



# Mayo Nursery School Handbook

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## **PHILOSOPHY**

The Mayo Nursery School was incorporated in 1973 and is fully accredited by the Maryland State Board of Education. It has been located in the Mayo United Methodist Church since 1976.

MNS is a co-operative school. Because we, the parents, run every aspect of our school, we are able to keep tuition rates at a reasonable level. A parent or caregiver of each child in the school is required to participate in school functions and attend all General Membership meetings.

The beauty of the co-operative experience is being a part of your child's first years of school. You will enjoy watching your child adjust to a new situation with the security of having you close by. The co-operative nursery school is a bridge between home and school.

MNS strives to create an atmosphere in which your child's natural curiosity is enhanced and encouraged through guided and open-ended activities. In the three-year-old classes, our focus is to create an environment in which your child feels safe to explore his/her world physically, emotionally and intellectually and to develop social skills in preparation for the rest of his/her school career. There is an increased emphasis on the educational skills in the four-year-old classes to prepare the children for entrance into kindergarten. All of our classes are taught in a manner of constructive play, making it enjoyable to learn.

A co-operative nursery school can be a rewarding experience for you and your pre-school child.

Our **goals** for all of our children are to:

- Interact with other children as a part of a group
- Learn to enjoy school
- Learn to complete a task
- Explore creative ability
- Increase listening skills
- Develop large and small motor skills
- Follow instructions
- Understand community and family roles
- Show initiative
- Understand the physical environment
- Express experiences verbally
- Develop respect for him/herself and others

## **GENERAL INFORMATION**

**ABSENCES:** Please let the teacher know if your child is going to be absent. You may call the school the night before to leave a message or call the school that morning.

**ACCIDENTS:** There is an equipped first aid kit in the classroom closet. Accidents should be reported directly to the teacher.

**BEGINNING THE CLASS:** In order to make certain that each class begins smoothly for our children and teachers please have your child arrive at school promptly and ready to start their school day. Do not use drop-off or pick-up time for conferences with the teacher, as the teacher has very limited prep time in the morning and only thirty minutes to eat lunch and prepare for the afternoon session. However, a note or a quick word with your child's teacher concerning out-of-the-ordinary situations (a restless night, medication, no breakfast...) is always appreciated. If you have a concern that needs the teacher's attention, you can leave a note with the teacher, or email her. Your child's well-being is the teacher's primary concern.

**BIRTHDAYS:** Because many parents wish to participate in their child's birthday, the Schedule Coordinators have tried to schedule co-oping days near the birth date. Check with the teacher or Snack Supplier about the day and type of birthday treats you wish to bring.

No invitations to private birthday or other parties may be delivered at school unless all children in the class are invited. Small hearts break easily. Birthday parties are not to be held during or in place of class.

**BULLETIN BOARD:** Much of the day-to-day information that goes on at MNS is posted on the bulletin board in the hall. **Please take the time to look at your class section and the general membership section every time you come to school.** If you are not at the school often, have someone else keep an eye on the board for you and report any information you may need.

**BY-LAWS:** Two copies of the By-Laws will be kept in the classroom. One is available to be borrowed by any interested party. See your classroom teacher to check out a copy. The other copy will be kept in the classroom at all times. All Board members will be furnished with a copy of the By-Laws. Additional copies may be made by members at their own expense.

**CLEAN-UP:** **All families with a child/children in the 4 year-old program are required to participate in clean-up prior to the start of the school year.** Participation will be scheduled by the Vice President of Facilities. If a family is unable to attend the clean up on the selected time and date, they may be required to assist with getting the classroom and/or playground area ready prior to the start of school at another time coordinated with the VP of Facilities.

**CLOTHING:** Since nursery school is a place for vigorous and messy play, your child will be most comfortable in play clothes that can get dirty. It is unfair to expect your child, the teacher, and the co-oping parents to guard new clothing from being soiled.

Label everything your child is likely to remove (sweaters, jackets, mittens, boots, etc.). Masking tape works well. Please keep a change of clothes in backpack at all times.

Plan on your child playing outdoors even in the winter unless the Anne Arundel County School System tells us otherwise. If dressed properly, children love a sunny day with snow on the ground. Always attach mittens to coats, either by a string pulled through the sleeves or by clasps that are available in stores. If for some reason your child cannot play outdoors, arrange for early pick-up, since outside play is usually at the end of class.

**CO-OPING:** Members shall assist, or co-op, during school time according to a distributed schedule. Your responsibilities on co-oping days are discussed in detail in the "Orientation and First Days at School" section of this Handbook. **Please read it thoroughly.** Co-oping is a family responsibility. Either parent or responsible family member or caregiver may fulfill the responsibility for the family assuming all "pre-co-op" paperwork is on file at the school. Those members with more than one child enrolled will be responsible to co-op for each child as scheduled.

**CUBBIES:** Cubbies are located in the hallway outside the classroom. This is a space where each child can keep his or her personal belongings during class and any schoolwork to be taken home. Since the AM and PM children share the cubbies, please do not leave items in your child's cubby after class. Any items for a child who is absent will be given to the teacher, and can be picked up at the next class. Co-op parents should put all art, letters, etc., from their class box into the cubbies for their class only. Also, if you are handing out forms, class-wide messages, newsletters, etc., it would be helpful if you would put the child's name on the paper so that we can tell who it goes to.

**DAY CARE REGULATIONS:** Day Care Regulations are located on line.

**DISCIPLINE:** The disciplinary philosophy for MNS is as follows:

1. Teachers and aides will be the disciplinarians of their classes.
2. Discipline will be carried out in a manner that will remove the child from the immediate problem, *i.e.* distract and redirect. At no time will discipline involve any physical or mental distress to the child and at all times the child's self esteem and self-image will be protected. Discipline shall be carried forth as above stated when the child is endangering him or herself or others in their group.
3. If a child poses a continuous disruption in the class or is in any way threatening to the other children, a parent-teacher conference will be held. The parents and teacher will decide an appropriate action plan and a time period for the situation to better itself. Further action will be upon the discretion of the teacher, parents, and Head of the Board of the school.

**EMERGENCY CARE CARDS:** The emergency care cards are located in the classroom in an easily accessible location.

**EMERGENCY EVACUATION:** The emergency evacuation plan is posted in the classroom. A copy of this plan is located at the end of this section. Fire drills are conducted monthly in each class.

**ENTERING/ EXITING THE SCHOOL.** Please use the side door by the classroom to enter and exit the school. However, you may use the Church double doors to enter and exit the school if there is inclement weather.

**FIELD TRIPS:** Field trips will be taken occasionally throughout the year. They will be planned to coincide with class material/topics. All parents or responsible caregiver must go on the field trip, or other arrangements must be made for your child to go with someone else. **Siblings may not participate in field trips unless specifically stated.** Parents will be notified in advance of all field trips so that the required permission slips can be signed and returned. No child will be taken on a field trip without written parental permission. Occasionally, some field trips require additional expenses that all parents will be required to pay.

**FUNDRAISING:** There are many fundraisers planned during the school year. These activities are essential for the continued success of the school. A dollar minimum will be applied to fundraising for the year. This minimum shall be determined by the Board prior to presenting fundraising to the membership at the first General Meeting and shall be based on the financial need of the school. Each member of the school is **required to participate**, either by raising the minimum dollar amount, or by making a contribution as defined by the school board. Failure to fully participate as outlined may be grounds for dismissal from



the school. Members with two or more children enrolled in the school will be required to raise a minimum dollar amount based on the rate of one child times the number of children enrolled by any one family.

**GENERAL MEMBERSHIP MEETINGS:** At least one parent or caregiver of each child is required to attend each General Membership meeting. Fees for not attending these meetings are outlined in this book. The minutes of the meeting are available for any members to review, and will be posted on the website following the meeting. The meetings serve a very important purpose for a co-operative school. They are the major source of contact and communication between members and the Directing Board. They serve to inform you of plans, proposed changes, and many other things that may affect you and your child. Meetings are also your chance to air your views, ask questions, propose ideas, and voice your agreement or disagreement with school activities or policies. We want our members to take an active part.

**GUM CHEWING:** Gum chewing is not permitted in school.

**HANDWASHING PROCEDURE:** The hand washing procedure is posted in the bathroom. In accordance with Health Department directives - the bathroom sinks (classroom and across the hall) are to be used for hand washing only. Paint/glue brushes, paint pots, etc., shall be washed in the utility sink across the hall from the classroom.

**HEALTH:** It is the responsibility of the parents to observe their children each morning before they go to school. **Children should be kept home if they have a fever of greater than 100F, constant runny nose with color, productive cough, any rash, vomiting, diarrhea, communicable disease, nuisance condition, or if they were ill the night before. Don't bring a sick child to school to "see how she feels." Children should be kept home until free of symptoms for 24 hours without requiring medicine (i.e. Tylenol, Advil, etc.).** At the teacher's discretion, the teacher may send home any child the teacher believes to be sick. A child should be well enough to participate in all activities, including outside play. If your child has a communicable disease, please notify the Teacher immediately. The Teacher will then take the necessary precautions as deemed appropriate by the Office of Child Care. If your child has a special medical condition or allergies, there are additional forms that must be filled out and returned to the school. Please contact the Membership Coordinator or VP of Administration to obtain the necessary forms.

**HOLIDAYS:** The Class Chairperson will arrange parent assistance and post a sign-up sheet on these occasions to plan an appropriate treat and/or party for snack time.

**INCLEMENT WEATHER:**

We will follow the Anne Arundel County Public School's schedule. If they have a 2 hr late opening, there will be no AM class. If there is a 2 hr early dismissal, there will be no PM class. In the event of a 3-hr delayed opening, school will be closed for the entire day.

**INSURANCE:** The school carries accident insurance for every enrolled child, participating parent, and teachers while at the nursery school and while on field trips. In case of an accident that occurs under any of these conditions, please notify the Head of Administration immediately.

**INTERN:** The school may participate in an intern/mentorship program with area high schools. The Board Members and teachers will conduct an interview with all candidates before acceptance. Parents will be notified when an intern has been accepted into MNS.

**JOBS:** Each family will be assigned one job for the school year. In cases of families with more than one child in the school, another job may be assigned.

**LEAVING SCHOOL:** Pick up time can be chaotic. In order to avoid problems and ensure the safety of our children, please use the following procedure:

1. The "Authorized to Pick Up" list should include, by name, anyone who might be picking up your child. This includes mothers and fathers.
2. Whether the class is on the playground or in the room, the pick up person should go first to the cubbies and pick up bookbags, check the board, etc. Please do not use this time for discussion.
3. As soon as possible, go to the playground (or classroom door) and check in with the teacher or aide.
4. Once you have signed your child out, **YOU ARE RESPONSIBLE FOR YOUR CHILD.**
5. Make sure anyone who picks up your child knows the pick up procedure. Persons picking up your child for the first time will be asked to show a photo ID (*e.g.*, a valid driver's license).

**ORIENTATION:** An orientation program is planned for all members at the beginning of the school year. The purpose is for the parents and teachers to become acquainted. All aspects of the nursery school program will be discussed, as well as the responsibilities of parents as members of a co-operative nursery school. If a family begins the program after the beginning of the school year, there will also be an orientation for them prior to the child's first day of school coordinated by the Membership Coordinator.

**PLANS:** Daily classroom activities follow a basic schedule. This involves circle time, free play, art and cooking activities, story time, snack, and outdoor play.

**PENALTIES:** Cash penalties will be levied against members for the following reasons: late payment of tuition (\$5.00), returned checks (\$30.00), missing a General Membership meeting (\$10.00, \$20.00, \$30.00 schedule), failure to be present on co-oping days without having made arrangements for a substitute (\$25.00), failure to complete alternative duties as assigned by the Head of Facilities (\$25.00), repetitive tardiness for pick up (\$10.00 for every 15 minutes late as determined by clock at sign out). Checks are to be made payable to MNS and are to be given to the Assistant Class Treasurer.

**PROBLEMS, COMPLAINTS, OR GRIEVANCES:** If you have any grievances, problems, questions or ideas concerning your child, contact your teacher immediately. Questions concerning your role as a co-oping parent, or your job, please contact your Class Chairperson. The Class Chairperson serves as the liaison between you, members of the Board, and the teacher.

**PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES:** Children will be evaluated through progress reports and parent-teacher conferences. Student records may be inspected only by the parent or guardian and under the supervision of the teacher. Records will be released to parties other than the parents or legal guardians only with that parent/guardians written consent.

**PROGRESSION:** Teachers shall advise parents when they feel a child is not ready to progress either to the four-year-old class or to kindergarten. The final decision to progress is, of course, the parents'. However, the Board reserves the right to refuse progression from the three-year-old class to the four-year-old class upon a recommendation from the teacher. Parents may be requested by the Board to re-register their child in the three-year-old class or to register for a probationary period of not less than one month in the four-year-old class. If, at the end of the probationary period the child has not, in the opinion of the teacher, progressed sufficiently, parents will be requested to re-place him/her in the three-year-old class or remove him/her from the school.

**REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT:** Any teacher, aid, or member of Mayo Nursery School having contact with a child and who suspects or believes that a child has been abused or neglected is required to make a report of the suspected abuse or neglect to the Department of Social Services within 48 hours of the suspicion, in oral and in written form. Contents of the written report will follow the procedures of Family Law Article 5-704-5705 under the Child Abuse and Neglect Policy (effective July 1, 1988), notwithstanding any other section of the law relating to privileged communication. The reporting individual shall also immediately notify and give all necessary information required by law to the school's Head of the Board. The Head of the Board will inform any employee of the responsibility to report suspected child abuse at the time a contract is negotiated or an employee is hired.

**What is abuse/neglect?** **Child abuse** is any physical injury or injuries sustained by a child as a result of cruel or inhumane treatment or as a result of a malicious act or acts. **Sexual abuse** is any act or acts involving sexual molestation or exploitation, including but not limited to incest, rape, or sexual offense in any degree, sodomy, or unnatural or perverted sexual practices on a child. **Neglect** is significant physical or mental harm or injury as a result of conditions created by absence of the parents, guardians or custodians or by the failure of that person to give proper care and attention to the child and the child's health or welfare is harmed or threatened. Examples: (1) left unattended or inadequately supervised for long periods of time, (2) showing signs of failure to thrive or dwarfism not explained by a medical condition, (3) inadequate medical or dental treatment, (4) denied adequate education, (5) wearing inadequate or weather inappropriate clothing, (6) living in a home where minimal health and fire standards are not met, (7) ignored or badgered by the caretakers, (8) forced to engage in criminal behavior at the direction of caretaker.

**REQUIRED PARTICIPATION:** Parent members or caregivers are required to participate in five phases of the nursery school. Those phases are co-oping, fundraising, attending General Membership meetings, jobs, and scheduled yearly clean-up activities (for the families in the 4 year-old program only).

**SCHEDULES:** Generally, three-year-olds attend class on Tuesday and Thursday and four-year-olds on Monday, Wednesday, and Friday. However, combination classes (mixed three- and four-year-olds) may be scheduled. Times for those class meetings will be announced by the beginning of the school year. Unless otherwise announced, class meeting times will be:

3's Morning Session - 9:00 am to 11:30 am    4's Morning Session- 9:00am- 12pm  
3's Afternoon Session - 12:00 pm to 2:30 pm    4's Afternoon Session 12:30pm- 3:30pm

**SMOKING:** Smoking is not permitted in the school, on school grounds or on field trips.

**SUBSTITUTE TEACHER:** If the teacher is absent, the teacher will make the necessary arrangements for a substitute. The substitute will be chosen from a list of candidates interviewed and approved by the Board. This will ensure each class has one teacher and the co-oping parent(s).

**TARDINESS.** BE PROMPT in dropoff and pickup!! If a child arrives late to school, it is disruptive to the flow and schedule of the class. If you are late for pick up you will first receive a verbal warning/reminder to please be on time or make necessary arrangements to have your child picked up at the appropriate time. After a warning is given the subsequent lateness will result in a fine of \$10.00 for every 15 minutes (or portion of this time) that you are late. The time will be determined by the Atomic clock by the sign out book.

**TOYS:** Favorite toys from home are only welcomed if there is a special event related to a specific toy planned for that day. It is up to the teacher's discretion, and may be a policy that is revised during the school year. Toys such as guns, ropes, or knives may not be brought to school.

**TUITION:** Tuition is due on the first of each month. A \$5.00 penalty will be added if not paid by the second class session of the month. If tuition and penalty are not paid by the 15th of the month, the child will be removed from the membership as of the 16th day of the month.

Tuition checks should be payable to Mayo Nursery School and given to the Assistant Class Treasurer or put into the collection binder provided for this purpose. Please indicate the child's name on the check. **If paying with cash, the family must obtain a written receipt from the Teacher or Assistant Class Treasurer at the time of payment.** Tuition for September and May is collected together and is due no later than the Orientation meeting. If the student drops out of school before December 31<sup>st</sup>, May tuition will be reimbursed to the member. Any drop-outs after December 31<sup>st</sup>, the last month of tuition is kept by MNS.

**VISITING CHILDREN:** Visiting children are not allowed in school without prior permission. Visits should be arranged by contacting the Membership Chairperson. This policy holds for siblings of children presently enrolled. We hope to have babysitting referrals available for the school year. Adult visitors are welcomed but are asked to contact the teacher or Membership Chairperson in advance.

## **Emergency Response Plan**

In the event of an emergency, the teacher will assess the situation and act accordingly. There is an Emergency Alert System in the classroom to notify the teacher and aide of any threat of an emergency. In the worst case scenario, the teacher will move

the children to a “shelter in place”. This term is used by the Anne Arundel County public school system to mean – quickly move the children to a holding pattern in a safe place, minimizing the exposure to windows and unstable walls or roofs. In the case of Mayo Nursery School, our “shelter in place” will be the classroom or reading room. Parents will be allowed to pick up their child at any time. During a time of crisis, it is a good idea for parents to review their “authorization to pick up” form. Children will only be released to adults on this form. It is important to keep in mind the safest plan for your child may be to remain in the building. You could endanger your child, yourself, or others if you come to the school to pick up your child in certain situations. You may call the school to inquire about your child, the situation, or when it is safe to pick up your child. The teacher will remain in the school until the last child is picked up.

Other types of emergencies may require the teacher to “lock down” our facility. This is another term used by AACPS that means to lock all the doors and have no outside activities. The role of the co-op parent(s) is to move the children to our “shelter in place” (if necessary), to tend to the needs of the children, and to generally assist the teacher. In the event we must evacuate the building, the teacher will decide on where the children will be safest. Evacuation could mean the children will be moved outside to the Mayo United Methodist Church sign at the end of the parking lot. To help prepare for emergency evacuations, the teacher will conduct monthly fire drills.

The media may be a useful tool for accessing information. Some websites to offer information: *Talking to your children about War* at [www.nccev.org](http://www.nccev.org); from the government are [www.reay.gov](http://www.reay.gov), [www.aacounty.org](http://www.aacounty.org), and [www.aahealth.org](http://www.aahealth.org).

To reduce the stress of our children in the event of an emergency, the teacher and the co-op parent(s) are to remain calm. They will not allow the children to listen to news reports on the radio. And when it applies, they will not offer opinions regarding war or the actions of other adults. They will attempt to keep the children distracted or occupied. They will make every effort to make our children feel safe. The school does have an emergency response kit ready and stocked.

In the event of an emergency, parents are advised NOT to call the school, but instead call your classroom chair for information. This is an effort not to flood the line at school and to allow the teacher to concentrate on taking care of the children.

## **ORIENTATION AND FIRST DAYS AT SCHOOL**

You and your child are beginning an experience that should be both happy and beneficial. Playing with other children, learning to share and learning to stand up for one's rights are invaluable experiences that prepare an individual for the life he/she will lead.

### **Each child adapts to school in his/her own way and at his/her own rate.**

1. Tell the child what he/she may expect.
2. Give your child accurate information. Tell him/her that school includes:
  - a. other children for playmates.
  - b. toys and equipment your child will enjoy.
  - c. activities such as singing and painting, and numerous other things kids love to do.
3. Be casual. High expectations may be followed by disillusionment and disappointment.
4. Prepare your child by reading one of the many great books written about the first day at school, such as *First Morning of Nursery School* by Helen Oxenbury or *Every Morning at Play Group* by Michaela Muntean. Your librarian can suggest others.

### **THE FIRST DAY OF SCHOOL**

#### **On the morning of the first day of school:**

1. Allow enough time for dressing, breakfast, and other morning routines to permit you and your child to arrive at the school feeling relaxed and secure.
2. Expect your child to grow in his/her own way at his/her own rate. Children's play has a natural progression: solitary play, watching others, parallel play, and co-operative play are all normal patterns of play followed in that order by most children in the course of their development.

#### **The parent's role on the first days of school:**

1. Remain visible from all parts of the area in which your child is playing during the first day.
2. Leave guidance of your child to the teacher and co-oping parents.
3. Limit conversations with others to essentials.
4. Do not discuss a child in his/her presence.
5. Relax! The others are learning, too!

### **THE DAYS THAT FOLLOW**

#### **The days following the introduction:**

1. Come with your child as long as he/she needs you. Do not become impatient if he/she seems to take a long time. Your tensions will only increase your child's insecurity.
2. Consult the teacher to determine when he/she feels your child has established a secure relationship with his/her and is ready to begin to release you.
3. Let your child build his/her feelings of adequacy until he/she is ready to stay without you. Show him/her your confidence in his/her ability to do so.

### **CO-OPING DAYS**

Depending on class size, one or two parents will be scheduled to assist the teacher in class on a rotating basis. Plan ahead for your co-oping days, making the necessary arrangements at home. Make exchanges only when necessary, and when you do, be certain to verify the change on the master schedule posted at school. Fathers are strongly encouraged to co-op at least once during the year.

### **MUSTS FOR CO-OPING**

1. Sign in when you arrive.
2. **Arrive no later than 10 minutes before the start of school.** You are needed there immediately to help set up the day's activities and greet/check in the children at the drop off point outside at the "STOP" sign. **At the end of class, do not leave until all duties are completed and all of the children have been picked up.**
3. There are one to two co-oping parents for each class meeting, depending on the size of the class. The parents should join in circle time, sit on the rug or in a chair with the children and teacher, and participate. Assist with free-play, work with the children to put the toys away. You will need to clean the snack tables, arrange chairs, set out the snack and drink. Help the children wash up before snack. Help the children get ready for play (during cold weather put on coats, mittens, hats, etc.). You must sweep and mop the floor and vacuum the rugs, put lids on the paints, soak the brushes in a bucket in the utility room then put them away, wipe off tables after snack is over, arrange the chairs for the next class, make sure the room and bathroom are ready for the next class, and remove any trash from the bathroom and classroom, and reline the cans. There is a trash can outside for disposal of the trash.
4. **Siblings are not allowed in class on co-oping days or on field trips.** Please make arrangements for child-care ahead of time.
5. When the scheduled parent needs to trade a co-oping day, it is the parent's responsibility to make the trade and to note it on the master schedule at the school. Trading is almost never a problem when done far enough in advance.
6. If you have a last minute emergency on a scheduled co-op day, you must call for a substitute co-op parent to fill in. A list will be provided of those parents most likely to be available last minute, but if these parents are not available, every parent in the class should be asked. The teacher should be called and notified of the situation so that she knows who to expect for co-oping that day. You should plan to co-op on your substitute's next co-op day.
7. If you forget a co-op day, do not show up, or leave before the end of class, you will be expected to pay a \$25.00 fee (check to MNS given to the Assistant Class Treasurer). Non-payment of the co-oping fee may be grounds for dismissal from school.
8. Pregnant mothers should notify the Schedule Coordinator at the beginning of the school year or as soon as she knows when she will need to take off for two months after the baby is born. She may double up on co-op days before birth or after the allotted two months off. It is the responsibility of expecting mothers to make up the time.

## **SUGGESTIONS FOR CO-OPING**

The following suggestions are to help you have an interesting and enjoyable co-oping experience. Your own enthusiasm can mean a great deal to both children and teacher, and can make a rewarding day for you.

1. Parents assist in supervision of free play, giving suggestions only when necessary. Encourage the use of a variety of toys and as much self-reliance and free expression as possible. If a child is having trouble putting something together, guide or tell him rather than doing it for him.
2. Let children explore the possibilities of play materials in their own ways. Often they like to paint or manipulate clay with no plan for the end product. The process is important. Listen to their comments as they work and you will understand what we mean.
3. Offer no choices if there are no choices. Avoid saying "Do you want juice" or "Shall we pick up now?" Simply say "It's time for juice" or "It's pick-up time now."
4. Be natural and warm with the children. Chat with them, read to them, or play with them. Try to get to know the children. If your own child desires extra attention from you while you are in school, do so. Don't create tension by pushing your own child away. Get down to their eye level. Participate in circle time and story time. Enjoy yourself!
5. Avoid too much adult conversation and be alert to the needs of the children. Wear comfortable clothes so that you can participate in their activities.
6. Never discuss any of the children in their presence.
7. Clean-up time is for parents and children to work together in straightening up the room after free play.
8. Do not clean the room during circle, story, singing, or other class activities. There will be a chance for all of your duties later. Try to participate in class activities.
9. Sit down and enjoy the snack with the children. Take the opportunity to talk to them and get to know them better.
10. Parents should help the children with coats for outdoor play and dismissal; however, self-help should be encouraged. This can be a difficult part of the day, especially in winter, so be patient!
11. Parents should assist the children in their outdoor play. Keep an eye on the boundaries. Children are not allowed to play outside of the fence.
12. Respect a child's need to be alone. Remember, each child is an individual different from you and your child. Each child has her own pace of adapting and learning. Learning also takes place by listening and watching.
13. **BE ENTHUSIASTIC!!**

## **JOB DESCRIPTIONS**

All members will be assigned a job to fulfill throughout the school year. Each and every job is important and it is essential that each parent perform the duties of the assigned job to keep our school running efficiently. Please read the job description carefully. If you have any questions, please contact your Class Chair.

### **DUTIES OF BOARD MEMBERS**

**The Advisory Board is an overseeing committee for the school. It is made up of one to three people – the active Head of the Board, the past Head of the Board (previously labeled President), and past Treasurer. In the event of a returning Head of the Board or Treasurer, an elected previous board member voted in at the April General Membership meeting can fill the vacancy. If the positions are not filled, the positions can be filled by a majority vote of the newly elected board. The purpose of this advisory board will be to contribute continuity from year to years, as a completely new board is typically implemented each year.**

The *Head of the Board* is the administrative head of the school and shall preside at the Board and General Membership meetings, prepare the agenda for these meetings, make interim reports as required, represent the school in the community, and ensure that all jobs are being done. The Head of the Board is one of three officers authorized to sign checks, confers with the teachers as necessary, and is responsible for the completion of the re-licensing forms for the DHR. The Head of the Board serves in an advisory capacity for a minimum of one year following completion of term in office on the Advisory Board.

For more information regarding duties, refer to the Head of the Board's book.

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The *Vice President of Administration* assists the Head of the Board in any capacity as needed. This person performs the duties of the Head of Board in case of absence or inability of the Head of Board to act and becomes the Head of Board if the office falls vacant before the end of the term. This person:

- Coordinates the activities of the Website Coordinator, and sees that assignments are completed.
  - Maintains the current teachers' files.
  - Makes sure teachers maintain daily attendance sheets including late arrivals and early departures.
  - Arranges for the scheduling of school pictures and CPR course.
  - Distributes and collects the teacher/aide/program evaluation forms in April and communicates the results to the Board.
  - Serves as a liaison to the church and ensures that a Board member attends a Church Council meeting twice during the school year
  - Works with LifeTouch Photography to schedule and arrange class and individual photos.
  - Maintains an Administration notebook, to include helpful hints for the next person.
  - Works with the classroom teacher and the Office of Childcare to make sure all forms are submitted.
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The *Vice-President of Facilities* assists the Head of the Board in any capacity as needed. This person:

- Organizes and facilitates the start of year set-up and end of year clean-up,
  - Notifies the church of any additional space/rooms needed for field trips, programs and meeting.
  - Creates the weekly schedules of the Maintenance Team, Toy Cleaners and Weekly Cleaners, and sees that assignments are completed.
  - Inspects and maintains the playground equipment.
  - Schedules any necessary repairs or improvements required in the classroom or playground area.
  - Makes sure the church is notifying us of the water testing and the results.
  - Maintains Facilities notebook, to include helpful hints for the next person.
- 

The *Secretary*:

- Takes attendance and writes minutes of all Board meetings.
  - Takes attendance and records the minutes of at the General Membership meetings.
  - Picks up mail and sorts into the appropriate board folders
  - Distributes Board meeting minutes to Board prior to the next meeting
  - Communicates with Website Coordinator to have General Membership meeting minutes posted on the website prior to the next meeting.
  - Manages all school correspondence and maintains a file of all typing, correspondence, By-Laws, handbook and school business.
  - Sends out fine letters as needed, and informs the Treasurer.
  - Maintains a Secretary notebook, to include helpful hints for the next person
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The *Treasurer* supervises and controls all financial affairs of the school subject to the direction of the Board. The Treasurer reports on the school's finances at each Board meeting, is one of the three officers to sign checks, manages the disbursement of funds, and keeps books of accounts and such other records as the Board shall direct. This person oversees the class treasurers and works closely with the Fundraising chair:

- Prepares an annual financial report at the end of the fiscal year, which shall be placed on file through the Secretary.
  - Prepares a recommended budget for the following year in cooperation with the Head of the Board, Heads of Administration & Facilities, and teachers, and submits it to the membership at the May meeting.
  - Arranges for an annual audit of the books.
  - Retains a copy of the teachers' contracts and sees that terms are met, records teacher absences, keeps payroll records.
  - Communicates with school accountant regarding filing with the appropriate authorities the Federal and State reports of taxes withheld and ensures that timely payment of such taxes are submitted.
  - Keeps insurance records, renewing policies when necessary and keeps books for all accounts receivable. This includes the following: tuition, registration, fines, and all income from fundraising efforts.
  - Arranges for signature changes at the bank as soon as the new Board is established to change the signature card, which needs to be signed by the Head of the Board, Secretary, and Treasurer.
  - Maintains a Treasurer notebook, to include helpful hints for the next person
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The *Membership Chairperson* coordinates all aspects of recruiting and enrolling students. This person:

- Keeps a complete list of alumni, current membership, and Board, including addresses and telephone numbers and sees that the Secretary has copies for the general file.
  - Keeps a current waiting list, handles all new membership applications.
  - Determines preference and qualifications for various jobs and offices within the school and assigns the jobs.
  - Makes student files, saves returning student files, and archives non-returning student files.
  - Arranges visits to the school by applicants and new members and any other interested person.
  - Contacts teacher and Class Chairman as enrollment changes (drops/adds).
  - Organizes the Open House, including advertising, preparing application packets, posting signs, etc.
  - Takes care of publicity or registration.
  - Updates class roster as changes occur and informs teacher immediately.
- 

The *Fundraising Chairperson* is responsible for coordinating all work pertaining to the fundraising projects for the year. This includes, but is not limited to, notifying each family of its fundraising responsibilities. This person oversees the activities of the class fundraisers:

- Sees that the fall fundraiser is completed by mid-October.
  - Is responsible, during the course of the year, for collecting and evaluating fundraising information that comes to the school, or other possible ideas, in order to present 2 or 3 alternatives for the spring fundraiser to the Board shortly after Christmas. The goal is to complete the spring fundraiser by the beginning of April.
  - Keeps complete records of events including date, money collected, money spent, problems, etc.
  - Maintains a Fundraising notebook, to include helpful hints for the next person
-

The *Field Trip Coordinator* aides the teacher in the process of organizing field trips in relation to the curriculum, and communicates this information to the Class Chairs and the parents.

- Schedules off site and on location field trips within teacher approved timeline
  - Communicate details of each field trip, including cost, to parents to ensure full participation.
  - Collect and organize funds for field trips and deliver to *Treasurer*
  - Coordinate with *VP of Facilities* to ensure availability of fellowship hall for onsite events
  - Maintain a Field Trips notebook to include helpful hints for the next person.
- 

The *Class Chairperson* (1 per class) is responsible for coordinating the following non-teaching related activities. This person should be available to the class as needed. This person reports to the Head of Administration and/or Teacher and is responsible for:

- Liaison between the students and parents and the teacher/Board.
- Is responsible to communicate any issues to the Board.
- Keeps class informed of all short lead time events to ensure full participation.
- Preparing a cell phone contact list for class and distributing it to all class members by the second week of school for use in case of emergency

**PERSONS WHO FILL THE ABOVE OFFICES ARE VOTING MEMBERS OF THE BOARD AND, AS SUCH, ARE EXPECTED TO ATTEND ALL BOARD AND GENERAL MEMBERSHIP MEETINGS UNLESS THERE IS A SUITABLE EMERGENCY. SCHEDULES OF ALL GENERAL MEMBERSHIP MEETINGS WILL BE DISTRIBUTED AT THE BEGINNING OF THE SCHOOL YEAR. BOARD MEETING DATES WILL BE POSTED ON THE BULLETIN BOARD AND CAN BE ATTENDED BY ALL INTERESTED PARTIES.**

### **CO-OPERATIVE JOB DESCRIPTIONS**

The *Assistant Class Treasurer* (1 per class) is responsible for collecting any monies due the school. This person reports to the Treasurer and is responsible for:

- Collects all monies from each member in respective classes (from the collection binder in classroom or envelope posted on bulletin board in hallway). This includes, but is not limited to, funds from tuition, class pictures, field trip money, fundraising money, penalty fees, and emergency co-oping fees.
- Deposits all funds collected and provides the Treasurer with an itemized accounting of all monies deposited by using the class treasurer report form.
- Reminds parents of overdue tuition so that it may be paid by the second class to avoid penalty payments.
- Notifies the Class Chairperson and Treasurer immediately in cases of non-payment so that the Board may take any necessary action as soon as possible.

The *Weekly Cleaning Member* is responsible, on a weekly basis, for the cleaning of the classroom. This person reports to the Head of Facilities and is responsible for:

- Thoroughly cleans the toilet, sink, and floor in bathroom, washes windows, and wipes down walls as needed.
- Vacuums all rugs and disinfects all flat surfaces (bookcase tops, tables, doorknobs, etc).
- Empties and rinses all waste baskets.
- Sweeps and wet mops bare floor areas.
- Uses nonabrasive cleaners.

**NOTE: The weekend is the best time to clean. However, you may not clean during church or Sunday school. The classroom may also need to be cleaned during the holiday breaks.**

The *Fundraising Committee Member* works closely with the Fundraising Chairperson(s) in achieving the goals of the fundraising projects. This person reports to the Fundraising Chair and is responsible for:

- Assists Fundraising Chairperson(s) with all aspects of fundraising drives as needed.
- Assists with fundraising product delivery and distribution.

- Keeps a record of the monies collected and gives this to the Assistant Class Treasurer for deposit.

The *Toy Cleaner* - is responsible for the maintenance of the art and home areas inside the classroom. This person reports to the Head of Facilities and is responsible for:

- Washes dishes, pots, pans and utensils monthly.
- Notifies the Board if the area is in need of new toys or there are some beyond repair.
- Repairs any toys, if able.
- Keeps the toy, manipulative, block area neat and organized. This needs to be done monthly.
- Washes toys monthly and as needed.

The *Maintenance Coordinator* is responsible for maintaining and reporting any necessary repairs to the outside areas of the school to the VP of Facilities. This person is responsible for:

- Keeps the walkway free of debris in the fall (leaves) and in the winter (snow and ice).
- Keeps outdoor equipment and grounds clean and safe.
- Checks the playground equipment and reports any necessary repairs and improvements to the VP of Facilities.
- Assist with mulching and weeding playground as needed.

The *Preparation Assistant* aids the teacher by helping with out-of-school preparation for class activities. This person reports to the Curriculum Advisor and is responsible for:

- Takes direction from the teacher and helping the teacher in every way possible.
- Pre-cuts material for projects.

The *Scheduler* is responsible for the co-oping schedule for his/her class. This person reports to Class Chairperson and the Teacher and is responsible for:

- Scheduling parents to co-op on a fair and consistent basis.
- Posting schedule on bulletin board and emailing (or, sharing to drive) each parent a hardcopy.
- Updating Website Coordinator with monthly co-oping schedule to be posted on school website

The *Supplies Purchaser* makes general purchases for the school. This person reports to the Treasurer and the Teacher and:

- Checks monthly and maintains supplies of paper towels, cleaning supplies, toilet paper, tissues, paper and art supplies, sand or salt, and any other supplies for class.
- Uses tax exempt for purchases.
- Keeps all cabinets (including the bathroom) supplied and in order.

The *Snack Purchaser* makes all purchases pertaining to snack for their class. The person reports to the Treasurer and the teacher and is responsible for:

- Purchasing healthy snacks for their class
- Provide calendar of planned snacks for the month
- Keeping supplies organized in snack closet

The *Website Coordinator* maintains the Website with important information, pictures, meeting minutes, etc. This person reports to the VP of Administration.

The *Social Media & Marketing Coordinator* maintains all social media accounts with regular posts and handles all marketing for the school including: researching possible marketing opportunities to present to the Board; assisting with signage for the school; and, if applicable, coordinates any attendance etc at preschool fairs.



## Mayo Nursery Handbook Acknowledgement

I have received The Mayo Nursery School Handbook. I pledge to read and understand the processes and job descriptions as stated within the handbook.

I understand that failure to fulfill and/or comply with the **Basics of MNS Membership** (*co-oping, fundraising, jobs, three mandatory meetings, and classroom setup/breakdown*) will result in fines and can lead to dismissal from Mayo Nursery School.

Signature

Date