



Student Handbook

The Incline Village Nursery School is a non-profit organization founded in 1970. It is under the supervision of the Board of Trustees. They are responsible, in consultation with the staff, for setting policies and determining operating procedures. Tuition and fundraisers provide the financial support for the school. Registration is open to the community on a non-discriminatory basis, providing non-denominational education to children without regard to race, color, or religion. The school is licensed by the Department of Social Services in Washoe County. The staff is qualified by education, experience, and personal qualities to work with children and they meet or exceed the qualifications required by the State of Nevada. The Incline Village Nursery School operates in accordance with its Articles of Incorporation, Bylaws, and the Rules, Policies, and Procedures. It is each parent's responsibility to read and comply with these Rules, Policies, and Procedures. The Bylaws determine when Board meetings are scheduled. These meetings are the parents' opportunity to share in the business of running the school, express opinions and concerns, and make constructive suggestions.

Our Purpose

Incline Village Nursery School unites parents and teachers in their dedication to nurture preschool aged children as they seek greater self-understanding, develop positive social skills, and build personal confidence. Our school offers a balanced environment that focuses on building academic readiness skills as well as social development. A child's bridge to a lifetime of success begins here.

Goals

- Provide an atmosphere that allows children to develop to their fullest potential.
- Encourage children to be respectful and courteous to others.
- Give children the time and opportunity to experiment, to think, and to make decisions.
- Develop each child's knowledge, skills, and abilities in all developmental areas: social, emotional, physical, and cognitive.
- Help to prepare children for success in school by providing daily exposure to language building activities, handwriting, math skills, science, process-oriented art projects, music, dramatic play, and outdoor exploration.

Teaching Staff 2022-2023	Board of Trustees 2022-2023
Director - Lauren Lewis	President - Casey Wold
Lead Teacher/Assistant Director - Kelly Coffyn	Vice President - Shelby Yorkey
Assistant Teacher - Lindsay Rudd	Treasurer - Kerstin DeLuna
Assistant Teacher - Vanessa Tinoco	Secretary - Alyce Cady
	Trustee Member - Andrea Popan

Enrollment

School enrollment shall be limited to twelve (12) students per age group. When capacity is reached, applicants shall be placed on a waiting list according to the date of application. In order to enroll in Mon/Wed/Fri three-year-old class, a student must be fully potty trained and 3 years old by December 31st. In order to enroll in the 4 or 5 day four-year-old class, a student must be four years old by September 30th and fully potty trained. Students who are not fully potty trained (no pull-ups) will be disenrolled. A student's enrollment may be terminated if it is in the best interest of the child, the school, or other students and their families.

Fundraising

Fundraising plays a large part in allowing us to offer a quality education with reasonable tuition. All parents will be called upon to assist with one fundraiser that is still to be determined. The proceeds from this fundraiser enables IVNS to offset tuition costs, fund scholarships, and pay for enrichment programs.

Absences and Withdrawals

If a child must miss school due to vacations, illness, or other circumstances, his or her place is held by the payment of regular monthly tuition by the fifteenth of each month, regardless of the number of school days missed during that installment period.

If a parent or guardian instead wishes to withdraw the child from the program during their absence, he or she must inform the Director in writing at least 45 days prior to the child's last day. Submittal of a disenrollment letter stipulates that the parent or guardian is willingly removing the child from school and is choosing not to pay monthly tuition, thereby relinquishing the child's place in school. If parents/guardians do not give a 45-day notice, he or she will be responsible for payment of tuition during the 45-day notice period and their deposit will be forfeited.

Students are welcome to take leave from the classroom for family trips or other reasons at any time throughout the school year without advance notice to the Director. No refund will be given for days of class missed during this time, and tuition will not be prorated or deducted for any days of class missed. All tuition must be paid in full before the student leaves if the family will miss the 15th deadline for tuition due.

Tuition for 2022-2023

Tuition can be paid monthly(due on the 15th) or once yearly

3 Year Olds = M/W/F \$6,200/year or \$620/month

4 Year Olds= M/T/Th/F \$8250/year or \$825/month

5 Year Olds 5 days \$9800/year or \$980/month

Tuition payments in full are welcome. Tuition can also be paid in monthly installments over the 10-month school year. Installments are due on or before the 15th of each month beginning **August 15**. **If not paid in full, a deposit of one month's installment is also to be paid by August 15**. We will be using PayPal to process credit card and direct deposits this year. **A processing fee will be charged for credit card payments**. You are also welcome to bring a check or cash to school.

If a tuition payment falls on a weekend, holiday, or other day when school is not in session, parents are still responsible for paying the installment on time. Payments are considered late by the 20th of the month. Payments made late are subject to a late payment fee of \$40.00.

How to Pay Tuition

1. Checks for tuition may be dropped off in the tuition box in the classroom or mailed to:

Incline Village Nursery School
P.O. Box 4396
Incline Village, NV 89450

2. Cash payments must be handed personally to the Director and exchanged for a written receipt.

If a child is enrolled in the middle of the school year, the initial tuition payment will be prorated based on the number of weeks remaining in the current tuition installment period. Attendance for a partial week is considered the same as attendance for an entire week.

3. PayPal option: Parents may visit our website and pay via our IVNS Tuition PayPal link under the enrollment tab. You will need to create a PayPal account and link a credit card or checking account to be able to use this link. You will also be required to pay a credit card processing fee with this option.

No Refund Policy: There will be no reimbursement of tuition unless a formal withdrawal has been made 45 days in advance and tuition has been paid beyond that period.

Arrival and Dismissal

School is in operation each day from 8:45 to 1:15. Each school day a teacher will greet students as they enter the classroom. A parent or adult must sign in the child each day upon arrival to the classroom. An adult must come to the classroom to pick students up and sign out each day. If the pick up is an alternate from a parent we will need their ID and cross reference our records of authorized pick ups on your child's registration sheet. We must have a dated and signed note if someone else is picking up your child and they are not listed on the registration form. Children will not be dismissed until a parent or caregiver is present.

Parking

There are two entrances to the school. We prefer that parents and caregivers enter from the front (main entrance) of the building and use the designated parking spots in the upper church parking lot. You may also use the side/alley parking spots if they are available and may enter through the lower side door. No parking in the lower driveway near our playground at any time. This is a hazard as children are often entering/exiting the area and we want to make sure everyone remains safe. If you are pregnant or have an infant in the car you may park in the lower driveway or call the school (775-831-4040) and one of the teachers will bring the child out to you (only for moms with small babies)

Cancellation of Classes

School will be canceled due to weather when the Incline Elementary School is closed. Local media may announce this information, or a parent may call the snow line at: 775-337-7509 for a voice mail message about the school closing information. If we are closed for a snow day, parents will also receive an email from the director by 7:00 am and will be notified via social media on the IVNS pages. School is also closed for all Incline school holidays and vacations, with the exception of Teacher Institute day(s). Incline Village Nursery School will

have delayed openings when Washoe County calls a 2-hour snow delay - we will be opening at 10:45am on those days to ensure teachers and families can arrive safely at school.

Snacks

We encourage all parents to provide snacks for the group during the school year and a snack sign-up sheet is posted on the bulletin board in the hallway. Incline Village Nursery School encourages thoughtful preparation (items that minimize set-up and clean-up) and nutrition. Please check with the teachers for appropriate suggestions and class sizes. All fruits and vegetables must be prepared (washed and cut) by the teachers. All snack items must be store bought, packaged and unopened. Given the rising incidence of peanut or tree nut allergies, we have adopted a nut-free school policy.

Birthdays

When a child's birthday arrives, it can be celebrated during circle time. If you would like to provide a special healthy snack for that day and were not scheduled on that day, please switch with someone else. We will not allow cupcakes, cake, candy, ice cream or popsicles of any kind for birthday celebrations. A few hours at school is not the appropriate time to give sugary treats to kids. If you are having a party at home; to which the whole class is invited, invitations may be given out at school. If everyone is not invited, invitations may not be brought to school. Any food item given for birthdays must be store bought so we can see the ingredients and make sure there are no allergens included.

Clothing

Children should be dressed in comfortable clothing. All clothing, especially any removable articles (boots, jackets, sweaters, masks, etc.) should be marked with the child's name. Smocks are provided for painting and water play activities, but a child's interest cannot be focused on keeping his or her attire in perfect condition. The school uses water-based products that are represented to wash out.

When weather permits the children will spend some time playing outdoors. Please see that a child has suitable jackets and shoes. Children are required to wear footwear in the classroom at all times. Due to safety concerns we ask that you please do not send your child to school in Crocs or flip flops close-toe shoes only. The tile floor in our classroom is VERY slippery with foam soled shoes. During inclement weather, please see that your child has something to wear on their feet that will be comfortable throughout the class time (no slippers). We do play on our playground during snowy winter months. Please send snow clothing and boots that will be appropriate for cold weather play. Each child will have a coat hook in the hallway that can be used for clothing storage.

Please provide sunscreen for your child before you drop them off. If you would like us to reapply the sunscreen please bring a bottle labeled with your child's first and last name and we will store it on site.

Potty Training Policy

Starting the second week of school, our potty training policy goes into place. We are very proactive about taking bathroom breaks and checking in with students throughout the day (first two months of school we ask every 30 minutes). If your child has a potty accident three times in 1 week, you have to take a week off from school without a break in tuition. This week off should be used to potty train. When you return to school, the same rules apply. We are not licensed for diaper changing or changing accidents on a consistent basis. We understand accidents happen and we are prepared to support them when they randomly occur, but not when they are happening on a daily or weekly basis. After your week off, we will have a supportive partnership meeting with parents and teachers to make a plan moving forward to set the student up for success. If the student is not able to potty train, you will be disenrolled for 1 month to try again. You will be able to pay to hold

your spot for a month, or disenroll and not pay until the student is fully potty trained. Your spot is available to students that inquire and potentially want to enroll if you do not pay that month's tuition.

Registration Fees and Late Fees

Registration Fees: A \$100.00 registration fee shall be charged upon enrollment of each child. Registration fees are payable upon submission of the application and are non-refundable.

Late Tuition Fees: Any tuition payment not received by the 20th of the month shall be considered delinquent and subject to a late fee of \$40.00. The late fee is assessed per check, not per child. The school Treasurer may, but is not required to, send the non-paying member a delinquency notice. If the delinquent tuition, the late charge, and the tuition for the next tuition installment period are not received on or before the fifteenth day of the next month, the student may be dismissed from the school. Checks returned for insufficient funds will be subject to a \$35.00 returned check charge.

Late Pick-Up Policy and Late Fees: If you think you are going to be late to pick up your child, please call the school prior to 1:15 to inform teachers. A late fee of \$10 will incur if you did not inform school and you pick up past 1:30. If a child is picked up late three (3) times during the school year, the Director will issue a warning letter to the parents and/or guardian. Upon the fourth occurrence, the child may be suspended from the school for one week. If late pick-ups occur after a suspension, the family may be dismissed from the school.

Discipline Policy

An important focus of the Incline Village Nursery School program is the continued development of the social skills and self-discipline necessary for the child to function successfully in small and large groups. At this point in the child's development he/she should be acquiring a collection of strategies for handling problems and getting along with other children. Inappropriate behavior should be discarded in favor of strategies such as talking out problems with each other and requesting adult assistance. No child may hurt another in any way, disrupt the work of another, or misuse the materials or equipment.

We recognize that children mature at different levels and that they develop positive social skills over time. However, to make the most productive use of the group's class time, the following process has been developed for use with those children who exhibit inappropriate behaviors.

1. Remove the child from the group and/or activity for a brief period of breathing and calming. Make sure the child knows why he or she has been removed. Offer positive redirection and choices for different activities or playmates. This occurs periodically in all our classes and usually is sufficient to solve the situation.
2. Conference with the parents to make them aware of their child's behavior in the classroom.
3. No later than two weeks after conferencing, update the parents on their child's performance in class and evaluate the behavior. At this time determine the status of the child and the alternatives.
4. Discuss the child with the Board of Trustees.
5. If the child is still displaying inappropriate behavior and not conforming to classroom procedures, The Board of Trustees will discuss dismissal. In order to guarantee a quality experience for the total group, students who repeat these behaviors may be removed from the program. In the event of extreme behavior or an extraordinary problem, the Director has the authority to act promptly without adhering to the above guidelines.

Visitors

Parents and guests wishing to visit the school please coordinate with the director. We will be open to outside enrichment programs this year. New families and tours will be asked to visit during hours when students are not present in the classroom.

Health Policy

All children must have age-appropriate immunizations before beginning school, as determined by Washoe County. Records of these immunizations must be given to IVNS on your child's first day of school and will be retained on file. As children have birthdays throughout the year and need additional immunizations, the Director will notify parents.

For illness not related to Covid-19: A parent must not send a child to school if he or she is sick. If a child is absent due to illness, the school should be informed. If a child is too sick to play outside, he/she should not be sent to school. "Too sick for school" is defined by Washoe County School District as follows:

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature exceeds 100.4 degrees F, or 1 to 2 degrees above the child's normal temperature.

A child with such a fever should remain home for 24 hours after the temperature returns to normal.

3. If your child vomits and continues to experience nausea and/or vomiting. A child needs to have 24 hours at home after the last vomit or diarrhea incident.

4. If your child complains of severe and persistent pain; refer to a physician.

5. If your child shows signs of upper respiratory infection (cold symptoms)

6. If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, or crusts on

eyelids: the child should be evaluated by a physician.

7. If there are open sores that have not been evaluated by a physician.

8. If there are signs of infestation with lice (nits in hair, itchy scalp); evaluate with treatment.

Please also take into consideration the milder cold symptoms such as running noses, sneezing, and coughing which can spread the virus to other children and/or teachers. IVNS encourages parents to use these guidelines in determining when to keep a child home from school. The teachers have full discretion to call the parents of a sick child and require that he or she be picked up. Sick Exclusions mean that the child must be symptom and medication free for 24 hours before returning to school to play with others.

Special Medical Conditions

Parents must notify IVNS, in writing, if your child has any health condition(s) in which the child may need medical attention. Such conditions may include allergies, asthma, etc. Such conditions must be listed on the child's medical form that is turned in on the first day of school.

Parents need to provide written instructions on how to handle the condition(s) should it occur while the child is attending school. These instructions shall include a description of the condition and its symptoms and specific instructions on how the parents want the condition handled should it occur. If medications are needed for the condition, parents shall provide:

- 1) An adequate supply of medication to be kept at IVNS in a secured location.
- 2) Clear labeling of what the medication is and any precautions.
- 3) Instructions on its use (dosage, when to use, etc.).

These instructions shall be signed by the parents & the Director, reviewed & initialed by all staff, and posted at school.