

Parent Handbook



2023-2024

740 River Rd.

Binghamton, NY 13901

607 648-8577

Website: www.chenangovalleynurseryschool.org

Facebook: Chenango Valley Nursery School

Email: adreg.cvns@gmail.com

Mission

Our mission is to provide a developmentally appropriate pre-school program for 18 months through five-year-olds, where they can develop a positive self-image and discover the joy of learning through guided play.

Chenango Valley Nursery School believes:

All children should be provided a nurturing, active, and challenging environment that encourages curiosity, active learning, values, problem solving, language development, a positive self-image and instill a desire for lifelong learning as we prepare preschoolers for kindergarten and the world beyond.

Philosophy

The philosophy of the Chenango Valley Nursery School program is to help each child develop to their full potential socially, emotionally, physically, and intellectually. Pre-school children learn through active, hands-on purposeful play.

Guided by knowledgeable teachers, the child will learn by “doing.” They are active learners who gain knowledge by acting directly on and with concrete objects. Through these actions they can draw conclusions about their world.

Chenango Valley Nursery School believes:

A positive self-concept develops in children who can fulfill their goals, accomplish tasks on their own, cooperate with others and receive positive feelings from others.

Self-disciplined children can direct their efforts towards fulfillment of their goals. Children learn self-discipline through understanding, commitment, and reinforcement.

Self-reliance is achieved by allowing children to do as many things for themselves as they are capable of but keeping in mind new skills.

Goals of CVNS Education Program

- Provide programs where children will be actively engaged in their daily activities.
- Provide a warm, caring, comfortable and safe environment for our children.
- Establish routines that are predictable and consistent.
- All children will be treated with gentleness, honesty, and respect.
- Assess and support the health needs of children to promote wellness for successful early educational experiences.
- Strengthen and empower families to learn together while bridging the gap between home and school.
- Ensure that the instructional staff is highly qualified and informed on the latest early education research-based strategies.
- Actively seek, support, and collaborate with community partners to increase positive outcome opportunities for children and families.

School Calendar

(Dates are subject to change as necessary)

| | |
|--|---|
| First day of school | Monday, September 11 |
| Columbus Day – NO SCHOOL | Monday, October 9 |
| Veterans’ Day – NO SCHOOL | Friday, November 10 |
| Thanksgiving Recess – NO SCHOOL | Wednesday – Friday, November 22 - 24 |
| Winter Recess – NO SCHOOL | Friday, December 22 – Tuesday, January 2 |
| Martin Luther King Jr. Day – NO SHOOOL | Monday, January 15 |
| Presidents Weekend - NO SCHOOL | Friday, February 16 & Monday, February 19 |
| March Vacation Day – NO SCHOOL | Friday, March 15 |
| Spring Recess – NO SCHOOL | Friday, March 29 – Friday, April 5 |
| NAEYC Conference – NO SCHOOL | Friday, April 12 |
| Memorial Day Recess – NO SCHOOL | Friday, Mary 24 – Monday, May 27 |
| Class Picnics (last day of school) - | |
| - Sprouts 6/10 & 6/11 | |
| - Preschool 6/12 & 6/13 | |
| - PreK 6/14 | |

Emergency School Closings –

Chenango Valley Nursery School will observe the same "snow days" as the Chenango Valley School District.

However, if there is a 2-hour delay for Chenango Valley School District, the Nursery School’s morning classes will be cancelled. (Afternoon classes will still be held and start on time). If there is a 1-hour delay, CVNS will run on time for all classes.

Please use your discretion if the road conditions are questionable.

Snow Days will not be made up.

You can check CVNS Facebook page, Class Remind App, or WBNG-TV for school closings.

FINANCIAL ARRANGEMENTS

A. PAYMENT SCHEDULE

Tuition is based on a yearly fee broken down into 10 equal payments throughout the school year, with payment due on the 1st of each month.

B. COLLECTION OF TUITION

Monthly coupons – Families are given coupons before the start of school. Please cut out the appropriate coupon each month, and place it in an envelope with a check made payable to:

CHENANGO VALLEY NURSERY SCHOOL

You may turn in your payment in at drop off or mail to

Chenango Valley Nursery School

740 River Rd.

Binghamton, NY 13901

We also have an option to pay online using our website chenangovalleynurseryschool.org.

Tuition is due by the first of each month. Prompt tuition payment is essential to the operation of our school. Since tuition fees are based on a non-profit budget, the school depends on prompt payment to meet its current expenses. If a payment is late, a 10.00 fee must be included. If special circumstances make paying tuition a problem, please discuss the situation with the Director as soon as possible.

C. ABSENCES - Tuition must be paid when your child is ill or on vacation.

D. WITHDRAWAL FROM PROGRAM

Each child is enrolled for the entire school year (6-week session for Tiny Tots). If you withdraw your child, please notify the school one month in advance. Otherwise, it will be necessary to charge one month's tuition after you withdraw your child. No tuition refund can be made after June 1st.

THE DAILY PROGRAM

A. NURSERY SCHOOL PARKING & ENTRANCE

Drop-off and pick-up will be from the gym door. You may park behind the school and wait until the gym door is open. Your child will be greeted by a staff member and escorted into school.

Note: Please hold your child's hand in the parking lot.

SPROUTS ONLY - will start the year dropping off in the front of the building using the circle drive.

B. ARRIVAL

Class hours for Preschoolers and Pre-K are 9:00 to 11:30 AM and 12:30 to 3:00 PM.

Classroom hours for Sprouts are 9:15 -11:15 AM and 12:45-2:45 PM.

Once all classmates arrive, the group will walk to the classroom and start the day. If you arrive late, please use the Education Building door. Come up the stairs and ring the bell. A staff member will greet your child and escort them to their classroom.

Tiny Tots will use the back parking lot for parking and come in the Education Wing entrance, your teacher will meet you and your child at the top of the stairs. Tiny Tots classes are 9:00 to 10:00 AM and 10:30 to 11:30 AM. These classes a caregiver attends with your child.

C. LARGE MOTOR PLAY

Each day your child will have approximately 30 minutes of large motor play. If the temperature is above 20 degrees "real feel", and it is not raining, they may play outside in our fenced in play area. If it is raining or below 20 degrees "real feel", the children will play in the school gym. Each area contains large motor toys such as balls, hoops, parachutes, and scooters. Sneakers should be worn while playing in large motor areas.

D. DISMISSAL

Pick-up will be from the gym door. You can park behind the school and wait until the gym door is open. Your child will be brought to you for a hand-to-hand dismissal. If pickup is from the playground, please park in a parking spot before getting your child.

Please pick up your child promptly at dismissal time. If you know you are going to be late, please call the school immediately so we can reassure your child. 648-8577

E. TOYS FROM HOME

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. There will be times during the year when children are invited to bring in toys that will enhance a particular unit of study. If such an item is brought to school, please be aware it will be shared and have the child's name on it.

F. PARENT CONDUCT

The Nursery School requires the parents and adults of enrolled children to behave in a manner consistent with decency, courtesy and respect to the staff, children and other parents. Parent or adults who have concerns about the program should address those concerns with in the school office. Parents who consistently violate this standard of behavior will be asked to leave the nursery school property and may be barred from the property until they agree to abide by the standards listed above.

SCHOOL SECURITY

Safety of our students is a top priority at Chenango Valley Nursery School. The doors to the education wing are locked at all times. The staff, special needs providers and the church office are the only authorized key holders. We are in communication with the Chenango Valley School District. If they perform a lock in for any reason we are notified and will do the same by locking all doors in our building.

AUTHORIZATION TO PICK UP CHILDREN

If your child is to be picked up from school by anyone other than the parent, we must have a signed Pick-Up Permission Form on file with the teacher. Written authorization is necessary before a child will be released to anyone other than their parents. Anyone who is unfamiliar to teaching staff, including authorized individuals, will be asked to present photo identification before a child is released to them.

FIELD TRIPS

The classroom or program may organize field trips. It is the responsibility of the parent to arrange for transporting their child to the location. If the child is riding with a classmate, we ask the child's parent to make sure that the other car has an approved car seat for their child to ride in for the field trip.

WHAT TO WEAR

APPROPRIATE CLOTHING

For your child's comfort, provide simple clothing that is easy to do up. Shoes should be comfortable and safe for active play. If the child has long hair, please tie it back to keep it out of his/her face so they can see when playing at school.

Children do art and other messy activities every day, so school clothes must be washable.

For active play, provide *sturdy* shoes with *non-slip* soles. Sneakers are ideal. Sandals, flip flops, high heels or shoes without backs are not safe and should not be worn at school.

Please make sure your child has a sweater or jacket during fall and spring because we often take walks outside the building.

Put your child's name on all garments including boots, hats and mittens. For winter play - We send children outside if it is not raining and the "Real feel" temperature is 20 degrees or higher. All children need boots, gloves/mittens and snow suits. Children routinely play outside as long as it is not too cold, too wet or too muddy. Teachers monitor outside ground conditions and temperature, and decisions about whether to play outside are often made at the last minute. For that reason, please be sure your child comes prepared if there is any chance, they will play outside. On inside days, the children will be in the downstairs gym.

What to bring to school

Your child needs their own labeled backpack. Please make sure their backpack is large enough to fit a full-size 2 pocket folder. We will provide each child with a folder. Any paperwork coming from school or home should be placed in the folder. Please check your child's folder each day and we will do the same. They will need a change of clothes (just in case) and a labeled water bottle each day.

COVID PROTOCOL AND POLICIES WILL BE FOLLOWED IN ACCORDANCE WITH THE CDC, BROOME COUNTY HEALTH DEPARTMENT AND CHENANGO VALLEY SCHOOL DISTRICT

As of March 2, 2022, masks are no longer mandated in child care settings. The following is protocol set by NYSDH

Child care programs are strongly encouraged to review and, as necessary, strengthen all health and safety measures to compensate for the end of universal masking. These include promoting vaccination, encouraging COVID testing, improved ventilation, social distancing, cleaning and disinfection, excluding sick individuals from program, and proper hand hygiene and respiratory etiquette.

With the absence of a universal mask requirement, there are still circumstances when masking should be used in child care programs. Children over the age of two, staff, volunteers, etc., in a child care program should still wear a mask, regardless of vaccination status, in the following circumstances:

- If they are moderately-to-severely immunocompromised and have discussed the need to mask with their healthcare provider(s);
- If they feel more comfortable wearing a mask for personal reasons;
- If they are required to mask by the child care program or by their municipality (city/county);
- If required to mask by any relevant federal licensure or regulator (for example, for Head Start);
- If they completed a minimum 5-day isolation period because of a COVID-19 infection and have returned to program, masks must be worn on days 6-10.

To the extent that persons are expected or required to mask, masks may be removed when eating, drinking, singing, napping, going outside, or playing a wind instrument. When masks are removed for these purposes, maximize social distancing as much as possible (ideally six feet or more).

Additionally, programs should expect and plan for the presence of masked people in child care programs working and learning alongside unmasked people. As such, it is essential that child care programs establish “mask positive” environments so those who choose to or are expected or required to mask feel comfortable.

To read the entire report go to:

<https://coronavirus.health.ny.gov/new-york-state-contact-tracing>.

UPDATES MAY BE MADE THROUGHOUT THE YEAR

PHYSICAL EXAMINATION/ IMMUNIZATION

Your child’s health is a matter of major importance to all of us. Upon registering with us you will be responsible with providing your child’s current immunization record. They must also have a physical exam by their doctor. We require that each child must meet NYS standard immunizations for pre-school children. Under the HIPAA Laws, your child’s health records are kept in a secure place, and we are not authorized to share information without parental permission. In accordance with New Your State law, all children must be immunized.

EMERGENCY NUMBERS

Please notify the school immediately, if work, home or cell phone numbers or addresses for parents or caregivers, or emergency numbers (in the event that you cannot be reached) change during the year. We need current information so we can reach you in case of an emergency.

DESPENSING MEDICATIONS

No medication can be dispensed at school by staff. If your child requires the use of an epi-pen or an inhaler, a written prescription is necessary. The prescription and the item will be stored in the Nursery School office for use only in emergencies.

IN CASE OF SERIOUS INJURY OR ILLNESS

If your child is injured or becomes ill while at school, we will make an immediate effort to contact the parents first. A parent will be called anytime a child has a head injury. If the parents are not reached, then we call the emergency contact. We will keep calling until one of the adults listed is reached. If it is a serious injury or event requiring a doctor, an ambulance will be called, and the child will be sent to the hospital listed on your health form. Until the arrival of the parent or the ambulance, the director or teacher will be in charge and make all decisions about the care of the child. There is always a staff member present who has CPR and Red Cross First Aid certification.

SCREENING AND ADDITIONAL SERVICES

Periodically throughout the year, evaluations may be suggested. The teacher and the Director will work closely with the parents throughout the process.

Before any evaluation takes place, the following steps must occur:

- The teacher contacts the parent about concerns.
- If the parent agrees with the need for evaluating, the parent contacts their home school district's Director of Special Education Office about their concern and need for evaluation.
- The school district gives the parent the screening options.
- Parent picks a screening option and notifies the school district.
- Parent receives a permission packet from the district.
- Parent agrees or declines the evaluation and returns packet to district.
- If parent agrees, the evaluation is done by an agency.
- The evaluator reviews the results with the parent.
- The school district holds a meeting with the parents and the evaluator to recommend a service if needed.
- Service begins.
- At least annually, the services are reviewed.

HAND WASHING

Please have your child use the bathroom before school starts.

Staff and students are required to use warm water and soap multiple times each day.

All Cleaning will be done in accordance with the CDC & NYSDH Guidelines.

NUTRITION:

CVNS is a NUT and PEANUT FREE SCHOOL

SNACK

A nutritious snack is served each day. The Nursery School has a water only policy for drinks. We ask parents to provide a filled water bottle with the child's name on it. Food allergies (e.g.: peanuts; dairy) will be noted on the snack assignment sheet. Please avoid bringing those foods for snack. If your child has a food allergy, please talk with your child's teacher about a snack alternative.

Within a group setting, young children share a social experience surrounding meals and snacks. This involves not only eating but talking about food and observing other children and adults make food related choices including the way food is packaged, prepared and served. Children develop attitudes about food from infancy. They learn by tasting, touching and observing. Children learn to try new foods by having the opportunity to observe others eat and by being presented with the opportunity to sample new foods over days and weeks. Developing competence in pouring, using cups, dishes and utensils is part of the total experience. Food preferences are influenced by the response of other children as well as adults.

Keep snacks healthy and simple. Keep it easy for the teachers to serve and the kids to eat. Some suggested (and favorite) snacks are as follows...

- *Goldfish*
 - *Cheese sticks*
 - *Cheese and crackers*
 - *Graham crackers*
 - *Granola bars/cereal bars (nut free)*
 - *Fruit (washed and cut up, grapes must be cut in half)*
 - *Apple sauce*
 - *Pretzels*
 - *Single serve yogurt*
 - *Mini muffins*
 - *Veggie straws*
 - *Cut up veggies and hummus*
 - *Pirates Booty*
- *A treat, such as donuts, cupcakes or cookies may be brought in ONLY for birthday celebrations.*

Water is our only beverage.

A Snack Calendar will be provided each month. Your child will have an assigned day to bring snack for the class. Please note if there are allergies in the class. If you have any questions, ask your child's teacher.

DISCIPLINE

Consistent, clear rules in Nursery School help to keep everyone safe and happy. When a child's behavior puts his own or another's safety and happiness at risk, changing that behavior is necessary. The teacher's role in dealing with these behaviors is to provide guidance toward self-discipline, both for the children directly involved and those who are observing the situation.

Recognizing that preschoolers have not yet learned many of the skills for self-discipline, the teachers help the children by:

- suggesting appropriate words for situations: i.e.: turn-taking, sharing ("Tell _____ you want a turn." " _____ would like a turn now.")
- helping them express their feelings as a problem-solving technique
- helping them develop coping mechanisms
- redirecting.

In cases of extreme behavior, a teacher may gently but firmly physically remove a child from a situation with an explanation ("I will not allow you to hit and I will not allow others to hit you".) A child whose behavior is difficult to manage, may be removed from the situation and allowed to calm down under direct supervision of a staff member.

If extreme behavior becomes a pattern in school, the teacher will communicate with the parents in an effort to find a consistent and successful method of helping the child learn acceptable behavior.

COMMUNICATION

PHONE SYSTEM

If you need to contact the school during the school day, call 648-8577. If you need to leave a message, please do so and your call will be returned as soon as possible.

TEACHER COMMUNICATION

Each teacher will have a classroom email and a Remind App set up for daily communication. If you need to contact your teacher directly the Remind App is the fastest way to do that.

PARENT CONFERENCES

Pre-K students will have winter conferences scheduled with all parents to discuss your child's school adjustment, growth and development. Preschoolers will have a Spring conference. Sprouts do not have Parent Conferences. For concerns at other times, please feel free to talk to your child's teacher before or after school or make an appointment to meet.

NEWSLETTER

Please read the newsletter! Each month, you will receive a school newsletter with information about our classroom activities, upcoming events, and field trip dates. It is available in email or paper format.

COMPLAINT POLICY

Chenango Valley Nursery School has established a policy and procedure to assure that parent/community complaints are given prompt and fair consideration. The three-step process is as follows:

Step One - Any parent who has a complaint with a staff member shall meet with the staff member to try to resolve the issues.

Step Two - If the parties are unsuccessful, the parent shall request a meeting with the Director and the staff member. The group shall meet and try to resolve the issues.

Step Three - If the parties are unsuccessful, the parent may petition the Nursery School Board for a hearing. The board will hear from the parent, the Director. The board will make a decision. Their decision is final.

ABUSE POLICY

Allegation of Child Abuse by Another Child in the Program

If a parent wishes to make an allegation of suspected child abuse by another student, a written complaint must be delivered to the director on the next day. The directors will investigate the allegation and take appropriate action to ensure the safety of all children involved.

Allegation of Child Abuse by a Staff Member

If a parent wishes to make an allegation of suspected child abuse by a staff member a written complaint must be delivered to the director the next day. The employee will be notified of the report in writing and will be required to sign an acknowledgement of receipt of this letter. The employee will be asked to provide a written statement to the Director regarding his/her intent to continue employment or association with Chenango Valley Nursery School. It is the policy of Chenango Valley Nursery School to suspend the employee if it is determined that continued employment threatens any harm to children and/or families or to the school.

The individual will be suspended until an investigation is completed or until corrective action on the part of the individual has been made and approved by the Board of Directors.

Allegation of Child Abuse by Caregiver

Nursery School employees are mandated by the state of New York to report all cases of suspected abuse and maltreatment to the Child Abuse Hotline.

Licensing

Chenango Valley Nursery School is *NOT* a licensed daycare provider. To see the NY State regulations for childcare please visit the following websites: www.ocfs.state.ny.us and www.p12.nysed.org/nurseryschool or call the Syracuse Regional Office of Children and Family Services at 315-423-1202.

CONTACT INFORMATION

Nursery School Advisory Board: A volunteer Advisory Board works closely with the Nursery School staff in making policy decisions and maintaining the high standards of the school.

Please contact: Carley Cleveland or Brittany Marcello, Co-Chairpersons of the CVNS Board
cvnsboard@gmail.com

If you have questions or are interested in becoming a Board member.

Administration:

Mrs. Robin Stolarczyk - Director

Teaching Staff:

Tiny Tots:

Mrs. Kate Carlson - Teacher

Sprouts:

Mrs. Kate Carlson - Teacher

Mrs. Lindsay Wells -Teacher Assistant

Preschoolers:

Mrs. Tara Forst -Teacher

Mrs. Cayleigh Groover- Teacher Assistant

Mrs. Ashley Gardepe – Teacher

Mrs. Alicia Kruser – Teacher Assistant

Pre-K:

Mrs. Kasey Easton – Teacher

Mrs. Jessica Morris – Teacher Assistant

Mrs. Stephanie Zandt – Teacher

Mrs. Sara Michitti – Teacher Assistant

