

**Massena Nursery
School**

Parent Handbook

2011-2012



Massena Nursery School

265 Andrews Street

P.O. Box 506

Massena, NY 13662

315-769-5775

**Welcome to
Massena Nursery School!**



Established in 1959, Massena Nursery School is a cooperative or independent parent-governed nursery school. Our school is a not-for-profit organization, which depends on the volunteer efforts of its families for its existence. The teachers carry out most day-to-day activities. Other services are provided by a large group of active, enthusiastic and committed parents.

Parents are encouraged to volunteer their time, energy and resources in support of the school. A variety of opportunities exist on a school-wide, classroom or individual basis. Volunteer opportunities vary from weekly responsibilities to those needing attention once each year. Parents are required to serve as a parent helper (teacher assistant) in their child's classroom 6-8 times per year.

Facilities and Materials

Massena Nursery School is conveniently located at 265 Andrews Street, Massena in a cheerful and safe building. In each classroom children can explore a wide variety of learning centers equipped with books, creative media, small and large manipulative educational toys, dress up and dramatic play items, blocks, puppets, and computers. Our outdoor playground provides an opportunity for gross motor activities and consists of riding toys, swings, a jungle gym and play house. We also have an indoor gym for the colder months, complete with an obstacle course, floor games, bean bag toss and jumping sacks.

Goals & Purposes

Massena Nursery School prides itself on being a place where pre-schoolers can meet and interact with one another. The main objective of Massena Nursery School is to provide a well-balanced program of learning, exploring and discovery that will address each child's intellectual, social, emotional, creative and physical development.

Our curriculum is designed to be developmentally appropriate with respect to each child's individual needs and abilities. As children conquer new experiences, they develop a positive self-image and feel a sense of independence. As a member of a group, children learn the importance of cooperation, patience and accepting authority from caring adults.

Staff

Massena Nursery School employs a Director and three Pre-school Teachers. The employees of the school are devoted to providing your child with the best early childhood experience possible.

Board of Directors

The parent-elected Board of Directors meets each month to discuss and act on the overall operation of the school, our policies and financial issues. Parents are welcome to attend board meetings or contact the board members with ideas, questions and concerns.

Nursery School Program

Classroom Activities

Together we explore a wide variety of activities providing opportunities for socializing, learning and self-expression. Children will be encouraged to participate in the daily activities planned for each day. These activities are theme based and are carefully planned by our teaching staff. The literature-based curriculum will explore new ideas and experiences using high interest age-appropriate books and hands on learning centers. Your child's teacher will send home a monthly activity calendar and parent letter. Please read the calendar and letter carefully and **make note of important dates and events.**

Daily activities, assigned parent helper dates, art and theme projects, notification of field trips, requested materials sign-up sheets, board meetings, book orders and highlighted stories used each month will be found on the calendar and letter.

Closings & Cancellations

Massena Nursery School follows the Massena Central School District calendar, closing for the same holidays and vacations. Any emergency closings due to extreme weather will be announced on the radio station WMSA 1340 AM. If Massena Central is closed, Massena Nursery School is closed. If Massena Central has a 1-hour delay, the Nursery School will open for classes at the regular time. If Massena Central has a 2-hour delay, classes at the Nursery School will be cancelled. When making these decisions, the Director and the Board President considers the safety of your child first.

Teachers stress safety throughout the year. Children are encouraged to walk in the building and to hold the hand rail while walking downstairs. Parents may help in their child's safety by discussing the safety rules at home.

Class Times

Classes meet from 9:00-11:30 AM

School Policies

Arrival & Departure

Children must arrive at school no more than 10 minutes early. All children must be walked into their classroom. An adult must sign the child in and remain in the classroom until the teacher arrives. Children will be dismissed only to adults on the release list. Please be on time to pick your child up at the school.

Safety & Security

Safety is always a first consideration in any activity. For the protection of your child, children will be released **ONLY** to a person indicated on the pick-up permission form. No child will be sent home with anyone other than the parent/guardian unless his/her name is listed on this form. Please take the time to consider all possible people who may occasionally bring your child home (relatives, friends, carpool,

neighbors, etc.) when completing this form. If you wish to add or delete someone from your list, you may do so at any time by notifying your child's teacher in writing. **If your child is to go home with someone whose name is not on your list, we MUST have your written permission.**

Parent Helper

It is a requirement to be a parent helper in your child's class. This is a wonderful opportunity to observe your child in the classroom setting as well as an opportunity to get to know some of your child's special school friends.

The teachers will schedule parent helpers throughout the year. Your parent helper days will be noted in the class calendar. Grandparents, adult baby sitters, other relatives and friends may also come to school as parent helpers. If you cannot come in on your scheduled day, you can switch your day with another parent. If you cannot resolve the situation, you must call the teacher in a timely manner. **Siblings are not allowed in the classroom when it is your time as a parent helper or during field trips.**

No Show Parent Helpers

If there is not a parent helper on any given day, the scheduled family will be charged \$5.00. The money covers the cost of the replacement snack.

Parent Helper Duties

The day you are the parent helper is a special day for your child. On that day, your child will be the class leader! When you arrive as helper, your responsibility is to assist the teacher and provide the snack, drink, cups and napkins for the class. Parent helper duties are posted in each classroom. Duties include assisting the teacher with classroom activities, cleaning up after snack and helping the children dress for home.

Approved Snacks

All snacks must be prepackaged, store-bought and unopened. Any food that requires preparation, such as cheese or fruit may be brought to school and prepared in the building. Snacks baked or prepared at home are not allowed. Snack ideas are cheese and crackers, popcorn, veggies and fruit, yogurt, applesauce, and pudding.

Any food that will compliment a letter, art project or lesson for that day is always appreciated. For example, strawberries on "red day" or grapes during "G" week are great learning experiences. Due to limited snack time, cupcakes are suggested only for your child's birthday celebration.

Field Trips

Field trips are planned throughout the school year. Children must be transported in their own car seat. Children wear Massena Nursery School t-shirts over their outerwear when going on a field trip. We rely on parents to volunteer to drive and help chaperone. We must have a **CERTIFICATE OF INSURANCE** from your automobile insurance company on file at the school in order for you to drive other children from the class. Siblings are not allowed on field trips.

Registration

Pre-registration is held in February for children who are already attending Massena Nursery School and for their siblings. Registration for the general public is held in March. Children are accepted on a "first come, first served" basis.

Massena Nursery School accepts children of any race, color, nationality or ethnic origin. Students will be ensured of all rights, privileges, programs and activities. There will be no discrimination in the administering of educational policies, admission policies, scholarship programs or other school administered programs.

Admission & Enrollment

To enter our program, your child must have a birthday by the following dates:

3 year old program—3 years old by DEC. 1

Pre-K program—4 years old by DEC. 1

These are New York State guidelines, Please address individual student age concerns with the Director.

Children attending Nursery School must be **COMPLETELY TOILET TRAINED!**

Upon acceptance, you will receive a child health form, parent, helper policy, a permission form and a student information sheet. A tuition contract must be signed and returned by **the third week in August**. **The September payment, which includes a monthly supply fee, should be included with the tuition contract.**

A child from our waiting list will replace any child with incomplete registration information or unpaid tuition on August 27th.

To benefit your child, all acceptances and placements are conditional for the first sixty days of the school year. The Director and the teacher will contact the parents if there is a reason for a conference during this time.

Tuition & Supply Fees

Tuition is due on or before the first of each month. Check should be addressed to:

Massena Nursery School
P.O. Box 506
Massena, NY 13662

Tuition	Per Month
2 days/week	\$94.00
3 days/week	\$116.00
5 days/week	\$150.00

Health Information

Immunizations & Health Forms

Health forms must be returned to the Nursery School by October 15th. The NYS Health Department Law requires that a student's immunization record be on file at the Nursery School. Children will not be admitted to the school without a completed immunization form signed by a doctor.

Illness/Communicable Diseases

Please do not send a sick or overly child to school. Please do not send your child if he/she has had a fever in the previous 24 hours. Sick children do not enjoy being at school. Help us to keep our children healthy and happy.

In the event your child has contracted a communicable disease (chicken pox, strep throat/scarlet fever, head lice, pin worms, scabies, conjunctivitis/pink eye, fifth disease, hepatitis, meningitis), you are required to NOTIFY THE SCHOOL IMMEDIATELY! The Director needs to inform the families of the children who may have been exposed. Children should remain home for at least a full 24 hours after antibiotic treatment has begun, 24 hours after vomiting and 24 hours temperature free following a fever.

Injured Child Policy

In the event that a MNS student has had a serious incident that requires medical attention, such as stitches, broken bones or surgery, it is mandatory for the school to be provided with a written Doctor's permission slip. This shall detail any restrictions as far as physical activities as well as whether there is need for parental supervision in the classroom.

Additional Information

Clothing

Please dress your child in clothing which allows participation in "messy" projects and outdoor or active play. Jackets, sweater, hats, mittens and boots/shoes should be clearly labeled with your child's name. Shoes must be worn at all times. A book bag or backpack is convenient for carrying home artwork and papers.

School Pictures

Meredith Austin will be taking class pictures the week of October 3-7. You may choose to buy individual photos as well as class pictures.

Fire Drills

We practice fire drills periodically. We have an annual visit from the fire department/firefighters.

Scholastic Book Club

Scholastic Book Club is a book club that is available to parents several times a year. The monthly pamphlet will be sent home with the calendar. Parents are welcome to place an order but are not under any obligation to purchase books.

Personal Belongings

Please do NOT bring in personal items from home. Children often become upset when special toys are misplaced, lost or broken. Classroom toys are shared equally by everyone. Toys and items from home are not easily shared with other children.

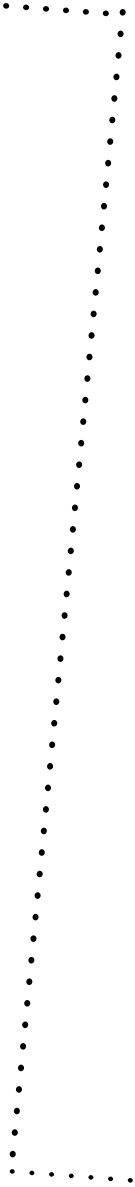
Birthdays

Parents will be scheduled to be parent helper on or around their child's birthday and he/she will be leader that day. As the parent helper, you are invited to bring a treat such as a cake, cupcakes, or muffins. Any treat must be prepackaged, store bought and unopened. Bring your camera for the special day! Please do not distribute any invitations for parties at school unless everyone in the class is invited.

Parent Involvement

A variety of opportunities exist for parents to have an active part in our school. Tuition payments only cover the basic program. Therefore, we need your time and talents. Parents can choose to join the Nursery School Board and serve on committees that benefit the school and your child. We can use your assistance with various activities such as driving on field trips, fundraisers like Kidfest, Winter Carnival and the Heritage Festival and Parade. Parents enjoy these special events as much as the children do!!!

We welcome you to a new and exciting year at Massena Nursery School. We are here to make this first school experience in your child's life a positive one filled with fun, new friends and fond memories!



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