



# Community Nurtury Handbook

School Year 2021-22

## 2021-2022 Pandemic Plan\*

*\*Pandemic plan may change the information contained in the Handbook.*

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## **PHILOSOPHY**

The Community Nurtury (CN) is located in the house at the front of Community Montessori's campus and is a Class II Licensed Home daycare in the State of Indiana for 16 children. The address is 4120 St. Joseph Road and parents of enrolled children are permitted unscheduled visits between 8:00am-5:30pm. The Nurtury is a learning environment for children from birth to three years old and is based on the Resources for Infant Educators (RIE) philosophy.

Families interested in enrolling their child at The Community Nurtury may complete an online application from the Community Montessori website, [www.shiningminds.com](http://www.shiningminds.com) under "Programs." Often this program is on a wait list, so please apply early. An application fee must be paid when applying to be added to the waitlist.

### **Written Philosophy & Goals for Children**

The Community Nurtury practices the tenants put forth by RIE philosophy:

- We create an environment that is physically safe, cognitively challenging, and emotionally nurturing.
- We allow time for uninterrupted play, as well as freedom to explore and interact with other children.
- We involve the child in all care activities to allow them to become active participants rather than passive recipients.
- We sensitively observe children to understand their needs.
- We practice consistency with clearly defined limits and expectations to develop discipline.

## **GENERAL PROGRAM INFORMATION**

### **Pick Up and Drop Off**

Designated parking spaces are available at the Community Nurtury for families to walk their child in the building or pick them up. All day parking should take place in the parking lot of Community Montessori.

### **Materials and Supplies**

The following items are provided for learners by CN: home food container, dishes, flatware, bedding, materials for children, and references and resource materials for families.

Families will need to provide the following for their learners: two full changes of clothing (changed out seasonally to be weather appropriate), daily food and snacks packed in the food container provided, bottles and formula if applicable, diapers, wipes, diaper cream, and sunscreen, and insect repellent if applicable.

Families with more than one learner at the Nurtury will be allowed a discount of 10% on the tuition for all the siblings enrolled.

### **Calendar**

The Community Nurtury follows the Community Montessori Family Calendar with some exceptions. A calendar can be found on our website as noted above.

### **Parent Partnership**

Annual parent partnership conferences (PPCs) will be held in early January of each school year. Please consult the family calendar for the exact date. Primary parents/guardians are invited to attend and discuss your child's progress at the Community Nurtury.

The Community Nurtury has an "open door policy." You have the right to come to The Community Nurtury at any time to pick up your child. Communication in advance is appreciated.

## **Behavior Management**

Children are naturally curious and creative, which in turn, leads them to learn and explore. Our philosophy works within the boundaries of respecting all children and valuing their individuality and capabilities. The foundation of our behavior management plan is the idea of selective intervention based upon sensitive observation of children. For example, when experiencing a conflict over a toy, we give children the room and support to solve it themselves before intervening. By impartially reflecting back to them what we see happening, a process called sports casting, such as “You both really want that doll.” Rather than solving the issue, we present a chance for them to learn problem-solving skills and to develop confidence in themselves as capable individuals. When intervention is necessary, we avoid labeling a child by talking about a specific action rather than criticizing their character.

We promote the principles of our philosophy through careful use of language. We use normal tone of voice and sentences with even the youngest of children. We make use of active listening techniques to accept emotions, and to acknowledge the importance and the validity of their play. We develop predictability by talking to children about what is going to be done or is happening and giving them time to respond.

We are careful to use language that makes it clear in which situations that the child has a true choice and in which situations they do not. Giving children choices in a variety of situations demonstrates to the child that they have some power in their lives. Because autonomy is such an important developmental step for toddlers, we offer them as many small but true choices as possible within the boundaries that are set for them. This helps them to develop a sense of positive self esteem. By offering appropriate choices whenever possible, it makes it easier for the child to accept that they do not have choices in every situation.

Consistency is very important for young children. Regular routines (although not on an adult timetable), responsive care, and clearly defined boundaries and expectations help children to develop an internal sense of discipline. Toddlers are active, curious people that often act on impulse. Through the testing of boundaries and conflicts with others, toddlers are learning. During these situations, toddlers are gaining a sense of personal power as well as developing social skills and learning reasonable limits. Our goal is to show children alternative, appropriate behavior, while avoiding labeling or judgmental language. Children at times are moved away from other children briefly if they seem to be asking for space or if they need help stopping themselves from hurting others. Physical punishment is never used.

The expression of feelings is important to the healthy growth of individuals. We work with the children, even those that can't yet speak, to accept, acknowledge and express their feelings. We strive to accept all emotions, even ones that are called negative such as anger or grief, and help children to accept their emotions as OK for them to feel. We are not trying to distract children who are experiencing sadness but assist the child by offering comfort and support while they work through the emotion at their own pace. Even as we are imposing limits, we use language that acknowledges feelings but provides an alternative action, for example, “I can see that you are angry but I can't let you hit someone. You can say ‘No’”.

## **Food procedure**

To further ensure the food labeling and safety of all our children, the following procedures will be followed:

- Families and children should not use the refrigerators, please only let the staff members use the refrigerators;
- All breast milk should be handed to a staff member;
- All other food products can be placed on the kitchen counter or in the transition space if they are properly labeled;
- Staff members will ensure proper labeling prior to putting any food items in the refrigerator;
- In addition to proper labeling for breast milk; it will also be color coded for each child.

## **Alternate Care**

In the event that one of our Nurtury educarers is absent, alternate care will be provided by one of our certified substitute educarers. These individuals know your children, are oriented to the RIE and Montessori approaches, and meet the same stringent standards as our primary educarers.

**Vacation Policy**

Please communicate any planned absences in advance with your child’s educarer. Tuition is not adjusted for days a family chooses not to bring their child to the Community Nurtury.

**Inclement Weather and Emergency Dismissal Information**

During inclement weather or a Community Nurtury emergency we will notify families of closures or delays in several ways. Text, voice and email messages will be sent to families via the school messaging system. In the case of inclement weather, you can also call the school and press \* from the main menu for pre-recorded closing information, or tune to local TV stations. **We DO NOT follow New Albany-Floyd County’s schedule. Our closing/delay information will be listed under Community Montessori.**

Nurtury fees are not prorated for snow days or any other unexpected events . In particularly bad weather, there are days when the program will be closed. Our messages will specifically say if Nurtury is closed, otherwise, we follow the schedule above.

In the case of emergency dismissal, we will use the media and the school messaging system to contact families. A staff member will always remain with all learners until everyone has been picked up.

Following is the schedule on closing and delay days:

	<b>Nurtury (ages birth-3)</b>
<b>CLOSED SCHEDULE</b>	Closed OR 1 hour delay 9:00am
<b>DELAYED SCHEDULE (WEATHER)</b>	1 hour delay 9:00am
<b>DELAYED SCHEDULE (ELECTION DAYS)</b>	1 hour delay 9:00am

**Illness**

If your child exhibits any of the following symptoms, they should not attend the Community Nurtury and/or may be sent home. It is important to have an alternate plan for care in place in case your child is unable to attend the Community Nurtury due to illness.

- Diarrhea, vomiting or stomach cramps;
- Severe coughing, causing them to become red or blue in the face or make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis (pink eye);
- Temperature of 100 degrees or higher;
- Any skin rash or patch, (exp. Poison Ivy or Poison Oak) must be treated before returning to school and the exposed area must be covered by clothing or a bandage;
- Stiff neck;
- Head lice;
- Any other abnormal symptoms that would adversely affect their ability to participate in the day’s activities.

A learner with any of the above symptoms should not return to care until they are clear of symptoms for at least 24 hours without the use of fever/pain reducing medications, unless under the communication of a physician. Children sent home with head lice must be viewed at the Cupola before returning. We do not have a “no nit” policy – each case will be looked at individually.

If your child has an illness or condition that causes them to be absent from care for an extended period of time, we will meet with you individually to discuss any adjustments that need to be made to their care plan.

### **Administration of Medication**

It is recognized that at times it may be necessary for children to take either prescription or non-prescription medication during the school day. Medication will be administered once during the day, at midday, unless there are written orders from a healthcare professional stating that the medication needs to be administered more often. Medication requiring a one time of day dose should be given outside of care hours. Families are welcome to come in and administer any additional medication their child may need. We are not able to administer eye medication. Should your child need eye medication during the school day, families may come in to administer it. Over the counter medication should be administered only if really needed and should be given outside of school if at all possible.

Following are more detailed guidelines for the administration of medications:

#### Prescription Medication

- A “Permission to Administer” form, completed and signed by the parent/legal guardian, must be brought or faxed to The Community Nurtury before any medication is given. These forms are available in the Cupola of Community Montessori.
- All prescription medication must include a written order from a licensed healthcare professional with prescriptive rights. This can be the pharmacy label on the medication.
- Medication must be in the original container labeled with the name of the child, date, directions for administration and the prescriber’s name.
- Staff will administer medication as stated on the label directions, or as per written, signed and dated instructions from the doctor/prescriber.
- No prescription will be administered after its expiration date.
- Any change in medication (such as time or amount given) will require a new order by the prescribing healthcare professional and a new “Permission to Administer” form must be completed and signed by the parent/legal guardian.

#### Non-Prescription Medication

- A “Permission to Administer” form, completed and signed by the parent/legal guardian, must be brought or faxed to The Community Nurtury before any medication is administered. These forms are available in the Cupola of Community Montessori.
- Non-prescription medication must be in its original container that includes administration directions, child’s name and date, and should only be given at school if absolutely necessary.