



Founded 1984

English Nanny & Governess School®

Education Begins At Birth®



STUDENT CATALOG

English Nanny & Governess School

Sheilagh Roth Founder & Executive Director

Thirty Seven South Franklin Street Chagrin Falls, Oh 44022

440-247-0600 800-733-1984 fax: 440-247-0602

info@nanny-governess.com www.nanny-governess.com

Registration #93-12-1389T

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Revised 1/21/2013

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CAMPUS LIFE

English Nanny & Governess School is located in Chagrin Falls, Ohio. The picturesque village of 4000 residents is 20 minutes from downtown Cleveland. The village, named for its scenic falls, is known for its historic architecture, varied restaurants, interesting antique shopping and art galleries, and its vibrant arts community.



Approved by
the State Board of Career Colleges and Schools
Registration #93-12-1389T
30 East Broad Street, Suite 2481
Columbus, OH 43215-3138
614-466-2752 or (Toll-Free) 877-275-4219

STUDENT FACILITIES

During the academic session, students complete coursework in many different environments: the classroom, the homes of their Newborn and Toddler Practicum families, and at a variety of educational institutions within the greater Cleveland area. The classroom building is located at 30 South Franklin Street and the Administrative building is located at 37 South Franklin Street. The school is a newly renovated century home where lecture-style courses take place in the classroom which has a maximum capacity of thirty students with a faculty ratio of 20 to 1. There is a formal dining room, an interview parlor, a computer lab with WiFi, Audio Visual Equipment, a study lounge, kitchenette and private parking. Off-site courses are conducted at facilities such as the Chagrin Valley Art Center, Cleveland Museum of Art, the Metro Parks Zoo, the Museum of Natural History and the Holden Arboretum. Students are responsible for transportation (typically in a car-pool) to these venues. The school pays the entrance fees for all such facilities. While preferred, it is not necessary for a student to have a car to attend the school. Each student is assigned to a weekly in-home Newborn and Toddler Practicum. Students of English Nanny & Governess School are expected to behave with the utmost respectability and decorum. Though some off-site venues are not monitored by the administrative staff of the school, as representatives of this school, students will be held responsible for their actions at these facilities.

RESIDENCE LIFE

Resident students live in the spacious, fully-furnished Residence Hall on a serene tree lined red brick road in the heart of the historic village of Chagrin Falls. Through Residence Life, students have the opportunity to share study time and build lifetime friendships. Residents have the option of choosing either a private or semi-private room. The facility has a dining and kitchen area, coin-operated laundry and private parking. The Residence Hall is only minutes from the school, the public library, restaurants, theater, boutiques and the Chagrin Waterfalls. The female only Hall remains locked at all times (males are permitted in the building only on move-in and move-out days). For further information or to reserve your room, please contact the Admissions Department.



Mission Statement:

To provide our graduates with the expertise to assist their charges in developing their physical, emotional, intellectual, cognitive and cultural growth in a safe and healthy environment.

To encourage, through our academic program, the knowledgeable, nurturing and loving Nannies and Governesses who are dedicating their careers to challenging children to achieve greatness.

To know that, through our teaching, the nurturing and molding of the next generation is the greatest contribution we can make to society.

Our Philosophy

Founded in 1984, English Nanny & Governess School Inc. (a 501 (c)(3) not-for-profit school), was created to provide an elite instructional program focusing exclusively on private in-home child-care. Utilizing a comprehensive curriculum taught by a distinguished academic faculty, the school is dedicated to the education of qualified professional nannies and governesses. Through rigorous course work and extensive experiential education, students develop the necessary skills to become successful nannies and governesses whose professional roles include providing for the physical and emotional needs of their charges while directing age-appropriate educational, social, cultural and recreational activities for each child in their care. Upon successful completion of the academic program and passing the American Council of Nanny School's exam, our graduates earn their titles as Certified Professional Nannies and Certified Professional Governesses.

Through our affiliate placement service, English Nannies & Governesses, Inc. the school offers opportunities throughout the United States and abroad. Working only with current students and qualified alumni, English Nannies & Governesses, Inc. provides numerous interview opportunities to students before the conclusion of their academic period. Devoted families hire our students because they recognize that graduates of English Nanny & Governess School are educated specialists, dedicated to their chosen profession. The school takes pride in its graduates, and works tirelessly to provide them with the best educational and professional experience possible.

Board of Trustees

Heather Goldberg - President

Bradford Gaylord - Secretary

Margaret Smedley, PhD

School History

Sheilagh Roth is the Founder and Executive Director. In the early 1980's when a significant number of American women began entering the professional workforce, they found that quality childcare was virtually non-existent. Sheilagh Roth was equally appalled at the poor quality of babysitters and applied her own experience of being reared by a nanny in England and her knowledge of the English tradition of nanny schools to found in 1984 the English Nanny & Governess School on the campus of Case Western Reserve University of Cleveland.

Mrs. Roth's vision, aided by CWRU faculty, helped to create an institute that was dedicated to changing the stereotypes and expectations of child rearing in America. English Nanny & Governess School pioneered the evolution of the babysitter into a trained professional child care specialist respected throughout the world.

English Nanny & Governess School has been highly influential in establishing many of the innovations now common in American and International childcare, including;

- Employment contracts with families that provide nannies and governesses with professional level salaries, health insurance, paid vacations, tax benefits and good working conditions
- Compelling the U.S. government to revise their definition of the "Nanny" from a domestic worker to a child-care giver
- Creating the curriculum that is used in international nanny schools



Sheilagh Roth
Founder and Executive Director



STUDENT DRESS CODE

As the representatives of English Nanny and Governess School, students are expected to dress conservatively and professionally to reflect the respectable, highly regarded nature of their future career. During interviews, field trips, graduation and all formal meetings, female students must wear a black skirt suit, the skirt being no more than two inches above or below the knee, a crisp white blouse, neutral or skin tone hosiery, and conservative mid-sized heel pump. Male students must wear a black suit, crisp white shirt, polished shoes and a conservative tie. Jewelry on these occasions should be kept discreet and at a minimum. Classroom attire is to be "business casual," consisting of clothing such as nice slacks or khakis, longer shorts, skirts or dresses, Oxford shirts, plain shirts, sweater sets, sweaters, jackets, and conservative shoes. It is ill-advised while in the classroom or during any function to wear: jeans, t-shirts with inappropriate graphics, tube or halter tops, short skirts, platform shoes, and oversized or undersized clothing. Students should avoid over-manicured nails or extremely "trendy" hairstyles and make-up. Visible tattoos and body piercing are not allowed and should be well covered. Students should look clean and well groomed at all times. Any student not adhering to the dress code will be asked to change, with further non compliance leading to more serious consequences.

Personal Awareness and Child Security

The students will be taught how to be aware of their surroundings and what they can do to minimize risk to keep themselves and their charges safe.

Practicum

A practical application of classroom theory. Each student will be trained and monitored by a college-educated mother of a newborn child and a toddler. In this home setting the student will practice the skills required of a professional nanny.

Role of the Nanny

ENGs Alumni will address the students to give them a picture of what to expect in their positions and how to have the most positive experience.

Safety @ Hunting Valley Police Dept.

The Officers will present the students with information on how to keep themselves and their charges safe within the home setting.

Special Needs Awareness - Autism

Students will be exposed to the early signs of autism and how to react and address them.

Traveling with Children

Students will be presented with recommendations for preparing for and traveling with their charges with emphasis on safety and comfort.

Valley Art Center

To develop creativity, students have hands on experiences, creating paintings, wheel thrown pottery, sculpture and papier mache.

Vision Issues

Students will learn how to recognize children with vision problems and how to address them.

Water Safety and Rescue

Students are taught techniques for water rescue and how to keep their charges safe in and around pools, oceans and other bodies of water,

Basic Program and Curriculum

English Nanny & Governess School’s curriculum prepares students mentally, physically, socially and emotionally to begin working as qualified full-time private nannies and governesses upon completion of the twelve-week academic session. The coursework focuses on the specific tools necessary to work in this field. All students participate in the same coursework, with governesses completing additional assignments in certain classes. (As college-degreed, governesses may be expected by their employers to perform more rigorous educational activities for their charges.) The school director will evaluate official transcripts and documentation of college graduates and credit may be given. For those students seeking to transfer to some other program, the institution will provide limited guidance and an official transcript. For a specific listing of coursework, please see pages 16-18 of this catalog. Each student participates in a Newborn and Toddler Practicum in a private home (details on page 11) during their academic session.

Program Schedule

English Nanny & Governess School offers three, twelve-week academic sessions every year, in the Winter, Summer and Fall. Unless specifically noted, all sessions begin on a Monday and end on Friday. English Nanny & Governess School reserves the right to postpone a session to fill capacity (30 students), though such a postponement will never exceed thirty days beyond the scheduled date of commencement. In the event of program cancellation by the institution, the institution will refund all fees received from the student less the application fee. The school observes the following holidays and does not hold class on these days: *New Year’s Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving and Christmas.*



ADMISSIONS POLICIES AND PROCEDURES

I. Admissions Requirements

English Nanny & Governess School conducts a rigorous background screening on all applicants, requiring (not limited to) FBI and local police clearance, safe driving records, letters of recommendation, academic transcripts, and physical examination. Additionally, applicants must complete a psychological-sociological assessment with the school's independent Licensed Practical Clinical Counselor. Additional requirements for admissions consideration at English Nanny & Governess School are as follows:

- Prior experience working with children
- High School diploma or GED equivalent
- Ability to work legally in the United States
- Fluency in English

To qualify as a Governess an applicant must have at least a four-year college degree from an accredited institution. Personal experiences may not be transferred to ENGS for course credit. However, coursework or experience may be included in the student's resume utilized for placement. This institution does not discriminate on the basis of sex, race, ethnic origin or religion.

II. Admissions Procedures

Upon receipt of a completed student application and the \$50 application fee, the Admissions Department will schedule the prospective student's psychological-sociological assessment and forward to the applicant the Required Documents for his or her background screening. The applicant is responsible for completing the Required Documents prior to Orientation Day of his /her specified session. Once the applicant completes his/her psychological-sociological assessment and submits official academic transcripts to the school, his/her application will be reviewed for provisional acceptance into the program. At the discretion of the school, applicants may be required to submit additional information before their application will be reviewed for provisional acceptance. English Nanny & Governess School may grant a candidate provisional acceptance, but reserves the right to withdraw acceptance if the applicant's background screening documentation is inferior to the school's professional standards. All student information is kept confidential unless a release is authorized by the student. Students/alumni have a right to access his/her records (with appointment) and to request changes if he/she finds information to be incorrect.

Infant Massage

Students will have hands-on experience learning how to soothe an infant through massage techniques.

Interpersonal & Intrapersonal Relations

This course is to help the students improve their interviewing skills and effectively communicate with their employers. To build positive relationships with parents, children and family members.

Learning Disabilities

Students will be informed about what resources there are for children with learning disabilities to enable them to provide the special care needed.

Life Saving Techniques

CERTIFICATION: Standard First Aid, Adult, Infant, Toddler and Child Cardiopulmonary Resuscitation, Defibrillation, Heimlich Maneuver, Emergency Care, Poison Prevention, and Epi Pen

Music in the Life of the Young Child

Students gain an understanding of the importance of children's musical education from birth, and how to cultivate music making in their charges. Students will be energetically engaged in the music making process. Attend Cleveland Orchastra performance at Severance Hall/Blossom.

Natural History Museum

Students will be escorted to the Museum and will be exposed to how to escort their charges through a museum, what activities to involve them in before, during and after their visit to make it an interactive experience.

Nutrition

This course teaches students to identify those items which must be present in diet to ensure adequate nutrition and the appropriate balance. To learn how to purchase, prepare and cook healthy meals for children and cooking for special dietary needs. Weekly menu preparation.

Organic Foods

Students will visit the local organic food store and learn how to differentiate true healthy foods and the advantages to eating organic foods.

Creative Play	Students explore creativity and creative play (within the context of child development.) Students should emerge from the class with the ability to identify the purpose of play throughout child development; an understanding of the importance of play in learning and development; the ability to identify and create age-appropriate play opportunities and materials; an identification of their own creative abilities/strengths; play materials to develop cognitive skills from the first few weeks of life. Identify the contribution of play in the process of cognitive development.
Early Childhood Literature, Language and Communication	Early Childhood literature promotes the selecting of age-appropriate books and instructional strategies that enhance the students' natural abilities to be actively engaged in reading aloud and sharing books with children.
Equestrian Safety	The students learn how to select appropriate stables for their charges' lessons and to feel confident around horses.
Etiquette	This course prepares the students to teach their charges social graces including table manners, thank-you notes and greetings.
Fire Safety	Students will learn how to react in the event of a fire and how to keep themselves and their charges safe.
Hearing, Language & Speech	The students will be presented with a class on hearing and speech difficulties and what to do or not do and when to recommend professional advice if a problem is noted.
Home Safe Home Childproofing	Students will learn proper childproofing in homes.

Infant Care Preparing for Baby's Arrival: Preparing the Family: Mother's physiological and psychological changes; Caring for Baby: Breast and Bottle, nutritional needs of the newborn, Infant Sleep Patterns: Crying: Reasons why and ways to comfort and soothe.

III. Student Review of Records (FERPA)

Students have the right to inspect and review the student's education records maintained by the school. ENGS is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or students to review the records. ENGS may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, ENGS must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833 or:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

IV. Schedule of Fees

The following are the tuition and fees of English Nanny & Governess School. These fees are subject to change at any time without notice. *All fees are due no later than 30 days prior to Orientation Day of the student's scheduled session.*

Application Fee: \$50

Registration Fee: \$80

Academic Program Tuition: \$7,920

Books and Supplies: approximately \$350 (varies with session)

Fee payments may be made by cash, personal check, money order or credit card.

V. Refund Policy

Applicants who withdraw within 5 days of application or are rejected from the program will receive a full refund of monies paid (less \$50.00 non-refundable application fee) if the school, prior to commencement of sessions noted on page 1 of the enrollment agreement, rejects the applicant application. A student who withdraws or is dismissed after 5 days of this agreement becoming effective will be refunded all monies, less the Registration and Application fee.

1. A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five percent of the tuition and refundable fees plus the registration fee.
2. A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fees.
3. A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees.

Any student who withdraws from the program less than 30 days prior to the enrollment agreement will be obligated for the Books and Supplies Fee as materials are specially-ordered for enrolled students at this time. Refunds will be returned within thirty days after the student's official withdraw date.

COURSE DESCRIPTIONS

AAA Driving School	This course taught at AAA headquarters is for their certification for AAA Defensive Driver Awareness, Automobile Safety and Car Seats.
Boating Safety	The students are taught the essentials of boating safety ultimately to keep their charges safe on and around the boat and their expected behavior and appropriate activities aboard.
Child Abuse Awareness	The students are presented with information on what signs to be aware of identifying child abuse and procedures for reporting to authorities.
Child Development: Ages 2 to Adolescence	Material covered addresses the characteristics and needs of children ages 2 through early teens, with an emphasis on ages 2 through 7 years. Aspects of social, emotional, intellectual, moral and physical development are included. The psychology of effective childcare includes cognitive, behavioral and temperament-based techniques of interaction and teaching, as well as some current popular schools of parenting.
Child Development: Birth to Age 2	This course teaches the principles and theories of child development from birth to age two. The purpose of the course is to gain understanding of the processes of growth and development in order to provide age appropriate and professional care for children in a loving, creative and educational environment.
Children's Dentistry	Students will learn how to maintain healthy teeth and how to reassure and soothe children's anxiety on visiting the dentist.
Children's Museum of Cleveland	Students will be escorted to the Museum and will be exposed to how to escort their charges through a museum, what activities to involve them in before, during and after their visit to make it an interactive experience.
Cleveland Metropark Zoo	Students will be taught at the Zoo how to expose their charges to animals of the world, what activities to involve them in before, during and after their visit to make it an interactive experience.
Cleveland Museum of Art/ Art Appreciation	Students will be escorted to the Museum and taught how to develop a love of fine art in their charges through visiting a museum, what activities to involve them in before, during and after their visit to make it an interactive experience.

COURSE TITLE	Total		INSTRUCTOR
	Clock Hours	Theory	
Interpersonal and Intrapersonal Relations	11	11	Sunny Lurie
Etiquette and Social Skills	7	7	Catherine Halloway
The Role and Duties of the Nanny/Governess	1		1 Visiting Alumni
PRACTICUM:			
• Infant/Toddler Application of Classroom Theory	100		100

• - Indicates Off Campus Site
Classes may change

ENGS STAFF

Shielagh Roth, *Founder and Executive Director*
Bradford Gaylord, *Chief Operating Officer*
Barbara Francis, *Director of Operations*
Lynne Berman, *Placement Advisor*
Lori Raichilson, *Admissions Representative*
Erika Thierfelder, *Marketing and Public Relations*

RESOURCES / LIBRARY

Students have access to wireless internet access, study lounge and resource room during school hours. The classroom has various resources for on-site arts and crafts projects. The Chagrin Falls Public Library, located alongside the Residence Hall, has multiple Internet access computers and resources for student projects. The Residence Hall is also fully equipped with wireless Internet access. Students are encouraged to bring laptops, books, supplies and resources from home while attending the program. A supply list is given to all enrolled students prior to the commencement of the academic session.



A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity.

VI. Student Housing

Female students may choose to reside in English Nanny & Governess School's Residence Hall located at 108 East Summit Street in Chagrin Falls during the 12 week academic session. Equivalent accommodations for male students may be made whenever necessary. For more information regarding Residence Hall accommodations and fees, please contact the Admissions Department at 800-733-1984.

VII. Student Tuition Assistance

The School accepts Sallie Mae Financial loans. The school does NOT accept federal financial aid of any type, therefore applicants should not complete a FAFSA or any other similar government financial aid form for assistance to this program. The school accepts all qualified scholarships earned by its applicants. For information regarding tuition assistance please contact the Finance Department.

VIII. Re-Admittance

Students who are dismissed from or who voluntarily leave English Nanny & Governess School must wait one calendar year from the date of their departure before they may reapply to the program. Re-applicants must go through the entire admissions process, including completing new Required Documentation. In addition, all re-applicants must pay their tuition and fees in full no later than 30 days prior to Orientation Day of their session and must have a personal interview with the Executive Director before they will be re-admitted into the program.

IX. Withdrawal

Refunds will be returned within thirty days after the student's official withdrawal date. A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity. Applications are valid for 180 days from the date on the application. After that date, withdrawn students must reapply with a new application and fee. Applicants who have not yet been accepted or enrolled into the program will receive a refund of all submitted fees with the exception of the non-refundable application fee (and the residence hall deposit if applicable). Enrolled students who withdraw from the program will be subject to the refund policy discussed on page 6. For any enrolled student who does not attend their scheduled session but also does not submit their withdrawal in writing, the date of their cancellation will be Orientation Day of the session in which they are enrolled.

X. Orientation Day

Orientation Day is held on the first Monday of every session. Attendance is mandatory.

During Orientation Day students tour the site and receive detailed information about the program, placement and profession. Students meet with staff members to discuss their student files and financial status and with staff members of English Nannies & Governesses, Inc.

Placement Service to discuss future employment interests and opportunities. Students receive their books, bags and professional portfolio on Orientation Day. If not already submitted, all Student Required Documentation are due by Orientation Day.

ACADEMIC POLICIES AND PROCEDURES

Attendance Policy: As the academic session is fast-paced and tightly scheduled, students are expected to attend every scheduled class. However, any student who is absent must report his/her absence to the Administrative Offices at no less than 1 hour prior to the commencement of the class that student will be missing. The following is the attendance policy of the school; failure to comply with this policy may lead to disciplinary action or dismissal from the program.

Students may not be tardy to class. Students are permitted one unexcused day of absence.

On the second unexcused day of absence, a student must have written professional documentation detailing the reason for the absence. Absences will be documented in the student's file. Potential employers will have access to the student's attendance record. An excuse for extended time-off from class for unusual circumstances must be submitted in writing and approved by the Executive Director. Missed assignments and in-class absence must be made up.

Tracking: Students are required to sign in and out each day in the administration building.

Consecutive Absences: A student who is absent for eight consecutive days or fourteen consecutive calendar days without an approved leave of absence will be terminated.

Causes for Dismissal: A student may be dismissed from the program for any of the following reasons:

- Failure to perform at the minimum academic standard (see page 10 for full information),
- Tardiness or inexcusable absenteeism (see above for full information),
- Abuse of drugs, alcohol, use of tobacco products on school property,

COURSE TITLE	Total Clock Hours	Theory	Lab	INSTRUCTOR
Infant Care Childhood Diseases, Prenatal & Postnatal Care <i>CERTIFICATION: Newborn Care Specialist</i>	12	12		AnnMarie Smith
Nutrition: Foundation for Developing Lifetime Healthy Dietary Patterns, Cooking for Children	23	14	9	Lucille Galland
Awareness of Hearing Issues and Speech Development	1	1		Margaret Duff
Awareness of Visual Issues	1	1		Pat Buckhold
Awareness of Child Abuse	2	2		Terri Worthington
Awareness of Learning Disabilities	2	2		Pam Himes
Pediatric Dentistry	1	1		Shannon Ballog
Infant Massage	2	2		Kathy Donoho
Safe Household Products • Village Herb Shop	1	1		Kathleen Gips
Organic Foods • Mustard Seed Market	1	1		Joe Sabo
PERSONAL PROTECTION, SAFETY AND SECURITY:				
<i>CERTIFICATION: AAA Driver Awareness, Automobile Safety and Car Seats</i>				
• American Automobile Association Headquarters	8	8		Lori Cook
Personal Awareness and Child Security	2	2		Patrick Malone
• Police Security Services	1		1	
Fire Safety • Chagrin Falls Fire Dept.	1	1		Ryan Shorr
Traveling with Children	2	2		Sheilagh Roth
Water Safety and Rescue • Orange School Pool	2	2		Sandra Andrews
Boating Safety	1	1		John Cherny
Equestrian Safety • Stanton Stables	2	2		Nora Stanton

COURSE LISTING

COURSE TITLE	Total Clock Hours	Theory	Lab	INSTRUCTOR
CHILD GROWTH, BEHAVIOR, AND DEVELOPMENT				
Childhood Development (birth to age 2): Focus on Bonding, Attachment and Separation	18	18		Anita Eddie
Child Development (ages 2 to Adolescence): Developmental Issues of Young Children	20	20		Sally Wilson
Special Needs Awareness	2	2		Courtney Gravens
CULTURAL ENRICHMENT:				
Early Childhood Literature, Language and Communication	18	18		Wilhelmena F. Holmes
• Art Appreciation Cleveland Museum of Art	2	2		Kathy Vencl
Creative Play: Stimulating Imagination	18	18		Maria Kaiser
• Studio Art: Chagrin Valley Arts Center Painting, Pottery, Sculpture, Papier Maché	16		16	Kathy Vencl
Music Appreciation: Music in the Life of the Young Child	10	10		Joseph Cannella
EXPERIENTIAL EDUCATION:				
• History of Civilization Cleveland Museum of Natural History	2	2		Staff Instructor
• Animals of the World Cleveland MetroParks Zoo	2	2		Maria Kaiser
• Introduction to Science and Play The Children's Museum of Cleveland	2	2		Staff Instructor
CHILD CARE:				
• Life Saving Techniques American Red Cross <i>CERTIFICATION: Standard First Aid, Adult, Infant, Toddler and Child Cardiopulmonary Resuscitation, Defibrillation, Heimlich Maneuver, Emergency Care, Poison Prevention, and Epi Pen</i>	6	6		Red Cross Instructor

- Pregnancy, eating disorders, criminal acts,
- Disruptive or abusive behavior or gross insubordination
- Plagiarism

Unauthorized distribution of copyrighted material may subject the students to civil and criminal liabilities.*

If it is determined that the student has violated copyright laws, there will be an automatic dismissal. In regard to other causes for dismissal, the student will receive one written warning and be placed on probation. The student will also meet with an administrative staff member to discuss their probation. Upon the second offense, the student may be dismissed from the program. English Nanny & Governess School reserves the right to immediately dismiss students whose actions are deemed unacceptable by the Executive Director for a professional in the child care field. All written warnings and verbal discussions will be documented in the student's permanent file and may be accessible to future employers. Whether termination is voluntary or involuntary, students are obligated to uphold their financial commitment to the School for the amount of tuition and fees due.

Appeal Process: The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

***Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

Grading Policy: In order for students to qualify to receive an academic certificate, an overall performance of 70% is required. Any student whose performance falls below a cumulative 70% may be put on academic probation, with further substandard performance resulting in dismissal from the school. Grades are based on a combination of assignments, exams, participation, and projects. Some courses use a pass/fail grading system. Other courses use the standard A-F grading system denoted below. The following is the grading scale:

A: 100-90% **B:** 89-80% **C:** 79-70% **D:** 69-60% **F:** below 60%

Each instructor will explain the grading system of his/her individual class. At the end of every third week, the student's progress will be reported to the school administration and a copy of this progress recorded in their student file. To avoid academic probation, students must maintain a minimum cumulative performance of 60% in the first three weeks, 65% by midterm, and 70% by completion of the program. A student failing to maintain this performance level will be placed on academic probation. Those students on academic probation will receive a letter regarding their probation (that will also be placed in their permanent file) and will meet with a member of the administrative staff to discuss strategies of improving their academic performance. Students failing to improve their performance after being placed on academic probation may be dismissed from English Nanny & Governess School.

KATHY VENCL (Kent State University) Cofounder: P.E.N.D., Instructor, Studio Arts, Children's Art Education, Chagrin Valley Art Center.

CATHERINE HOLLOWAY (BA Franklin University) Certificate Etiquette Institute of St. Louis. President Etiquette Consulting Services

PATRICK MALONE Licensed International Personal Safety Instructor; Navy Seals; Kidnap prevention agent (women and children); Fugitive Recovery; Government Law and Military Enforcement; Survival Tactics/Security Consultant to politicians and celebrities.

NORA STANTON Proprietor Owner, Stanton Stables

JOHN JEFFREY EAKIN (MBA Boston University) Member U.S. Coast Guard Auxiliary, Instructor

LIEUTENANT RYAN SHORR EMT-P, Fire Safety Inspector, Fire Instructor, Education Coordinator, Chagrin Falls Fire Department

PAT BUCKHOLD (R.N., B.S.N.) Director, Children's Program, The Cleveland Sight Center

SHANNON BALLOG Pediatric Dental Hygienist

MARGARET DUFF (M.A., CCC/SLP Kent State College) Speech Therapist CWRU/Cleveland Hearing & Speech Center

PAMELA HIMES (M.Ed., Lake Erie College LSW) Independent Trainer/Consultant Dyslexia

COURTNEY GRAVENS (R.N., M.S.N Ursuline , C.P.N., C.P.O.N.) Clinical Instructor Cleveland Clinic

LORI COOK (B.S.) American Automobile Association Safety Advisor

JOE SABO - Organics Specialist at Mustard Seed Market

TERRI WORTHINGTON - MSSA Social Work Case Western Reserve University, Educator at Ohio State University



FACULTY

SALLY WILSON (Ph.D., Psychology, Purdue University, M.S.) Past Chair of the Ethics Board of the Ohio Psychological Assn. and Past President of both Ohio Women in Psychology and The Cleveland Psychological Association. Private clinical practice. Adjunct Faculty John Carroll University.

SUNNY LURIE (Ph.D. The Fielding Institute, M. Ed. Cleveland State University, B.S. University of Texas) Owner, Advanced Performance, Inc.

ANITA M. EDDIE (M.S.S.A. Case Western Reserve University, M.A. Ursuline College, B.A. Cleveland State University) Private Practice

ANNMARIE SMITH (R.N., B.S.M., M.A. Cleveland State University) Clinical Instructor-Department of Nursing Education and Research Cleveland Clinic.

MARIA KAISER (M.Ed. - Cleveland State University, BA Adelphi College) Hanna Perkins Center - Board Member and former director at the Achievement Center

JOSEPH CANNELLA (BM, MM, Cleveland Institute of Music, BME, Virginia Commonwealth University) Media Production Engineer, Cleveland Institute of Music, Bassoonist

WILHELMENA F. HOLMES (B.S. Savannah State College) Certified Educational Media Specialist, Former Children's Librarian, Laurel School for Girls, Shaker Heights.

LUCILLE GALLAND (R.D., L.D. B.S. Nutrition Case Western Reserve University) Registered Dietitian, Licensed Dietitian, Nutrition Instructor for diet modifications.

SHEILAGH ROTH (B.A., Art History, Case Western Reserve University) Founder and Executive Director, English Nanny & Governess School. President, American Council of Nanny Schools. Board Member International Nanny Association.



Academic Completion Requirements: The full number of hours prescribed for the program at an overall performance level of 70% or above must be completed within 14 weeks of commencement of the program to receive a certificate of academic completion. Students must also have all Required Documentation submitted and approved to receive a certificate of academic completion.

Courses/Clock Hours: The academic program of English Nanny & Governess School is a clock-hour program. The State Board of Career Colleges & Schools defines a clock hour as, for the purpose of instruction, a period of sixty minutes with a minimum of fifty minutes of classroom work. There are 300 clock hours in one twelve-week academic session. A weekly schedule and maps/driving directions to off-campus classes will be provided to all students during their academic session.

Newborn and Toddler Practicum: During the academic session, all students participate in an in-home Newborn and Toddler Practicum with a local family. At minimum, the family will have a newborn infant and a toddler between the ages of 2 and 4 years. This experiential education program takes place once per week for eleven weeks out of the twelve week session. This practicum allows students to utilize the techniques learned in the classroom with children, giving them hands-on experience in the profession. Students will be responsible for keeping weekly logs of their activities with the children. These logs will be reviewed by the faculty and applied toward the student's grades. The Practicum mother submits evaluations weekly concerning the progress and activity of each student, which are kept in the student's permanent student file.



Transcripts: One official transcript will be provided to the students within thirty days of Academic Completion, provided the student has passed the academic portion of the program and has completed all of her/his required documentation. After this transcript, all future transcript requests must be submitted in writing by the student and accompanied by ten dollars and a self-addressed, stamped envelope. The school, at its sole discretion, may withhold transcripts until all tuition and any underlying notes issued to the school or tuition credit otherwise given by the school has been paid in full.

Grievances: Any student with a grievance or complaint should submit the grievance in writing to the Administrative Assistant of the school. Grievance forms can be obtained from the Administrative Assistant. The grievance/complaint will be addressed by a member of the administrative staff and the student may be asked to meet with a staff member to discuss the issue. If the student is not satisfied with the resolution, any grievance or question may be addressed to:

The Executive Director of the State Board of Career Colleges & Schools,
30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3138
phone number: (614)-466-2752 or 877-275-4219 (Toll-free).

English Nanny & Governess School is registered with the State Board of Career Colleges & Schools #93-12-1389T.

Program Completion: Ohio law prohibits any school from guaranteeing employment. However, at the request of the student and upon successful completion of the academic program and all Required Documentation, the school will assist each qualified student with job placement through referral to English Nannies & Governesses, Inc.

Placement Services: English Nannies & Governesses, Inc. works exclusively with students and qualified alumni of English Nanny & Governess School. Each student receives personalized attention from the Placement staff, who work earnestly to assist all students and qualified graduates in finding suitable positions as nannies or governesses. A student must have completed all Required Documentation before she/he may sign a contract for placement. Therefore, it is important for all enrolled students to submit their Required Documentation before they begin the academic program. Enrolled students of the current academic session may begin working with English Nannies & Governesses, Inc. during the academic portion of their certificate program. Students and alumni have the ability to utilize information posted on the School's website, located under the "Job List" link and may contact the Placement staff, or visit the school to meet with the Placement staff for additional information regarding currently available employment opportunities. Students begin interviewing with prospective families during their academic session, and many students are placed in full-time positions before completion of their academic session. Qualified graduates of English Nanny & Governess School will have ongoing placement assistance from the Placement staff for the duration of their professional childcare career. For further information about available positions, current average salaries, benefits, conditions of employment and placement statistics, please contact English Nannies & Governesses, Inc. at 440-247-0616.



English Nannies & Governesses, Inc.

The Official Placement Service for Graduates of
English Nanny & Governess School