



# Circle Nursery School

*A Mission of Zion Episcopal Church*

*Offering top quality non-denominational, non-cooperative education since 1977*

[www.circlenurseryschool.org](http://www.circlenurseryschool.org)

Parent Manual 2018 - 2019

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## **Circle Nursery School**

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#### Our History

In January 1977, a small group of parishioners of Zion Episcopal Church got together and decided that Avon needed a top quality, non-cooperative, nondenominational nursery school located in the heart of the community. Thus, Circle Nursery School (CNS) was formed. Now, after more than 40 years of operation, CNS continues to emphasize the importance of top quality education for children aged three to five. CNS is a mission of Zion Episcopal Church, and a recipient of United Way Funds as designated agency # 1709.

At CNS, we believe that the quality of the staff is the most important element of a good education. We are pleased to introduce Teacher Amanda Driscoll and Teaching Assistant Linda McCaffrey.

#### Our Teachers

Mrs. Amanda Driscoll joined the Circle Nursery School family in 2015 as our Teacher Director. Amanda grew up in Avon, but has spent the last 10 years living in Plano, Texas. She taught special education in elementary school for several years and most recently was a lead preschool teacher for both three and four year olds. She was very involved in her local, state, and national PTA groups and believes that parental involvement is critical to student success. Working with preschool children is her passion. She loves facilitating children's development and learning through science and hands on activities. Amanda enjoys distance running and loves her "other" role as a coach, where she gets to help people learn to run. Amanda has three children of her own.

Mrs. Linda McCaffrey, from Avon, is the Teaching Assistant. She has a BA in Social Studies from Graceland University, in Lamoni, IA and has permanent certification in Nursery, Kindergarten, and Grades 1-6. Mrs. McCaffrey substitute taught in many schools in the southern tier for many years. She was a Reading Aide for 5 years and then worked in day cares (loved it!) for 15 years, prior to becoming a private sitter for the past several years. She and her husband, Pat, have four children and six grandchildren.

### Our Board of Directors

Board terms will be for three years and consists of Zion Episcopal Church members and Circle Nursery School parents and prospective parents. Policies, procedures, and the general operation of the school are reviewed and discussed at each meeting. All members have a voice in our continuing effort to provide a top quality education for our students. Meetings are held once per month and terms last for three years. During the first year, new members attend meetings as 'members at large'; during the second and third years, each member at large becomes an officer and chooses a job that they are interested in doing. Positions include chairperson, fundraising chair, treasurer, secretary, registrar, and communications coordinator. Please let one of the teachers or a current Board member know if you are interested; your time will be a greatly appreciated.

#### Current members are:

Chairperson	Brenda Mack
Asst. Chair/Fundraising	Mindy Class
Treasurer	Jen Sattora
Secretary	Megan Frank
Communication Coordinator	Sarah Freeman
Registrar	Amanda Hoffmann
Vestry Liaison	Dennis Mack
Members at Large	Kelly Marciniak

### Educational Philosophy and Goals

Circle Nursery School provides an innovative program of preschool education. Children have a curiosity about the world which surrounds them. Our structured, yet flexible, program is designed to respond to and encourage their social needs. The children of CNS will have numerous opportunities to explore art, verbal expression, stories, creative dramatics, games and finger plays, as well as pre-kindergarten skills. This program is especially designed to enable children to grow to their fullest potential. It is the responsibility of the staff, with the cooperation of the Board, to establish and implement a program that will best fulfill these goals. The most important function of Circle Nursery School is socialization.

### School Calendar and Schedule

Circle Nursery School classes begin one week after the start of classes in the Avon Central School District, and end the second week in June. CNS follows the Avon school calendar as closely as possible during the school year for holidays, vacations and closings. The ACS calendar is located on their website. Additional days off may be added to ensure student safety, such as a church rummage sale. Parents will be notified well in advance.

- When Avon Central has a half-day of school, CNS will be in session for a full day.
  - If in an event school needs to close for safety reasons; you will be notified by the "REMIND" app and or private facebook group.
  - CNS will be closed on any day that Avon Central School is closed for a full day ie. snow day or superintendent's conference day.
  - If Avon Central has a morning delay, there will NOT be a morning class.
  - In the event that inclement weather arrives during the morning commute or later, teachers will contact families as soon as possible to cancel classes.
- To find out about school closings, listen to WHAM (1180) or watch local TV news broadcasts (Channel 8, 10 or 13) in the early morning.

Check the bulletin board in the hallway, the CNS website and Facebook often for important information. The bulletin board will have reminders about upcoming dates and events and is also where the sign-ups for parties and special events will be located. Be sure to also check your child's backpack daily for progress reports and projects.

If you have any questions, comments, or problems, please call one of the members of the Board of Directors or a teacher. During school hours, teachers may be reached by calling Circle Nursery School at **585-226-6060**.

### Registration Procedures

1. All children currently enrolled in Circle Nursery School children of Board members will have an opportunity to pre-register for the next school year in the following order:
  - 1<sup>st</sup>- Students returning at their current level.
  - 2<sup>nd</sup>- Children of CNS Board members or Zion Episcopal Church members in good standing.
  - 3<sup>rd</sup>- Currently enrolled children advancing to pre-kindergarten.
  - 4<sup>th</sup>- Siblings of currently-enrolled CNS students.

All other children will be registered in the order in which their forms and payment are received by the registrar. All forms must be turned in to CNS office at school.

**\*TEACHERS CANNOT ACCEPT FORMS OR PAYMENTS\***

2. If your child is registered for both kindergarten and CNS, the registrar must be notified by July 15<sup>th</sup> if he or she will not be attending CNS in the fall.
3. Waiting lists will be prepared for both the two-day class and the three-day classes. If an opening becomes available in one of the classes, it will be offered first to the children in the respective afternoon class. Filling this opening will be determined by the preference checked on the registration form and in the order in which the forms and payment were received. Both payment and registration form must be completed at time of enrollment.
4. Changes between classes will only be in extreme circumstances and at the discretion of the Board of Directors.
5. In order to ensure continuity for the children currently enrolled, registrants may be accepted for admission after October 31st of the current school year at the discretion of the Board of Directors.
6. Families of enrolled children are responsible for the full annual tuition, regardless of the child's attendance. If a child must withdraw from CNS mid-year under unusual circumstances, an appeal may be submitted to the Board of Directors for consideration. No refund will be given otherwise.
7. By registering your child, you agree to the tuition policy found in the registration forms and also in the parent manual in the tuition section.

#### Policies and Procedures

1. Children cannot be left at school before 9:15 am for morning classes, and 12:30 pm for afternoon classes. The hallway doors will not open until 9:10am for morning classes; 12:25 pm for afternoon.
2. Parents or caregivers must walk children to and from the classroom. Please do not leave other children/siblings unattended in your car.
3. For the safety of the children, please park only on the school side of the building, so that children do not need to cross the street.
4. PUNCTUALITY IN PICKING UP IS ABSOLUTELY NECESSARY! Morning classes close at 11:45 am, and afternoon classes close at 3:00 pm. If there are three or more documented late pickups, you will receive a written notice from CNS board. This will be followed up with a monetary fee of \$50.00. If warnings are not taken seriously this could

result is your child being dismissed. If a child is not picked up at the conclusion of a session, and all emergency contacts for the child have been attempted, the local Police will be asked for assistance.

5. If someone other than a parent or regular caregiver is to pick up a child, the staff **MUST HAVE** a written note, giving permission to that person.

6. Please inform the staff of any changes in childcare arrangements. Make sure you include telephone numbers, addresses and any other pertinent information.

7. Circle Nursery School requires a health record for each child enrolled in its program. This record must include an up to date immunization record acquired before the start of school, as well as any specific medical and/or educational needs the child may have. Failure to provide such a record will result in the child's removal from school and forfeiture of the registration fee. This regulation is in compliance with the N.Y.S. Department of Health guidelines. No child will be able to start school if their health form is not turned in.

8. If your child has been ill within the past 24 hours, please do not bring him/her to school. This policy is to benefit the sick child as well as to protect the other children and staff. Your signature on the Medical Release Form indicates your understanding and compliance with this policy. Please notify the school by 9:00 am if your child is going to be absent.

9. Our teachers are not authorized to dispense medications or perform medical procedures. If medications or medical procedures are necessary, it is the responsibility of the parent or guardian to make arrangements. If the teachers deem your child is not well enough to complete the day, you will be notified using the information provided by you on the Family and Child Information sheet to arrange for early pickup.

10. Your child should be toilet-trained during the day in order to attend CNS. This means that the student comes to school in regular underwear, are able to tell the teacher they need to go, and goes to the bathroom by themselves. **\*NO PULLUPS OR DIAPERS WILL BE ALLOWED\*** If your child does have an accident at school, the teacher will call you to come and do the wash-up and change. We will not let your child remain in dirty clothes. Children not meeting these benchmarks by November 30<sup>th</sup>, will be suspended until he/she can consistently use the bathroom. Our policy of "being trained" frees our teachers to spend quality time with each of the children in the classroom.

11. Parents are assigned to supply healthy snacks on a rotating basis. Circle Nursery School is a peanut-free classroom to ensure the safety of all students. Please make sure

that your snack is peanut-free and check the labels for the product's disclaimer. Often the food may not contain peanuts, but can be packaged in a factory that makes other products made with peanuts. A list of suggested snacks is provided in this manual.

12. No toy guns, weapons or "fighting" action figures are allowed in school for show-and-tell or Halloween.

13. Please do not send candy or gum to school with your child.

14. Children may be permitted to bring their pets to school for sharing with other students. These visits must be pre-arranged by the parent and the teacher, and pets must leave the classroom when the sharing segment of the program is over. For the safety of our students, please be prepared to provide proof of updated vaccinations.

15. Field Trips: There must be at least two adults, in addition to the teachers, to accompany each class on field trips. Bus transportation may be used for some trips for which a nominal fee per participant may be charged. When parent drivers transport children on field trips, drivers will leave and return to school together at a pre-set time. Parents who are transporting children other than their own must have another adult riding in the car. Because of insurance regulations, siblings can not accompany the classes on field trips.

16. Please do not distribute birthday invitations at school.

17. Your child will need a complete change of clothes in a labeled plastic bag to leave at school. Please do not forget underwear and socks. Please label these items so that they can be easily identified.

18. During the school year we will be doing numerous arts and crafts projects which may involve materials you have at home. The staff will periodically send home a "Wish List" requesting recycled materials and other craft supplies as needed.

19. Behavioral or other issues of concern to parents should be discussed individually and privately. Pick-up/drop-off or during class time is inappropriate as it prevents the teachers from devoting their full attention to the children, which is their primary responsibility during those times. Please feel free to contact the teachers to arrange a mutually agreeable time to discuss any concerns you may have.

20. Folder/Backpack correspondence. Teachers will periodically send home paperwork in the backpack. This paperwork may be separate or included in the weekly correspondence folder that will be utilized to provide weekly updates on the student. These will be send

home Thursday/Friday and need to be returned by Monday/Tuesday, with a parent signature. When returning the folder, permission slips, book orders, and/or fundraising, it is asked that these be removed from the backpack and placed in the designated bins located in the classroom. Again, TEACHERS ARE NOT ALLOWED TO COLLECT TUITION PAYMENTS, and they will not be checking backpacks every school day.

21. Each child will have the opportunity to choose a library book on Mondays/Tuesdays and will need to be returned the following week.

22. Tuition is a set fee and is based solely on budgetary considerations. You are responsible for the full annual tuition, regardless of attendance. Please see the included schedule for payment due dates and information. All late payments will be subject to a late fee. All checks returned to CNS because of insufficient funds, the account was closed, or for any other reason will be subject to a \$35 bank fee.

23. Classroom volunteering is a great way for you to get to know your child's classroom and friends. Any family member is welcome to volunteer in our classroom for various activities and there will be many opportunities. Please be sure to read and complete the volunteer form which outlines a few guidelines and responsibilities. We appreciate the assistance to make our program successful.

### Snacks

Each child will have opportunities to bring healthy snacks for the class on a rotating basis. Providing snack also gives families a chance to plan a snack together, talk about eating nutritious food, and to participate in your child's nursery school experience in a small way at home. We ask that you send healthy snacks from the list below ("Snack Policy") and a package of paper napkins or a roll of paper towels when your child brings in snack. Please be sure that all snacks are PEANUT-FREE.

A simple prayer is said before each snack time: "God is great, God is good. Let us thank Him for our food. Amen."

**\*\*PLEASE NOTE: IF YOUR CHILD HAS ANY TYPE OF ALLERGY IT IS CNS POLICY THAT AN ALLERGY ACTION PLAN BE SIGNED BY YOUR CHILDS DOCTOR PRIOR TO ATTENDING SCHOOL. TEACHERS ARE NOT ALLOWED TO ADMINISTER ANY MEDICATIONS DURING SCHOOL HOURS.**

### Snack Policy

CNS's snack policy complies with Livingston County Health Department regulations. Children need to bring unopened commercially packaged snacks or commercially prepared



baked goods. You may send the ingredients for a peanut-less snack mix, but we need to open and mix it at school. Fresh fruit or vegetables are OK if we can wash them (i.e. apples, celery, etc.) or peel them (i.e. bananas, oranges, etc.) at school. We are also required to wear plastic gloves when serving the snack to the children, so please don't be offended if you see us handling your child's snack with plastic gloves on. It is a Health Department regulation. Please call or ask if you have any questions.

No Fuss Favorites Include:

\*Popcorn-bagged and popped, or unopened microwave packets.

\*Snack mix -an assortment of *unopened* boxes to mix together at school.

\*Graham crackers \* Carrot sticks \* Dip \* Pretzels \* Crackers (all kinds) \*

\* Muffins \* Rice cakes \* Cheese\* Yogurt

**\* Please reserve cupcakes or cookie cakes for birthday celebrations\***

#### Birthdays at Circle Nursery School

Your child's birthday is a special day and will be celebrated in school. He or she will be scheduled to bring a snack on or near their birthday. If your child's birthday falls during the summer months, we will designate a "Nursery School Birthday" so that everyone gets a chance to celebrate in school.

One of our goals for the children is to help them develop a love of books and reading that will continue throughout their lifetimes. Parents and teachers both play an important role in modeling reading behaviors and in reading to children. We would like to enlist your support in encouraging reading both at school and at home, and ask parents who are interested to donate a new book to the classroom library. The book should be gift-wrapped so that your child may open it here with the class at story time. You may print your child's name and birth date in the book. It can be a simple Golden Book or maybe a copy of a favorite that your family especially enjoys. If it is a duplicate of one that we already have that is fine. Sometimes it helps to have multiple copies. Our hope is not to make this a burden for anyone, but simply to add some fun to each child's birthday and to add to our classroom library in a meaningful way. We are excited about a new school year and are looking forward to working with each of you and your children.

## Kindergarten Readiness

Throughout the year, the teachers will observe the students for kindergarten readiness, primarily in the three-day class, as a tool to help the teachers and parents recognize the child's strengths as well as areas for improvement. Abilities are generally evaluated in the following four categories:

### 1. Large/Small Motor Development

\* Walks a straight line \* Runs, jumps, and marches \* Hops and balances on one foot \* Controls pencil, crayons, and paintbrush \* Handles scissors appropriately \* Completes simple puzzles (5 pieces) \* Cuts and draws simple shapes \*

### 2. Social/Emotional Development

\* Knows first and last name, parents' names, address and phone number \* Can separate easily from parents \* Plays cooperatively with others \* Can take turns \* Maintains self-control \* Able to follow directions \* Participates in group activities \*

### 3. Cognitive Development

\* Recognizes primary colors \* Recognizes simple shapes \* Recognizes number 1-10 \* Counts to 20 \* Counts objects \* Can follow a pattern \* Can name various body parts \*

### 4. Language/Literacy Development

\* Recognizes letters of the alphabet \* Recognizes and prints first name \* Can repeat songs and finger plays \* Can tell a story from pictures \* Pays attention \* Talks in front of peers \* Shows an interest in books \*

## CNS Tuition Schedule 2018-2019

*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 to the church office during office hours, M-TH 10am-1pm. Teachers cannot accept tuition payments or deliver payments to the office on your behalf. An additional one-time supply fee of \$25.00 will be due at the time of the first tuition payment. **YOUR FIRST PAYMENT MUST BE RECEIVED ON OR BEFORE AUGUST 15<sup>TH</sup> IN ORDER FOR YOUR CHILD TO START SCHOOL. IF YOUR PAYMENT IS NOT RECEIVED YOU WILL FORFEIT YOUR CHILDS SPOT AT CNS.** Payments should be issued according to the following schedule below.*

	<b>2-day class</b>	<b>3-day class</b>
Annual Payment:		
Due 8/15/18	\$950.00	\$1300.00
Semester Payments:		
Due 8/15/18 & 2/1/19	\$475.00	\$650.00
Quarterly Payments:		
Due 8/15/18, 11/1/18 2/1/19 & 4/1/19	\$237.50	\$325

**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.