CCPC
Nursery School

Resilience Creativity
Exploration Kindness Community

# Parent Handbook
## 2026 - 2027
## School Year

www.ccpcwns.com

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# WHO WE ARE

We are a non-profit community school that welcomes families of all faiths and backgrounds. Since 1958, CCPC Nursery School has been a valued ministry of the Chevy Chase Presbyterian Church, making our school the oldest in the surrounding DC and Maryland Chevy Chase neighborhoods. Our Learning Through Play program is developed in keeping with the highest national standards for Early Childhood Education and honors the principles of Christian Education as defined by the Presbyterian Church, U.S.A. Our school is operated under the authority of the Session of the church, through the Christian Education Committee with guidance from the nursery school Parent Advisory Committee.

## RELATION TO THE CHURCH

"We, the Chevy Chase Presbyterian Church (CCPC) believe that

All children are gifts of God, created in God's good image;
All children have a right to be children, nurtured in a safe environment;
All children are loved by God, regardless of race, gender, or creed."

To this end, CCPC Nursery School provides a safe and loving environment where children are encouraged to explore their world. The nursery school staff plans and implements a play-based, developmentally appropriate curriculum and commits to nurture the physical, emotional, intellectual, spiritual, and social growth of each child. Nursery school enrollment is open to those of all races, ethnic backgrounds and religious affiliations.

## PARENT PARTICIPATORY SCHOOL

We want all parents to feel comfortable and welcomed during these first years of your child's education. We encourage you to join our wonderful community in the ways that most suit your individual schedule and interests. Your participation strengthens our school and helps build life-long relationships among families. Parents are welcome to volunteer in a wide variety of ways, big and small. We also understand that working and raising young children is a big job, so there is never an expectation that parents volunteer. For a detailed look at ways to participate, see the Parent Participatory Program section of "Our Program" on page 14.

# HEALTH AND SAFETY REQUIREMENTS

## REQUIRED FORMS

All children MUST have an up-to-date and complete student file in order to attend school. The required forms may be accessed via the parent portal, completed, and then uploaded through the Parent Portal account. These forms include:

- Confidential Student Information and Emergency Contact Form
- Parent Agreement Form
- DC Authorization for Child's Emergency Medical Treatment
- DC Travel and Activity Authorization
- DC Universal Health Certificate
- DC Oral Health Assessment (required for students age 3 and older)
- Possible additional forms:
    - DC Medication and Medical Procedure Treatment Plan (only required for students who require medication or treatment at school)
    - DC Action Plan for Anaphylaxis (only required for students with a diagnosed allergy)
    - DC Action Plan for Asthma (only required for students with diagnosed asthma)

## MEDICATION AUTHORIZATION

No medication will be given, with the exception of emergency first aid, to any child unless CCPC Nursery School has on file the DC Medication and Medical Procedure Treatment Plan and the DC Action Plan for Anaphylaxis if applicable to your student. Both documents must be signed by the child's doctor and parent or guardian.

## ILLNESS

In case of illness or accident, the parent (or designated emergency contact if parent cannot be reached) will be notified immediately. The child will be taken to the hospital indicated on the Emergency Release Form if an emergency occurs and circumstances allow for hospital choice. Parents should notify the school if a child has a contagious illness. Our school makes every effort to protect the health and safety of the children in our care. Cooperation of parents in helping prevent the spread of contagious viruses, colds and flu is crucial. Parents should watch their children for symptoms of any illness and keep them at home when they show symptoms such as sore throat, nausea or vomiting, coughing, diarrhea. In the case of fever, children should remain at home **until fever-free without the use of medication for a 24-hour period.** A temperature of 100.4 or higher is considered a fever.

## CHILD PROTECTION

Early Childhood Educators are often in close physical contact with their students. Toileting and clothes-changing are usual activities that involve hands-on assistance as children develop these important self-help skills. All teachers are trained in appropriate health and safety standards around these practices and pass all required DC background checks as dictated by our license. Teachers abide by the church's Child Protection Policies in addition to completing annual health and safety trainings from the DC Office of the State Superintendent of Education (OSSE). The DC government requires mandatory reporting of any and all concerns around child protection.

# SCHOOL POLICIES

**EMERGENCY PLANS**

Our complete Emergency Response Plan (ERP) filed with the DC Office of the State Superintendent for Education (OSSE) is available as a separate document on our website.

**Drills** (Fire, Shelter In Place, and Lockdown)

As required by law, we will practice various safety drills each month, at different times of the day, and under different weather conditions in order to to be prepared in the unlikely event of an emergency.

**Emergency Contingency Plan**

If an emergency occurs and we are unable to occupy our building, CCPC Nursery School staff will walk the children across Chevy Chase Parkway to Blessed Sacrament School. Teachers will wait with the children until parents/caregivers arrive.

**DISCIPLINE POLICY**

For our youngest children (Toddlers and Twos), distraction and redirection are used. For children ages 3-5, we begin by talking with the child about the situation and praise them for using appropriate behaviors. At CCPC Nursery School we do not use "Time Out" as a means of discipline. We believe it is important for all children to learn to be part of the group at school, which is ideal for learning self-regulation and self-advocacy.

**DISMISSAL/EXCLUSION FROM SCHOOL POLICY**

Although this is extremely rare occurrence because of our seasoned and caring staff and because of our inclusion model, a child/family may be dismissed from CCPC Nursery School at any time, including, but not limited to, the following circumstances:

1. A child requires an amount of individual attention that exceeds our staffing model
2. A child consistently presents behavior which cannot be successfully managed at school
3. A child exhibits excessive and consistent aggressive behavior
4. A family consistently fails to pay tuition on time

All students must have up-to-date and complete medical and emergency forms as required by our licensing agency, OSSE. Students may be excluded from attending school if forms are expired. All tuition payments continue to be due during any exclusionary period.

**CLOSURES: INCLEMENT WEATHER AND UNUSUAL INCIDENTS**

**All closures will be posted on our website and communicated by email.** CCPC makes independent decisions for "snow days" but generally follows DCPS. If DCPS has a delayed opening of one or two hours, CCPC will open at 10:00am. We may choose to close even when DCPS is open under special circumstances related to particular concerns around our facility with neighborhood road plowing and available parking as well as sidewalk safety/clearing. ***We do not make up or refund days lost due to weather emergencies.***

***For all other unusual incidents,*** *we* will follow the guidelines of the Centers for Disease Control (CDC) and DC government recommendations. We may choose to close even when DCPS is open under special circumstances related to particular concerns around our facility and neighborhood. ***We do not make up or refund days lost due to public health and welfare emergencies.***

**SPECIAL NEEDS AND INCLUSION**

Each child who applies to CCPC Nursery School will be considered on an individual basis, making sure our program will meet the specific needs of the child. We welcome therapists and shadows into classrooms as needed, paid for by parents. Our teachers may administer confidential universal developmental screenings as recommended by the DC Office of the State Superintendent of Education's Early Stages Program. Please notify the director if you choose to opt out of the screening process. For a directory of professional service providers recommended by the director and parents, please see Appendix B.

**STAFF QUALIFICATIONS**

All staff at CCPC Nursery School meet Washington DC's Office of the State Superintendent of Education current licensing requirements. For more detailed information, visit the OSSE website www.osse.dc.gov. All staff are trained in First Aid, CPR, and AED use.

**WORKING WITH FAMILIES OUTSIDE OF SCHOOL**

Lead Teachers may not work in your home when your child is enrolled in their class. We know that Assistant Teachers often do enjoy babysitting/housesitting for our wonderful families.

**CELL PHONE USE**

We ask that you put your phone away when unloading and loading children in and out of your car, and also when inside our building to drop off and pick up. Children love your full attention at these important transition times.

Please be advised that our teachers use their cell phones as camera/video recorders to document observations and events at school. They also utilize cell phones for emergency communication.

## PARTICIPATION AGREEMENT

I acknowledge that participation in routine nursery school activities involves risk to my child (and may result in various types of injury including, but not limited to, the following: sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage. In consideration for the opportunity to participate at CCPC Nursery School, the participant (or parent/guardian if the participant is a minor) acknowledges and accepts the risks of injury associated with participation. The participant (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during school activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or its agents, employees, volunteers, or any other representatives (collectively referred to as the "activity sponsor"). Further, the participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the activity sponsor for any injury arising directly or indirectly out of the described activity whether such injury arises out of the negligence of the activity sponsor, the participant, or otherwise.

If a dispute over this agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the participant (or parent/guardian) and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

# TUITION AND PAYMENT
## 2026 - 2027 School Year

### TUITION COMMITMENT
Each family commits to pay the full annual tuition amount on March 15, 2026 when all enrollment deposits become non-refundable. Please call the Director to inquire about scholarship need or special payment arrangements.

### TUITION AMOUNTS

| Morning Classes | | | |
|---|---|---|---|
| **Class Schedule** | **Enrollment Deposit** | **Three Installments** | **Annual Tuition** |
| 2 Days/Week (T/Th) | $1,500 | $1,376.67 | $5,630 |
| 3 Days/Week (M/W/F) | $1,500 | $2,024.00 | $7,572 |
| 5 Days/Week (M-F) | $1,500 | $3,318.00 | $11,454 |
| **Extended Day Lunch Bunch Classes**<br>**Available to children enrolled in our Blue Sky, Woodland and Rainforest Programs** | | | |
| **Schedule** | **Enrollment Deposit** | **Three Installments** | **Annual Tuition** |
| 2 Days/Week (T/Th) | $200 | $778.00 | $2,534 |
| 3 Days/Week (M/W/F) | $300 | $1,161.67 | $3,785 |
| 5 Days/Week (M-F) | $500 | $1,940.00 | $6,320 |
| Enrollment Deposits are due by June 30, 2026<br>All Enrollment Deposits are non-refundable.<br>Installments are due September 15, 2026, December 15, 2026, and March 15, 2027. | | | |

| Additional Classes | Days | Times | Tuition |
|---|---|---|---|
| Extended Day Drop-in | Monday - Friday, as available | 12:00 - 2:30 pm | $50/day |
| Drop-in classes are charged on an invoice received after the attendance date.<br>Please contact the school office in advance to request an Extended Day Drop-in spot. | | | |

| Early Drop-off Classes - available to all children enrolled at CCPC Nursery School | | | |
|---|---|---|---|
| **Schedules** | **Days** | **Times** | **Tuition** |
| Early Drop-off Drop-in | Monday - Friday | 8:15 - 9:00 am | $25/day |
| Early Drop-off 2 days/week | Any 2 days | 8:15 - 9:00 am | $1,260/year |
| Early Drop-off 3 days/week | Any 3 days | 8:15 - 9:00 am | $1,892/year |
| Early Drop-off 5 days/week | All 5 days | 8:15 - 9:00 am | $3,152/year |
| There is no reservation required for Early Drop-off Drop-in.<br>Prepaid class tuitions include a 10% reduction in tuition.<br>Any missed classes are not refunded or made up; 2-day classes do not roll over to subsequent weeks.<br>Tuition will be invoiced on September 1, 2026 and is due in full on September 15, 2026. | | | |

**ACTIVITY FEES**

Your child's activity fee pays for field-trip costs and also for the special programs that come into our school to enrich your child's day with yoga, music, movement, and more. This is a one-time fee, billed in September, that covers all your child's activity costs for the school year.

| Hillside & Blue Sky Classes | Woodland & Creekside Classes |
|---|---|
| $75 | $100 |

**PAYMENT METHODS**

CCPC Nursery school offers two payment plans. Families can choose to make one annual payment for the entire year, or to make payments in three installments. For families who choose to pay by installments, invoices are processed on September 15, 2026, December 15, 2026, and March 15, 2027. Payments for full annual tuition are the only payments that can be made by check.

Payment of all invoices will be made through our parent portal. Accounts will be set up to automatically pay invoices on their due date. Special payment arrangements can be made by contacting the Director.

CCPC accepts credit card or ACH direct debit payments only. Families will absorb the card transaction fees. Credit card fees are an additional 2.75% of the total invoice. The fee for ACH direct debit payments is based on the total invoice and capped at $1 per transaction.

Each family will receive an email for each invoice created, including regular tuition, drop-off/drop-in class tuition, and incidental voluntary expenses such as Special Event Fees and Annual Fund pledges.

CCPC Nursery School does not make up days or refund tuition for snow days or other unexpected closures due to, but not limited to, all mandated closings by the Office of the State Superintendent of Education and/or the District of Columbia or federal government.

# PARKING AND TRANSPORTATION

## PARKING

There is ample two hour parking on Patterson Street and Chevy Chase Parkway. Please look carefully at signage, as some spaces are designated as 15 minutes rather than two hours. Cars parked in restricted zones may be ticketed. If you have caregivers, relatives, or friends bringing or picking up your child, please let them know our parking situation. Please remind all drivers that children should NEVER be left in a vehicle unsupervised at any time—it is dangerous and will be reported by the nursery school staff as warranted to the appropriate authorities. PLEASE DO NOT PARK IN THE CHURCH PARKING LOT AT ANY TIME.

## TRANSPORTATION/LEAVING OUR PREMISES

There is no transportation provided for students at CCPC Nursery School. All parents must complete the Travel and Activity Authorization form for children to leave our building, even just for a nature walk around the block.

## FIELD TRIPS

Trips for Creekside Pre-K classes widen the children's experiences and make them more aware of the world around them. Examples of past trips include visits to the local library, grocery store, fire station, farm, planetarium, and nature center. Woodland Program field trips are less frequent, but may include a farm trip and neighborhood nature walks. Children in the Hillside and Blue Sky programs do not take field trips, but may take occasional nature walks around our neighborhood.

On field trips, parents volunteer to drive a carpool of children from the school to the field trip locations and back. On the day of the trip, child car seats or booster seats must be provided by parents. In addition, although the teachers will be present for all field trips, each parent driver accepts responsibility for supervising and accompanying the children that ride in their vehicle throughout the entire duration of the field trip. We have a strict NO CELL PHONE policy for all drivers and other chaperones. Upon returning to the school, parent drivers must bring all children back into the children's classrooms so that the teachers can release and sign each child out to the appropriate caregiver waiting at the classroom. These measures help us ensure the safety of our children during these enriching experiences.

# CLASSROOM POLICIES

## COMMUNICATION

**Parents are encouraged to speak directly to their child's teacher or the Director if concerns arise.** Messages to Lead Teachers should be communicated by email. All messages to a teacher **MUST** be in written/email form. If your child is to go home from school with anyone other than the approved caregivers, you MUST send an email to the Lead Teacher or Director. We will not permit a child to go with someone who is a stranger to us without advance notice from the parents.

Teachers will communicate with parents through e-mail or by phone. Staff phone numbers and e-mail addresses are included with the online directory. Any unusual incident during the school day will be reported to parents through e-mail or a phone call.

## PARENT/TEACHER CONFERENCES

Teachers are available for conferences with parents at any time during the year. Annual scheduled conference times are listed online. Conferences are held at school and alternate dates will be provided if you are not available on the scheduled date. **Parents are encouraged to initiate a conference with their child's teacher or the Director at any time with concerns about the child or the program.**

## SIBLING HELPERS

We love to have our alums visit to help. Please **inquire in advance** with your child's teacher and we will do our best to accommodate these requests up to two times per school year. There is limited space in our classrooms for helpers on any given day based on lesson plans.

## CLOTHING

Children should wear comfortable play clothes to school. **All clothes are to be clearly marked with your child's name.** Each child should bring a change of clothes (underpants, shirt, pants, socks) also marked, to be kept at school. Please change these according to seasons. Outdoor play is an integral part of the **daily** program. We also ask that rain or snow boots be brought in as needed. Please dress your child in clothes appropriate for outdoor play and cold weather, since **classes go outside every day.** Parents supply diapers for those children who need them.

## SNACKS

A mid-morning snack of crackers will be provided at school. Parents send a filled water bottle daily for their child. Parents are asked to donate fruit or vegetable **and** a protein periodically for the class to share. All donated food must be nut free and **not** manufactured in a facility that processes nuts. Please read product labels carefully. **CCPC Nursery School is a nut-free environment to keep all children in our care safe. For information, please see Appendix A.**

**BIRTHDAYS**

Birthdays are very important days for young children. Parents typically provide "school safe" cupcakes or other special treats for their child to share with their friends at snack time. Parents are not expected to be in class for birthday celebrations. Teachers will coordinate these celebrations and provide specifics in advance of each child's special day.

Thanks for the kind invitation, but…

Teachers are generally not available to attend children's off-site celebrations due to their busy work schedules and family responsibilities. And in the interest of fairness to all families, we encourage our staff to decline these events.

**PETS AND ANIMALS**

All classroom pets are kept in compliance with local ordinances governing the keeping and maintenance of animals. All pets or animals will be kept in appropriate cages or tanks and cleaned regularly.

Occasionally animals will come into the building as part of a special event, such as "The Reptile Guy" or a service animal presentation. Parents will have advance notice of these events and children will be able to interact at these programs from whatever distance is comfortable for them.

# OUR PROGRAM

Chevy Chase Presbyterian Church Nursery School offers a Learning Through Play early education curriculum based on the nationally recognized Creative Curriculum. Each Lead Teacher carefully develops lesson plans to help every child become an enthusiastic learner. We believe this philosophy provides the strongest possible foundation for future academic success. Our goal is to guide children and allow them to learn at their own pace and in ways that are age appropriate. Classes are generally divided by age with a gender balance. A variety of methods and materials encourage exploration and creativity for young children within thoughtful learning-through-play activities. The curriculum is not set up as formal isolated subjects, but as in-depth experiences which lay foundations for a lifelong love of learning.

Beginning concepts are acquired through:

**Language and Literacy**

Speech and language development is a fundamental step in a child's ability to advocate for their needs, develop relationships, make connections, express feelings, and initiate play. Our teachers use a multi-faceted approach to foster children's development of successful communication skills. Children join in singing, finger plays, and stories which build language skills and a shared vocabulary. Through modeling and scripts, children learn to communicate ideas, negotiate conflict, plan play, and initiate activities. Teachers introduce new vocabulary so that children can begin to use more complex sentence structures and provide a "print-rich" classroom environment. With a gradually tiered approach, teachers help children develop listening and comprehension skills to follow instructions and respond to nuanced questions.

**Community and Our World**

Being part of a classroom gives children their first sense of community outside the home. This begins as children form relationships with teachers and peers and participate in decision-making in the classroom, and grows to include community beyond the school, in the neighborhood, and in their greater world.

Skills are acquired through working in small groups on activities such as building with blocks, learning to take turns, and practicing leading and following. Mastering various jobs such as passing out cups/napkins at family-style snacks, opening doors, turning off classroom lights and other tasks as directed by a teacher all build self-reliance and confidence. Collaboration is modeled and encouraged throughout the day to help children successfully accomplish numerous different tasks. Skills of empathy, resiliency, and persistence are fostered in this part of our curricular setting.

**STEAM (Science, Technology, Engineering, Arts, and Mathematics)**

Science exploration promotes appreciation of the world around us. Children observe and react to the changing seasons, make hands-on observations of plant, animal and insect life cycles, are introduced to concepts of space and the solar system, are involved with classroom pets and their care, and perform experiments with water, magnets, and weights. Hand strengthening activities are emphasized through a wide variety of experiments and sensory activities, and help develop and build fine motor skills. Creative art activities are designed to explore a wide variety of materials and mediums including paints of all kinds, scissors, pencils, chalk, crayons, collage, play dough, sand, water, glue, and glitter to develop creativity and self-expression, as well as fine motor skills.

Development of number concepts such as one-to-one correspondence, classification of size, shapes, and weights through use of blocks, stickers, graphs, songs, and sorting lay a foundation for elementary mathematics. CCPC Nursery School does not use computers or televisions in the classroom.

**Interest Centers**

Each of our classrooms is designed with numerous distinct interest centers as prescribed by the National Association for the Education of Young Children (NAEYC). These environments offer ample and varied experiences for social and emotional learning such as sharing, cooperative play, developing self-esteem and resiliency, and successful problem solving. Developing fine motor skills, collaborating and inspiring imaginative play are also core components of the classroom environment.

**Music and Movement**

Singing, rhythmic activities, listening, playing rhythm instruments, along with exposure to a wide variety of music is often combined with dancing and marching to incorporate gross motor activity.

**Social and Emotional Foundations for Early Learning (SEFEL)**

Teaching children self-advocacy and empathy skills is at the very core of our curriculum. We promote the development of emotional intelligence by helping children to understand their own and others' emotions to increase their emotional vocabulary. Children learn to take information from their teachers, classmates, and environment to problem-solve and manage conflicts. The development of skills around persistence, resiliency, and empathy is essential to preparing young learners to interact successfully with other children and adults.

**Autonomy and Self-Help Skills**

We work with each individual child to help them acquire and practice desirable attitudes and habits including important self-help skills such as hand washing, eating and drinking safely, buttoning, zipping, dressing, putting on and off shoes and boots, and toileting. Gaining independence builds confidence.

## Parent Participatory Program

**Our Hillside and Blue Sky Programs**
Our youngest children do not have parent participation inside the classrooms as it can be overly challenging for these ages. Transitioning successfully to school and feeling independent is a primary goal. Parents are invited to visit the classroom several times a year to get "an insider's peek" during our Grown-Up Visiting Days and holiday celebrations.

**Classroom Volunteer (for Woodland and Creekside Programs)**
Enjoy a full morning helping in the classroom or stop in and share a book or a cooking project for 15-30 minutes. We are an inclusive community and look forward to sharing your cultural traditions and customs with your children's classmates. Teachers coordinate schedules for parent participation to fit with lesson planning.

**Field Trip Chaperone**
Driving and chaperoning is essential in getting everyone to our destinations as the children learn about our broader community.

**Room Parent**
Room parents are responsible for coordinating communication and support for your classroom teacher's volunteer/special event/special project needs.

**Classroom Support**
Each teacher has a list of jobs including occasional grocery purchasing, sewing repairs for dress-up clothes, light carpentry needs, and pet helper. Find something that works for you! Teachers conduct sign-ups for these jobs at Back to School Night.

**Annual Auction**
Our auction committee works throughout the year planning our fun-filled annual fundraising event.

**Fall Family BBQ**
Support our school by working on our October BBQ. This is a great way to connect with parents outside of your child's class.

**Parent Advisory Committee**
The Parent Advisory Committee supports the Director in considering new policies, programs and initiatives and serves as the primary support for all fundraising and special events each year. Monthly meetings are held in the mornings before school.

**CCPC Annual Fund**
We have a parent organizer who helps plan this campaign which asks every family to consider a financial donation to our school. These vital funds augment our operating budget for scholarships, special capital projects, teacher and parent continuing education, and other auxiliary expenses outside of our operating budget.

# A DAY AT NURSERY SCHOOL

A Morning Class at nursery school is made up of three periods: free play which involves exploration at various classroom centers, group time which includes structured teacher-led activities, and self-directed outside time which focuses on gross motor skill development and individual social/ emotional growth. The order of occurrence and length of time for these three periods differs for each age group.

**Free Play**
Free play allows children to become comfortable and confident in discovering and pursuing their own interests. All classrooms are arranged with specific learning centers that include blocks, dramatic play, manipulative toys, cooperative games, easels for art, a sensory table, and a wide variety of books to be enjoyed in a welcoming setting. Each child may spend time in any designated area of the room and may choose an activity according to their inclination each day. Each child is encouraged to use this time intentionally and to interact with other children. Caring for and putting away materials are important parts of free play.

**Group Time**
This period encompasses several different areas: circle time, quiet time, snack time, and other teacher-planned lessons. Classes gather together at Circle Time. Number concepts and early literacy skills are presented through stories, flannel boards, and games. The child's music program is rich with songs, rhythms and rhythm band, and teacher-led movement. During quiet time children may listen to music, look at books, or play a quiet learning game. Children participate as helpers at family-style snack time, taking turns as cup or napkin helper and serving themselves food and water. We give thanks for our food before eating and encourage the use of acceptable table manners. Fine motor skills are strengthened as the child creates with art materials and manipulative toys such as pegboards, play dough, and puzzles. For 3, 4, and 5 year olds, art is typically created during free play as an interest area individually or in small groups. Toddlers and 2 year olds more often work as a whole group on art projects.

**Outdoor Play**
Outdoor play is a fundamental component of each day. Playing on the playground equipment helps develop gross motor skills, offers abundant socialization and conflict management opportunities. We encourage appropriate risk-taking so children can propel their skills forward while learning to navigate their physical limits. Learning to get along with friends, learning about safety on the playground, and using imaginations in new and exciting ways are also important aspects of productive outdoor play. **Children play outside daily, weather permitting**. In the event that we cannot go outside, a 400 square foot indoor gross motor room, fondly called "The Big Room," is set up with a wide variety of play equipment such as a climbing wall, giant foam building materials, a multi-skills climbing structure, and a "crash space". There are also several smaller pieces of equipment that children can use for balancing and pulling or pushing.

CCPC Nursery School has created this policy around best practices laid out by Zero to Three, the Early Childhood Learning and Knowledge Center, the National Center on Early Childhood Health and Wellness, the National Health and Safety Performance Standards Guidelines, and the American Academy of Pediatrics.

"Feeding and mealtimes are important for children to grow healthy and strong. But they are also about much more than promoting a child's physical development. They provide rich opportunities to support your child's overall healthy development, especially social and emotional development. In today's busy world, the everyday routine of feeding can be a chance to slow down and connect with children. What's on the table feeds your child's body, but what happens around the table feeds her heart and mind."

- Zero to Three, National Center for Infants, Toddlers and Families

## What we DO:

- Sit down together at the table to model positive social engagement
- Share family-style snacks
- Encourage children to recognize their hunger and fullness cues
- Support healthy food preferences
- Allow children to choose what and how much they eat to develop and exercise their self-regulation skills
- Offer less preferred food multiple times
- Provide healthy choices of food
- Model tasting new foods

## What we DON'T DO:

- Force, trick or shame children into eating foods they do not want
- Use food as a reward
- Ask children to eat all the food they have available
- Ask children to eat certain foods before others (even dessert)
- Ask children to have "just one taste" of a food that they do not want to eat
- Ask children to eat a food to please their teacher or parent

## Appendix B - Professional Service Specialist List

On our website at https://www.ccpcwns.com/for-our-parents, you will find a link to our Professional Resource List. This list represents some of the area's specialist services, but is by no means intended to be comprehensive. Parents should do their own research and choose providers based on their child's personality and needs. Insurance coverage varies widely from practice to practice. We encourage parents to share with us any great therapist/resource services they recommend, and we will add to this list for our community.

The list includes practitioners in publicly funded assessment services, private services, Behaviorists, Child Psychologists, Developmental Pediatricians, Feeding Therapy and Orofacial Myology, General Parenting Support, Neuropsychologists (psycho-educational testing), Occupational Therapists, Pediatric Neurologists, Pediatric Ophthalmologists, Physical Therapy, Social Skills Groups, and Speech Therapists.

## Playground Use

The CCPC playground is exclusively reserved for use by the Nursery School, After School Program, and Christian Education Programs of the Chevy Chase Presbyterian Church. The playground is locked after hours.

Due to allergy concerns, **no food is allowed** on our playground except for classroom snacks served by teachers. You are welcome to enjoy food from home at our picnic table outside the playground near our entrance, but please, no NUTS.

**We are a nut-free facility in all parts of our property.**

## Big Room Use

The Big Room is reserved for use by the Nursery School, After School Program, and Christian Education Programs of the Chevy Chase Presbyterian Church. The Big Room is used from 8:15-9:00am, Monday - Friday for our Early Drop-off Program children and staff, as is a core part of the curriculum of all of our classes.

This recently-renovated gross motor development space features a climbing wall, giant engineering blocks, balancing equipment, a multi-skill climbing structure, a "crash nook" and many other tools for developing children.

Due to allergy concerns, **no food is allowed** in our Lobby, Big Room, or Library spaces.

## Guidelines to Ensure a Nut-Free Facility

Children with allergies require careful control of their environments. Please do your part to follow these simple, but crucial guidelines to keep all our children safe and healthy.

**Before you enter the facility (building or playground)**
Please make sure that there is no food residue on your or your child's hands or open packets of snacks that may spill on the floors or ground. This will keep our stair railings safe to hold and our play equipment free of allergens.

**Before you enter the classroom**
Every classroom has a station in the hallway by the door with wipes and a trash can. Children entering the class (and anyone accompanying the child into the classroom) are required to wipe their hands and mouth and dispose of their wipe before entering.

### SNACKS, LUNCHES & CLASSROOM COOKING PROJECTS

Food from home might include:
- parent-provided snacks for the class to share
- lunches for Extended Day participants
- parent-provided ingredients for class cooking projects

Please carefully read the food labels of all items brought into the classroom to ensure that the food is nut free and **not** manufactured in a facility that processes nuts. Any food sent to school that does not meet these requirements or that is not labelled will be sent home with a note. Homemade items that can not be shared with the entire class are discouraged.

### SHARED SPACES

Please remember that even if your child or none of the children in your classroom has an allergy, all of these guidelines still apply.

We share indoor and outdoor play spaces, hallways, and the picnic grove.

Children may only eat food provided by or approved by CCPC staff when on any of the facility grounds.