is not required for a Volunteer who provides a written statement that he or she has been a Pennsylvania resident during the entirety of the previous 10 year period.
4. Notice of arrest. A Volunteer is required to provide written notice to ECNS of an arrest or conviction or if the Volunteer has been named as a perpetrator in a founded or indicated report within 72 hours of the arrest, conviction or listing as a perpetrator of any crime or offense listed under 23 Pa.C.S.A. §6344(c).

SOCIAL MEDIA GUIDELINES

ECNS takes privacy very seriously and wants to ensure a safe environment for all children and families. Therefore we would like to encourage families to adhere to the following guidelines for social media use.

- a. Be aware that not all families approve of their child's information or photo on social media. If you are unsure if a student may appear on social media, ask the parent.
- b. Do not post anything confidential, personally identifiable or sensitive information about students, employees and guests.
- c. Use good judgment when taking and posting photos and information. Keep comments positive. Consider disabling geotagging features on smartphones.

CURRICULUM

It is our desire to introduce skills that are needed for all children to be successful. The curriculum at ECNS has been aligned to meet the

Pennsylvania State Early Learning Standards for preschool programs. It is designed to be developmentally appropriate within each age level. For more information, please go to the [PA Department of Education](#).

ASSESSMENT

Assessing children is a vital and growing component of our early childhood program. It is an ongoing process that includes collecting and interpreting information about children, their instruction, and the classroom environment.

Our assessment focuses on developmentally appropriate teaching and meaningful observations based on current national standards. Through professional development teachers stay current on assessment practices. Such assessments might include observations, checklists, and anecdotal records. This information will be shared with parents at family meetings, parent conferences and through informal notes. Information gathered is used to inform planning for overall program improvements.

PARENT/TEACHER CONFERENCES

Parent conferences are accomplished in a variety of ways. Your first conference will be a virtual visit with your child's teacher. They use this to guide individualized instruction.

Information will be shared throughout the year highlighting a skill that your child has mastered. Telephone conferences also provide opportunities to discuss concerns and daily situations. Please feel free to call or email your child's teacher.

Individual conferences will be scheduled during the school year. This is a very important part of our program and we encourage parents to discuss your child's development with the teachers.

ART ACTIVITIES

Various art media will be available for the children to use in self-expressive ways. Encourage your child to share his art by saying

"Would you like to tell me about it?", "Was it fun to make?", "It's a nice color," etc. Your child may choose to take his artwork home or to give or throw it away. Remember, the process is far more important to him than the end product. All materials used are non-toxic.

SNACK TIME

There will be a snack time during each session though your child will not be forced to eat or drink (usually milk or water) what is offered. We strive to serve a variety of nutritious snacks and let the children prepare some of them in the classroom. All food allergies and intolerances must be reported to ECNS. Peanut butter and peanuts are not served.

BIRTHDAYS

Each child's birthday ("special day" for summer birthdays) is celebrated. You may provide a snack for the class this year. Please talk with your child's teacher to arrange a day and discuss snack options. Individual gifts or treat bags for each child are not permitted.

COLLEGE STUDENTS

Elizabethtown College students participate in various ways in our nursery school program, mainly doing observations and non-teaching tasks.

RELIGIOUS TRAINING

All discussions of a religious nature are spontaneous. There is no formal religious instruction. We include a prayer before snack. We do take a Christian approach to the celebration of Christmas in the classroom.

HOLIDAY CELEBRATIONS

The nursery school celebrates the following holidays: Halloween (non-scary), Thanksgiving, Christmas, Valentine's Day and Easter. Families are encouraged to share cultural traditions and holidays. If you have a concern with regard to any of these celebrations, please speak with your child's teacher.

FIELD TRIPS/ENRICHMENT EXPERIENCES

There may be walking field trips this year in our 4's and multiage classes. ECNS will notify parents of any possible field trips involving transportation. Many resource persons are brought to ECNS for enrichment programming.

PROGRAM EVALUATION

Parent evaluation is an important aspect of every good educational program. Google is used for parent feedback each spring. Board members discuss results of these surveys as one way to address concerns and initiate changes in the program. Survey results are shared with parents in The ECNS Buzz.

BOOK ORDERS

Several times a year your child may receive book order forms. This is an opportunity to build your child's library and to spend time reading to him. When a family purchases books through Scholastic ECNS earns bonus points that can be used to purchase books for our school library. Only online ordering will be accepted.

MEDICAL/DENTAL EMERGENCIES

If there is a life-threatening emergency, ECNS will contact 911. In cases of non-life-threatening medical and dental emergencies, ECNS will attempt to contact the child's parent and physician or dentist.

If parents cannot be located, ECNS will attempt to contact the alternate person listed on the child's Emergency Medical Form. Ambulance/emergency vehicle will transport a child.

ECNS uses the facilities of Norlanco or University Physician Group if your physician or dentist is not local or not available. Parents must sign permission forms for emergency treatment.

The accident insurance carried by ECNS has a deductible clause. Parents should notify the office within 48 hours if a claim must be filed. Teachers will document all student injuries and report them to the parent.

HEALTH

Please also refer to our COVID Guidelines.

ECNS maintains current health records for each child.

- Health records documenting the dates of services to show that the child is current for routine screening tests and immunizations

according to the schedule recommended by the American Academy of Pediatrics needs to be on file in the ECNS office before the child may attend their first class.

- When a child is overdue for routine health services, parents, legal guardians, or both will provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program.
- Students who have an immunization exemption form on file in the ECNS Office will be excluded from attending if a communicable disease outbreak occurs.

Child health records include:

- Current information about any health insurance coverage required for treatment in an emergency;
- Results of health examinations, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
- Current emergency contact information for each child, including the name and number of the child's doctor/medical facility and the child's dentist, which is kept up to date quarterly;
- Names of individuals authorized by the family to have access to health information about the child;
- Instructions for any of the child's special health needs (Medical Action Plan).

If an illness prevents a child from participating comfortably in activities, parents will be notified and the child is to be picked up immediately.

Parents should notify ECNS if a child will be absent, and if he or she contracts a communicable disease that would put other classmates at risk. ECNS will send out written notification of any communicable diseases or infectious situations that may pose a risk to children.

Please notify the teacher at once if your child contracts a communicable disease and note below the policy on returning to school. ECNS will provide information to families, verbally and in writing, about an unusual level or type of communicable disease that your child is exposed to.

Chicken Pox – Child may return when all chickenpox are scabbed over.

Covid - Child may return after the appropriate quarantine time as designated by the current CDC guidelines.

Fifth Disease – Child does not need to stay home. By the time they are diagnosed with the rash, they are no longer contagious.

Hand Foot and Mouth Disease - Child may return after their fever is gone for 24 hours and mouth sores and open blisters have healed.

Lice – Child may return after being treated with Kwella or Rid, etc. and is free of nits.

Pink Eye – Child may return 24 hours after the start of medication with a note from the doctor indicating that the child is non-contagious.

Strep Throat – Child may return 24 hours after the start of an antibiotic.

Scabies – Child may return 24 hours after the start of treatment.

Skin Lesions (impetigo, ringworm) – Upon the start of treatment, lesions should be covered while at school. If unusual skin lesions are discovered at school, parents may be asked to take their child to a physician. Children with sores on their hands will not be permitted to participate in communal water play.

Sometimes it is difficult to decide if your child should come to school or stay home. Following are a few guidelines to help you make a decision. These guidelines are not meant to be medical advice or to replace contacting your own physician. If a child exhibits any, or a combination, of the symptoms below while in school, the child's parent will be called and asked to pick up their child. The child will be separated in another area and supervised by a staff person while they wait for their parent/guardian or emergency contact person. This is to ensure the speedy recovery of the child and the health of their classmates.

Fever – If your child's temperature is 100 degrees or more, keep him home. Fever usually indicates illness. Your child may return to school when there is no fever for 24 hours. If your child's temperature is less than 100 degrees, but is accompanied by vomiting, diarrhea, sore throat, coughing, runny nose, or extreme fatigue, it is a sign of oncoming illness. These should be signals for keeping your child home.

Sore Throat/Cold/Cough – If your child is very congested and/or has frequent coughing, sneezing, or significant runny nose keep him home. With a sore throat; if there is a fever or white spots in the back of the throat, keep him home.

Stomach Ache/Vomiting/Diarrhea – Keep your child home if his/her stomach ache limits normal activities, if there is vomiting within the last 24 hours, or if he/she has diarrhea. Your child may return to school 24 hours after the last episode of vomiting or diarrhea.

OTHER HEALTH ISSUES:

Smoke Free Environment – The facility and outdoor play area are entirely smoke free. No smoking is permitted in the presence of children.

Antibiotics – When a child is placed on an antibiotic, he/she may return to school after 24 hours of treatment and is "fever free".

Toilet Training – ECNS recommends that children in the 3’s classes and older be toilet trained. We understand that children do have accidents. If a child has a bathroom accident at school, a parent/guardian or emergency contact person will be notified immediately to come to ECNS to care for or pick up their child.

Sunscreen/Insect Repellent – Parents should apply sunscreen or sunblock with UVB or UVA protection of SPF15 or higher to exposed skin before bringing children to school. You are encouraged to dress your child in sun-protective clothing.

If insect repellent is needed, parents should apply before arrival.

Pets/Animals – Pets or visiting animals must have documentation from a veterinarian or animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animals are suitable for contact with children. Program staff will make sure that any child who is allergic to a type of animal is not exposed to that type of animal.

DRUG DISPENSING

ECNS dispenses medicines only with parents’ written permission and directions. Because of the short duration children are at nursery school, parents are encouraged to give medications at home. There may be extenuating circumstances that mandate the dispensing of medications at school. These will be treated appropriately.

ECNS requires parents to obtain the proper medicine dispensing form and complete it before medications are given. These are the only personal medications permitted at ECNS. All medications must be in the original, labeled container with the student’s name and dosage. Teachers who administer medication will be trained in the five right practices of medication administration. Teachers will record dosage information in the Emergency Notebook, and will ensure that all medicines are stored in a locked container inaccessible to the children. ECNS staff will not dispense aspirin, Tylenol, Motrin or other over the counter medicines.

CONFIDENTIALITY

All records concerning individual children are confidential and kept in a secure location. These records will only be accessible to any member of the teaching staff assigned responsibility for the care and education of that child and each child’s parents or legal guardian and a licensing examiner. Licensed examiners will only be looking for ECNS’s compliance to state/national standards and regulations. Parents must sign a Release of Information form for any other request for information.

STUDENT ABSENCES

Safety is a common concern and shared responsibility. ECNS wants to ensure the safe arrival of students to school each session. Parents should report their child's absence on our electronic sign in. In the event of an anticipated absence an email should be sent to the classroom teacher.

If there are any absent students for whom there are no parent communications, the parent may be called. After consecutive unreported absences, if a parent cannot be reached, the "contact person" listed on the individual student's Emergency Medical form will be called.

POSITIVE BEHAVIOR INTERVENTION SUPPORT GRANT

ECNS practices Positive Behavior Intervention Support (PBIS), partnering with the PA Department of Education and I.U. 13. This project uses the Pyramid Model and focuses on teaching children proactive strategies for interacting with others.

Our school's mission statement focuses on nurturing and teaching children the emotional and social skills they need to express their feelings, develop friendships, and solve conflicts with peers. Our program-wide expectations are: Be Safe; Be Respectful; Be a Team Player. Our school-wide rules will help children build social skills in a team atmosphere. A copy of the ECNS Behavior Matrix is included with the Parent Handbook.

Assessment tools are used to evaluate challenging behaviors that may arise. The data gathered will help us work as a team to find resources and intervene early when children face social challenges. This research based intervention program has been proven to lower the amount of behavioral assistance needed when children enter public schools.

Additional information can be found at: www.vanderbilt.edu/csefel and www.challengingbehavior.org

BEHAVIOR MANAGEMENT

Positive reinforcement is the preferred method used to foster appropriate student behavior.

Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child.

Discipline shall be intended for maximizing the child's growth and development and for protecting the group and the individuals within it.

1. Corporal punishment shall not be used, including spanking.
2. No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
3. No child shall be denied food as a form of punishment.
4. No child should be punished for soiling, wetting, or not using the toilet.

ECNS puts the following limits on children's behavior:

1. Children cannot hurt themselves.
2. Children cannot hurt other children.
3. Children cannot willfully destroy equipment.

Positive reinforcement (verbal praise and encouragement) is emphasized and the staff will constantly:

1. Use positive language.
2. Stress desirable behavior (I like it when you...).
3. Be good role models.
4. Establish well-defined limits for the children.
5. Redirect the child to another activity.
6. Encourage the child to think of a positive solution.

If a child persists in negative behavior or becomes very angry:

1. The child is asked to calm down in a quiet place within the class and teacher's view.
2. In cases where a child is emotionally distraught, the child is removed from the room to be calmed and comforted. There is never any physical or verbal punishment.

If a child seems unable to observe school rules:

1. The teacher will discuss the problem with parents in the event of continuous or severe misbehavior.
2. Parents may be encouraged to seek additional professional assistance.
3. If a child is in a support program every effort will be made to work together with the support staff and family.

In the event that the program is unsuitable for a child, the Director and teacher will meet with parents to discuss alternative arrangements.

SCHOOL CLOSINGS

In times of inclement weather, we follow the Elizabethtown Area School District (EASD) policy. School closing emails will also be sent via "Student-Announce," Remind Text, and posted on our Facebook page. Listen to your television (WGAL, channel 8) for announcements or check www.wgal.com.

1. If EASD closes, there will be no nursery school classes.
2. If EASD has a delay, morning classes will run on a modified schedule. Each class will start one half hour later than their regular start time, dismissal will remain the same.
3. If EASD is open and we decide to close, parents will be notified.
4. Snow days/Emergency Days will be made up after they exceed a week's worth of sessions during the mid-winter break, holiday breaks, or at the end of the ECNS school year not to exceed Memorial Day. If closures exceed the number of available make up days, tuition will be reimbursed or suspended for those days.
5. In the event of an emergency (i.e. fire, natural disaster, disease, etc.) that causes ECNS to close or alter normal operating schedule, the Board will meet in an emergency session to determine the emergency's impact on student tuition.

EMOTIONAL OR OTHER PROBLEMS

Should your child be particularly upset about a situation at school or at home, please contact the teachers directly so the problem may be given appropriate attention. Very often reports received from the child are unclear and it is helpful to all to clarify situations as quickly as possible. Please let the teacher know if there is a situation at home that might cause your child to be anxious (sickness, death, separation, etc.) We would also like you to inform the teacher if your child is ever on medication that might affect his behavior.

EARLY INTERVENTION PROGRAMS

ECNS includes children with special needs, and reasonable accommodation will be made for their participation in the program. ECNS focuses on socialization and serves as a supplement to other educational and support programs.

ECNS works closely with the Intermediate Unit 13 Early Intervention. If a teacher identifies a child who could possibly benefit from an evaluation (for speech, vision, hearing, emotional, learning disability, coordination, etc.) she will discuss the problem with the parents who may wish to seek professional evaluation.

Kidsight vision screenings are provided free of charge. Parents will be asked to sign an opt-out form if they do not wish to participate.

PARENT GRIEVANCE

Both the Board and its staff have a mutual interest in encouraging a harmonious and cooperative relationship, and ensuring that both parties make every effort to see that differences are processed promptly. We understand that there may be occasions when there is confusion or misunderstanding about something that is said or done. This is why open communication is so important. We work hard to create an environment in which parents and teachers alike can feel comfortable asking questions and sharing information. When a parent has a concern, the first thing they should do is talk about it with the person(s) directly involved, because it is at this level that most, if not all, problems can be most easily resolved. When that is not possible, or does not result in closure, it is then that parents should follow the steps below towards a resolution.

Definition: A grievance is a dispute concerning the interpretation, application, or alleged violation of a specified term or provision of ECNS policy.

Step 1. If a parent has a grievance, the parent should first discuss it with the Director who will attempt to resolve it within five (5) school days of its presentation.

Step 2. If the grievance is not settled in Step 1, the parent may appeal the decision by placing the grievance in writing and signed by the parent, and present it to the Chairman of the Personnel Committee. The Chairman shall answer the grievance, in writing, no later than five (5) school days after its presentation.

Step 3. In the event the grievance is not settled in Step 2, the parent may make the appeal in writing to the President of the Board no later than five (5) school days after receiving the decision in Step 2. The President shall answer the grievance in writing within ten (10) school days after its presentation. The decision of the President shall be binding on all parties.

SUSPECTED CHILD ABUSE REPORTING

Any suspected child abuse will be reported to Childline at 1-800-932-0313 as required by state statute on mandatory reporting of child abuse. The mandate for reporting suspected abuse is the same whether or not the suspected abuser is a parent, staff person, etc.

EMERGENCY EVACUATION

PHASE I - Hasty Building Evacuation

The Elizabethtown Community Nursery School uses the four classrooms on the lower level of the Christian education wing of the Church of the Brethren. When the alarm sounds, the class immediately lines up at the door with the teacher while the aide checks the bathroom for children. They are led out of the church with two classes exiting the front door and walking to the sidewalk, and two classes exiting through the back door and walking across the parking lot. The aide sees that doors and windows are closed as she leaves. Teachers are notified when it is safe to return to the classroom.

Teachers are aware of exits near the kitchen and fellowship hall should the need arise to evacuate children from those areas.

PHASE II - Evacuation to Short-term Shelter

Should the weather be cold or rainy when an evacuation is necessary, the children will be temporarily sheltered in the Susquehanna Room until parents can pick up their children or it is safe to return to the classrooms. Susquehanna Room is located on Elizabethtown College campus, across from the church parking lot. Elizabethtown Fire Department, 171 N. Mt. Joy Street, is also available for short-term shelter.

PHASE III - Evacuation of Municipality and Longer-term Shelter

Safety plans have been made in the event of an incident at the Three Mile Island Nuclear Station, an accidental chemical release, or natural disaster. If such an emergency occurs, the Nursery School would close immediately and radio station WPDC (1600AM, 367-1600) and television station WGAL-TV (Channel 8, 393-5851) will be notified. Should classes be in session, parents or authorized persons should pick up their children at nursery school immediately.

In the event that evacuation is necessary before all children are picked up, those children will be taken to Brethren Village, 3001 Lititz Pike, Lititz, PA. Brethren Village, a church-related retirement community, is located approximately 4 miles north of Lancaster on Route 501, called the Lititz Pike. Children will be transported by bus or car with the teachers and/or aides who will stay with the children. Parents or authorized person will pick up children at Brethren Village. If for any reason we need to evacuate to another location, radio stations WPDC and WGAL-TV will be notified and instructions given.

Teachers will leave a notice to parents on the classroom doors as to the whereabouts of their children.

BRETHREN VILLAGE DIRECTIONS

Take Rt. 283 East to Rt. 30 East to Rt. 501 North. Brethren Village Retirement is located at 3001 Lititz Pike, Lititz, PA on the right side of Rt. 501 North, approximately three miles from US Route 30.