

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

This is the only Parent Handbook you will receive while your child is at the Madison Community House Nursery School. If there are any updates during your child's time with us we will send out notices to be attached at the back of the handbook.

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

Welcome to the Madison Community House Nursery School. We want to make this year a positive, happy experience for you and your child. Our staff is warm and friendly and provides a cheerful environment. Our goals are for each child to gain self-confidence and independence, to find his or her special talents, and to learn the readiness and cognitive skills necessary for kindergarten. We plan to accomplish this through varied learning experiences, both on an individual basis and in-group situations. We are all looking forward to a rewarding year with each child.

The *TMC-MADISON COMMUNITY HOUSE NURSERY SCHOOL* is a state-licensed, non-profit pre-school. It is sponsored by the Madison Community House, which is owned and operated by the Thursday Morning Club.

Our typical day would follow something like this:

9:00 a.m. to 10:00 a.m.	Free play
10:00 a.m. to 10:10 a.m.	Clean-up time
10:10 a.m. to 10:30 a.m.	Music, story time
10:30 a.m. to 10:45 a.m.	Snack
10:45 a.m. to 11:10 a.m.	Project
11:10 a.m. to 11:30 a.m.	Get ready to go home & then play in the gym or the play yard.

There is also a two-week “camp session” in June. This program is available if there is sufficient interest. The fee for this program varies every year but will be determined and announced when the official sign-up is posted in the spring of each year.

Please feel free to visit us anytime. The three year olds meet on Tuesday, Wednesday and Friday. The four year olds meet on Monday, Tuesday, Wednesday and Friday. It is suggested that you call first to make sure that the class is not on a field trip or that the school is closed for a vacation.

A well-balanced nursery school program is provided with both indoor and outdoor activity. The Community House has its own fenced in play area, which includes a play scape, a sandbox, water play area, bike paths and children’s garden. During inclement weather, the children have use of the Community House gym.

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

Basic Requirements for Every Child

The child must be potty trained before entering either of the classes.

There is an age requirement: Your child must be 3 years old by October 1st for the 3 year old class or the child must be 4 years old by October 1st to be eligible for the 4 year old class. This requirement follows the Madison Public Schools.

The school has a Teacher/Director, a head teacher and three (3) group teachers. There is a maximum of 16 children per class. The 3-year-old class has three “teachers” responsible for the class. The 4-year-old class has two/three “teachers” responsible for the class. The 4-year-old class meets on Monday, Tuesdays, Wednesday and Friday. The 3-year-old group meets on Tuesday, Wednesday and Friday. The school hours are from 9:00 a.m. to 11:30 a.m. Every Tuesday, Wednesday & Friday there will be an extended day with the “Enrichment Program” which meets from 11:30 to 1:00 p.m. for the 4-year-old group only. The children bring their own lunch and drink to be eaten at the Nursery School. This is a completely optional program and an additional fee is charged for those who wish to participate.

The Nursery School year begins in September and continues to the end of May. We generally follow the calendar established by the Madison Public Schools. There are some differences, however, and so a calendar is given out at the beginning of each school year. In case of school closings: if Madison Public Schools are closed due to inclement weather – the Nursery School will be closed. If there is a “delayed opening” in the Madison schools there will be no nursery school for that day.

Philosophy of the Nursery School:

The Nursery School has a socially oriented program. Group interaction and socialization are stressed. We provide many different art project, music experiences and field trips. We try to make the children aware of the world around them through daily discussions and stories.

The three year olds are introduced to shapes, colors and seasonal themes. This is done through projects, songs and games in a very relaxed atmosphere. Listening skills are developed through the teachers and following directions in songs.

The four year olds continue working with shapes and colors. The children are exposed to numbers and the alphabet through games, songs and art experiences. We help those who are ready to write their own names. Some fine motor practice is provided through pencil grip work, scissor projects and gluing. We talk about child safety and work on learning the child’s address and phone number. Again, there is a lot of free play, music time, games and either gym or outdoor time provided.

Revised 2/08

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

Nursery School Guidelines and Information

1. A record of all inoculations and an Annual Universal Health Record are NJ State requirements for all pupils. The completed form should be returned to the main office before **September 1st**.
2. Children must be potty trained before entering the 3 & 4 year old programs and meet the age requirements by October 1st of the year.
3. Please be considerate of others when your child is ill; do not send him/her to school. According to NJ Department of Health requirements regarding early childhood, a child should **NOT** come to school if he/she shows any of the following symptoms: rash, fever, vomiting, diarrhea, earache, sore throat, eye infection, swollen glands, or persistent cough.
4. **THE TEACHERS MAY REFUSE TO ADMIT A CHILD IF THEY FEEL HE OR SHE IS NOT WELL ENOUGH TO ATTEND.** In addition, parents may be called to pick up a child who arrives at school too sick to function in a group.
5. Children should come to school dressed suitable for indoor crafts and outdoor recreation. Please label all outer clothing, lunch boxes and book bags.
6. **IF YOUR CHILD IS TO BE PICKED UP BY ANYONE OTHER THAN A REGULAR DRIVER, PLEASE SIGN HIM OR HER OUT ON THE CLIPBOARD HANGING NEXT TO THE CLASSROOM SO WE ARE AWARE OF IT.**
7. Children are **not** to be delivered to school before **8:55 A.M.** Teachers need the time before class to prepare for the day.
8. Progress reports will be issued in the Fall & Spring. Parent conferences will be held for all children in the Spring. If a problem or concern should arise, the teacher or parent may request a conference at any time.
9. Always feel free to call your child's teacher or director if any questions should arise.
10. Please don't forget to tell us any health problems, allergies, or unusual happening at home that will help us better understand your child.
11. A calendar is distributed monthly to all parents. This will contain events for the month, as well as, other pertinent information and announcements. Please keep informed and mark all dates on your calendar at home.
12. Outside the office are bulletin boards where individual class notices will be posted. Please read notices & pass on information among carpool families.
13. Snow closings follow the Madison Public School system. Closings are heard on WMTR or WOR radio and on TV Channel 12 news. They are also on the internet on Madison's school website www.madisonpublicschhols.org. Also, classroom mothers will either make phone calls or e-mails depending on your preference. If there is a delayed opening in the Madison Public School the Nursery School will **NOT BE OPEN.**
14. Parents are welcome to learn about and be involved in the licensing process.
15. All tuition payments are due by the 15th of every month, payable to **TMC-Madison Community House**. September's tuition is due at registration and October's tuition is due by September 15th. Both tuition months are non-refundable if your child drops out. If your child becomes ill, tuition is still required.

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

Emergency Procedures for Disasters and Lockdowns

The Madison Police Department and Madison Office of Emergency Management has on file all the Madison Community House Nursery School identifying information, including locations where the center children will be evacuated.

In the event of an EVACUATION, staff would:

1. Notify director / director designee of the emergency.
2. Notify Madison Police Department at 973-593-3000 / 911.
3. Take class attendance books, all family and emergency telephone numbers, all allergy information, emergency medical consent forms, first aid supplies and medical tags.
4. The director / director designee will carry cell phones to contact families or designated emergency contacts.
5. Arrange for transportation or walk to the designated evacuation location.
6. The designated evacuation location is: First Baptist Church of Madison located at 34 Cook Ave., Madison.
7. Staff will count and roll call children before leaving the center, while walking or being transported to the designated location and while at the new site.

In the event of a LOCKDOWN, staff would:

1. Notify director / director designee of the emergency.
2. Notify the Madison Police Department at 973-593-3000 / 911.
3. Take children into an area away from windows and doors.
4. Staff will count and roll call children.
5. Lock all doors and pull down window shades or blinds.
6. Bring in emergency non-perishable food and water supply available.
7. Bring in battery-powered radio, flashlight, extra batteries, and cell phone.
8. Take class attendance books, all family and emergency medical consent forms, first aid supplies and medical tags.
9. Bring quiet activities such as paper, crayons, and books to keep the children occupied.
10. Remain in this room until the police notify you that it is safe to leave.

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

Rules of Safety for Field Trip Drivers

Drivers must be sure to comply with the following safety regulations when driving on our field trips. It is for the safety of your children that we ask that you remember these few safety rules. Thank you.

1. Never leave children unattended in vehicle.
2. Load and unload children from the curbside of the vehicle.
3. All passengers are to wear seatbelts and children are required to be in a car seat or booster seat as specified by NJ State Motor Vehicle Laws.
4. Only one child is allowed per seat.
5. All passengers must remain seated when vehicle is moving.
6. The driver shall ensure each child is received by his/her parent or person designated at the end of the field trip.

The children take a number of field trips during the year. We regularly schedule trips to the Madison Pet Shop, a local dentist, the Morris Museum, the Madison Public Library, the Madison Fire Department, a pumpkin farm, The Turtle Back Zoo – just to give you an idea of most of the places the children will visit. The fee for field trips for the children is included in the monthly tuition bill. Parents are requested to volunteer to drive the children on some of the field trips. Parents are responsible for their own admission fees.

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

Enrichment Program

Days: Tuesday, Wednesday and Friday
Hours: 11:30 AM – 1:00 PM
Dates: Program begins in October through May

The program begins in October and continues through May. The cost of the program is divided into 8 monthly payments. Parents may register in September for the full year OR for February – May.

The Madison Community House Nursery School Enrichment Program is an exciting educational program designed for four year olds. It is a continuation of our traditional nursery school program, extending the day from 11:30 am to 1:00 pm. The children bring their lunch, participate in an outdoor playtime and attend an age appropriate enrichment class. The goal of the program is to provide fun and educational experiences and prepare children for Kindergarten.

Enrichment classes are planned in *Reading Readiness, Art, Science and Handwriting.*

Reading Readiness: Children will be introduced to pre-reading skills through children's literature and the "Pre-K Weekly Reader Magazine". Children will have "hands on" reading time by following teacher prompts, interpreting pictures, listening to text and discussing magazine themes. Children's literature will be selected to support and connect the topics.

Art: Children will explore a variety of art mediums, techniques and styles of art. We will explore paint, chalk, crayon, collage, colored pencils, clay and dough. Creative expression will be emphasized and encouraged!

Science: Children will have fun conducting experiments, predicting outcomes, exploring nature and cooking. The hands on science experiences will relate to the child's life and the world around them.

Handwriting: Children will be using personal chalkboard slates, roll-a-dough letters, wipe and erase letter cards and letter formation worksheets. We will focus on proper pencil grip, letter formation and fine motor skills necessary for good handwriting. Letter sounds will be introduced along with writing practice activities.

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

Snack Information

Each day the children will have snack time. The Nursery School provides the juice and parents supply the snack on a rotating basis. Your snack day will be assigned and printed on our monthly calendar. Each family will be responsible for a snack.

Snack for the 2 year old program will be supplied.

Each class has 16 or 17 students. Some snack suggestions are:

Homemade muffins	Cereal treats	Mini bagels
Fresh fruits	Cheese & crackers	Popcorn (4 Yr. Old Class)
Dried fruits	Carrot/celery sticks	
Homemade bread	Homemade cookies	

We are trying to keep our snacks as nutritional as possible. Please avoid overly sweet items. Pretzel nuggets, popcorn, baby carrots and whole grapes should be avoided for the 3 yr. old class as they pose a choking hazard.

You will be assigned to bring in a snack as close to your child's birthday as possible. Cupcakes or something similar are fine on these special days. If your child has a summer birthday and you would like to designate a "Special Day" during our school year, please talk to Suzanne in the office. She will be sure your child is given a day of your choice.

If your child is sick on your assigned day, the Nursery School will have something on hand (i.e., cereal treats or crackers) to substitute for your snack. When your child returns to school, please send a snack that can be kept on the shelf (i.e., crackers, graham crackers) to replenish our stock. This way we will always have something on hand for the children even when someone is not able to be at school on his/her assigned day.

The Nursery School celebrates the following holidays with a party:

Halloween (children can come to school dressed in costume), Thanksgiving, Christmas, Valentine's Day (Valentine cards may be exchanged), and Easter. Parents are given an opportunity to sign-up to bring in special refreshments in honor of your child's birthday.