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A. Our Philosophy

The goal of St. David's Nursery School is to provide for the growth and development of the whole child and his or her social, intellectual, emotional, and physical needs. We strive to provide a warm, nurturing and challenging environment where creative play may flourish and sound human relationships may develop. It is our belief that in such an environment your child may grow as an individual with a positive self-concept and an ability to relate to others.

Learn

We celebrate that your child is unique, and encourage him or her to grow and develop at his or her own pace. We follow the Illinois Early Learning Standards to help build a foundation for success in school.

Create

Daily art projects foster creativity and sharpen fine motor skills. Children explore and use their imagination.

Make Friends

In a caring environment of love and security, your child will develop first friendships.

Enjoy School

Children learn to love school through the power of play. Active play, both indoors and outdoors, develops your child's natural love of learning.

St. David's Nursery School provides children with a well-designed environment that allows each child to be self-directed in meaningful play. We are very aware of our responsibility to give your child a positive introduction into school life and accept this responsibility with warm and caring hearts.

B. Our Programs

Turning Three Program

St. David's Turning Three Program is available to children whose third birthday falls between September 1 and January 1. Classes are held two days a week. There are eight children in each class.

AM Class	Activity
9:00	Greeting
9:05	Free Play, Art Project
9:45	Clean Up, Snack Time
9:55	Circle Time, Music, Stories
10:15	Outdoor or Basement Play
10:30	Goodbye

Activities are geared toward developing social interaction skills and physical skills, as well as meeting the emotional and developmental needs of your child.

The sessions consist primarily of Free Play during which a variety of toys and sensory materials are available. Each week's activities feature a different theme like "cars and trucks", "pets" and a variety of seasons and holidays.

This program is a warm, nurturing first step into pre-school!

Three Year Old Program

St. David's Three Year Old Program is offered either two or three days a week. Each class has a maximum of ten children.

AM Class	Activity	PM Class
9:00	Greeting Circle	12:30
9:10	Free Play, Art Project	12:40
10:15	Clean Up	1:45
10:25	Snack Time	1:55
10:35	Circle Time, Music, Stories	2:05
10:50	Outdoor or Basement Play	2:20
11:15	Goodbye	2:45

In this program, transitioning from parallel play to more cooperative play is encouraged by focusing on the development of your child's social, communication and self-help skills.

During Free Play, your child will benefit from a variety of small and large motor activities. At Circle Time your child will further develop their listening, reasoning and verbal skills through the use of conversation, games, stories, songs and finger-plays. Two to three times a month, a music teacher visits each classroom.

Three year olds also enjoy special days like "Teddy Bear Day" and the delicious "Finger Feast!"

Four Year Old Program

St. David's Four Year Old Program is offered three, four or five days a week with a variety of class sizes available.

AM Class	Activity	PM Class
9:00	Greeting Circle	12:30
9:10	Outdoor or Basement Play	12:40
9:30	Learning Circle	1:00
9:50	Snack Time	1:20
10:00	Library Time, Music, Stories	1:30
10:15	Free Play, Art Project	1:45
11:00	Clean Up	2:30
11:05	Review of Day's Events	2:35
11:15	Goodbye	2:45

This program builds a strong foundation for the listening, math and reading readiness skills necessary for kindergarten success.

The Learning Circle features a daily calendar update, show and tell, and activities revolving around specific thematic units which all promote knowledge and respect for people, animals and our world around us.

The four year olds will enjoy field trips and fun days like "Backwards Day" and "Beach Day". An after-school program called "Lunch Bunch" is also available to your hungry, maturing four year old.

All daily programs include: outdoor play, rug time, snack time, story time, free play with craft activities and clean-up time. Two to three times a month, a music teacher visits each classroom.

KinderPlus Program

With their own "suitcases" and "passports" in hand, children in this class visit a new country every three to four weeks. In learning the customs, culture, and some words in the language, children practice writing, math, science, geography, and reading skills. They keep a record of their trip in their writing journals and make scientific observations in their science journals.

This is an enrichment class for kindergartners and meets Friday mornings and Thursday afternoons. A separate fee is charged.

Lunch Bunch

Lunch Bunch is an opportunity for children in the 4 year old class to bring a sack lunch once a week to eat at school. Included in the hour-long period is eating together, conversation, a story, and play period. Two trained staff members also lead the children in a discussion centered on habits of a healthy life-style - nutritious meals, proper exercise, and good manners.

Three separate sessions are available (fall, winter, spring). Registration will take place at school.

Little Camp on the Corner

Begin your child's summer here! Two weeks (eight days) of fun, discovery, and imagination for preschoolers. Classes will make use of both inside and outside equipment, exploring themes such as "Building and Construction," and "Balls, Balls, Balls!"

When? May 28-May 31, 2013 (Tuesday through Friday) and
June 3-June 6, 2013 (Monday through Thursday)
9:00 - 11:15 am

Who? Children who have just completed the St. David's 3 year old program, or graduated from the 4 year old program and are enrolled in kindergarten for the fall.

Cost? \$230



C. A Typical Day

A Cheerful Welcome

The day begins on a loving note as the children exit their cars and are cheerfully greeted by the school's Director. Upon entering the classroom, your child is again warmly greeted by his or her teacher and friends.

Let's Play Outdoors

Weather permitting; the children play outdoors for 10 to 20 minutes each day on the playground. If the children stay in due to weather, they enjoy our colorful indoor gym instead. Through climbing, running, jumping, riding, large block building, ball play, and sandbox play, the children develop their large motor and role playing skills.

Come Join our Circle: Oral Expression and Music

The communications between the children and teachers during Circle Time are invaluable for providing interactions which help your child develop an understanding of the world around them. Activities including finger-plays, quiet group games and stories provide opportunities for listening, language appreciation and oral expression. Music is an important part of Circle Time allowing for singing, clapping, marching and jumping.

Snacks, Conversation and Story Time: Encouraging Social Skills

Snack is served each day. Snack Time provides an opportunity for each child to develop their conversation skills and good manners. Teachers sit at the table with the children during Snack Time to facilitate positive conversations. After Snack Time, the children gather together on the rug to enjoy a story.

Free Play: A Time to Develop a Child's Love of Learning

During Free Play, the children can explore the school environment by independently choosing and actively participating in many different activities. The children investigate and experiment through developmentally appropriate play and build valuable social skills, a love of learning and healthy self-esteem.

Art: Experimentation and Creative Expression

A wide variety of art projects are offered to your child daily during Free Play.

Manipulative Materials and Sensory Bins: Conceptual Learning

Blocks, tiles, peg-boards, color cubes, colored rice, popcorn, flour bins and more provide opportunities to learn different concepts such as sorting, matching, weighing, categorizing, counting, and measuring.

It's Clean up Time: Following Directions and Accepting Responsibility

Everyone is lovingly encouraged to help with clean-up. St. David's fosters development of self-help skills and cooperation.

A Loving Good-Bye

The time passes much too quickly for the children and the teachers. The children gather together and receive a warm good-bye at the end of each day.

D. PARENT AND TEACHER VISITS AND CONFERENCES

Great Teachers and Facilities

Our staff is trained in early childhood development and will give your child individual attention and support. Your child's teacher will welcome your child's uniqueness and develop your child's potential. The staff at St. David's is highly aware of our responsibility to give your child a positive introduction into school life and we accept this responsibility with warm and caring hearts. Our classrooms are bright and cheerful and filled with many opportunities for exploration and learning. Our curriculum is developed using the Illinois Early Learning Standards that build an essential foundation for mastery of academic skills.

Teacher Home Visit

Your child's teacher will arrange a home visit during the week before school starts. Home Visits are an important first step in helping your child feel comfortable at school. Allowing for your child to meet with their teacher in a relaxed home setting has proven to be a valuable tool in helping your child make a positive transition into preschool. The home visit also gives each parent a chance to open the lines of communication with your child's teacher.

Informal Parent/Teacher Visit

The Informal Parent/Teacher Visit is held in November. During this visit at the school, your teacher can answer any questions you may have and let you know how your child is adjusting to school.

We ask that you do not bring your child to the parent/teacher visit. Some parents arrange childcare by scheduling teacher visits so they can watch each other's children.

Formal Parent/Teacher Conference

The Formal Parent/Teacher Conference is held in March. The teacher will have a formal written evaluation of your child for you. We encourage you try to spend a portion of a class time session at the school observing your child before the March Conference. Please arrange this visit with your child's teacher. You or the teacher can arrange additional conferences at any time.

Parent Involvement

Parents are welcome to visit the school at any time. If you are interested in visiting your child's classroom or actively assisting the teacher with special projects, please contact your child's teacher.

We also encourage you to keep us informed about changes in your child's life. Changes such as illness in the family, moving, vacations, the birth of a child, or the loss of a pet can affect your child's performance at school. Keeping us informed will help us to provide your child with appropriate understanding to his/her special needs. Please feel free to call your child's teacher or the Director with any questions or concerns you may have.



E. COMMUNICATIONS

School Communication

We rely primarily on notes pinned to your child's backpack and email to communicate with you about activities and needs for your child. The St. David's Newsletter is sent home monthly via your child's backpack to keep you informed of the activities at school. Your child's teacher will also send a regular classroom newsletter or email to let you know of classroom activities.

Parent Communication

Please feel free to communicate with your child's teacher or the school via notes pinned to the outside of your child's backpack. If you are requesting that your child be picked up by someone other than those authorized through the emergency cards or car pool registration slips, St. David's is required to have written permission with a parent or legal guardian's signature. Please attach your written permission to the outside of your child's backpack.

Please phone the school office to let us know if your child will be absent. It is helpful to know the reason for a child's absence especially if the child is ill.

F. YOUR CHILD'S SPECIAL DAY

Every child is assigned a "special day" during the St. David's school year. We recognize your child by inviting a parent to visit the classroom and share in the fun of celebrating with your child. Your child will enjoy being line leader, bringing in a special snack and sharing their day with you by their side. Your child's teacher will let you know your child's special day and what you can do to help share in the fun.



G. SPECIAL EVENTS AT ST. DAVID'S NURSERY SCHOOL

Holidays are Celebrated with Color.

Holidays at the school are celebrated colorfully. Halloween is celebrated as Orange Day, Valentine's Day is celebrated as Red Day and St. Patrick's Day is celebrated as Green Day. Children dress in the color of the day. Celebrations are kept simple and age appropriate. We do not wear costumes on Halloween.

You are invited to share in Special Events with your child.

1. **Lunch in the Meadow** - In September, we invite the whole family to enjoy a picnic lunch in the church meadow (weather permitting).
2. **Fall Magic Event** - In October, parents are invited to bring their family to St. David's Undercroft for a special magic show and a fun treat to enjoy together.
3. **Valentines' Day Cookie Parties** -- In February, the classes at St. David's have their annual Cookie Parties. The children share a typical music time including songs they've learned during their time at school and enjoy a cookie party with their friends and family. All are welcome!
4. **Family Day** - In March, on a Saturday morning, we invite parents and siblings to come to school with their student. Children enjoy taking their families on a tour to see classrooms and schoolwork, meet teachers and enjoy refreshments. We enjoy the chance to reconnect with former students who have graduated.
5. **End of the Year Picnic** - In May, during the last week of school, classes meet in Roosevelt Park to have a picnic and celebrate the end of the school year. All family members are welcome.
6. **Volunteering in the Classroom** - Throughout the year you will receive invitations from your child's teacher or your Room Parent to help out with special events in the classroom.

You may enjoy Events with other Parents

1. **New Parent Orientation** - In September before the start of school year, parents new to St. David's are invited to an evening meeting. Parents receive information and ask questions to prepare for their child's first day of preschool. Children do not attend.
2. **Opening Coffees** - In September during the first week of school parents are invited to a Board-sponsored coffee. You'll receive information, meet other parents from your child's classroom, and set up car pools. Babysitting is available for siblings.
3. **Get Acquainted Teas** - In September or October each class will have a tea sponsored by a parent volunteer in your child's classroom. Parents will meet each other and get information for their child's classroom and sign up for volunteer activities.
4. **Open House** - In October you are invited to a very special evening at school without the children. You will enjoy a slideshow which lets you see the learning, fun and friendships your child experiences at St. David's. You are invited to visit your child's classroom and see what your children have been busy doing.
5. **MidWinters Night Affair Party and Silent Auction** - In February, parents are invited to a Saturday evening gala in support of St. David's. This is a night for St. David's parents and staff to have a fun night out, build stronger friendships and raise money for the school through a silent auction.
6. **Cinco de Mayo Mom's Night Out Party** - In May, Moms get together on a Thursday to enjoy an evening of conversation, food, and fun with a South of the Border flair.

H. CLOTHING AND BACKPACKS

Comfortable! Washable! Simple!

Paint and messy media are an important part of our program. Please dress children in comfortable clothing that they can get dirty without causing concern to you. We encourage children to wear smocks, but sometimes accidents happen.

No open-toed shoes or sandals.

For safety reasons we require that children wear close-toed sneakers or shoes to play on our playground at St. David's. Please do not send your child to school in sandals or Crocs.

Label! Label! Label!

Please label all removable clothing and items that your child brings to school with their name or initials. We will add labels when necessary to ensure that your child brings home the items that belong to them. Many snowpants, boots and mittens are very similar and it is important to label to prevent mix-ups.

Help your child develop independence skills.

Simple belts, simple boots, simple snow pants, simple mittens (not gloves), etc., are the key to accomplishing independent personal skills at St. David's. Please carefully test zippers and fasteners when purchasing your child's coats and boots to help them dress themselves. Preschool children strive for independence and simplicity is vital in helping them achieve this important milestone in preparation for kindergarten.

Bring a schoolbag every day.

Please send your child to school each day with a school bag. All backpacks or totes should be clearly labeled on the outside. School bags should be large enough to carry home precious artwork as well as snowpants and snow boots. Notes being sent home will be pinned to the outside of school bags. Many families use the St. David's tote which is roomy and waterproof. The tote is available for purchase at the new parent orientation and at the opening coffees.

Please come dressed to play outdoors.

We play outdoors every day that weather permits. If in doubt about the weather please send your child dressed for outdoor play. It is much easier to remove winter clothing than to dress children. Children love time on the playground and we try and maximize their playtime.

Four Year olds go outdoors at the beginning of the day and should come dressed to go outdoors. Turning 3s and Three Year Olds play at the end of the day and should have their snowpants, boots, etc. in their totes or backpacks. If you have any weather questions, please call the school, 847-724-7841, before you come.



I. Snack Time

Snack is served each day. Snack Time provides an opportunity for each child to develop his/her conversation skills, good manners, and nutrition awareness. Teachers sit at the table with the children during Snack Time to facilitate positive conversations. Snack time is as much a social learning time for the children as it is a nutritional break. Parents take turns providing snacks for their child's class.

Your child's teacher will give you a schedule to let you know which weeks you are responsible to provide snack for your child's class. We must follow the DCFS guidelines for providing snacks.

As we, as a society, are becoming more aware of the benefits of healthy eating habits, it makes sense that we share this with our children. Instilling the idea of good nutrition at an early age can influence a lifetime of food choices and balance. Over the last few years, we have seen a considerable rise in the number and variety of allergies and diet restrictions in children. There are steps we can take to ease the situation, and benefit children, parents, and staff.

Parents are asked to provide for the children in their class, a serving of fruit, vegetables, or specified dairy products.

Drinks should be either milk or 100% fruit juice. We also provide water at school as a drink option as well. Please read labels carefully to ensure that juice is 100% fruit juice. Do not send juice boxes. Drinks should be in containers so we can pour drinks in cups. Please provide plastic flatware for any snack requiring flatware. The school will provide cups and napkins.

We encourage healthy eating habits in our children and ask that you choose snacks that promote good health. We recommend that you choose snacks from the following list.



Drinks

100% fruit juice (please check labels) or Milk (1/2 cup per child)

Snacks

Please provide at least one serving of fruit per week.

Apples, Oranges (we will clean and cut these up at school)

Bananas

Grapes (please wash and remove grapes from the stem)

Dried fruit such as raisins

Cheese (cheese sticks are fun)

Yogurt or Gogurt

Fruit cups

Applesauce

Fresh vegetables, carrots, celery

For Your Child Special Day:

Ice Cream (sprinkles are fun on the side)

Popsicles or Pudding pops/cups

Food Allergies

Please notify your child's teacher if your child has any food allergies. Your child's teacher will let you know if there are any food allergies in your child's classroom and may provide a separate approved snack list.

J. SIGN OUT PROCEDURE

As required by DCFS, all children leaving the school must be signed out by an authorized person, including time of pick-up. Authorized persons are those listed on your Emergency Card or on your Car Registration sheet. You must notify the school in writing with a parent's signature if someone other than a previously authorized person will be picking up your child. Your permission should be pinned to the outside of your child's backpack. If you pick your child up from the front porch, you must sign your child out with their teacher. If you pick up your child in your car using the pickup service, you will sign out your child with the Director. If you are picking up children in a carpool you will sign them out as well.

K. DROP-OFF/PICK-UP SERVICE

General Safety Rules

We encourage you to use the drop off and pick up service. It is convenient and safe. If you choose to walk your child inside, please park in the large lot and walk within the painted yellow safety line. Please hold your child's hand when walking through the parking lot. Do not park in the circle if you need to leave your car. The parking spaces in the circle in front of the school are for church members only.

Please be prompt.

Please ARRIVE AT SCHOOL ON TIME and BE PROMPT AT PICK-UP TIME! Late arrivals are disruptive to our daily schedule. Children left behind at pick-up time feel sad and uncomfortable. It is best for your child if you can be consistent in your drop-off and pick-up routine.

Visiting During School Hours

If you are stopping by the school during the school day (when the school doors are locked) you must enter through the church doors and stop in the director's office.

Dropping off your child

Drive around the circular drive and the Director will greet your child at the car. Stay in your car. The Director will assist your child out of the car. Please place car seats in the right rear of the car for easy access. You may drop off your child's snack using the drop off service.

Picking up your child

Drive around the circular drive displaying your Car Identification Card in the front window. Car Identification Cards will be provided at the Opening Coffees during the first week of school. Drop off and pick up service typically starts the second week of school. The Director will assist single children and car pool children from the front porch to the car and help them to get into the car. The Director will hand you the Sign Out Clipboard and ask you to sign out the children you are transporting home, including the time of pick-up. Please pull forward into the parking lot to buckle up your child in the car

L. Car Pool Service

We encourage St. David's families to car pool. Car Pool Registration will take place at the Opening Coffees during the first week of school. Every member of every car pool must fill out a separate "Car Identification Card and Car Pool Registration Information" sheet and return it to the school. DCFS requires that every child have on file a consent form signed by parents which allow the child to be released to adults other than parents. We ask that car pools be limited to three students.

M. Parent Volunteer Opportunities

Please sign up to help.

As a parent volunteer, you provide a vital service to the smooth running of our school, and in turn, volunteering provides you with a chance to get to know the school, our teachers, and your child in his or her new role as a grown-up preschooler! A variety of volunteer opportunities are offered enabling parents to be involved as their time permits. Your enrollment packet contained a sheet describing opportunities and inviting you to sign up to help. The Board Volunteer Chairperson will be available at the Opening Coffee to answer any questions you may have about volunteering.

Volunteer Board of Directors

Our school is run by a board of directors. Parents may serve on the board for 2 or 3 year terms. Applications for board membership are pinned to your child's backpack in November. The following positions are available.

President Chairs all board meetings. Chairs all executive committee meetings including finance and nominating committee meetings. Oversees the activities of all other board members. Reviews school printed materials and updates. Secures all school insurance. Files the annual St. David's report. Prepares teacher contracts.

Vice President Assists president in general duties. Assists in the financial evaluation of the operating budget. Collects all enrollment and tuition fees. Plans all school product fund raising activities (t-shirts, tote bags, etc.). Member of the executive committee and attends all finance and nominating committee meetings.

Treasurer Maintains all financial records and coordinates an annual audit by an independent auditor. Pays all of the school's bills. Member of the executive committee and attends all finance and nominating committee meetings.

Secretary Keeps the minutes of all board meetings and maintains other school records. Assists the director with school mailings and registration. Member of the executive committee and attends all finance and nominating committee meetings.

Social Organizes various social functions during the school year including the Opening Coffees, Fall Parent Open House and the Fall and Spring Teacher Luncheons.

Publicity Updates all school marketing materials and coordinates all school advertising, including the school's website. Prepares and presents a slide show for the Fall Parent Open House.

Volunteer Organizes all volunteers for school activities including picture day, lice checks, bulletin board displays and babysitting. Helps coordinate the New Student Open House and assists with the Holiday Cookie Parties and Spring Family Day.

Equipment Maintains the school's equipment and purchases any new equipment the school requires. Organizes the Fall and Spring Clean Up Days. Decorates the outdoor front entry of the school seasonally.

Supply Assists the director with the planning, purchasing and organization of all supplies used by the school. Coordinates teacher and other gifts throughout the year.

Room Parent Organizes and assists all room parents in carrying out their duties. Hosts a meeting for all room parents in the fall and coordinates the Holiday Cookie Parties and Spring Family Day.

Special Events Organizes and coordinates two annual events for the school: Fall Family Event and Cinco de Mayo Mom's Night Out.

MidWinter's Night Affair Co-Chairs Organizes and coordinates the annual auction fundraiser and dinner dance. The event is usually held in February.

Church Liaison Serves as an advisor to the board. Attends board meetings and assists as a liaison to the church but is not required to fulfill other board duties. Must be a St. David's church member.

N. HEALTH AND SAFETY

Emergency Cards, Physicals (Medical Forms), and Birth Certificates

Illinois state law requires that the school have a Department of Children and Family Services approved Medical Report on file for each child. Also required is an Emergency Card. The Medical Report and the Emergency Card are required on the first day of class. The initial Medical Report shall be dated less than 6 months prior to enrollment. Please make every effort to keep your Emergency Card updated with any changes. Each child's file must also include a copy of your child's certified birth certificate.

Illness

We ask that you help contain the spread of illness by keeping your child home whenever he/she has a fever or other signs of illness. Please call the school to report any illnesses, 847-724-7841. Your child should be fever free for 24 hours before returning to school. Outside play is a very important part of our program. If your child is unable to play outside, we suggest that you keep him/her home for the day.

Contagious disease

Please notify the school at once if your child has a contagious disease (Strep, Head Lice, Chicken Pox, Pink Eye, etc.), by calling 847-724-7841. We need to notify other parents (via notes pinned to backpacks) and are required by DCFS to notify the Illinois Department of Public Health. Head lice checks are held at the start of the school year and after winter and spring breaks.

Safety Drills

Fire and tornado drills are reviewed with the children and held at intervals required by the DCFS.

School Closings

In case of snow or emergency weather conditions, we close when District 34 closes. Parents will be informed by phone of any school closings.

Minor Injuries

Minor injuries will be treated by the staff and reported to the parents. Parents will be called if any injury or illness (non-emergency) requires a child be sent home or requires professional medical treatment. Glenview Emergency 911 will be called if an illness or injury requires immediate medical attention.

Diapers

The St. David's teachers do not change diapers. A parent will be called if a child needs a soiled diaper change.

Special Medication

It is the policy of St. David's Nursery School not to give medication on a daily basis. Under special circumstances, when the need to give medication is absolutely necessary, a Medication Consent Form must be on record in the child's file. Forms are available from the Director.

Insurance Coverage

DCFS requires St. David's carry public liability insurance in the single limit minimum amount of \$300,000 per occurrence.

O. CONFIDENTIALITY of RECORDS and INFORMATION

The St. David's staff shall respect the confidential nature of each child and all personal records. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to St. David's staff members designated by the Director and DCFS representatives. Disclosure of any confidential information can only be disseminated with written permission by the parent(s). Confidentiality release forms are available from the Director.

P. REFUND POLICY

Registration Fee: There will be no refund of the registration fee.

Tuition Deposit: In order to secure your child's placement at St. David's for the coming year, a tuition deposit is due by February 15. This payment will constitute tuition payment for the month of May (the last month of the following school year). If the school does not receive this payment by February 15, it will be considered as forfeiture of your child's class placement.

Withdrawal: If you need to withdraw your child from the school before the school year starts, a written withdrawal notice must be mailed to the Director of the Nursery School. A refund of the tuition deposit and the May 1st tuition payment will be granted **only** if the school can fill the vacancy created by your withdrawal within ten (10) business days of the postmark of your withdrawal notice. If withdrawing before school starts in September, the notice must be postmarked by August 1. Withdrawals postmarked after August 1 shall not be entitled to any refund of the tuition deposit or May 1st tuition payment.

Tuition Refund: If your child needs to withdraw after the school year has started, there will be no refund of tuition. Tuition is divided in three separate payments due May 1st (before school starts), September 1st and December 1st. Tuition payments that have already been paid will not be refunded. However, the withdrawing family will not be responsible for further tuition payments. Any variations of the above policy will be reviewed on a case-by-case basis.

It is important to note that any refund will not be issued until October of the school year at issue.



Q. DISCIPLINE

The Illinois Department of Children and Family Services requires that all licensed schools have a written discipline policy and procedure for staff use.

Research has shown that children grow and change by confronting and dealing with difficulties rather than avoiding them. As you may have experienced, oppositional behavior is the norm for children between 18 months and 6 years of age. For that reason, not every problem can be avoided. Emphasizing cooperation and forgiveness, the St. David's Nursery School staff strives to help each child develop the ability to solve problems using words. Every effort will be made to handle discipline problems with a positive approach. The St. David's staff is committed to working through conflict. As a parent, you can trust our staff to use professional judgment concerning discipline matters.

Staff members are required to read and sign the school's policy. The St. David's Nursery School philosophy regarding guidance and discipline is as follows:

Guidelines for Staff on Implementing Guidance & Discipline

1. Staff members who have an ongoing relationship with the child will be responsible for guidance and discipline. There should be a preexisting foundation of trust established between the staff member and the child. The staff member will also know what behavior expectations are developmentally appropriate for the child.
2. Staff members will encourage each child to use self-control and assume responsibility for his or her own actions. Classroom behavior expectations are age appropriate and are clearly understood by each child. Each classroom has posted a list of school rules. Positive and caring behavior is often discussed and consistently reinforced.
3. Each child is encouraged to resolve simple behavior disputes, "We have a problem, how can we solve it?"
4. Staff members will encourage independence in each child, but will lend a hand if a task becomes frustrating. If there is a spill or mess, the staff member will not react negatively and will encourage the child to help clean up the area.
5. Should discipline be necessary, the relationship between the act and the consequence shall be clear to the child. Staff members will speak to the child at eye level using a direct and kind tone of voice. Cynical remarks or facial gestures will not be used.

Steps in the St. David's Discipline Process

1. Redirection is always the first approach to discipline. The staff member will suggest to the child a more appropriate behavior for the situation. In most cases, redirection is all that is necessary to alleviate a problem.
2. Children having trouble in a particular area of the room will be invited to play in another area of the room.
3. Children using toys in an inappropriate manner will be asked to play with different toys or choose a different activity.
4. Children behaving in a disruptive manner during rug time activities will be asked to move to another spot on the rug or sit next to the teacher. It may be necessary to assign areas on the rug for individual children.
5. Should a child repeatedly behave in a manner disruptive to him or others, or be unresponsive to positive redirection by the teacher, a short separation time within the classroom will be initiated. This separation time will only be 2-3 minutes or until the child is able to communicate with the teacher and is ready to resume appropriate activity.

6. As a last resort, a child may need a short time away from a negative situation or the classroom. During this short time away, the child will have a calm discussion with the Director about appropriate behavior for the given situation. The child will never be left alone. This time may be necessary to help the child calm down and refocus on positive behavior.

Role of the Parent in Guidance and Discipline

St. David's encourages open communication with parents in achieving the goal of appropriate behaviors by children. The teacher will call, or conference with the parent if a child's behavior is consistently inappropriate. The teacher will discuss with the parent effective guidance techniques used in the home and share with the parent techniques used at school. Consistency being the key, parents are encouraged to follow through with the teachers suggestions within the home. If necessary, referrals for professional guidance will be made to help the parent and child.

Disenrollment Policy

St. David's Nursery School reserves the right to terminate enrollment of a child, if the child consistently displays inappropriate behavior that is harmful to himself, other children or the teacher. The parents will be notified of any and all situations in which a child deliberately hurts another person. St. David's Nursery School will work with the parents and offer referrals to other schools or to appropriate guidance resources.

Thank you for choosing St. David's Nursery School for your child's preschool experience. We are thrilled to have you join us on our little corner of Glenview! We look forward to working together to make your child's preschool experience the best that it can be.

