

# PEACE NURSERY CENTER

PARENT HANDBOOK

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## PURPOSE

It is the purpose of Peace Nursery Center to operate a nonprofit, non-discriminatory, non-sectarian, State-approved nursery school for the children of preschool age (3-6 years old) and to provide training to prepare such children for kindergarten. The choice to start your child in preschool is probably one of the most important decisions you will be making for him or her during the formative preschool years. Often this is the first experience the child will have in activities away from home and with a group of his or her peers. This booklet has been designed to inform you of the class schedule and enrollment requirements, the type of curriculum offered, and suggestions for ways that you may help your child benefit the most from the experience.

## GOALS

It is our goal to provide the type of environment and experiences that will allow your child to develop the following:

- A sense of individuality
- A positive group image
- Security and a feeling of accomplishment
- Successful separation from parent(s)
- Self expression and creativity
- Self control
- Responsibility
- Participation and cooperation skills
- Good listening skills
- Interest and joy in learning
- Skills for a successful school experience

We have two separate but connected programs at Peace Nursery Center. We have a preschool program for children ages 3-5 and a 4 year old Kindergarten program (4K). While the goals and objectives are the same for the two programs, some rules and regulations are different. These differences will be listed in each category as you read through the next sections.

*We welcome you to our school and are so happy that you have chosen to share this important time in your child's life with us.*

*We look forward to a great year of growth, accomplishments, and fun!*

*If you have any questions regarding any of the information in this booklet or any other questions, please do not hesitate to call.*

*The Peace Nursery Center phone number is 468-8818.*

## MUSIC AND RHYTHM

A variety of simple songs are taught to help the children gain an appreciation of music. Frequent repetition of songs at transition times help the children build self-confidence and experience the joy of singing. Rhythm instruments help develop a sense of rhythm and movement in music.



## GROUP GAMES

Even the younger preschoolers are able to learn basic group games. As the children mature, their ability to understand and follow directions increases, and the games taught are more difficult and challenging. The children learn patience, fairness, and an awareness of rules. But, most of all, they have fun!

## SOCIAL STUDIES

A sampling of history, culture, and social relationships are a part of the curriculum. Holiday celebrations, parents, and guest speakers all contribute to an explanation of community. The children learn to appreciate others and have a positive attitude toward them.

## OUTDOOR PLAY

Outdoor play is a time to develop large muscle skills and coordination. It also lets out extra energy! The children practice dressing and undressing skills. Responsibility for personal clothing and belongings is emphasized. We will have occasional outdoor play during the winter months and will let you know when to send the appropriate clothing.

## SCHEDULE

- The preschool program begins in September and ends in May.
- The 4K program follows the Green Bay School District calendar.

*Tues / Thurs mornings are reserved for the 3 Year Old Preschool Class*



*Mon / Wed mornings are reserved for the Multi-Age Preschool Class*

*Friday mornings are reserved for students in the Mon/Wed Preschool Class that wish to attend a third day for extra enrichment*

*4K classes meet Mon-Thurs, either mornings or afternoons*

The outside door is open 3 minutes before class begins. Children should be dropped off and picked up on time.

## ENROLLMENT REQUIREMENTS

- 3-year-old class enrollment is open to children who turn 3 years old between February 1st - September 1st prior to the entrance of school. Children must be potty-trained to attend.
- Multi-age class enrollment is open to children who are 3 years old by January 31st prior to the entrance of school. (Meaning children are at least 3 years and 8 months by start of school)
- 4-K class enrollment is open to children who are 4 years old by September 1st prior to the entrance of school and live in Green Bay or are current Peace students wishing to stay at Peace for 4K.

## REGISTRATION

Enrollment for preschool is on a first-come, first-served basis. If all classes are full, there will be a waiting list. A non-refundable registration fee for preschool students must be paid within ten days of the time of application. Registration will take place in January.

Enrollment for the 4K program is handled through the Green Bay Area School District. Please contact the district for registration dates and open enrollment dates.

## TUITION

There is no cost for the 4K program for students in the Green Bay Area School District. Students wishing to attend from outside the district should contact Peace regarding tuition to attend 4K. 4K students will be given a list of a few general supplies to contribute to the classroom.

The preschool program is tuition based. The tuition is based on the anticipated expenses for the forthcoming year. Fees cover the cost of insurance, and supplies. Tuition is payable in advance for the quarter, semester, or full year.

All forms and fees must be turned in before your child may begin the semester or the quarter. You will be given two weeks notice of nonpayment. Exceptions may be permitted by special petition to the nursery school.

## WITHDRAWAL

The teachers and board members reserve the right to recommend the withdrawal of any child who, due to special circumstances, is not currently able to benefit from a preschool experience. A two-week notice of

## FREE PLAY

Children are given the chance to choose their play area every day. They learn to cooperate with peers, investigate new activities, and have fun making decisions.

## ARTS AND CRAFTS

The children investigate many forms of arts and crafts. These include such activities as easel painting, gluing, cutting, coloring, finger painting, printing, and play dough modeling. The children are encouraged to do their own work to the best of their ability and then are praised for what they have accomplished. They learn to follow directions, take initiative, and work various tools and materials.

## STORY TIME

A variety of interesting, age-appropriate stories provide the children with humor, fantasy, empathy, vocabulary, and a host of new experiences. Stories help them learn to concentrate, predict, follow along, share feelings and opinions, help read, and enjoy books.



## SCIENCE AND NATURE

Many elementary science principles are presented during the school year. Basic experiments are performed and many items from nature are examined. The children learn to become aware of the world around them.

## SNACKS

No peanut butter products are allowed in any classes at Peace.

A snack time is scheduled for each class. This is a time for tasting new foods and for socialization.

We rely on parent help for snacks. For the preschool program, a snack calendar (as well as a list of safe yet nutritious snacks) will be provided and parents will send snacks to school.

For the 4K program, a snack fee will be collected and snacks will be purchased. The 4K program also participates in the state milk program.

## CARPOOLS

Car pools may be arranged by the parents.

## CURRICULUM

The ability and maturity of the preschool child determines the curriculum of this program. The children's interests and stages of development are foremost in the minds of the teachers. Therefore, as the children mature, new activities are added and others changed to meet their new needs. The preschool program is flexible from project to project and yet maintains enough daily routine to give a feeling of security. The following activities represent the core of the Peace Nursery Center curriculum.

## GROUP TIME

The focal point of the day is a group lesson, which presents the concept or idea being taught that day or week. The children learn to sit quietly, to listen, organize their thoughts, and contribute their ideas to the discussion. New concepts and vocabulary are presented.

withdrawal from school is required by both parent & school. The 4K program will follow district guidelines.

## SEVERE WEATHER

In the event of severe weather conditions, please listen to local radio and television stations. Peace Nursery Center **WILL BE CLOSED** when the Green Bay Area Public Schools close. In the event of a school delay, morning classes will be canceled and afternoon classes will remain as scheduled.

## HEALTH & SAFETY

### MEDICAL EXAMINATION

State law requires that your child have a health examination. A form, provided by Peace Nursery Center, must be signed by a licensed health care professional. State law also requires that all children entering preschool have these immunizations:

- 4 DPT/DT, a P/DT, 3 Polio
- 1 IVIIVIR, 3HepB, and 3 Hib
- 1 Varicella (chickenpox)

These requirements can be waived only if a signed health/religious/personal conviction waiver is filed with our center. (Refer to the bottom of the green immunization form)

*Note:* Varicella vaccine is needed only if the child has NOT had the chickenpox.

The state does not require vision screening, but we feel that this is an excellent time for an exam by an eye specialist.



## HEALTH POLICIES

Staff members monitor the children daily for symptoms of illness or injury. The parent will be notified immediately if their child becomes ill or is seriously injured. If it should become necessary for your child to receive medical treatment and you cannot be reached, your child will be taken to St. Vincent Hospital unless otherwise noted on forms. Please list the emergency telephone numbers of people you are certain can be reached during the time your child is in school.

Parents will be notified if their child has had a minor injury such as a scraped knee or bumped head. Parents will also be notified if their child has been exposed to a communicable disease which has been diagnosed or suspected.

Peace Nursery Center maintains a medical log. Teachers make note of symptoms of illness or injury that are observed or that may occur when a child is in school. Entries in the medical log will be accessible to the child's parents upon request.

A copy of the Peace Nursery Center childcare policies and state regulations are available upon request. Peace Nursery Center teachers are legally bound to report suspected child abuse.

## ILLNESS

State law and school policy mandates you to call the school if your child will not be attending due to illness or other reasons.

Do not send your child to school with a fever or flu symptoms even if they want to go. Always wait 24 hours after your child's temperature has returned to normal (without medication) before allowing him/her to return to school.

If your child has a communicable disease, like chickenpox, H1N1 or head lice, please contact the Green Bay Health Department, as well as Peace Nursery Center.

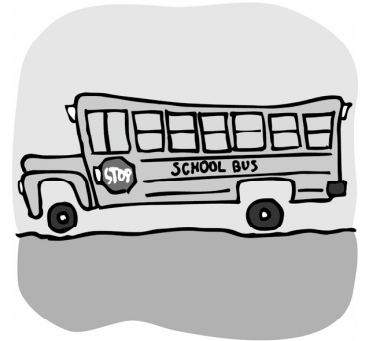
The child may return to school with a physician's consent.

## SAFETY

Peace Nursery Center carries all necessary insurance as required by Wisconsin State law.

School bus transportation is used on all trips.

Fire and tornado drills are conducted monthly.



## VOLUNTEERS

We would like parents to be a part of the preschool experience. You are invited and encouraged to visit your child's class any time - no prior notice is needed. We could use volunteers in many areas such as carpentry, project preparation, field trip aide, sewing, painting, playdough making, and telephoning.

## PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled during the school year. Special conferences may be called by the teachers as needed and parents are encouraged to call the teacher if they have any questions.