

Rules and Regulations
of
Tri-Village Nursery School

Revised May 2009

1. 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 February 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 through the Parent Co-Chairs and observe class activities through the one-way mirrors in the hallway.

II. Emergency and 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 (Diphtheria-Pertussis-Tetanus) 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.

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 of the Administrative Committee is granted a full tuition scholarship for one child during his/her term. The incoming 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 Bookkeeper is granted a three-day tuition scholarship for his/her child. The President and the Treasurer are each 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 up to 5 days at their daily rate.

10. Teacher titles/grades and pay scale

Title/Grade	Qualifications
Director (optional)	New York State Certified or equivalent, or 5 years nursery school experience. Also, a minimum of 20 hours credit in early childhood education.
Teacher	BA or AA in Education plus three (3) years teaching experience
Assistant Teacher	Experience in working with pre-school age children. Able to communicate and work well with parents and other adults.

Teachers and Assistant Teachers need to provide proof of current CPR certification prior to the first day of school. 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 held by Board members.

- 11. Teachers and Assistant Teachers are required to attend four Professional Development days as scheduled by the Education Director. Two days will be scheduled prior to school starting in September and the other two will be scheduled during the school year. Each Professional Development day will be scheduled on a weekday.
- 12. Parent/Teacher conferences will be made available to the parents of the 4-year old classes mid-way through the year. The conferences will be held after school over a two day period. 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 pay a non-participation fee. They are also not required to serve on a committee. 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.

VII. General Recommendations

1. Staff will keep written records of attendance.
2. Fire drills shall be held 1x/month in accordance with State regulations. Please see attached page detailing our Emergency Evacuation Procedure.
3. Inventory will be done at the end of each year. The Administrative Director will maintain an ongoing list of TVN property.
4. 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. The nursery school shall be allowed to use parent transportation for field trips whenever possible.
5. Continuity:
 - a. All officers of the Corporation of the Board of Trustees, plus all committee chairpersons shall maintain portfolios. At a minimum, these shall contain job descriptions, reports or minutes distributed during the prior year, and year-end reports. Each officer is responsible insofar as possible for the orientation of his/her successor.
 - b. A copy of all job descriptions shall be maintained in the

- notebook of the President of the Board of Trustees.
- c. At the end of the school year, all portfolios, including those of Board members, shall be stored so that they will be convenient for the purpose of updating.

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.

In the event of any emergency situation, each family will be contacted via the class phone tree to apprise them of the situation at the nursery school and where their child can be picked up.

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).