



# Family Handbook 2016-17

Northfield Community Nursery School  
400 Wagner Road, Northfield, IL, 60093  
Phone: 847-446-1116 Fax: 847-446-5598  
[www.nfcns.org](http://www.nfcns.org)

## **Introduction**

Welcome to Northfield Community Nursery School (NFCNS)! We hope that your child will spend a positive and productive year with us and that this handbook will prove helpful to you. It is designed to give you a brief overview of the school, its history and philosophy, and to provide information about day-to-day activities.

## **History**

Northfield Community Nursery School, a not-for-profit organization administered by a volunteer Board of Directors, has been in operation in Northfield since 1951. Housed in Middlefork School from 1976 until the spring of 1993, we are fortunate to have our current home at the Northfield Community Church, in the same location where the nursery school originated.

## **Philosophy**

Northfield Community Nursery School embraces a play-based, developmentally appropriate curriculum for all children. We believe strongly that children learn best through activities and experiences that are engaging, meaningful, and hands-on. Play is the natural medium through which children engage with and learn about their world.

Through a variety of structured and unstructured developmental activities, we strive to:

- Provide a safe, nurturing environment that encourages the trust necessary for separation and confident participation.
- Promote cognitive, physical (fine and gross motor), social-emotional, self-help, and language development by providing appropriate learning experiences and skilled adult guidance.
- Develop a sense of community through social and educational events for NFCNS families and others, by inviting community members to share their knowledge and skill with our classrooms, and by partnering with area agencies for the well-being of our families and the larger preschool community.
- Support developing friendships and social skills, including problem-solving, negotiation, empathy, respect, and cooperation.
- Offer exposure to rich and novel activities that stimulate and encourage each child's imagination, creativity, and understanding.
- Work with area elementary schools to ensure that all children entering Kindergarten are prepared to meet the expectations of their next school environment.
- Maintain open and reciprocal communication and partnership with families. NFCNS embraces a collaborative model of joining with families to support each child's individual development.

We pride ourselves on the warm, caring atmosphere of our school and we encourage all families to participate at their own level of commitment and interest. Family input is valued at NFCNS, and it is one of the important ways we measure our success as a school. NFCNS Director, Heather Burns, and Board President, Erica Marinello, are available to all families, staff, and community members by telephone and/or email. Please reference the Board of Directors listing on our website, [www.nfnsc.org](http://www.nfnsc.org), for contact information.

**Northfield Community Nursery School  
2016-2017 School Year Offerings**

**2 Year Old Cubs** (must be 2 by 9/1/2016)

Monday & Tuesday                      **9:00-11:15am**

**2 Year Old Bears** (must be 2 by 4/1/2016)

Thursday & Friday                      **8:45-11:15am**

Monday & Tuesday                      **8:45-11:15 am**

**3 Year Old 3- and 4-Day** (must be 3 by 9/1/2016)

Monday through Wednesday              **8:45-11:15am**

Monday through Thursday              **8:45-11:15am**

**Pre-K** (must be 4 by 9/1/2015)

Monday through Friday                      **12:15-2:45pm**

**Parent & Tot** (must be 15 months at time of enrollment)

Wednesday                                  **9:00-10:15am**

**Music & Movement** (6 months through 2 years)

Tuesday                                      **9:00-9:45am**

**Enrichments and Lunch Bunch**

We are pleased to offer a variety of enrichment classes and lunch bunches to extend the socialization and learning of our regular preschool day. Registration for fall enrichments is held the preceding spring; registration for winter/spring enrichments is held in January. Please refer to our website for details.

**Arrival and Departure**

**Arrival:** Children are escorted by their parent or caregiver into the classroom at the start of each session. The security doors are locked until that time. If you and your child arrive more than 15 minutes after the start of class, please ring the school doorbell located on the wall to the left of the glass school doors, and a teacher will welcome you and open the security door.

Please help your child wash hands each day upon entry into the classroom. All children are the responsibility of their parent/caregiver *until they are brought into the classroom where a supervising teacher is present and acknowledges the arrival of the child.*

**Departure:** Children will be dismissed from their classroom for the first few weeks of school, until the start of car side pick-up. Please park and enter your child's classroom to pick up your child. Be sure to sign your child out on the form provided by the teachers.

If your child will be going home with a friend or if your child will be picked up by anyone other than a parent or designated caregiver, you *must* notify the school *in writing* by completing a Pick-Up Notification Form. Pick-Up Notification Forms are bright blue sheets available on the bulletin boards outside classroom doors. Northfield Community Nursery School will not release a child to

anyone other than a parent/guardian unless they are listed and authorized either on a Pick-Up Notification form or on the Child Release and Notification form turned in as part of your child's student file.

The Department of Children and Family Services licensing regulations prohibit the release of a child to anyone other than parents/guardians without **written parental/guardian authorization**.

### **Late Pick-Up Policy**

Children who attend the morning preschool classes are dismissed beginning at 11:15 a.m. Children who attend the afternoon preschool classes are dismissed beginning at 2:45 p.m. A \$10 charge will be assessed for any child who is picked up more than 10 minutes after the dismissal time, with \$1 charged for each additional minute thereafter.

If a child has not been picked up within 15 minutes past the dismissal time Northfield Community Nursery School staff will begin telephoning the parents' work, cell and home numbers in an effort to contact the parents. If, after calling all the available parent contact numbers, a parent cannot be reached, the staff will contact the emergency contacts listed on the child's Emergency Contact form.

If the child has not been picked up within 45 minutes of the dismissal time and parents and emergency contacts have not been available, the Director or Director-Designee will contact the Northfield Police Department, in accordance with Illinois Department of Children and Family Services licensing regulations.

Northfield Community Nursery School acknowledges its responsibility to ensure the child's well-being until such time as the parent, authorized pick-up person, or police department representative arrives. Staff will not hold the child responsible for the late pick-up and will not discuss the issue with the child.

Parents are expected to maintain updated contact information in their child's files. More than three instances of late pick-up may be grounds for dismissal.

Each family is required to review and confirm receipt of this policy – you will find this policy and the acknowledgement form in the student file materials on our website. We provide the Late Pick-Up Policy here for your reference.

### **Car Side Pick-Up Information:**

Car side pick-up will begin October 4<sup>th</sup>. Here is an overview (we will review as we get closer to the date!):

As you pull into the parking lot to pick up your child from school, cars will be lined up starting from the front doors of NFCNS alongside the building, out the parking lot entrance and onto Wagner Road. Orange cones will be set up to designate where the pick-up spots begin. Children will be brought out to the first four cars in line only. Please pull up to the very first orange cone when available. Adherence to the pick-up procedure outlined here will minimize confusion and promote the children's safety.

Each child at NFCNS will receive a car card with his/her name on it. This card will be shown in the car side pick-up line to the teachers. Each card should **VISIBLE** in the front windshield. Please watch the teachers and make sure they can read the name(s) on your card(s) – the angle of sun

and windshield make it almost impossible to recognize drivers. The teachers, upon reading the name(s) in the windshield, will load those children into that vehicle. Once the children are in the car, **please pull forward into one of the parking spaces** and finalize the seat belts/car seat straps at that time. Do not attempt to buckle the children in car seats while in the car line.

If your child will routinely participate in a carpool or be picked up by someone other than a parent, you may ask for additional laminated car cards. **Please note: only persons listed on the NFCNS Release & Notification Form or blue Pick-Up Notification will be allowed to pick up a child.** If you require more pick-up cards, please email NFCNS Director, Heather Burns at [director@nfcns.org](mailto:director@nfcns.org).

### **Contacting the School**

To contact the school, the main number 847-446-1116 will be answered daily 8:15 am-3 pm by the Director. Voicemail will be activated when no one is available in the school office and during non-school hours. Please feel free to leave a message on the school voicemail at any time. Messages are retrieved each morning and at the end of the day.

You may also email the Director, Heather Burns, at [director@nfcns.org](mailto:director@nfcns.org). Email will be checked throughout the school day.

### **Contacting Your Child's Teachers**

At the start of the school year your child's teacher(s) will provide you with their contact information. You may also contact the director and ask her to forward your message to the appropriate staffperson.

### **[www.nfcns.org](http://www.nfcns.org) – your source for school information**

The NFCNS website is a complete resource for all current and prospective NFCNS families. The website houses the latest information about NFCNS including the snack calendar, fundraisers, school start/end dates, and outdoor play notices. The website also helps families learn about the staff, program offerings by age including enrichment, and school policies. Downloadable school forms are also available in PDF format. The website is frequently updated so be sure to check back often for news and announcements.

### **Contacting Your Child's Classmates – the School Directory**

NFCNS will provide each family with a directory sheet containing contact information for their children's classmates. Families may request directory sheets for addition classes as needed.

NFCNS shares family contact information with the Alliance for Early Childhood, of which it is a member, for the purposes of publicizing teacher tribute opportunities and for use during their annual campaign. NFCNS also communicates with Middlefork School the January before the upcoming school year, and may share contact information of Pre-K families residing in Northfield as a means of tracking upcoming kindergarten registrations.

If you do not wish NFCNS to share your contact information in the above manner, please contact the Director in writing at the beginning of the school year.

### **Weather, School Closings and Outdoor Play**

Active outdoor play is part of our daily curricula. Plan to supply weather-appropriate outerwear each day (and be sure to label each garment with your child's name).

If your child does not bring weather-appropriate clothing on a day when the class plans to go out, our teachers will make every effort to provide necessary items from the school's spare clothes inventory. However, many children do not like wearing unfamiliar boots and snowpants; please do your best to provide all the garments your child needs to play comfortably outside.

From time to time, weather conditions such as snow or high water on roads may cause NFCNS to close. Generally, NFCNS follows the weather decisions made by Sunset Ridge District 29, however it is always wise to check specifically for closing notices posted by our school. You will find closing information posted at the following sites:

- Emergency Closing Center - <http://www.emergencyclosingcenter.com/ecc/home.jsp>  
You may search for our school by name and city, find it alphabetically, or search by program phone number (847-446-1116). You may also subscribe to email notifications at the ECC website (please note: we learned last year that sometimes the system is SLOW to notify!)
- NFCNS website – [www.nfcns.org](http://www.nfcns.org)  
Closing information will be noted on the home page.

NFCNS does not make up cancellation days, nor does it offer refunds for those days.

### **Blue Bags**

At the start of the school year your child will be given a NFCNS blue bag with his/her name on it. This blue bag should be brought to school every day, and can be used to tote outside gear, special items for Leader days, and anything else that you send to school. Be sure to label anything you send to school with your child's name. When the blue bag comes home at the end of the school day, be sure to check it for notes and flyers from school.

Generally, unless a specific request comes from your child's teacher, we discourage children from bringing items from home. It is very sad to see a child upset when a "home toy" is lost or damaged, and some of the items that children wish to bring to school are not always safe or suitable for the classroom. We appreciate your help in minimizing the number of items that come to school unsolicited.

### **Clothing**

At NFCNS we "dress for mess!" We want your child to be comfortable throughout the day and for every activity. Please send your child to school in clothes and shoes that allow active play, whether in the playground or in the gym, and be sure that play clothes are sturdy and washable. We do offer smocks to protect clothing, but you can be sure that whatever your child is into will come home on his/her clothing somewhere!

A special note about footwear: loose-fitting crocs and slippery-soled sandals can be unsafe. Please consider secure, athletics-style shoes for your child's school wear.

At the start of school, your child's teacher will ask you to bring a change of clothes for your child (including shoes and socks) in a large zip lock bag. Be sure your child's name is clearly marked on all items, including the bag. Since this clothing will remain at school for the entire year, it should be large enough to accommodate your child's growth. The clothing will be returned by the last day

of school. If your child is toilet-training or is prone to “accidents”, you may wish to send more than one set of “bottoms.”

During the cold and wet weather, please send your child with hats, gloves, boots, and snow pants every day as we do go outside whenever possible. Please mark all of these items (each glove and boot) with your child’s name, as there may be duplication within the classroom. We do not always recognize which items belong to each child! Please feel free to load up your child’s blue bag!

Help us help your child: when you purchase outerwear, please consider how challenging it is to put on. Over the school year we will work together to help your child learn to dress him/herself to go outside; clothing with small zippers, tight straps and “fiddly” fasteners can be frustrating for both children and adults!

### **Required Documents for Student Files**

In June NFCNS will post all student file materials on line for families to download and complete. This year they can be found at the following: <http://www.nfcns.org/new/enrollment-forms/> Student file forms must be returned to school by August 14<sup>th</sup> for the upcoming year. Please remember that these files will be reviewed by the Department of Children and Family Services as part of our annual licensing review. **Every blank must be completed with either the required information or the note N/A (not applicable).** Incomplete forms will be returned for completion.

As part of the required documentation NFCNS must have a photocopy of your child’s birth certificate as well as a Certificate of Child Health Examination completed within the 6 months prior to your child’s enrollment, and every two years thereafter. Proof of immunization or documentation of medical or religious exemption is required based on current DCFS regulations. If you are taking your child for his/her annual physical exam, you may wish to have your doctor complete an updated form to be turned in to school. Forms can be found on the website, and some doctor’s offices keep them on hand.

If you have elected to refrain from immunizing your child because of religious beliefs, you must complete the Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form before the start of the school year.

NFCNS reserved the right to suspend or terminate a child’s enrollment should the required paperwork not be turned in to school.

### **Absence Policy**

If your child will be absent from school, please leave a message on voicemail or email the director. If your child is diagnosed with an illness that is considered "contagious", please be sure to inform the school so that we can put out an illness notice to other families.

### **Illness Policy**

In order to protect the health and well-being of our students and staff, please keep your child home from school should s/he exhibit the following symptoms:

- Fever
- Rash, without a doctor’s note stating that the rash is not contagious; the child may attend school

- Diarrhea, defined as runny, loose stools
- Vomiting
- Wheezing
- Strep throat, chickenpox or any other contagious illness
- Lethargy
- Ear pain
- Runny nose that cannot be contained by the child (child cannot wipe his/her nose and/or mucus may make contact with equipment/other children)

If your child is diagnosed with a contagious illness, please contact the school so that an Illness Alert, containing information about the condition, symptoms and treatment, can be provided to our families.

If your child develops any of these symptoms at school we will notify you. For your child's comfort and to reduce the possible spread of infection, you must pick your child up within 30 minutes of our phone call.

Children who have been sick may return to the program when:

- **They have been symptom-free for 24 hours.** If a child has been sent home sick from school the child may not attend school the following day.
- They have been treated with an antibiotic, when appropriate, for at least 24 hours
- They are able to participate comfortably in all typical program activities, including outdoor time
- Your doctor has provided a note stating the child's condition is not contagious and that the child may return to school

The final decision to exclude a child from the program due to illness or suspected illness will be made by the Director.

Each family is required to review and confirm receipt of this policy – you will find this policy and the acknowledgement form in the student file materials on our website. We provide the Illness Policy here for your reference.

### **Guidance and Discipline**

Northfield Community Nursery School is committed to maintaining a positive climate for young children. NFCNS's Guidance and Discipline Policy is structured according to the Illinois Department of Children and Family Services Licensing Standards and developmentally-appropriate practice in order to promote the highest level of respect for each child. The goals of this policy are as follows:

- Support positive self-esteem
- Encourage cooperation with others
- Promote accountability for one's actions
- Teach problem-solving
- Develop social skills
- Promote self-regulation

The Staff of NFCNS will:

- Communicate expectations and consequences in a clear, child-friendly manner to all students. Staff will speak at the child's level in a non-threatening tone of voice.



- Provide positive, specific information about desired behaviors and suggest strategies to correct undesirable behaviors.
- If a child must be removed from an activity or group in order to regain control, the child shall remain in the classroom and be given appropriate time to recover. The decision to re-join the activity or group will be made after an age-appropriate discussion between staff and student.

No child will be disciplined for toilet accidents.

The following staff actions are prohibited:

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and any other measures designed to induce physical pain or fear.
- Threatened or actual withdrawal of food, rest, or use of the bathroom.
- Abusive or profane language.
- Any form of private or public humiliation, including threats of physical punishment, and
- Any form of emotional abuse, including shaming, rejecting, terrorizing or isolating a child.

If any of these actions is evident, the Director of NFCNS must be informed immediately.

Written rules for each classroom must be posted and reviewed with children routinely.

Ongoing disciplinary issues will be discussed with the child's family. A pattern of unacceptable behavior will result in the development of a plan of response, which will include:

- Anecdotal records of the child's behavior
- Observation and feedback from the Director
- A meeting with the family to develop behavior management strategies and goals

In the event that behavior management goals cannot be reached by the above actions, NFCNS will notify the family that the following steps are to be taken in order for the child to remain in the program, and will be taken at the family's expense:

- Consultation with a licensed professional, such as a developmental therapist, psychologist, or North Suburban Special Education District staff
- Implementation of a one-on-one aide

If it is determined by NFCNS staff that the school is unable to meet a child's individual needs, or if a child becomes a threat to the safety and well-being of other children or adults at NFCNS, the child will be discharged from the school. If a child engages in a behavior which may result in bodily harm to others, an immediate meeting with the family may be called. If such behavior warrants it, immediate discharge may result.

NFCNS reserves the right to suspend, expel, or deny participation in any program or event to any child or adult whose behavior materially interferes with or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage such activities.

Each family and staff person is required to review and confirm receipt of this policy – you will find this policy and the acknowledgement form in the student file materials on our website. We provide the Guidance and Discipline Policy here for your reference.

### **How We Stay in Touch...**

Good communication between home and school is part of the foundation for school success. Here is how we will communicate with you:

- Just before the beginning of the school year your child's teacher will contact you and invite your child and you in for a visit. At that time, your teacher will discuss the best way to communicate with her and ask the best way to communicate with you!
- Each Friday during the school year you will receive the *Friday Flash* – the school's weekly informational email with upcoming events, important deadlines and other helpful reminders.
- Even better, your child's teacher will send a *Weekly Update*, detailing the activities and learning that your child has enjoyed through the week. She will also add reminders and timely information about classroom plans.
- Parent/Teacher conferences are scheduled in the fall and spring for Bears, 3-Day and 4-Day students and all Pre-K students. Cubs Parent/Teacher conferences are held in the spring. These meetings are a great opportunity for teachers and families to discuss children's progress, interests and strengths. However, we strongly encourage families to meet or set up a phone call with their child's teacher at any time throughout the school year to discuss any questions or issues that may arise. If teachers have concerns, observations or information that should be communicated in a timely fashion, they will contact families promptly.

NFCNS supports open and direct communication at all levels. *If you have a concern about your child and/or an issue in your child's classroom*, please first speak with your child's teacher at an agreed upon non-classroom time. Drop-off and pick-up times are not good choices for these conversations as teachers are focused on transitioning children safely. If your concern is not resolved after speaking with your child's teacher, please contact the Director for further communication and resolution. *If you have a concern about a staff member or school-related issue*, please contact the Director.

### **Tuition and Payments**

Invoices are emailed to the family email address on file with the school. Per the NFCNS Registration Contract, tuition is due within 30 days of the installment due date or a late fee is applied. Please refer to the Registration Contract for a schedule of tuition installment due dates. Please contact the school Business Manager, Julie Schmidt, at [julieschmidt.ncns@gmail.com](mailto:julieschmidt.ncns@gmail.com), for invoice and tuition payment information.

Please make checks payable to Northfield Community Nursery School and indicate in the memo section the child's name and class (i.e. Jane 5 day). During the school year **payments may be placed in the lockbox in the school hallway**. During the summer please send payments to NFCNS, PO Box 8078, Northfield, IL 60093.

Payments may be made in advance. In addition to tuition payments, money designated for Lunch Bunch or Enrichment classes should also be placed in the lockbox or mailed to the PO Box. **Only checks or money orders** should be sent through the mail or left in the lockbox. **No cash please**. To ensure that your payments are received in a timely manner, we kindly request that you do not hand payments to NFCNS staff or board members.

Payment plans and scholarships are available upon application and approval of the NFCNS Board. Please contact the Treasurer at [treasurer@nfcns.org](mailto:treasurer@nfcns.org) for more information.

### **Withdrawal**

If you wish to withdraw your child after enrollment for any reason, you must give prior written notice to the Enrollment Chair and/or NFCNS's Director. Withdrawal will result in forfeiture of the tuition deposit. Additionally, you will be responsible for the tuition up until the time your child's

spot is filled with a new student. If NFCNS is unable to fill your child's place you are responsible for the full tuition. For more information, please refer to your enrollment contract.

### **Snacks**

We are happy to provide your child with a healthy snack each day at school. The snack guidelines are mandated by the Illinois Department of Children and Family Services. You'll find our monthly snack calendar posted each month on the school's website and also posted on each classroom bulletin board.

### **Birthdays**

Birthdays are special days at NFCNS! Your child's birthday celebration will be scheduled into one of the days on the snack calendar. If your child has a summer birthday, we will select a day to celebrate his/her "half-birthday" in a special way.

Because of the increased number of food allergies, we celebrate each child's birthday with a special popsicle treat provide by the school. We would hate to exclude anyone from a birthday celebration because a treat brought from home contains allergens! There are no exceptions to this policy.

Other ideas to make your child's birthday special:

1. Bring in your child's favorite book and read it to the class.
2. Bring in your child's favorite music to listen to during class.
3. Plan to join your child during class to talk about the day they were born or a special memory.
4. Donate a new book to your child's class – be sure to write the occasion of the donation inside!

### **Allergies**

If your child has a food allergy you must inform the Director and follow school allergy protocols. We require that you and your doctor complete a Food Allergy Action Plan, and that you provide written authorization to administer whatever medications are needed to manage an allergic reaction by completing Permission to Dispense Medication forms for each medication. You must also supply the school with the appropriate medications, labeled with the prescriptive label when applicable. We ask that you review our snack calendars and indicate foods that your child should not receive; if we are unable to provide acceptable alternatives we may ask that you provide us with a sealable container of appropriate snacks for your child's use. This container and contents must be marked with your child's first and last name, and we will ask that you complete a Special Diet Agreement.

### **Hearing and Vision Screening**

In accordance with State of Illinois regulations, NFCNS will contract with Pupils Vision and Hearing Testing, Inc. to provide hearing and vision screening to children enrolled in the 3-Day, 4-Day and Pre-K classes. The screening typically takes place in November. There is a fee for this service; dates and details will be provided after the start of the school year. The screening process is positive and playful, and parents have expressed appreciation for the early notice of potential issues that allow for early remediation. Director Heather Burns will be happy to answer any questions or provide more information about this routine and simple screening.

### **Integrated Pest Management**

It is the policy of NFCNS to implement and practice Integrated Pest Management (IPM) to control pests in the building and minimize the exposure of children, families and staff to pesticides. Illi-

nois state law requires licensed preschools to practice IPM indoors and to notify all parents and staff prior to pesticide application, whether indoors or on the grounds. Please contact the Director, Heather Burns, if you would like more details about NFCNS's IPM.

### **Visiting NFCNS**

We are happy to have you visit! While you are welcome to stop in, we are glad to pre-arrange a time for you to come to school. Please check with your child's teacher.

Just a reminder: sometimes our younger students are distressed when family members arrive unexpectedly or leave after a visit without taking the children with them. If you are unsure if a visit is a good idea talk with your child's teacher.

Some classrooms provide special opportunities for family members, including "mystery reader" programs and "fitness days." Your child's teacher will keep you apprised as to these occasions.

### **A Note About Animals**

Due to NFCNS insurance requirements, absolutely no pets will be allowed on school premises (this includes during "Show and Tell"). As much as we would enjoy meeting your furry family members, dogs may not be brought to school at any time, including drop-off and pick-up.

### **Special Events at NFCNS**

We love to get together, whether in individual classrooms, as a school, or as a community! Take a look at our school calendar to see what is in store this month! Here are a few of our favorites:

- September – Welcome Coffees on the first days of school, and our Start-of-School Picnic held on a Saturday afternoon
- October – All School Meeting and Open House, and Halloween parties in all but our Cubs rooms
- January – Saturday Splat, a "friendraiser" open to the preschool public. Paint with toilet plungers, flyswatters and experience all that is slimy and gooey!
- March – a special event as part of the Alliance for Early Childhood ScreenBreak. Last year we held a "monkeying around" party. This year....hmmmm....open to ideas!

### **Volunteers and the NFCNS Board**

Did you know that in addition to a wonderful staff, NFCNS has a parent-run board executing many functions for the school? NFCNS's board of parent volunteers dedicates their time to work on a wide range of activities, including:

- Programs – welcome coffees and fundraisers
- Administration – budgeting, tuition planning and teacher contracts
- Facilities – overseeing playground and classroom materials maintenance

There are lots of different ways you can be part of the learning and excitement that happen at NFCNS every day. Your level of involvement is up to you. Whether you work at home, work outside the home full time, or fall somewhere in-between, there are opportunities to participate at whatever level feels most comfortable. And you don't need to be a board member to share your time with the school. If you have a specific talent or interest, please let Director Heather Burns know that you would like to contribute.

If you are interested in getting involved at any level, please contact our Board President, Erica Marinello, [erica.marinello@gmail.com](mailto:erica.marinello@gmail.com) . Whether you would just like to volunteer for a specific activity or want to become entrenched in the operations of the school, we welcome your participation. Also, don't forget that board members, past or present, receive priority registration for preschool classes.

As always, the board strives to represent the voices of our parent community. If you have something to say, please contact one of the board members or our Director, Heather Burns with your thoughts. Your feedback is one of the ways we measure our success as a school.

### **Fundraising**

Throughout the school year, NFCNS's Fundraising Committee organizes activities and events to raise money for our wonderful school. Participation in these events is strictly voluntary. Fundraising activities may include: Scholastic Books, Restaurant Nights, a Fall Parent Party, the annual Holiday Cookie Walk, and the Spring Benefit.

Private donations are also welcomed. NFCNS is a 501c3 non-profit organization and may qualify for employer match programs and grants. The fundraising committee is available to assist with completing applications on your behalf.

For more information about fundraising, please visit [www.nfcns.org](http://www.nfcns.org).

### **Other Resources for Families**

Northfield Community Nursery School enjoys a cooperative relationship with the Alliance for Early Childhood, the Children's Home and Aid Society of Illinois and many other community groups, and is familiar with agencies providing family supports and early intervention. If there is some way in which we can assist you, please let us know.

## NORTHFIELD COMMUNITY NURSERY SCHOOL

### 2016-2017 CALENDAR

<u>AUGUST</u>	18-26 29	School Visits School Starts: Cubs, M/T Bears, 3-Day, 4-Day, Pre-K Program
<u>SEPTEMBER</u>	1 1 5 6 7 12 - 16 24	Last installment of tuition due School Starts: Th/F Bears Program Labor Day Holiday Music & Movement Classes Start Parent and Tot Class begins Lunch Bunch, All Enrichments Start This Week Back-to-School Family Picnic
<u>OCTOBER</u>	3 4 12 25 26 27 27 28	Rosh Hashanah: NO SCHOOL All School Meeting, 7:30 pm, first day of car-side pick-up Yom Kippur: NO SCHOOL Halloween Party - M/T Bears Halloween Party – 3-Day, Parent and Tot Halloween Party – Th/F Bears, 4-Day, Pre-K Early Dismissal Day for Dist. 29 - Pre-K in session Staff Development Day: NO SCHOOL
<u>NOVEMBER</u>	2 7 - 18 21 - 25	Hearing and Vision Screening: 3-Day, 4-Day, Pre-K Parent / Teacher Conferences begin; School in Session Thanksgiving Break – NO SCHOOL
<u>DECEMBER</u>	7 - 8 13 14 15 16 16 Dec. 19 – Dec. 30	Cookie Walk Holiday Parties: M/T Bears, Cubs Holiday Party: 3-Day (enrichments will run), Parent and Tot Holiday Parties: 4-Day, Pre-K (enrichments will run) Holiday Party: Th/F Bears No Pre-K classes or enrichment classes; Winter Break begins (this is an early Dismissal day for Dist. 29) Winter Break: NO SCHOOL
<u>JANUARY</u>	2 3 14 14 16 17 19 24	New Year's Day (observed): NO SCHOOL Classes Resume Current Family Registration Begins for 2017-18 School SATURDAY SPLAT! Martin Luther King Day: NO SCHOOL Open Registration Begins for 2017-18 School Year 2 <sup>nd</sup> Session Enrichment Pre-Registration Due 2 <sup>nd</sup> Session Enrichment Lottery held
<u>FEBRUARY</u>	6 17 20	2 <sup>nd</sup> Session Enrichments Begin Staff Development Day: NO SCHOOL President's Day: NO SCHOOL
<u>MARCH</u>	9 14 TBD TBD 24 March 27 – March 31	Gap Camp Pre-Registration due for 3-Day, 4-Day and Pre-K Gap Camp Lottery held Alliance for Early Childhood ScreenBreak, NFCNS ScreenBreak event Class Pictures Early Dismissal Day for Dist. 29 - Pre-K in session Spring Break: NO SCHOOL
<u>APRIL</u>	3 10-13 14 17 – 28	School resumes Teacher Appreciation Week Good Friday: NO SCHOOL Parent / Teacher Conferences – School in Session
<u>MAY</u>	9 10 12 16 16 17 17 May 22 – June 2 29	Music & Movement Last Day Parent Tot Last Day Th/F Bears Program Last Day Cubs, M/T Bears Program Last Day Pre-K Program Last Day 3-day, 4-day Programs Last Day, dismissal at 11:00 End of Year All School Picnic, 11:00 Gap Camp for 3-Day, 4-Day and Pre-K (9 sessions) No Gap Camp, closed for Memorial Day