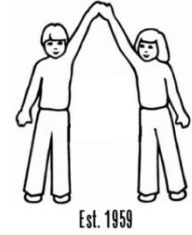




Children's Winter Garden with White Wing School



*Enriching Children's Lives
For over Sixty Years*

Parent Handbook 2020-2021

58 Lowell Street, Nashua, NH 03064 603-882-1041

www.cwg-wwws.org

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Children's Winter Garden with White Wing School



WELCOME

Welcome to Children's Winter Garden with White Wing School. Opened in September 2016, our unified school was created by combining the two original early childhood programs in Nashua: Children's Winter Garden (1952) and White Wing School (1959). Both schools were recognized and accredited by the National Association for the Education of Young Children (NAEYC) as exceptional schools. CWG-WWS continues that NAEYC accreditation, assuring families of high quality and up to date programming. Having served many families from Nashua and surrounding communities as separate schools for more than 50 years, the combined Children's Winter Garden with White Wing School is committed to enriching the lives of young children by continuing to provide exceptional programs and activities.

We are so happy that you, your child, and your family will be part of the Children's Winter Garden with White Wing community this year. Our handbook has been compiled to assist you in understanding our program, philosophy, and policies. Please read it thoroughly and contact us if you have any questions. Information relative to your child's specific schedule and classroom activities is provided by your child's teacher.

PART I: ABOUT OUR SCHOOL

HISTORY

The Children's Winter Garden

The Children's Winter Garden was founded in 1952 by the Women's Guild of the Church of the Good Shepherd in an effort to meet the need for a comprehensive local kindergarten and as a means of helping financially in the church's Christian Education Program. Since then, it evolved into a self-supporting, non-profit organization. It was incorporated in 1964 with a Board of Directors to administer and maintain the school. In 1989, due to the opening of the public school kindergarten program, the Board chose to cease offering kindergarten and to direct resources to provide quality social and educational programs for 3 and 4 year olds.

The original location of the school was on Main Street at the Church of the Good Shepard. In May 1979 the school moved to the First Baptist Church, 121 Manchester Street, Nashua and remained there until the summer of 2016.

The White Wing School

The White Wing School was organized early in 1959 during the construction of the Educational Building of the Unitarian Universalist Church. Realizing the need for more kindergarten facilities to serve the children of Nashua, several women in the church congregation proposed a self-supporting nursery and kindergarten. The Executive Committee of the church created a division of the church called The White Wing School Board, "to operate and maintain a nonsectarian Kindergarten-Nursery School" in the church school building.

The White Wing School has been in continual operation at the current location on Lowell Street since 1959, utilizing the classrooms on the lower level of the Education Wing. Initially offering 4 year old preschool and kindergarten classes, the school has expanded over the years to include programs for 2 and 3 year olds and afternoon options to accommodate today's family schedules.

MISSION STATEMENT

Children's Winter Garden with White Wing School will provide a safe, supportive, quality educational experience for preschool and kindergarten age children that prepares them for their elementary school years and a lifetime of learning.

VALUES STATEMENTS

We strive for excellence at Children's Winter Garden with White Wing School

- We believe that each and every child, family and staff member is important.
- We believe in caring and respecting ourselves, each other, our school and our community at large.
- We believe that our school is a place where all children, families, and our staff members are embraced without regard to race, sex, culture and individual differences.
- We believe that our school environment inspires a life-long love of learning.
- We believe in adapting and responding to the changing needs of children, families, and our school community.
- We believe that with every right a child or staff member has, there is an equal personal responsibility to that right.

Child

- We believe that successful development of the whole child is the sole reason for our existence.
- We believe that each child develops at his or her own pace, through hands-on activities with an appropriate balance of play and academics.
- We believe that each child deserves the respect and attention required to develop a sense of individuality and self-importance.

Parents/Family

- We believe that parents are the primary educators of their child.
- We believe in maintaining collaborative relationships with families by encouraging participation in the learning experience of their child.

Administration

- We believe in using best practices for children, families and staff.
- We believe all policies, procedures, and curriculum, should have the overriding goal of promoting a positive learning environment.

PHILOSOPHY

Our goal is to provide an environment that nurtures each child's gifts and respects their individual pattern of growth. We know that each child is a unique person, has specific preferences for activities, and comes to us from different family and cultural backgrounds. Our program is based on not only what is developmentally appropriate for a given age group, but also what is individually appropriate for each child. We help children enrich their own identity through varied experiences in school and on field trips.

We place great importance on the whole child by providing opportunities for every facet of their development: intellectual, emotional, social, creative, and physical. In addition to traditional curricula, their development will be encouraged through exposure to science and mathematics, constructive play, and self-expression in music, dramatic play, and art. We believe the best way to prepare children for elementary school is to provide a "hands-on" approach of discovery and experimentation. This type of activity promotes a keen interest in learning and lays the foundation for more abstract learning in later years.

Activities are open-ended and success oriented, which facilitates growth for every ability level, and more importantly, fosters a positive self-image.

Finally, while CWG-WWS is non-denominational, its programs and operations are consistent with the principles and traditions of the Unitarian-Universalist Church. These principles uphold the worth of every person; prize fair and kind treatment for everyone; support learning together and the freedom to search for truth; advance the cause of peace and justice; and encourage caring for our planet, the home we share with all living things.

LICENSING AND ACCREDITATION

Children's Winter Garden with White Wing School is fully licensed and operates within all requirements of the State of New Hampshire Child Care Program Licensing Rules. Our school has also earned accreditation from the National Association for the Education of Young Children (NAEYC). This accreditation is awarded to only about 7% of Early Childhood Programs for exemplary programming.

FACULTY AND STAFF

The teachers at Children's Winter Garden with White Wing School have been carefully chosen for their knowledge of preschool child development, their wealth of experience, and their ability to create engaging learning activities for your children. All of our Preschool and Kindergarten teachers are Lead Teacher qualified as outlined in the New Hampshire Child Care Licensing Rules and all are also CPR and First Aid certified. Our teachers follow the high standards set forth by the National Association for the Education of Young Children (NAEYC).

ADMINISTRATION

The Children's Winter Garden with White Wing School Board serves as the body responsible for school policy, procedures and philosophy. The School Director reports to the CWG-WWS Board and is the person with day to day administrative and educational responsibilities for the school.

The CWG-WWS Board is composed of education and business professionals and parents of enrolled children. It includes Unitarian Universalist Church of Nashua members as well as non-church members with church members representing approximately half of the total membership. Members serve 2 year terms and meet monthly.

If you are interested in becoming a member of the Children's Winter Garden with White Wing School Board, please contact the school Director for more information.

PART II: ABOUT OUR PROGRAM CURRICULUM

Curriculum Framework

Teaching children is a creative process. Early childhood teachers depend on a curriculum framework that sets forth the program's philosophy, goals and objectives for children as well as guidelines for teaching that address all aspects of a child's development: socio-emotional, cognitive, and physical (including nutrition, wellness & physical activity).

Our curriculum provides the framework for what actually happens in a planned environment where children interact with materials, their peers, and adults. The primary teaching goal is to help young children use the environment productively and see themselves as capable learners - as individuals who are developing the skills and understandings that will enable them to make sense of the world and to succeed in it.

Curriculum Philosophy

Our philosophy is rooted in educational philosophy and theory as well as practice. We recognize the interplay between socio-emotional, cognitive and physical growth. We believe that in order for children to flourish, they must learn to trust, develop a sense of competence, take initiative and assert themselves in socially acceptable ways. We also believe that children learn by doing, through active involvement with their environment.

Young children view the world concretely, and as they mature, their view changes. The development of language expands their thinking process and makes sense only if the words are tied to real life experiences. Through the development of language and the ability to think in terms of classes, numbers and relationships, children acquire the foundation for such abstract skills as reading, writing and computing. Children who are good problem solvers are better prepared for our increasingly complex world.

As young children grow physically, their muscles develop and mature. Children are able to perform more complex and refined actions. For example, when children string beads, line up shells in a sandbox, or use a zipper, they are refining their eye-hand coordination, their small muscle skills, and their sense of directionality. Developing these physical skills lays the foundation for cognitive abilities in reading, writing, and math. As children learn what their bodies can do, they gain self-confidence.

Understanding developmental theory equips our teachers to make appropriate decisions as they plan for young children.

Developmental Goals and Objectives: SOCIAL/EMOTIONAL DEVELOPMENT

◆ To experience a sense of self-esteem:

- Identify oneself as a member of a specific family and cultural group
- Feel proud of one's heritage and background
- Demonstrate confidence in one's growing abilities
- Demonstrate increasing independence
- Stand up for one's rights

◆ To exhibit a positive attitude towards life:

- Demonstrate trust in adults
- Be able to separate from parents
- Demonstrate interest and participate in classroom activities
- Participate in routine activities easily

◆ To demonstrate cooperative, pro-social behavior:

- Seek out children and adults
- Understand and respect differences
- Accept responsibility for maintaining the classroom environment
- Help others in need
- Respect the rights of others

Share toys and materials

Work cooperatively with others in completing a task

Developmental Goals and Objectives: COGNITIVE DEVELOPMENT

◆ To acquire learning and problem-solving skills:

Demonstrate an interest in exploring

Ask and respond to questions

Show curiosity and a desire to learn

Use planning skills

Observe and make discoveries

Find more than one solution to a problem

Apply information and experience to a new context

Use creativity and imagination

Persist in tasks

◆ To expand logical thinking skills:

Classify objects by similarities and differences

Put together objects that belong together

Recall a sequence of events

Arrange objects in a series (e.g. smallest to largest)

Recognize patterns and be able to repeat them

Increase awareness of cause and effect relationships

◆ To acquire concepts and information leading to a fuller understanding of the immediate world

Demonstrate an awareness of time concepts (e.g., yesterday, today)

Identify names of objects and events

Make comparisons (e.g., more/less, larger/smaller, taller/shorter)

Use words to describe the characteristics of objects (e.g. colors, shapes)

Identify the roles people play in society

Identify relationships of objects in space (below, inside, under)

Count in correct sequence and match one-to-one

◆ To demonstrate skills in make-believe play:

Assume a pretend role

Make-believe with objects

Make-believe about situations

Sustain play

Interact with other children

◆ **To expand verbal communication skills:**

Recall words in a song or finger play
Follow simple directions
Use words to explain ideas and feelings
Talk with other children during daily activities
Make up stories
Participate in group discussions

◆ **To develop beginning reading skills:**

Acquire a love of books
Listen to a story and explain what happened
Demonstrate knowledge of how to use books (e.g., turning pages)
Recognize pictures and text on a page

◆ **To acquire beginning writing skills**

Make increasingly representational drawings
Imitate recognizable letters and numbers
Recognize written names
Label pictures
Demonstrate an interest in using writing for a purpose (e.g., making signs, sending letters)

Developmental Goals and Objectives: PHYSICAL DEVELOPMENT

◆ **To enhance gross motor skills:**

Use gross motor skills with confidence
Walk up and down steps
Run with increasing control over direction and speed
Jump over or from objects without falling
Use large muscles for balance (e.g., walk on tiptoe, balance on one foot)
Catch a ball or bean bag
Throw an object in the intended direction
Ride and steer a tricycle
Climb up or down equipment without falling

◆ **To enhance and refine fine motor skills:**

Coordinate eye and hand movements (e.g. completing puzzles)
Use small muscles to complete tasks (e.g. stringing beads)
Use small muscles for self-help skills (e.g., pouring, zipping)
Use writing and drawing tools with increasing control and intention

♦ **To use all senses in learning:**

Demonstrate skill in discriminating sounds

Demonstrate visual discrimination skill

Discriminate by taste and smell

Discriminate differences in texture

Taken together, the goals and objectives within these three areas of development form the foundation for our curriculum. By focusing on children's socio-emotional, cognitive, and physical growth, our curriculum promotes an integrated and effective developmental approach to learning.

Our curriculum is based upon the work of Diane Trister Dodge and Laura J. Colker as outlined in *The Creative Curriculum for Early Childhood, Third Edition*.

CLASSES

Children's Winter Garden with White Wing School offers the following morning classes for children from ages two through six years. Each class has a Lead Teacher. An assistant teacher is assigned to groups in larger classrooms to maintain the ratios cited below and enhance the interactions of the group. Your child will remain in the same class with the same teacher(s) throughout the school year.

2-Year Old Program: 8:45 am - 11:15 am 2 days/week

This class focuses on easing separation, developing relationships with others, and engaging in developmentally appropriate teacher and child directed play and activities. One teacher interacts with 4 to 6 children.

Due to COVID-19 we will be having staggered arrival and dismissal times for the 2020-21 school year. They will be as follows:

Miss Meghan and Miss Catherine's classes will all have arrival at 8am and dismissal times of 11:15am. The children in their 4 year old class that will be staying for extended day will have their dismissal time of 2pm as scheduled.

Mrs. Louis' and Miss Chrissy's classes will arrive at 8:15am and dismissal for Miss Chrissy's will be 11:30am and Mrs. Louis' Pre K class will dismiss at 2pm as scheduled.

Miss Angie's 4 year old class will arrive at 8:30am and dismiss at 11:45 am.

Miss Stefi's 2 year olds will arrive at 8:45am and dismiss at 11:15.

Miss Chrissy's Stay and Play students will dismiss at 2pm as scheduled.

Mrs. Kupchik's Discovery class will dismiss anytime between 2pm and 5:30 depending on your schedule. You will come to the classroom door. You can access this door through the front playground. We will give you more detail about this in our orientation.

3-Year Old Program: 2, 3, and 5 days/week

Activities for our 3 year olds focus on skills that enhance interaction with other children and adults, working together as a group, gaining a sense of consistency and trust in their relationships and enhancing language abilities. One teacher interacts with a maximum of 8 children.

4-Year Old Program: 3 and 5 days/week

This class extends the curriculum by offering beginning emergent literacy and mathematical activities and continuing group communication and relationship building. One teacher interacts with a maximum of 12 children.

Pre K: 5 days/week

Our Pre K class fosters continued development of social/emotional health through play as well as important Kindergarten preparedness. In keeping with our philosophy, children are able to work at their own developmental pace. A large variety of enrichment programs complement the classroom curriculum to provide hands-on experiences. One teacher interacts with a group of up to 12 children.

DAILY SCHEDULE

A daily schedule provides the consistency children need, while activities give them the opportunity to explore and interact. At the beginning of the school year you will receive your child's specific class schedule with the sequence and time allotments for the activities described below.

At each age level, a daily schedule includes:

Discovery Centers – teacher-prepared centers, which include dramatic play, small manipulatives, blocks, science, math, games and puzzles, books, art and music.

Learning Circles - whole class meetings for listening and sharing activities.

Special Activities - creative movement, music, community resource people, and field trips.

Recess - year-round outdoor play, weather permitting.

Snack – parents prepare daily snack and send it in with their child

PLEASE NOTE: Children's Winter Garden with White Wing School is a NUT FREE school. To ensure a safe environment for each of our children, please refrain from sending in any snack with nut ingredients.

Opportunities to strengthen the following qualities and skills are woven throughout the day and throughout the activities: imagination and creativity; self-reliance, the ability to cope with various situations, and self-confidence; ability to listen and follow directions, to work independently as well as in groups, self-management; acknowledging diversity, consideration and respect for others; fine and gross motor skills; good health habits and self-esteem.

EARLY MORNING DROP OFF

7:45 am - 8:15 am

Monday – Friday

Early Morning Drop Off is available for 3 to 5 year olds and can be signed up for on an as needed basis at a cost of \$8 per day. Advance reservations are required and may be placed by calling the school or stopping by the office.

If you would like to enroll more than one child or if you need this program on a regular basis such as every Monday, Wednesday, and Friday for the school year, please ask the Director for more information.

AFTERNOON ACTIVITIES

Stay & Play and Discovery

Stay & Play and **Discovery** are two options of our **after school enrichment program**. They are offered Monday through Friday from 11:30 am to 5:30 pm and follow the school calendar. Both the Stay & Play and Discovery programs provide experiences that develop skills in creative expression, communication, collaboration, and critical thinking. Development of these skills leads children to school readiness and to becoming active, lifelong learners.

Beginning at 11:30 am **Stay & Play** children enjoy indoor and outdoor activities such as games, music, dance and active play. Children bring their own lunch and eat with their peers and teacher. With a small group of 12 or fewer children, lunch conversations are fun and friendly. Current students in our 3 year old and 4 year old programs and children ages 3 - 6 who not currently enrolled in morning classes are eligible to attend Stay & Play. Children who leave Stay & Play at 2 pm join our carpool for convenient dismissal at our Grove Street entrance.

Discovery is a multi-age, project-based enrichment program for children ages 3 - 6 that may be, but are not required to be, currently enrolled in a morning Preschool or Kindergarten classes. Discovery begins at 2 pm and ends at 5:30 pm on days aligned with our school calendar. Up to 12 children may attend and participate in both small group and whole group investigations. Children bring a snack from home and eat with their peers and teacher.

Children may be enrolled for 1 to 5 days in either Stay & Play or Discovery or both. Monthly rates are available for families who reserve 1 or more days per week for the school year. Please contact the Director for more details.

Both the Stay & Play and Discovery programs require a month at a time commitment. We cannot change days weekly as we need to know how many children will be there at a time each day.

PART III: ATTENDING OUR SCHOOL

APPLICATION AND ADMISSIONS

Application for enrollment is open to all children who can benefit from the program and who meet the age requirements. Children of all nationalities, religions and races are welcome on an equal basis at Children's Winter Garden with White Wing School.

Age Requirements

In order to coordinate with the area public schools, children must be the age required for their chosen program by September 30th.

Readiness for 2-Year Old and 3-Year-Old Programs

- Children in our 2-Year Old Program do not need to be "potty learned."
- Children in our 3-Year Old Program are encouraged to be "potty learned." If your child is not "potty learned" by the start of school, please contact the Director.

We recognize that readiness for a 2-Year Old and 3-Year Old Programs are sometimes difficult to predict. If it is determined by the Director and teacher, in consultation with the parent or guardian, that it is in the child's best interest to withdraw from the program, tuition refunds will be decided by the Board on a case-by-case basis.

Registration Process

Pre-registration is available to present and past Children's Winter Garden with White Wing students, siblings, and Unitarian Universalist Church of Nashua members.

Registration is opened to the general public in early January. Registrations are accepted on a first-come, first-serve basis for any remaining openings.

All registration fees are due at the time of registration and cannot be refunded if the child does not attend CWG-WWS.

If registrations exceed the enrollment quota, a wait list will be maintained. Parents will be notified of any openings as they occur.

To register a child for enrollment, a parent/guardian must submit the following:

1. Completed Registration Form
2. Nonrefundable Registration fee
3. Child's birth certificate (if not previously submitted)
4. Health Form including immunization record

We also recommend including any special documents or information related to legal custody, family arrangements, health conditions, or special needs (I.E.P).

ENROLLMENT INFORMATION

At the beginning of July, an Enrollment Packet is sent to each family who has submitted a registration form and fee. Along with a welcome letter from the Director, the packet includes the following documents which are to be returned to the school with the first tuition payment by August 1.

- Child Health Form
- Emergency Contact Form
- Child Information Form
- Authorization Form
- School year calendar
- Financial Agreement

In mid-August a Welcome Packet is sent home with the following:

- Welcome letter from the Director
containing information about Orientation and Visiting Days
- Request for picture (for school bag)
- Allergy Information form (when indicated on Health forms)

In late August you will be receiving an email from our Director which will contain a power point presentation explaining all of our policies. Please make sure to watch this before your child starts school as it is loaded with information that will be helpful to you.

Your child's teacher will also be sending you a video which will introduce themselves to you and your child and also give you a tour of the classroom. The teacher will also go over classroom policy.

A Children's Winter Garden with White Wing School bag will be given to each new student. To make it easy for your child to identify his or her own school bag we ask for a photo of your child to laminate and place on the outside of the bag. Please have your child bring his/her bag to school each day. The CWG-WWS bag is an excellent way to exchange communications: We ask that you check the bag daily for notes or newsletters and we will check daily for notes from home.

Visiting Days are held on the 2 days following the Parent Orientation. Children and parents are invited to visit the child's classroom during a scheduled time. You and your child will meet the teacher and several classmates and their families. Children get acquainted with the teacher, classroom areas, and classmates. The Director will be available to answer any questions. It is requested that only children enrolled in the school attend Visiting Day.

Class Assignments

Although parent recommendations are considered, the school reserves the right to place children in whichever classes the school (the Director in consultation with the teachers) feels would be most beneficial for the child.

The Director will be available to discuss any adjustment issues that may arise. The staff and the Board reserve the right to retain in the school only children who will adjust to and benefit from the program.

Tuition Policies

- The tuition for the year is divided into 10 installments due on the 1st of the month August through May.
- Tuition payments can be mailed or dropped off in the office.
- Checks should be made payable to Children's Winter Garden with White Wing School (CWG-WWS) and addressed to 58 Lowell Street, Nashua, NH 03064. Please be sure to include your child's name on the check to ensure that your check is credited to the proper account.

Please Note:

- Children's Winter Garden with White Wing School reserves the right to dismiss any student whose tuition is two months delinquent.
- Anyone in need of special payment terms should contact the director.
- There is limited scholarship/tuition assistance available. The Donna Purkhiser Scholarship and the Gregory M^cDevitt Scholarship are awarded based on documented need. All information will be kept completely confidential. Applications are available in the school office and are due by April 30th or with the registration form after April 30th, if funding is available.

In the unfortunate event we are forced to temporarily close, due to COVID-19, we will be providing remote learning which will include materials and options for instruction until we are able to reopen. If our closure extends into the following month, we ask for a minimum of 25% with a goal of 50% of your normal tuition rate in order to guarantee your child's place in our program and to continue to pay and support our teachers. Our goal is to safely reopen as soon as possible.

Additional Assessed Fees:

- A \$25.00 **late fee** is charged for any payment made after the 10th of the month.
- A \$20.00 **returned check fee** will apply to any tuition payment check that is returned.

WITHDRAWALS/REFUNDS

- Please notify the director in writing as soon as possible when a child is to be withdrawn.
- The registration fee is strictly non-refundable.
- Parents are responsible for tuition payments for the four school weeks following the child's last day of attendance or following the date of notification of withdrawal, whichever is later.
- If the notification of withdrawal occurs between June 1 and the Friday preceding Labor Day, parents are responsible for four weeks of tuition.
- A student who is withdrawn from CWG-WWS may not be re-enrolled in the same school year unless payment, including weeks not in attendance is made in full and brought up to date.

PART III: POLICIES AND PROCEDURES

Arrival and Dismissal Procedures

Transportation is the responsibility of parents. To facilitate arrival and dismissal, the school provides a convenient drop off and pick up procedure at the parking lot entrance on Grove Street. Thank you for your cooperation in helping to make this safe and efficient.

Families participating in drop off and pick up should proceed down Grove Street (a one way street). The line begins at the utility pole near the parking lot entrance. Please drive forward when a staff member signals to you and stop at the driveway entrance. **For safety reasons, we request that parents remain in their cars and allow CWG-WWS staff members to open the car door.**

Staff members will be on duty between **8:15 and 8:30 am** to receive children for all morning classes that begin at 8:30 am.

If families arrive after 8:30 am and a CWG-WWS staff member is no longer on duty, parents must accompany their children into the building and get them safely to their classrooms. All doors will be locked. Doorbells are located on the left side of the entrance. Please ring and a staff member will let you in. **Children must never enter the building alone.**

Dismissal pick up begins at **11:30 am** for our preschool classes and at **2:00 pm** for children in, the Extended Day program, the Pre K Program and children leaving Stay & Play at 2:00 pm. During dismissal pick up parents should **display their carpool number on the passenger's side windshield**. Please let school staff open car doors. After children are secured with seat belts, remember to check for cars on your left before departing. We ask that you do not drive around a car that is in front of you that is in the carpool line. **We also ask that parents/grandparents/caregivers who are picking up remain in the car. Do not get out of your car when teachers are putting the children into the cars.**

If you arrive after pick up has ended, you must enter the building to pick up your child in the school office. *A fee will be charged to parents who are repeatedly late picking up their children.*

PLEASE NOTE:

1. Parents must **notify the teachers in writing of any change** in their child's dismissal pick up. We request that you provide the name of the person responsible for pick up (and relationship to the child if that is helpful). Positive identification will be required for alternate pick up people that we have not yet met.

2. Please remember that pick-up time is a time to ask about your child's day. The children and teachers love to share info about your child's day, however to keep things running smoothly and safely we must keep the line moving steadily. If you have questions or concerns, make sure to either call or email your child's teacher for longer discussions or to request a conference.
3. Drop off and Pick up are **not offered** for children in our 2 year old program and those participating in Early Drop Off or departing at times other than 11:30 am and 2:00 pm. Please ring the CWG-WWS doorbell to enter to walk children to their classroom or pick them up.

ASSESSMENTS

Children's Winter Garden with White Wing School teachers observe and record the various developmental accomplishments of each child. These indicate how students are progressing in the areas of physical, social, emotional and cognitive development. They use the notes to plan activities which reinforce and provide opportunity for growth and extension for the children.

The teachers also share the observations with parents. Developmental Profiles are sent home to the parents of preschoolers in January and May and are discussed during the February conference.

.BENEFITS

Sibling Discount

Families with more than one child enrolled in morning Preschool classes are eligible for a 10% discount on the tuition for the second and subsequent siblings. Sibling discounts are not available for afternoon programs of, Stay & Play or Discovery.

CALENDAR

Calendar for the School Year

A calendar outlining the school year is provided to families with the enrollment materials in late summer. There is also a calendar posted on the school website CWG-WWS.org.

Children's Winter Garden with White Wing School will observe approximately the same holidays and vacation periods as the Nashua Public Schools

Parent-Teacher conference days will usually be different from those of the Nashua Public Schools.

Monthly Calendars

Monthly Newsletters that contain articles for the entire school population are sent home to the parents from the Director at the beginning of each month. Included in the newsletter is a calendar for that month as well as information about monthly themes and special events that may be taking place

for all children and families. Activities for the month are listed by curriculum areas providing an opportunity for parents to see the variety of activities, materials and equipment for any given theme. A timely or relevant article is usually included with the newsletter as well.

Each teacher also distributes a monthly newsletter with a full calendar that outlines events that are going on during the month in the individual classrooms.

CANCELLATIONS/DELAYED OPENINGS

Snow Days and School Cancellations

On those days when the Nashua Public Schools are cancelled CWG-WWS will cancel all morning classes and afternoon programs including Stay & Play and Discovery.

Please Note: Additional closings for challenging conditions may occur at the discretion of the school Director and the Chairperson of the CWG-WWS Board.

On those days when local road conditions and conditions at the school are unsafe due to snow, ice or other driving challenges, the director will declare a cancellation of **all** morning classes and afternoon programs including Stay & Play and Discovery.

Delayed Openings

If the Nashua schools have called for a “delayed opening” all of the CWG-WWS morning programs with regular dismissal at 11:30 am will be cancelled. However, Pre K and extended day carpool will begin at 10:00 am. Parents may be escort their children scheduled to attend Stay & Play to their room beginning at 11:30 am.

Notification

Both cancellation and delayed opening announcements will be made on television station WMUR Channel 9. Parents can also access this information on wmur.com and click on closings.

CELEBRATIONS: BIRTHDAYS AND HOLIDAYS

Birthdays

Birthdays are always a special time for young children. Birthdays occurring during the school year are celebrated by the class with a crown, a birthday song and lots of good wishes. On the child's birthday celebration day, they will be star of the day. Favors, decorations, hats, etc. tend to set precedents, and can become too elaborate, so it is requested that you do not send these in. Gifts may not be exchanged at school.

Party invitations may not be distributed at school unless the whole class is invited. Our goal is to foster community and inclusiveness. We do not want a child to feel he or she has been left out. Our entire

program is based on building self-esteem, so we cannot knowingly allow situations that would hurt a child's feelings.

Children with summer birthdays will be invited to celebrate on or near their half-birthday during the school year. A date may be coordinated with your child's teacher.

Celebrations/Holidays

Holidays in early childhood classrooms often mean art activities, special foods and fun. But in the world outside, holidays can have a more profound meaning. They bring together experiences that touch the core of many people's lives, including family, friends, values and religion.

At CWG-WWS, we know that a good, effective program is individualized and meets children where they are developmentally. We also know that it is important to follow a child's lead, tuning in to who they are and basing curriculum and our interactions on their needs. In essence, culture is a part of everything we do. We use holidays as a way of celebrating the positive aspects.

We feel the values that many of us hold, such as love, care, joy of life, sense of wonder, awe, thankfulness, and hope are evident in the meanings and rituals that underlie many holidays and which we wish to uphold all year long at Children's Winter Garden with White Wing School!

Notices with more detail will be sent home regarding our celebrations throughout the year, such as Halloween, our Holiday Program, and Valentine's Day. The following are two of the children's favorites.

Halloween

Children celebrate by parading on the playground in their costumes, singing their special Halloween songs, followed by activities in the classroom. Costumes should be simple and the children should be able to remove them without assistance following the parade.

December Holidays

Families are invited to our annual Holiday Celebration where the children sing winter and holiday songs. Siblings and grandparents are welcome to attend. Classroom parties follow in the classrooms. Children are dismissed after the classroom parties.

CLOTHING

Children should wear clothing and shoes that are weather-appropriate and suitable for indoor and outdoor active play. Children go outside daily, even during winter months. The teachers supervise the apparel of the children at school in accordance with the weather conditions, and the individual child's needs. During the colder weather, please send mitten, hats, snow pants and boots every day, as we do go outside on most days.

Since the children will be working with a variety of messy materials in the classroom, clothes that will not be damaged by such materials are recommended. Parents will be asked to provide a complete

change of clothing including underwear, socks and shoes for each child to be kept in school. These items are left in the child's "cubby" and are used when necessary.

To help achieve a sense of independence children should wear clothing they can easily learn to put on and take off themselves. Large buttons and easily-accessible zippers are helpful. Please be sure that boots are easy to put on as well. Umbrellas present a hazard and should **not** be brought to school.

Please mark all items and all removable clothing such as jackets, sweaters and especially mittens with the child's name. "Lost" items are so much easier to match with owners when items are labeled.

COMMUNICATION

Open communication is the foundation of a harmonious school. Please make use of our willingness to listen by communicating your needs and concerns as they arise. Teachers communicate to parents through newsletters, monthly calendars of upcoming events and conversations. The Director sends home a newsletter on a monthly basis, and additional notices as needed. The teachers and the director are available whenever a parent has a question or concern. Classroom matters are best discussed with the most direct source - the teacher. Policy or administration questions should be asked of the Director.

Conferences: Scheduled conferences between parents and teachers are once a year for the 2-Year Old, 3-Year Old & 4-Year Old programs and Pre K class. Teachers will not be available for discussions with parents during class sessions. When a parent has a concern about his/her child, he/she should ask the teacher for a conference time before or after school. Teachers do not discuss children at the door, in front of other parents, or in front of the child her/himself.

Parents should also feel free to contact the teachers and the director at other times during the school year by note, email, or telephone.

Messages and Messengers: Each student has been given a Children's Winter Garden with White Wing School bag. Please have your child bring his/her bag to school each day. The CWG-WWS bag is an excellent way to exchange communications: We ask that you check the bag daily for notes or newsletters and we will check daily for notes from home.

Contacting the school: You can contact the school through our email address chrisclanin@comcast.net or our office phone at 603-882-1041. If it is before or after school hours or if we are busy with a parent or helping in a classroom, please leave a message. We will return your call as soon as possible.

In the event of an emergency and our phone is busy, you may call the Unitarian Universalist Church office at 603-882-1091. The church's office hours are not exactly the same as our school hours, but do coincide for much of the day.

CONFIDENTIALITY

Children's Winter Garden with White Wing School respects the need to maintain the confidentiality of children and family's personal and academic information including assessments in accordance with the New Hampshire Code of Administrative Rules, He-C 4002.08(g). The director, office manager and teaching staff are the only individuals who have access to children's files for the sole purpose of supporting the child's personal, social, emotional and academic growth. Children's files are kept in a locked file cabinet in the school office. Parents have the right to access their child's files upon request. Children's assessments are conducted by their teacher twice annually through the use of informal and formal assessment tools to note progress and possible areas of need. They are interpreted by the child's teacher in conjunction with their parent(s). Sharing of confidential information with people or agencies outside of Children's Winter Garden with White Wing School is done only with written, signed permission of the child's parent.

DISCIPLINE/SELF-MANAGEMENT

Our staff's first priority is to make your child's school experience a pleasant one. Discipline and guidance are ways to guide a child's behavior to help him or her learn to make their own decisions and control their own actions. Our teachers use positive approaches to help children behave constructively. These guidance methods include redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent and clear rules developed in conjunction with the children, and logical or natural consequences applied in problem situations.

In some cases, there may be a child who finds it difficult to make the adjustment to school and thus, is not able to display positive behavior. Physical or verbal aggression toward other students and/or teachers will not be tolerated.

One or more of the following procedures will be implemented as needed:

- Telephone conference
- Parent/teacher conference at which time an individualized plan will be discussed to work together with families to help their child with challenging behaviors
- Parent/teacher and Director meeting
- Possible dismissal from school for the day
- Re-evaluate child's readiness for the program. We will bring in professionals to help with an issue with a child. We will exhaust all other options and expulsion will only be used as a last resort when there are extraordinary circumstances present.
 - In rare cases, the school will suspend or expel a child from the program. Instances when this may occur could be:
 - A child poses a risk for injury to him/herself or to another child
 - Tantrums and/or angry outburst that are uncontrollable.
 - We will do everything possible to work with a child and their family so that this does not ever have to happen. If a child is suspended or expelled, our staff will connect the family with an agency in the community where you can access some type of further help. Suspensions and/or expulsion does not necessarily have to be on a permanent basis. If a

child receives help and after conferencing, the school and the parents feel it is in the best interest of the child to return this can happen. **

Our goal is to provide each child a safe, happy and creative atmosphere for learning.

**This policy is in accordance with the U.S. Department of Health and Human Services Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, the purpose of which reads as follows:

PURPOSE

The purpose of this policy statement is to support families, early childhood programs, and States by providing recommendations from the U.S. Departments of Health and Human Services (HHS) and Education (ED) for preventing and severely limiting expulsion and suspension practices in early childhood settings.¹ Recent data indicate that expulsions and suspensions occur at high rates in preschool settings.^{2,3,4} This is particularly troubling given that research suggests that school expulsion and suspension practices are associated with negative educational and life outcomes.^{5, 6, 7} In addition, stark racial and gender disparities exist in these practices, with young boys of color being suspended and expelled much more frequently than other children.^{2,3,4} These disturbing trends warrant immediate attention from the early childhood and education fields to prevent, severely limit, and work toward eventually eliminating the expulsion and suspension – and ensure the safety and well-being – of young children in early learning settings.⁸

EMERGENCY PROCEDURES

Fire Drills: CWG-WWS conducts monthly fire drills in which children and staff practice evacuation to predetermined areas when the fire drill bell is sounded. Our first drills are announced and discussed prior to occurrence. Once the children are comfortable with the process, we will vary the exits and method of notification so everyone is well prepared for emergencies. Bad weather days are avoided.

Off-site Evacuation Drill: A yearly evacuation drill is also practiced as required by our Licensing and Accreditation Guidelines. Students are escorted to Margaritas with the youngest riding in our double passenger red wagons. Travel is well supervised and orderly with a pace that is appropriate for the young students. Parents will be informed prior to the drill.

FIELD TRIPS

Our theme-related field trips are very exciting events our preschool children. Our field trip policy has been developed to ensure a safe and enjoyable trip for each child. Children will only be allowed to participate in a field trip if permission slips are signed and returned.

Our Field Trip guidelines are as follows:

- Volunteer drivers must have a Vehicle Registration Form on file.
- State law requires that children under age 4 be secured in an approved child safety seat.

- Parents are provided with the driver's name prior to the trip, and are responsible for transferring their child's seat on field trip day.
- Children must ride in the back seat of the car.
- Car doors must be closed and locked by the adult chaperone.
- Siblings are not permitted on field trips.
- Chaperones are not permitted to smoke on field trips.
- There will be a maximum of 4 students in any given car, with one or two adult chaperones.

FOOD POLICIES

Each child's class will have a snack period at mid-morning. We have provided a small snack bag for your child to bring his or her own individual snack. You may provide a juice box or we can provide water which is also available throughout the day. Simple and healthy snacks that add to the children's nutritional intake are strongly encouraged. Since most classrooms only have one teacher who cannot leave the children unattended, snacks and/or lunches brought to school cannot be heated up in a microwave oven or on a stove.

The following snacks for children younger than four years will not be available to children: hot dogs (whole or sliced into rounds), whole grapes, seeds, popcorn, raw peas, chips, hard pretzels, marshmallows, raw carrot rounds, peas or celery or any other foods that may pose a choking hazard.

Food Allergies: Please inform the school, in writing, of any food restrictions or allergies. These should be noted on enrollment forms and medical reports. If your child has an epi-pen, please supply one that may be kept at school. A Medication Administration form must be filled out and signed by your child's physician if any medications need to be administered. If your child has a classmate with an allergy, you will be notified and foods containing the allergen may be excluded from that child's classroom.

PLEASE NOTE: CWG-WWS is a tree-nut and peanut free school. Thank you for making this a safe environment for all of our children.

FUND-RAISERS

Fund-raisers for CWG-WWS are coordinated by the parents association PAWWS (Parents at Children's Winter Garden with White Wing School) in concert with the staff and board. The fund-raisers that are chosen generally are fun and easy for children and families and feature products or services that benefit those donating funds. Money raised is appropriated for special classroom project materials, field trips, major purchases of equipment used by the children, and donations to our two scholarship funds. Recent purchases include a 10 x 10 shade canopy, tricycles, bark mulch for the lower playground, dollhouses for each classroom and two large pieces of playground equipment in our lower playground.

Fundraising is an important part of our program. The Children's Winter Garden with White Wing School is a 501(c)(3) tax-exempt organization. Your tax deductible gift to our school in any amount would be

greatly appreciated and promptly acknowledged. Thank you for considering us as you plan your annual charitable giving.

GRIEVANCE PROCEDURE

We at Children's Winter Garden with White Wing School care about your concerns with the program and will respond quickly to you. Please use the following procedure when you have a concern or problem.

1. When you have a concern or complaint regarding a classroom issue, it is best practice for you to present the matter to the teacher of the classroom. If your concern or complaint is regarding policy, procedure, or other matters outside of classroom issues please present your concern to the director. In most circumstances, concerns or differences can be worked out at this initial stage.

If the response you receive is not satisfactory, in the case of a classroom issue the matter should be presented to the director. If the director's response is not satisfactory it should then be addressed to the Children's Winter Garden with White Wing School Board. In the case of an overall program or policy issue, the matter should initially be directed to the School Board. The parent is asked to put his or her concern in writing when presenting it to the School Board. It can be mailed to the school office or dropped off to be submitted to the Board for consideration at the next scheduled meeting.

2. A decision made by the CWG-WWS Board is the final decision. The parent will be notified of the Board's decision in writing, within five days of the next monthly board meeting.

HEALTH REGULATIONS

Health: In order to provide the kind of environment that supports good health, Children's Winter Garden with White Wing School recognizes the critical importance of hand washing. Teachers and children follow established guidelines for when and how to wash hands. Children have regular opportunities for exposure to fresh air, experiences with age-appropriate activities that support development, quiet and active periods. Sanitary procedures are followed for cleaning toys, materials, equipment and furniture and a regular schedule for cleaning is maintained.

Physicals: A physical examination record is required of all children and must be updated annually.

Immunizations: State regulations require documentation of immunizations and a child's health form to be on file for each child on the first day of school.

Required Immunizations:

4 doses DPT	3 doses Hepatitis B	3 doses Oral Polio
4 doses HIB	1 dose MMR	
1 dose varicella (chicken pox vaccine) or proof that your child has had the chicken pox)		

Policy for Exemptions: CWG-WWS follows the NH Child Care Licensing Rules which state that programs shall not be required to obtain physical examination records for children whose parents object in writing, on the grounds that such physical examination is contrary to their religious beliefs.

Illness: When a child becomes ill at school, they will be isolated from other children and the parent will be called to confer on the best course of action. It is important that we have current phone numbers for you as well as alternate persons if you cannot be reached.

If your child has been ill at home, please do not send him or her to school when any of the following conditions are present: temperature of 100 degrees or higher, vomiting or diarrhea, a rash of unknown origin, and discharge of the eyes or ears. A child who is still contagious or has been on antibiotics for less than 24 hours must not return to the school.

In their own best interest, as well as those of other children and adults in our school, your child will need to be kept home until their good health has returned.

Due to the COVID-19 Pandemic the following guidelines have been put into place:

When to Stay Home

A formal discussion of our school health policies will be reviewed at our Parent Orientation in August. Below are new policies relating directly to Covid-19:

If your child is showing any of the following symptoms they should not come to school:

- **Fever, above 100 degrees**
- **Headache, body or muscle aches**
- **Cough, persistent upper respiratory symptoms, runny nose**
- **Skin rash**
- **Gastrointestinal issues including vomiting or diarrhea**
- **Loss of taste or smell**
- **Other well documented Covid-19 symptoms**

If you answer yes to any of the following statements your child should not come to school:

Your child, or anyone in your household:

- **Is showing or has shown, in the last 14 days, symptoms of Covid-19**
- **Has tested positive for Covid-19**
- **Has knowingly come in contact with someone with Covid-19**

- Has traveled to any area known as a “hot spot” for Covid-19

When to return to school

Covid-19 policies Continued...when to return to school

- Your child has been tested for Covid-19: The test is negative and your child has shown no symptoms of Covid-19 for 72 hours (proof of negative test must be presented prior to return). This applies only if you answered no to questions relating to exposure.
- Your child has not been tested: Your child is symptom free for 72 hours, and the appropriate isolation period of 10 days since onset of symptoms has passed.
- Communication with leadership prior to returning is required to avoid any confusion.

Additional information

Due to the evolving Covid-19 recommendations, these precautions may change at any time in the best interest of the CWG-WWS families and staff. The leadership at CWG-WWS reserves the right to refuse attendance to any child due to concern regarding health and the potential spread of Covid-19.

Disruption in Services

Due to a positive Covid-19 result in our community of staff and students:

- We will close for 2-3 days to appropriately clean and disinfect the building
- Will notify parents of appropriate group of potential exposure as well as school community. We will not identify group or name of child to families who do not have child in the affected group.

If due to the change in spread in the community, requirements from the NH DHHS and the Governor, mandates a stay at home order:

- The CWG-WWS leadership will determine if the school can remain open with appropriate staffing and safety while working with the Department of Child Care Licensing to be sure we are approved to do so.

If a closure occurs, staff will provide materials, zoom classes and activities for each class

Masks

The wearing of masks in early childhood settings, both by adults and children, has been widely discussed by both administration, health officials, early childhood experts, teachers and parents.

At CWG-WWS staff and students will not be required to wear masks while in attendance. The relationships and interactions between both student and teacher is so important and we believe this would be affected by the lack of facial expression identification and the ability to share language and speech identification while wearing a mask. The staff will be wearing masks at arrival and dismissal.

We are also concerned about the ability of a three, four or five year old child being able to appropriately handle the use of a mask, which could lead to additional spread and safety concerns. Any parent that would like their child to wear a mask will be respected and supported. For a student to wear a mask at CWG-WWS they will need to be able to demonstrate the appropriate safe handling of a mask including:

- Student is able to put on and take off in accordance with CDC recommendations.
- Parent provides a mask that is the appropriate size for the child.
- Student has an alternative mask in their backpack.
- If student refuses to wear their mask at school, the parent understands that the staff will do their best to encourage the student, but will make the appropriate decision based upon what is in the best interests of the student and staff at the time.

HEALTH REGULATIONS

- **Health:** In order to provide the kind of environment that supports good health, Children's Winter Garden with White Wing School recognizes the critical importance of hand washing. Teachers and children follow established guidelines for when and how to wash hands. Children have regular opportunities for exposure to fresh air, experiences with age-appropriate activities that support development, quiet and active periods. Sanitary procedures are followed for cleaning toys, materials, equipment and furniture and a regular schedule for cleaning is maintained.
-
- **Physicals:** A physical examination record is required of all children and must be updated annually.
- **Immunizations:** State regulations require documentation of immunizations and a child's health form to be on file for each child on the first day of school.
- Required Immunizations:
 - 4 doses DPT 3 doses Hepatitis B 3 doses Oral Polio
 - 4 doses HIB 1 dose MMR
 - 1 dose varicella (chicken pox vaccine) or proof that your child has had the chicken pox
-
- **Policy for Exemptions:** CWG-WWS follows the NH Child Care Licensing Rules which state that programs shall not be required to obtain physical examination records for children whose parents object in writing, on the grounds that such physical examination is contrary to their religious beliefs.
- **Illness:** When a child becomes ill at school, they will be isolated from other children and the parent will be called to confer on the best course of action. It is important that we have current phone numbers for you as well as alternate persons if you cannot be reached.
-

- If your child has been ill at home, please do not send him or her to school when any of the following conditions are present: temperature of 100 degrees or higher, vomiting or diarrhea, a rash of unknown origin, and discharge of the eyes or ears. A child who is still contagious or has been on antibiotics for less than 24 hours must not return to the school.
 - In their own best interest, as well as those of other children and adults in our school, your child will need to be kept home until their good health has returned.
-
- Your child is symptom and fever free for at least 24 hours without the use of fever reducing medication.
 - If your child has been prescribed antibiotics, he or she has been on them for a minimum of 24 hours.
 - Your child is well enough to take part in the entire regular program, both in and out of doors.
 - If, due to the illness your child is taking prescription medication, he/she must have been on the medication for 48 hours or two full days before returning to school.
 - If the child is on any medication, the teacher should be made aware of it.

Medications: Medication can be administered only if the parent has provided written consent by completing an *Authorization to Administer Prescription and Non-Prescription Medication* form and medication is in the original container. This form also has to be signed by the child's physician. All medications shall be kept in a place out of reach of children, but kept easily accessible to adults.

Communicable Diseases: When a communicable disease has been diagnosed among children or staff in our program, parents will be notified within 24 hours. Written notification will be sent home. Parents are asked to notify CWG-WWS within 24 hours if their child has been diagnosed with or has been exposed to any communicable disease.

The following is a list of exclusion times for communicable diseases

- Chicken Pox - 7 days after rash onset (all lesions must have crusted over completely)
- Impetigo - 48 hours after beginning therapy
- Strep Throat - 24 hours after starting antibiotics
- Diarrhea/vomiting - 24 hours after either/or both stops
- Colds - until fever and or green mucus stops
- Conjunctivitis - 24 hours after beginning therapy

Allergies: Please provide information regarding symptoms and response procedures for any allergies that your child has. Please include all information on the Child Information form that you will receive, so that all staff will know when there is an allergy or a food restriction for a child. An allergy action plan must be provided and signed by your child's physician.

LENDING LIBRARY

For our 4 year old and Pre K students, CWG-WWS will offer a Lending Library program. This program starts in November and runs throughout the year. Each class has a specific day of the week for their library day. Children are encouraged to take out a library book to bring home. They will have to bring the book back by their next library day to take out another book. This encourages families to read together and it also helps to develop responsibility for the child to return their book.

OPEN HOUSES

Parent's Night - October (to be determined due to COVID-19)

Parent's Night is planned in the fall to provide an opportunity for parents to come see their children's classrooms alive with all the activities and projects the children have been busy with at school. Parents are given the chance to understand the school and their child's place in it by experiencing some the activities their children do. Centers are arranged similar to a regular school day. Parents may choose to visit some or all of the centers, perhaps themselves creating a work of art to take home. This is also an opportunity for teachers to share the levels of achievement they hope children will attain at Children's Winter Garden with White Wing School.

Parents will receive an invitation to Parent's Night prior to the scheduled date. This time is **not** intended for individual parent/teacher conferences. Parent-Teacher conferences are scheduled during the year. In addition, you may always request additional times to meet with your child's teacher.

Family Night – Spring (to be determined due to COVID-19)

A Family Night is held in the spring. On this evening there will be a Scholastic Book Fair and some sort of entertainment for families. Invitations are sent home prior to the event and parents are asked to sign up if they are attending. Desserts are supplied and served by the Board.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held at the end of January for parents. Developmental Profiles are discussed during this meeting as well. Developmental Profiles are sent home in January before conferences and also in May. Parents are welcomed to send in questions or topics that they would like to address with the teacher during the conference. Parents or teachers may also request to meet at other times during the school year as the need arises. Telephone conferences may also be arranged.

PARENTS' GROUP

PAWWS (Parents at Children's Winter Garden with White Wing School) is the name of our parents' association. Planning meetings occur monthly and family events are featured throughout the year. News of current activities is publicized in the Director's newsletter. There is an open invitation to participate with other families of the CWG-WWS community.

The priorities of the purposes of PAWWS are:

1. To foster community building among CWG-WWS families through events and activities outside of school.
2. To support classroom activities by providing funding for supplies and special programs.
3. To contribute a portion of money raised to the school's two scholarship funds.
4. To provide thank you and recognition of the school staff during the year and especially during Teacher Appreciation Week in May with small gifts and a luncheon.

PARENTAL/GUARDIAN RESPONSIBILITIES

Update Contact Information: Please contact the school if there are any changes in address, phone numbers, or emergency contacts. It is important that information on your child be current.

Absences: Parents are requested to call the school in the event that their child will be absent. A message may be left on the answering machine anytime - day or night (882-1041).

Supervision: For safety reasons, after a child has been dismissed to the parent at the end of the school day, children re-entering the building must be accompanied by a parent or guardian. Also for safety reasons, siblings of students must remain with parents at all times, and should not be allowed to wander freely through classrooms and hallways.

Medication: For the best support and care of children it is recommended that parents inform teachers if children are currently taking any medication, especially when re-entering the school after absence due to illness.

Special Events: It may also be helpful to inform teachers of any significant changes in the child's world outside of school that may affect the child at school, such as loss of a pet, new pet, visiting grandparents (lots of excitement!), or special upcoming events.

PETS/ANIMAL VISITS

There may be special times for pets to visit school to enhance a classroom theme. There may be special pets or special circumstances that provide opportunity for pets to be invited to come to school. Please let us know if your child welcomes visiting animals or may not want to be around visiting animals.

We request that you check with teachers before bringing animals to school. Animals that are invited to visit should be in cages or accompanied by an adult owner. An animal may be excluded if a school child has an allergy to a particular animal. All animals must be clean and healthy. NH Child Care Licensing Regulations require that you provide proof of updated immunizations, notably the rabies vaccinations.

CHILDREN'S DEVELOPMENT

The staff of Children's Winter Garden with White Wing School is composed of trained professionals, each of whom is dedicated to promoting the best interest of all children. Observations regarding a child's health and development are discussed with the parents throughout the year.

If there are any concerns regarding the child's health and development, the teacher will convey these to the parents. Parents may also initiate a discussion regarding their child's health and development. With the parents' consent, the school will help parents access outside public or private resources.

CWG-WWS seeks to meet the diverse needs of all children. The entire school works collaboratively with children, parents and specialists in order to provide the most appropriate program for your child. In rare instances the parents, teachers and/or administration may come to the conclusion that the school is not beneficial to the child's development and/or presents unnecessary challenges or safety risks. A conference with the parents will be held to establish a plan to address the needs of the child.

SCHOLARSHIP OPPORTUNITIES

The Donna Purkhiser Scholarship

The Donna Purkhiser Memorial Scholarship Fund is a joint effort of the Unitarian Universalist Church of Nashua, PAWWS and individual donors. The scholarship was created in 2004 in memory of Donna Purkhiser, a Unitarian Universalist church member and great supporter of White Wing School. She recognized the importance of early childhood education and worked diligently to provide opportunities for more young children to gain access to quality education offerings regardless of their ability to pay.

The Gregory McDevitt Scholarship

The Gregory McDevitt Scholarship Fund was formed in 2007 by The Children's Winter Garden. This scholarship was created in memory of Greg McDevitt who was a parent and Chairperson of the Board of Directors at CWG. It was of the utmost importance to Greg to provide children with the best possible experience in Early Childhood Education. All four of Greg's children attended CWG and he was an extremely active parent in our school community. This scholarship was created in Greg's honor to help children in need and to keep his memory alive in all of us.

SUNSCREEN POLICY

Because our students are at school for morning preschool and kindergarten programs only and each class is outside for a maximum of 30 minutes per day, the staff will not be responsible for applying

sunscreen or insect repellent. Parents should send their child to school with protective clothing such as hats or long-sleeved shirts if their child has sensitivity to the sun or insects. In situations where children are attending outdoor field trips, parents may apply sunscreen or insect repellent prior to the field trip for protection against the sun or insects.

SUBSTITUTE TEACHERS

Occasionally, a member of our staff may be unable to attend school. On these days, we contact a qualified substitute to fill in. You, as a parent may substitute in the classroom if you qualify based upon the guidelines set by NH Child Care Licensing Rules. Those parents wishing to be placed on the sub list must complete the substitute registration form. A substitute orientation packet will then be provided detailing the responsibilities of the substitute. Substitutes, as a rule, are not placed in their own child's classroom. Substitutes are compensated for their time.

SUSPICION OF ABUSE

Should a teacher or assistant suspect a child is being abused at home; we are legally required to file a report with the DCYS. In addition to calling the DCYS, a short summary of what was observed needs to be sent to them in writing. Names will be kept confidential by both CWG-WWS and DCYS.

Any staff member suspected of abusing a child will be suspended from the classroom immediately and not reinstated until a thorough investigation has been completed, and the accusation proven false. If any abuse is suspected Parents should contact the Director immediately.

VISITS AND TOURS

Visit (to be determined due to COVID-19 guidelines)

Parents are encouraged to visit during the school year. A visit will help to understand the program and their child's place in school if they observe class in session. A telephone call or note before a visit would be appreciated, but the school doors are always open to parents of Children's Winter Garden with White Wing students. You are welcome anytime.

Tours

Parents who would like learn about programs for the next school year are invited to contact the Director to arrange a time to discuss the programs and tour the classrooms.

Non-registered children

The Children's Winter Garden does not permit non-registered children, (e.g. siblings or friends of enrolled students), to visit during school hours, due to regulations regarding immunizations and space requirements.

Non-registered children may accompany parents on tours of the school conducted by the school Director or the Registrar for purposes of possible admission. Please schedule tours in advance with the Director.

Siblings are permitted to visit the classroom on "special" days such as birthday celebrations, when accompanied by a parent for snack time only. Parents will assume all responsibility for their children while visiting. Siblings are not permitted on field trips.

VOLUNTEERS (to be determined due to COVID-19 guidelines)

From time to time, the teachers are in need of an extra set of loving hands to prepare a special program for the children or create materials for classroom projects. We encourage parents to volunteer their time and special talents to enrich their child's experience. The teacher or Assistant Teacher will always be present, so you will not be put in a position of being alone caring for the children. A Parent Volunteer form is included in the orientation packet sent home during the summer.

Contact Information

Phone number: (603) 882-1041

Fax Number: (603) 546-0378

Email: chrisclanin@comcast.net Website: www.cwg-wwws.org

CHILDHOOD SHOULD BE A JOURNEY, NOT A RACE.