

BALDWINSVILLE NURSERY SCHOOL PARENT HANDBOOK



Baldwinsville Nursery School
17 West Genesee Street
Baldwinsville, New York 13027
315-635-5723
baldwinsvillenurseryschool@gmail.com



Welcome!

Dear Families,

Welcome and thank you for choosing Baldwinsville Nursery School. We are honored to be entrusted with your child's preschool experience. Rest assured that we take your trust seriously and promise to do all that we can to provide a safe, nurturing, and developmentally appropriate program for all the children in our care.

I am extremely proud of the team of excellent teachers and teaching assistants that make up our staff. They have worked hard in preparation for the arrival of your children and are looking forward to working with them throughout the school year.

We do know, however, that it is parents who are their children's first and best teachers. For this reason, it is our goal to work closely with you over the course of the school year. Your questions, feedback, ideas, and help are welcome and encouraged.

It is my sincere hope that your time at BNS will be a pleasant experience for everyone. If, at any time, you have questions or concerns, please do not hesitate to contact me in person, by telephone or by email.

In anticipation of a wonderful preschool year,

Bethany Denniston

Bethany Denniston
Program Director

Our Program

A Little History

BNS was established in 1974. At that time, it was a private Nursery School, under the direction of Barbara McPherson and housed at the First United Methodist Church. It was one of the first programs in the area to provide a learning environment specifically for preschool age children. Later, BNS became an inclusion school, welcoming children with special needs as well as typical preschoolers. Our former Directors, Mrs. Judy Rusho, Mrs. Julie Dillon, and Mrs. Julie Madden were instrumental in the growth and development of the program.

Over the years, BNS has become established as a program of the First United Methodist Church. A committee made up of church and community members is responsible for helping to administer the Nursery School.

Our Philosophy

Baldwinsville Nursery School believes that children learn best through play. Play is a child's work. Each child is unique and does his or her 'work' in his/her own way at his/her own pace. We create an educational environment that provides a variety of opportunities to encourage exploration, curiosity, creativity, and imagination. We believe that a developmentally appropriate program provides child-centered learning, supported with an optimal teacher to student ratio, in a time frame that tiny growing bodies can handle. We strive to create a positive first step in a lifelong journey for a love of learning.

Contact Information

School Number: ***315-635-5723***

School Email Address: ***BaldwinsvilleNurserySchool@gmail.com***

Please leave a message on the answering machine if there is no answer.

If your call is urgent and you cannot reach anyone at 635-5723, you should dial the church office at 635- 6442. Someone from the office will deliver your message.

Note: The church office opens at 9:00AM and closes at 1:00 PM during the school year.

School Website: www.BaldwinsvilleNurserySchool.com

Visit us @ Baldwinsville Nursery School on Facebook for pictures and updates

Finances

Tuition Policy

BNS is a non-profit school. Your child's tuition payments are *vital* to programming, staff salaries, insurance & utilities bills, supplies, etc.

Your child's tuition is an annual fee. This fee may be paid in one installment, three installments or 10 monthly payments. All payments start July 1st. Tuition payments (amount to be specified depending on how many days per week your child attends class), will be due in accordance with the following schedule:

One annual payment due: July 1 st	Three-payment plan due: July 1 st , November 1 st & March 1 st	10-monthly payments due: July-April on the 1 st of each month.
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Checks or money orders should be made out simply to **BNS** (Baldwinsville Nursery School). On the memo line, please be sure to write your child's name so that we can be certain your payment is accounted for. Should you choose to pay in cash, please enclose in an envelope or piece of paper with your child's name. Tuition payments may be mailed to BNS, 17 W. Genesee St., Baldwinsville, NY 13027 or placed in deposit box in hallway.

Most families choose to pay using Venmo. We can be found @BNS2018 with the code 3228. Credit cards can be selected there as an option. Please DO NOT check the box to safeguard your payment.

The registration fee and first month tuition payment are non-refundable. Tuition payment may be prorated only when a child is enrolled or disenrolled after the school year has begun. Tuition will not be prorated for any other reason. There are no refunds for vacation, weather-related cancellations, nor sick days. Two weeks' notice is required to disenroll your child from the program.

BNS Fundraising

Tuition covers our major expenses, but fundraisers are necessary for our scholarship account and to help with expenses for equipment, supplies and special events. We hold a few fundraisers each year. The expectation is that *all families will participate in the fall and spring fundraisers*. In addition to those standard fundraisers, we hold a additional community events each year. These events may also be a fundraiser, but attendance is optional.

Snack/Play dough

You will be asked to provide snacks for the class approximately once per month or less. You will

also be assigned to make play dough for the class about once per school year.

School supplies

Each student will be provided a list of supplies needed for school prior to the start of the school year. We appreciate your support in providing these supplies. Please let us know if there are financial concerns in providing supplies-we can help.

Calendar

Our school year runs for ten months, typically beginning the second week in September and ending around Memorial Day. A school year calendar will be provided and can be found on our website.

Vacations and Holidays

We follow the Baldwinsville School District Calendar. If Baldwinsville Schools are closed for vacations or Professional Development Days, BNS is also closed. We will hold classes as usual on district half-days so, if you have school-aged children, be sure to plan accordingly regarding preschool drop-off and pick-up schedules.

Cancellations Due to Weather

In the case of bad weather, please listen to your favorite radio or TV station for announcements regarding the Baldwinsville Schools:

- If Baldwinsville Schools are closed, BNS will also be closed.
- If Baldwinsville Schools have a delay, BNS will be closed.
- If the weather becomes severe during our session, or is predicted to become so, we send out a REMIND notification requesting that you pick your child up early.

Registration

Registration for our current families begins in January and opens to the public two weeks later. Registration continues until all spots are filled. A non-refundable \$60 registration fee is charged.

Entrance Requirements

Age

Children who are, or will be, two years of age on or before December 1st of that school year, may

attend our Little Lightning Bolts, Little Comets, or Little Stars Classes.

Children who are, or will be, three years of age on or before December 1st of that school year, may attend our Rainbow or Sky Classes.

Children who are, or will be, four years of age on or before December 1st of that school year, may attend our Sunshine Classes.

We do not move children between classes during the school year based on a birthday. Enrollment in each class is for the full school year.

Required Registration Paperwork

For the best interest of you, your child and BNS, it is very important that we have these completed forms on file for each child:

- Registration Form**
- Medical Authorization**
- Pick Up Authorization**
- Publicity Form**

- Spread of Illness Prevention**
- Immunization Record**
- Acceptance of Financial Policy**
- Additional Agreements Form**

School forms are posted on the school website and will also be sent out via email. Parents of enrolled students should print, complete, and return the forms to the school by **August 1st**.

Communication

We believe that communication is crucial to the success of your children and our program. Checking in with teachers at drop off or pick up is a great way to share some quick information. We also communicate by phone, email, paperwork sent home and Class Dojo. Class Dojo is phone application that allows for communication with parents on a regular basis and sharing announcements from the school and classroom. Each classroom will have its own group.

Immunization Requirements

Baldwinsville Nursery School follows the legal requirements regarding immunizations as set forth by New York State law. Parents must provide BNS with a copy of their child's immunization record.

Arrival and Dismissal

Please:

- enter parking lot using the Charlotte St. entrance and exit using Genesee St.
- do not park in reserved or handicapped parking spots or in the exit lane.
- do not leave other children in your car while bringing BNS student inside
- do not leave your motor running when not in the car
- Always have a hold of your children while in the parking lot
- Enter through the main doors from the parking lot
- Exit through the doors at the end of the hallway

Arrival Procedures

When you arrive, please find your child's hook in the hallway. Place their belongings on the hook with their backpack OPEN and ON TOP. This is to help teachers when getting ready at the end of class time. Remove your folder and hold it with you in line. This will be placed in your child's treasure box inside the classroom. Please wait in the hall until a teacher invites your child to "come on down."

Dismissal Procedures

When you arrive, you will again line up in the lobby or behind the water fountain. The teachers will help children get ready to go home with backpacks and coats. They will then call adults down when the class is ready to be dismissed. Teachers will dismiss children one at a time. Please be on time, as children do get worried and frightened when you are late. If you know you are going to be late, please call to let us know. In case of an emergency on your end, a staff member will always wait with your child until you arrive.

Please remember that we will not release your child to anyone other than the people you have listed on your Pick Up Authorization Form. If we do not recognize the person picking up your child, we will check the form and ask for ID. Notify us if you need to make any changes to the form.

******Please, remember to check book bags each day for important notices******

Attendance

It is important that your child comes to school each day unless he/she is ill. If your child will be absent, please send a message to the teacher via Class Dojo.

Illness

In order to protect the health of the other children at BNS, please keep your child at home if he/she

- seems listless, unusually irritable or complains of a headache, stomachache, earache, or sore throat
- has a continuously runny nose or is coughing a great deal
- is unusually pale or flushed
- has been running a temperature, has diarrhea or vomited in the last 24 hours

If your child has been ill and is feeling better, please keep him or her home for at least 24 hours after symptoms have ended without medications. Everyone will appreciate your cooperation.

Accidents

If your child is hurt or becomes ill while at BNS, we will provide first aid for minor cuts and bruises. When you pick up your child, you will be given a copy of an accident report detailing what happened and what treatment we provided. If stitches or further treatment are needed, we will keep your child quiet and contact you as directed on your Medical Authorization Form. If the condition warrants, we will call an ambulance.

There is a staff member trained in CPR and First Aid present during all classes.

Your Child's Safety While At BNS

The safety of the children in our care is a major priority. These are some of the measures we have put into effect to ensure the safety of your children.

1. Classroom doors are kept locked when children are in attendance.
2. A background check has been completed on all BNS staff members and therapists- adults are permitted to be alone with a child only in clear view.
3. Child to adult ratios are kept in manageable range. Our classrooms are always well above state guidelines.
4. The entry door has a passcode that is provided to parents. This code only works around the

times of drop-off and pick up. During classes this code does not work, and the door is fully locked.

5. Children are not allowed outside classrooms unless accompanied by an adult.
6. Restrooms are located in our classrooms, so children do not have to leave.
7. Electrical outlets not in use are covered.
9. Before leaving the playground or gym, a headcount will be taken
10. We hold mock fire drills multiple times a school year.
11. In case of emergency, there are two exits from each classroom-door and emergency windows-an emergency plan is in place if we must leave the building.
12. There is a staff member trained in CPR and First Aid present during all class times.
13. Children are not released to anyone except the persons parents have listed on the Authorization to Pick Form. If we do not recognize the person picking up your child, we will ask for ID.
14. Toys, equipment, & classroom environment are kept clean & in good repair.
15. At times, it may be necessary for the classrooms to put tools in place with a child to maintain a safe classroom environment. These may include but are not limited to: cube chairs, fidget tools, weighted/compression vest, noise reducing headphones, oral stimulation devices.
16. Children wash hands at the sink after each toilet use and before snack

Legal Matters

Statement of Reporting Child Abuse

Please be advised that by law all, staff at BNS are required to report any incidents that give us “*reasonable cause to suspect child abuse or maltreatment.*”

We do not have the choice to decide whether we should report an incident-we are mandated by law to report anything-suspicious injuries or inconsistent injuries or maltreatment.

Custodial Issues

The staff at BNS will view unfavorably any formal or informal requests to get involved with any marital or custodial disputes involving children enrolled at BNS.

Until we have been presented with a court order regarding care and custody of a child, we will consider both parents to have equal responsibility for care of their child(ren), equal accountability for tuition payments and equal rights to school records.

Parental Involvement

Parent Visits

Parents are invited to nursery school throughout the school year to share in their children's world. Some of the parent programs include Curriculum Night, Winterfest, Halloween Parade, Spring Sing, Graduation, and end of year celebrations (vary based on class).

Volunteers

Occasionally, parents are asked to help with special projects, activities or to share a special talent. We ask for sign-ups at the start of the school year for the following: Substitute teacher's helper, Book Fair, Winterfest Committee, Book Orders, Teacher Appreciation. We will also ask for helpers during the year for other classroom-based programs.

Parent Conferences

In-person conferences are held in the fall for 3- and 4-year-olds and in the spring for 2-year-olds. Progress reports are sent home for all 3- and 4-year-olds in January and June. We do not have formal written reports for 2-year-olds. Aside from these conferences and reports, teachers are always available to speak with you specifically about your child. Parents and/or teachers can request a conference whenever it is felt to be necessary.

Discipline Policy

Baldwinsville Nursery School's approach to discipline and conflict resolution is grounded in a respect for children, the development of self-esteem and the building of problem-solving skills. Using affirming guidance and positive direction, teachers help children understand the limits of appropriate behavior in the classroom. Children are helped to understand inappropriate behavior and given redirection when necessary. Punitive measures such as scolding or corporal punishment are unacceptable and inappropriate. Our goal is to help children become successful social negotiators and rely on non-violent means of resolving their conflicts.

Toileting Policy

Children enrolled in our 2-year-old program do not need to be toilet trained. Diapers/pull-ups and wipes will be provided by each family and will be left at school. We expect that children will begin working on potty training at some point during the school year, and teachers will help with that process.

Children enrolled in our 3-year-old program should be in the process of potty training. Diapers/pull-ups and wipes will be provided by each family and will be left in their backpack. Teachers will help when needed.

Children enrolled in our split age or 4-year-old classroom should be able to use the potty independently with occasional help from a teacher if necessary.

Field Trips

Field trips are a regular part of our curriculum and are important in extending your child's learning experience. We hope all children will be able to attend our field trips but attendance at field trips is not required.

Parents must provide or arrange for transportation to and from field trips and your chosen adult must accompany your child for the duration of the field trip.

All children attending the field trip must have a signed permission slip.

Parents attending the field trip should not bring siblings, except for a non-mobile infant. We understand this can be difficult but please consider how special your child will feel when he/she knows that this day is just for the two of you!

We will do our best to schedule field trips as close as possible to the time and duration of our classes but often the timing of the trip is determined by the staff/owners of the place we are visiting.

Most times there will be a fee for children and often for parents as well. There may also be a fee for parking. We ask that fees for field trips not be included with checks for tuition. Information on payment will be given with each field trip. We do not want a child to miss out because of the

cost-we can help, just let us know.

We expect the same good behavior from children on a field trip as we expect in class. It is preferable if parents assume the responsibility for their children's behavior on field trips but to be sure all children exhibit good behavior staff members will step in if necessary.

Birthday Celebrations

We enjoy helping children celebrate their birthdays. Each class has a special way of recognizing your child's big day. Teachers will schedule un-birthdays or half birthdays for children with summer birthdays.

We will not celebrate birthdays at snack time. (no cakes, cupcakes, cookies etc.) Also, we ask that you not bring goodie bags to school. If you plan to hand out invitations at school for a home party, please invite the entire class to avoid any hurt feelings.

Clothing

Please have your child come to school in comfortable play clothes. Keep in mind that the clothes may get dirty during our various activities. We do have the children wear smocks to cover their clothes when painting but there are still ways clothes do sometimes end up soiled.

Clothes should be easy for children to try to manage themselves. Self-dressing is part of our self-care skills curriculum so the children will be given time and encouragement to work on dressing themselves. Sneakers should be worn each day.

When the weather is nice, we will most likely play outside. Please be sure your child's outer clothing including each individual boot and mitten (as well as coats and snow pants), are marked with his or her name.

Please provide an extra set of season-appropriate clothing including socks, underwear pants and a top, to be kept in backpacks in case needed. If clothes need to be changed, we will put the original outfit in a plastic bag for you to wash at home.

If the class plans to go outdoors in winter, you will receive a Remind message that morning to let you know to bring snow clothing. This includes snow pants, boots, hat, mittens, and coat. Clothing should be placed in a separate bag and placed on your child's hook upon arrival at

school.

FOOTWEAR: Children should wear sneakers every day at preschool; this is by far the safest choice for getting around on classroom & gym floors as well as for climbing on the playground equipment. If you child comes to school wearing boots in winter, please change them to their sneakers in the hallway before lining up for class

Toys

Please do not let your child bring money or toys to school unless it is a special occasion and requested by the teacher. Toy guns, swords, knives, or other violent toys are never allowed. It is difficult for them to share special belongings with others, and they may get lost or broken. We have many toys, games, etc. at school, which are rotated throughout the year. (Toys for comfort to help with separation anxiety are ok during the first few weeks.)

Treasure Boxes/Folders

Your child will be assigned his or her own labeled treasure box inside the classroom. They will keep their folder in this, and teachers will check this daily and fill it with anything needing to go home. Please check this folder at the end of each day.

Snacks

At BNS parents are asked to take turns providing snacks and snack supplies for their child’s class about once every month. You are requested to provide a **healthy, store-bought snack** to serve all the children in the class.

Snack assignments will be printed on monthly calendars or on a separate snack schedule. Sometimes teachers will ask for a specific snack that ties in with the theme of the day. If no specific snack is requested, then what you bring is your choice. Please remember to choose a healthy, store-bought snack. We do have access to a refrigerator, freezer, and microwave. We are happy to do a little preparation of the snack if needed.

Suggested snack list

3- and 4-year-old classes	2-year-old classes
• Fresh fruit (teachers will cut) • Fruit Cups	• Fresh fruit (teachers will cut) • Fruit pouches

- Apple Sauce
- Raisins or Craisins
- Fresh vegetables with dip
- Fruit snacks
- Cheese
- Yogurt (child size, go-gurt, pouches, etc.)
- Dry cereal-nothing with added sugar
- Pretzels
- Goldfish
- Graham Crackers
- Animal Crackers
- Veggie Straws
- Puffed Snacks (Pirate Booty)

- Cheese
- Yogurt (pouches or melts only)
- Dry cereal-nothing with added sugar
- Pretzels
- Goldfish
- Graham Crackers
- Animal Crackers
- Veggie Straws
- Puffed Snacks (Pirate Booty)

*Please be sure to check age restrictions on anything
you choose to purchase*