

St. Raphael Nursery School

1513 Dunster Road
Rockville, Maryland 20854

2019-2020

Handbook

General Information
301-762-2143

Fax
301-762-4991

<http://www.straphaelschoolmd.org>

Established 1969

Welcome

On behalf of Fr. Mike Salah, our parish priests and the Staff of St. Raphael Nursery School I would like to welcome the parents and children, new or returning, to the school. We hope this will be a wonderful beginning for your child and an exciting, rewarding and satisfying experience for you as a parent.

This handbook is designed to acquaint you with our school. It will have most of the information you will need to know throughout the school year. We urge you to read the handbook and keep it as a reference during the year. On our emergency form there is a place for you to sign indicating that you have read the handbook and agree to be governed by our rules and policies.

The staff looks forward to working with you and your child in the year to come. Looking forward to a great year!

Fondly,

Teri Dwyer

I. PHILOSOPHY

St. Raphael Nursery School offers an early childhood program for children three and four years of age. The goal of the school is the development of the whole child - religiously, psychologically, mentally and socially - so that he or she can have a pleasant school experience and a good beginning toward a successful life within a Christian environment.

St. Raphael Nursery School is above all a Catholic preschool. Children will be expected to participate in the Catholic religion program and participate in Catholic religious services appropriate for preschool age children.

The children are exposed to a wide range of experiences such as free play, music, art, dramatic play and dancing. The teacher and children gather for group experiences which help develop thinking, perceiving, remembering and the skill of communicating. The group activities also encourage being part of a whole community and instill respect while helping one another. The school environment provides the child with a sense of self-worth and well-being and always encourages the positive "I can" attitude with emphasis on doing things for oneself.

II. MISSION

St. Raphael Nursery School, as an extension of St. Raphael Catholic Community, provides a foundation for education based on Catholic values and traditions in a safe, nurturing, and spiritual environment.

III. HISTORY

St. Raphael Nursery School began in 1969 as an incorporated organization offering a non-sectarian program for three and four year olds in space rented from St. Raphael Church. In 1989 the school became an integral part of St. Raphael Parish, operating under the guidance of the Catholic School's Office for the Archdiocese of Washington.

IV. GOVERNANCE AND

LICENSING

St. Raphael Nursery School is under the authority of the Archbishop of Washington and is related to the Catholic Schools Office.

St. Raphael Nursery School is licensed by the State of Maryland's Department of Education.

V. ADMISSION POLICIES

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington:

www.adncatholicschools.org. We give admissions preference to Catholic students who are members of St. Raphael Parish, then space permitting to all others. We welcome all children including those with special developmental and or health care needs. We evaluate each child individually to ensure we can accommodate their needs. Children with special needs will be admitted if, with reasonable accommodations on the part of the school, they can function in the school environment. Children will be conditionally accepted and status will be reevaluated if the need arises.

Registration is in mid-January. A \$200.00 non-refundable application fee is due at the time of registration. At the time of acceptance, two month's tuition deposit is due, which is applied to September and May tuitions for the upcoming school year. Tuition payment is refundable only if a class is full. Children must be potty trained by the start of school in September.

If someone wishes to withdraw a child from the school, one month's written notice must be submitted to the school director. A refund of May tuition is contingent upon the replacement of the withdrawing student within 30 days.

VI. TUITION AND CLASS OFFERINGS

Order of Acceptance for the School

1. Children returning for another year at SRNS and children of SRNS faculty.
2. Siblings of returning children and siblings of alumni children of SRNS.
3. Children of SRNS alumni who have been contributing parishioners, through the parish envelopes, of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for at least one (1) year.
4. Children of SRNS alumni who have been contributing parishioners, through the parish envelopes, of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for less than one (1) year.
5. Children who have never attended SRNS, whose parents have been registered parishioners of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for at least one (1) year. The parents must be contributing parishioners through the parish envelopes.
6. Children who have never attended SRNS, whose parents have been registered parishioners of St. Raphael or other Catholic Parishes in the Archdiocese of Washington for less than one (1) year. The parents must be contributing parishioners through the parish envelopes.
7. Transfers of former SRNS students.
8. Non-Catholic children.

The above acceptance policy is subject to change. Please consult current registration procedures prior to registration.

Admission to St. Raphael Nursery School assumes that you have agreed to our tuition policy.

St. Raphael Nursery School uses TADS Tuition Management Services for tuition collection. After your initial 2 month deposit, you will have the option of paying the remainder of your tuition up-front, or using TADS for invoice or direct debit

processing. If at any time you think you might have a problem, do not hesitate to call the Director to work out a payment plan. We need your support and your prompt payment. **TUITION PAYMENTS ARE REFUNDABLE ONLY IF A CLASS IS FILLED WITHIN 30 DAYS AFTER THE CHILD HAS WITHDRAWN.**

Tuition consists of the following items:

- Monthly tuition for the nursery school or annual tuition for full time programs
- Annual activity fee for each nursery school program
- One-time security fee upon enrollment

CLASS OFFERINGS

THREE YEAR OLD PROGRAM

Must turn 3 by December 31, 2019

Monday/Wednesday/Friday, 9:15-11:45 AM

Catholic - \$449 Non-Catholic - \$472

Tuesday/Thursday, 9:15-11:45 AM

Catholic - \$303 Non-Catholic - \$319

Monday through Friday

9:15AM-2:45PM

Catholic-\$9,260 Non Catholic - \$10,260

FOUR YEAR OLD PROGRAM

Includes Lunch Bunch

Monday/Wednesday/Friday, 9:15-12:15 PM

Catholic - \$518 Non-Catholic - \$541

Monday/Wednesday/Friday
9:15AM -2:45PM
Catholic-\$958 Non-Catholic-\$1,001

Monday through Friday
9:15AM-2:45PM
Catholic-\$9,260 Non Catholic - \$10,260

FOUR PLUS PROGRAM

Includes Lunch Bunch

(Must turn 4 by 3/31/19)

Monday through Friday, 9:15-12:45 PM
Catholic - \$855 Non-Catholic - \$891

FULL TIME 4+ PROGRAM

Monday through Friday 9:15AM– 2:45PM
Catholic—\$9,260 Annually Non-Catholic \$10,260 Annually

STAY AND PLAY

Mondays and Thursdays

9:30-11:30AM

\$8.00 per family pre-registered

\$10.00 per family walk-in

NOTE: Class offerings vary year to year depending on enrollment.

VII. CURRICULUM

The curriculum follows the Archdiocese of Washington standards.

CURRICULUM GUIDE THREE-YEAR OLD PROGRAM

SEPTEMBER

Family
Self: face
Red and Blue
Seasons
Name Recognition
Numbers: 0 and 1
Circle

OCTOBER

Calendar and Weather
Fall
Orange, Black, White, Gray
Body Parts: left and right
Sorting by color
Halloween
Trees
Introduction to written lines
Number 2

NOVEMBER

Senses: smell
Feelings

Brown and yellow
Shapes
Number 3
Thanksgiving

DECEMBER

Self-help skills: coats and zippers
Christmas
Green
Senses: taste
Number 4

JANUARY

Review colors
Senses: hearing
Teddy Bear Day
Dinosaurs
Winter
Number 5
Fire Safety (Fire Drill)

FEBRUARY

Valentine's Day
President's Day
Purple and Pink
Senses: touch
Sorting by size
Introduction to money: coins and Number 6

MARCH/APRIL

Magnets
St. Patrick's Day
Senses: vision
Community Helpers
Number 7
Spring
Easter
Secondary colors
Number 8

MAY

Mother's Day
Father's Day
Plant Life
Numbers 9 and 10

***CURRICULUM GUIDE
FOUR-YEAR OLD PROGRAM***

SEPTEMBER

Self
Family
St. Raphael
Calendar
Letters A, B, and C
Number 1

OCTOBER

Fall
Columbus Day
Halloween

Days of the Week
Letters D, E, and F
Numbers 2 and 3

NOVEMBER

Counting
Shapes
Thanksgiving
Letters G, H, and I

DECEMBER

Weather
Letter J
Christmas
Pageant Preparation

JANUARY

Winter
Martin Luther King, Jr.
Patterns
Story Sequencing
Letters K, L, M and N
Numbers 4 and 5

FEBRUARY

Valentine's Day
Washington
Lincoln
Mail
Letters O, P, and Q
Number 6

MARCH

St. Patrick's Day

Graphing

Spring

Seasons

Letters R, S, and T

Numbers 7 and 8

APRIL

Plants and Flowers

Earth Day

Easter

Sailing

Months

Letters U, V, and W

Number 9

MAY

Mother's Day

Family Day

Summer Fun

Letters X, Y, and Z

Number 10

CURRICULUM PROGRAM

FOUR PLUS PROGRAM

SEPTEMBER

Self/Friends

Family

Colors/Numbers 1, 2, & 3

Baking

Letters A, B & C

Alphabet Journals
Good Manners

OCTOBER

Seasons - Fall Harvest
Oktoberfest/Germany
Dinosaurs
Columbus Day
Halloween
Letters D, E, F & G
Numbers 4, 5, & 6

NOVEMBER

Thanksgiving
Measurements/Inches
Indians/Pilgrims
England
Thanksgiving
Letters H, I, J, and K
Numbers 7, 8, 9 & 10

DECEMBER

Advent/Christmas
Nativity
Christmas Pageant
Letters L, M & N

JANUARY

Martin Luther King, Jr.
Winter
Months/Days
Letters O, P, Q, and R
Matching Numbers

FEBRUARY

Transportation

Washington

Lincoln

Valentine's Day

Letters S, T, U, and V

MARCH

Spring

Ireland

St. Patrick's Day

Sea/ Water

Letters W, X, Y, and Z

APRIL

Planting

Rain

Review alphabet and numbers

Time concepts

Easter

MAY

Caterpillar to Butterfly

Summer

Nursery Rhymes

Mother's Day

Father's Day

RELIGION OBJECTIVES
THREE AND FOUR-YEAR OLD PROGRAM

SEPTEMBER

To Introduce God's family as an extension of our own family.
To celebrate community.

OCTOBER

To celebrate the gift of creation.
To celebrate the gift of being human.
To understand that these gifts come from God.

NOVEMBER

All Saints
Thanksgiving
To celebrate all that God has given to us.
To understand that God gives to us so that we can give to others.

DECEMBER

Advent
Christmas
To introduce the person of Jesus as friend and brother.
To develop that art of wonder.
To celebrate self and family.

JANUARY

To introduce the art of being quiet and listening.

FEBRUARY

Valentine's Day
Ash Wednesday
To introduce prayer as talking to God, who is like a loving parent.

MARCH

Lent

Easter

To celebrate the church's springtime.

To restate the wonder of God.

APRIL

To celebrate initiation in the Christian Community.

MAY

To celebrate Mary as mother

To celebrate Mary as our Mother.

VIII. RESPONSIBILITIES OF PARENTS

Volunteer Requirements

Fulfill Archdiocese of Washington requirements including fingerprints, Virtus training and archdiocese questionnaire. For those wishing to help with lunch or in the classroom, a physical and TB test (if required by physician) are also required.

Field Trips

Field trips are an important aspect of our 4+ curriculum. Parents are expected to drive directly to and from field trips during the year. The children eagerly anticipate their parents' turn to accompany the class on field trips; therefore, we ask that only parents (not a relative or a babysitter) fulfill this responsibility. Parents must fulfill Archdiocese of Washington requirements including fingerprints, Virtus training and archdiocese questionnaire. We will try to provide field trip dates as far in advance as possible so that working parents can also accompany us. (Because we need a parent's full attention on field trips, we cannot allow other siblings to come along). A copy of a valid driver's license, insurance documentation and cell phone number will be

required and we do ask that cell phone use be restricted to emergency only during a field trip.

Parent Participation

There are two general meetings (for new parents in May and for all parents in September) plus a year-end picnic which parents are asked to attend throughout the year. Fathers and/or mothers are asked to serve on a committee and help with occasional special projects or trips when more adults are needed.

Parents with special skills, talents, hobbies or places of work suitable for field trips are encouraged to bring this to the attention of the Director or Participation Chairman.

Substitute Teaching

It is always interesting to see a classroom in action and to see your own child interacting in a setting with other children away from home. The school uses a list of paid substitutes to assist in the classroom when the teachers or assistants are absent. If you choose to substitute, we must remind you that each child comes to school with his or her own unique personality and we ask that you do not discuss individual children outside the classroom. We owe the children and their parents this courtesy. Substitute teachers must fulfill Archdiocese of Washington requirements including fingerprints, Virtus training and archdiocese questionnaire. A physical and TB test are also required.

IX. GENERAL INFORMATION

Phone Numbers

General Information	301.762.2143
Fax	301.762.4991
Website	www.straphaelschoolmd.org

School Hours

All the morning classes begin at 9:15 A.M. and are dismissed promptly at 11:45 A.M. All afternoon classes begin at 12:15 P.M. and end promptly at 2:45 P.M. Full Day and Full-time programs begins at 9:15 A.M. and ends at 2:45 PM. If your child is not attending school on a regular class day please call the school office by 10:00 A.M. Punctual drop off and pickup of students is important to the students as well as being fair to our staff. Habitual late pickups will require the parents to have a conference with the Principal and fines may be assessed.

Before and After Care

We offer an Early Drop-Off/ Before Care Program for NS students scheduled to attend classes at 9:15AM. Early Drop-Off is available at 7:00AM and Before Care starts at 7:30AM. Your child will be escorted to their NS class at 9:15AM. The cost for Early Drop-Off is \$10.00 per day and Before care cost is \$5.00 per day.

Our After care is available for NS students in our afternoon programs. Children are picked up at their classrooms at 2:45 by our After Care staff. After Care students have free play, a snack and outdoor activities. Pickup is no later than 6:00PM. After care fees are \$15.00 per day.

Weather Policy

During inclement weather, St. Raphael Nursery School will close when Montgomery County Public Schools are closed. In the case of a delayed opening, St. Raphael Nursery School classes will begin at 10:15 a.m. Please walk your child to the classroom as usual.

Early Care will be available beginning at 8:00 a.m. The cost is \$10.00 per child. Please walk your child in, and the receptionist will direct you to Before Care.

Should there be an early closing the Nursery School will have an 11:45 a.m. dismissal for students not attending Lunch Bunch, and a 12:45 p.m. dismissal for students attending Lunch Bunch. Afternoon classes and After Care will be canceled.

In the event that Montgomery County Public Schools are not in session, please adhere to Archdiocese of Washington announcements for school closings, early dismissals or delays.

Crisis Plan

There is a crisis plan on file in the school office. Children participate in various emergency drills including fire drills. In the event that children need to be relocated from our campus, we have a reciprocal relationship with Ritchie Park Elementary School.

Security Policy

The outside doors to the lobby are locked. All other doors, including the door to the Trumpet Room, will remain locked. A receptionist in the lobby will allow only authorized persons to enter the building during school hours.

Parents must give permission for anyone picking up their child by listing them on the pick-up form that is completed during the TADS enrollment process. Changes can be made anytime during the school year in the Nursery School office. Written notification must be provided for any change in your child's routine.

Doors

Please remember to close the main doors from which we enter and leave the building. The parish employees, along with the electric bill, will benefit greatly. **Thanks!**

Carpools

Rosters will be distributed at our September meeting. Look over the class roster before the open house, when you and your child come to school together. This is an excellent time to form car pools. **This list is for internal use only and may not be used to solicit student families.**

Tote Bags

Anyone familiar with nursery school knows that art is an exciting part of the child's day. Children usually have several items to transport home each time they come to class, and their small hands often have trouble holding their many treasures. We ask that you either purchase or make a tote bag for your child to carry back and forth to school. The open shopping bag type is preferable to a backpack, as often the treasures are an odd size. The St. Raphael tote bags on sale at the school are ideal for this. Be sure to label the bag with your child's name.

Clothing

Part of our nursery school program includes a trip outside each day, weather permitting. Since St. Raphael sits on a hill, we usually are cooler and always windier. Therefore, we ask that you dress your child appropriately for class. If your daughter insists on wearing a dress, which girls often do, have her wear slacks or tights underneath on cool days. We also have found that party shoes (Mary Janes) and flip-flops are difficult to run in and almost impossible on the climbing tower. Clothing should be washable and allow freedom of movement.

Archdiocese of Washington: Child Protection Policy

St. Raphael Nursery School complies with the requirements of the ADW's Child Protection Policy. A full explanation of this policy can be found at www.adw.org.

School Records

St. Raphael Nursery School assumes that the child is in the custody of both parents unless otherwise notified.

St. Raphael Nursery School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St.

Raphael Nursery School will provide the non-custodial parent with access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the order.

Technology Policy

As a play-based nursery school, St. Raphael Nursery School incorporates technology into the classroom on an extremely limited basis.

Interactive technology may be used in specific situations when tied to the curriculum. Examples include: 3 year old Teddy Bear Day, 4+ end of Alphabet celebration, and holiday celebrations; may also be used in after care on Friday afternoons. Technology may also be used to facilitate active and creative use of technology; to encourage social engagement with other children and adults; to support curriculum concepts which may include science videos; or with videos that include songs and activities that encourage physical movement. Interactive Technology is described as educational and age-appropriate technology including non-commercial television, videos, and streaming media. Interactive Technology supports, but does not replace creative play, social interactions, and other developmentally appropriate learning activities.

Passive technology occurs rarely at St. Raphael Nursery School. If and when it occurs, it is infrequent and does not exceed 30 minutes per week. Passive technology means non-interactive television, videos and streaming technology.

As a play based nursery school, we feel students learn through creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, playing, singing and other developmentally appropriate learning activities.

X. HEALTH AND WELLNESS

If your child is sick (frequent coughing, profuse nasal discharge, etc.), do not send him or her to school. If your child is not well enough to play outside, a staff member

will not be able to stay inside with your child.

Your child should be fever free as well as not having vomited for 24 hours before returning to school.

St. Raphael Nursery School Nut Free Policy

As with the general population, St. Raphael Nursery School is seeing an increased number of children with severe nut allergies, including potentially life-threatening anaphylactic reactions. Complete avoidance of peanut butter and nut products is the only way to prevent these children from having an allergic reaction. This reality has necessitated the elimination of peanut butter and nut products from the classrooms and lunchroom at St. Raphael Nursery School. To our families, we ask that no type of food containing peanut butter and/ or nut products be sent to school. This applies to all food coming into the school building, including lunches, snacks, and special-occasion foods. We will continue to allow home-baked goods into St. Raphael Nursery School, however, we ask that these home-baked goods also be completely free of peanut butter and nut products. We realize that this may cause some inconveniences, but we feel that the health of our children with these intense reactions must be a priority.

As we strive to provide a nut free environment, please recognize that our facilities are used for many purposes (by the church community and outside groups) and we cannot guarantee our facilities are completely nut free. In particular, the Trumpet Room is used by various groups unrelated to St. Raphael Nursery School and cannot be considered a nut free environment. We do appreciate all efforts to make our facilities as safe as possible for all who use them. Thank you in advance for your cooperation!

Snacks

Parents are asked to provide the snack for the class two or three weeks a year. We ask that you send a snack which is nutritious and which requires no preparation by the staff. On your child's birthday, however, you may send his or her favorite cupcakes!

There may be a time when you are asked to provide a specific snack to reinforce a lesson, but usually you can send whatever you like as long as it is nutritious. Please be sensitive to allergies in the class. Some suggestions are graham crackers, cheese and crackers, applesauce and oatmeal cookies, cinnamon toast, fresh fruit or vegetables, finger Jell-O, banana bread.

XI. LUNCH PROGRAM

An optional lunch program is offered starting in the fall. It will be offered for one hour before or after one of your child's regularly scheduled class periods. A Board member coordinates the program which is staffed by parents. Lunch and play opportunities will be offered during the hour.

Please furnish a lunch and drink which do not require adult assistance or refrigeration. Due to licensing requirements, milk will be offered. Please note all food allergies on the sign-up sheet you will find in the newsletter. The fee for the lunch program is \$6.00 per session, which is due at sign-up.

XII. DISCIPLINE POLICIES AND PROCEDURES

Classroom Problems

On occasion, there may be a classroom problem you would like to discuss. The following is the procedure we would like to have you follow:

1. Discuss your particular problem with the teacher.
2. If you feel there is still a problem, you may discuss your problem with the Director and a teacher-parent-director meeting can be arranged.

Behavioral Concerns

*If the teacher determines that a child's behavior is inappropriate, the teacher will

first attempt to resolve the situation with the child by actions including, but not limited to, talking to the child about what is appropriate and acceptable behavior in the class, and/or giving time outs.

*If the behavior continues, the teacher will discuss the situation with one or both parents.

*If the behavior does not improve and/or one or both parents do not agree with the teacher, the teacher will speak with the Director and a conference will be arranged with one or both parents, the teacher and the Director.

*If the situation does not improve by the established deadline, the Director may expel the student.

*If, in the Director's discretion, the safety and/or health of others in the school will be impaired by the child's continued attendance, the Director may require the child's immediate withdrawal.

XIII. PARENT-SCHOOL COMMUNICATION

Conferences will be held twice a year in November and April. A written evaluation will be given in the spring. If you have any questions about your child and his or her progress, please remember you may call the teacher at home.

Classroom Visits

Parents are welcome to visit the class and see their child in action. The most ideal situation for observing is through a one-way mirror like those used in most college nursery school laboratories. Since we do not have a mirror at St. Raphael Nursery School, here are some helpful hints for successfully observing your child.

Be sure to make arrangements with the teacher in advance. In the past we have discovered that one hour is a good length of time to observe, although you may stay for a shorter period if you wish.

One good way to inconspicuously watch your child in the classroom setting is to sign

up as an assistant to substitute when the teacher or assistant is away from the classroom. Your child then sees you in a working situation and not just as “a parent who is here to watch me”. Children who are being observed by parents often display behavior atypical from their usual classroom behavior. Do not be alarmed! It is just part of being 3 or 4 years old and knowing you are being watched. After observing, if you have any questions about your child and his or her progress, it is best to wait until the end of the class or call the teacher at home. The teacher cannot do justice to conversation while a class is in session.

Student Roster

A roster of all students currently enrolled is printed each summer. If personal information should change during the school year, please inform the office of the Director. **This roster is for internal use only and may not be used to solicit student families.**

XIV. NURSERY SCHOOL BOARD

The purpose of St. Raphael Nursery School Board is to provide assistance to the Pastor and Director in the operation of the school. They offer input regarding budget, personnel and policy. In addition, they oversee the lunch program and parent participation program. St. Raphael Nursery School consists of a President and eleven permanent Board members with the Director as a non-voting member.. The Board members are assigned the following specific areas of responsibilities: Registration Assistant, Secretary, Participation Chairman, Fundraising Chairman, Health Chairman, Social Activities Chairman and Lunch Program Chairman.

The term for Board members is from April through the following May. Staff and Board members who have served for at least eight consecutive months are eligible for priority registration.

(All policies are subject to change.)