

**U.C.C.  
NURSERY  
SCHOOL**



**Parent Handbook**

**2012 - 2013**

## **THE PROGRAM**

The United Church of Christ Nursery School was opened in 1965. Our Nursery School program provides a safe and nurturing environment that promotes the physical, social, emotional and intellectual development of each child. This is accomplished through a variety of activities and experiences appropriate to the child's development. As a goal, all activities include the development of self-esteem and mutual respect.

Activities include field trips, classroom visitors, outdoor play, art and music. Our fenced in play yard conforms to all safety and ADA requirements. The wooded area behind the church is used for nature education and outdoor activities are planned daily, weather permitting.

## **CLASS HOURS**

### **4-year-olds**

Monday, Wednesday, Friday	9:30-12:00 a.m.
Monday thru Friday	9:30-12:00 a.m.
Monday thru Friday	12:30-3:00 p.m.
Monday, Wednesday, Friday	12:30-3:00 p.m.

### **3-year-olds**

Monday, Wednesday, Friday	9:30-12:00 a.m.
Tuesday, Thursday	9:30-12:00 a.m.
Monday, Wednesday, Friday	12:30-3:00 p.m.

### **2-year-olds**

Monday, Wednesday	9:30-11:30am
Tuesday, Thursday	9:30-11:30am

Please Note: You may drop off your child no earlier than 5 minutes before your class

begins. Also, kindly pick up your child no later than 5 minutes after class ends. If you have an emergency, please call the school at 652-3650 to notify us of your situation.

Written permission will be required for anyone picking up your child(ren) other than those listed on your parent questionnaire. Please expect to have that person identified with a driver's license or other valid form of identification. If there is a person or persons who are not legally able to pick up your child, please give written documentation to both the teacher and director.

\*\*When dropping off or picking up your child, **PLEASE** turn off your car as it sits in the parking lot. Also, do **NOT** leave younger children unattended in your car as you enter the school.

## **PROGRAM CONTENT AND SCHEDULE**

U.C.C. Nursery School provides “hands-on” learning at all age levels.

Children are encouraged to interact with others in a positive manner. The goals of our program promote:

1. Emotional Growth
2. Social Growth
3. Intellectual Development
4. Physical/Motor Development

The daily schedule is paced to allow times of activity, rest, movement and quiet. Activities include both individual work and group participation, fine motor skills and large motor skills, free choice activities and preplanned tasks.

Below is a typical day in our 4 year old Program:

9:30 - 9:45	Greetings Large Group Time (Includes Show-n-Tell, Class songs, Calendar and Weather activities...)
9:45 - 10:35	Free Choice of Learning Centers
10:35 - 10:40	Clean Up
10:40 - 10:50	Large Group Time (Language Arts, Review Sight Words, Name Recognition, Letters, Sounds...)
10:50-11:05	Bathroom & Wash Hands, Snack
11:05-11:35	Small Group Skill Development (Includes Special Projects)
11:35-11:55	Large Motor Development (Includes Outdoor and Music and Movement)
12:00	Dismissal

Below is a typical day in our 3 year old Program:

9:30-10:30	Free Play/Calendar Activity
10:30-10:45	Clean Up
10:45-11:00	Group Time, Language Activity (Circle Time)
11:00-11:15	Snack
11:15-11:35	Music, Intro. to Group Activity
11:35-11:50	Music & Movement (Large Motor)
11:50-12:00	Prepare for Dismissal
12:00	Dismissal

Keep in mind that this is an example and each day is varied. You will receive a calendar and newsletter every month, which highlights that day’s activities. Field trips and special events will be announced in advance.

## **FIELD TRIP POLICY**

Field trips are an integral part of our Nursery School program. Teachers plan trips that relate to classroom experiences or children's interests. Due to continually rising liability insurance, staff **CANNOT** transport children to field trips. Each family will be responsible for getting their child to the designated trip. Ample notice will be given so that arrangements may be made. Carpools can be arranged by parents, but the UCC staff cannot be a part of this arrangement. Parents may choose not to send their child on a field trip. Field trips require written permission and proper dress is required.

## **DISCIPLINE AND CONFLICT RESOLUTION**

U.C.C. 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 the inappropriate behavior and given redirection when necessary. A small period of time-out is given when the behavior is extremely disruptive or if a child is endangering himself/herself or other children. Punitive measures such as scolding or corporal punishment are unacceptable and inappropriate. Our ultimate goal is to help children become successful social negotiators and rely on non-violent means of resolving their conflicts.

## **MEDICAL POLICY AND HEALTH POLICY**

Each child enrolled in U.C.C. Nursery School is required to have a physical upon entering our program. A standard form is available for your convenience. Please notify your child's teacher if there are any changes in his/her physical health.

**All** physicals must be submitted by October 1, 2012. U.C.C. Nursery School reserves the right to exclude any child whose physical is not in by that time.

If your child is ill on their class day, please keep him/her at home. If they have had a fever in the past 24 hours, vomited in the last day or exhibit symptoms such as eye discharge or unusual behavior, please keep them at home. If your child has a contagious illness, call the director so we may notify other parents to watch for similar symptoms. If your child will be absent for more than two consecutive sessions, please notify the teacher.

It is vital that you give your teacher any information regarding your child's health. If he/she has allergies, food sensitivities or special needs it is imperative that the teacher be notified immediately.

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## **TOILETING POLICY**

Each child enrolled at UCC Nursery School must be completely toilet trained. Children must be able to undress themselves, use the toilet, clean themselves, redress and then wash their hands. Bathrooms are located in the classroom, so that children can go as needed.

## SCHOOL CLOSING POLICY

Please note our school closing policy below:

- a. If the Liverpool Schools are closed for the day, then we are closed.
- b. If the Liverpool Schools are delayed one hour, then we are delayed one hour.
- c. **If the Liverpool Schools are delayed two hours, then we are closed.**
- d. If the Liverpool Schools announce an early dismissal, then our afternoon sessions will be canceled.
- e. I reserve the right to cancel any sessions should the weather deteriorate throughout the day.

If it is necessary to close school early, you will receive a phone call from someone on staff. As always, please use your own discretion when making the decision to drive in less than perfect conditions.

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Also, please remember that our school is in a House of Worship. There are occasions where we might need to close school for a service or funeral held in our Church. If that happens, each family will be notified of any class changes. We ask that you understand the sudden changes and respect the need to do so. Thank you!!!

**We also ask that children who are waiting with their parents before, during and after class NOT run or yell in the building or sanctuary.** Books and puzzles will be available for their use. Thank you.

## **SNACK POLICY**

The UCC Nursery School is a peanut free school! All snacks that come into the building must be peanut free and have not been manufactured in a facility that also manufactures peanut products. All of this information can be found on food labels. Every snack that comes into the school must come in the original wrapper so that we have a label to check. No home baked goods are allowed.

In selecting a snack for your child's class, please keep in mind how many children are in the class. Please include a snack for your teachers.

The Nursery School's policy on snacks reflects a concern with the nutritional quality of the food served. Therefore, please provide snacks that are high in nutritional value and low in sugar, fat or salt. We recommend that you provide a snack that your child will enjoy. Please speak to the teachers for ideas.

Cooking activities are occasionally done in school. In that case, you may be asked to provide some ingredients on your planned day. The teacher will discuss this with you in advance.

Please notify your child's teacher if you plan to celebrate a birthday or unbirthday. Also please speak to the teacher for ideas and class size.

Teachers will be glad to prepare any snack such as popcorn, fruit or other items that might need advanced preparation.

Parents are also asked to provide snacks for parties. A sign-up sheet will be available well in advance.

## TUITION POLICY

The annual tuition for our school is \$980 (2 day program), \$1150 (3 day program), or \$1,750 (5 day program) payable by either check or money order. Annual tuition for our Two-Year-Old program is \$1100. We offer 3 payment plans for your convenience. You will be required to choose one of these options prior to orientation.

They are as follows:

1. Full annual payment due on August 1, 2012.
2. Semi-annual payments due on August 1, 2012 and January 1, 2013.
3. Monthly payments due on the first of each month (August-May).

A \$10 late fee will be applied to any accounts 10 days past due. Furthermore, there will be a \$20 service fee for each returned check.

Families who have 2 or more children enrolled will receive a 10% discount.

Please write your child's name on the check for all payments. Tuition can be given directly to either the teacher, director or mailed to:

U.C.C. Nursery School  
Attention: Director  
215 Blackberry Road  
Liverpool, New York 13090