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1. Introduction

This booklet has been prepared to acquaint you with the policies of our school. The guidelines set forth by the Board have proven over the years to be effective. We appreciate the time you are taking to carefully read this booklet, as required by membership. We thank you for your continued efforts in following the practices outlined.

A cooperative school can function only with the full cooperation of all its members. Your interest and participation, in all functions of the school, will make your association with ICNS a stimulating and rewarding experience.

Enjoy your time at InterCommunity. We are thrilled to have you working with us to provide a home away from home, filled with wonderful experiences, for your children.



2. A Brief History of InterCommunity School

Intercommunity Nursery School was established in 1930 when Helen Knapp started a play group with her daughter and six playmates. The classroom was in her basement and there was a 50 cent charge per morning session to cover the cost of supplies and snacks. Mrs. Betty Dryden, of Malverne, served as the Assistant and the mothers participated on a rotating basis.

In 1941, when student enrollment reached eighteen, the school moved to Carman Avenue in East Rockaway. They were registered as an accredited school, under the name of Jack and Jill PreSchool, by the State Education Department in 1946.

By 1948, the school had become so popular that larger quarters were once again needed. The school moved to the VFW Hall in East Rockaway. A cooperative (parent participation) nursery school was established with Mrs. Knapp as the Director and Helen Robinson as the first Board President.

In 1951 they outgrew their space so a house was rented in Oceanside, where they operated for five years. The program had now grown to three groups, with enrollment at approximately 45 children.

From 1956 until 1959, Jack and Jill Preschool was located at 206 Atlantic Avenue. These were important years. In 1957 the school's name was changed to InterCommunity Nursery School and Kindergarten (ICNS). ICNS was incorporated and chartered by the Board of Regents and in 1958, ICNS was permanently certified by the New York State Board of Education. A tremendous effort on the part of Grace Dorrensteyn and the parents, to buy and sell bonds, made it possible to purchase our present home in 1960, at 20 Thompson Place. By 1964 there were four sessions and enrollment had reached 72 children from Lynbrook, East Rockaway, Oceanside, Hewlett, Woodmere, Rockville Centre, Malverne and Valley Stream.

In 1976, Mrs. Dorrensteyn retired and Mrs. Renee Kaplan, a professor at Nassau Community College, accepted the part time position of Director.

In 1982 Mrs. Kaplan developed a toddler program, which successfully offered developmentally appropriate activities for 2 year old children. By 1987, she introduced a six week, mornings only, summer program. An innovative kindergarten enrichment program was introduced, for children attending a half day kindergarten program, in 1995.

We are proud to say, the vision of the founders of this school, have been successfully carried out for over 85 years.

3. Philosophy

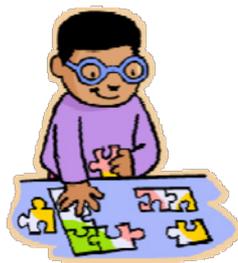
InterCommunity's philosophy has remained the same since its inception -- warm, nurturing, knowledgeable, teachers provide a child oriented nursery school experience with the help of assistant teachers and parents participating in the classroom on a rotating basis. It is this opportunity for parents to participate in this intellectually stimulating environment, that distinguishes the cooperative concept of early education and makes for such a rich experience for child and parent.

The program also offers the additional opportunity for parents to network with other parents who also regard children as a priority and who possess a desire to raise confident, thinking, disciplined individuals. In this safe setting, along with the guidance of skilled professionals, parents have the opportunity to enhance their parenting skills and learn from each other.

4. Curriculum

Young children's development depends on "hands on experiences" provided in the area of play. It is through play, an inborn ability, that children nourish their social, physical, intellectual, creative and emotional development (SPICE). The focus of the curriculum is to:

1. Build self confidence
2. Provide language growth
3. Encourage independence
4. Increase coordination (fine and gross motor)
5. Gain an awareness of "their" world by planting, cooking, working with magnets, etc.
6. Foster creativity and self expression (movement, art)
7. Develop basic concepts of shape, size, etc.
8. Promoting an awareness of many cultures
9. Encourage problem solving, literacy, and creative writing



All of this is accomplished via developmentally appropriate activities encompassing critical thinking and problem solving. The children are free to explore within a structured environment.

5. Organization

ICNS admits students of any race, color, religion, sex, or ethnic origin, giving each child equal opportunity to the rights, privileges, programs and activities, generally accorded or made available to its students.

We are a drug free, non-profit nursery school, designed to accommodate children ages two to five (2-5). We are registered with the State Education Department. Several of our teachers have masters degrees and are certified teachers, as well as being trained in CPR, certified by the American Red Cross.

The school is governed by a Board of Trustees with input from the Director, who is responsible for the educational component of the program. Board meetings are held monthly and interested members of the cooperative are welcome. Faculty meetings are held monthly, with the Director and teaching staff. Conferences (parent-teacher) are held mid-year and many support services are provided during the year (speech, vision, etc.).

Parents are required to participate in the classroom on a scheduled, rotating basis. They also assist in maintaining our building and are required to be a member of a committee. It is the spirit of community that makes ICNS the very best place to educate our young children.

We also publish a monthly newsletter to keep you well informed.

6. Fiscal Organization

The nursery school receives its financial support from: *tuition, fund raising and donations.*

Tuition: Yearly tuition payment, paid monthly, covers the staff salaries only.

Fund Raising: Activities are run by the parents and monies raised supplement the budget. These funds pay for all of our indoor and outdoor materials and equipment, and for the maintenance of our building.

Donations: Made by our parents, former parents and companies in appreciation of services rendered (monetary and equipment).

The combination of financial support we receive allows our school to operate with stability. Our goal is to maintain low fees while providing quality services for our children.



7. Registration

Registration for the upcoming school year is held in January. A date is reserved ONLY for the families who have children already enrolled at ICNS. Registration is taken on this day on a first come first serve basis.

Parents must register their child (children) in person. We will only accept the registration from the child's own parent/ legal guardian. Please do not request that another parent register for you. If you are unavailable to attend on the day set forth, you are welcome to register the child at a later date. There is no guarantee, however, of the availability of a desired group.



Families who do not have children currently enrolled at ICNS are invited to register their children once the member registration period has concluded.

Specific registration instructions and tuition rates are sent to all parents in December.

As per New York State; the first day of school shall be deemed the day of registration. It is required that all registration materials be submitted no later than two weeks from the registration date

8. Medical and Health Requirements

(A) Health Forms:

As per New York State: medical records must be submitted no later than two weeks from the registration date. We are required to provide dental forms to you, but it is your choice to return them to us.

In accordance with New York State Public Health Law 2164 a Certificate of Immunization, signed by a physician, listing exact dates, must be on file with the school on the first day of school. A child cannot attend school without a health form. A new form must be submitted every year because, by law, a child must have a complete physical annually.

(B) Exposure:

Your child will be sent home if any unusual symptoms are observed at school. Notices will be sent home immediately, in case of exposure to a communicable disease. You are required to inform the school if your child will not be attending class, particularly if the child has a communicable disease.

(C) Accidents:

ICNS has an insurance policy which covers your child for the time he/she attends nursery school. The teacher or “witness” fills out an accident report for any injury, however minor, that occurs during school time. Depending on the level of severity, parents are either notified immediately or at dismissal time. First aid supplies are available in the First Aid Kit located in the Director’s office.

(D) Emergency Contacts:

Each child has an emergency information card which is kept on the Director’s desk. If a parent cannot be reached, we will refer to the emergency names on the card. The parent needs to update us on any changes of address or emergency phone numbers. PLEASE, remember to include a cell phone number.

(E) Administering of Medicine:

If any medicine needs to be administered by a staff member to a child, a special form must be completed by the physician giving us the name of the medicine and the dosage. We also require that the parents provide a notarized note giving us permission to dispense the medicine.

(F) Health Standards:

By observing good health standards, you will be protecting your child and others in the program. We appreciate your cooperation and adherence to the policies regarding your child’s health.

Please keep your child home if there are any signs or symptoms of any of the following:

- Signs of lethargy, crying, difficulty breathing and irritability
- Temperature of more than 98.6.
- Persistent, frequent cough that interferes with child’s activities
- Diarrhea or Vomiting
- Rash with fever or behavior change
- Chicken pox – 6 days after onset of rash or un-



til lesions have dried. Rashes can develop up to 6 weeks after a child receives the vaccine. Rashes from vaccine disappear in a day or 2

- Strep throat/scarlet fever until 24 hours after treatment has been initiated

- Impetigo – until 24 hours after treatment has been initiated
- Ringworm (head, body, genitals or foot infection) until 24 hours after treatment has been initiated.
- Fifth's disease or Coxsackie virus
- Scabies/head lice – allowed to return the morning after the child's head is treated and clear of lice. A doctor's note is also required for return.
- Mouth sores associated with an inability of the child to control his/her saliva
- Conjunctivitis – until 24 hours after treatment has been initiated



9. Tuition

Tuition is an annual amount payable in 10 monthly installments; August through May. It is our policy to have payments made one month in advance of attendance. Consequently, there is no June payment. We encourage quarterly or semi-annual payments for those interested in paying early.

Payments are expected on the first day of the month. If payment is made after the 10th, a late charge will be imposed.



There is also a charge to cover bank fees when a check is returned unpaid. If you have a financial concern or situation, please call the Tuition Treasurer or the Director.

Any student who is two months delinquent in tuition, will not be able to attend school. In order for the student to return to class, the tuition must be paid to date, including any and all late fees that have accrued.

Please note that Intercommunity Nursery School will charge a \$30 fee for any bounced check.

All unpaid late fees, bounced check fees, or any fees accrued from lack of parent participation will be deducted from the student's security deposit.

10. Withdrawals and Refunds

If you plan to withdraw your child from school, you must follow the procedures listed below:

1. Alert the teacher
2. Contact the Director at 516-593-3443
3. Contact the Tuition Treasurer

Monies are not refunded until the child's place in the classroom is taken by another child. When the space is filled, the security deposit will be refunded. *The registration fee is non-refundable.*

The school reserves the right to request the withdrawal of a child if it is felt that our school cannot meet the child's needs.

11. Hours of Operation

Hours of Operation are as follows:

For 3 & 4 Year Old Classes:

Morning Session 9AM-12PM

Afternoon Session 12:30-3:30PM

For 2 Year Old Classes:

Morning Session 9AM-11:30AM

Afternoon Session 12:00-2:30PM



We follow the Lynbrook school calendar with some exceptions. Please see the ICNS yearly school calendar for further details.

12. Arrival and Departure

All students being dropped off on time will enter through the front door. If you arrive late, please enter through the rear door, as the front door will be locked once class begins. Please use the walkway to the left of the school (as you face the school) at all times. Do not walk in the driveway.

(A) Drop Off: When a child arrives in a car, the assistant teacher will meet and take the child from the car, then escort the child into school. When driving up, please pull up to the end of the property line in order to leave room for other cars. Child must be in a carseat and buckled. If your child needs you to bring him/her into the classroom, park away from the front of the school and walk your child to his/her classroom.

(B) Pick Up: Please **enter through the back door** and proceed directly to your child’s classroom. Exit through the front door with your child, moving through as quickly as possible.

If your child would like to play upon exiting the school, they are welcome to do so in the back playground. **Please do not linger in front of the school** after dismissal time. Also, a friendly reminder that **smoking is not permitted** on the ICNS grounds (inside or outside) at any time.

Important Note: Only an adult, **not another child**, can pick up a child. If the usual caregiver is not available, please provide to us in writing, the name of the person coming to get the child (even if it is a parent). If it is a last minute change, a phone call is acceptable.

Please do not leave unless a teacher or an assistant has seen you. It is imperative that children be picked up on time. Late arrival on the part of the parent has a negative effect on the child and detains the teacher. In the event of extenuating circumstances, please contact the school at (516) 593-3443.

13. Parking

Our school is located in a Residential A zone. The street is very narrow and many children come and go to the school. Thus, parents must always be conscious and considerate of our neighbors. For this reason, ICNS has strict traffic and parking policies that must be obeyed by all parents, or caregivers who transport children to and from school.

Thompson Place is to be considered a one way street for ICNS traffic. This policy has been implemented to prevent children from crossing the street and to avert traffic jams. When dropping off or picking up, **always** approach the school from Lenox Avenue towards Scranton Avenue.



Please do not park in front of the school when bringing children to class as this will disrupt our Drop-off procedures. **Go around the block if necessary** until a “Pull-up” spot becomes available. Also, do not park in front of the homes which are directly adjacent to the school.

THE FOLLOWING ACTIONS ARE PROHIBITED:

- Parking in front of anyone’s driveway
- Blocking the school driveway
- Double parking
- Parking on the opposite side of the street from the school

- Leaving siblings in the car unattended
- Leaving the car running
- Making a U-turn

Only staff and the classroom parent of the day are allowed to park in the driveway. When doing so, always STOP before reaching the sidewalk and look in both directions, being particularly mindful of small children that may be heading towards or away from the school.

14. Separation Anxiety

For many of you, the beginning of the school year is very traumatic. Your children express great fear as they contemplate leaving you, and you in turn, suffer from great anxiety. We offer some helpful hints!

Get in touch with your own feelings - keep your anxiety to yourself. Try to be in control of your behavior and not send off messages to either provoke worry or aggravate already existing angst.



1. Don't use logic – feelings are not based on logic – so don't use it to try to make the child feel differently. Feelings are more natural than thinking and they are not right or wrong.
2. Acknowledge and accept the child's fears and apprehensions - don't avoid them. Acknowledgment is not agreement.
3. Don't use the "slip away quietly" tactic as a way to deal with or avoid the pains of separating. If you are sneaky, the child will learn that you cannot be trusted. Tell the child if you are leaving.
4. State in an assured manner that you accept their feelings but that you know they will be fine.
5. WHEN IT IS TIME TO LEAVE – LEAVE!
6. When you stay or return in response to crying, screaming, etc. the message you give the child is that they might be right – that there is something to be afraid of.
7. When in doubt as to what to do, take your cues from the teacher.
8. If the teacher asks you to stay, please be prepared to do so.
9. We will call you if you are needed - without hesitation.

***Realize that they learn to live without us as
we learn to live without them!***

15. Concerns

Problems or concerns may arise within the course of the year. If you are troubled by something and would like it addressed, please follow the procedures below:

Administrative Problems: First, contact the appropriate committee chairperson. If the problem cannot be resolved, go to the President, who will approach the Board if necessary.

Educational Problems (those pertaining to the classroom or the child): First, speak to the teacher. If the issue cannot be resolved, go to the Director, who will address the Board and/or teachers if necessary.

If you are more comfortable sharing the matter anonymously, you may write the general problem down and submit it to the President or Director by dropping it in the Director's mail slot on the office door. It will then be addressed by the appropriate individuals in a discreet manner.

Please refrain from yelling and using inappropriate language when at/near the school.

16. School Closing

In most cases, ICNS will be closed if the Lynbrook Public Schools are closed. If Lynbrook Schools have a delayed opening, ICNS will also have a delayed opening. There are times, however, that ICNS will close despite Public Schools remaining open, i.e. icy conditions, conferences, etc. Below is the process followed for school closings:

1. The President calls the Director and a decision is made
2. The Director calls the staff members
3. The President calls the person in charge of class parents
4. Check ICNS Facebook page.



**** When in doubt, call your Class Parent ****

17. Attire

Children should wear comfortable play clothes. Please do not dress child in his or her “best” clothes. Make sure that your potty trained child wears clothes that they can confidently unfasten and /or lower with ease. Shoes should be sneakers or rubber-soled. If a child wears snow boots please send a change of shoes.

As we all know “accidents” happen! We ask that you keep a change of clothes, sealed in a Ziploc Bag (clearly labeled with your child’s name and class), in their school bag.

Label all outer clothing and school bags (including last names). School bags are required each day so important notices and artwork can be sent home.



18. Toilet Training

While encouraged, children are not required to be potty trained. Two year old children will be changed. Please remember to provide a diaper and wipes in their school bags. With three and four year old children, teachers will supervise, assist with belts and difficult clothing and offer encouragement. They will also ensure that the child washes their hands afterwards. If an untrained 3 or 4 year old child needs to be changed, the parent will be notified to return to school, to do so. If the parent is unavailable, the child will then be changed by a teacher.



19. Behavior

While we understand that children are learning to deal with their feelings and new surroundings, we must instill a behavior plan, if necessary. If the need arises, the Director and Teacher will work with the parents of the child to create a specific plan.

To protect everyone, children in the 3 & 4 year old classes will be sent home immediately for biting.

20. Class Trips

All parents sign a permission slip for all trips at the onset of the school year. Parents will, however, be notified prior to all class trips. If a child will be absent on the day of a trip, please call the school, in a timely manner, so that departure time is not delayed.

Each child is driven by his or her own parent/guardian. If there is a need for a carpool, the school must be notified. The Trip Permission Form must indicate who will be driving your child.



Whoever accompanies the child on the field trip is responsible for ensuring the child is behaving in a safe manner.

21. Carpooling

Every driver must have a copy of his or her auto liability insurance declarations page showing coverage in the amount of \$300,000 or more, on file at the school in order to be eligible to drive other children on a trip. By law, car seats must be used for children under the age of four and booster seats with seatbelts must be used by children four years of age and older. Shoulder holsters, as recommended by doctors, should be used at all times.

The parent's attention is needed to help supervise the children from the class.

Carpooling is not mandatory but highly recommended where possible. The school does not arrange for carpools except when we go on trips.

22. Fire Drills & Medical Emergencies

Children must be completely oriented to the fact that when the alarm bell or whistle sounds they must:

1. Stop, Look & Listen
2. Line up quickly
3. Youngest Group exits first



The teacher heads the line and the parent of the day covers the rear as the children exit. The assistant teacher is the last to leave after checking the bathroom and counting heads.

There are two alternative plans to exit the building depending on the location of a fire:

Plan I: All classes exit through the front door, younger group exits first. After exiting, the teacher leads the line left on Thompson Place heading towards Lenox Ave.

Plan II: All children exit through back doors and turn left. The children proceed, younger group first, around the building to Thompson Place and head left again for Lenox Ave. No one should be exiting by the driveway.

With either Plan, the children remain at Lenox Avenue with the teachers, in an orderly fashion until the “all clear” signal is sounded (two blasts of the bell or whistle).

Fire Drill Points to Remember

1. Drill must be practiced from all exits.
2. Exit immediately - Do not collect personal belongings!
3. Children must be made aware of the importance of moving out of the building as quickly and orderly as possible.
4. There is a window in each room that is marked for emergencies.
5. ICNS has smoke alarms and is connected to Central Station. The fire extinguishers are checked annually and filled when necessary. The building is inspected by the Fire Marshall every year.



Emergency Fire and Evacuation Procedures

Fire

1. Exit through the front door
2. Turn left on Thompson Place
3. Head for Lenox Avenue
4. Youngest group exits first
5. If front door is blocked, exit through rear doors in each of the classrooms
6. Go around the school building to Thompson Place, following the path (Do not exit on driveway)
7. Head for Lenox Avenue
8. Do not block driveway

9. Exit quickly and quietly
10. Teacher at head of group
11. Mother at rear of group
12. Assistant teacher checks bathrooms and classrooms
13. Count the number of children

Fire extinguishers are located throughout the building. Follow instructions for use.

Emergency Medical Treatment

1. The Director or designated person will call 911
2. Parent to be called immediately
3. If the victim needs to be hospitalized, the teacher is to be the designated adult who rides in the ambulance with the child
4. The Emergency Treatment Form must accompany the student to the hospital. These forms are carefully labeled in a manila folder and are readily available in the cabinet behind the director's desk
5. If the parent cannot be reached call an emergency name indicated on the form
6. If the director is not present, the person in charge should attempt to inform her of the situation

23. Parent Participation

Parents are required to serve as “Parent of the Day” on a rotating basis throughout the school year. This allows parents to observe firsthand the social and intellectual development of their child in relation to the class and permits parents and teachers to get to know each other better. Please remember that parent participation at this level effectively boosts the self-esteem and emotional well being of the child and enhance the parent-child relationship.



24. Participation Procedure

As a participating parent, you will have the opportunity to observe your child interacting with his peers in a classroom situation. You will also have the opportunity to become actively involved in the program. If you have any concerns about participation, please contact your Class Parent as soon as possible.

Important Notes:

- The participating parent brings in a drink and a nutritious, peanut-free, snack (i.e. bagels, crackers, raisins, fruit). Ask the teacher for suggestions.

- The parent of the day should not bring siblings into the classroom when participating.
- A parent who is unable to participate on their scheduled day is responsible for finding a replacement; either by calling parents from the class to arrange a swap, or by asking another family member to volunteer. One can consider sending Dad, a doting Aunt or Uncle, even a loving Grandparent in their place (please remember, if another family member or friend is chosen to participate, be sure to tell the child). If a replacement cannot be found, the Class Parent must be notified, who will arrange for a substitute. The parent whose day it was to participate will then pay a fee for non-participation. The substitute “parent of the day” will receive the money. Remember, you **MUST** still supply the snack to the school.



Following the class participation calendar, the participating parent of the day is expected to arrive *10 minutes before class* starts. He or she will place the snack in the classroom. The parent stays in the classroom with the teacher and greets the children. It is crucial that the parent arrive early on the morning of participation so as to assist with the children’s arrival.

Please keep all class lists given to you as you may need to refer to them for replacements or other situations. Please inform your teacher and Classroom Participation Representative of any change or switch in coverage.

In order to facilitate a happy experience for our parents, the following suggestions are presented:

1. Relax and enjoy yourself – you are not being graded on your performance!
2. The teachers will have a list of suggested duties for participation posted in the classroom.
3. Take your cues from the teacher. Please feel free to ask her how you may best be of service.
4. Bring a nutritious snack and water, or milk for your class on participation day. Snack suggestions will be given with your participation calendar.
5. Please remember that your child’s behavior may be atypical on your day of participation. This is quite usual and should not cause you any concern.
6. We strongly urge you not to overwhelm your child with attention or prod him or her with suggestions to become involved; concern yourself with ALL the children.
7. Please limit conversations with other adults in the classroom in order to focus on the children.
8. If your own child asks you a question or gives you a “hard” time, refer the

child to the teacher.

9. Be alert to areas of danger, but generally speaking, leave the job of disciplining a child to the teacher.
10. It is fun to sit next to your child during snack time. Try to keep conversation pleasant.
11. Please do not walk children in the driveway. Check out the appropriate entrance and exit to use.
12. Use quiet tones when speaking, move slowly and be courteous.
13. Avoid the use of “no” and “don’t”, be positive, suggest something that the child may do.
14. Try not to criticize.
15. Be alert to a child who needs help and offer it quietly.
16. When in the playground, please position yourself in one area and watch constantly for dangerous situations.
17. If you have any special skills, playing an instrument, cooking, etc., discuss with the teacher the possibility of bringing this activity to the group.

HAVE FUN PARTICIPATING! Feel free to share both positive and negative reactions to your role in the classroom. ENJOY!

25. Birthdays

Whenever possible, the parent participates the day of the child’s birthday or whenever the class party is scheduled. The birthday child may come to school in “party clothes” if desired. The parent brings a special birthday treat for snack. Check with the teacher as to what snack to bring.

The child may give a small gift to the school in honor of his/her birthday. Teachers may have suggestions. Please wrap the gift.

Summer birthdays are celebrated in June.



26. Sunshine Fund

At the beginning of the school year, the Class Parent will collect a stipulated amount of money which will cover the cost of the following:

- Class Meetings
- Special Person Visiting Day
- Refreshments for Orientation
- Holiday Parties
- Last day school party/picnic
- Teachers’ Birthdays



27. Committee Participation

A parent is required to serve on one of the school's committees. It is critical that each member pull his weight in order to achieve the school's goals. At least 8 hours of participation are required or a heavy fine will be imposed. Board membership offers parents the opportunity to oversee and contribute to the smooth functioning of the school.

28. Board Membership

Board positions are filled in the spring for the following year. If you are interested in serving on the board, please notify the Director or the President by January. Board members have to vote on issues discussed and they are required to attend monthly meetings, which are held in the evenings.

29. Parent Maintenance

One parent maintenance is required per semester (fall and spring). This participation may be filled by a mom, dad, or other member of the family (i.e. grandparent, aunt, uncle). Failure or inability to serve requires that a fee be imposed each semester. If the participant cannot attend the day of participation but wants to give service, he/she needs to call the chairperson of "Parent Maintenance" and find out what is needed to be done. The participant can fulfill the obligation on another day.



30. Special Person Visiting Days

In the Spring of every year, each class will schedule a Special Person Visiting Day.

The Special Person will come in on a Saturday or Sunday morning previously scheduled. Teachers will simulate a typical school day - Special Person will participate.



Thank You For Joining Our ICNS Family

Where Parents Can Stay For
Their Child's Educational &
Creative Play

