



La Jolla United Methodist Church  
**NURSERY SCHOOL**

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2017 - 2018  
**PARENT HANDBOOK**

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LA JOLLA UNITED METHODIST CHURCH NURSERY SCHOOL  
6063 La Jolla Boulevard, La Jolla, California 92037  
(858) 454-1418

[www.ljumcns.com](http://www.ljumcns.com)

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# **WELCOME!**

Welcome to La Jolla United Methodist Church Nursery School! We hope you and your child enjoy a truly enriching experience this year. The La Jolla United Methodist Church Nursery School is operated as an extension of the Education program of the Church and is under the supervision of its Work Area on Education and of the Nursery School Board, which is responsible, in consultation with the staff, for setting policies and determining operating procedures. The Board consists of Church representatives, members-at-large and parents from the Nursery School, other representatives of the Nursery School community, the Nursery School Directors, and the Church Pastor of Children's Ministries.

The Nursery School is non-profit, self-supporting and open to the community without discrimination of race or creed. The Nursery School operates under the licensing procedures of the California Department of Social Services and its staff is selected as meeting the professional standards set by this department.

The Dept. of Social Services can be reached at:  
Community Care Licensing Division,  
7575 Metropolitan Drive # 110, San Diego, CA 92108  
Phone: (619) 767-2200  
Nursery School Facility #372000312  
Yellow Cottage Facility # 376600959

## **A Word from Our Church Pastor**

When the church started the Nursery school 45 years ago its purpose was to be a support for parents and children in the community. We are proud of the fact that it truly does that and more. We also hope that you will see the church as a place where the spiritual needs of you and your family can be nurtured. Our goal is to provide a variety of programs that support parents and guide you in spiritually nurturing your children, encouraging community bonding and bringing families closer to God. You are also welcome to join us for worship and Sunday school at 10:00am on Sundays or any other activities that we have at our church throughout year. To stay informed of what's happening at our church, go to our website: [www.lajollaunitedmethodist.org](http://www.lajollaunitedmethodist.org). If you have any questions the pastors of the church are always open to talk with you.

The Reverend Doctor Philip Bertolo Wood, Senior Pastor  
[pwood@lajollaumc.org](mailto:pwood@lajollaumc.org)  
858-454-7108

### **MISSION STATEMENT**

La Jolla United Methodist Church Nursery School, an outreach of the education program of the church, is a community of children, families, and staff where a life-long love of learning and play are valued and supported for the optimum emotional, social, spiritual, cognitive, and physical growth of each individual.

### **NURSERY SCHOOL PHILOSOPHY STATEMENT**

During the first six years of life a person forms his basic patterns for coping with life. The Church, therefore, has a special responsibility to serve families at this time. A large part of the philosophy of the program is to work with parents toward the enrichment of the family relationship. The family is so important in the child's developmental process that family involvement must be encouraged.

The School will provide an educational program for the children that will encourage maximum growth and development through interaction with other children and with qualified adults. The teachers' training and commitment make it possible for them to plan for the developmental needs of the child - physical, social, emotional, intellectual, creative and spiritual - as a continuous, interrelated process. All aspects of a child's development are equally important and seen as an interrelated process. It is also noted that:

- Children learn by doing.
- Play is their medium for learning.
- Children will grow and learn best in a happy, safe, caring environment where age-appropriate materials and activities are available.
- Our school provides each child with personal growth opportunities, a rich and secure learning environment, and a chance to develop a variety of warm and meaningful human relationships.

We have been inspired and influenced by the educators and preschools in Reggio Emilia, Italy. We have come to understand that a person's best learning happens when she constructs meaning from her peers, the adults in her life and the environment, so all Nursery School activities take the child's interests, capabilities, and developmental level into account.

Our school helps each child learn

- to feel good about himself (self esteem),

- to better understand his feelings and behavior,
- to realistically view his abilities,
- to control certain aspects of his environment,
- to be supportive when friends need support,
- to gain meaning and enjoyment in life through relationships with persons from all backgrounds.

This is a place to learn - about oneself, about others, and about the world. LJUMC Nursery School seeks to support children in the development of the following spiritual values:

- Wonder: recognizing and experiencing awe for our world around us
- Gratitude: being thankful for the things we have and what others do for us
- Friendship: showing kindness and hospitality to all people
- Generosity: giving and sharing of our time and resources
- Helpfulness: helping others in need
- Honesty: being honest with ourselves and others
- Forgiveness: learning how to forgive others and make amends when we need forgiveness
- Compassion: caring for ourselves and others
- Joy: finding joy and happiness in everyday life

Initiative and self-motivation are more attainable when the curriculum is determined by the child and his interests. The staff will expand the curriculum by asking pertinent questions, supplying materials, information and guidance. To develop self-initiated learning, so crucial in the life-long process of education, the child is given time to explore the classroom on his own and at his own pace. Without interruptions, the child's ability for prolonged concentration is reinforced and the completion of tasks valued.

### **LIBRARY HOURS**

The staff of the La Jolla United Methodist Church library invites you to visit our wonderful library to see the fantastic selection of books available to Nursery School families. The library has a wide variety of both children's and adult books which can be checked out on a two week basis. The library is located near Fellowship Hall, off the Olive Tree patio.

**THE LIBRARY HOURS ARE:  
TUESDAYS, WEDNESDAYS, & THURSDAYS 10:00 a.m. - 1:00 p.m.  
MONDAYS & FRIDAYS 12:00 p.m. - 1:00 p.m.**

### **BIRTHDAY BOOK CLUB**

By making a \$20 donation, you can purchase a book for the La Jolla United Methodist Church Library in your child's name. The book will be purchased with your child's interests and the library's needs in mind. Please place orders by October 1<sup>st</sup>, 2017. For more information, contact Jamie Flynn at 858-539-0688 or [jkhkosh@yahoo.com](mailto:jhkosh@yahoo.com).

### **AFTER SCHOOL ENRICHMENT OPPORTUNITIES**

LJUMCNS values the opportunity to help children grow developmentally. We offer many after school enrichment classes that children are invited to participate in. Some of the classes we offer are Spanish, Legos, Clay, Woodworking, Movement and Dance, Yoga, and Cooking.

## **PARENT EDUCATION OPPORTUNITIES**

We recognize and value the needs of the parents of our Nursery School children, so throughout the course of the year we will offer many forms of Parent Education through our parenting tips, parenting classes and seminars.

## **SCHEDULE OF PROGRAMS**

School is in session September through mid June. Children attend classes two, three, four or five days per week. Age guidelines are established for each program and exceptions are approved by the Director.

## **FAMILY DIRECTORY POLICY**

The family directory is intended for the personal use of LJUMCNS and for the purpose of building community within the Nursery School. Any direct marketing, copying, use or disclosure by any individual, outside agency or organization for solicitation of any kind is strictly prohibited.

## **ENTRANCE REQUIREMENTS**

ALL HEALTH FORMS, IMMUNIZATION RECORDS AND OTHER REQUIRED FORMS MUST BE IN THE NURSERY SCHOOL OFFICE BY THE TIME YOUR CHILD BEGINS SCHOOL. Parents whose children were enrolled last year need only to advise us in writing of any changes, such as additional immunizations, recent communicable disease AND any change in emergency information, address or telephone number. The school has the responsibility to deny admittance to children whose files are incomplete.

## **GETTING READY FOR THE FIRST DAY OF SCHOOL**

### **HOME VISITS & OPEN HOUSE**

To help children and teachers get to know each other, your child's teacher will contact you to schedule a Home Visit before school begins. This is an important time for the child and teacher to spend time together. She will call you to arrange a short visit to meet you and your child.

Parents are encouraged to bring their child to school for a one-hour Open House to acquaint him/her with their new surroundings prior to the first day of school. At the Open House, greet the teacher and take time to look around with your child. You will want to see the classroom, the toys, the outdoor play yard, and the toilets. This will help you later when your child tries to tell you about things that happen at School.

Some children find it very difficult to be separated from family. This is a big step for a small child; be patient and try to understand how your child feels. However, hesitation to leave on your part can leave an insecure feeling with your child. Help your child understand that you will help if there is a need, but you are confident that he or she will be able to stay without you. Let the teacher guide you; they have helped many other parents and children through the same transition.

On the first day of school, coffee will be available on the Olive Tree Patio (adjacent to the Church Library). The Director and Board members will be available to discuss your child's first day. On the first day, your child will probably tire quickly; it is usually wise to return a little early.

## **BEFORE COMING TO SCHOOL**

Please read this handbook carefully. If you have any questions, please call the Director to discuss them. Tell your child a little about the School -

There will be other children to play with at school.

There will be a variety of things to do.

There will be indoor play and outdoor play.

Snacks will be served each day.

The teachers will be there every day.

## **ARRIVAL AND DISMISSAL**

The parent or adult bringing the child to school each morning MUST WAIT FOR ACCEPTANCE BY A MEMBER OF THE SCHOOL STAFF for the safety of the child, the responsible adult, and the School. There will be a sign-in sheet where you must sign your child in and out daily. School rules also state that if your child is to go home with ANYONE other than his regular car pool driver, the school must have a note in writing on or before the day of the change. If a last minute arrangement is made for your child to go to a friend's home for lunch, it is your responsibility to notify all concerned car pool drivers as well as the School!

Other adults permitted to pick up a child must be authorized by the parent and such authorization in writing must be received by the School before the child will be released.

Children arriving before the beginning of their school day must be supervised by the responsible adult in the play yard until starting time. Please use this time to help your child wash his hands. Try not to arrive more than five minutes before the start of school, arriving on time helps with smooth transitions from home. If at any time it is necessary for your child to arrive more than 1/2 hour after the start time, please make arrangements with the staff to avoid disappointments and to help assure your child a good school day.

## **PLAYGROUND USE BEFORE AND AFTER SCHOOL HOURS**

CHILDREN MUST BE SUPERVISED AT ALL TIMES by the adult bringing or picking up the child to school (this includes siblings, friends, etc.). Before school, staff members on the playgrounds and patio are setting up for the day's activities and cannot be responsible for your child. **After school the playground will be closed at 4:15 p.m.** Parents need to leave the school playground with their children during this time to allow the staff to close the school. Parents are encouraged to plan play dates away from the school or in the park next door for their children after school.

## **LATE PICK-UP FEE POLICY**

After two written warnings for being more than 15 minutes late, parents WILL BE CHARGED \$15.00 per child per 15 minutes, or fraction thereof, for being more than five minutes past dismissal.

## **CLOTHING & ITEMS BROUGHT FROM HOME**

Dress your child simply and comfortably in washable play clothes and comfortable shoes. A set of extra clothing should be kept in each child's cubby. The school cannot be responsible for items brought from home. ALL ITEMS BROUGHT FROM HOME SHOULD BE MARKED WITH YOUR CHILD'S NAME. (SHARING, SWEATERS, JACKETS & SHOES)

## **WEAPON POLICY**

### **Guns and weapon type toys are not to be brought to school at any time.**

Parents are urged to use both moderation and selectivity concerning items the child may want to bring from home. The staff will appreciate the cooperation of the parents in this and will be glad to help determine appropriate items and the appropriate times at which to bring them. Weapon play of any type at school is strictly prohibited.

## **HEALTH AND SAFETY POLICIES**

**Hand washing:** To reduce the risk of transmission of infections to themselves and others, all children and adults will wash hands upon arrival at Nursery School. This may take place in the bathrooms, at the sink on the patio, or in the classroom. We are asking that the adult(s) bringing the child to school monitor this procedure and join the child in this activity.

Proper Hand Washing Procedure:

- Use liquid soap and running water
- Wet hands before applying soap
- Rub hands vigorously for at least 10 seconds. Include back of hands, wrists, between fingers, and under fingernails
- Rinse thoroughly
- Dry hands with paper towels
- Use paper towel to turn off faucet

We also will wash hands after diapering or using the toilet; after handling body fluids; including blowing or wiping a nose; before snacks and meals; after handling pets or other animals; after handling garbage or cleaning; before preparing food; and after contact with any material or surface that might be contaminated.

## **EATING AT SCHOOL**

Each day an effort is made to provide a nutritious low-sugar snack emphasizing fruit, vegetable, protein and grain products. Items such as cake, cupcakes, candy, cookies, homemade baked goods and chocolate will not be served at school. If you have a question please consult with your child's teacher beforehand.

### **ALLERGIES AND OTHER DIETARY RESTRICTIONS:**

#### **NO PEANUTS OR TREE NUTS ALLOWED AT NURSERY SCHOOL**

We have children at our school who have severe allergies to peanuts and/or tree nuts. Some children cannot even have physical contact with these foods or they may have a severe reaction. Therefore we have amended our snack policy to safeguard these children.

1. NO FOOD THAT CONTAINS PEANUTS OR TREE NUTS WILL BE SERVED TO CHILDREN AT NURSERY SCHOOL. This includes items prepared on machinery that may have been used to process peanuts or tree nuts. This is usually on the package in very fine print.
2. **PARENTS PROVIDE daily snacks including crackers, fruits, veggies, cheese, other dairy products, or protein items** so that we are sure to serve at least 2 food groups for snack each day. Providing snack counts for service hours.
3. If you are COOKING AT SCHOOL WITH CHILDREN, please check the ingredients you are using and check with the teachers concerning children with allergies.
4. All school LUNCHES must be NUT FREE.
5. It is at the school's discretion whether food brought from home will be served. Products sent to school containing nuts or made on machines that may have processed nuts will not be served. All un-served snacks will be returned to the family.



**Other food allergies and dietary restrictions:** Please let the teachers know if your child is allergic or cannot tolerate a certain food. All efforts will be made to have alternative snacks on hand and to monitor what children eat. Each class will record the snack served each day. This info is available to parents at any time. Parents must give permission for us to post information about their child's dietary restrictions.

**Children under the age of 4** will not be served hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, or chunks of raw carrots. Food will be cut according to each child's chewing and swallowing ability.

**Medicines at School:** No medicines are administered to children at school. The parent may come on campus to administer medication if it is absolutely necessary. The only exceptions are prescribed inhalers, epipens, and allergy medications related to asthma or reactions to food. The medication must be checked in at the office and the correct forms must be completed. The correct procedures will be followed by the staff and proper storage will be arranged to assure safety for all the children.

**Sunscreen: We recommend daily application of sunscreen before your child arrives at school.**

To protect against cold, heat, and sun injury, every effort will be made to ensure that:

- Children wear clothing that is dry and layered for warmth in cold weather.
- Children have the opportunity to play in the shade. When in the sun, they wear sun-protective clothing, applied skin protection, or both. Applied skin protections should be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin only with written permission of the parent on file.

**Children wearing Diapers or Pull Ups:** Potty training is not a requirement for attendance of children at LJUMCNS. However, parents must be willing to provide the necessary diapers, pull ups, diaper wipes and extra changes of clothing. Parents must check their child's cubby each day to remove soiled clothing and be willing to replace it by the following day of attendance. As children show readiness for using the toilet, the parents and teachers will determine how this will be handled at school.

**PRECAUTIONARY ILLNESS POLICY**  
**IF YOUR CHILD IS UNABLE TO ATTEND SCHOOL PLEASE**  
**CONTACT THE NURSERY SCHOOL OFFICE AT (858) 454-1418.**

Precautions are in place at Nursery School to protect your child, other children, especially infants, and our staff. If your child has a fever, a new cold, or has experienced a fever, vomiting or diarrhea during the previous 24 hours, **you must keep your child at home. People with influenza-like illness must remain at home until at least 24 hours after they are free of fever, or signs of a fever, without the use of fever-reducing medications.** Young children under 5 years old may need more than 24 hours before returning to school. It is the responsibility of the parent to know that the child is well before being left at School. Staff conduct daily health checks as children arrive each day. Don't forget to have your child wash his hands upon arrival also.

**Any child who develops a fever or shows signs of illness at School will be isolated from the rest of the group and the parent will be called to pick up the child.** A CLEARANCE FOR READMISSION from a doctor may be necessary when absence has been due to communicable disease. Parents will be notified when a child has been exposed to a contagious disease.

The Nursery School will follow guidelines for school closure set by the San Diego County Department of Health and/or the San Diego Unified School District. Children exempt from immunizations maybe excluded from attending school or asked to sign a waiver, if there is cause as determined by the Department of Health.

## **EMERGENCY MEDICAL ATTENTION**

If emergency medical attention is necessary for a child at any time, the parent and family physician will be called. If such people are not immediately available, a doctor named by the Nursery School will be contacted. PARENT CONSENT FOR THIS PROCEDURE IS GIVEN WITH THE REGISTRATION OF THE CHILD IN THE SCHOOL. In case of a life threatening situation 911 will be called. All Nursery School staff are certified in pediatric CPR and First Aid.

## **MEDICAL CONSENT FORMS**

Parents are asked to authorize emergency medical treatment and access to all medical or dental care prescribed by a duly licensed physician (M.D.), Osteopath (D.O.) or Dentist (D.D.S.) under whatever conditions are necessary to preserve the life, limb, or well-being of the child.

## **HOLIDAY AND CELEBRATION POLICIES**

Celebrations and holidays that are meaningful to our families are observed at Nursery School in age appropriate ways as a way to bridge the home/school relationship. This is an age appropriate way to learn about other cultures and celebrate our similarities as well as our differences. Parents are encouraged to talk with the teachers about how to share their family traditions in a school environment. We strive to be respectful of ALL families attending the Nursery School. As much as possible, children and teachers and parents will help plan celebrations. We also strive to reflect the diverse world in which we live here in San Diego and beyond. We are mindful that school can be a place to learn tolerance, respect and understanding of others. Our goal is to acknowledge holidays without making them the focus of our “curriculum” by keeping the children’s school environment stable.

When parents are present at a class function, parents will monitor which foods are okay for children to eat, this includes end of year potlucks, parent nights, and class celebrations where parents are invited.

Cooking as a class activity may take place as long as the “Nut Free” policy is not compromised. Items may be sent home for consumption at the teacher’s discretion.

Valentines and filled Easter eggs for hunting must NOT contain candy, nuts, gum or balloons. Other items brought from home to be distributed are at the discretion of the teachers. We do not do gifts or goodie bags.

End of the year celebrations planned by the Nursery School consist of age appropriate activities such as class picnics and popsicles in the park or on campus. We do not include formal ceremonies or caps and gowns as part of our end of the year celebrations.

## **BIRTHDAY POLICY**

Birthdays are very important for the children and are recognized at School. We do not serve birthday cake or cupcakes at school. Parents are encouraged to check with their child’s teacher if you wish to provide a special snack or special paper products for that day. No goodie bags or balloons at school please. If you are having a party at home to which the whole class is invited, invitations may be given out at school. If everyone is not invited, the invitations must not be brought to school.

## **FIELD TRIP POLICY**

The School's program includes various types of field trips appropriate to the interest and abilities of the children. Registration of the child in school includes permission to take part in such experiences. Field trips are planned based on children's projects and interests. Depending on the ages of the children, field trips can be as close by as a walk around the school. When children will be transported away from school, parents will be notified in advance and parent drivers will be needed. Every driver will be asked to provide a copy of their valid driver's license and proof of insurance before driving on field trips. Field Trip chaperones are asked to limit cell phone use during outings to allow maximum enjoyment of time spent with your child and his or her classmates.

## **BABYSITTING POLICY**

LJUMCNS neither encourages nor discourages its employees to babysit during their non-working hours. Babysitting work falls outside the course and scope of employees' work for LJUMCNS and is a private agreement between parents and babysitters. Parents who choose to hire LJUMCNS employees to babysit are advised that LJUMCNS accepts no responsibility, incurs no obligation, and is subject to no liability of any kind whatsoever as a result of these private agreements. LJUMCNS employees are not covered by the insurance which covers employees during their work at school. LJUMCNS does not have the right nor responsibility, to control the actions of its employees while they are not at work at LJUMCNS. As such LJUMCNS will not involve itself in any way in any agreement for child care between parents and its employees while those employees are not working at the school.

## **DOGS ON CAMPUS**

No dogs are allowed inside the school grounds and must be secured at a safe distance from the front gate entrance.

## **LA JOLLA UNITED METHODIST CHURCH NURSERY SCHOOL** **ASSESSMENT OF CHILD PROGRESS** **Written Assessment Plan**

LJUMCNS is always assessing children as an integral part of our program and is an ongoing process. Our assessments support the children's learning in all domains of development and learning: social and emotional development, motor development, and cognitive skills, language, physical development, approaches to learning, and health.

Although observation along with documentation is our primary source of assessment, checklists, work samples, assessments from parents and outside sources may also be used. Children may be referred to the appropriate professionals for diagnostic assessment when it is indicated. In this case the school and parents work together to find the appropriate formal assessment, working with physicians, psychologists, and other sources.

Our assessment tools include, but are not limited to the following:

1. Application that is filled out by parents when child is enrolled each year.
2. Teachers' observations of child and family during Home Visits.
3. Family Book pages that are filled out at the beginning of each school year with parents and used by staff to identify family values, interests, and culture. Books are cumulative during the child's tenure at the school. These books are kept at school and used by children, families, and staff throughout the year.
4. Written and photo documentation of child progress, activity choices, social/emotional, cognitive, creative, and physical development.

5. Parent/Teacher phone conferences take place in the fall regarding adjustment to school and goals for the child for the year. Parent concerns are also addressed at this time.
6. Conference observation forms are filled out by teachers throughout the school year and completed before Parent/Teacher conferences.
7. A summary of the parent/teacher conference is given to each parent and filed.
8. An end-of-the year form for each child is filled out by teachers to assure information is shared with the next year's teachers to assist in smooth transitions between classes.
9. Individual Educational Plans are used for children with identified special needs. Preschool teachers are available and paid to attend IEP Conferences when they are scheduled.

At all times, LJUMCNS is aware that the children attending our school are changing at a rapid rate in all developmental areas. Therefore we are hesitant to "label" young children in writing without parent permission and only when there is no other recourse. ALL ASSESSMENTS ARE KEPT CONFIDENTIAL and completed forms are filed in the office for safe keeping.

### **THE NURSERY SCHOOL APPROACH TO DISCIPLINE**

At Nursery School we have three rules: 1) You may not hurt yourself; 2) you may not hurt others; and 3) you may not hurt or destroy things, such as toys and equipment. We begin to establish these rules with children as soon as children enter school as toddlers with our goal being that they will, over time, internalize these behaviors and need less and less adult intervention. The school's philosophy for discipline begins with our low child/teacher ratios so that children can always be supervised and supported by having an adult close by. Redirection and modeling of expected behaviors by the adults is used. Teachers model words for children. As children become more verbal, teachers help children use a conflict resolution model to solve problems; brainstorming possibilities and deciding upon which solution to try. Teachers realize that temperaments, development, and children's experiences at home are highly individual and unique for every child. We therefore, work with each child and family to understand the needs of each child. We understand that being in a group of peers at school is different from being at home; and that some children need more time than others to learn the above three rules.

### **DISCIPLINE POLICY**

Discipline means training that enables the child to develop self control and orderly conduct in relationship to peers and adults. We want to create the kind of environment which makes it possible for a child to direct his/her own behavior realistically and with integrity. Discipline shall be clear and understandable to the child before and at the time of any disciplinary action. Discipline shall include positive guidance, redirection and the setting of clear limits which foster the child's own ability to become self-disciplined. If an incident of behavior requiring disciplinary measures occurs, the parent will be informed on the day such behavior occurs. If a pattern of behavior emerges in a particular child, the teacher, in consultation with the director, will schedule a conference with the parents to discern how the school and home can best deal with the situation, or whether program placement at LJUMCNS remains appropriate. Helping the child may include having an outside behavioral developmental expert come to school to observe the child in the school setting; requesting the parent to seek professional guidance outside of school; or hiring an additional aide or shadow to provide classroom support for the teachers. If the behavior persists, or creates an unsafe environment, or if parents do not follow through with professional recommendations, the school will determine the feasibility of keeping the child enrolled.

## **GRIEVANCE POLICY**

Grievances by parents may be expressed directly to the Director. After reviewing the grievance, the Director will act to rectify the matter of concern. If action is not taken to the parents' satisfaction, the parent will return to the Director to restate the concern in writing. If the matter is unresolved the following steps should be taken to file a grievance.

1. Contact one of the Parent Representatives from the Nursery School Board.  
(See list in School Directory).
2. Parent Representatives will contact the Chairperson from the Nursery School Board, Maureen Murfey, 858-336-0062.
3. Chairperson from the Nursery School board would then take grievance to the Nursery School Board.
4. The Nursery School Board will discuss and take appropriate action.

## **PARENT'S RIGHTS**

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care facility, in which their child(ren) are receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while their child(ren) is receiving care.
2. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising their right to inspect.
3. The law requires that parent guardian be notified of their rights to enter and inspect.
4. The law requires that this notice of parents' rights to enter and inspect be posted in the facility in a location accessible to parents/guardians.
5. The law authorizes the person in charge of the child day care facility to deny access to the parent/guardian under the following circumstances.
  - The parent/guardian is behaving in a way which poses a risk to the children or the facility, or
  - The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent

## **SUSPICION OF CHILD NEGLECT OR ABUSE**

The Nursery School Staff is mandated by the State of California to report any suspicion of Child Abuse or Neglect, as are physicians, health workers or school teachers. This is for the protection of all children.

## **PARENT INVOLVEMENT POLICY**

- All parents are urged to take advantage of opportunities which are made available to them during the year for personal enrichment -- conferences, speakers, work-parties, reading materials.
- Parent meetings will be held at various times during the year. Watch for announcements in newsletters and on the bulletin board.
- Parent teacher conferences are held each year. Informal conferences with teachers are encouraged throughout the year.
- Parents are asked to evaluate the Nursery School Program at the end of each school year. We encourage your comments and suggestions throughout the year.
- Teachers will inform parents of the daily happenings at School, either verbally or by a written posted note. Please also check your parent file and / or child's cubby each day.
- The Nursery School Board, an advisory group, consists of Church Staff, Church members, parents representing the various classes in the Nursery School, teacher representatives and the Directors. Board members may be contacted at any time concerning Nursery School policy and activities.

Parental involvement in a child's educational process is both a gift to the child and a gift to the school. This gift of parental involvement is strongly encouraged and highly valued at LJUMCNS. Each family in our program will be required to sign an agreement and contribute a minimum number of service hours during the September - June school year. If this commitment is not fulfilled, a fee of \$15.00 per unfulfilled hour will be due to LJUMCNS at the end of the school year. Our intent with this program is to encourage parental involvement and to generate support for our school.

### **PARENT SERVICE HOUR POLICY**

The number of days per week a child is registered in school will determine the minimum number of service hours. The rate is 4 hours per year per day of weekly attendance. If more than one child is attending, the rate is based on the child who is enrolled the most number of days per week.

- 2 days per week = 8 Service Hours per Year
- 3 days per week = 12 Service Hours per Year
- 4 days per week = 16 Service Hours per Year
- 5 days per week = 20 Service Hours per Year

### **HOW TO FULFILL THE SERVICE HOUR REQUIREMENT**

1. Provide classroom snack or refreshments for school meetings. The time you spend shopping and preparing food counts.
2. Provide help in the classroom by assisting with art time, cooking, etc.
3. Provide transportation for field trips.
4. Help with our Gala – annual school auction and fundraiser.
5. Be a Room Parent.
6. Share your career or hobby. Be a guest speaker...we'll show you how!
7. Provide at-home help. Sew dress-up clothes, repair, paint, clean toys. Help teachers prepare class materials, etc.
8. Facility and equipment maintenance/repair, i.e. painting, rebuilding.
9. Work as a classroom helper, school maintenance, documentation, cleaning, laundry, sewing, repairs, and library assistance.
10. Volunteer for Church Activities. i.e. Rummage Sale, Christmas Workshop, Interfaith Shelter Network, Spruce Up Day, Vacation Bible School, etc.

These are just a few suggestions and as you can see, many of you are already doing all of the above and more! Each hour of preparation, time, or each \$15.00 spent on providing snack or refreshments counts as one service hour. A service hour notebook, with a page for each family, is kept on the counter outside the Nursery School office. It is your responsibility to record your worked hours in this book. LJUMCNS applauds you and thanks you on behalf of all our children for making our Nursery School one of the best!

### **SCHOOL FEES AND PAYMENT POLICY**

Our expectation is that all payments will be made on time and in full. To provide you with more convenience and easy reminders, we are partnered with FACTS Management Company for our tuition payment system. This system provides for credit card auto pay or bank auto pay. If needed, parents may contact the Executive Director, or Accountant, Joyce Drozda (858) 775-5861, [jdrozda@ljumcns.com](mailto:jdrozda@ljumcns.com) to establish an alternative payment plan in writing. You must make regular payments in accordance with the financial agreement in order to assure your child's continued enrollment in our program.

TUITION FOR THE YEAR plus SERVICE HOURS or PAY ADDITIONAL:

5 DAYS	20 Hours	\$300.00
4 DAYS	16 Hours	\$240.00
3 DAYS	12 Hours	\$180.00
2 DAYS	8 Hours	\$120.00

No refunds of tuition or credits are given except in cases of prolonged illness and on consultation with Executive Director and the Accountant. All checks should be made payable to LJUMC Nursery School.

**FINANCIAL ASSISTANCE WITH TUITION**

The church and nursery school are committed to making the Nursery School available to eligible families whose children will benefit from the experience. We have established a priority of providing tuition assistance using funds raised by the annual Gala; donations from families, friends, and the United Methodist Women; and by keeping our tuition affordable. Families may apply for tuition assistance by obtaining an application in the Nursery School office or by speaking with the Executive Director. Applications are due with registration.

**GIFTS, DONATIONS & ENDOWMENTS**

The Nursery School greatly appreciates all financial gifts and gifts in kind, which are tax deductible and can be given at any time. The Nursery School also receives matching gifts through places of employment that offer such a service. Donations of auction items and goods and services for our Gala are also tax deductible to the extent allowed by the law.

**LYNN REINEMAN ENDOWMENT SCHOLARSHIP FUND**

The Nursery School has a Scholarship Endowment set up in honor of teacher Lynn Reineman. Interest from this endowment will be partially used for scholarships with the remainder being reinvested to allow the fund to grow. Teachers, other than Lynn Reineman, may also be honored by donating to this fund. Brochures and forms for donating are available through the Nursery School office.

**SCHOOL ACTIVITIES 2017 - 2018**

**BEFORE SCHOOL BEGINS**

**BACK TO SCHOOL - PARENT NIGHT:**

This is an opportunity for parents to meet each other and the teachers to discuss the curriculum and operations of the school. Childcare is not provided.

**HOME VISITS:**

Home Visits: Each child will receive a home visit from his/her teacher before attending school in the fall to help bridge between home and school and to deepen the relationship between the child and the teacher.

**OPEN HOUSE:**

Children and parents come to school together to meet the teachers and become familiar with the room before the beginning of school.

**PARENT COFFEES:**

Patio coffees will be offered to parents on the first day of school, offering parents an opportunity to meet each other and be close to the classroom during their child's first day of adjustment to school.

**FAMILY ACTIVITIES/FUNDRAISING:**

The Nursery School Board plans family-oriented activities throughout the year. Our Spring Gala, as well as the sale of t-shirts and tiles, raises funds for capital improvements, scholarships, teacher wish lists, and professional growth opportunities for our Nursery School staff. Parents, grandparents, alumni and friends are also encouraged to include the Nursery School in their tax deductible charitable donations.

**FALL PARENT/TEACHER TELEPHONE CHECK-IN:**

Each fall, usually in late October and early November, teachers will contact parents by phone to discuss parent concerns, adjustment to the new school year, and the child's activities at school.

**PARENT/TEACHER CONFERENCES:**

Each year before registration for the next year begins, parent/teacher conferences are scheduled as a time that parents and teachers may focus on the strengths, accomplishments and the development of each child. Written observations, work samples, anecdotal records, photos, and developmental assessments may be part of this conference. Parents are given written summaries of this conference.

During the school year parents or teachers may request a conference or meeting to discuss a child or to just check in with each other.

Parents may also request a copy of the assessment forms used by the teachers. Teachers must also maintain confidentiality concerning other children and families and so therefore cannot and must not discuss other children with you.

**ART SHOW:**

Parents and students are invited to come together with the staff to explore the learning taking place in our classrooms. This is a unique opportunity to view children's work throughout the school.

**LAST DAY PICNIC AT NURSERY SCHOOL:**

Last days of school are celebrated with picnics and/or popsicles. Your child's teacher will provide specific details. These celebrations are scheduled during your child(ren)'s regularly scheduled class time.

**La Jolla United Methodist Church Nursery School  
Emergency Evacuation and Disaster Plan**

We worked closely with the guidelines set up by the Office of Disaster Preparedness in developing the plan which maximizes our readiness to deal with a disaster, particularly a severe earthquake.

Following is a synopsis of our policy and the plan which provides for:

1. The safe evacuation of the premises to the parking lot across La Jolla Hermosa Blvd.
2. Emergency care of the children following the emergency until they are reunited with their families.



## RESPONSIBILITY

### I. SCHOOL

The school will retain responsibility of all the children on premises until they are released to a parent, guardian or other designated person, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until all have been reunited with their families.

### II.EMPLOYEES

All staff members will remain on the premises and assume emergency duties, in which they have been instructed, including first aid.

### III. PARENTS

Parents should not telephone the school. They should listen to the radio for progress reports on whatever disaster is taking place. Follow official instructions as relayed by officials via the radio. If parents are able to reach the school without danger to themselves or without interference with the disaster workers, they should come to pick up their children. Children will only be released to parents, guardians, or other persons designated by the parents on the attached emergency card. If necessary, parents may remain with their children at the evacuation site if they agree to comply with the procedures established and being implemented by the authority in charge.

## GENERAL INFORMATION

I. SUPPLIES: We have purchased food, water, first aid and other supplies (i.e. thermal mylar blankets, flashlights, etc.) to provide for the maximum number of students and staff who would be at school at any given time for approximately three days. By that time we expect that the parents will have picked up the children or an official evacuation center will have accommodated them. The Nursery School should be one of the first places to receive aid by disaster workers.

II. DRILLS: We will be conducting drills of the Disaster Procedures throughout the school year with and without the children to familiarize the staff and children with the plan.

Please remember to notify the school IMMEDIATELY of any changes that should be made on the Emergency Information card.

We strongly urge you to formulate a plan for your entire family and to discuss it with your children as you would for a fire. If you have any questions about the plan, please contact the Nursery School office:

**La Jolla United Methodist Church Nursery School**  
**6063 La Jolla Boulevard**  
**La Jolla, CA. 92037**  
**(858) 454-1418**  
**[www.ljumcns.com](http://www.ljumcns.com)**

NURSERY SCHOOL FACILITY # 372000312

YELLOW COTTAGE FACILITY # 376600959