



NUTFIELD COOPERATIVE SCHOOL

Accredited by the National Academy of Early Childhood Programs

July 2005

Dear Parents,

On behalf of the Staff and Board of Directors, I would like to welcome new and returning families to the 2005-2006 school year.

In this package you will find:

- a school calendar
- a class list
- Parent Handbook
- a co-op schedule for September
- tuition payment coupons

Please note the following events on your calendar:

- Parent Orientation will be held on Tuesday, September 6th at 7:00 in Currier Hall
- Open House for students and parents will be held on Wednesday morning, September 7th
 - 9:00-9:45 for morning three year olds
 - 10-10:45 for afternoon three year olds
 - 11:00-11:45 for morning kindergarten and morning fours
 - 12:00 -12:45 for afternoon kindergarten and fours
- Parent - Teacher conferences, Thursday, September 8th and Friday, September 9th

The purpose of our Parent -Teacher conference is to open the lines of communication between parents and teachers and to discuss issues regarding your child. You may sign up for your conference at either the Orientation Meeting or the Open House. Sign up sheets for all classes will be on the wall between the downstairs bathrooms. Child care will be provided for conferences in the church nursery at a cost of \$1/per child. You may also make arrangements to watch each other's children on the playground. If you are unable to make your conference please call to reschedule as soon as possible.

Classes will begin Monday, September 13th. Morning classes run from 9 - 11:30, afternoon classes from 12:45 - 3:15. In order for our day to run smoothly it is necessary for the children to be dropped off and picked up on time to give the children the full 2 and 1/2 hours of class time and to allow the teachers adequate time to set up for their classes, especially teachers who teach morning and afternoon classes.

On your child's first day of school the Parent Reps from the Nutfield Board will host a Coffee for parents and siblings in Currier Hall. The Parent Reps are: Elizabeth Hayward, Kim Crowley, Karen Connors, and Jim Shanley. We hope many of you drop in to take advantage of this opportunity to get to know each other and the Parent Reps. All of the parent Reps are leaving the board this year. I would like to thank all of them for the wonderful job they have done bringing the parents' concerns to the attention of the Board; hosting Parent Coffees; coming up with wonderful fundraising ideas and implementing them; organizing a lovely teacher appreciation luncheon; helping to prepare our July mailing in addition to doing anything else

that has been asked of them!

Nutfield is a nonprofit corporation run by a Board of Directors. This year we have four openings for Parent Representatives on the Board. Representatives from the morning classes serve a one year or a two year term. Representatives from the afternoon classes serve one year terms. If you are interested in serving on the Board you should write a brief letter explaining your interest in serving on the Board and what strengths you feel you would bring to the Board. If you have questions about these positions, please speak to the Parent Representatives or to me at the Parent Coffee. Selections are made at the first Board meeting in the fall. The slate of officers will be voted on at a general meeting in November.

Please read the handbook thoroughly. At your conference you will be asked to sign a release stating that you are familiar with Nutfield's policies. Hang on to your class list and school calendar as you will find them handy to refer to throughout the year. Note your co-op day on the schedule, and if you are unable to make it on your assigned day it is up to you to swap days with another parent or to make arrangements with your child's teacher to hire our contingency aide.

Tuition is due on the first of each month, beginning August 1. Your August and September payment should be mailed to PO Box 182, East Derry, NH 03041. Beginning in October, you may drop payments into the slot in the door of the Nutfield office. Please include a payment coupon with your tuition payment. Should you have any problems making your monthly payments please talk to me as soon as possible. If payments are not up to date a child will not be admitted to class. Please see the TUITION section in your Parent Handbook for further information. All field trip expenses are included in your child's tuition.

Be sure to escort children in and out of the building, being very careful of traffic in the parking lot. Please **do not** leave children unattended in cars. As a reminder **do not** park in front of the church office, or in the handicapped spaces and please be careful not to walk in the flower beds or allow your children to climb on the railings. The church greatly appreciates our cooperation!

Just a reminder that health forms need to be in no later than the first day at school. If you have an appointment for a physical after the first day of school please let your child's teacher know the date of the appointment. If your child is new to the school and you have a appointment after school opens, please bring in a copy of your child's immunization record on the first day.

There are a few staff changes this year. Jane Higgins will not be returning. She has taken a new job in Concord. I know everyone at Nutfield will miss her humor and dedication. We wish her the best in her new position. I am still interviewing for the position of morning kindergarten teacher. We would like to welcome Kim Crowley as our new registrar and morning hall monitor. Joan Dresser will be joining the staff as afternoon hall monitor and Maxine Oldenburg will be the afternoon contingency aide.

We will continue some of our fundraisers. Don't forget to clip and save your Boxtop\$ for Education; we will begin collecting them in September. We will also continue the Cash for Kids program which involves collecting used laser and toner cartridges. You can drop your empties in the box at the bottom of the stairs. We are looking for someone to run the Cash for Kids program if you are interested please speak to me.

Enjoy the rest of your summer and we'll see you in September!

Sincerely,
Kathleen M. Gallagher, Director

