

fremont nursery school



childhood is a journey, not a race.

Parent Handbook



License #340300246

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Welcome!

We at Fremont Presbyterian Church want to extend a warm welcome to you and your family as you begin a new school year. We seek to provide a warm and nurturing environment that promotes the physical, social, emotional, cognitive, and spiritual development of young children. The staff's knowledge of early childhood development is applied in our program practices and we believe that each child is a unique person with an individual pattern and timing of growth. We strive to provide stimulating materials conducive to exploring, experimenting, problem solving, and decision making.

Fremont Nursery School is one of the many ministries we offer which are intended to make a difference in real life. "At Fremont we create space for people to become life-long followers of Jesus, and we relentlessly pursue His transformation of our neighborhood, our community and the world", and we want you to feel a part of things here. We encourage you to participate in any of the activities that we sponsor which might be meaningful to you. Whether you desire to obtain quality nurture and education for your child, to strengthen your faith, or to investigate the claims and person of Jesus Christ... Welcome to Fremont!

Fremont Presbyterian Church Staff

Fremont Nursery School Director

Julie Heinz

jheinz@fremontpres.org

Executive Minister

Mark Eshoff

mark@fremontpres.org

Our Goal:

Individualized Growth and Learning Within a Well Rounded Curriculum

Fremont believes that the preschool years are critical for a child's social, intellectual, emotional, physical and spiritual growth. These fundamental skills are important for success in both school and life. Our caring staff facilitates endless opportunities for children to think, explore and grow in a hands-on, multi-sensory environment. We provide an age appropriate, comprehensive program with meaningful learning in all developmental areas. Our school provides abundant enrichment opportunities for the whole child. Our goal is to provide a safe and nurturing Christian environment where students can grow at their own developmental level within a well-rounded, play based and thematic curriculum.



Fremont Nursery School's playground is just outside the classrooms.

Organization

The Session of Fremont Presbyterian Church voted in 1968 to establish Fremont Nursery School as a mission and outreach of the Christian Education program of the church. For over 50 years, the Nursery School has offered its services in accordance with the church's desire to meet the needs of the church and the community.

The Nursery School is a function of the total program offered by Fremont Presbyterian Church. A leadership team made up of school staff, church staff, and members, oversees the school. This team reports to the Board of Elders (Session). In addition, the Nursery School is covered by church insurance and is supported by the administration of the church.

The Nursery School is licensed by the Community Care Licensing Division of the California Department of Social Services to enroll children ages 2 years, 9 months through five years. The facility and the children's records are subject to review by the Licensing Department of the Department of Social Services.

Four types of classes are available at Fremont Nursery School: (1) Tuesday & Thursday mornings from 9:00 am - 12:00 pm for children who are three years old and potty trained. (2) Monday, Wednesday, Friday mornings from 9:00 am - 12:00 pm for children who are three years old and potty trained. (3) Monday through Friday mornings from 9:00 am - 12:00 pm for children who are four years old by September 1st. (4) Junior Kindergarten, Monday through Friday mornings from 9:00 am - 12:00 pm for children who are chronologically eligible for kindergarten but would benefit from another year of preschool and, in some cases, for children who are 4.9 - 5.0 years old and just miss the cut-off date for kindergarten.

All classes are self-contained, and children remain in the same classroom with the same teachers for the duration of the school year. Children in a class with 12 students have one qualified teacher. Children in a class with 16 children have 2 qualified teachers. The maximum number of children per class is 16.

Waiting List

One of the many factors in determining enrollment is the position of a child's name on the waiting list. The position is based on the date the Director receives the waiting list application and the \$10 non-refundable registration fee to place a child's name on the waiting list.

We recommend that a child's name be placed on the waiting list at the earliest possible date. Placement on the waiting list does not guarantee that there will be an opening for the child. Enrollment in Fremont Nursery School is left up to the discretion of the Nursery School Director.

Enrollment

Fremont Nursery School is available to any child regardless of his or her parents' religious affiliation, creed, or race. Our preschool programs are designed for children who are ages 3 years through 5 years old. To be considered for enrollment a child must be 3 years old by September 1st and toilet trained as we are not equipped with diaper changing facilities.

All forms and fees required for admission will be due before your child begins school. The forms and fees required are:

- 1) Identification and Emergency Information
- 2) Health History
- 3) Physician's Report
- 4) Consent for Emergency Medical Treatment
- 5) Immunization Record
- 6) Admission Agreement
- 7) Acknowledgment of Personal Rights
- 8) Acknowledgment of Parents' Rights
- 9) Contract
- 10) Photo Authorization
- 11) Enrollment Fee (non-refundable and non-transferable)
- 12) September Tuition (non-refundable and non-transferable)

Continuation in school shall be determined by periodic reviews and parent conferences with the teaching staff and the Director. The best interests of the child and the Nursery School group shall be the final determining factors in continued enrollment. If your child's behavior poses a hazard to other children, he/she will be immediately dismissed from Fremont Nursery School. Parents are encouraged to share their questions and concerns and seek the advice and counsel of the Nursery School Staff. In some situations, the Director and teachers may recommend that a child have a "sabbatical"—a few days at home before returning to school. (No tuition refunds are given for this time period.)

In case of withdrawal from school, parents must give a two-week written notice to the Director. Parents are also responsible for tuition during this two-week period.

In the event of an extended absence initiated by the parents, a two-week written notice in writing must be given to the Director. The child may be taken off the active enrollment list and placed at the top of the waiting list for re-admission. (*Note: No tuition refunds are given for absences or holidays.*)

Sample Daily Schedule

This sample daily schedule of the Nursery School is designed to offer a balanced program that has continuity and flexibility in meeting the individual needs of young children.

9:00- 9:30	Circle Time
9:30-10:30	Free Choice Play (Activity Centers & Art)
10:30-10:45	Snack Time
10:45-11:00	Favorite Pages
11:00-11:15	Small Group Time
11:15-11:45	Outside Play
11:45-12:00	Literature/Storytelling
12:00	Dismissal

Parent Involvement

Parents of children attending Fremont Nursery School must agree to meet the following conditions:

- A. Escort child to his or her room and sign in/sign out.
- B. Read emails, newsletters and notices.
- C. Empty their child's cubby each day.
- D. Help with supervision and transportation for field trips and other volunteer needs.
- E. Participate in parent teacher conferences.

Parent Volunteers

California State Law requires all parent volunteers to provide proof of negative results of a TB test and immunity against measles and pertussis, or submit a medical exemption from those immunizations which must be signed by a licensed physician. Also requested, but not required, is a flu shot received between September 1st and December 1st.

First Days of School

Our primary concern during this time is your child's comfortable transition to school. If you suspect his/her confidence might waver before the end of the morning session, try to remain near a telephone. Sometimes he/she will need to call it a day and just go home early. It is very common for a child who makes an easy initial adjustment to get "cold feet" one month into the school year. See your child's teacher for suggestions.

Field Trips

Field Trips are an important part of Fremont Nursery School's Junior Kindergarten class. In the preschool years children develop an understanding of the world around them through interaction with people and real objects. In carefully choosing appropriate and safe places to visit, the teachers can give the children a variety of places to explore and facilitate first hand knowledge of things talked about in the classroom. Siblings are not permitted on field trips. We depend on the extra eyes and hands of our parent drivers. If you are uncomfortable with a field trip, please make arrangements for your child to stay at home. (Note: Parents must sign a consent form for each field trip. Parents/drivers must complete an application, show a CA DL, a print out of their driving record obtained online from CA DMV, proof of insurance and complete the immunization requirements of a parent volunteer.)

Arrival & Departure

Arrival time is 9:00 am sharp. Parents are asked to sign their child in and escort them into the classroom. A child may not leave the classroom or school premises until he or she has been released to a responsible adult by the teacher. Only persons with written authorization will be allowed to take the child. No exceptions. Dismissal is 12:00 pm sharp. A \$1.00 per minute per child fee is charged after 12:10 pm.

Clothing

Vigorous play and a variety of art experiences require that children be dressed in durable, washable clothing. A sweater or coat should be provided for a change in the weather. Please dress your children in age appropriate clothing (not difficult to put on or take off by themselves). Please check to have extra season-appropriate clothing available in child's cubby. Be sure to mark all of your child's belongings with his or her name. Shoes should have rubber soles, be enclosed, and your child should be able to put them on independently. Crocs with a heel strap are okay but not flip-flops please (even with a heel strap).

Nutrition

A nutritious mid-morning snack is served each day. Parents are welcome to send other healthy snacks to be shared by their child's class. Please make arrangements with the teacher in advance. Please note: The preschool and Sunday School rooms are a nut-free environment.

Birthdays

If your child has a birthday during the school year and you would like to bring a treat for all the children in your child's class, please make arrangements with your child's teachers. Un (summer) birthdays may also be celebrated. If you are planning a birthday party and all of the children in the class are invited you are welcome to place invitations in the children's cubbies. If only a select number of children are invited please mail your invitations.

Show & Tell

Please invite your child to bring a **book** for sharing at the end of the morning. It is our hope, to foster a love of books, and allow children an opportunity to speak in a whole group setting. Things of **science** and **nature** are always welcomed for sharing in the classroom. Please write your child's name in books that are brought from home. Discourage your child from bringing toys to school.

Illness

Please do not send your child to school if he or she has an illness of any nature, including a fever or a green, runny nose. A child must be symptom free of illness for 24 hours before they may return to school. Children who are ill will be sent back home during the initial greeting time. Call the Nursery School Director immediately (456-6854) if your child has a contagious disease.

Nursery Office: A Place for Parents

The Nursery School Office is a resource room for parents, staff, students, and other interested persons. Many people have contributed to the resources, browsed in the library, checked out a book, guided observations in the classroom, participated in relevant discussions, made positive suggestions, filed complaints, volunteered for tasks, conversed with friends over coffee, given help, received help, and sometimes have simply come in to get out of the cold.

Library

There is a lending library of children's books available in the Nursery School Office. Books are categorized according to subject which is noted on the back of each book. Books may be checked out for a 14-day period. Please return the card to the book and shelve the book in the appropriate section in the library.

We are trying to update our selection of books and at the same time honor your child's birthday. You can donate a book and a nameplate will be placed in the book with your child's name and birthday. We will announce your child's birthday and book in the upcoming newsletter.

Scholastic Book Orders

Periodically your child will receive a Scholastic Book order form in their cubby. Ordering is done online and, while optional, it is an easy and inexpensive way to add to your home library. In addition, FNS receives free books for its library with each Scholastic order.

(continued)

Lunch Bunch

Lunch Bunch is an enrichment opportunity for FNS students who are enrolled in the M-F and Junior Kindergarten classes. Held on Wednesdays from 12:00-2:30 pm and taught by FNS staff, this literature based program provides our older students with the challenge of a slightly longer day and play-based activities that initiate reading comprehension skills. The first semester of Lunch Brunch runs from October-January and the second semester is February-May. The maximum number of children enrolled is 16, the minimum is 12. Lunch Brunch fees are non-refundable and non-transferable. Students who receive scholarship assistance for tuition are not eligible for Lunch Brunch.

Tuition and Fees

Tuition is based on the total cost of operation for the 9-month school year. Tuition is due monthly by the 9th of each month, October-May. Tuition for September is paid at the time of enrollment and is non-refundable. Tuition may be paid online, through your bank, a personal check, cash, a cashier's check, or money order. When possible, please include your child's name with your payment. Tuition payments are non-transferable.

A fee of \$10 per child per day; including weekends, holidays, and absences due to vacation and illness, will be charged beginning on the 10th of the month if tuition, in part or in whole, is not received.

Please make checks payable to Fremont Nursery School.

Checks may be turned in at the Director's office, any of the preschool classrooms or mailed to the following address:

**Fremont Nursery School
5770 Carlson Drive
Sacramento, CA 95819**

NOTE: Please include child's name, classroom and program they are attending on each check.

Additional Fees associated with Fremont Nursery School include:

- Waiting List: \$10.00
- New Student Enrollment Fee: \$115.00
- Returning Student Enrollment Fee: \$100.00
- Late pick-up Fee: \$1.00 per minute per teacher after 12:10 pm

All pre-paid fees are non-refundable.

Scholarships

A limited number of partial scholarships are available to assist children who might otherwise be excluded from enrollment because of economic factors. If granted, scholarships are applied to the months of October through May. Scholarship applications are due one week from the date the application is received. Mid-year scholarship applications may be considered as funds allow. Additional information about parental scholarships and the application forms are available from the Director or from the Executive Minister in the church office.

Policy for Non-payment of Tuition and Fees

On the 10th of the month, a \$10 per day, per child, late fee will be assessed until the full tuition payment has been received. Late fees are applicable to calendar days, including weekends, holidays, and absences due to vacation or illness, rather than the number of days a child is enrolled at preschool. If payment of the tuition and late fees are not paid for one month, the family will be asked to contact the Executive Minister for possible assistance or to make other arrangements with the Nursery School.

After two months, if tuition and late fees have not been paid, if tuition payments are chronically late, or if other arrangements have not been made with the Nursery School, the family will be asked to withdraw their child from school.

Fremont Nursery School Staff

FNS Director Julie Heinz

Nursery School Office..... 456-6854

Emailjheinz@fremontpres.org

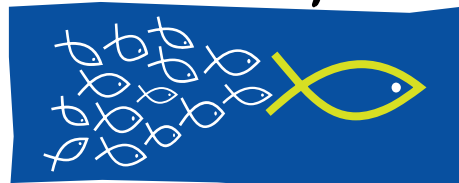
Church Office..... 452-7132

Church Fax..... 452-2160

Teachers

Fremont Nursery School has a wonderful staff of teachers who are happily committed to our school. Each of them possesses a Child Development Master Teacher Permit as defined by the California Commission on Teacher Credentialing, and several of them hold a Multiple Subjects Credential. Collectively, their number of years of teaching is comparable to the national debt, and while that's a really big number, it's dwarfed by the size of their hearts. You will never meet more loving, dedicated, creative, kind, fun, and professional teachers! They are the heart of Fremont Nursery School; they make it what it is. They are the reason parents want their children to attend here. They are the reason children are often placed on our wait list long before they are born. They are the reason children love to come to FNS and hate to leave. They are the reason children gain a love of learning early in their lives and remember their preschool years for a lifetime.

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