

2019 -2020

Program Information



SAINT MARY'S NURSERY SCHOOL

A Reggio Emilia Inspired Program

WELCOME

March 2019

Dear Parents and Guardians,

The new school year is nearly upon us and as we prepare for the 2019 – 2020 school year, we wanted to reach out and share our plan with our families.

Saint Mary's Nursery School offers children an early educational experience embracing relationships as the core of our practice. Children are nurtured and educated together in a warm and inviting learning environment. We serve children from 18 months to five years of age in the toddler and preschool programs and from Kindergarten to 5th grade in our school age programs. Children benefit from skilled teachers, direct parent involvement, early intervention specialists and involved community members. The educational curriculum is carefully planned to be developmentally appropriate and based in play, with an emphasis on creativity and the arts to nurture the social-emotional health and the development of each child. Additionally, we are committed to developing our responsiveness to family needs and home culture. We value the many cultures and languages of our school community and work to involve children directly in our planning every day.

Our teaching philosophy is centered upon the child's individual needs. Relationships and the arts are the cornerstone of our educational program. Our curriculum is very closely aligned with the principles of the Reggio Emilia philosophy, in which the themes and concepts that we communicate to our students are supported and documented through their creative products and are responsive to children's interests. Art projects, construction projects and theater performances, are a big part of the way we prepare children for their futures.

Thank you for sharing your family with ours. We are excited about the coming year and look forward to the collaboration of school and family that each year guarantees.

Sincerely,

Traci Childress
Executive Director

SAINT MARY'S NURSERY SCHOOL

A Reggio Emilia Inspired School

2019-2020 Year-At-A-Glance mini calendar

Jul-19						
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May-20						
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Jun-20						
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-  Closure Days: 7/4, 7/5, 9/2, 9/30, 11/28, 11/29, 12/23, 12/24, 12/25, 12/26, 12/27, 12/30, 12/31, 1/1, 1/20, 4/10, 5/25
-  Closure for Teachers Workday: 8/29, 8/30, 11/11, 2/17, 5/22
-  Spring For Our School: 4/18
-  Parent Work Days {date subject to change} 10/12, 3/14, 6/20
-  Family Get Togethers {date subject to change} 6/5, 9/13
-  Pre-K Performance Days: 12/13, 4/3, 6/12

2019-2020 Lesson Topics

September	Me: Who am I? What makes me me? What do I like?
October	Community: What is a community? Who is my community? What other communities are there?
November	Autumn/Fall: What is autumn? What is Fall? What happens? How do I feel? What do I see/hear/taste?
December	Celebrations: What is a celebration? What are other words for this? What do I celebrate? What do others celebrate? How can one celebrate? Can we plan a celebration? If we did, what would we do?
January	Winter: What is winter? What happens? How do I feel? What do I see/hear/taste?
February	Doing: What do people do? What do I like to do? What do other people like to do? What do grown ups do? What do people do?
March	Spring: What is Spring? What happens? How do I feel? What do I see/hear/taste?
April	My City: What is my city? What is a city? What do I know about my city? Who lives there?
May	May World: What is the world? What do I know about it? What lives in it? How does it work? What parts of it am I interested in?
June	Summer: What is Summer? What happens? How do I feel? What do I see/hear/taste?
Late June-August	Exploration of our community's cultures and countries

MISSION

Saint Mary's Nursery School (SMNS) is a nursery school where children learn and practice the important principles of respect, responsibility and community. Within SMNS' supportive and nurturing environment, children explore and discover new skills and relationships. Throughout the day children take part in constructing their own learning, making choices and gaining independence.

Since the school runs as a cooperative, parents are a key component of the school and are seen as partners, collaborators and advocates for their children and within the governance of the organization.

We celebrate the work and learning that happens at SMNS amongst ourselves, as well as the broader community. SMNS fosters sound financial stewardship as it reflects the culture of the school.

This mission is realized in the following ways:

- SMNS provides childcare that cultivates imagination, curiosity, self-esteem, creativity and independence in students;
- SMNS promotes the importance of direct parent participation in the educational experience of the child;
- SMNS prepares children for kindergarten; and
- SMNS improves its community by fostering economic self-improvement in low-income and/or single parent families by providing affordable, quality daycare that will enable the parents/guardians to be gainfully employed.

A REGGIO EMILIA INSPIRED CURRICULUM

SMNS is a Reggio Emilia inspired school. Our teaching philosophy is designed to meet each child's individual needs. The arts and family involvement are central to our educational program and the themes and concepts that we communicate to our students are supported and documented through their creative products. Art projects, construction projects, and theater performances, are individually catalogued, photographed and otherwise recorded to follow and document each child's development. Additionally, we align our curriculum and lesson plans to the Pennsylvania Early Learning Standards.

FACILITY

The classroom spaces are located on the first and second floor of the Saint Mary's Church Hamilton Village Parish Hall. There are four teaching spaces. The second floor houses classrooms three classrooms. On the first floor, we have two toddler rooms, that are set up and reset daily. This space transforms to our School Age After School program at 3pm.

The outdoor space is located in the courtyard of Saint Mary's Church. The outdoor space is enclosed on all four sides. (Three sides are the walls of the building and the fourth side is a wrought iron fence with a gate).

The outdoor play space has play equipment for children 18 months to five years of age appropriately spaced with a safety surface that can absorb a fall from six feet high according to the ASTM standards.

HISTORY

SMNS started as a parent cooperative run by the St. Mary's Church Hamilton Village, in the early 1960's. As the nursery grew, the church hired Barbara Klein as the school's first executive director. Barbara brought to the program a strong philosophy of education that continues within the teaching practices we see modeled today. She instilled a firm belief in mixed age playing and learning, where older children have the opportunity to help and advocate for the younger children; and the small ones are able to witness and play within a wide range of possibilities in terms of language development, motor skills, imagination and creative play.

In 1982 the nursery school became a licensed entity and in the summer of 2002 Barbara retired. At that time Andrea Mosko's oldest son had just graduated from SMNS and she was in need of a place for her daughter. Many families chose to leave when Barbara retired and, like Andrea, went in search of another place for their children, a place like SMNS. As Andrea puts it, no such place existed. "I was confident that what was happening [with my children at SMNS] when I was there, was also happening when I wasn't." SMNS was one of a kind and she, along with several other families, was determined to save it. Andrea approached the church and asked them to relinquish ownership of the school.

On August 19, 2002, SMNS became incorporated with Andrea as its new executive director. The school closed that August for two weeks and reopened in September with 19 students. The mission was to remain true to the school's educational and philosophical perspectives as created and defined by Barbara some 40 years earlier. Under Mosko's leadership, as a nonprofit, SMNS grew to 150 children.

After 15 years of service, Mosko moved on from her role. After an extensive search, in April of 2016, SMNS hired a new Executive Director, Traci Childress who comes to SMNS with a strong background in education, nonprofit management, and mindfulness arts. As Co-founder and Former Executive Director of the Children's Community School in West Philadelphia, Childress is poised to lead SMNS into the next chapter of its organizational life.

The student body has more than quadrupled since 2002 and the classrooms have had a few makeovers, but the commitment to that original mission remains and SMNS remains a "one-of-a-kind" place. Welcome!

PROGRAM DESIGN

The educational curriculum is carefully planned to be developmentally appropriate, based on play, creativity and the arts with an emphasis on the social-emotional health and development of each child. Children are nurtured and educated in a community classroom that includes children from 18 months to five years of age, skilled teachers, parents and other involved family members. Children are part of a set group from 9 am- 3:00 pm and spend time with children in a mixed age setting before and after this time, as well as on the playground.

We are committed to the family environment and the stability and community that generations of children enjoyed before they were placed into age groups and graduated classrooms. It is our experience that all of these elements create a homelike environment that allow children to relax and open up to all aspects of learning.

PRE-K PROGRAMMING

SMNS is so proud of its unique and sophisticated Pre-K program. We have worked hard to develop a program that honors our focus on the arts and process oriented learning while addressing the **Kindergarten readiness** needs of our children and families. The program offers a multitude of experiences and supports to help the children and the families' transition to a new school environment. SMNS students achieve **Kindergarten readiness** through three primary focus areas in our Pre-K programming:

- **Academic Readiness.** We work with the children to broaden the literacy skill building started in early years at SMNS. Pre-K students learn the alphabet with a primary focus on recognition, then written letters and letter sounds. Letter strings and reading may also be a part of the lessons as appropriate for the individual child's readiness. We also work with children on counting, simple addition and subtraction, measurement, comparison, shapes and scientific concepts. Kindergarten classroom etiquette is an important element of the Pre-K classroom times and we work with the children throughout the year so that each child arrives at Kindergarten ready to learn.
- **The Arts and Self-Expression.** Arts are central to the SMNS overarching learning program and the age - exclusive environment of the Pre-K class allows the SMNS arts programming to culminate in three theater performances over the Pre-K year. The performances are developed from the ground up by the class with characters and lines, music, props and rehearsals. We also have a highly sophisticated visual arts focused curriculum. This program builds basic visual arts knowledge, collaboration and critical thinking skills which students carry with them into Kindergarten despite the reduction of visual arts programming in area public schools. Teacher Sara Karlen has been instrumental in the development of this part of our program.
- **Citizenship.** The Pre-K experience enhances fundamental SMNS lessons of citizenship by engaging students as not only members of a supportive community, but as leaders and agents responsible for creating and maintaining that community. The teaching staff works with Preschool through Pre-K students to create a forgiving, generous and absolutely loving environment that consistently demonstrates our priority of continually creating a community that is welcoming to all regardless of any perceived obstacle. Area teachers have shared that SMNS students arrive in their Kindergarten classrooms not just as students, but as positively contributing, socially sensitive citizens of a classroom community.

SCHOOL AGE PROGRAM– SEP 3RD, 2019 THROUGH JUNE 12TH, 2020

The SMNS After School Program is designed for school age children from Kindergarten through the fourth grade. We continue the holistic mixed- age play environment and creative free exploration inspired by the Reggio Emilia approach that children experience in their SMNS preschool years, while offering students increased ability to construct and lead activities appropriate to their older developmental stage. We provide healthy snack, homework help, arts instruction and student-driven free play including gross motor movement each day from 3-6pm.

The After School children are separated from the early education classrooms. Their play is significantly different and they need the time and space to work on their own cognitive, emotional and physical development; however they also have the chance to mentor and guide younger students on specific activities. The program offers a wonderful opportunity for families with mixed age children to continue their children's care at SMNS and continue the strong relationships they have built with SMNS' exemplary staff as they progress through school. At the same time the program offers new elementary school students the chance to become part of the welcoming SMNS community.

General Schedule:

3:00 pm	Program Opens
3:15 pm	Pickup from area schools
3:30 pm	Free Play Time
4:00 pm	Snack
4:15 pm	Homework / Activity Time
5:00 pm	Gross Motor Activity
6:00 pm	Pickup

SMNS offers coverage for all School District of Philadelphia Early Release Days and most School District vacation days (refer to program calendar) as well as bridge coverage at the beginning and end of summer preceding and following SMNS Summer Camp. Consult SMNS calendar for full details.

School Age Transportation:

SMNS teachers pick up After School children from the following school: Greenfield Elementary and Lea School (minimum number of enrollment required), Penn Alexander School (PAS), Independence Charter School (Center City), Powel Elementary School on all public school days and early dismissal days.

Arrangement for after school pick up must be made directly with the SMNS administration. Some locations require additional fees; and SMNS's capacity to pick children up at school is dependent on staffing capacity.

Enrollment:

Families can enroll 5 days per week, or drop in care. All of these enrollments require the completion of the following forms:

1. Enrollment Contract
2. Emergency Contact and Consent
3. Non-discrimination in Services Disclosure Statement
4. Emergency Evacuation Plan Letter
5. Child Health Report
6. Pelican Release Form
7. Getting to Know You
8. Parent Play Date List
9. Photo Release Forms (print and web publication) - *Optional*

If you are interested in enrolling your child in the After School Program, please submit an enrollment application form.

School Age SUMMER CAMP:

The SMNS Summer Camp Program for School Age children (rising 1st graders through rising 6th graders) begins in July 1 of each year and ends the Wednesday prior to Labor Day.

Building from our Preschool Program SMNS now offers a unique Summer Camp Program to school aged children. Our curriculum is put into practice through various field trips where children explore new environments and gain a deeper understanding of familiar ones. The focus is to provide an engaging array of opportunities primarily centered around several geographical regions and topic areas: Museums, Sustainable Agriculture, Center City, West Philadelphia and Environment / Ecology. The Summer Camp contributes to the creative and investigative learning process that has begun in the individual child. While children enjoy the best of what summer has to offer in the Philadelphia region, they continue to practice necessary principles of respect and community, as well as adopting a larger role of responsibility in the wider world. These emerging practices of citizenship are necessary tools as the child continues to grow.

TODDLER AND PRESCHOOL CLASSROOM /PLAYGROUND ACTIVITIES



Art project



Free Play (choice time)



Meeting (story time)



Outdoor



Playground/Gross Motor Play



Art Project



Free Play (choice time)



Rectangle Time

2019 - 2020 FEES

We always like to remind our community that the tuition charged does not cover the actual expense of education; consequently, the Saint Mary's Nursery School relies on grants and community donors to bridge the gap between the tuition charged and the cost of providing a high quality early education experience.

ANTICIPATED TUITION GAP FOR 2019-2020 SCHOOL YEAR: \$175,000

The new tuition rates will in effect beginning July 1, 2019 through June 30, 2020. The rate schedule can be found on the following pages.

Program Fees

The Program fees will increase for the 2019 – 2020 school year and are as follows:

Age Group*	Activity Fee for Summer 2019 (July & August 2019)	Activity Fee Academic Year (Sep 2019– Jun 2020)
Toddler	\$84	\$105
Preschool	\$136	\$311
After School	N/A	\$200

*Toddler: 18 months to 36 months old by September 1, 2019

Preschool: 3 years to 5 years old by September 1, 2019

The activity fee is non-refundable and charged once in the academic year and once for the summer program to cover the cost of special events, special instructors, activities, field trips and classroom materials.

Other possible fees

CoOp families may be charged **\$15 per hour** for missed parent help commitment. Total charge for missed parent help cannot exceed **\$120/month**.

Early drop off or late pick up charge for child(ren)'s attendance outside of contracted times: \$10/hour. For pick up after 6pm a fee of \$10 for the first 5 minutes. After 5 minutes, \$2 per minute thereafter plus additional \$50 charge.

\$50 may be charged to a family that does not participate in the quarterly Saturday Parent Work-Day.

Monthly Tuition Rates from July 1, 2019 through June 30, 2020

Programs	Half Day	Full Day	Extended Day	Extra hour
Toddler	\$808.00	\$1,251.00	\$1,630.00	\$156
Preschool	\$702.00	\$1,114.00	\$1,418.00	141

*Toddler: 18 months to 36 months old by September, 2019

*Preschool: 3 Years to 5 years old by September, 2019

Program Fee 2019-2020

Programs	Summer 2019 July & August	Academic Year September 2019-June 2020
Toddler	\$84.00	\$105.00
Preschool	\$136.00	\$311.00

Tuition Details/Discounts

1. Enrollment is for the ENTIRE Academic Year. Early Withdrawal between September 1, 2019 through June 30, 2020 has a withdrawal fee of 50% of deposit and requires a 30 days notice. No portion of tuition will be refunded on account of absences. One month of tuition deposit is required to confirm the enrollment.

2. Enrollment must be 5 days per week.

3. Half Day: 9am-1pm or 1pm-5pm, you may add extra one or two hours on it, fee applies.

4. Full Day: 9am-4pm, you may add extra one or two hours on it, fee applies.

5. Extended Day: 7:30am-6pm.

6. The Program fees is non-refundable and charged once in the academic year and once for the summer program to cover the cost of special events, special instructors, activities, field trips, facilities needs and improvements.

7. Sibling discount: First Child 100% tuition. Second or third child: 10% discount.

8. CoOp discount: for half day enrollment the maximum amount of coop discount is \$60, for 4 hours of coop per month. For full day enrollment the maximum amount of coop discount is \$120, for 8 hours of coop help per month. Background checks are required to be eligible for CoOp Program.

9. Parent Student Scholarship Discount: eligible for children with parents enrolled in degree and/or training program. \$45 monthly discount for a child enrolled in full day program. \$23 monthly discount for a child enrolled in half day program. Proof of parent's enrollment required.

10. 1% discount of tuition for Quarterly Billing.

After School Program Tuition September 3rd, 2019 through June 12th, 2020

All program and sibling discount rates are monthly.

Enrollment	5 days/week	4 days/week	3 days/week	2 days/week	1 day/week
Monthly Tuition Rates: 3pm-6pm	\$322.00	\$294.00	\$245.00	\$183.00	\$96.00
Public School Closures/Early Dismissal	\$162.00	\$162.00	\$162.00	\$162.00	\$162.00
Monthly Tuition: Adding Public School Closure Enrollment to After School Program	\$484.00	\$456.00	\$407.00	\$345.00	\$258.00
Program Fee	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00

Tuition Details/Discounts

1. The \$200 facilities fee is non-refundable and charged once in the academic year to cover the cost of special events, special instructors, activities, field trips, facilities needs and improvements.
2. 10% sibling discount for the second child enrolled in afterschool program.
3. Parent Student Scholarship Discount: \$23 monthly scholarship discount for children with parents enrolled in degree and/or training program. Proof of parent's enrollment required.

Miscellaneous Charges

1. Missed Parent Help Commitment (only applies to co-op families): \$15/hour (cannot exceed \$120/month)
2. Missed quarterly parent work day (applies to all enrolled families): \$50/work day
3. Early Drop-off, or late pick-up outside of contracted time: \$10/hour
4. Late pick-up after 6pm: \$10 for first 5 minutes (after 5 minutes grace period). \$2 per minute thereafter plus additional \$50 charge
5. Late tuition payment fee (paid after the fifth of each month): \$25
6. Date Night: \$25
7. Drop-ins (only apply to enrolled school age families)
 - a. Daily Drop In (3pm-6pm): \$33
 - b. Half Day Drop In (public school early dismissal 12pm-6pm) \$64
 - c. Full Day Drop In (7:30am-6pm): \$95

Weekly Summer Camp Rates (June 10th through August 28th, 2019)

All camp and sibling discount rates are weekly. A la carte rate is daily

School Age Camp Program		Weekly Tuition	Sibling Discount (10%)	Sibling Discount Rate
5 Days/Week	6/10-6/14	\$330	-\$33	\$297
	6/17-6/21	\$330	-\$33	\$297
	6/24-6/28	\$330	-\$33	\$297
	7/8-7/12	\$330	-\$33	\$297
	7/15-7/19	\$330	-\$33	\$297
	7/22-7/26	\$330	-\$33	\$297
	7/29-8/2	\$330	-\$33	\$297
	8/5-8/9	\$330	-\$33	\$297
	8/12-8/16	\$330	-\$33	\$297
	8/19-8/23	\$330	-\$33	\$297
3 Days/Week	7/1-7/3	\$204	-\$20	\$184
	8/26-8/28	\$204	-\$20	\$184

*We will be closed on July 4th and 5th for Independence Day, and August 29th and 30th for Staff Professional Development

A La Carte Daily Drop In Rates	Full Fee Rate
Full Day Drop In (7:30am-6pm)	\$95

*Drop in is subject to availability

DISCOUNTS AND SCHOLARSHIPS – JULY 2019 THROUGH JUNE 2020

😊 Scholarships

SMNS is committed to a robust scholarship program. A needs-based Scholarship Fund is available to qualifying families through SSSbyNAIS.org. We welcome applications from all interested families. Available for apply once a year.

😊 Subsidized child care

In addition, the Saint Mary's Nursery School is a provider for subsidized childcare through the Child Care Information Services (CCIS)/ELRC childcare subsidy program. CCIS/ELRC can be accessed through the web at www.philadelphiachildcare.org, or by phone at 1-888-461-KIDS (5437)

😊 Are you a parent and a student

Saint Mary's Nursery School offers discount to families with one or more parents enrolled in a full time education program. Monthly discount is \$45 for a child enrolled in full day program and \$23 for a child enrolled in half day program. This discount does not require the completion of the full scholarship application. If you, or your spouse/partner are a full time student, please ask for the student declaration form in the office.

😊 Tax Benefit

Student scholarship may be returned to The Saint Mary's Nursery School as a tax-exempt donation. A receipt for the monthly donation will be generated each month and an annual letter of acknowledgement will be issued for tax preparation purposes.

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