



Summerville Nursery School
4845 St. Paul Blvd. Rochester, NY 14617 (585) 338-3830

Parent Handbook 2006-2007



Accredited by the
National Academy of
Early Childhood Programs

Our Mission

Summerville Nursery School was organized in May 1959, by the Summerville Presbyterian Church. It is no longer sponsored by or affiliated with the church, although our classrooms are located at the church. Our program is non-denominational and is open to all children.

We seek conscientiously to reflect the best thinking in the field of early childhood education and to create an environment that will encourage the healthy growth of young children. Play experiences are the curriculum of the nursery school. We believe that through play, young children grow best in all areas of life: social, emotional, physical and cognitively. Play enables the development of all these areas simultaneously. These growth areas for toddlers and preschoolers need to be integrated rather than isolated. We encourage children and their families to share in the school program and thereby enjoy these magic years. With the working assistance of mother, fathers and other caregivers, we endeavor to develop a joint understanding of their child's needs and stronger mutual goals for home and school.

We want children to ask questions and we try to help them find meaningful answers. We try to excite their curiosity about the world around them. We are concerned about children's social and emotional growth at this age. This sets the stage for intellectual development. We want to help them relate warmly to other children, to find pleasure in developing new skills, to help them understand their feelings and deal with them constructively, to develop self-discipline and to learn to like themselves.

General Information

I. Name

Summerville Nursery School, Inc. The organization is made up of all parents whose children are enrolled in the nursery school. The school meets in the Children's Center of the Summerville Presbyterian Church, 4845 St. Paul Blvd, Irondequoit, NY. The phone number is 338-3830 and the web address is www.summervillenurseryschool.com. It is an independent organization which rents space from the church.

II. Purposes

- A. **To afford, through the cooperation of all parents and teachers, the advantages of a nursery school at a reasonable tuition rate.** Our nursery school needs the 'cooperative' active participation of all parents in order to operate. Parents or designated assistants act as aides in the classroom on a regular basis.* They serve on committees which fulfill various needs at the school and/or serve on the Board of Directors. In the 4-year old classes, parents drive on field trips.

* We do accept a number of private students or partial assist students whose parents pay an extra fee in order to be replaced by a paid assistant in the classroom.

- B. **To complement the home life of preschool children.** In the school, the children are encouraged to learn to feel at home in a group setting, to grow emotionally, cognitively, socially and physically under trained supervision. They learn to relate to adults other than their own parents by associations with the teacher and other assistants in the classroom.
- C. **To give the parents and other assistants the opportunity to observe their children at play with other children and to gain a better perspective of their own.** Parents and other assistants observe how the teachers handle the children. They also see how their children interact with other adults and with other children.
- D. **To offer parents an informal educational process.**

III. Organization

- A. **Nursery School Board of Directors:** The Board of Directors is composed of representatives from all classes in the nursery school. They are elected each year. The directors of the organization are:
 - 1. Chairperson / Vice Chairperson (these two positions are combined to be a 2 year position)
 - 2. Committee Chairperson
 - 3. Secretary
 - 4. Treasurer
 - 5. Registrar
 - 6. Family Events
 - 7. Class Coordinators
 - 8. Chairperson(s) of other committees whose presence at Board Meetings is deemed useful (Fundraising, Publicity, Newsletter, Grant Writer and Accreditation Coordinator)

The nursery school teachers, educational director and administrator attend all membership and board meetings in advisory, non-voting capacity.

- B. **Voting members of the Executive Board** will receive remuneration in the form of a tuition credit as agreed upon by a Full Board of Directors vote. No additional remuneration will be received for serving in such office. All other directors serve on a voluntary basis, without remuneration.
- C. **Working Committees:** Every family will be represented on at least one committee and is expected to fulfill their obligation. Failure to meet this obligation will result in a fine determined by the Board.

IV. Registration

- A. Applications will be accepted January 1st to January 31st for Summerville Nursery School families.
- B. All applications will be mailed to the Registrar.
- C. Applications may be accepted for a minimum of:
 - One-year olds: 6 children per class
 - Two-year olds: 8 children per class
 - Three-year olds: 16 children per class
 - Four-year olds: 17 children per class*

* The maximum enrollment is limited to 18 in the four-year old classes, as determined by the Board and/or teacher. However, 17 is the recommended number to maintain a low, functional ratio.

- D. In school registrations will be done by a lottery:
 1. First preference is given to families with more than one sibling in school. At times it is necessary for families to have siblings in different classes on common days.
 2. Second preference will be given to families with special circumstances or problems as noted on their registration forms. (i.e. medical reasons such as speech therapy)
 3. It is the decision of the Registrar to prioritize these requests, meaning that some will be fulfilled and others will enter the final phase ... the lottery.
 4. The Lottery means that names will be “pulled” at random and in order pulled added to the class list. The order in which applications are received by mail is of no importance unless an “in-school” student applies after the date of in-school registration. Students at that time will be considered “public” students.
- E. Registration will be open to the public February 1st. Classes will be filled in the order in which applications are received.
- F. Registration fee is not refundable.
- G. Families with siblings who have attended Summerville Nursery School may register during in-school registration. Preference will be given to current siblings. Alumni will be given second priority.
- H. The Registrar will maintain a waiting list for each class. No registration fee is required to be on the list.
- I. If a vacancy occurs in any class, the Registrar will accept the first application on the list.

V. Admission

- A. The child must be one on or before December 1st to be a member of the One Year Old group; two on or before December 1st to be a member of the Two Year Old group; three on or before December 1st to be a member of the Three Year Old group; four on or before December 1st to be a member of the Four Year Old group. This is in accordance with the NYS policy on enrolling students.
- B. Before admission, the parent should arrange a visit to the school. Parents of a child who will be advancing to another class within the school are encouraged to observe the class.
- C. School forms should be filled out and signed by a doctor stating that she or he has seen the child within the past year, that the child is in good health and has had the proper immunizations. These must be submitted before the first day the child is to attend class. Admission can be withheld until forms are submitted.
- D. According to New York State Law, a chest x-ray, tine test or PPD test is required of every adult who assists in the classroom. It will be necessary to deny attendance at classes to any child whose parent has not furnished proof of his or her chest x-ray, tine test or PPD test done within 24 months preceding the start of the school year.
- E. Children need not be toilet trained.
- F. A Parent’s Agreement regarding duties and tuition along with a Release of Indemnification must be signed.
- G. Permission must be granted for children in four-year old classes to attend trips with their classes.

VI. Costs

- A. The cooperative nursery school is self-supporting, manages all finances, maintains all equipment and carries out all administrative duties through the joint efforts of the Board of Directors and parent members.
- B. A non-refundable Registration Fee is payable at the time of filing registration applications each year.

C. Tuition may be paid in one lump sum or in three payments on the following dates:

40% - July 1st*

30% - October 1st*

30% - February 1st*

* Payments are non-refundable except in extreme cases with Board approval.

Payments should be made out to the school and mailed to the Billing person. A two-week grace period is provided with a 10% penalty imposed on the unpaid balance after the two-week grace period. There is no grace period for families that pay on a monthly basis. If payments are not made when due, your child will be denied attendance until specific arrangements are made with the Treasurer. Should a problem occur where parents cannot make one of the payments, it is their responsibility to contact the Treasurer directly to make other arrangements. Every effort will be made to work out an agreeable payment schedule.

In the event of a withdrawal of child from a class, it is the responsibility of the parent/guardian to continue tuition payments until another student fills that slot.

VII. Membership Requirements

- A. Parents (or one other person designated by a parent with the Board approval) shall assist the teacher. Parents may also pay extra tuition and a paid assistant will assist in their place. The Assistant class coordinator will assign assisting days. If you are unable to assist on the days assigned, it is the parent's assistant's responsibility to switch with another parent and note the change on the assisting schedule posted for the class. Parent assistants may not bring other children with them when they are helping. Parent assistants are expected to take an active role in the class and need to arrive 15 minutes before the class begins and stay 15 minutes after the class ends to assist with set-up/clean-up and other duties.
- B. Parents are encouraged to attend periodic meetings and social functions planned especially for them.
- C. Parents are expected to cooperate with the teacher and the Board and serve on committees as required.
- D. Each family is expected to arrange transportation for their own child to and from the school (and field trips in the case of 4 year olds). Carpools are encouraged.
- E. **Classroom Assistant Tardiness Policy:**
Classroom assistants who are tardy for assisting duties will receive two warnings from Summerville Nursery School. If, upon the third occurrence and anytime after, the classroom assistant fails to be prompt, the family will be fined \$25.
- **The first warning to the late assistant will be a verbal reminder from the teacher** of the time assistants are expected in class and the importance of assistants timeliness for the teacher, students and parents.
 - **The second warning will come from the Committee Chairperson** in the form of a letter reiterating the importance of being on time and the \$25 consequence if she/he fails to do so.
 - **Upon the third occurrence and any other occurrences thereafter, the Chairperson(s) will give the classroom assistant a final notice about timeliness and will institute the \$25 fine.**
- F. If you do not show up for your assisting duties you will be fined \$30. If there is a 2nd instance you will be required to meet with the Executive Board and a consequence will be determined by the Executive Board.

VIII. Health

- A. Parents are requested to **keep at home** any child with the following symptoms:
1. Coughing
 2. Vomiting
 3. Fever
 4. Rash
 5. Abnormal bowel movements
 6. Colds
 7. Undiagnosed itching or irritation to the scalp

When in doubt, please check with your child's teacher before you bring your child to school.

- B. Allow plenty of time for recuperation from childhood illnesses. Often a quiet rest at home is more appropriate than a full half day of activity at school. Children who have been ill tend to tire easily and this makes for a bad situation all the way around.
- C. If a child is not able to participate in outside activities, he or she should not come to school that day.

IX. Class Schedule

- A. You will receive a school calendar at the beginning of the school year. Assisting schedules are generally prepared on a monthly basis.
- B. **Snow days:** we will close when the West Irondequoit schools are closed, we may close on other days, by discretion of the Board Chairperson and Administrative Assistant would make the decision as to whether to close the school because of weather conditions. The class coordinator would communicate their decision to the parents. Listen to WHAM radio (1180 AM) and Channel 13 for cancellation information. There are times that WICSD does not close and SNS will. Parents should listen to the listed stations for information. For PM 4's, in the event that school is open for the morning session and weather conditions become worse, requiring a school closure, parents will be notified by 1) telephone and/or 2) television or radio if time allows. This decision will occur at approximately 10:30 - 11:00am.
- C. Other emergencies - you will be notified by phone.
- D. Make-up days are not scheduled for emergency school closings.
- E. Teacher discretion will be used when canceling class due to poor attendance or inadequate assistants.

X. School Programs

The routine of the nursery school is planned around the needs of the children. There is a free choice of play activities (blocks, large and small muscle equipment, dress-ups, puppets, dramatic play, table games), craft activities and group activities (stories, games and music). Young children are more secure when one thing follows another in a fairly regular sequence. There will be more outdoor play as weather permits. The children should be dressed comfortable in play clothes that are easy for them to handle at toilet time. Outer clothes should be marked with the child's name. Rubber-soled shoes are needed for safety reasons. The nursery school is geared to encourage happy and relaxed relationships and an atmosphere that allows free expression of each child's personality as much as possible in a group.

Parents may expect the nursery school to teach their children:

- To share toys
- To take turns on different toys
- To help put toys away

- To sit at the table during snack time, until excused
- To play with toys
- To remove and hang up outer clothing
- To ask questions and expect a simple truthful answer

Parents should NOT expect the nursery school to teach their children:

- To learn to read
- To learn to write
- To add, count and subtract
- To recite or learn the alphabet
- To bring home handwork every day
- To complete workbook lessons

Parents can expect that after the 4-year-old program, their children will be well prepared for kindergarten.

XI. Parent Meetings

- A. Orientation Meeting: There will be an orientation meeting for all parents of the school. This business meeting is essential to your understanding of the nursery school and to the success of the year ahead. Attendance is strongly encouraged.
- B. Training Sessions for parents assisting in each class are scheduled during the year. The teacher will outline your duties as assistants and explain the daily routine. It is required that parents and/or assistants attend the first 2 training sessions of the year, the 3rd session is optional.
- C. The Family Events committee will organize programs for parents that should be helpful to them in their life with little children. In the past we have had events such as a spaghetti dinner, holiday party, movie night and a spring carnival.

XII. Scholarships

The nursery school provides scholarships for deserving children. These are based on financial and educational needs. Requests for applications should be directed to the Registrar.

XIII. Professional Affiliations

- National Association for the Education of Young Children (NAEYC)
- Teacher Psychologist Consultant Program
- Rochester Association for the Education of Young Children (RAEYC)

XIV. Safety in the Classroom

Our preschool children are particularly susceptible to accidents, many of which can be anticipated and avoided. The developmental age of a preschool child determines, in part, the types of accidents that are most likely to occur, and therefore, gives us a clue to prevention. Although all young children need to be supervised in their play and need a safe, healthy environment, there are certain circumstances that place some children at greater risk for accidents.

These are listed below:

Increased exposure to hazards

- Higher levels of general activity
- Daring
- Excessive curiosity
- Mimicry of older person's behaviors
- Gregariousness
- Happy-go-luck
- Inability to delay gratification
- Easily over stimulated

Decreased ability to cope with hazards

- High strung
- Stubbornness
- Easily irritated or frustrated
- Heedless or careless play
- Poor concentration or attention
- Lack of self-control
- Aggressive

As parents and teachers, at home and in the classroom, we should be aware of the steps we can take for prevention. Some of these are listed below:

1. Adequate supervision
2. Keep in enclosed space when outdoors
3. Keep harmful substances out of reach (household cleaners, medicines, cosmetics and plants)
4. Avoid demonstrating unsafe behavior
5. Cover unused electrical outlets, keep cords out of reach
6. Examine cords for safety
7. Keep doors to storage closets closed and locked
8. Teach safety in driveways, streets and parking lots
9. Provide safe play equipment
10. Teach safety with appliances and equipment
11. Place gates at head of stairways and screens on open windows
12. Place handles of pans on stoves out of reach
13. Protect from water in tubs, pools and other areas
14. Make certain any enclosed container, large enough to hold a child has an airway or cannot be shut tightly
15. Keep firearms unloaded, trigger-locked and in a locked cabinet
16. Teach safety with matches, lighters, fireplaces and outdoor grills
17. Caution against talking to strangers
18. Use child restraint systems or seat belts ALWAYS

XV. Snacks

Parents will be assigned to provide snack and beverage on some of their assisting days. Snack should be nutritious with little or no sugar. An exception to this rule is on a child's scheduled classroom birthday, on that day, a parent may bring a special "treat" for the class (ex. Cupcakes, ice-cream, cookies) and other party items (special plates and napkins). Children enjoy a variety and something that they can help make. Parents will be notified if any children in the class have allergies.

- A. Peanut Policy - due to the severity of some children's allergic reactions to peanuts and nuts, no peanut products are allowed at Summerville Nursery School. Please check the ingredients to assure that no nut products are listed as ingredients.

Suggestions for Nutritious Snacks for School:

Fresh fruit (cut up ahead of time)

Raisins

Applesauce

Pretzels (hard or soft)

Chinese noodles

Mini-sandwiches (no peanut butter)

Rice Cakes

English muffins (as pizzas too)

Bagels - with or without cream cheese

100% Juice

Water

'Fishing' with pretzel rods or breadsticks and cheese or goldfish

Fruit cups/canned fruit/frozen fruit (packaged in own juice, not sugar)

Fresh vegetables (cut up ahead of time)

Smoothies (fruit, juice and yogurt in a blender)

Non-sugary cereals, goldfish crackers

Popcorn

Crackers

Breads

Make-your-own granola (no nuts)

Cheese (chunks or slices)

Pudding

Milk