

Rules and Regulations
of
Tri-Village Nursery School

Revised May 2011

I. Enrollment Requirements

1. To enter school, a child must be three years of age on or by December 1st of the year entering. Similarly, to enter the 4-year-old program, a child must be four years old on or by December 1st of the year entering. All children must be toilet trained by the start of the school year.
2. Children of parents who are, or have been, members of the corporation shall be given first preference for enrollment in September classes prior to January 1st of the preceding academic year. Other applications will be accepted in the order of receipt.
3. Registration fees shall be non-refundable. This fee will also be non-transferable to the next school year.
4. Upon notification of acceptance, or by May 1st, a deposit fee of \$100.00 applicable toward the first quarter tuition shall be required. This fee is non-refundable.
5. TVN will hold a position for a child who will not be attending immediately for two weeks as long as the \$50 registration fee and the \$100 deposit have been paid. After two weeks, tuition shall be charged if a parent wants the position held for a longer period of time.
6. During class time, only participating parents and special educators (as approved by the Board of Trustees) may be allowed in the classrooms. Prospective parents and students are encouraged set up a tour though the Parent Co-Chairs and observe class activities through the one-way mirrors in the hallway.
7. Parents will need to provide a completed Health Form, Dental Form and a copy of their child's birth certificate prior to the start of school in September.

II. Medical Policies and Procedures

1. Emergencies: Tri-Village Nursery School should have on record the following information for each child:
 - The phone numbers of both home and places of employment for each parent.
 - The names and phone numbers of three people to be called in an emergency situation if the parent cannot be reached.
 - The name and phone number of the family physician and dentist.

Should the child become injured or ill at school, the teacher **will first call the parent.** If no response can be obtained, the emergency designee or the family physician will then be called as conditions warrant. Written records are to be kept of all accidents on a TVN Accident Report form. If an accident requires the services of a nurse or physician, a report shall be made to the insurance

company on the proper forms.

2. Health Information: New York State Public Health Law requires the following immunizations prior to the entering of school:

- 3 DPT or DT (DiptheiA-Pertussis-Tetnus) Vaccine
- 3 TOPV (Trivalent Oral Polio) Vaccine
- 1 Measles Vaccine (after 1st birthday)
- 1 Rubella Vaccine (after 1st birthday)
- 1 Mumps Vaccine (after 1st birthday)
- 1 Measles Booster (after 15 months) for all children born after 1/1/85
- Chicken Pox

Evidence of these immunizations, along with a physical examination must be provided on the TVN Health Form, with a physician's signature, 30 days prior to the first day of school. In addition, a Dental Hygiene form must also be completed by the parent and returned prior to the first day of school.

3. Medication Policy: State guidelines note that the administration of internal medication is the primary responsibility of the parent, and not the staff members. Students will not be allowed to administer their own medications.

• Requirements for administration of oral medication:

1. A written request from the family physician indicating the name of the medication, the frequency, the time, dosage, and duration this medication is to be given in school.
2. A written request from the parents to administer the medications ordered by the family physician.
3. The medication must be properly labeled and delivered directly to the school by a responsible adult.

• Administration of injectable medications – for emergency situations ONLY

When an emergency situation occurs, an ambulance will be called. Conferences with the parents should take place prior to the student entering school to assure the teachers and parents understanding of the specific medical situation. The parents will be required to sign a statement outlining their child's emergency care, with priority steps to be followed. The only injectable medication that the teachers are able to administer is an epipen.

4. Allergy Policy:

See General Guidelines for Allergy Management

III. Tuition

1. The registration fee per child must be paid before any child is officially registered.
2. Tuition shall be paid quarterly unless special arrangements are worked out in writing with the Treasurer.
3. The first tuition bill will be distributed in an August mailing. Tuition for the first quarter will be due by September 1st, prior to the start of school. For the remaining quarters, tuition bills will be sent out to all parents two (2) weeks prior to the beginning of the next quarter. The tuition will be due on the first day of the quarter. If the tuition bill is not paid by the first day of the quarter, the Treasurer will send the parents a revised bill including the late payment fee of \$10. If tuition payment or financial arrangements are not made within the first week of that quarter, the Treasurer will contact the family as a reminder of their delinquent account and to make arrangements for payment. If tuition payment or financial arrangements are not made within the first two (2) weeks of the quarter, the Treasurer will send a third notice including a late fee of \$25. Finally, if payment is not made immediately following the third notification, the President will be notified; and further action will be taken, including possible denial of the child in the school. Scholarship money is made available by Board vote upon recommendation of the Treasurer and the President, insuring the confidentiality of the recipient. Scholarship money may only be available if full enrollment is present. Tuition checks that bounce when initially deposited will be re-deposited, and a service charge of \$25 will be added to the next tuition bill.
4. A \$50 Activity Fee is required from each child. The Activity Fee is included as a separate line item in the initial tuition bill, and is due with the first tuition payment.
5. If a student is out of school less than four (4) weeks, due to extenuating circumstances, full tuition will be required. If longer, one-half tuition for the amount of time out of school will be paid.
6. During quarters 1, 2, and 3, written notice of withdrawal must be given to the Treasurer at least two (2) weeks prior to the withdrawal date. The balance of the quarter's tuition will be refunded provided the child's space is filled immediately.
7. There is to be no reduction in tuition rate for children of the staff.
8. Parents are required to participate in the classroom and serve on a committee. If a parent does not participate during any quarter or does not participate on their committee, a 20% non-participation fee will be imposed.

IV. Holiday Observances

1. Since Tri-Village Nursery School is a private corporation, which is non-denominational and apolitical, it is only fair that nothing be included in the

curriculum that implies or emphasizes a specific belief or practice.

2. The Board offers these guidelines for staff:
 - a. TVN should take full advantage of instructional opportunities presented by seasonal activities based on sound Education reasoning.
 - b. Purely religious symbols/activities are to be avoided.
 - c. Decorations of the classroom and directed classroom activities should be secular in their reference to seasonal observances.

V. Staff and Other Paid Positions

1. The Senior Parent Co-Chairperson is granted a full tuition scholarship for one child during his/her term. The incoming Junior Parent Co-chairperson is granted a 2-day tuition scholarship, effective after the required training period. In no case shall the value of the scholarship exceed the number of days the child attends.
2. The President and the Bookkeeper is granted a three-day tuition scholarship for his/her child. The Treasurer is granted a two-day tuition scholarship for his/her child. The Vice-President and Secretary are granted a one-day tuition scholarship for his/her child. In no case shall the value of the scholarship exceed the number of days the child attends.
3. Health exams for the staff shall conform to State law.
4. Staff benefits will be negotiated on an annual basis and be specified in the staff contracts. Signed contracts are returnable on or around April 30th.
5. When a teacher exceeds his/her accumulated paid sick leave, the full amount of his/her daily wage will be deducted from the salary.
6. An assistant teacher substituting as teacher will be paid \$25 per day with a ceiling at one week, with a review after that week, subject to assistant's contract. A regular substitute teacher will be paid \$25 per day.
7. In cases where there is an extended teacher absence and an assistant substitute is needed on an extended basis the following will apply. Assistant teacher substitutes will earn \$25 per day for up to a 3 hour day up to one week of coverage. At that time the situation will be reviewed. If coverage continues, pay will then increase to \$30 per day for up to a 3.5 hour day, subject to review on a case by case basis. (Added 5/16/2009)
8. In cases where there is an extended teacher absence and a head teacher is

needed on an extended basis the following will apply. This assumes that the assistant teacher is not filling the head teacher position. The head teacher substitute will earn between \$40 and \$50 per day for up to a 3.5 hour day depending on experience and qualifications. This substitute must have an Associates degree or higher in education plus three years teaching experience. (Added 5/16/2009)

9. Employees shall receive the following number of days off for sick/personal time, based on years of employment with Tri-Village Nursery School. These days are also based on individual contracts.
 - a. 0 - 3 years: 5 days
 - b. 4 - 6 years: 7 days
 - c. 7 years and over: 10 days

If a single teaching position is divided between two employees, the sick/personal days should be decided by the Board of Trustees. The Board of Trustees should decide this based on number of days worked per week and years of employment with Tri- Village Nursery School.

At the end of the school year, if an employee has unused sick/personal days, the employee will be paid for those days. Head teachers will receive \$50 for each unused day and assistant teachers will receive \$25 for each unused day.

10. Teacher Qualifications

Title/Grade	Qualifications
Education Director	Preferred: Master's Degree in ECE or related field and NYS Certified N-3,N-6; Minimum: Bachelor's Degree in ECE or related field with 3 years experience required
Teacher	Preferred: Bachelor's Degree in ECE or related field or NYS Certified N-3, N-6; Minimum: AA in ECE with minimum 3 years experience required BA or AA in Education plus three (3) years teaching experience
Assistant Teacher	Preferred: Associate's degree

- a. Teachers and Assistant Teachers must attend CPR classes as required. Each school year at least half of the teaching staff must have current CPR certification.
- b. Based on the above qualifications, an individual will be granted the appropriate position and slotted in the starting salary for that position.

Salary scales are to be determined by the Legal/Financial committee.

- c. Criminal background checks will be performed on all new hires, substitutes, and student teachers. The Education Director is responsible for conducting these background checks.
11. Teachers, Assistant Teachers, and the Education Director are required to attend four Professional Development days as scheduled by the Education Director. Only two days of school may be used to accommodate for Professional Development days. Each Professional Development day will be scheduled on a weekday.
12. Parent/Teacher conferences will be made available to parents mid-way through the year. The Education Director will propose a conference schedule to the Board for approval each year. Head teachers are required to attend all Parent/Teacher Conferences.
13. When a child of a full-time TVN teaching staff is enrolled at TVN, they are not required to serve on a committee nor are they required to pay a non-participation fee. Teachers and/or spouses are encouraged to participate one day per quarter.

VI. Financial Practices

1. The Treasurer and Bookkeeper are jointly responsible for the financial management of the nursery school. See the written Financial Procedures maintained by the Treasurer and Bookkeeper for specific accounting practices.
2. The Treasurer is responsible for the collection of tuition, including notification of those families delinquent in their payments.
3. The Bookkeeper is responsible for maintaining all financial records relating to the business operations of the school, including preparation of a monthly financial report for the Board of Trustees.
4. The board is responsible for approving purchases made from TVN funds. The Board specifically delegates the power to approve purchases of supplies to the Administrative Director, whose signature is required on all supply-related purchase orders generated by the school. The President, Vice President, or Treasurer will sign and approve all other purchases (non-supply related). The Bookkeeper will maintain a system to document these purchase orders. No other purchasing arrangement of supplies is authorized.5. The Board specifically delegates the authority to approve expenditures in amounts less than \$50 to the President, whose signature is required on an authorization for the expense before such purchases are made. Any purchase of \$1,000 or more will require two (2) authorized signatures. The Bookkeeper will present a summary of all expenditures authorized on a monthly basis.

6. Inventory will be done at the end of each year. The Administrative Director will maintain an ongoing list of TVN property.

VII. Emergency Policies and Procedures

1. Emergency preparedness is a must and should be carefully planned. The Safety Committee is responsible for reviewing emergency policy and procedure on a yearly basis.
2. It is the responsibility of the Safety Committee to review our Emergency Policies and Procedures with all staff, including substitutes, prior to the start of the school year.
3. The NYS Education Department mandates that monthly fire drills be conducted to ensure a timely and safe evacuation of all students and staff (weather conditions are not a factor). Shelter in place drills will occur twice a year. Records of these drills will be kept with the Education Director.
4. Emergency contact information will be stored in a small manila envelope hanging by the outside door of each classroom. This envelope will be prepared by the Board President and will contain the following:
 - Cell phone #s for all Teachers, Assistant Teachers, Board President & Sr. Parent Co-Chair.
 - Phone trees for all classes
 - Copies of Emergency Contact Cards for all students in that classroom
5. Notification of parents of an emergency closure, evacuation, or etc. will be made by the teachers by calling the numbers listed on the emergency contact cards. If the parent cannot be reached, the names listed on their emergency contact cards will be called in order.
6. Emergency Procedures are attached to the end of this document as Addendum I. A copy of these procedures will also be stored with the emergency contact envelope in each classroom.

VIII. Parent Participation in Cooperative

1. Document Requirements
 - a. As part of the enrollment process, families must submit a completed TVN Information Form, a photocopy of the child's Birth Certificate, as well as a \$100 **non-refundable** deposit by **May 1st**.

- b. It is required that a Certificate of Examination, completed by the child's physician, be submitted to Tri-Village prior to the start of the school year.
- c. All parents/guardians will receive a copy of the Parent Handbook. They are required to turn in a signed copy of the Parent Agreement Form stating that they have read, understand, and agree with the contents of the handbook prior to the start of the school year.
- d. An Emergency Contact card will be completed for each child prior to the start of the school year.
- e. All families are expected to pay their quarterly tuition bills on time. The first tuition bill will be mailed in July and is due by September 1st. For the remaining quarters, tuition bills will be distributed two weeks prior to the start of the quarter and will state the payment due date. A \$10 late fee may be charged for any tuition bills not paid on time.

2. Transportation, Arrival, and Departure

- a. All parents/guardians are responsible for accompanying the children to their classroom door. Each child must be signed in using the checklist posted outside each classroom.
- b. A child will be only be dismissed to an authorized adult as listed on the Emergency Contact card. Parents must give the teacher a signed note if any other adult will be picking up their child.
- c. Field trips are an integral part of our curriculum. A permission slip is required for each field trip for each student in the classroom, giving parental approval for that specific field trip and indicating the transportation for that student. All transportation for field trips will be provided by parents. Only adults designated as helping parents may attend field trips.

3. Classroom Participation

- a. Families are required to designate up to four adults to serve as helping parent in the child's classroom. Each of these adults will need to provide their full name and address which will be used for screening against state and federal sex offender registries. Each helping adult will also be required to adhere to the TVN Volunteer Code of Conduct.
- b. Families that do not fulfill the classroom participation requirements may be charged a penalty equal to 20% of their yearly tuition.
- c. Teachers will indicate how many parents are needed for field trips and only adults designated as helping parents may attend.
- d. Teachers will indicate when class events are open to all family members.

4. Committee Participation

- a. Each family is expected to serve on one of the school committees.
- b. Each family is also required to work one 2-hour shift at the annual TVN Garage Sale.
- c. Families that do not fulfill the committee participation requirements may be charged a penalty equal to 20% of their yearly tuition.

5. If a parent/guardian does not meet the responsibilities as a member of this cooperative, it is the duty of the President to confer with him/her. If such negligence continues, appropriate action will be taken by the Board of Trustees.

TRI-VILLAGE NURSERY SCHOOL

EMERGENCY EVACUATION PROCEDURE

In the event of an emergency evacuation, all students will exit the building in a safe, orderly and timely manner. An emergency exit route is posted and exit signs are displayed over the doors in each classroom and throughout the building. Our main emergency exit route is via the doors leading directly outside from each classroom. Alternate routes are the main entrance leading up the stairs and out to the parking lot on the right side of the building and the entrance doors leading out to the courtyard in the front of the building. If any class is on the second floor in the Gross Motor room, evacuation will take place using either of the alternate routes mentioned; the quickest and most direct being down the stairs (directly across from the room) and out to the courtyard.

Once evacuated, the children will proceed along Kenwood Avenue to Adams street, walk up Adams Place and meet at the Delmar Fire Station on Nathaniel Blvd. If evacuation occurred at the side parking lot, children will proceed along the rear parking lot and down Nathaniel to the fire station. Should it be determined that the emergency situation will prevent re-entry to the building; the students will temporarily be housed at the fire station.

TRI-VILLAGE NURSERY SCHOOL

Emergency Procedures

Medical Emergency/Child Injury

Should the child become injured or ill at school, the teacher will first call the parent. If no response can be obtained, the emergency designee or the family physician will then be called as conditions warrant. Written records are to be kept of all accidents on a TVN Accident Report form.

Depending on the incident:

- Administer First Aid/CPR as trained
- Call 911
- Call parent or emergency contacts provided in the event a parent cannot be reached.

Missing Child

TO BE DISCUSSED WITH EDUCATION DIRECTOR

FIRE

- EVACUATE the building following Emergency Evacuation plan
- Call 911

- Call parents and inform them that the children are safe.

Request that the children be picked up as soon as possible.

***Fire extinguishers should only be used if a child is in danger
or if you have to use it to escape.***

Natural Disasters -

Hurricane, Tornado, Flood, Earthquakes, Etc.

Proceed as situation warrants

- Close all windows
- Move children to play areas away from windows.
- Attempt to close the school and send the children home using emergency closure procedures.
- Follow 'Shelter in Place' procedures until all children have been picked up.

Intruder in Building

- Each teacher will lock classroom door that leads to the hallway.
- Move children away from windows.
- Call 911
- Sit quietly in place until directed by authorities.

Bomb Threat

- If there is a telephoned bomb threat, carefully record exact time and words.
- Attempt to keep caller talking to obtain more information and make note of caller characteristics (age, gender, speech patterns, background noises, etc)
- Call 911

- Calmly alert staff
- EVACUATE following Emergency Evacuation Plan

Hazardous Substances

- ***Indoor*** Hazardous Substance
 - EVACUATE following Emergency Evacuation Plan
- ***Outdoor*** Hazardous Substance
 - Shut Windows
 - Call 911, if necessary
 - Wait for further direction from authorities