



PARENT HANDBOOK 2024-2025

**MORAGA VALLEY PRESBYTERIAN CHURCH
10 Moraga Valley Lane
Moraga, CA 94556
925-388-0086 or 925-376-4800 ext. 248**

Email: nurtury@mvpctoday.org

Website: www.nurturyatmvpc.com



License #070207368

Tax ID #94-1546653

**Jesus said to them, "Let the little children come to me."
Mark 10:14**

TABLE OF CONTENTS

Introduction.....	1
Welcome Letter.....	2-3
Mission Statement.....	4
Nurtury Calendar 2024-2025.....	5
Nurtury Daily Schedule.....	6
General Information.....	7-17
Medical & Emergency Information	18-23
Financial Policy.....	24-28
Extended Care.....	29-30
Snack Guide.....	31
Nurtury Directory.....	32

INTRODUCTION

Welcome to Moraga Valley Presbyterian Church Nurtury Preschool. We are a nonprofit organization owned and operated by MVPC. The church has assigned an advisory committee to work with the Pastor and Director in overseeing the operations of the Nurtury.

We hope that your association with us is as personally satisfying to you as it is beneficial for us to serve and love you and your child.

We hope you will feel welcome at our Sunday Worship Services! MVPC also has a wide variety of activities for K-12 children as well as Bible studies and small groups for adults. For more information regarding any of the programs at MVPC, please contact the MVPC Main Office at (925) 388-3600 or visit the MVPC website at www.mvpctoday.org.

Dear Parents,

Welcome to the Nurtury! We are happy that you have chosen to become part of our family here at Moraga Valley Presbyterian Church Nurtury Preschool. This handbook contains valuable information about our program, philosophy, and policies. Please refer to it throughout the coming year as it will answer many of the questions that you may have about your preschool. Working effectively depends on knowing what is expected and what you can expect in return.

The Nurtury Preschool was established as a ministry to the community to meet the preschool needs of its residents. We are pleased that you have chosen the Nurtury to be part of your family in fulfilling this ministry. Working together with staff and family, we are able to offer quality education and training in accordance with scriptural principles:

“Train up a child in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6)

Our goal at the Nurtury is to provide a developmentally appropriate, enriching program that addresses a child's social, emotional, physical, cognitive, and spiritual development. Our staff and teachers are trained in early childhood education and are committed to nurturing and loving children.

We are thankful for the dedicated professionals God continues to bring to our school, teachers and staff who have committed themselves to maintain standards of behavior in their Christian walk, work performance, and

personal example. This careful attention builds trust and enables lasting and warm relationships to develop. Our hope is that your child will associate the love and attention they receive with the loving care and goodness of the Lord Jesus Christ.

As we work together to reach these goals, the Nurtury would like to get to know your family and support you in any way we can. We encourage you to ask questions and to visit our program often. We will have special events during the year in which we also encourage you to attend. Contact with parents is an essential part of our program. Please feel free to call us anytime.

Sincerely, The Nurtury Staff

MISSION STATEMENT

The mission of the MVPC Nurtury is to convey, through our word, actions, and curriculum, the salvation of God in Jesus Christ, and to provide a child-centered program that fosters a love for God, a love for each other, a love for His Word and a love for the world.

HISTORY AND PURPOSE: Moraga Valley Presbyterian Church (MVPC) created and organized the Nurtury, in 1984, in response to a growing need in our community for a quality Christian preschool. Nurtury's purpose is to nurture and educate young children in a Christian environment. Curriculum is carefully selected to help each child grow intellectually, socially, emotionally, physically, and spiritually. This is done in a preschool, rich in warmth, love and professional expertise. The Nurtury Advisory Committee (NAC), comprised of the Nurtury Director, a church elder, a Nurtury Parent and members of the church oversee this nonprofit program. The NAC sets tuition and oversees and develops policies.

NURTURY DEVELOPMENT FUND (NDF): The NDF is a designated fund of MVPC. This fund is used for capital improvements to the Nurtury facilities, staff training, and scholarships for students. Disbursement of funds is upon recommendation of the Nurtury Director to the NAC for approval. A donation to the NDF can be a thoughtful gift from parents or friends who would like to express appreciation for the program. Checks should be made payable to: The Nurtury Development Fund. Donations can also be made on the MVPC website at www.mvpctoday.org/give/

AUGUST 2024

August 13 - Tuesday

August 14 - Wednesday

August 14/15 - Wednesday & Thursday

August 18 - Sunday

Visiting Day (9:30-11:30)

First Day of School

Parent Coffee - 8:00am to 9:30am

MVPC Fall Celebration (9:30-Noon)

SEPTEMBER 2024

September 2 - Monday

September 23-27 - Monday-Friday

Nurtury Closed (Labor Day)

Nurtury Book Fair

OCTOBER 2024

October 4 - Friday

October 14 - Monday

October, 23 - Wednesday

October 23-31

Ice Cream Social

Minimum Day (all classes end at 12:30)

Fall Fun Days-Bingo Schmingo

Nurtury Pumpkin Patch

NOVEMBER 2024

November 11 - Monday

November 25-29 - Monday thru Friday

Nurtury Closed (Veteran's Day)

Nurtury Closed (Thanksgiving)

DECEMBER 2024

December 7 - Saturday

December 19 - Thursday

December 20 - Friday

December 24 - Saturday

December 23 - Monday

MVPC Live Nativity

Pajama Day

Christmas Program- 9-10:30am (Dismiss after program)

MVPC Christmas Services

Nurtury Closed (Christmas Break)

JANUARY 2025

January 6 - Monday

January 20 - Monday

Nurtury Re-opens - Minimum Day (classes end at 12:30)

Nurtury Closed (MLK Day)

FEBRUARY 2025

February 3-7 - Monday thru Friday

February 12 - Wednesday

February 14/17 - Friday & Monday

February 19/20-Wednesday & Thursday

February 26 - Wednesday

Parent/Teacher Conferences

Registration 2025-2026 Begins

Nurtury Closed (Lincoln's Birthday & President's Day)

Pajama Days

Open Registration 2024 begins for Community

MARCH 2025

March 12 - Wednesday

March 17 - Monday

March 19 -Wednesday

March 21 - Friday

Summer Camp Registration Begins

Minimum Day (all classes end at 12:30)

Jungle James

Nurtury Family Night

APRIL 2025

March 31-April 4 - Monday thru Friday

April 9/10 - Wednesday & Thursday

April 18 - Friday

April 20 - Sunday

April 28 - May 2

Nurtury Closed (Spring Break)

Picture Days

Nurtury Closed (Good Friday)

Easter Sunday Services

Teacher Appreciation Week

MAY 2025

May 26 - Monday

May 30 - Friday

May 30 - Friday

Nurtury Closed (Memorial Day)

Last Day - Minimum Day (classes end at 12:30)

Four's EOY Celebration 11am-Noon

NURTURY DAILY SCHEDULE

(Sample Schedule - Schedule varies by class)

Morning Bunch Schedule:

8:00-9:00 Activities and Free Play

Morning Program Schedule:

9:00 - 10:10 Learning Centers (art, construction, manipulatives, dramatic play, sensory station, literature corner, science center, cooking)

10:10 - 10:20 Clean-up

10:20 - 10:35 Circle (calendar, weather, helpers chart, concept of the week)

10:35 - 11:00 Wash-up & Snack

11:00 - 11:30 Outside Play

11:30 - 11:45 Story Time

11:45 - 12:10 Music Movement or Concept Related Activity

12:10 - 12:15 Clean-Up & Wash-Up

12:15 - 12:30 Closing Circle (songs, fingerplays, stories or Bible lesson)

Afternoon Schedule:

12:30 - 1:00 Lunch

1:00 - 1:30 Rest Time (Non-Nappers)

1:00 - 3:00 Nap Time (Nappers)

1:30 - 3:30 Activities including cooking, science, music, movement and art

3:30 - 4:00 Snack (Varies-Class Dependent)

3:30 - 5:00 Activities including cooking, science, music, movement and art

GENERAL INFORMATION

NEW STUDENTS: All required State of CA and Nurtury Forms need to be completed and returned to the Nurtury office NO LATER THAN 30 DAYS FROM NOTIFICATION OF ADMITTANCE or 2 weeks BEFORE the first day of school, whichever comes first (unless otherwise specified). All forms must be completed and on file in order for your child to be admitted. These forms are required by the State of California. Please see the Financial Policies pertaining to New Students.

Nurtury is licensed for children 2 to entering Kindergarten. Children must be 2 years old to begin attending Nurtury. If your child turns 2 after school begins, you are required to pay tuition to hold their placement.

RETURNING STUDENTS: New Emergency information and a completed student file must be on record each year. We suggest you frequently review your child(ren)'s Brightwheel profiles to keep information current. New medical forms are not necessary unless there are additions and/or corrections.

PARENT/CHILD GOODBYES: Your child's teacher has successfully guided children and parents for years through this process. Work closely with your child's teacher as to how to best support your child through this transition. Tears usually cease soon after a

parent's departure. You are always welcome to call us, later in the morning, to check on your child's status.

What you can do:

1. Be very certain that your verbal and nonverbal communication gives a clear message to your child that his/her class is a safe, loving, happy place filled with fun, new toys and friends. Remember, if you are anxious, your young child, who is highly perceptive, will understand that they should be anxious too.
2. Give your child time cues. For example:
"Mommy/Daddy is going to take you to school and then it will be time for mommy/daddy to say goodbye to you and go home. I will be back to get you for lunch. We will have lunch together, go to park, etc."
3. Do not ever leave your child without saying goodbye (no matter how the tears may flow). Once you've said goodbye you must leave immediately. Do not go back into the class or be caught by your child looking through the window.

CHECKING IN/OUT: The State of California requires that an adult check a child in using their personal Sign In/Out PIN. Parents SHOULD NOT share their PIN or allow any other person to use their #/PIN to check a child In/Out. Failure to follow this procedure will result in a fine. (See Financial Policy section for details.) Only parents and adults designated as additional contacts in your child's Brightwheel profile may take your child from the Nurtury premises.

In the case of a special occurrence (relative in town etc.) the parent must add this person to their Brightwheel additional contacts and they must have the app and an assigned PIN.

PLAYGROUNDS: Your child will have specific outdoor playtime(s) each day, which will be supervised by our teachers. We ask that non-Nurtury siblings do not co-mingle with the classes on the play yard as this poses a safety concern. If you arrive early, or remain after school is dismissed, you are responsible for your child's safety and the safety of any children in your care. The lower play yard is available for after school playdates after 12:30.

ABSENCES: If your child is absent, there are no "make-up days". Children may only attend on days that they are scheduled to attend unless an exception is approved by the Nurtury Office. Please let the Nurtury Office know via call, email, or message in Brightwheel if your child is absent.

If a child must be absent from school for an extended period of time, it will be necessary to pay tuition to hold the child's place. No allowances are made for absences as we budget for the total year. Supplies and staff need provision whether or not a child is in attendance.

Students that will have long-term absences and will miss days because of travel or other reasons, must continue to pay Tuition to hold their child's space. Schedule changes must be for a minimum of three months (unless

other arrangement have been made with Director). After the three months, additional changes may be made with a 30 day advance request, are based on availability and require a change fee of \$200.

WITHDRAWALS: A written notice 30 days prior to withdrawal is required. If immediate withdrawal is necessary, you will be billed and required to pay one month of tuition.

TERMINATION: Termination may take place if the financial policy is not heeded, if a child poses a health or safety threat to others, or under special circumstances determined by the Director and/or the Nurtury Advisory Committee.

BIRTHDAYS: If your child wishes to celebrate their birthday at school, we have a simple tradition of a special birthday grace, songs and a healthy treat. If you choose to send a birthday snack, bring a healthy item such as juice bars, rice crispy squares, fruit or muffins.

Please NO CUPCAKES! We also ask that you do not bring party favors or birthday party invitations to school. The Nurtury Office will be happy to provide a Class Roster.

CLOTHING: Children should be dressed for freedom of movement and for a variety of activities (dirt, paints, water, etc.). Assume that anything worn to school may get dirty, torn, (i.e., tights), or stained. Make sure children can handle their own clothing when toileting. Shoes should be safe for all activities. Slippery-soled

shoes and shoes without a back-strap are not allowed (we highly discourage rubber boots). **Label outer clothing worn to school.** Parents will need to send a ziploc bag with a change of clothing (diapers, clothes and shoes) for emergency use. **Label everything with your child's name.** In the beginning of the year, your child may want to bring a special blanket, animal, or other security object from home. Please help your child understand that these objects should be kept in their "cubbie" to keep them safe.

PACIFIERS: Pacifiers are allowed if a Permission Slip (available in the Nurtury Office) is on file. Pacifiers may not be clipped to clothing or toy.

CONFERENCES: Conferences are scheduled each spring (February). Conferences are mandatory for all three, four, and Pre-K classes. You may schedule additional conferences if you desire, or a teacher may request a conference if she deems it necessary. Conferences regarding two-year old children is optional and at the discretion of the Teacher.

HEALTH AND SAFETY: The Nurtury will make every effort possible to protect and ensure the health and safety of your child. Our programs, both indoors and outdoors, are carefully designed to offer optimum learning experiences in a safe environment. Our teacher/child ratio is excellent, and all of our teachers and aides have CPR and First Aid training. The staff is skilled in classroom management and all activities are carefully monitored. Please read our check-in and

check-out policies carefully. These further ensure your child's safety.

PARENT VISITATION: Parents are always welcome to come into the classroom, at any time, to observe. We ask that you be sensitive to the environment and the work the teachers may be doing. Please reserve your questions and/or comments until after the school day, as teachers need to focus on the children during the classroom hours. Understand, also, that parent visitation in younger classes often changes the focus of the child toward the parent vs. bonding with the teachers and developing peer interaction.

PARENT INVOLVEMENT: Parent involvement is age dependent. We have found that parent participation in the two's and three's classes is often difficult. The child whose parent is participating tends to spend their time focusing on making certain that their parent stays with and focuses on them. The other children feel distressed because they want their mommy/daddy. Therefore, parent participation often does not happen successfully until the four's and PK classes.

Please talk with your child's teacher to determine the best way to participate in your child's class and school experience.

The State of California requires that all parents who regularly participate in the preschool classroom must have a current negative TB test on file, as well as a current measles and pertussis vaccine. All parent

volunteers must check-in and out in the Nurtury Office, when they come to work/visit in the classroom.

ROOM PARENTS: Room Parents are selected by a committee. Their responsibilities include facilitating class communications for parties, class play dates, snack days or special projects with the approval and the direction of the Teacher, Room Parent Coordinator, and Director.

Room Parent guidelines:

- All communications sent home must have the approval of either the Teacher, Room Parent or Director.
- Money should not be collected without approval from either the Teacher, Room Parent Coordinator or Director.
- We encourage Room Parents to solicit food and materials for class parties instead of money contributions. Families with multiple children in school can become overwhelmed with extra expenses around holiday seasons.

PARKING/DRIVING: Parent parking is available anywhere along the Sanctuary side of the campus and the upper parking lot. Do not park or use the service road behind the church. This road is narrow and parking spaces are designated for handicapped and church and Nurtury staff. Do not park in handicapped parking spaces or unmarked parking spaces.

A parent, legal guardian, or other person responsible for

a child who is 6 years of age or younger, may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years or older.

As you enter the road leading to the church, drive slowly and cautiously. Please tell your child that he/she should always hold an adult's hand when near or on the parking lot! We also ask that you continue to teach your child respect for property by not allowing your child to walk on or in the fountain or in the planted areas.

If someone other than a parent will be picking up your child, they must have a car seat.

Nurtury does not have field trips off campus and offers no transportation to children in our care.

ENTERING/LEAVING NURTURY: Always keep your children with you when entering and leaving the Nurtury. Do not allow them to run ahead of you. Do not allow your children to open doors and gates. We teach the children that only grown-ups touch the doors/gates.

Gates will be unlocked during normal drop off and pick up times. If you will be picking up your child outside of their regularly scheduled time, please come to the Nurtury Office for assistance/entry.

DISCIPLINE: Our environment and program are designed to address each child's emotional, social, physical and intellectual needs. In addition, we believe that children need and appreciate set limits. It is the teacher's role to be caring, loving, consistent and respectful. While at the Nurtury, each child will be

offered well planned and appropriate activities. Our Staff observes children during play and uses redirection when necessary, providing clear and consistent messages. We believe that positive discipline is based on principles of teaching and guidance, reflecting the love and nurturing example of Jesus Christ.

Positive behavior support strategies are used when working with challenging behavior. Challenging behavior is any behavior that (1) interferes with a child's learning, (2) is harmful to the child, other children or adults, (or) (3) puts a child at high risk for later social problems or school failure. Some challenging behaviors are physical aggression (biting, hitting, shoving), relational aggression (verbal bullying, etc), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules.

An incident where a child hurts another child (biting, hitting, kicking, choking, scratching, etc) will be looked at on a case-by-case basis. The Teacher's goal is to find an effective way to support all children involved. The teacher will complete an incident/accident report for all children involved in an incident. Incidents/accident reports are given to the parents and a copy is placed in the student's file. If classroom redirection strategies/positive behavior support are not successful, then a conference with the parents, teachers and/or director will be set up to develop a plan to assist the child in finding success in the classroom. Once a success plan is put into place, behaviors will continue to be

monitored.

When a child exhibits persistent and serious behaviors, the following steps will be followed to maintain the child/other children's safe environment:

1. Teacher/Parent conference will meet to discuss behavior and modifications.
2. An inclusion specialist and teaching team will determine the following possible support
 - a. Individualized social/emotional support
 - b. Behavioral and developmental support
 - c. In class, small group play sessions
 - d. Pull out, small group social skill play
 - e. Home visits
 - f. Parent support meetings
3. Teacher/Parent/Director meet to develop an action plan which may/may not include
 - a. Shorten the school day
 - b. Provide additional support and resources
 - c. Document with Incident Reports
 - d. Move the child to another class
4. If behavior continues, and there is a serious safety threat that cannot be removed or eliminated, the child may need to be placed temporarily on "Suspension" or permanently on "Expulsion".
5. If a child is removed from the program permanently, Nurtury will provide a written "Notice of Action, Recipient of Services" as described in Section 18095 or Title 5 of the CA

code of regulations. This notification will include information about parent's rights to file an appeal of the action within 14 days of the notice.

PARENT/STAFF INTERPERSONAL

RELATIONSHIPS: Since a Christian school is a ministry in Christ's name, we must strive to implement Christ's standards in the whole school setting. In Matthew 18, we are given specific guidelines for handling problems with other believers. We believe these verses have the following implications for relationships within the Christian school.

1. When there is a problem, the parties directly involved need to meet privately to seek a God-honoring solution. Most problems can be solved at the "two-person" level. Confidentiality is critical.
2. If a satisfactory resolution cannot be reached, then the two should agree to meet in-person and share the problem with the Director.
3. The decision of the Director should be considered final, except in rare cases where the Director believes that the issue should be brought before the Nurtury Advisory Committee for resolution.

SECURITY CAMERAS: Security cameras, placed on the Nurtury and MVPC campus are for the safety and security of Nurtury Students/Staff/Families. The cameras are only viewed by Nurtury Office staff. For privacy and security reasons, parents will not be permitted to view camera footage, either live or previously recorded.

MEDICAL/EMERGENCY INFORMATION

ABSENCES: We plan our program with the assumption that every child will attend every scheduled class. If your child is unable to attend preschool, please notify the preschool office by phone, email or Brightwheel. **If your child is absent due to illness with a communicable disease, let us know as soon as possible.** We are required to notify all parents when their child has come in contact with a communicable disease. Your communication with us is confidential and your child's name is not included in any communication.

ALLERGIES: Children may have a chronic runny nose or cough due to allergies. If this is the case for your child, a physician's note must be provided to the Nurtury Office. Without a Physician's note, children will be sent home due to illness concerns.

SICK CHILDREN: State regulations require daily observation of each child on arrival at the Nurtury by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the Nurtury will not be admitted or will be separated from the other children until the parent or guardian can pick up the child. When children have been exposed to communicable diseases such as Hand/Foot/Mouth, hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children will be notified immediately by the Nurtury. With any infectious

disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at the Nurtury, the parent or guardian will be contacted and expected to pick the child up within 1 hour of notification. The child will be separated from the other children until the parents arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

- Fever 100.4 or higher
- Diarrhea
- Nasal congestion (Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection).
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous
- Vomiting or nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Nausea/Vomiting
- Child not feeling well, such as lethargic behavior and/or crying

A Physician's note clearing the child's health may be required in order for return to school, depending on illness.

The child may return to Nurtury, after most illnesses, when they are free of fever/symptoms for 24 hours (without the aid of medication).

Consult with the Nurtury Office if you are not clear on policies to return to school following any illness

In the event of a medical or dental emergency, parents will be contacted and Nurtury will make prompt arrangements for obtaining emergency treatment for Child. If the Child is provided medical care on an emergency basis or otherwise, the Parent shall be financially responsible for such care and treatment.

PRESCRIPTION MEDICATIONS: If your child has an Epi-Pen or other lifesaving medications to be dispensed while at the Nurtury, please complete the Medication Permission Form (available in the Nurtury Office) and provide the completed form with the medication in the original packaging with prescription label attached.

NON-PRESCRIPTION MEDICATIONS: If your child requires the application of sunscreen, diaper rash medication, or other over the counter medication, a Medication Permission Form must be completed. The child's name must be clearly labelled on the medication.

TOILET TRAINING: Children must be toilet trained by four years of age. If a child is not toilet trained by 4 years, a Physician's note explaining the physical limitation must be provided to the Nurtury Office.

FIRE/EARTHQUAKE/SHELTER-IN PLACE DRILLS: Fire, earthquake, and shelter in place drills are held on a

regular basis in order to familiarize the children with proper and safe procedures for an emergency and safe exit of the building. Nurtury uses child friendly materials to aid and comfort children during these drills. In the event of an emergency, students will be evacuated according to plan.

Shelter-in-place procedures are put into action, if there is a potential threat in the community. Children are held in the classrooms, participating in regular play/activities. Shades will be pulled and gates/doors will be locked. In a SIP, parents will be notified and will be permitted to pick up their children.

Lockdown procedures are put into action if there is a potential threat on campus or immediate area. During a lockdown, children are held in a secure area until clearance is given by local authorities. Parents would not be allowed to pick up children during a lockdown, until it is safe to release children.

If Nurtury experiences an emergency situation, parents will be contacted as soon as it is safe to do so.

The Nurtury is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the preschool office.

IMMUNIZATION POLICY

Under California Health and Safety Code, Sections 120325-120375, children in California are required to receive certain immunizations in order to attend Nurtury. As a private, licensed childcare facility,

Nurtury is required by these statutes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

Children will not be enrolled and/or allowed to attend Nurtury unless an immunization record is presented and immunizations are up to date.

Required Immunizations for a child to begin Nurtury at the age of 2+ years are:

1, 2, 3—*Polio*

1, 2, 3, 4—*DTP or Dtap*

1, 2, 3, 4—*HIB*

1, 2, 3—*Hepatitis B*

1—*Varicella*

1—*MMR* (on or after 1st Birthday)

TB Test—Date of Test if applicable, when it was read and results (not required)

Personal and Medical Exemptions: For state licensed schools, personal exemptions are no longer accepted. Starting January 1, 2021, all new medical exemptions for school and child care entry must be issued through [CAIR-ME](#). Parents and physicians can register and create an account in CAIR-ME at any time. Once registered, parents can log in to CAIR-ME to request a medical exemption. Parents give the exemption request number to their child's physician who can log in to CAIR-ME to issue the exemption. Once the exemption is issued, the physician prints the form and provides a copy to the parents to give to their child's school or childcare facility.

For more information about school immunization requirements and resources, please visit the California Department of Public Health's website at shotsforschool.org.

FINANCIAL POLICY

Monthly tuition for the 2024-2025 school year:

9:00am - 12:30pm Program

Days	1 st Child	2 nd Child
3 days	\$725	\$690
4 days	\$920	\$875
5 days	\$1030	\$980

9:00am - 3:30pm Program

Days	1 st Child	2 nd Child
3 days	\$1135	\$1080
4 days	\$1470	\$1405
5 days	\$1720	\$1635

9:00am - 5:00pm Program

Days	1 st Child	2 nd Child
3 days	\$1340	\$1275
4 days	\$1745	\$1660
5 days	\$2065	\$1965

8:00am - 12:30pm Program

Days	1 st Child	2 nd Child
3 days	\$915	\$870
4 days	\$1190	\$1130
5 days	\$1320	\$1255

8:00am - 3:30pm Program

Days	1 st Child	2 nd Child
3 days	\$1270	\$1210
4 days	\$1665	\$1580
5 days	\$1950	\$1855

8:00am - 5:00pm Program

Days	1 st Child	2 nd Child
3 days	\$1400	\$1345
4 days	\$1840	\$1750
5 days	\$2190	\$2085

*Monthly Tuition is the Academic Year Tuition divided equally by 10 months August-May.

NEW STUDENTS: The parents of new students must indicate serious interest in attendance by paying one month of tuition and the registration fee. Tuition is based on the total cost of running the school for the entire school year. The total is then divided into ten equal billing periods regardless of how many school days there are in a given month. Tuition is due the first of each month.

For incoming 2 year olds, children must be 2 years old to attend Nurtury. If an enrolled child turns 2 after school begins, the parent is responsible for paying tuition from the start of the school year until the child's actual start date, regardless of attendance.

If a student that is 2 or older is admitted during the school year, the following billing policy applies: start date before the 15th of the month-invoiced for one month tuition. Start date on the 16th of the month or after-invoiced for 1/2 month tuition.

An additional non-refundable \$15 registration fee for returning students and \$150.00 registration fee for new students is required each year with Registration.

RETURNING STUDENTS: Returning Students must pay one month of tuition at the time of registration, accompanied with the Registration Form, in order to reserve a place for your child.

PAYMENT POLICY: Tuition payment should be made via Brightwheel by the 5th of the month. If tuition has not been paid by the 15th of the month, a late fee of \$25.00 will be charged to your account. Tuition cannot

be prorated because of student's absence from school (sickness, vacation, etc.)

AUTO PAY: You may set up an autopay for your Tuition by signing up for Auto-Pay through Brightwheel.

Miscellaneous invoices will also be Auto Paid (if Auto Pay is set up)

DELINQUENT ACCOUNTS: If you fail to pay your tuition for one month, your child will not be admitted to class until your account is settled.

SCHOLARSHIP/HARDSHIP: Please contact the Director if you need assistance. All financial matters will be kept in the strictest confidence. Scholarships are offered as a 3-Month reduction in Tuition. Parents may re-apply for an additional 3-Month reduction in tuition, but scholarship/hardship may not exceed 6 months total.

CHECKING IN/OUT: This Procedure is required by CA law. The Parent or Guardian must Check In/Out with their own PIN. Your specific PIN may not be used by anyone other than the designated person. Failure to check your child in/out and/or giving your PIN to an unauthorized person, is subject to a \$25.00 fine per occurrence. Any violations will be charged to your account. Repeated failure to Check In/Out will be subject to a fine on the 4th event and all events after that. In January of each school year the count of missed Check In/Check outs are reset.

We also offer contactless Check In and Out. The parent/guardian that will be checking the child In/Out

must have their phone with them at drop off/pick up to use this feature.

ADVANCE SCHEDULE REQUESTS: If you make a planned schedule change request (request must be made through Nurtury Office) for your child to be dropped off early or stay later than their scheduled time, and it is approved, you will be invoiced for the additional time at a rate of \$30 per hour.

LATE PICK-UP FEES: Because of Staff/Child ratios, children must be dropped off and picked up at their scheduled time (8am, 9am AND 12:30, 3:30, 5pm).

If a child is scheduled to drop off at 9am and checks in 8:55 or earlier, a charge for the additional hour (8-9am) may be assessed.

If a child is scheduled to 12:30 and not picked up by 12:35, the parent will be called and charged a Late Pick-up Fee of \$30 plus \$1 per minute after 12:35.

If a child is scheduled to 3:30 but not picked up by 3:35, the parent will be called and charged a Late Pick-up Fee of \$30 plus \$1 per minute.

Children scheduled til 5 but not picked up by 5pm, will be charged a \$40 Late Fee plus an additional \$1 per minute for every minute after 5pm. If a child(ren) is not picked up by 5:15pm, we will contact parents and then local emergency contacts.

Check your child out before picking them up from their class, to ensure a timely time stamp. Chronically late pick-ups may be charged additional fees.

There are no refunds or credits for missed attendance due to illness, schedule change, or other absences.

SCHEDULE CHANGES: One student schedule change is allowed each school year (based on availability - with 30 day notice). Multiple schedule changes may not be made within a 3 month period. Exceptions to this policy are subject to the approval of the Director and/or NAC. After 1 schedule change, additional schedule changes will be billed \$200 change fee.

LONG TERM ABSENCES: Because Nurtury plans and budgets for each students planned enrollment, students that will have long-term absences and will miss days because of travel or other reasons, must continue to pay Tuition to hold their child's space. Schedule changes to accommodate travel must be for a minimum of three months. After the three months, changes may be made with a 30 day advance request to change, and are base on availability. After 1 schedule change, subsequent schedule changed will be billed a \$200 change fee.

EXTENDED CARE

PROGRAM: The Extended Care programs (8-9am and 12:30-3:30 or 5pm) are designed to be an extension of your child's Nurtury day and can be the child's "home away from home". Staying for lunch with a teacher and friends can offer your child a pleasant experience in being away from home and family for a more extended period of time than the school day allows. Children do not have to be potty trained to stay in Extended Care.

LUNCH: If your child is registered for the afternoon extended day, please bring a nutritious and clearly marked lunch (make sure their name is on their lunch box or bag) for your child. Children love a lunch box! Do not pack more lunch than he/she would normally eat at home. Children should be able to easily open and manage food packaging. Children should be able to feed themselves. Nurtury cannot heat/microwave any food items. Lunch boxes are not refrigerated, so include an ice pack if your child's lunch should be kept chilled. Children will have adequate time to eat lunch and any leftover food will be sent home. If your child forgets a lunch, the staff will provide a lunch and \$15 will be billed to your account.

Children enrolled in an extended day program must be picked up by their designated time. Because of our strict Staff/Child ratios. Children picked up 5 minutes or later OR after 5pm will be assessed a late pick up fee (See "Financial Policy - Late Fees" for more information.).

NAPPING: Children may nap at Nurtury if they are registered in our 3:30 or 5pm classes (2-3 years old). If your child will nap, we will need to have a napping form on file (Form will be sent prior to start of school). Children will eat their lunch from 12:30pm -1pm. At 1pm, children will settle onto their cots for a nap. Children wake up between 2:30 - 3pm.

Please send a pillow, blanket, lovey that can be kept at the Nurtury for your child. All items should be clearly labelled. Each Friday, your items will be sent home for you to launder and return on Monday.

All children that are at Nurtury until 5pm and do not nap will be required to have a 20 minute rest period after lunch.

If your child will be using a pacifier please complete the necessary permission form. Pacifiers may not be attached to any clothing, blankets, leash, etc.

Please **label everything clearly** with your child's first and last name.

ADVANCE SCHEDULE REQUESTS: If you make a planned schedule change request (request must be made through Nurtury Office) for your child to be dropped off early or stay later than their scheduled time, and it is approved, you will be invoiced for the additional time at a rate of \$30 per hour.

NURTURY SNACK GUIDE

Nurtury offers two snacks per day (10:30am and 3:00pm). Snacks consist of a fruit (applesauce, dried or fresh fruits), Dairy (cheese, yogurt) and additional item (granola bars, crackers, etc).

If a parent would like to provide a class snack or make a food donation (such as a costco size box of crackers, etc), check with your child's teacher regarding class allergies and snack sign-up. The following are ideas for nutritious snacks.

Fruits:

Apples, Bananas, Cuties, Strawberries,
Blueberries, Applesauce, etc.

Dairy:

String cheese
Yogurt

Other:

Pretzels, Crackers, Goldfish, Hummus,
Mini rice cakes, bagels/cream cheese, Mini
muffins or breads, etc. (NO Cupcakes/frosting)

NURTURY DIRECTORY

Main Line: 925-376-4800 (to reach an extension)

Direct Office Line: 925-388-0086

Director - Carolyn Nakao x238
Email: CNakao@mvpctoday.org

Office Staff

Erica Morrow (Office Manager) M-F x248
Email: EMorrow@mvpctoday.org

Jenifer Patera (Admin) WF x248
Email: Nurtury@mvpctoday.org

Cari Cole (Accounting) MTW x248
Email: CCole@mvpctoday.org

Classrooms (You may send a message to your child's teacher through Brightwheel)

Room 101 - Caring Cubs x253

Room 102 - Praying Pandas x254

Room 104 - Peaceful Penguins x256

Room 105 - Faithful Frogs x257

Room 111 - Gentle Giraffes x258

Room 113 - Joyful Joeys x260

Room 115 - Loving Lions x262