

CHILDREN'S CORNER COOPERATIVE  
NURSERY SCHOOL  
MEMBER HANDBOOK





## **Mission Statement**

The families and teachers of Children's Corner educate and nurture the whole child in a safe, diverse, child-centered community, promoting a life-long love of learning.

## **Membership Meetings**

**General Membership Meeting:** This fall meeting is for all parents to get acquainted and to meet the Board of Directors. Attendance is required.

**Monthly Board Meetings:** All parents are welcome to attend, please see the President for date and location of meeting.

**Parent/Teacher Conference:** These meetings are held in January to discuss your child's

progress.

## Communications

**Website:** [www.bloomingtonChildrensCorner.org](http://www.bloomingtonChildrensCorner.org)

**Look for us on Facebook!**

**Email:** bloomingtonCCCNS@gmail.com

**Newsletter:** A newsletter containing announcements will be sent weekly. Member contributions to the newsletter are always welcome. Please email your ideas!

**Fairview Methodist Church Phone Number:** 812-339-9484

## Parent Participation

### **In the Classroom**

Classroom participation is the cornerstone of Children's Corner and is truly what makes us a unique experience! You will receive a participation schedule from your child's teacher. **If you are unable to attend you may: find a parent to switch days or you may pay \$30 for a substitute. Payment, payable to CCCNS should be made the day of the substitution.** Please see Parent Participator sheet for more information.

### **On a Committee**

As a member of Children's Corner, each family is required to sign up on a committee. Consider your time, talent, and resources and sign up in the hallway during orientation and the first week of school!

### **Cleaning Night**

Cleaning night provides our children with a clean, safe environment while keeping the cost of tuition low. Parents are required to sign up for one cleaning night per child. Cleaning night occurs on the 2<sup>nd</sup> Thursday of each month at 7 pm and is coordinated by the Facilities Chair. If you are unable to make your scheduled cleaning night, you may talk to our Facilities Chair for special arrangements.

### Healthy Snacks

Parent participators are required to bring a healthy snack to share with their child's class. Your child's teacher will inform you of any allergies.

Children's Corner follows the NAEYC guidelines for food safety and recommends the following snacks: zucchini bread, banana bread, cheese, crackers, fruit (sliced), dried fruit, and rice cakes.

The following foods are NOT ALLOWED: whole grapes, nuts, popcorn, raw peas, hot dogs, hard pretzels, peanut butter, and raw carrots. Contact your teacher if you have any questions.

## Lunch Bunch

Lunch Bunch is offered from 11:30-12:30 each afternoon on a first come first serve basis. A maximum of 14 students may attend lunch bunch due to required adult-to-child ratios. Wednesdays and Thursdays are an exception due to Specials and will have extra adults as required. **Sign up is located in the hallway.** Lunch Bunch costs \$5 per day and will be billed monthly. Please provide everything your child will need for lunch including utensils, napkin and a drink.

## Health Policies

**Parents must provide the Health Form and proof of immunizations.** Allowances might be made in the event of religious conflict, provided any such instance puts no other participating child, member or staff at risk, nor creates any other liability at school. A vaccination exemption form must be completed.

**It is the expectation at CCCNS that children will be in attendance only when in good health and capable of full participation (including playground) in school activities.**

Children should remain at home when recovering from physical injury, or when experiencing a fever, cough, rash, eye inflammation, ear drainage, vomiting, diarrhea, sore throat, open sores, or any condition that has the potential of being communicable. In the event that a child becomes ill at school the teacher will contact a parent to pick up their child.

**Medical Emergencies:** All CCCNS teachers are certified in Infant/Child CPR and First Aid. In case of a medical emergency, child and teacher will be taken to IU Health Bloomington via ambulance and parents will be contacted immediately. Any child with special needs is required to have an individual emergency care plan on file.

**Medication:** Children requiring medication must have record on file permitting trained school personnel to administer the medicine. All medications must be in the original container, clearly labeled with child's name and prescription information and placed in locked cabinet in the office.

**Special Food Needs:** If a child requires a specialized food plan school staff will document the child's food intake through the school day. If allergies are present, notices will be posted in food preparation areas, visible to all school personnel. All food and drink brought from home must be labeled with child's name and date. If food is to be shared it must follow the USDA's CACFP guidelines and must be whole fruits or commercially prepared and be age appropriate.

**Outdoor Play:** Children will be taken outdoors for free play each day, except in adverse weather conditions. Parents are to dress their children appropriately for the daily weather conditions. In warmer weather, parents are advised to apply sunscreen (UVA and UVB, SPF 15) and insect repellent prior to school. CCCNS is not responsible for applying or providing either product.

**Handwashing:** Children, staff, and volunteers are required to wash their hands:

- upon arrival at school
- after using the toilet or diapering
- before and after preparing or eating food
- after handling garbage or cleaning
- after handling bodily fluids such as wiping noses, covering a cough, or cleaning an injury
- after handling any animals or anything that may have been in contact with an animal, such as dirt or sand
- after playing in water that is shared by two or more people

## Emergency Procedures

**Tornado:** Children will be moved to a secure windowless room in the basement of the building.

**Fire:** Children and personnel will exit the building through designated fire exits and gather in the playground for a head count.

**Utility Failure:** Children and school personnel will seek safety. Parent will be called to pick up their children.

**Missing Child:** Teachers will account for all their students and remain in their classrooms or return to their classroom if outdoors. The Head Teacher or Director will call 911 while the remaining adults search for the missing child.

**Security Threat:** Children and school personnel will seek safety and the building will be locked down, if necessary. The Head Teacher or Director will call 911.

## General Policies

The following are highlights from the school's policy manual. A complete copy of the bylaws are located in the hallway and on the website.

**Tuition:** Tuition is established by the Board of Directors and is based on the number of attendance days per week and the level of participation the member has selected for their child. Tuition is due on the first day of each month from September through April regardless of absences or school closings. Late payments are subject to a \$5 fine.

Checks may be deposited in the deposit box located in the office or mailed to CCCNS PO

BOX 1399 Bloomington, IN 47402

**Arrival:** Arrival for all children is between 8:50 and 9:00 am. Parents are required to verbally confirm check-in with the classroom teacher as well as signing the sign-in sheet.

**Dismissal:** Dismissal for all children, not attending lunch bunch is between 11:20-11:30 am. Dismissal will take place from the playground or Fellowship Hall. Kindergarten students will be dismissed from lunch bunch. Parents must confirm check-out with the classroom teacher as well as signing the sign out sheet prior to leaving the school premises. **Please be prompt in picking up your child to ensure that teachers and parent participators can continue on with their day.**

**Weather:** Children's Corner follows the Monroe County Community School Corporation (MCCSC) weather policies. Therefore, parents are urged to pay close attention to weather reports and the MCCSC closing and delay announcements on their website [www.mccsc.net](http://www.mccsc.net). Canceled classes are not rescheduled, nor are parents required to make-up participation days. Please have an alternate plan in place for childcare in case of cancellation. In case of two hour delays by MCCSC, CCCNS classes will be canceled. Should these cancellations become excessive, as determined by the Board, days will be made up at the end of the school year.

## Abuse Policy

What follows are abbreviated policies and procedures implemented to protect the children at CCCNS. The complete Abuse Policy is available in the Bylaws.

**Reporting Policy:** You are legally required to report known or suspected child abuse or questionable behavior to the CCCNS Director, a teacher, Board President, or Child Protective Services (812.336.6351) Incidents are confidential, unless the immediate safety of a child is concerned. Information should not be shared with anyone other than those listed above.

**If a child is in immediate danger from an alleged perpetrator, CALL 911.**

If you have ANY REASON to believe that a child is being abused neglected by anyone, YOU ARE LEGALLY REQUIRED TO RESPOND IMMEDIATELY.

**Abuse can be physical, emotional or sexual in nature.**

Signs that a child may be suffering from abuse might include:

- Noticeable marks or bruises in area(s) typically not indicative of normal play
- Child has too much knowledge for their age about sexual topics and/or acts.
- Child attempts, or talks to others about attempting, sexual acts.
- Child may self-report: "My dad always hits me in the face when he's mad"; "My mom calls me mean names when I get in trouble."

Inappropriate behavior that must be reported include:

- Inappropriate child-to-child behavior. This may include ‘playing doctor’ or other activities involving one child physically touching another child in a private area. This may also include any verbal threats or physical violence.
- Inappropriate child-to-adult behavior. This may include the adult saying inappropriate things or the use of corporal discipline.

#### **Guidelines for Adult/Child Interaction:**

- Physical contact should be child initiated – high 5s, or pats on the back are okay!
- Always ask first – If a child is scared, hurt, lonely, homesick, etc. they may want a hug or look like they need one. Ask them if it is okay.
- There should never be a child and adult alone together in a room with the door closed.
- Disciplinary situations in the school office and assisting trips to the restroom should always be done with the door open.

### Discipline Policy

One of the most important achievements in early childhood is learning how to be emotionally attached while growing toward independence. To help children achieve these goals, we provide an environment where children can experience positive relationships while practicing skills of self-discipline and a place where they can develop confidence and a healthy sense of self. The quality of these early relationships will influence the way children relate to other for the rest of their lives.

We devote a great deal of time and attention to quality teacher/child interactions by showing encouragement, listening attentively, respecting children’s feelings and making sure we have individual time with each child. We help child learn to use their words to express their feelings and solve their problems in a peaceful way. We emphasize working cooperatively and showing kindness to one another.

Coercion, physical and psychological abuse are never used. “Time out” may be used on occasions when a child just needs a quiet time to regain self-control.

Classroom teachers will alert parents if there are any unusual behavioral concerns. Parents are also encouraged to communicate and their concerns with teachers so consistent strategies can be developed for use both at home and at school. Resource books are available for loan as well as referral sources if additional information is requested.

Since a major part of the preschool education is socialization, Children’s Corner makes it a policy to guide children to positive behavior. Towards this goal, when a child acts out appropriate actions are as follows: 1) redirecting 2) explaining briefly why child must stop

behavior and then redirecting 3) if the child is at risk of hurting him/herself or others, remove him/her from the group. In rare instances when behavior and discipline issues are recurrent and recalcitrant to the above tactics, parents and teachers will form a plan to access the resources the child needs to fully benefit from the preschool experience, gain the skills required to enter kindergarten and provide a safe learning environment for all the children.

If the plan fails to modify the behavior in question and the needs of the other children in the classroom are unable to be met, dismissal will be necessary.