



607-748-1744

PARENT HANDBOOK

2018-2019

Website:

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Endicott First Presbyterian Nursery School

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Mission

Our mission is to provide a developmentally appropriate pre-school program for three, four and five year olds where they can develop a positive self-image and discover the joy of learning through guided play.

Philosophy

The philosophy of the Endicott First Presbyterian Nursery School program is that each child learns through guided exploration of their world with support of the teacher and family. Pre-school children learn through active and purposeful play. Through this guided play, the child develops creativity, language skills, social skills, motor skills and self-confidence.

Goals

1. To provide a curriculum that builds upon what children already know and are able to do to enable them to connect to new concepts and skills.
2. To provide units with themes that integrate and teach across all content areas (English/Language Arts, Mathematics, Science, Social Studies and the Arts).
3. To provide a literacy-rich environment through the use of centers for reading, science, math and dramatic play.
4. To provide children with exposure to a wide variety of information and literacy experiences including the use of technology in the daily activities.
5. To provide a safe environment for students and staff.
6. To provide a learning climate in each classroom that is active; one in which children interact with each other and manipulatives while engaging in cooperative hands-on learning with day-to-day life experiences.
7. To provide a balance of classroom activities that are teacher-directed and child-initiated. These activities may be active or quiet, performed individually or in large or small groups.
8. To provide an environment that is sensitive to cultural, language and learning differences among all children and families served.
9. To provide an on-going process of collecting information from multiple sources about a child's needs, which include observation, portfolios, screening and development checklists.

10. This data is used to determine each child's individual strengths and weaknesses. This information is used to plan and adapt the child's program. Assessment information is also shared with parents in a timely and ongoing manner.
11. To provide a curriculum that promotes the students' growth in creative development, motor development, cognitive development, and their social and emotional development.

I. 2018-2019 SCHOOL CALENDAR No school on the following days:

(Dates are subject to change as necessary)

Staff Prof. Development Day Friday October 5 = No nursery school classes

Columbus Day Monday, October 8

Pre-K Fall

Parent/Teacher Conferences Thurs. Nov. 1 (no classes for Pre-K AM students only)

Friday, Nov. 2 (no classes for Pre-K PM students only)

School Picture Days Tues. November 6 & Wed. November 7

Veterans' Day Monday, November 12

Thanksgiving Recess Wed. November 21 – Fri. November 23

Holiday Recess Mon. December 24 – Tues. Jan. 1 (return on Wed. 1/2/19)

Martin Luther King Day Monday January 21

Mid-Term Recess Friday February 15 – Monday February 18, Fri. March 15

Spring Recess Monday April 15 – Monday April 22

Fours & Five Yr. Olds' Spring

Parent/Teacher Conferences Thurs. May 2 (no classes held for Pre-K AM students only)

Friday May 3 (no classes held for Pre-K PM students only)

Threes' Parent/Teacher

Conferences Week of April 29th - Days TBD

Memorial Day Observed----- Thursday May 23 - Monday May 27

Tentative last day of school- Three Year Old classes – Thurs. June 20

Pre-K classes - Friday June 21

***PLEASE NOTE:** ENDICOTT FIRST PRES. NURSERY SCHOOL STUDENTS ATTEND SCHOOL ON ALL U-E PARENT-TEACHER CONFERENCE DAYS AND SUPERINTENDENT DAYS (unless otherwise announced).

Emergency School Closings –

First Pres. Nursery School will observe the same "snow days" as the U-E District. However, regardless if there is a 1 hour or 2 hour delayed opening for U-E in the morning, the Nursery School's morning classes will be cancelled (Afternoon classes will still be held). If classes are to be dismissed early from U-E and the announcement is made in the morning, 1st Pres. will hold no afternoon classes. If the early dismissal time is not announced until the afternoon, 1st Pres. will remain in session until 3:00 pm, but parents who are concerned about driving conditions should feel free to pick up their children early if they feel it is warranted.

II. FINANCIAL ARRANGEMENTS

A. PAYMENT SCHEDULE FOR THE PRIVATE PROGRAM

Tuition is broken into monthly payments (Sept. - June), with tuition due on the 1st of each month, except for September and January when it is due the first day of school.

| 2-DAY | 3-DAY | 5-DAY |
|------------|------------|------------|
| \$140./mo. | \$170./mo. | \$245./mo. |

A **10%** discount is given for church families, returning families, and families with more than one child enrolled.

B. COLLECTION OF PRIVATE PAY TUITION

The Director of Business will send out a friendly e-mail each month reminding families that tuition is due by the 1st school day of the coming month. Please make your check payable to:

ENDICOTT FIRST PRESBYTERIAN NURSERY SCHOOL or 'EFPNS'

If mailing, our address is: **Endicott First Presbyterian Nursery School
29 Grant Avenue
Endicott, NY 13760**

Prompt tuition payment is essential to the operation of our school. Since tuition fees

are based on a non-profit budget, the school depends on prompt payment to meet its current expenses. If a payment is late, a \$5.00 fee must be included. When tuition payments have been delinquent for more than two months, a child may be dropped from class. If special circumstances make paying tuition a problem, please discuss the situation with the Director of Business as soon as possible. Four year old students who are enrolled in the Union-Endicott Universal Pre-Kindergarten (UPK) program do not pay tuition as it is NY state-funded.

C. ABSENCES - Tuition must be paid when your child is ill or on vacation.

D. WITHDRAWAL FROM PROGRAM

Each child is enrolled for the entire school year. If you withdraw your child, please notify the school one month in advance. Otherwise, it will be necessary to charge one month's tuition after you withdraw your child. No tuition refund can be made after June 1st.

E. CLASS ENROLLMENT / ROSTER POLICY

Many variables play a role in deciding which classroom would best suit the needs of each student. After consideration for requests, evaluations, staff dialogue, population numbers and any other unknown variables, each student will be placed on a class roster. The administration will take into consideration parental requests as far as classroom placement, but reserves the right to make all final decisions for the best interest of the students, staff and school as a whole. The classroom rosters will be made over the summer at the earliest possible convenience for the administration and staff. Internal changes to rosters during the year (moving a student from one class to another), is something that is NOT routine, but the administration reserves the right to make changes to classroom rosters as the needs of the students and the school change throughout the year. Based on requests, evaluations, professional dialogue, class environment and many other variables, students may be re-assigned to a different classroom setting. The administration will partner with the parents/guardians to arrive at the most beneficial plan for the developmental success of the child. The administration reserves the right to make all final decisions for the best interest of the students, staff and school as a whole.

III. GIFT-GIVING POLICY

Teachers and staff may receive small gifts. Consider a gift of your time to your child's program as another way of expressing your thanks. Please check with the teacher about volunteering.

IV. THE DAILY PROGRAM

A. NURSERY SCHOOL PARKING & ENTRANCE

You may park in the lot next to the playground, in front of the main entrance on the street or across Grant Avenue in the metered section. However, if you plan on staying longer than to drop off or pick up your child, do not park in that metered section across Grant Avenue as you will be ticketed. Please enter and exit only through the main entrance on Grant Avenue. **Note: Dismissal takes place from your child's classroom. For the safety of your child(ren) and those carrying on business in the church, please hold your child's hand in the halls, parking lot, and while crossing the street.**

B. ARRIVAL

Class hours are from 9:00 to 11:30AM and from 12:30 to 3:00 PM. The classroom door will be opened when the teacher is ready to greet the children, and we appreciate your cooperation in waiting until the door is open for your child to enter the classroom. If you arrive early, we invite you to use the Gathering Space inside the front door of the building. This area provides a comfortable place to wait and visit with other parents. Please do not wait in the downstairs playroom as our insurance only provides coverage for staff supervised use. **As a security measure, the outside doors will be locked from 9:10-11:20 AM and 12:40-2:50 PM.** It is important for your child to arrive on time. Children who are late may feel uncomfortable about coming into the classroom after class has started. If you arrive after the front door is locked, simply press the button at the entrance to speak to the greeter. At times, identification is required for individuals unfamiliar to the greeter.

C. TRANSITION

Once the classroom door has opened, please come in with your child and help him/her hang up his/her coat and backpack and get settled in the proper place for the beginning school. Once settled, please leave the classroom so the children and teachers can begin their time together. You are welcome to use the Gathering Space in the front, first floor of the school as a place to visit with other caregivers.

D. LARGE MOTOR PLAY

Each day your child will have approximately 30 minutes of large motor play. If the temperature is above 20 degrees and it is not raining, they may play outside on the playground. If it is raining or below 20 degrees, the children will play in the downstairs play area. Each area contains large motor toys such as cars, bikes and climbing areas. Sneakers should be worn while playing in large motor areas.

E. DISMISSAL

For everyone's safety, the dismissal procedure is as follows:

- Each child will put on his/her coat and wait until the parent or another person designated by you arrives at the classroom. Please wait patiently in the hallway until the classroom door opens. Being prompt when picking up your child prevents worry and a feeling of abandonment which is not a good way for a child to end the school session. Besides the stress it places on your child, nursery school staff members have other responsibilities &/or meetings that must be attended to after each session. Life happens, we know – emergencies and bad weather can cause delays so if you are running late, we ask that you call the school at (607) 748-1744 so supervision arrangements for your child may be made. Upon arrival, you will be asked to sign in on the Late Pick Up Log. A fee of \$5 for every 15 minutes of supervision needed will be charged. In addition, if - after 30 minutes - the school has not been notified and we are unable to reach you or any of the individuals you have authorized to pick up your child, the Endicott Police will be summoned to assist us with our efforts in connecting with you.

- If someone other than a parent is picking up the child, the greeter and/or the teacher will ask for photo identification from the adult before releasing the child to them. Please let the adult who is coming for the child know that they must be on the list of authorized individuals allowed to pick up and have a photo ID with them.
- The building is a busy place with both church and nursery school functions taking place. After a student is released from the classroom, supervision is the sole responsibility of the caregiver. Please hold your child's hand or keep him/her close to you when making your way to and from the classroom to help prevent collisions with others and ensure the safety of all.

F. TOYS FROM HOME

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. There will be times during the year when children are invited to bring in toys that will enhance a particular unit of study. If such an item is brought to school, it must be shared and it must have the child's name on it. If you have a specific book, CD, or toy that you think would enrich our program, please arrange with the teacher for a time to bring it to school to be shared with all the children.

G. PARENT CONDUCT

The Nursery School requires the parents and adults of enrolled children to behave in a manner consistent with decency, courtesy and respect to the staff, children and other parents. Parent or adults who have concerns about the program should address those concerns with the directors in the school office - not in the hallways. Parents who consistently violate this standard of behavior will be asked to leave the nursery school property and may be barred from the property until they agree to abide by the standards listed above.

V. AUTHORIZATION TO PICK UP CHILDREN

A. PICK UP PERMISSION FORM (ORANGE COLOR)

If your child is to be picked up from school by anyone other than the parent, we must have a signed Pick Up Permission Form on file with the teacher. Written authorization is necessary before a child will be released to anyone other than their parents. Non-parent persons picking up a child will be required to show photo identification to the teacher before the child is released.

B. CAR SAFETY

Please do not leave young siblings in your car unattended while you drop off and/or pick up. Too, legally-approved car seats, booster seats and seat belts are required for pre-school children. The Town of Union holds car seat inspection days outside of the nursery school and provides new car seats free of charge to families if needed. Per NYS law, please remember that children should always ride in the back seat.

C. FIELD TRIPS

Our program organizes field trips requiring transportation. It is the responsibility of the parent to transport their child to and from the location. If a student is going to be driven by someone other than his/her parent, written parental permission must be provided allowing that student to be driven in a classmate's vehicle. The vehicle must have an approved car seat for each child being transported.

VI. WHAT TO WEAR

A. APPROPRIATE CLOTHING

For your child's comfort, provide simple clothing that is easy to do up. Shoes should be comfortable and safe for active play. If the child has long hair, please tie it back so as not to cause an obstruction. We facilitate a very hands-on curriculum and love to get messy! Please consider this when selecting your daily wardrobes.

For active play, provide *sturdy* shoes with *non-slip* soles. Sneakers are best. Sandals, flip flops, wheelies, high heels or shoes without backs are not safe for gross motor activities. Please make sure your child also has a sweater or jacket

during fall and spring for outside play, walks, etc.

For winter play – We participate in outside activities if it is not raining and the “feel-like” temperature is 25 degrees or higher. All children need a winter coat, snow pants, gloves/mittens and snow boots. Please label your child’s garments.

We routinely play outside as long as it is not too cold, too wet or too muddy.

Teachers monitor outside ground conditions and temperature, and decisions about whether to play outside are often made at the last minute. For that reason, please be sure your child comes prepared if there is any chance they will play outside.

Boots worn to school should be removed and left in the teacher-designated place.

On inside days, our students are still afforded a full 30 minutes of gross motor play in our downstairs playroom.

B. EXTRA CLOTHING

Please ensure your child’s backpack contains an extra set of seasonal clothing (including underwear & socks) each day for necessary changes.

VII. HEALTH ISSUES

A. PHYSICAL EXAMINATION / IMMUNIZATION

Your child's health is a matter of major importance to us all. Upon enrollment, you must file with us a Physical Examination Form signed by your child’s physician. If you practice immunization, your child’s record is needed as is your religious or medical exemption if you do not. If a contagious disease is diagnosed within the school, you will be notified. **Under the HIPAA Laws, your child’s health records are kept in a secure place and we are not authorized to share information without parental permission.**

B. TOILETING INDEPENDENCE

Children should be toilet trained before entering our program. Outside of a child’s Individualized Education Plan (IEP) or developmental health issue requesting otherwise, we ask that children attend class wearing regular underwear. This will allow staff to encourage and support independent toilet training. Exceptions of this

can only be made through a mutual plan with the parents, teachers, and administration. The children will be prompted to use the bathroom on their own, although assistance is given if necessary. While we know that occasional 'accidents' can happen and our teachers will assist your child with clean up, we do have a policy for calling our parents if more assistance is needed.

Children who have a toileting accident will be taken to the bathroom on their appropriate floor. A staff member will glove and assist the child in changing into a new set of dry clothes. Clothing that is soiled by urine or feces will be immediately placed in a plastic bag (without rinsing & with minimal handling) and sent home that day with parents for laundering. The custodial staff will be called to clean the area if needed and both staff and child will immediately wash hands.

We thank you for understanding our position on this matter, as we do not have a health office on site.

C. IN CASE OF ILLNESS IN SCHOOL:

If your child has symptoms of illness during class and should not remain in school, you will be called to take him/her home. If your child is unable to attend school for more than one day due to illness, (or for any other reason) please notify the teacher.

D. COMMUNICABLE DISEASE OR CONDITION

Please notify the school if your child has a communicable disease or condition. Parents whose children have been exposed will be notified in writing. Students who have been diagnosed with a communicable disease must be cleared by a medical professional before they can return to the program. If your child is a UPK student, parents may call the Union-Endicott HS Health Office at 757-2188 or Jennie F. Snapp Middle School Health Office at 757-2168 to arrange an appointment to have your child cleared for readmission to the UPK program. Private pay parents must bring a doctor's note clearing them for readmission to their class.

E. KEEP YOUR CHILD HOME if (s)he has been ill during the night or has active symptoms such as:

- A fever of 100.5 degrees during the previous 24-hour period.

- If (s)he has a heavy nasal discharge.
- If (s)he has a constant cough.
- If (s)he has an upset stomach or vomiting.
- If (s)he has symptoms of a possible communicable disease. (These are usually skin rash, diarrhea, chills, sniffles, reddened eyes, sore throat, headache, itching, abdominal pain, often accompanied by a fever.)
- If (s)he is fussy, cranky, and generally not him/herself.
- Even if (s)he is unusually tired. Rest at such times may prevent the development of serious illness.

F. EMERGENCY NUMBERS

Please notify the school immediately, if work, home or cell phone numbers or addresses for parents or caregivers, or emergency numbers (in the event that you cannot be reached) change during the year. We need current information so we can reach you in case of an emergency.

G. DISPENSING MEDICATIONS

The school staff does not dispense medication without written consent from the legal guardian and written permission/directives from the child's medical doctor. Students with special health needs such as allergies or chronic illness requiring medication need to have both on file in the Nursery School office. All medications will be stored in a locked cabinet easily accessible to the teacher. Under no circumstances are children allowed to self-medicate.

H. IN CASE OF SERIOUS INJURY OR ILLNESS

If your child is injured or becomes ill while at school, we will make an immediate effort to contact the parents first. Too, a parent will be called anytime a child has a head injury. If a parent cannot be reached, then we will call the emergency contact. Attempts will continue until one of the adults listed is reached. If it is a serious injury or event requiring a doctor, an ambulance will be called and the child will be sent to the hospital listed on your health form. Until the arrival of the parent or the ambulance, a director or teacher will be in charge and make all decisions about the care of the child. There is always a staff member present who has CPR and First Aid certification.

I. INFORMAL AND FORMAL STUDENT ASSESSMENTS

For all three, four, and five year olds, observational data is recorded on the Janice Beaty Child Skills Checklist from "*Observing Development in the Young Child*" which is used to document the growth of the child in eleven areas. Growth is shared and discussed with parents at the Parent / Teacher conference time in the fall and spring for Pre-K students and in the spring for three year olds (or certainly as needed). While the Endicott First Presbyterian Nursery School relies heavily on work samples and authentic teacher observations, the Pre-Kindergarten students are also formally assessed. The Handwriting Without Tears "Get Set for School" series provides Pre-K assessments for readiness and writing (facilitated in the Fall), literacy, and math (facilitated in the Spring). (Assessments from "Get Set for School" are performed three times during the academic year.)

If a teacher has a developmental concern with a child, a discussion with the parents/guardians will allow this concern to be shared and possibly be referred to the Committee for Pre-School Education (CPSE). If the parents/guardians share this concern, they themselves must request a full evaluation for their child by contacting the home school district.

All student files are confidentially maintained in a locked cabinet.

J. SCREENING AND ADDITIONAL SERVICES

Periodically throughout the year, screening tests are performed and further evaluations may be suggested. The teacher and the Director of Education will work closely with the parents throughout the process. Before any evaluation takes place, the following steps must occur:

- The teacher contacts the parent(s) about concerns.
- If the parent agrees with the need for evaluation, the parent contacts the child's home school district's Pupil Personnel Director about the concern and need for evaluation.
- The school district gives the parent the screening options.

- Parent picks a screening option and notifies the school district.
- Parent receives a permission packet from the district.
- Parent agrees or declines the evaluation and returns packet to district.
- If parent agrees, the evaluation is done by an agency.
- The evaluator reviews the results with the parent.
- The school district holds a meeting with the parent(s) and the evaluator to recommend a service, if needed.
- Service begins.
- At least annually, the services are reviewed.

K. HAND WASHING

Upon arrival to school, students are required to use the bathroom and wash their hands with warm water and soap. This allows us to capitalize on the two and a half hour session and is very effective in preventing the spread of allergens and germs.

L. VENTING OF AIR

The First Presbyterian Church and Nursery School have a venting system that allows the air from the school to be vented to the outside.

VIII. NUTRITION

A. SNACKS

A nutritious snack is served each day. This is a very social, educational portion of our program - one in which the students enjoy being the host of. 😊

Parents in our Three Year Old program are asked to sign up on the Snack Calendar located on the hallway bulletin board. In our Four Year Old program, a teacher-generated snack calendar will be issued monthly showing parents when their child is hosting. Please note: Students enrolled in Union-Endicott's UPK program are invited but not required to host snack for their suite. Your child's teacher will discuss this option with you. We ask that snacks be store-purchased and nut-free. Since the Nursery School serves predominantly bottled water to the children for snack, parents

may send in a one gallon container when it is their child's snack day. Cups, napkins, plates and plastic silverware are provided by the school but donations of such are always appreciated. We will not serve hot dogs (whole or sliced), whole grapes, popcorn or large hard pretzels to our three year old classes due to the choking hazard. All vegetables should be served in child-sized bites. Parents will be notified of our snack policy at the beginning of the school year and will receive a list of food suggestions to help guide them while choosing healthy snacks for the children. Thank you, in advance, for your support. ☺

B. BIRTHDAYS

Children's birthdays (or half-birthdays for children whose birthday falls during the summer) are celebrated so that each child has a "special" day at school. Pizza makes a great treat for the class. Please do not bring donuts, donut holes, cake or cupcakes with icing, candy or other confections for the birthday treat.

These items do not meet the healthy snack guidelines and will not be able to be served to the class, but will be sent home with each caregiver to serve at their discretion. We welcome the bucketing of birthday party invitations if every child in the homeroom or suite is invited and receives one. If not all children in your child's homeroom or suite are invited, please use the contact information provided on the published Playdate List to privately mail/connect with families.

IX. DISCIPLINE

The Endicott First Presbyterian Nursery School places great emphasis on nurturing a child's social and emotional development. "Conscious Discipline" (ConsciousDiscipline.com) guides much of that nurturing and is built on the premise of developing discipline *within* children rather than applying discipline *to* them. Our goal is to help children feel, reflect, and be responsible for their choices.

Recognizing that preschoolers have not yet learned many of the skills for self-discipline, the teachers help the children by:

- reflecting on the children's intentions

- suggesting appropriate words for situations: i.e.: turn-taking, sharing ("Tell _____ you want a turn." " _____ would like a turn now.")
- helping them express their feelings as a problem solving technique
- focusing on and praising what is helpful
- helping them develop coping mechanisms
- redirecting.

In cases of extreme behavior, a teacher may gently but firmly physically remove a child from a situation with an explanation. Ex. "I will not allow you to hit and I will not allow others to hit you."

A child whose behavior is repeatedly out-of-control may be removed from the situation and allowed to calm down under direct supervision of a staff member. If this occurs, the teacher will communicate with the parents in an effort to find a consistent and successful method of helping the child learn acceptable behavior. A behavior management plan will be developed with the family and teaching staff. If the plan is unsuccessful, a sit-down meeting with the family will be requested as a means of exploring more suitable educational settings elsewhere. The child may be removed from the program.

X. COMMUNICATION

A. PHONE / E-MAIL SYSTEM

Each teacher has a voice mailbox. During school hours your call will be directed to the voicemail to leave a message. If it is an emergency, please let the greeter know. If e-mailing is a better form of communication for you, each teacher has a school e-mail account that she/he may use for communication with parents as well. That e-mail address is posted outside of the classroom.

B. PARENT CONFERENCES

Fall and Spring conferences will be scheduled with all parents of children in the Four Year Old program. For children in the Three Year Old program, parent teacher conferences take place in the Spring. These are very beneficial opportunities to discuss your child's school adjustment, growth and development. For concerns at other times, please feel free to talk to your child's teacher before or after school or make an appointment to meet.

C. PARENT BULLETIN BOARDS

Bulletin Boards are featured outside all classrooms to keep you informed about daily activities and upcoming events. In addition, you may find articles of special interest to parents and notices of community events for parents and children, sign-up sheets for field trips, and other important notices. Please take a moment to read the board each day.

D. NEWSLETTER Please read the newsletter!

Each month, you will receive a school newsletter with information about early childhood, program activities and a look at the month ahead. A hard copy will be placed in your child's bucket and an electronic version will be e-mailed to you.

E. PARENT PARTICIPATION

We have an Open Door Policy for parents/guardians. You are so welcome at any time to visit the program! If you are interested in volunteering, please check with your child's teacher – we'd love it!

F. TRANSLATION SERVICES: Are provided upon request.

G. GATHERING SPACE

Located on the first floor inside the front entrance on Grant Avenue, the Gathering Room gives parent and caregivers a place to visit with friends after the children have started their classes.

H. PARENT COUNCIL

Parent Council is an ever-changing group of parents and teachers who organize family activities and fundraisers for our school community throughout the year. Monthly meetings start at 6:30pm at the school and free child care is available in the downstairs' playroom. While parents are encouraged to partake in activity planning at the monthly meeting, attendance is not necessary to enjoy these enriching extra-curricular events. They enable busy families the opportunity to develop friendships and take pride in being part of the Endicott First Pres. school life!

Some of the many activities Parent Council sponsors each year are:

- Ice Cream Social
- Fall Fun Fest
- Family Movie Night
- Cuddle Up & Read

XI. COMPLAINT POLICY

First Presbyterian Nursery School has established a policy and procedure to assure that parent/community complaints are given prompt and fair consideration. The three step process is as follows:

Step One - Any parent who has a complaint with a staff member shall meet with the staff member to try to resolve the issue(s).

Step Two – If the parties are unsuccessful, the parent shall request a meeting with the Director of Education, Director of Business and the staff member. The group shall meet and try to resolve the issue(s).

Step Three – If the parties are unsuccessful, the parent may petition the Nursery School Advisory Board for a hearing. The Board will hear from the parent, the Director of Education and the Director of Business. The Board will render a decision. Their decision is final.

XII. ABUSE POLICY

A. Allegation of Child Abuse by Another Child In the Program

If a parent wishes to make an allegation of suspected child abuse by another student, a written complaint must be delivered to one of the directors on the next day. The directors will investigate the allegation and take appropriate action to ensure the safety of all children involved.

B. Allegation of Child Abuse by a Staff Member

If a parent wishes to make an allegation of suspected child abuse by a staff member a written complaint must be delivered to one of the directors the next day. The employee will be notified of the report in writing and will be required to sign an acknowledgement of receipt of this letter. The employee will be asked to provide a

written statement to the Directors regarding his/her intent to continue employment or association with the Endicott First Presbyterian Nursery School. It is the policy of Endicott First Presbyterian Nursery School to suspend the employee if it is determined that continued employment threatens any harm to children and/or families or to the school. The individual will be suspended until an investigation is completed or until corrective action on the part of the individual has been made and approved by the Advisory Board.

C. Allegation of Child Abuse by a Caregiver

Nursery School employees are mandated by the state of New York to report all cases of suspected child abuse and maltreatment to the Child Abuse Hotline.

XIII. NAEYC ACCREDITATION

A. Definition

Early childhood programs accredited by the NAEYC Academy for Early Childhood Program Accreditation have voluntarily undergone a comprehensive process of internal self-study and improvement. Each NAEYC-accredited program must meet all ten of the NAEYC Early Childhood Program Standards.

B. Membership

Endicott First Presbyterian Nursery School has been a NAEYC Accredited School since 1989.

C. Licensing

Endicott First Presbyterian Nursery School is *NOT* a licensed daycare provider. To see the NY State regulations for childcare, please visit the following websites: www.ocfs.state.ny.us and www.p12.nysed.org/nurserieschool or call the Syracuse Regional Office of Children and Family Services at 315.423.1202.

D. Family Surveys

In the spirit of continual improvement, family perspectives are essential to us. We encourage your suggestions whether verbally or in writing. The slot box on the Nursery School Office door serves not only as a tuition collection safe box but also

a *suggestion* box. Your reflections will be formally requested in the spring via the Family Survey. The results will be shared with our families prior to the end of the school year.

XIV. CONTACT INFORMATION

Nursery School Advisory Board: A volunteer Advisory Board works closely with the Nursery School staff in making policy decisions and maintaining the high standards of the school. The 2018-19 E.F.P.N.S Advisory Board members are:

- Sharon Early – Co-Chairperson / FPC Member
- Jesse Galli – Co-Chairperson / FPC Member
- Jan and Tim Devine – FPC Co-Pastors / Heads of Staff
- Tina Ide – FPC Children’s Ministry
- TBD – Teacher Representative
- Chris Alfarano – Community Representative
- Vanessa DuBrava – Community Representative
- Lauren Rothermel – Parent Representative
- Grace King – FPC Member
- Derek Washburn – Director of Business
- Ronne Sisco – Director of Education

Administrative Contacts:

| | | |
|-----------------------|----------------|----------|
| Greeter/Support Staff | Cathy Landon | 748-1744 |
| Director of Education | Ronne Sisco | Ext. 206 |
| Director of Business | Derek Washburn | Ext. 207 |

Teachers of Three Year Old program:

- Lisa Dutcher Ext. 106 Frogs M,W,F AM / T,R AM
- Kara Amorino – Teacher Assistant
- Cathy Aspling Ext. 205 Sea Turtles M,W,F AM / T,R AM
- Rene Reed – Teacher Assistant

Teachers of Four Year Old / UPK program:

| | | |
|---------------------|----------|----------------|
| Christina Bassano | Ext. 112 | Ladybug Room |
| Ally Evangelista | Ext. 211 | Tiger Room |
| Pamela Harvey | Ext. 213 | Zebra Room |
| Marcy Luffman | Ext. 111 | Bumblebee Room |
| Samantha Marimberga | Ext. 212 | Giraffe Room |
| Kimberly Kunkel | Ext. 108 | Butterfly Room |

(lead teacher sub.)

2018-19 Parent Council Officers:

| | |
|-----------------------------|--|
| Tracy Adams - Co-President | adams.tracy@gmail.com |
| Annie Dotson – Co-President | adotson623@gmail.com |
| OPEN - Secretary | |
| Lauren Niquette - Treasurer | lauren.niquette@gmail.com |
| Judy Gleason – Newsletter | gleason12112@gmail.com |

XV. Play Dough Recipe:

3 cups flour
3 cups water with food coloring added*
3 Tablespoons vegetable oil
1 1/2 cups salt
6 teaspoons cream of tartar

*Add food coloring to water *before* mixing the ingredients. Mix all ingredients together and cook, stirring constantly in a double boiler until a ball forms. Turn out onto a board to cool and knead until smooth as it cools.

XVI. SNACK

Within a group setting, young children share a social experience surrounding meals and snacks. This involves not only eating but talking about food and observing other children and adults making food related choices including the way food is packaged, prepared and served. Children develop attitudes about food from infancy. They learn by tasting, touching and observing. Children learn to try new foods by having the opportunity to observe others eat and by being presented with the opportunity to sample new foods over days and weeks. Developing competence in using cups, dishes, utensils, and pouring is part of the total experience. Food preferences are influenced by the response of other children as well as adults. In determining a reasonably healthy snack for our school, please select items free of artificial colors, artificial sweeteners, and hydrogenated oils. We are nut free as well. Water is our beverage of choice - gallon jugs work well. We love how creative families can be with snack contributions however here are some very simple snack suggestions, too:

Healthy Snack Ideas

Any fruit: bag of apples, clementines, orange slices, bananas, halved grapes, watermelon, strawberries, blueberries, cantaloupe, honeydew, mango, pears, plums, pineapple, kiwis, peaches, fruit salad, etc. Buy pre-cut at the store or wash and cut at home!

Any Vegetable: bag of carrots, snap peas, cauliflower, broccoli, cucumbers, bell peppers, grape tomatoes, fresh green beans, celery, zucchini slices, yellow squash slices, etc. Buy pre-cut at the store or wash and cut at home!

Dips for fruit/veggies: try salad dressings like Ranch, bean dips, hummus, guacamole, yogurt dip.

Salad: Bring in a bowl of lettuce with healthy veggies like tomatoes, cucumbers, chick peas and salad dressing. Look for more nutrient rich lettuce options, such as romaine, baby spinach, spring mix.

Sandwiches: Bring in a loaf of bread, pita pockets or sandwich thins and sandwich meat, lettuce, tomato slices, dressing/hummus to make sandwiches at school.

Cheese and crackers: Pre-cut cheese at home, turkey, pepperoni, crackers (ex. Triscuits)

