

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



Parent Handbook

2018 - 2019

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. Children are encouraged to interact with their peers in a positive manner. 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.

Our curriculum is developed with the growth of all children in mind. Lesson plans are given out monthly to parents.

CLASS HOURS

4-year-olds

Monday, Wednesday, Friday	9:00-11:30 a.m.
Monday thru Friday	9:00-11:30 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	9:00-11:30 a.m.
Tuesday, Thursday	9:00-11:30 a.m.
Monday, Wednesday, Friday	12:30-3:00 p.m.

2-year-olds

Monday, Wednesday	9:00-11:00am
Tuesday, Thursday	9:00-11:00am

Please Note: All children must be accompanied into the building by an adult. When school is over, an adult must come in to school to pick up their child. Also, kindly pick up your child no later than 5 minutes after class ends. If you have an emergency, please call the school at 315-652-3650 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 paperwork. 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 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:

9:00 Circle Time

9:25 Small Group

9:40 Free Play

10:05 Five Minute Warning

10:10 Clean Up

10:20 Wash Hands/Snack

10:35 Story Time

10:45 Art

11:00 Large Motor

11:30 Dismissal

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

9:00-10:00 Greeting/Free Play

10:00-10:10 Clean Up

10:10-10:20 Circle Time

10:20-10:40 Large Motor

10:40-11:00 Hand washing/Snack

11:00-11:10 Art

11:20-11:30 Music/Movement

11:30 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.

REGISTRATION

Registration for enrollment begins in January and continues until all spots are filled. A non-refundable \$75 registration fee is charged. Children must be 2, 3, or 4 years old by December 1st on the year of enrollment. All children (with the exception of the 2 year olds) are **REQUIRED** to be toilet trained.

FIELD TRIP POLICY

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, teacher's help children understand the limits of appropriate behavior in the classroom. Children are helped to understand the inappropriate behavior and given redirection when necessary. We have started using 1-2-3 Magic. 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.

CLOTHING

Please bring a complete extra set of clothing, including underwear and socks and place in a bag that has all items labeled with your child's name. Names should be on coats, sweaters, boots, extra clothes and bags. Sometimes children forget what they wore to school especially if it is new.

Children are encouraged to wear play clothes and shoes without slippery soles. Sensible shoes for play are important for safety reasons. Flip-flops and sandals can cause tripping and leave toes open to injury. Also, please remember that paint, glue and play dough are a daily part of our program and may become part of your child's wardrobe. While we use washable art supplies, we cannot guarantee that it will come out of clothing.

CUBBIES/PARENT FOLDERS

Your child will be assigned his or her own labeled cubby/folder. Please check this box/folder at the end of each day for notes, artwork and things to be brought home.

TOYS

Please do not allow your child to bring toys from home. It is difficult for them to share with others and they may get lost or broken. We have many toys, games, etc. at school, which are rotated throughout the year.

MEDICAL POLICY AND HEALTH POLICY

Each child enrolled in U.C.C. Nursery School is required to have a physical and be up to date on all vaccines 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, 2018. 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.

No medications (RX or OTC) can be administered by staff (epipens and Benadryl are exceptions).

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.

TOILETING POLICY

Each child enrolled in the 3 year old and 4 year old programs at UCC Nursery School must be completely toilet trained. We do not allow children to attend in pull-ups.

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. There are no tuition refunds for snow days.

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.

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.

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

Timely payment of tuition ensures the continuous operation of the nursery school program. The annual tuition for our school is \$1500 (2 day program), \$1650 (3 day program), or \$2250 (5 day program) payable by either check or money order. Annual tuition for our Two-Year-Old program is \$1650. We offer 4 payment plans for your convenience. You will be required to choose one of these options prior to orientation.

They are as follows:

1. Trimester payments due on 7/1/18, 10/1/18 and 1/1/19.
2. Full annual payment due on 7/1/18.
3. Semi-Annual payments due on 7/1/18 and 12/1/18.
4. Monthly payments (**AUTO PAY ONLY**) due 7/1/18 - 4/1/19.

Registration fees and first month's tuition payments are non-refundable. 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.

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 days.

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