
DCCNS

Early Explorer Handbook

2011-2012

Davis Community Church School, 1412 C Street, Davis, CA 95616
(530) 758-2940

July 2011

<http://www.dccns.org/>

Contents

Staff.....	3
Nursery School Calling List.....	3
Parent Agreement.....	4
Davis Community Church Nursery School.....	4
History of DCCNS.....	4
EE Objectives.....	4
The Parent Cooperative.....	4
Registration.....	5
Staff Responsibilities.....	6
Board of Directors.....	7
Accident/Emergency Procedures.....	8
OSHA Requirements.....	9
By Laws.....	9

Staff

Name	Position	Contact information
Liz Allewelt-Smith	Director	757-7459
Brenda Mohr	Head Teacher, EE Program	756-5988

Nursery School Calling List

For a complete list of board positions and responsibilities, refer to the DCCNS Parent Handbook. Copies of the handbook are kept in the folder box at school for your convenience.

History of DCCNS

The Davis Community Church Nursery School is a non-profit program open to the community at large. The school welcomes children between 15 months and five years of age who are ready for a group experience. This program is based on Christian philosophy and is an extension of the overall educational efforts of the David Community Church. DCCNS is but one of the outreach ministries of Davis Community Church. Thus, the nursery school is under the charge of the Christian Formation Ministry and uses the Christian philosophy, examples, and teachings as the basis for its program.

Others outreach ministries of the Church include a brown bag lunch program operated during the week from the church office. Parents may contact the DCCNS Church Representative and/or the church office at any time for information on these and other church programs and policies.

The school opened as a three-day morning session in October 1973 with just four children. As families described their needs, the school expanded to its current size. Each session still maintains a small group environment. From the beginning, the emphasis has been on parent participation, both in the classroom and in the total program development.

In September of 1998 a new pre-toddler class was created to address the needs of children between the ages of 12 to 18 months.

One Early Explorer session is currently being offered for children 15 to 24 months as of September 1.

EE Objectives

The program offers each child many opportunities to grow in all areas of development: emotional, social, intellectual, physical, and spiritual.

The objectives of the Early Explorer program are to:

- Stimulate creativity and interaction between parent and child in a loving and nurturing environment;
- Encourage positive parenting in a comfortable and supportive atmosphere;
- Learn exciting ways to stimulate children's natural interest in the world; and
- Meet other parents and share ideas.

The EE program provides a creative and interactive experience for parents and their children. Various fun and enjoyable activities are incorporated into the program such as singing, musical play, creative movement, field trips, developmental toys, hands-on experience with art materials, and circle time with finger play and puppet games.

The Parent Cooperative

Because parents are the most important people in a young child's world, it is essential to his/her developing sense of self that the school be a pleasant and stimulating extension of the family experience. Every effort is made to provide learning experiences for both children and adults and to make parents as much a part of the school experience as possible.

The nursery school is a co-operative program. A parent is required to attend each school day with their child, attend the parent orientation meeting, help with the bake sale at the annual

fundraiser. Parents are also encouraged to contribute in any other way they can. The staff is eager to incorporate parents' ideas, talents, hobbies, etc., into the program.

Smooth operation of our school depends on all families completing their assigned work. Any family who foresees a problem fulfilling any responsibilities to the school should bring the matter to the attention of the director or their teacher so that alternate solutions can be worked out. Every attempt will be made, using good communication and creative solutions, to help the family fulfill required tasks so that the child may continue enrollment at the nursery school.

The nursery school is a place for the education of the parents as well as the child. As a cooperative, we strongly encourage the consistent involvement of the child's primary caregivers. If a parent or parents have extenuating circumstances that prevent them from fully participating in the classroom and other activities, they should speak with their class representative about the use of a substitute.

A parent-cooperative nursery school requires a commitment of time, energy and resources. It also requires tolerance--of different personality types and temperaments of children, as well as various parenting styles. Our cooperation is fundamental to the well being of the children and the entire school community.

Registration (as amended Dec. 2008)

Applications for the new school year received by the spring priority deadline are considered in the following order:

1. Continuing students returning to the same class.
2. Children of DCCNS employees.
- 3a. Currently enrolled students wishing to change classes. Currently enrolled students include Toddler, AM and PM children.
- 3b. Currently enrolled EE changing to Toddler (3 consecutive sessions of EE=current student)
4. Siblings of currently enrolled children. (Toddler, AM and PM)
5. Children of Davis Community Church members and employees.
6. Alumni families (with gaps in attendance)
7. Families who have been waitlisted since the previous enrollment period who reapply.
8. Community at large.

Please note: When there are more applications for a class than spaces available and children have equal priority, the admissions committee may take the following into consideration: family participation, class balance, special needs of a child, and total number of years a family has been at DCCNS. When all else is equal, class placement will be by lottery.

Staff Responsibilities

Director shall:

1. Plan, coordinate, direct and supervise the nursery school program;
2. Assemble instructional materials and become familiar with church and community resources in accordance with the policies of the board of directors;
3. Plan and direct the parent education program with the assistance of the staff and the parent meeting planners;
4. Aid the handbook coordinator in an annual review of the parent handbook;
5. Plan and lead a monthly staff meeting;
6. Train and supervise staff, parents, volunteers, student teachers and aides. May provide evaluation of each staff member to the board prior to contract renewal;
7. Help establish program goals and policies in conjunction with the board;
8. Maintain, with the assistance of the church representative, communication and liaison with the church;
9. Maintain communication and liaison with other early childhood programs and activities in the area;
10. Oversee purchases of supplies and equipment;
11. Attend board meetings as an ex-officio member and report significant school matters.
12. Prepare, with the assistance of the chair and treasurer, the annual report to the Davis Community Church, to be submitted in December;
13. Attend all general parent meetings and report significant school matters.

E.E. teacher shall:

1. Plan, coordinate, direct and supervise the EE programs;
2. Assemble supplies, plan curriculum according to various themes, and become familiar with church and community resources in accordance with the policies of the board of directors;
3. Attend monthly staff meetings;
4. Maintain attendance records;
5. Help establish and implement the philosophy of the school;
6. Attend general parent meetings;
7. Plan and preside at the start-of-the-year program and any other individual class meetings that may be held;
8. Inform the director of any supply and equipment needs;
9. Maintain material and facilities in an orderly fashion;
10. Spend an average of four hours per day at the school, or as otherwise provided in the contract. The timing of the hours is to be established with the director;
11. Attend board meetings when requested;
12. Arrange for a substitute teacher, with director's approval, in the event of illness or leave of absence. A substitute teacher should be in order of preference: a current or

retired DCCNS teacher, a qualified parent in the school, or a member of the community with experience in working with parents and children.

Class representative shall:

1. Represent the Early Explorer program, as a member of the board on a volunteer basis.
2. Attend the monthly board meetings.
3. Serve as liaison between the board and parents. Receive and solicit suggestions from parents and communicate these suggestions to the staff and, when appropriate, to the board. Inform parents of board policies and decisions.
4. Design, in conjunction with the director and teachers, an appropriate evaluation of the EE school program. This is done twice per year. The information will be compiled and distributed to the teacher and board.
5. Solicit and acquaint successors with the job responsibilities.
6. Submit material to be included in the monthly newsletter regarding the class. Material is to be submitted according to the newsletter deadline schedule.
7. Meet and orient new families who join mid-year.

Board of Directors

The board of directors is the policy-making body of the school. Any concern regarding policy may be brought to the attention of the board through the class representative. Board meetings are open to all interested persons, and meeting dates will be published in the monthly calendar. Minutes of the meetings are posted monthly on the parent bulletin board.

The purpose of the board is to support the staff of the nursery school, act in the best interests of all children and ensure the long-term health and survival of DCCNS.

The board is composed of 14 members, all of whom are parents of registrants, representing each of the class sessions. All parents are encouraged to seek appointments to the board. New members are self-nominated and then elected to a one-year term by the incoming parents, whose vote is then approved by the Christian Education Ministry of Davis Community Church.

Health & Safety Procedures

Diaper Changing – *In the event that a child's diaper needs to be changed, the parent will change their own child's diaper. The changing table is located in the bathroom.*

Accidents *In the event of an accident, the following shall be accomplished:*

1. The first aid kit is on the shelf by the phone in the office.
2. Always wear gloves when dealing with any body fluids (blood, vomit, urine, stool.)*
3. Clean minor injuries and apply ice or a bandage.
4. Always inform the teacher of any injury that you treat, and ask if you are in doubt about how to handle a situation.
5. Fill out an accident/incident form located in class attendance book on the sign in table and give to the teacher.

* FYI There is a changing table with the supplies in the bathroom area.

Fire *In the event of fire, the following action shall be accomplished:*

1. Sound the fire bell, which is located over the paper towel holder in the snack room and the art room.. Children should go to the nearest working parent, then outside. Parents will make sure all children are out of the rooms, which they were supervising when the alarm was sounded.
2. The person nearest the phone in the office (Room 152) will call 911. When using a **cell phone dial: 758-3600.**
3. Help the children leave the room in an orderly fashion. Close all doors behind you.
4. **WALK TOGETHER AS A CLASS TO THE GRASSY FIELD BY THE CHURCH OFFICE ON THE CORNER OF 5TH AND C STREETS.**
5. Have the children sit down.. The teacher will take roll and if necessary call parents.
6. No one will go back in the building until the all clear sign is given by the fire department.
7. It is essential to remain calm and evacuate the children without frightening them.

Earthquake *In the event of an earthquake, the following shall be accomplished:*

1. In the event of an earthquake, the adults inside the building will help all children assume Civil Defense Protective Positions under the tables with their backs to the windows.
2. All adults should also assume Protective Positions under the tables. **DROP, COVER AND HOLD ON!** Drop under sturdy desk or table, hold on and protect your eyes by pressing your face against your arm. If there is no table or desk nearby, sit on the floor against an interior wall away from windows and bookcases or tall furniture that could fall on you..
3. The children and adults outside should assume the Civil Defense Protective Position under the play structure. Teach children to **DROP, COVER AND HOLD ON!**
4. A teacher or another designated adult will take a head count and shut off the gas, water and electricity sources (if necessary).

5. We will wait 10 minutes for aftershocks then the teacher will assess safety.
6. All children and adults will walk together to the GRASSY FIELD BY THE CHURCH OFFICE ON THE CORNER OF 5TH AND C STREETS.
7. Have the children sit down.
8. The teacher will take roll and call parents.

See the Evacuation Map posted near the entrances.

OSHA Requirements

DCCNS operates within the guidelines established by Cal/OSHA, Section 3203 of the General Industry Safety Orders. In October 1991 the Board initiated an Injury and Illness Prevention Program to maintain health and safety in the school.

1. The health and safety officer (HSO) will be responsible for overseeing this program, in cooperation and conjunction with the board.
2. Periodic inspections will be conducted: just prior to fall opening, mid-year, and year-end. Inspections are also required whenever there are structural changes on the premises or when the HSO becomes aware of a previously unrecognized problem.
3. All injuries and illnesses “of note” will be reported to the HSO, documented, and investigated to the satisfaction of the HSO and board. The criteria for determining whether or not an incident is worthy “of note” are as follows: “Anything that leaves evidence or a visible mark or that changes a person’s behavior.”
4. In order to help ensure the safety of staff, parents and children, all families are encouraged to conduct personal, informal inspections of the facilities at any time, and report any areas or situations of concern to the HSO.
5. Fire and earthquake drills will be conducted each year at an instructional level developmentally appropriate for each class; schedule to be determined by staff in cooperation with the HSO.

By Laws

For the complete set of DCCNS by laws, please refer to the DCCNS Parent Handbook.

*DCCNS Parent Handbook can be seen online at
<http://www.dccns.org/>*