

Family Handbook

Welcome to Bing Nursery School

Stanford University



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About the School

History

Bing Nursery School was founded as the research laboratory for the Department of Psychology originally funded with a grant from the National Science Foundation (NSF). The nursery school opened in 1949 at Stanford Village, a residence for G.I. veteran students and their families---now the site of SRI International in Menlo Park. The families sought a nursery school, and the psychology faculty desired a dependable subject pool of children to participate in their research. The result was the laboratory school at Stanford Village Nursery School.

Bing Nursery School opened its doors in 1966, and was constructed as a laboratory school with a grant from the National Science Foundation and a gift from Dr. Peter S. Bing and his mother, Mrs. Anna Bing Arnold. University president, Dr. J.E. Wallace Sterling, dedicated the current school building on February 25, 1966, to serve as a setting for research, teaching, and child study.

The founding director, Dr. Edith M. Dowley, who held appointments at Stanford University in both education and psychology, was inspired by her previous work with the childcare centers operated for the Kaiser Shipyards during the war effort. The intent was to create indoor/outdoor programs that could take advantage of the mild California weather. The size of the learning environment allows enough space for relatively large groups. Dr. Dowley said she hoped that the natural setting would, “give back to children something of what modern society has taken away” and encouraged teachers and students to “treat the children as honored guests.”

The program for young children consists of part-day placements. Morning and afternoon classes meet either Monday, Wednesday and Friday or Tuesday and Thursday. A few children attend five mornings or afternoons, with priority given to the older children. The enrolled school community includes families from Stanford University and the surrounding areas. The school is a model for early education practice and hosts visitors from around the world. The facility is renowned because of its thoughtful design, spacious, garden-like play yards, and dedication to responsive, play-based learning.

Mission

The mission of the Bing Nursery School is to promote understanding of child development and improve the lives of young children. The school works toward this mission in four ways: providing children and families with an exemplary program of play-based, child-centered education; providing a laboratory setting for research in child development; teaching undergraduate students through seminars, observations, and hands-on experiences in the classroom; and engaging parents and educators to promote best practice in early childhood education.

Program Philosophy

At Bing, children are encouraged and empowered to take learning into their own hands—literally. Blocks, paint, sand, water, and clay are not only vehicles of their unbridled imaginations, but also tools through which they shape and understand their worlds. In keeping with the principles of developmentally appropriate practice, the programs at Bing are child-centered and play-based.

Child-centered means the children select from an array of activities, allowing them to make self-directed choices about their play experiences. Play-based programs are grounded in the understanding that young children's minds and bodies are born to learn through play. Children are intrinsically motivated to play as a means through which they explore their understandings of the world and their place in it. Play integrates the physical, social, emotional and cognitive components, which promotes the high-level functioning of the child.

Curriculum Philosophy

From its founding in 1966, the curriculum approach at Bing Nursery School reflected particular beliefs and assumptions about the nature of children, the processes of development, and the influence of the environment. Children are viewed as whole beings, in whom the cognitive, social, emotional, and physical aspects of the self are inextricably intertwined. They are naturally active learners who "are curious and exploratory as they strive toward competence." The process of developing competencies, skills, and understandings occurs unevenly, with each child following a unique pathway of development. Children's reciprocal interactions with significant persons in their lives significantly impacts their development. In order to invest themselves in exploring the world around them, children must experience physical and psychological safety. Play provides an optimal, meaningful context for children to practice, explore, and expand developing competencies and understandings. Children's physical and social environments play a crucial role in shaping their growth.

Grounded in these beliefs and assumptions, Bing Nursery School takes an emergent approach to building curriculum. Teachers collaboratively plan with the intention of fostering engagement, curiosity, exploration, and challenge through activities and experiences that respond to a particular classroom community's interests and needs. The goal is to encourage each child's natural curiosity and interest in learning. As active constructors of their own knowledge, children need many opportunities for learning by doing, for both indirect and direct acquisition of new knowledge and skills. During their time in Bing's play-based program children will develop as individuals and members of a social group. This growth occurs within the social, emotional, language and literacy, cognitive, physical, and creative domains.

Embracing an emergent curriculum approach, teachers plan activities that are responsive to the interests and ongoing activities of the children. Teachers provide repeated experiences with open-ended materials, with primary use of blocks, clay, paint, sand and water as basic materials for exploration and self-expression. As children gain mastery in the use of these materials they can use them to experiment, to represent their ideas, to express creatively and/or to further their play scenarios.

Accreditation

Bing Nursery School is accredited by the NAEYC, (National Association for the Education of Young Children), an organization that accredits early childhood education programs that meet their high standards of excellence.

Health and Safety

School Forms

All completed forms must be submitted to the Bing School office before the child begins classes.

Medical

A completed Physician's Report (LIC 701) signed by the physician with current and completed vaccination record must be on file in the office. The parents of currently enrolled children who have received new immunizations during the year must *update* the vaccination record as new shots are received.

Pre-Admission Health History and Consent for Emergency Medical Treatment:

Both of these forms must be on file in the office for a child to be enrolled.

Emergency

A new emergency information card should be filled out *each* academic year and summer session. The parents need to *update* all emergency information if it changes throughout the year in both the classroom and the office.

Stanford Risk Agreement Form

A Stanford Risk Agreement form must be completed for each child, and updated as needed if a new agreement is provided by the University.

Contract

Each child must have a signed contract before beginning school.

Illness Policy

Greeter: A teacher will greet the children at the beginning of the session, being watchful of their health as they enter the classroom.

In consideration of other children, parents, and staff, do not send your child to school if he/she is not well. Children who are sick should not come to school when symptoms are just beginning (e.g., temperature, sore throat, coughing, vomiting, diarrhea). If your child comes to school sick or becomes ill while at school, you will be notified immediately to come and pick up your child. Illness symptoms include:

- Fever
- Diarrhea
- Vomiting
- Undiagnosed rash
- Bad cough
- Persistent runny nose
- Lice
- Scabies

- Conjunctivitis
- Eye infections
- Or if your child simply cannot fully participate in our daily indoor and outdoor activities.

If your child has diarrhea, a fever or vomiting, he or she must not return to school for a minimum of 24 hours after the last symptoms cease. Remaining home for three days after the onset of a cold is a good rule of thumb. **Children may return to school** only when they are **able to participate fully** in the entire program, including outdoor play, for the entire session.

If your child is absent due to illness or other reasons, please call the main office at 650-723-4865 and leave a message that will be passed on to your child's teachers.

If your child has contracted a contagious condition or disease, please notify the office immediately so that we can inform other parents and staff members who might be affected. The County of Santa Clara Department of Public Health requires us to post Exposure Notices on the doors to each of our classrooms when an incident of exposure to certain contagious diseases occurs at Bing. We also provide families with notification upon an occurrence of an exposure to any present **contagious conditions** (e.g. strep throat, measles, chicken pox, conjunctivitis/pink-eye, lice, pinworms, etc.) on the entry door of the classroom.

Illness at School: **If a child becomes ill at school**, a parent will be notified to come and take the child home.

Please keep your emergency information complete, correct and current. Be sure that there is a parent or other adult who can be reached by phone during school hours, who will be able to pick up your child at school immediately, in case of illness or other emergency. Cell phone numbers should be updated on the child's emergency form as needed.

Prescription Medication

If you need to have medication administered to your child a **"Parent Consent for Administration of Medications"** form LIC9221 must be submitted. This form can be provided by the school or found online and must contain the following information:

1. Name of child requiring the medication
2. Name of the medication
3. Dosage with amounts, frequency and duration
4. Reason for medication
5. Signature of parent
6. Signature of physician.

After completing the form, please return it to the Head Teacher along with the medication in its original container with prescription.

Bing School staff will not administer prescribed medication without written notification from the child's physician. Medication must be in its original packaging with the prescription clearly marked on the label with the child's name written and the date. A medical release form **MUST** accompany the prescription.

A parent should set up a meeting with the head teacher to discuss particular circumstances and procedures for administering medications according to the written plan. A staff member on the teaching team who has taken a class on medication administration will manage care.

Medications will be kept out of reach of children in a container with a lock. Medications should be taken home at the end of the school year and when expired for disposal.

Any over-the-counter medication must be administered at home.

Please keep in mind that the teachers cannot determine if some symptoms, such as fever, rashes, diarrhea, and oozing eyes, are due to infectious illness or other reasons. The staff needs to consider the health and well-being of your child and the classroom community. Therefore, you may be asked to pick up your child from the school to prevent infection to the other children and the teachers. In some cases, you will need to take your child to the doctor and get a note confirming that the illness is not contagious. This is likely if your child has a pink or oozing eye, a rash or red/pink spots on the skin, etc.

Allergies and Specific Health Concerns

If your child has allergies or any other special health concerns, please discuss this with the head teacher. **You will be asked to fill out an Allergy Action Care Plan that will be kept in a binder in the classroom in case of an emergency. A copy will also be kept in the emergency backpack if there is a need to evacuate the school.**

Immunizations

The State of California requires the following immunizations for nursery schools. When your child is enrolled at Bing, we will provide you with a form for your physician to fill in with the year and month of all immunizations.

The following immunizations are required for a child 2 to 4 years old:

- **Polio:** Three doses
- **DTP:** Four doses
- **Heb B:** Three doses
- **Measles, Mumps, Rubella:** One dose.
- **Hib:** One or more doses.
- **Varicella:** One dose, or if a child had chickenpox disease, the child's physician must indicate it on the immunization record.
- **Influenza:** In accordance with CDPH recommendations, Bing staff must be immunized this fall against influenza, unless contraindicated by personal medical conditions. Influenza immunization for children is strongly encouraged. As stated by CDPH, "This action helps prevent a communicable disease that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities. Additionally, it protects the school community and reduces demands on health care facilities."

Health forms are available in the Bing School office. Children may only be exempt from immunization requirements due to medical conditions. The exemption will be submitted by the physician through the CA website: CAIR-ME. Bing will then request access to view approved exemptions.

Sun Protection

Parents should apply sunscreen to children 30 minutes before exposure. . Using sunscreen and wearing a hat outdoors are good safety precautions. A Sun Protection Factor (SPF) of 30 or higher is recommended, even on cloudy days, to reduce the damaging effects of the sun's rays on children's skin. Sunscreen should be applied 30 minutes before exposure.

Illness or Injury at School

We want to keep the children healthy all year-round.

If your child becomes ill while at school, we will tend to the child's immediate needs and call a parent to pick the child up. Other persons listed on the emergency card will be called if a parent is not available by phone.

If your child has a minor injury (scrape, bump, scratch), an accident report will be sent home.

Should a serious emergency occur with your child at the school, you will be notified immediately. **It is essential that we have a current phone number.** The staff is trained in First Aid and CPR. In some situations, it is necessary to call 911 prior to contacting you. Emergency response personnel may arrive at the school before you do, and if necessary, we will take your child to the hospital or clinic requested by you on your emergency card. If no preference is listed, your child will be taken to the closest medical facility if recommended by medical professionals.

Safe Arrival and Departure

Bing Parking

We again need to reiterate the safety issues and concerns when driving to drop off children at Bing. We notice on many occasions that drivers drive too fast down Escondido Road, and come into the parking lot too quickly, sometimes barely missing bikers who are biking down Escondido.

Please drive slowly on Escondido Road and in the parking lot. The speed limit is **10 MPH!** Allow ample time to park your car and get to your child's drop off location.

Just a reminder to **not** speed down the street, as there are many children and families crossing. Please also do not cut in front of the line into the parking lot to pass up other cars who are waiting. Do not stop your car in the middle of the street to run out and pick up your children - this is illegal. Please wait your turn for a parking spot and be courteous to all drivers.

Please be very mindful of bicycles coming down Escondido. As drivers, it is your responsibility to yield to the bikers. So please pay close attention when exiting and entering our parking lot, especially for bikers and children.

As you know, we do not have many spaces in our Bing parking lot for parents to park. If you are leaving, please be mindful that there are many cars waiting for your space, so we appreciate that parents be considerate of those waiting to park. Please be as cautious as possible when exiting and entering your car. Parking in front of the bollards on Escondido Road or in the fire lane is prohibited at all times!

Please Do Not Park:

- In any red zones
- In front of the bollards on Escondido Road (where the street ends in front of the Bing parking lot - this is an emergency thoroughfare, and it is clearly marked Do Not Block)
- In the Bing parking lot where there are no spaces (i.e. Fire Lane, in front of the Trash Enclosure)
- Double park and block cars to drop off your children
- In the handicap zone unless you are displaying a placard

Be very careful in the parking lot. Be mindful of your own children and other children when parking, driving, and going to and from your car. Everyone comes and goes around the same time; we appreciate your patience while waiting for a parking space.

Please turn off vehicles in the parking lot. Exhaust from idling motor vehicles can cause health risks, such as exacerbating asthma and existing allergies, as well as causing respiratory problems.

We ask that **an adult bring all children into their classrooms and pick them up from their classrooms** to insure their safety. This also gives us an opportunity to evaluate the child's health and to speak briefly with the parent or caregiver.

Notify teachers prior to pick-up if an adult other than those authorized on the Emergency Card will arrive to take children home. Children will be released only to those authorized on the Emergency Card or designated by parents before pick-up.

Building Safety

Bing is now using the key card Lenel system for opening the main double doors to the school atrium and the office entrance. Parents who have a valid Stanford ID card can use it at the card reader on the right hand side of the door to gain entry. Families that are not Stanford-affiliated will be given two key fobs. Caregivers who come to Bing without a valid card or key fob will need to go to the Bing Office to gain entry to the building. If you lose a key fob, a replacement can be purchased.

We want to remind all families to not keep the Atrium Doors open or prop them open as you enter the school. For safety reasons, those doors should always remain closed unless there is a staff member at the doors during drop-off and pick-up. Thank you for your attention to this issue.

Bicycle Parking

There is a bike rack at the far end of the Bing parking lot. Please park all bikes in these designated spaces. Bikes left in any other spaces pose a safety hazard to children and adults.

Pick-Up Policy

Children need to be picked up by the end of the scheduled session. Caregivers are expected to come to pick up children during the gradual departure period. If there is an unusual occurrence and you will be late, please call the Bing office at 650-723-4865.

Sign-In / Sign-Out Policy

State law requires that you sign your child in when arriving and out when you take your child from school. Please include your arrival and departure time as well as your **full signature**.

Authorized friends and family may pick up your child from school. For authorization, you must:

1. Have the person's name and phone number listed on your child's emergency card.
2. Inform the school that the person will be picking up your child and at what time.
3. If you decide on short notice that someone else will pick up your child, please call the school's mail number (650-723-4865) to leave a message for the teachers.
4. The person should be prepared to show I.D. verifying they are whom you have permitted to pick up your child.

Food at School

Snack

We strive to provide children with a wholesome, nutritious snack using a minimum of sugar, fats or additives. The school provides cheese, fruit, rice cakes, crackers and 1% milk each day at snack time. Children should bring a whole fruit, vegetable, or cheese to school. These contributions will be shared among the snack trays. Foods that are previously cut cannot be served at snack time for safety reasons.

Healthy Food Consumption

Check with your child's teacher for age-appropriate snacks. Suggestions include:

- Fruits:
 - Apple
 - Apricot
 - Banana
 - Berries
 - Grapefruit
 - Melon
 - Nectarine

- Orange
- Peach
- Pineapple
- Plum
- Tomato
- Vegetables
 - Cucumber
 - Zucchini
 - Any soft vegetable that can be eaten raw

Serious Allergies

The teachers will be mindful of distributing food to children with specific allergies. These allergies are noted on snack table cards and children's nametags.

Bing is a nut-free and peanut-free zone. Many children have serious allergies to nuts and peanuts, so with this in mind, these foods are not allowed at school at any time. This includes, but is not limited to: food for potlucks, community events, gifts to teachers and staff as well as lunches and snacks.

Additionally, pediatricians warn against giving peanuts, nuts, popcorn or grapes to children under age five. These foods can be easily aspirated into the lungs. In addition, foods that are prohibited because they pose a choking risk are hard vegetables as well as hard pretzels.

Home-School Communication

Conferences

A teacher from your classroom will be designated to meet for parent-teacher conferences throughout the year. The teacher will arrange an **initial conference** to learn more about your child's developmental history and your family. This is a meeting for adults only so both parents and teachers can communicate freely.

A **second conference** will occur in the spring quarter, to discuss your child's growth and development across the year. Information about how your child is growing physically, socially, emotionally, cognitively, and linguistically is covered, as well as your child's participation in routines and activity preferences.

Parents are always welcome to request a conference throughout the year. If you have questions or concerns that you would like to discuss, please contact a teacher to meet outside of class time. Teachers need to be able to give their full attention to the children during the session and we also do not want to talk about children in their presence.

Parent Input

Parents' and caregivers' insights are an important part of understanding each child's growth, development, and interests. Your observations help teachers develop a fuller picture of your child and support our ongoing assessment of their learning and development.

The gradual arrival and departure periods provide informal opportunities for caregivers to share anecdotes, observations, and insights about their children. The **Developmental History and Update conferences** offer dedicated time for parents to share observations and perspectives that help teachers better understand and respond to their children, build meaningful relationships, and make sense of their growth and development over time.

These conferences establish a foundation for ongoing dialogue between families and teachers. We welcome families to continue sharing observations, questions, and insights throughout the year as we work together to understand and support each child.

Communication

We value a strong partnership with parents and caregivers and recognize that families are an essential source of information and insight about their children. Open, ongoing communication helps us better understand each child and supports continuity between home and school.

The **gradual arrival and gradual departure periods** provide important opportunities for communication. During gradual arrival, caregivers can share information with the greeter teacher that may help us support their child throughout the day—for example, if their child did not eat breakfast or if a parent is away on a trip. At the end of the session, during gradual departure, teachers share a bit about the child's day, such as where they played, with whom they spent time, or how they approached an activity. These brief exchanges help families and teachers stay connected to children's experiences and support a collaborative understanding of each child. Classrooms also send **bi-monthly newsletters** to keep families informed about classroom life. Newsletters describe aspects of the emergent curriculum, highlight children's engagement and experiences within that curriculum, and provide practical reminders and information for families.

The school also sends out an informational email message every Friday called the Friday Bing Bulletin. These emails are sent from "Bing Nursery School Announcements" (bingparents@lists.stanford.edu) provide information regarding announcements, events, and closures. All Bing parents have their emails automatically added to our mailing list.

For any additional questions, you may call the school office during business hours or send an email to bingschool@stanford.edu.

Classroom Email List

Email addresses and parent phone numbers will be available to other parents on the parent class roster, so please provide a current email address to your classroom head teacher, if desired, to share with other families.

Web Site

Information about the school is available online at <https://bingschool.stanford.edu/>.

Contact Information

Address:

Bing Nursery School:

850 Escondido Road, Stanford, CA 94305

Contact Area	Phone/email
Office Phone	650-723-4865
Fax	650-723-1270
Email	bingschool@stanford.edu
Web site	bingschool.stanford.edu
West Room	650-725-1268
Center Room	650-725-1267
East Room	650-725-1266
Twos Room	650-723-8353

What To Do If You Have a Problem

We encourage parents and caregivers to reach out whenever they have a question or concern about their child or the Bing Nursery School program. Open communication helps us work together to support your child and address concerns thoughtfully.

If you have a question or concern about your child or their classroom experience, please begin by contacting your child's conferencing teacher or head teacher. They will arrange a time to speak with you, either in person or by phone, outside of classroom time so that they can give your concern their full attention.

If your classroom teachers are unable to fully address or resolve your question or concern, please contact the Bing office at **(650) 723-4865** to reach **Executive Director Jennifer Winters** or **Program Director Beth Wise**.

For questions or concerns that are administrative in nature, please contact the Bing office at **(650) 723-4865**. Office staff will direct you to the person best able to assist you.

Early Intervention Strategies / Referral Services

Some children are admitted to Bing with identified special needs. The administration and teaching teams work with these families to ensure that the child has a successful learning experience. Other children may enter before any learning or developmental issues have been formally diagnosed. It is through careful observation and meeting with parents that a recommendation for assessment may be proposed. Typically, we begin with a referral for an examination by the family physician. Then, we work with families to guide them toward public and private sources for assessment. Diagnostic information is vital to determine an appropriate medical or educational plan.

Proper early intervention is essential for supporting the child's development. Although Bing teaching teams will work in tandem with other professionals to support the child, the nursery school does not take the place of a specialized program.

Items from Home

Clothing

Children at Bing enjoy the freedom of movement to engage in play both indoors and outdoors. Clothes that are comfortable and allow for ease of mobility are suitable for play. Children should be able to manipulate their clothing for toileting. Elastic waistbands and minimum buttons foster your child's independence. Sturdy shoes with support and traction on the bottom enable children to run, jump and climb without falling and slipping.

Dress up clothing is provided in the classroom. Please refrain from wearing costumes or dress up clothes from home.

Backpacks

We encourage you to bring an extra set of clothing (and diapers if needed) each day in your child's backpack. Also, please include an extra pair of shoes as well as socks. Labeling all backpacks and clothing items helps keep loss to a minimum. Although we have some clothing for children to borrow if they get wet, many children prefer to wear their own. During the rainy season, a raincoat and boots are necessary for children to fully enjoy the outdoors in inclement weather.

Diapers and Toileting

Children may attend Bing wearing diapers and should bring a supply in their backpack for use during the program if needed. Children still gaining mastery of the toileting process will be encouraged periodically to try using the toilet and given assistance as needed. Dress children in clothing that is easy for them to take off and put on, which enables them to become independent. Adults will guide children to wash their hands after diapering and toileting to promote good hygiene.

Toys

Please keep toys and other personal belongings at home or in your car. School materials are carefully chosen and toys from home may interfere with the curriculum. Additionally, personal items are easily lost or broken, are difficult to share, and may introduce germs from the home environment.

Phones, Photos, Videos, Privacy

Please turn off mobile devices or put them in silent mode upon entering the classroom. If you must take a call or engage with your device, please do so after exiting the classroom. The program at Bing focuses on promoting interactions with materials and people, rather than technology. Seeing adults on devices often distracts children's attention. In addition, adult expressions when focused on screens often convey more negative or disengaged affect than we want children to experience in the classroom setting. Therefore, please refrain from using devices when you are in the classroom (e.g. laptops, cell phones, tablets, etc.).

We know that capturing your child's moments at school with cameras and mobile devices is quite tempting and easy to do. However, our classroom community depends on everyone's respect for the privacy concerns of our families. Please try to limit photographs of your child in the classroom to **your child only**, and by no means share anything that can identify any other children in the class with anyone outside of your immediate family, especially on any social media. At the same time, it can be very difficult to record one child in a classroom setting without also including other children, whose families may prefer their child not be recorded. For this reason, we ask that families **please refrain from recording inside classrooms**.

Parent Participation and Celebrations

Parent Participation in the Classroom

Parents are encouraged to participate in the classroom. Parents might read books, help children explore basic materials, such as: paint, clay, blocks, sand and water and engage in other activities at any part of the day. Parents can also work with teachers to plan and structure activities such as: a cooking project, playing an instrument at music time, sharing information about your work or hobbies, or participating in a classroom project. Teachers will work with you to schedule planned activities on the parent participation calendar.

Parent Participation in School-Wide Events

The Harvest Moon Auction, Bing Children's Fair and Annual Fund **rely** on parent participation for their success, and are an enjoyable way for you to build connections with other families in the school. These undertakings are essential for the ongoing operation of the school in that they ensure overall excellence in programs for children as well as building a strong community. The school strives for participation in all of these events at whatever level is appropriate for your family.

Holiday Celebrations

Teachers plan curriculum around play, children's interests, and basic materials but do not focus on any particular holiday. The school has a diverse community, encompassing a range of beliefs and traditions. Families that want to share about their holiday celebrations may make a plan with the head teacher to do so in developmentally and culturally appropriate ways.

Halloween

At Bing, Halloween is kept as a low key, typical day. We ask that you not send your children in costume (or even with parts/accessories). Costumes can easily get damaged during active play and Halloween outfits often hinder free movement. We also ask that you refrain from sending any kind of treats (edible or otherwise) to school. Thank you for your help in keeping our classroom a predictable, safe place during a very exciting time of year for your children.

Birthday Celebrations

We recognize that many children and families enjoy celebrating birthdays. Classrooms all offer an opportunity for children to mark their birthday at school if they choose. Teams vary in how they celebrate birthdays and can provide parents with specific information. Check with the Head Teacher when your child's birthday is approaching so you and the teachers can plan together.

Birthday treats at Bing need to be nutritious and healthy. **Please avoid cake, cookies, popsicles, and foods with high sugar contents, food additives, or those that are highly processed.** Children often bring a favorite fruit, vegetable, or cheese sticks.

We cannot serve food prepared at home during snack time due to allergy protection. Any foods brought into the school must be in the original, sealed package to comply with NAEYC guidelines and to ensure health and safety standards.

Separation

It is not unusual for young children to experience separation anxiety when their parents drop them off. Bing promotes child-sensitive separations and offers suggestions below. The goal is to have a positive separation that enables your child to experience being part of a social group outside of the home. Talk to your classroom teacher for more specific guidance about saying good-bye, transitioning out of the classroom, and enabling your child to be at school independently. If you feel positive about your child's entry into nursery school, then so will your child. Good feelings are contagious. However, every parent and child will adjust differently at the start of a new school year, and for some it will be easier than others. The following hints are helpful at this transition time:

1. Give your child a concrete memory of what you will be doing or where you will be going when you leave, whether it is for a short time or the whole session.
 - a. I am going home to do some work.
 - b. I need to go to the bathroom.
2. Form ties with a friend.
 - a. Invite a child from school to meet at a park for a picnic or to come to your house to play.
 - b. Carpool with another family.

If separation is hard with one parent, your child may do better with a change of routine. Try having a different parent or caregiver bring the child to school. Separation anxiety is a very real fear for some children and may cause some difficult times. Your child may cling or cry when you say good-bye. As children realize that they are a separate being from the parent, they need experiences to build trust and know that the parent will come back. Here is a way that you (or the caregiver) can handle the separation process in four stages:

1. Play in all areas, inside and outside, with your child in order to invest your presence throughout the environment.
 - a. Your child will internalize the memory of playing with you in each area.
 - b. Your child will feel that this environment is safe because their trusted caregiver plays with them here.
2. Move away from your child, but sit on the periphery of the room/yard, keeping eye contact with your child.
 - a. Always choose the same spot of the room or yard that is predictable for your child.
 - b. Make yourself "part of the furniture" rather than an attractive alternative to peers and teachers.
3. Stay in the room or outside, reading or otherwise preoccupied.
 - a. Do not make eye contact with your child.
 - b. Watch for your child to become attached to one of the teachers and go to that teacher for needs.
4. Leave your child at school, always telling your child before you go.
 - a. At first, just leave for a short time and then gradually lengthen the time gone.
 - b. Always leave once you have said that you will go and return when you have told the child you will do so.

Additional Program Information

Outdoor Policy

The Bing curriculum is designed as an indoor/outdoor program. Teachers view the outdoor environment as an essential part of the educational setting. Children attending the program should be healthy and dressed for participation outside. We restrict outdoor activity only when there is lightning, unhealthy air quality, and/or high winds. Otherwise, we enjoy the range of weather opportunities.

Extended Care

Extended care is available for an additional fee. Forms to sign-up for extended care are available in the office. For children attending the morning session, “early bird” care is from 7:45 to 8:15 and “lunch bunch” care is from 11:45-12:30. Children provide their own lunches. For children attending the afternoon session, “late bird” care is from 4:15-5:00.

Summer Program

Bing offers a seven-week session during the summer. Families may decline this option and resume in the fall without losing their academic year placement. There are a few “summer only” spots for children that do not regularly attend Bing. Occasionally, classrooms are closed for the summer and children enrolled in those classrooms will shift temporarily to another group.

Mandated Reporter

Bing follows guidelines as outlined by the University [Admin Guide 1.8.1](#) document “Protection of Minors”, and the Child Abuse Mandated Reporter training from the State of California Child Care Licensing division. Bing will follow the guidance set forth by Human Resources and the Stanford General Councils office if a staff member is accused of abuse or neglect.

Tuition and Termination Policy

Reservation Fee

Academic Year: Once a child is offered a space, a \$800.00 non-refundable reservation fee is required to hold that space. The reservation fee is applied to the academic year tuition.

Summer Session: There is a \$400.00 non-refundable reservation fee for Summer Session. The reservation fee is applied to Summer Session tuition.

Tuition and Fees

Tuition payments for the Academic Year may be made in a single payment at the beginning of the Academic Year, or in three (3) payments. Please refer to the Tuition Rate Sheet and Payment Schedule for specific program rates and payment amounts. Summer tuition is payable in full prior to the start of the summer session and is non-refundable. When available. Bing Nursery School funds a 20% reduction on all tuition fees for children whose parent(s) are benefits eligible salaried/hourly Stanford University-paid employees at 50% time or higher, or full-time Stanford

University students. Stanford University status will be verified at the beginning of the academic year and summer sessions.

Tuition checks should be made payable to “Bing Nursery School, Stanford University.” In the memo field of the check, please indicate your child’s full name along with the tuition period covered (i.e. “Fall tuition” or “Academic Year tuition”). Payments that are more than thirty (30) days past due are subject to late charges. If the tuition becomes sixty (60) days past due and parents have not made arrangements for payment with the Administrative Director, the child may be removed from the program. There are no tuition reductions or refunds for holidays, vacations, illness, or absences, or for emergency school closures, including but not limited to earthquakes, fires, pandemics and unanticipated school closure.

Withdrawal and Refund Policy

Academic Year: It is our expectation that children enroll for the full academic year. You can withdraw at any time with a thirty (30) day written notice.

Refunds: Tuition refunds will only be given for those who request in writing by MARCH 1 to withdraw or reduce days. Up to one month of tuition for your classroom placement will be charged. No refunds will be given if a request to withdraw or reduce days is received after March 1. (i.e. If you are requesting a Spring Quarter tuition refund, withdrawal or reduction in days request must be received March 1.)

If a withdrawal notice is received between July and the start of the Academic Year, or during December and the winter break, a fee equivalent to thirty (30) days of tuition for your classroom placement will be charged and your classroom placement will be forfeited.

Summer Session: The tuition is set for the entire summer session and is non-refundable and is not prorated for partial attendance, withdrawal, holidays, vacations, illness, absence, or for emergency school closures including but not limited to earthquakes, fires, pandemics and unanticipated school closure.

Tuition Assistance

Financial scholarships based on need are available for all programs, and an application may be requested at any time following receipt of an enrollment offer. Please contact the Bing Nursery School Administrative Director regarding this confidential application. A new application is needed for each academic year and each summer session.

Earthquake and Fire Emergency Guide

“Readiness” is the key in avoiding panic situations

Preparation

Bing’s Preparation for an Emergency

1. All teaching staff wear keys at all times to open a locked door or gate.
2. All Bing children wear nametags at all times, with the stamp:
Bing Nursery School
Stanford University
850 Escondido Road
Stanford, CA 94305
(650) 723-4865
3. Earthquake and fire drills are held once a month; active threat training once a quarter.
 - a. Emergency Evacuation Plans for Fire and Earthquake are posted in each classroom.
4. Each Classroom has an Emergency Backpack and includes:
 - Emergency radio, flashlight
 - First aid supplies
 - Class list
 - Emergency Cards
 - Sign-out sheet for adults picking up children
5. Bing keeps an up-to-date supply of water, food and blankets for each classroom in case of emergency.

Emergency Classroom Procedures

Earthquakes

In the case of an earthquake, children will be assisted to duck and cover away from windows.

After the Quake: Evacuation will occur as soon as possible for each classroom.

If children must leave the school in a major earthquake, they will be evacuated, class by class under the supervision of the Head Teacher and teaching team, from the class yards to the Bing Nursery School Emergency Evacuation area in the Bing Parking Lot.

Teachers will take attendance of the children and the adults. The staff will remain with the children until the last child is picked up.

Parents: You will receive an emergency alert through our OneCallNow system.

(During a MAJOR earthquake or MAJOR emergency ONLY, these cell numbers will be activated: 650-245-3255, 650-274-5115.)

To hear a recording of all-campus emergency bulletins, dial 725-5555 for the Emergency

Information Hotline. Stanford's radio station KZSU (90.1 FM) will broadcast emergency information. The Out of Area information line can be reached at (844) 253-7878 (844-ALERTSU).

Fire Emergencies (fires and suspected fires)

In the case of a fire, children will be evacuated, class by class under the supervision of the Head Teacher and teaching team, from the class yards to the Bing Nursery School Emergency Evacuation area in the Bing Parking Lot.

Parents: You will receive an emergency alert through our OneCallNow system.

(During a MAJOR earthquake or MAJOR emergency ONLY, these cell numbers will be activated: 650-245-3255, 650-274-5115.)

Once the extent of the fire is determined, the Bing Office Staff, with the campus emergency team, will determine if adults and children can re-enter the building/classrooms.

Bing has six fire alarms and five fire extinguishers on the premises:

- fire alarms: one in the office and one in the atrium, and one in each classroom.
- five fire extinguishers: two are in the atrium, one is in the Two's hallway, one in the kitchen, and one is the carpenter's shed.

Please contact the Bing Office if you have any questions regarding these procedures.