



Parent Handbook

Mailing Address:

SEYCo Nursery School
P.O. Box 181
Stewartstown, PA 17363

Located at:

14 College Ave
Stewartstown, PA 17363
717-993-3353

Welcome

Introduction

We welcome you to SEYCo Nursery School, Inc. We hope you enjoy your child's educational experience while enrolled in our school. The purpose of this policy manual is to explain the parent policies as well as to provide you with insight into the philosophy of our parent co-op nursery school and our method of education.

SEYCo (South Eastern York County) Nursery School is a non-profit parent cooperative and was founded in 1974 by parents who wanted to be involved in their children's educational process. SEYCo has been a leader in early childhood education in our community for several decades. The parents of children enrolled in SEYCo work together to organize and administer the operation of the nursery school. The unique, active participation of the parents leaves the teachers free to concentrate on the children's educational growth.

What is a Cooperative Preschool?

By definition a *cooperative* is an enterprise or organization that is owned and operated for the benefit of those using its services. SEYCo is indeed a cooperative; the parents of current children enrolled work together to organize and administer the operation of the school. This allows a unique experience for you as well as your child.

The Philosophy of SEYCo

SEYCo strives to provide a loving and nurturing environment for our children. Our staff ensures a quality education with curriculum and activities that are fun, educational, and developmentally appropriate. Our program promotes academic, social, emotional, and physical growth in the children. SEYCo also fosters a sense of community among the staff, children, their families and the greater surrounding communities.

The Mission of SEYCo

At SEYCo we provide a:

Safe, nurturing, fun-loving

Early educational environment for

Young minds to be

Challenged with

Opportunities to grow intellectually, socially, emotionally and physically to create a foundation for a lifetime of learning.

SEYCo Nursery School Goals:

1. To provide a quality early childhood program.
2. To establish a sense of security in a safe, comfortable, and loving environment.
3. To encourage each child's individuality by giving opportunities for self-expression, creativity, and independence.
4. To maintain a staff with qualifications that meets the necessary requirements in order to provide optimum learning for the children at the appropriate developmental level.

SEYCo Nursery School Licensing

Our Nursery School adheres to the licensing requirements of the Department of Human Services and Office of Child Development and Early Learning (OCDEL). The educational program is under the supervision of a state-certified early childhood educator who is the Director of Education and serves along with the parents on the Board of Directors. The staff is required to maintain continuing education training along with CPR and First Aid training. The licensing organization reviews the school's records annually.

Supervision

SEYCO is a state licensed facility through the Department of Human Services. SEYCO is required to follow staff to child ratios and ensure the safety and supervision of your children is followed at all times. The definition of supervision according to the regulation, is that staff must be able to see, hear, direct and assess the activities of the children at all times. This regulation and all of the other regulations that we are required to follow can be found at 55 Pa. Code Chapter 3270. Child Care Centers

Special Education Guidelines

SEYCo Nursery School is not licensed for Special Education. We welcome all children and strive to meet the individual needs of each student. Parents may be asked to provide documentation if their child receives outside services and we ask for frequent updates from the service providers regarding the child's developmental progress. Our teachers may recommend a family seek outside evaluations and resources if their child has needs that cannot be met in our current classroom environment. In the event we are unable to meet a child's individual needs, the school can provide a list of resources or options for alternative placement. SEYCo also reserves the right to terminate student membership if the executive board deems the school cannot adequately meet the needs of the student.

Application for Membership

All members are required to sign a Parent Handbook stating that they will pay their tuition promptly each month, participate or opt out of a committee, and participate or opt out of two mandatory fundraisers. Please note there are fees associated with opting out. Registration will be open to members, with dates for registration reflecting the following order of priority:

1. Current Board of Directors
2. Current Members
3. General Public

There is a non-refundable registration fee due at the time of registration. Children placed on a waiting list will not pay a registration fee until placed in a class. A family may not register if they have an outstanding tuition account balance.

Parent's Role

Responsibilities of a SEYCo Nursery School Member

Parents who choose to enroll their children in SEYCo are agreeing to work toward maintaining the school for one school year. It is their responsibility to actively serve on at least one committee (unless opting out), to participate in two mandatory fundraisers by selling the minimum amount specified by SEYCo (unless opting out), to attend meetings deemed necessary by the President, and work with each other to organize and administer the organization.

With respect to serving on a committee, a member must *actively* serve on at least one committee. "Actively" is defined as meeting or speaking with the committee chair and helping your committee chairperson when called upon. We have included an option to opt out of a committee, if you are not able to assist throughout the year. This fee will be \$100/year for the whole family. This fee is collected through summer mailing and must be submitted prior to or at Back To School Night.

Parents may elect to opt-out of the two mandatory fundraisers by paying \$90 (per child) or \$130 (for more than one child). This fee will be collected through summer mailing and must be submitted prior to or at Back To School Night. If families choose to participate, there is a minimum of \$90 in sales (per child) for our fall and spring mandatory fundraisers. If the family has multiple children enrolled, the minimum sales is \$130 per family per mandatory fundraiser.

SEYCo Committees and Responsibilities

Fundraising - shall plan and implement the two mandatory and any voluntary fundraiser / community outreach activities with the approval from the Board of Directors.

Housekeeping - shall keep all classroom equipment clean and in good repair. On a frequent basis committee members will gather toys from teachers for thorough cleaning.

Parent Volunteers

A parent, guardian, or grandparent that is over the age of 21 may fulfill the role of a parent volunteer. Being a parent volunteer is an opportunity to be involved in your child's classroom and is a very exciting time for your child. They look forward to sharing their classroom and friends with you. Together you will have special jobs throughout the day, such as setting out snacks, classroom cleaning, reading stories, assisting with projects and having the opportunity to get acquainted with your child's classmates.

All individuals volunteering in the classroom must complete four [4] background checks prior to their first day in the classroom. (see Appendix for further information)

Policies regarding Parent Volunteers are as follows:

- Parents **ARE NOT** allowed to assist children to the restrooms or be alone with a child at any time.
- Please refrain from texting or talking on cellular phone while helping in the classroom.

- As a parent volunteer you are not responsible for any classroom management issues. If a problem arises and you feel you need assistance, immediately inform the classroom teacher to address the problem.
- Due to the possibility of allergies, please be aware that strong perfumes may cause breathing difficulties for our students and/or staff.

Being a Parent Volunteer by assisting with Picture Days or Vision Screening Days will fulfill your committee requirement for the school year. Please contact the Director at seycokids@gmail.com to get involved.

Confidentiality Statement

Being a part of the classroom setting at SEYCo allows you an insight into the personal lives of our students and their families. We realize that young children have not yet developed a sense of judgment about the information that can be shared about their families or information that properly stays within the family. Very often young children are the source of much gossip and conversation about the private lives of their families. Therefore, teachers and caregivers unwittingly become the recipients of shared confidences. It is critical that any confidence is not repeated to other teachers, friends or families.

SEYCo stresses the importance of protecting the rights and privacies of our children, their families and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a fundamental policy of our school. This practice is in alignment with one of the primary ethical principles of professional behavior in early childhood settings. The identity of the child and his/her family should be revealed only in cases of professional necessity, such as child abuse or neglect, developmental records, or special family circumstances. If you acquire information as a parent volunteer that you deem to be neglectful or abusive, you are asked to contact the Director of Education or the President of the Board of Directors.

Adult Behavior

In order to foster a positive learning and community environment at SEYCo, we encourage parents to voice any concerns to teachers, the Director of Education or the President of the Board of Directors. The Director and the Board of Directors take these concerns seriously and will work to uncover solutions. Any abusive behavior may jeopardize a child's enrollment. A parent's abusive behavior includes, but is not limited to, verbal harassment and threats toward SEYCo staff as well as parents and family members of the SEYCo community. A positive atmosphere for children, parents and teachers is our goal and this is achieved through open communication.

Hours of Operation and Procedures

Arrival

Children should arrive no more than five (5) minutes prior to the start of their class session. Teachers will open the classroom doors at the scheduled time each class is to begin. Please do not bring a child earlier as teachers use the time prior to class for preparation.

An adult is required to accompany the child at the school until the attendance binder is signed and the child enters. An attendance binder is available for adults to sign children in and out each day. Children will use anti-bacterial sanitizer upon arrival.

Dismissal

Please arrive promptly within the dismissal period of your child's class. A parent or guardian is required to sign the attendance binder each day before leaving the premises with your child. No child is permitted to leave until dismissed by a teacher.

Late Pick up Fees

Each class at SEYCo has a specific dismissal period:

- T1, T2 (2 year olds): 11:30
- Class A & B (3 year olds): 11:30
- Class D & E (Pre K): 11:45

A late pick up fee will be applied as follows:

- \$10.00 for the first 5 minutes late
- \$5.00 for each additional 5 minute increment

Your child anticipates your arrival. A child can become worried and anxious if their classmates have all been picked up and their own parent has not yet appeared. Also, our teachers are working to plan for the upcoming school day and are unable to do so if children are not being picked up promptly.

A late fee form will be given by the teacher and the person picking up will be asked to sign the form. All late pick up fees are payable directly to the teacher. Late pick up fees are due within 48 hours after receipt of the notice. **Fines will be doubled after three incidents of late pick up.**

Parents who do not pay late pick up fees will jeopardize their child's enrollment at SEYCo Nursery School.

Security

All church doors remain locked at all times. Teachers will open the doors for drop off and pick up. If you miss the drop off/pick up times, please contact your teacher through Class DOJO or call the school.

School Closings and Holidays

SEYCo follows inclement weather decisions made by Southeastern School District (SESD). We will post updates on Class DOJO.

Decisions for school closings are based on SEDS as follows:

- SEDS opening is delayed one (1) hour - SEYCo schedule is unchanged
- SEDS opening is delayed two (2) hours - SEYCo Schedule is modified
 - All classes meet from 10:30 a.m. - 12:30 p.m.
- SEDS is closed - SEYCo is closed
- SEDS dismissed early due to weather - SEYCo changes will be made through Class DOJO.

It is imperative that members watch for SEYCo schedule changes in the event of inclement weather. There will be no tuition reimbursement for such closures. Make-up days will be scheduled in the event an excessive amount of days are missed due to inclement weather days. For all other instances that may unexpectedly change the regular class meeting times at SEYCo you will be contacted by the SEYCo staff. School calendars detailing holidays and special dates are on our website and available at Back To School Night.

Lunch Bunch

SEYCo offers the opportunity for children from the 3-year-old and Pre K classes to stay for lunch. Lunch is provided by the parent and must follow SEYCo's No Peanut/Nut Policy. A monthly link will be sent out on Class DOJO to sign up.

*Lunch Bunch is held on designated days from 11:30am-1:30pm and the cost is \$15/session. If your child is absent the day of lunch bunch, their name must be removed from the list 24 hours prior or you will still be charged for the session. If you are not up to date on tuition or lunch bunch payments, your child will not be able to sign up for future sessions and will be removed by the system administrator until outstanding fees are paid. In the event of a 2-hour delay, lunch bunch will run from 12:30pm-2:00pm unless otherwise noted on Class DOJO.

Tuition and Billing

Tuition Policy

Parents are responsible for payment of the entire school year's tuition, payable monthly by PayPal or check. You can find us on PayPal (@SEYCo Nursery School) and please check the "friends & family" option. Payments by check are made payable to SEYCo Nursery School. All students are provided color specific monthly tuition envelopes and these are to be placed in the tuition mailbox located in the Welcome Area (even if you pay via PayPal). Payments are due on the 1st of the month October - April. September and May tuition are due at Back to School Night or by September 1st if you are unable to attend.

Payments postmarked or received after the 10th of the month are considered delinquent and are subject to a \$10.00 penalty fee, which will be due by the 1st of the following month. If tuition is not received by the 10th of the month:

1. A reminder email will be sent by the Treasurer.
2. The Director will have an in person meeting with the parents.
3. No response may result in termination of membership.

The member is responsible for any fees assessed by the bank to SEYCo for returned checks. Two (2) checks returned by the bank for insufficient funds may result in payment being required by certified check, money order or in termination of membership.

If you are having difficulty in making payments due to changes in your financial situation, please contact the Treasurer or Director.

Voluntary Withdrawal from SEYCo

Any member wishing to temporarily withdraw a child from school and maintain the child's position in the school must continue to pay the monthly tuition. If permanently withdrawing, two (2) weeks written notice must be given to the Director of Education or President of the Board of Directors when withdrawing a child in order to receive a refund of prepaid tuition.

Termination of Membership

Reasons for termination of membership by the Board of Directors may include:

1. Failure to meet tuition obligations including failure to pay tuition on time and checks returned due to insufficient funds.
2. Failure to participate in both mandatory fundraisers by selling the minimum amount specified by SEYCo (unless opt-out fee is chosen).
3. Repeated disciplinary problems of the child in the classroom.
4. Failure to comply with Toilet Training policy [*see page 10*].
5. Failure to abide by the Adult Behavior policy [*see page 5*].

Any member facing termination will be able to present their case in writing or verbally to the Executive Board (as specified in SEYCo By-Laws) prior to a final decision being made. The Executive Board will make final decisions regarding termination. Future enrollment in SEYCo by a terminated member will require Board approval.

Health Procedures

Health Forms and Notices

A physician or certified nurse practitioner must complete a physical examination and health form for all students prior to entering SEYCo. Families may be asked to update their physical and health form information throughout the school year.

Please note that SEYCo does not hold membership with the Eureka Ambulance Service. Families who are not members of a local service will be expected to pay the total cost per trip to the nearest medical facility should your child require emergency transportation from SEYCo. If you are a member of a surrounding EMS or ambulance service, please inquire with your home service to determine if you have reciprocity with Eureka.

Snack Policy

Parents are asked to provide snacks for your child's class on a rotating schedule. Teachers provide the signups with requested items each month. Please bring in the exact brand they are requesting since they are designated as being manufactured in a facility that is allergen free. It is very important for all families to contribute their requested snack items at the designated time so the children have a healthy and nutritious snack while at SEYCo. If you have concerns regarding your requested snack item(s), please contact your teacher.

Allergies

If your child has a severe allergy please contact the Director of Education to develop an emergency action plan for your child. All allergies will be visibly posted in the classrooms for teachers and aides to refer to when needed.

Staff will not generally administer medication. If necessary, the parent or designee may come to school and administer the medication. SEYCo staff will only administer medication if the situation is life threatening and authorization forms are signed by the parent/guardian. Authorization forms must be on file with SEYCo to protect the child and the staff.

Nut Awareness Policy

SEYCo is an allergy-aware preschool. We do our very best to make our classrooms and common areas Peanut/Nut Free zones. This includes all snacks, crafts, art, and other activities in the classroom. All snacks brought into SEYCo are to be peanut/nut-allergen-free. Since SEYCo is housed within the Stewartstown Presbyterian Church and our space is shared with the church it is impossible for SEYCo to guarantee a peanut/nut free environment. However, we strive to make our classrooms as safe as possible for all of our children.

SEYCo sponsored events that are hosted outside of the classroom and within the Stewartstown Presbyterian Church (Back to School Night, Graduation, etc.) are also required to be Peanut/Nut Free. We also ask that any snack being provided on a field trip follow these guidelines.

When to Keep Your Child Home

To protect the good health of your child and others, it is expected that any sign of fever, nausea,

rash, excessive nasal discharge, sneezing, sore throat, excessive coughing, infected eyes, earache, diarrhea, infected skin patches, and excessive scratching of the scalp would be reason for your child to stay home. Children are to be free of fever and/or symptoms for 24 hours or have a doctor's note releasing the child to return to school. If illness occurs at SEYCo, you or your designee will then be notified for pickup of your child. In the event of an emergency, 911 will be contacted first. Parents or designee will then be notified and given the location of the child.

Toilet Training

Children in the T1 & T2 (2 year olds) classes are not required to be toilet trained.

All children in classes A, B, D, and E (3 year olds and PRE K classes) **must** be toilet trained. Toilet trained children are expected to decide when they need to go to the bathroom, independently use the bathroom from start to finish, and sufficiently wash their hands.

It is strongly recommended that children wear clothing that is appropriate to their dressing skills (ex. elasticized). Jeans, belts and overalls are discouraged. In the case of a bowel movement accident, parents will be called to assist their child in cleaning him/herself, and must respond to this request. If bowel movement accidents continue or if parents do not come to assist their child, a parent meeting will be required. It is requested that a change of clothes is kept at school for any necessary outfit changes due to toileting or any other kinds of accidents that may occur.

The teacher may request a parent meeting if the child is having difficulty with toilet training after a child has been in school for one month. If it is determined at this meeting that no progress has been made then the Board will notify the family of termination of membership.

Please contact the Director if you have concerns about your child meeting the toilet training requirements.

Safety

Guiding Children's Behavior

SEYCo's teachers and Director of Education are dedicated to helping children develop self-respect and respect for others. We see ourselves as role models of appropriate social behavior for young children. They teach active listening skills and ways to resolve conflict. Children are encouraged to approach problems by talking, not yelling or hitting. It is our hope that children will learn to be aware of their feelings and the feelings of others.

Sometimes a child may be asked to sit in a quiet place to calm down. The child learns to let a staff member know when they are ready to rejoin the group. The staff always focuses on what children can learn from a situation, not merely what has happened. The development of a child's self-control is an important goal.

If a child does bodily harm to another child or adult, an incident report will be sent home to both parties affected so parents are made aware. The teacher and/or Director will also follow up with the parents to discuss the situation. If a child consistently does bodily harm to another child or adult, teachers and parents will meet to discuss various options. If teachers and the Director of Education recommend assessment and/or interventions to help a child deal with a problem, parents are expected to secure these services from qualified professionals. Failure to do so may jeopardize the child's enrollment.

Gunplay and War Toys

SEYCo discourages the use of gunplay*, war toys, and activities involving violence of any kind, in keeping with our belief that this sort of activity promotes aggressive behaviors towards others. We therefore ask that all guns, war toys, and "super hero" figures be left at home.

**Gunplay is defined as using any toy or a child's finger to emulate a gun. No pretend shooting, sword fighting, etc. is deemed as an acceptable form of play at SEYCo.*

Custody

The custody of a child involves additional concerns for staff. When a domestic situation arises involving legal custody of a child, the school should be informed immediately. Changes in custody are designated by a court order signed by a judge.

A copy of the court order must be provided to the school if it affects the release of the child to a parent. Without such a form, both parents have shared custody and the school will release the child to either parent.

Additional Information

Field Trips

The children may take several field trips around the community throughout the school year. For most of SEYCo's field trips parents are asked to arrange transportation for their child to and from the field trip. Persons driving children other than their own must have a written permission from that child's parent or guardian. Accompanying adults may participate in the trip at the discretion of the teacher and as the nature of the trip permits. A student emergency card and permission slip must be on file and accompany each child attending a field trip. Parents or guardians will be asked to complete and sign a permission form before each field trip. Sometimes we are unable to allow siblings on field trips due to insurance reasons; teachers will specify based on field trip destination.

Seatbelt Requirements

SEYCo requires all families to follow state laws for seatbelt and child safety seat use.
[please see page 15 for complete Pennsylvania and Maryland seatbelt and child seat laws]

Special Events for Parents

During the school year, families are invited to attend special events in the classrooms to experience what the class is studying and to celebrate holidays. All classes have end-of-the-year activities, including pre-K graduation ceremonies.

Birthdays

Parents of children in classes A, B, D, and E (3's & PRE K students) are invited to celebrate their child's birthday with them in the classroom. If parents are interested they must coordinate with their teacher. **We are unable to allow siblings to participate in classroom activities.* Please make sure all special occasion snacks follow the SEYCo no peanut/nut policy.

We ask that all birthday party invitations are distributed outside of the SEYCo premises. Please contact your teacher or the Director for a class directory.

Progress Reports

Written progress reports will be distributed twice during the school year. Parent-teacher conferences will be held at the discretion of the teacher or at the request of the parent or guardian. All parents are encouraged to discuss problems or concerns with teachers. Our staff values the input of the parents in their child's educational experience. Please feel free to contact our teachers through class DOJO. Inform teachers when there are changes in the family living situation such as a separation, new home or baby. New situations can change a child's behavior and should be communicated to the teachers.

Items Needed for School

On or before the first day of school, all children must have on file a completed student medical form, immunization records, emergency contact form, financial agreement, and parent handbook agreement form, which are required by our licensing organization.

All students are required to bring a SEYCo tote bag. Please label your bag with your child's first and last name.

A school supply list will be provided by your teacher in Summer Mailing or at Back to School Night. Please label items brought from home, including jackets and sweaters, with the child's name.

Evaluation

We value feedback from parents because that is how we grow and improve. At the end of the year you will be given the opportunity to provide feedback about the school via online parent surveys. If you have a concern or would like to provide feedback during the school year, please feel free to submit suggestions to teachers or to any board member by placing the written suggestion in the tuition lockbox. This box is locked and can be anonymous if you wish. Only the Director of Education and Treasurer have access to this box.

Contact Information

During class time the teachers are busy interacting with our students. If an emergency arises and you need to contact your child's teacher immediately please contact the SEYCo office - 717-993-3353, seycokids@gmail.com or use Class DOJO.

SEYCo Executive Board of Directors and Responsibilities

President of the Board - shall preside at all meetings and perform all duties as regularly pertain to the office, including, but not limited to, assisting the Director with membership/enrollment and hiring/dismissal of staff, leading financial meetings, conducting parent/staff/community surveys and supporting all other Board members and committee chairs in their positions.

Vice President - shall perform the duties of the President in his/her absence, shall be responsible for overseeing all committees.

Secretary - shall take meeting minutes, create and distribute monthly newsletter, collect parent volunteer forms, and organize teacher appreciation activities.

Treasurer - shall be responsible for all financial matters related to tuition, lunch bunch, fundraising income, budget planning, and bank record keeping.

Director of Education - shall direct the activities of the preschool program and adhere to licensing guidelines along with the support, direction, and approval of the Board of Directors.

Advisor - the previous president shall serve on the Executive Board in an advisory capacity for one year, and if he/she has a child enrolled in SEYCo, he/she should serve on a committee as well.

Pennsylvania Seat Belt Safety Laws

- All drivers of any kind of motor vehicle must be wearing the provided seat belt. Even if you are over 18, you must wear your seat belt. Injuries can put rescue workers at risk at the scene of an accident, and these risks due to injuries increase when you are not wearing a seatbelt.
- All front seat passengers in a passenger car, class I or II truck, or motor home must be wearing the manufacturer's seat belt, adjusted to the proper fit. Again, this is to prevent seat belt injuries and seat belt problems for not only you, but the rescue workers trying to help you. Seat belts designs are safe in most cases.
- All children under the age of 4 must be in a federally approved car seat with proper restraints. The car seat must be appropriate for the child's weight and height.
- All children between the ages of 4 and 8 must be buckled into a federally approved car seat that is big enough for them OR must use a booster seat in the right size. This prevents seat belt injuries due to the seat belt not fitting correctly.
- All passengers under the age of 18, regardless of where they are sitting, must wear a seat belt.
- Failure to have a child in a booster seat or car seat will result in fines of up to \$100 per child. Failure to have children aged 8-18 wearing a seat belt will result in fines of up to \$60 per child.
- If you're in the front seat and aren't wearing your seat belt, you'll be fined \$10 or more. Fines for having more passengers than seat belts also start at \$10.
- You cannot be pulled over for failure to wear a seat belt alone, except in the case of children under four who are not in car seats. This is a secondary offence, meaning that the officer must pull you over for another reason. If, then, you are also not wearing a seat belt (or others are not adhering to the law), you can get additional tickets.

*Section 4581 Passenger Safety Laws

Maryland Seat Belt Safety Laws

Transportation Article 22-412.2 (Child Restraints)

- Maryland's current law (effective June 30, 2008) requires that children under eight years old to ride in an appropriate child restraint,* unless the child is 4'9" or taller or weighs more than 65 pounds.

*Child restraint includes car seats and booster seats and other federally approved safety devices.

- Every child from 8 to 16 years old who is not secured in a child restraint must be secured in the vehicle's seat belt.
- This law is applicable to in-state and out-of-state vehicles.

It is the driver's responsibility for making sure all children are correctly buckled up.

Parent Volunteer Background Clearance Information

SEYCo Nursery School requires four (4) background clearances in order to assist in the school. We accept volunteer and employment clearances for different functions. Read below for these differences.

Volunteer Clearances - Assisting in your child's classroom, helping with picture day or helping with vision screening day.

Employment Clearances - Being a substitute teacher in addition to everything that falls under volunteer clearances. *See note below

1. Pennsylvania Child Abuse History Clearance
Volunteer - FREE
Employment - \$13.00
[PA Child Abuse History Clearance | Department of Human Services | Commonwealth of Pennsylvania](#)
2. Pennsylvania Criminal Background Check
Volunteer - FREE
Employment - \$22.00
[Criminal Background Check | Department of Human Services | Commonwealth of Pennsylvania](#)
3. Federal Criminal History Report from the FBI
Volunteer - \$22.95
Employment - \$24.95
[Apply for an FBI Criminal History Background Check | Commonwealth of Pennsylvania](#)
4. National Sex Offender Registry Verification (FREE)
[Request a National Sex Offender Registry Verification for Child Abuse Clearances | Commonwealth of Pennsylvania](#)

*There is additional required training (FREE) in order to be a substitute teacher. This can be taken online and when finished you receive a certificate that can be submitted with other clearances. Mandated Required Child Abuse Training - <https://www.reportabusepa.pitt.edu/>

These clearances are good for 5 years and are needed if you plan on volunteering once your child attends elementary school. If you already have your clearances from a job or other volunteer organization, please submit copies to the Director at seycokids@gmail.com

Thank you,

SEYCo Nursery School Board of Directors



Acknowledgement

Acknowledgement of Review

I/We acknowledge that I/we have received, read, and understand the policies and procedures contained in the **SEYCo Nursery School, Inc. Parent Handbook**. I/We agree to abide by these policies and procedures throughout my/our child's enrollment at SEYCo Nursery School.

Confidentiality Statement and Agreement

I/We acknowledge that I/we have read and understand the **Confidentiality Statement** located on page 5 of this Parent Handbook.

I/We agree to respect the confidentiality of all children, families, teachers, staff, and volunteers at SEYCo Nursery School. I/We understand that information learned through my/our involvement with the school, whether verbal, written, electronic, or observed, should not be shared outside the school community unless authorized by the individual involved or by the school.

I/We understand that respecting the privacy of others helps maintain a safe, trusting, and supportive environment for all members of the SEYCo community.

	Date
Signature of Parents and/or Guardians	Date
	Date
Printed Name of Parents and/or Guardians	Date
Child's Name and Class	