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Philip Coltoff Center Nursery School
Parent Manual
2010-2011

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NURSERY SCHOOL

Thank you for your interest in The Children's Aid Society/Greenwich Village Center Nursery School program. With a long tradition of serving the needs of New York's families and children, The Children's Aid Society is proud to offer a nursery program, fully licensed by the New York City Department of Health as well as accredited by the National Association for the Education of Young Children, the organization that maintains the highest standards of developmentally appropriate practice for young children. We accept children ages 2-5 years old.

PHILOSOPHY

Our inclusive, NAEYC accredited program focuses on the whole child, as an individual, so that his/her social, emotional, cognitive, and physical needs can be met. In addition to the NAEYC's developmentally appropriate practice, the school's foundation is The Creative Curriculum, a research-based educational philosophy, which emphasizes the importance of how children develop and learn, as well as what they learn; the learning environment; and the teacher and family's roles. Our children are enthusiastically engaged in the work of learning and young children learn best by doing. Our dedicated staff facilitates this process, which requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. Our goal is to help children thrive by creating a nurturing environment where they develop a sense of community, continue to love learning, and have fun!

TYPICAL DAY

A typical day will include organized time for both individual and group experiences. The day is planned to provide a balance of activities in consideration of the child's total daily experience. Each class has an outdoor time on our spacious playground as well as class time in our parent coordinated library. Special activities, such as music/movement and Italian classes, further enrich the program. Typical classroom experiences include circle time, art exploration and cooking activities, and a variety of literacy experiences. Dramatic play and block play encourage each child's social development and imagination.

PARENT INVOLVEMENT

To insure that parents receive accurate information, we utilize a variety of modes of communication, such as newsletters, email, notes, and parent teacher conferences. There are many ways for parents to remain involved with the Nursery School program. An active Parent Committee works on school/center events and issues. A committed Library Committee continues with development of our library and assists with the bookfair. Each class has two Class Parents to assist the teachers in their goals. We invite parents to join a class to share a book, a recipe, a story or to lead a project. Annual social events include our Benefit and Spring Carnival, Fall Harvest Fest and countless gatherings and celebrations in the classrooms. We also offer seminars for parents, including workshops on the kindergarten selection process, which is scheduled in April and in late September. Parents are also encouraged to call or schedule meetings with teachers or administrative staff whenever necessary.

EXTENSION PROGRAMS

Parents may wish to enroll their child in one of our preschool age arts classes, such as pottery, woodworking, ballet, gymnastics, cooking and science. Classes meet weekly after the regularly scheduled nursery classes. This is a wonderful way to enrich the day for your child, as well as to introduce him/her to a more focused creative experience. Classes in Pre-Arts run one semester at a time. Contact the Admissions Director for additional information and fees.

2010-2011 NURSERY SCHOOL CALENDAR

DATE	DESCRIPTION
Monday, Sept. 13	1 st Day of School
Wednesday, Sept. 15	Back to School Night 5:30pm
Monday, Sept. 20	1 st Day of Early Morning Drop-Off
Wednesday, Sept. 22	Parent Committee Meeting 9:15am
Wednesday, Sept. 22	Kindergarten Admissions Workshop 6pm
Monday, Sept. 27	1 st Day of Fall Semester Pre-Arts Classes
Monday, Oct. 11	Columbus Day - SCHOOL CLOSED
Thursday, Oct.14 & Friday, Oct.15	School Photos (check with teachers for scheduled day)
Wednesday, Oct. 20	Parent Committee Meeting 9:15am
Tuesday, Nov. 2	Election Day/Staff Development Day - SCHOOL CLOSED
Saturday, Nov. 6	Harvest Fest 11am – 2pm
Thursday, Nov. 11	Veteran’s Day – SCHOOL CLOSED
Wednesday, Nov. 24- Friday, Nov. 26	Thanksgiving Recess - SCHOOL CLOSED
Wednesday, Dec. 1	Parent Committee Meeting 9:15am
Friday, Dec. 3	Parent-Teacher Conference Day – SCHOOL CLOSED
Monday, Dec. 20 – Friday, Dec. 31	Winter Recess - SCHOOL CLOSED
Wednesday, Jan. 12	Parent Committee Meeting 9:15am
Monday, Jan. 17	Martin Luther King Jr. Day - SCHOOL CLOSED
Friday, Jan. 21	Last Day of Fall Semester Pre-Arts
Monday, Jan. 31	1 st Day of Spring Semester Pre-Arts
Wednesday, Feb. 9	Caregiver’s Lunch
Wednesday, Feb. 16	Parent Committee Meeting 9:15am
Friday, Feb. 18	Contract & Deposit Due for 2011-2012
Monday, Feb. 21 – Friday, Feb. 25	Mid-Winter Recess - SCHOOL CLOSED
Wednesday, Mar. 16	Parent Committee Meeting 9:15am
Friday, Mar. 25	Staff Development Day
Thursday, Apr. 7 & Fri. 8	Grandparents/Special Friend Day (check with teachers)
Wednesday, Apr. 13	Parent Committee Meeting 9:15am
Monday, Apr. 18 – Tuesday, Apr. 26	Spring Recess- SCHOOL CLOSED
Saturday, May 7	Spring Carnival 11am – 2pm
Tuesday, May. 10	Parent-Teacher Conference Day – SCHOOL CLOSED
Friday, May 27	Teacher Recognition/Staff Development Day -SCHOOL CLOSED
Monday, May 30	Memorial Day – SCHOOL CLOSED
Wednesday, June 1	Parent Committee Meeting 9:15am
Friday, June 3	Last Day Spring Semester Pre-Arts
Friday, June 10	Last Day of School

*** Some events/workshops may be revised at a later date. Dates may be added for special events. ***

Infection Control Policies

At some time during the year, your child may become ill. This document outlines our program policies.

If the illness falls under the guidelines below, we ask that you NOT bring your child to class. These guidelines are determined by the Department of Health, Centers for Disease Control and the Medical Committee of the Day Care Council. We are not permitted to deviate from these guidelines. If a child falls under one of the following guidelines and comes to class, our teachers are instructed to send the child home.

We strongly suggest that you consider plans for the care of your sick child ahead of time, before it is needed. Often, this may simply be the decision to take days off from work and spend them with your child. At other times, it may involve some arrangement with family members, responsible friends or someone who can provide care in your home.

Our goal is to prevent the spread of illness to healthy children. Also, if your child is not feeling well, they may endure difficulty transitioning throughout the day. Every parent is depending on the cooperation and good health policies of all the families in the school.

PLEASE....

- Have an alternative plan arranged for when your child is ill.
- If your child develops a highly contagious disease, an email will be sent to the rest of your class to inform them of exposure, but will not identify the child.
- Please ask for a doctor's note, indicating the diagnosis and the date of return. We may need to contact the physician, if additional information or clarification is needed.
- Maintain your child's immunizations and schedule regular check-ups.
- Keep all of your emergency telephone numbers at the Center up to date.

IF ANY OF THE FOLLOWING SYMPTOMS ARE PRESENT, YOUR CHILD IS
TOO ILL TO ATTEND SCHOOL:

- 1) Fever- (before the use of fever reducers) 100 degrees
- 2) Diarrhea - (not secondary to antibiotics)
 - Change in amount of bowel movement
 - Change in consistency/frequency of bowel movement
 - Grey or White stool
 - 2 Episodes within 24 hours or 1 episode with any other symptom
- 3) Runny Nose- Green or yellow mucus discharge
- 4) Vomiting-2 episodes within 24 hours or 1 episode with any other symptom
- 5) Sores or rashes-excluding the diaper area or if a physician confirmed allergic reaction
- 6) Severe coughing-
 - Child gets red or blue in the face
 - Child makes high-pitched, croupy or whooping sounds
 - Persistent cough that interferes with the child's activities
- 7) Eye irritation- discharge of pus, swelling, redness of eyelid lining

****Children must be symptom-free for 24 hours before returning to school. ****

NURSERY SCHOOL STRUCTURE

The Nursery School has 15 classes ranging in age from 2-5 year olds. The two year old classes have a maximum of 10 children, three year old classes have a maximum of 16 children, and four year old classes have a maximum of 18 children. Each class will have one teacher and one assistant teacher.

Please understand that in order to avoid conflict of interest, staff is not permitted to babysit for children currently enrolled in our school.

The staff for the 2010-2011 school year is as follows:

Two's Teaching Teams

Liz Gabel and Jenny Ogg- M-F 9:00 - 12:00 (rm. 202)

Serene Stevens and Meera Patel-M-F 9:00 - 12:00 (rm. 302)

Christine Rodgers and Lena Graf- M-F 9:00 - 12:00 (rm. 203/209)

MWF 1:00 - 4:00

Erin Christy and Melissa Trout M-F 9:00 - 12:00 (rm.201/209)

M-F 1:00 - 4:00

Patricia Maldonado and Sonia Tavares T/TH, 9:00 - 12:00 (103)

Three's Teaching Teams

Maria Gomez and Victoria DeBarbieri- M-F, 1:00-4:00 (rm. 302)

Patricia Maldonado and Sonia Tavares - MWF, 9:00-1:00 (rm. 103)

Anna Busbee and Elizabeth Brewster - M-F, 9:00-1:00 (rm. 401)

Kristen Bashaw and Sam Rosenberg M-F, 9:00-1:00 (rm. 203)

Lauren Haggerty and Salvi Muzio - M-F, 9:00-1:00 (rm. 201)

Four's Teaching Teams

Bonnie Maloney and Rachel Tiemann - M-F, 9:00-2:00 (rm. 202/209)

Ciara Hedderman and Joel Jason- M-F, 9:00-2:00 (rm. 303)

Stephanie Hazan and Yvette Headley- M-F, 9:00-2:00 (rm. 301)

Additionally, Monica Smalls Chestnut, Victoria DeBarbieri and Susan Auerbach will be our floating teachers.

Wanda Frankel, from the Jewish Board of Family and Children's Services, will be returning as our child development specialist. She will be here every week on Wednesday afternoons and Friday mornings. During those times she will be working with the children and teachers in the classrooms, but is also available to meet with parents on Wednesday afternoons to discuss developmental concerns or questions. Please email Meredith or Marisa if you wish to set up an appointment.

The Administrative Team for The Philip Coltoff Center is as follows:

Steve Wobido- Center Director

Nursery School

Meredith Murphy- Director

meredithm@childrensaidsociety.org (ext.114)

Marisa Goldsmith- Education/Admissions Director

marisag@childrensaidsociety.org (ext.107)

Rachel Gordian- Executive Administrative Assistant

rachelg@childrensaidsociety.org (ext.102)

Early Childhood Program

Rhondell Domilici- Early Childhood Director

Raquel Matos- Early Childhood Assistant Director to 209

Stacy Ramos- Early Childhood Assistant Director to 177

Arts & AfterSchool Program

Antonia Abram- Arts Director

Omar Amorres - Assistant Arts Director

The New Acting Company

Stephen Michael Rondel- Theater Director

Greg Foro- Assistant Theater Director

Receptionists

Wanda Trice - Morning Receptionist

Tracey Warner - Afternoon Receptionist

TYPICAL DAY

Below are typical schedules for each age group:

2's

9:00-9:15- Welcome
9:15-9:20- Clean-up
9:20-9:30- Morning Meeting/Circle
9:30-9:45- Bathroom/Handwashing
9:45-9:55- Snack
9:55-10:35- Playground
10:35-10:45- Planning Meeting
10:45-11:30- Work Time/Small Groups
11:30-11:45- Clean-up
11:45-12:00- Storytime/Music/Goodbye

3's

9:00-9:15- Welcome
9:15-9:20- Clean-up
9:20-9:35- Morning Meeting
9:35-9:50- Bathroom/Handwashing
9:50-10:10- Snack
10:10-10:30- Music/Storytime
10:35-11:10- Playground
11:10-11:20- Planning Meeting
11:20-12:10- Work Time
12:10-12:20- Clean-up
12:20-12:30- Bathroom/Handwashing
12:30-12:50- Lunch
12:50-1:00- Storytime/Goodbye

4's

9:00-9:15- Welcome
9:15-9:20- Clean-up
9:20-9:40- Morning Meeting
9:40-11:00- Work Time / Small Groups
11:00-11:15- Clean-up
11:15-11:30- Bathroom/Handwashing
11:30-11:50- Snack
11:55-12:40- Playground
12:40-12:55- Bathroom/Handwashing
12:55-1:25- Lunch
1:25-1:45- Quiet Reading/Writing/Project Work (Small Groups)
1:45-2:00- Story time/Music/Goodbye

*Each class will also have music and library once a week.

Classes for 3's and 4's will have Spanish twice a week.

ARRIVAL

School begins at 9:00 am for the morning classes and 1:00pm for the afternoon classes. All families are expected to arrive on time for class. By arriving promptly, you enable your child to participate fully and set a positive

example for their first school experience. Morning/afternoon meetings in the nursery classrooms will begin 15-30 minutes after class begins. Families are invited to spend time in the classroom until 9:15 (1:15 for the pm classes). Please understand that late entry is a distraction to both teacher and students.

Please be supportive of our educators who have organized the school day to maximize the children's educational experiences and to ensure the flow of classroom activities. Please understand that each child is an integral part of the group and it is extremely important that he or she be a part of all activities from the very start of the day. Children often become upset when they recognize that they have arrived late and missed the first activity.

Additionally, in accordance with Department of Health, it is a requirement that children wash their hands prior to starting an activity in the classroom. Handwashing is the number one way to control the spread of germs. Upon arrival, please assist your child to put his/her belongings away in the cubby and then wash up in either the classroom sink or the bathroom sink.

Finally, please remember that teachers are not able to have a "meeting" with each parent at arrival/dismissal time. We respectfully request that parents refrain from conferencing with the teachers.

DISMISSAL/PICK UP

It is mandatory that parents (and caregivers) arrive on time to pick up their child at the end of the school day. Teachers need to dismiss the class safely and escort children to Pre Arts Classes. This is also their time to prepare the classroom for the following day.

We suggest "buddying up" with another parent in the class, in case you or your caregiver are running late. Your parent "buddy" can wait with your child in the lobby for your arrival. Please be sure to add your buddy to the pick up list.

Another way to extend your child's day is to enroll in pre-arts classes (i.e. pottery, woodworking, yoga). If you are interested in a class, please see Rachel in the office.

Parents will be informed of late pick ups through email. After the third lateness, you will be charged a late fee of \$20/per 15 minute intervals.

Only an authorized person can pick up a child at the end of the day unless the child's parent has given specific permission in writing for someone else to pick up. Each teacher will have an authorized pick-up list for each child in their class. If someone arrives to pick up a child that is not on the authorized pick-up list, the child will NOT be released to that person. If someone arrives to pick-up a child that the teacher is not familiar with, that person will be asked to show ID in order to verify that they are listed as an authorized pick-up person.

SIGN-IN SHEETS

When the children arrive in the morning, it is **mandatory** that the parent or caregiver of the child sign the child in on the classroom sign-in sheet. It is also very important that you write the correct time that the child arrived at school and any special information in the comment box. For example, you may write that your child is going to have a play date with another child in the class and is going to be picked up by someone else.

Since all last minute changes must now be in writing, please fax or e-mail, Meredith, Marisa, or Rachel. Our fax number is (212) 420-9153. Our email addresses are: meredithm@childrensaidsociety.org
marisag@childrensaidsociety.org and rachelg@childrensaidsociety.org

At the end of the day, when school is over, the parent or caregiver should sign the child out as well. Again, the time must be accurate. We are very serious about the safety of your child, and request that you comply with these procedures.

IT IS ESSENTIAL THAT YOU KEEP US UPDATED WITH ANY CHANGE IN PHONE NUMBERS, EMAILS AND HOME ADDRESSES.

SEPARATION/FIRST DAY OF SCHOOL

For some children, especially younger ones, the first few days of school will be difficult. They will be in new classrooms and will see new faces. They may have a very hard time saying goodbye to their parents or their caregiver. We hope to make separation as seamless as possible and offer these suggestions to parents:

- ❖ Talk to your child about the fact that school is where he/she will go to be with his/her friends and teachers. Grown ups do not go to school with their children.
- ❖ For a child who is having separation anxiety, s/he needs to develop a level of recognition and trust in the teachers before the parent can leave. In order to build this trust, encourage your child to ask a teacher for something they might need. After the first day, parents may be asked by the teachers to remain outside (or inside) the classroom, in the lobby, or in the neighborhood, depending on the needs of the child during the first week or two.
- ❖ Remember that the child's biggest fear is that you will not come back for them, so reassure them that you will be back at a specific time. Once they start to realize the routine, they will feel much safer about being in school by themselves.
- ❖ When it becomes appropriate to leave your child, please remember to say "good-bye" before you go and then leave the room. Lingering after saying "good-bye" indicates a certain (understandable) ambivalence, which your child may interpret as insecurity.
- ❖ There may be tears (mainly for our younger 2's and 3's), so please be prepared for this. Usually the tears stop soon after the parent has left the classroom. If there is a child having an especially difficult time, the teacher will contact the parent.
- ❖ When parents and teachers work together to ease a child's separation anxiety, a comfortable transition will be provided for all.

IMPORTANCE OF PLAY

Please remember that learning in preschool looks a little different from learning in elementary school. We encourage you to refer to the booklet "A Parent's Guide to Preschool" and "What We Learn In"... [each area of the classroom] which are posted in or near your child's class.

Children's work is their play and is essential for their development and learning. Children learn thorough trial and error experiences facilitated by their teachers. Through play, children learn to negotiate, take risks and work at a level that suits them. With teacher interaction, a child's play is extended and becomes more complex thus furthering their development and learning.

Any artwork, drawing or writing that children bring home is a demonstration of what they learned, so please respect it accordingly. For example, if a 2- or 3-year-old draws a line or a circle, understand that this is the beginning of the writing process. If they show you a piece of paper with "fringes" that they cut around the edges, this indicates a great deal of motor planning and fine motor skills. It is important for both your child's self-esteem, as well as his/her educational experience, for you to look at it, comment on it (i.e. "I see you cut short lines around the paper."), take it home, keep it in a special folder or box, and/or hang something on the wall or refrigerator.

ASSESSMENT PLAN AND PARENT TEACHER CONFERENCES

The staff utilizes a variety of methods for assessing the children including observation, informal documentation, and reports whose format is generated by *The Creative Curriculum*. Beginning in September, your child's teacher will begin assembling a portfolio of his/her work. This may include writing/drawing samples, art work samples, photos of other work, i.e. block building or group work, and other demonstrations of work/progress over time.

Assessment is an integral part of the program. The multiple purposes and uses of collecting this information are:

- 1) to support your child's learning
- 2) communicate with families
- 3) plan program improvement
- 4) improve curriculum and adapt teaching practices and the classroom environment
- 5) describe the developmental progress and learning of children
- 6) identify children's interests and needs
- 7) arrange for developmental screening and evaluation referral when indicated

Parent teacher conferences are held twice a year, once in the fall and once in the spring. During your conference, teachers will share their information and insight with you. It is essential that you are involved in this process as your perspective is an important resource to the teacher. Together, you will review your child's progress, set goals, and plan instructional strategies.

As with medical information, all conversation and documentation are confidential.

INCLUSION

Please remember that we are a program that welcomes the diversity of all children from a variety of backgrounds and abilities. This often requires some patience and time for the children to become accustomed to school and to create a classroom community. Teachers, administration, families and other professionals work as a team to develop and implement an individualized plan that supports a child's inclusion and success.

Some classes may have related service providers such as a speech therapist or a SEIT (Special Education Itinerant Teacher). These professionals are sponsored by the New York City Department of Education to provide additional support for a child who may be experiencing a delay. Although they are assigned to a particular student, they may be working with that child and other children from the group, as is mandated by the DOE. Please understand that these teachers are credentialed and screened, as is our entire staff.

If you have a question or concern about your child's development, please speak with your child's teacher. We are here to support you, to answer your questions, and to provide you with information about outside resources, if needed.

CONFIDENTIALITY

While we encourage frequent communication and discussions, please remember that any conversation, medical information or written communication about a child is absolutely confidential.

All children's files are secured in the administrative offices. The following individuals will have access to the files:

- current teachers
- nursery school administrators
- department of health (medical records)

ILLNESS

Please read our sick policy posted in the beginning of the manual.

Our program is licensed by the Department of Health. Besides the common cold, we report all communicable disease to them and follow their recommendations.

It is imperative that we strictly enforce our sick policy. It is mandatory that children be symptom free for 24 hours (without the aid of fever reducers). While we realize it is a hardship for many of our families to be out of work for a length of time, this policy is in the best interest of your child, your child's classmates and our teaching staff.

If a child develops a fever while in our care, the family will be contacted and requested to have their child picked up as soon as possible. Please remember that he/she may not return to school the next day (24 hour policy).

If your child will be absent from school, please contact the teachers to report the absence as well as his/her symptoms.

Besides keeping your child home when sick, the best line of defense is hand washing. Therefore our teaching staff will be vigilant with our handwashing policy (arrival time, before meals, after sneezing, coughing, wiping noses etc.)"

SNOW DAYS/EMERGENCIES

For snow days/emergencies, we will follow the schedule of New York City Public Schools.

ENRICHMENT ACTIVITIES

In addition to classroom curriculum, we offer **music/movement** classes once a week for each class. Music class is $\frac{1}{2}$ hour long and will be taught by Kristin Springer who has been leading wonderful children's creative arts classes for the last seven years. Classes will begin the week of September 20th.

Each class will also have **library** time once a week for $\frac{1}{2}$ hour. This is a great opportunity to encourage literacy in our students, teach our students about library rules and the importance of respect for books. The library is run by the library committee, whose members help organize and maintain it. We

encourage parents to join the library committee to help our staff maintain this special addition to our program. If you are interested in volunteering for the library committee or for other special projects/events such as book fairs, book wrappings, please contact the parent committee co-chairs.

PRE-ARTS

Parents who wish to extend their child's day may do so by enrolling in our pre-arts classes (i.e. pottery, woodworking, yoga). Classes are offered for 2-5 year olds and often the children will be going straight from their classroom to a pre-arts class. Teachers will bring students from their nursery class to their pre-arts class. If you are interested in a class, please see Rachel in the office.

EARLY MORNING DROP OFF

Early morning drop-off is offered from 8:00 to 8:40 AM. Patricia Maldonado and Sonia Tavares will be monitoring the children for early morning drop-off in 103. Since the children will be brought to their classrooms starting at 8:45, **it is necessary for you to arrive with your child by 8:40 in order to participate in this program.**

If your child will attend pre arts classes or have a playdate after school, please remember to fill out an early morning informational form. This enables the classroom teachers to have accurate information about your child's needs.

CLOTHING

Please remember to dress your child in appropriate play clothes/jackets for indoor, as well as outdoor activities. Sweatpant style is easiest for the age range of our children. For your child's safety, please be sure that s/he wears well fitted, closed casual shoes or sneakers that are appropriate for walking, running, and climbing. All clothing should be labeled with your child's name, especially jackets, hats, scarves, gloves/mittens. Mitten clips are very helpful for your child and the staff.

LUNCH/NUTRITION

If your child eats lunch in school, please pack a nutritionally appropriate lunch and remember the following:

- send appropriate utensils if necessary
- send box drink or plastic container with a built in straw (glass bottles are not permitted)
- prepare the food so that it is user friendly for your child's age (i.e. cutting sandwiches in quarters)

According to the National Association for the Education of Young Children, the following food items are considered choking hazards and may not be served at our school: whole baby carrots, whole grapes, nuts and popcorn. Please keep these items in mind if/when you purchase snack for your class.

Please be aware that sometimes it may be necessary to declare a classroom nut free. These decisions are made on a class by class basis and will be enforced when medically warranted.

MEDICATION

If your child has an epi-pen, an asthma inhaler, or needs to take prescription medication on a daily basis, please notify Meredith or Marisa.

MEDICAL EMERGENCY PLAN

Our local hospital is Beth Israel located at 307 First Avenue (16th St) New York, NY 10001-----212-420-2000

In the event of a medical emergency, 911 will be contacted. After calling 911, parents will be contacted by the teacher/administrator. The child will be accompanied at all times by one of his/her teachers. In the event of a transfer to the hospital, the teacher will stay with the child until a parent arrives. The teacher will bring the child's medical, emergency treatment consent and parent contact information.

EVACUATION AND EMERGENCY PROCEDURES

In accordance with the Department of Health, the nursery school has monthly fire drills.

In the event of an emergency, where evacuation is necessary, our primary evacuation site is the Early Childhood Annex located at 177 Sullivan Street. If we need to leave Sullivan Street, our secondary evacuation site is the Judson Church located at 55 Washington Square South. The teachers will

perform head counts before, during, and after the evacuation walk. The teachers have prepared classroom travel bags that contain emergency contact and release info for each student, medicals, necessary medications, snacks, books, and first aid supplies. Once the school has safely evacuated, parents will be notified and asked to pick up their children as soon as it is safe to do so. Communication to the families will be dependent on the emergency conditions, however communication may take place in the following ways:

- signs will be posted on the school
- a school wide email
- individual phone calls by either a teacher or administrator

STROLLERS

In the best interest of your child's safety and security, we request your compliance with our updated stroller policy. Please understand that we have over 200 families attending our school, many of whom use strollers daily. Our lobby, our hallways and our elevator are being inundated with strollers, therefore compromising the smooth transitions of our classes to the playground, gym, and music class, etc.

Please share the following updated policy with any person who brings or drops off your child at our Center.

- **All strollers are to be parked in the gym in the morning, not in the lobby.**
- **Children that attend our program should walk (or ride the elevator) to their classrooms after parking their stroller in the gym.**
- **When bringing your child to class, please consider using the stairs. This will allow our families with younger siblings in strollers to use our elevator. Additionally, in order to ease the flow of traffic on the stairs, please try to use the right side of the stairway allowing others to come down the other side.**
- **Strollers should be picked up from the gym after picking up your child. Empty strollers will no longer be permitted in the elevator, hallways or lobby.**
- **Most importantly---- Classes have the right of way! If you see a class in the middle of a transition--- ex. leaving the playground and entering either building, please wait your turn. The whole class must enter the building or elevator completely.**

We recognize that this policy may add time to your schedule, but we also believe that the children's safety comes first and this cannot be compromised.

Strollers are to be parked in single file around the perimeter of the gymnasium on the first floor of the 209 building when you arrive at school. This will allow sufficient clearance space near the exit doors when children are using the gym. Please remember to adjust your schedule to meet this requirement.

Children are to be supervised at all times. Please bring your child with you to park/pick up your stroller.

GYM AND PLAYGROUND USE

There is a great deal of programming going on in the center, and when your child's class is over, others may need to use this space. Therefore, the gym and playground are for class use **ONLY** and we ask parents **NOT** to gather in these areas. Thank you for complying with this policy.

PERSONAL BELONGINGS/LOST AND FOUND

Children should not bring toys from home because things can easily get lost at school and children then become very upset.

Please put your child's name on every item that belongs to them (clothes, hats, gloves, etc.). If you lose an item, please check our Lost and Found, located on the first floor in the 219 Building in the stairway.

CLASS PARENTS/PARENTAL INVOLVEMENT

Parents are encouraged to become involved in our program through the Parent Committee and its diverse programs and activities, as well as in the classroom. Through coordination with the teachers, parents are welcome to read to the children, lead a cooking or art activity, share something from their family tradition or culture, accompany the class on a field trip to name just a few.

In order to strengthen parent awareness and participation, each year we ask for two parents from each class to serve as class parents. These parents are responsible for helping the teacher with various classroom activities and

contacting other parents in the class to communicate important school information. Additionally, one of the two parent representatives must be able to attend Parent Committee Meetings, which take place on Wednesdays. The meeting dates have been scheduled by the Parent Committee Chairs and appear on the school calendar. Our Parent Committee Co-Chairs for this year are Alexandra van Schie and Laura Dunphy.

CLASSROOM VISITORS

Only children who are enrolled in our program may spend the day in our classrooms. No other child, including siblings and alumni, may participate. Of course, we do encourage visitors to the classroom. However, if the visitor is a child, a parent or caregiver must accompany them. Also, if a child is having a birthday or celebration in their class, their siblings are welcome to come but still must be accompanied by a parent or caregiver. We thank you in advance for your compliance with this policy.

BIRTHDAYS

We welcome birthday celebrations at school. Please check with your child's teachers so they can make the necessary programming preparations and inform you of the number of students in class. It is not necessary to distribute party favors; however, if you wish to purchase something, we suggest donating a toy, book, or cd to your child's class.

If you schedule a birthday party outside of school, you are welcome to distribute invitations in school provided that you are inviting the entire class. If you choose not to invite the entire class, please make sure to email or mail the invitations home. This will prevent any child's feelings from being hurt.

PARENT TEACHER COMMUNICATION

Teachers will communicate with you in a variety of ways, i.e. email, phone calls, notes sent home in your child's lunch boxes. Monthly newsletters and class websites will help to keep you up to date on classroom activities.

Teachers will also keep parents apprised of their child's development and progress. Information will be exchanged through discussions in person, by telephone, or by email. Parent teacher conferences will take place in the fall

and spring. Additional parent teacher meetings may be scheduled whenever necessary.

Below you will find a list of email addressees by class:

Erin & Melissa	erinandmeliss@gmail.com
Stephanie & Yvette	casclass301@gmail.com
Patricia & Sonia	patriciaandsonia@gmail.com
Maria & Victoria	mariaandvictoria@yahoo.com
Ciara & Joel	CiaraEire@nyc.rr.com ; Joelira1948@yahoo.com
Lauren & Salvi	LSclass201@yahoo.com
Liz & Jenny	fction@aol.com ; jenny.ogg@gmail.com
Kristen & Sam	kristenandsamcas@gmail.com
Christine & Lena	christineandlena@yahoo.com
Serene & Meera	ournurseryclass@yahoo.com
Bonnie & Rachel	rachelmtiemann@gmail.com ; Maloney.bonnie@gmail.com
Anna & Elizabeth	anna.and.elizabeth@gmail.com

OPEN COMMUNICATION

Our entire staff is delighted to be members of your child's learning team. If you have any questions or concerns, please see your child's teachers. Please feel comfortable speaking with them since they are the professionals who are with your child every minute of the school day.

We welcome parents' comments and suggestions. Administrative offices for our Nursery School program are located on the first floor of the 219 Building. Meredith and Marisa are generally in the office during the morning hours, but sometimes are busy visiting classrooms, etc. Feel free to email or call to make an appointment with us if there is a comment or concern you would like to discuss.

**WE LOOK FORWARD TO WORKING WITH YOUR FAMILY
AND MAKING THIS A SUCCESSFUL SCHOOL YEAR FOR
ALL!**

