

Circle Nursery School

A Mission of Zion Episcopal Church

www.circlenurseryschool.org

Parent Manual Addendum 2020 - 2021 Updated policies in response to COVID-19

This addendum is being added to the parent manual for Circle Nursery School in response to the COVID-19 pandemic. These are the policies changes as of July 2020 and can be changed at any point as more information becomes available. CNS Board Members are closely monitoring the recommendations of the CDC and the local health department. Any policies in this addendum will supersede any of the policies stated in our original parent manual. These updated policies will remain in effect until the CDC and/or local health department deem it is safe to lift some of the restrictions or for the entirety of the 2020-2021 school year. CNS is committed to provide a safe learning environment for both your children and our staff.

Policy Changes

Classroom Changes

- We have decreased the size of our class to have smaller ratios.
- You may see additional employees during drop off/pick. They will be helping to perform health checks and disinfect the classroom throughout the day.
- Your child will see the employees and their teachers wearing face masks. This is a precautionary measure to keep both themselves and your child(ren) safe.
 - Since Circle Nursery School is a private church mission, we are governed under the Child Care and Day Camp Guidelines. They note that 'Young children/campers (i.e., those that are not yet in kindergarten) do not need to wear face coverings when they are in child care or day camp program facility or area.'
- In the instance that school must unexpectedly close for more than 1 week, online and virtual learning will be provided to families to help with continuation of education and maintain familiarity with their teachers.

Drop Off/Pick Up Procedure

Parent and caregivers will no longer be allowed to walk their children into the building for drop off or pick up. The procedures will work as follows:

-Health checks will be performed in the car for parent and child. Checks will include temperature and health questionnaire. Staff will then walk the child(ren) into the building where they will be met by one of our teachers who will walk them to the classroom.

-The child(ren) will then walk into the classroom with an employee.

-At the end of the session, parents and caregivers will wait inside of their cars for the child(ren) to be walked back outside by an employee.

Illness Policy

-If child(ren) or anybody in the family/household has any of the following symptoms within the past 72 hours, they will not be allowed to attend school that day: fever of 100 degrees or higher, cough, colored discharge from nose, diarrhea, upset stomach, vomiting, general malaise/fatigue, difficulty breathing, generally not feeling well, or at the discretion of the teachers.

-If any member of the household displays any of the above symptoms, the child will not be allowed to attend school that day as a precaution, until all members of the household are healthy.

-If anybody in the household, or anybody the child(ren) have been in contact with, tests positive for COVID-19, the child(ren) will not be admitted to school for a minimum of 14 days as a precaution and will be cleared by a negative test and/or a physician's note.

-If a child develops a sudden illness while attending school, he or she will be separated from the rest of the class. You or your emergency contact will be notified and will need to pick up your child immediately.

-We will defer to the Health Departments' evolving guidelines when making decisions regarding our illness policy.

Snack Policy

-Parents will continue to send in snack for classroom on their snack week. Snacks must be commercially prepared, and individually wrapped. Please continue to send in NUT FREE snacks for everybody to enjoy. Water bottles will not be allowed this year to decrease the spread of germs. Teachers will use disposable paper cups to fill waters at snack time.

Birthdays

-Treats can be sent in to celebrate a birthday but they must be individually wrapped, commercially prepared, and nut free.

Class Parties

-Please do NOT send in goodie bags for class celebrations from home. We cannot distribute these.

Items From Home

-Children will not be able to bring in items from home this year for show and tell or any other purposes. The only thing children can bring to school are their backpack, weekly folder, and snack on their snack week.

Visitors/Volunteers

-No visitors and/or volunteers will be allowed in the building at this time. This is to decrease the risk of exposure to our students and staff.

Tuition

-CNS will continue to have expenses that must be met whether school is open or closed. Whether school will be open for in person instruction or for virtual online learning, families are responsible for the full year of tuition payment to cover expenses, resources, and staff requirements. Please refer to the tuition policy stated in the original parent manual for details.

-In the event that our doors close, we will continue to provide an engaging and comprehensive online program. In order for us to do so, we will rely on the support of your continued tuition payment. No refunds will be offered this year.

-We understand these are difficult times for many families. We are committed to assisting our families in the best way possible in the same way families are commitment to our program. Please contact our treasurer if you need alternate payment options.

-Payments will be submitted via mail or placed in white locked mailbox on side porch by church office doors. No payment will be walked into the building.

All other policies from the original parent manual that were not addressed in this addendum will stand as is. These policies, and any future policies, are subject to change based on current recommendations from the local health department AND/OR to ensure safety of our staff and students.

CNS Tuition Schedule 2020-2021

Please make prompt tuition payments to the church via mail and send to:

***Circle Nursery School
10 Park Place Avon NY 14414***

*You may also drop payments off in the secure white mailbox on the front porch of the church building. No payments will be accepted inside the building at this time. Teachers cannot accept tuition payments or deliver payments to the office on your behalf. An additional one-time supply fee of **\$30.00** will be due at the time of the first tuition payment. **YOUR FIRST PAYMENT MUST BE RECEIVED ON OR BEFORE AUGUST 15TH IN ORDER FOR YOUR CHILD TO START SCHOOL. IF YOUR PAYMENT IS NOT RECEIVED YOU WILL FORFEIT YOUR CHILD'S SPOT AT CNS.** Payments should be issued according to the following schedule below.*

	2-day class	3-day class
Annual Payment:		
Due 8/15/20	\$1050.00	\$1500.00
Semester Payments:		
Due 8/15/20 & 2/1/21	\$525.00	\$750.00
Quarterly Payments:		
Due 8/15/20, 11/1/20 2/1/21 & 4/1/21	\$262.50	\$375.00

Make checks payable to **Zion Episcopal Church** and write your **child's name** and "**Circle Nursery School**" on the memo line. All checks returned to CNS for any reason will be subject to a \$35.00 bank fee.

A \$20 late fee will be assessed if payment is received after due date. Tuition payments that are more than one month overdue may lead to dismissal of the child. Upon registering your child for Circle Nursery School you have agreed on our tuition policy. Please contact the treasurer in the event of unforeseen financial hardship, if you cannot meet the above payment schedule, or you have any other tuition related questions.

A portion of you CNS tuition may be tax deductible. The CNS employer identification number (EIN) is 22-2511719.

We are also a recipient of United Way Funds as a designated agency #1709.

We appreciate your generosity.