

THE TRUMANSBURG COMMUNITY NURSERY SCHOOL, INC.

HISTORY: TCNS was founded in 1959 by a small group of parents who wished to provide a playschool experience for their children. Since then the school has developed a more extensive program for children ages 2 to 5, and is now incorporated as a charter school by the NYS Board of Regents.

The Trumansburg Community Nursery School (TCNS) is a non-profit, parent-cooperative school for young children. The school offers a balanced program stressing the development of the whole child. We emphasize activities which promote social, emotional, physical, and intellectual growth and contribute to the child's self-esteem and awareness of others. The children learn through free play as well as organized activities and special projects. They enjoy experiences in art, music, movement, science, number awareness, and language development.

ADMISSION: Admission to TCNS is on a first-come, first served basis. Your preschool child may attend the Monday-Wednesday-Friday (MWF) program, the Tuesday-Thursday (TTH) program or may attend five mornings a week. These classes have an enrollment of 18 children each and meet mornings from 9:00 to 12:00. Your child must be at least three years old by November 30 of the year registered and toilet trained to attend the preschool program. Two-year olds attend the Terrific Two's program on Tuesdays and Thursdays from 9-11:30 am. This class enrolls 6-8 children, who must be two years by September 30 to attend. Blue cards provided by TCNS and immunization records, must be submitted by the beginning of the school year. With the admission of your child, it is understood that you accept the policies and programs of TCNS.

PARENT COOPERATIVE: TCNS is a cooperative school, run by parents and volunteers. Parents provide feedback on the program, help maintain the facility, hire staff, and coordinate fundraising efforts. Parents are encouraged to use their particular talents to add to the program in numerous ways. The atmosphere of TCNS reflects this constant concern and input from its parents, and the children greatly benefit from its being a family cooperative. Each TCNS family will receive a monthly newsletter. This will include the participation schedule and keep families current on TCNS news and activities.

PARENT PARTICIPATION: TCNS relies on parents to assist in the classroom. Parents not only clean the nursery school rooms but are encouraged to interact with the children. By participating on a regular basis parents get to know the professional staff well, keep in touch with the classes' activities, and observe their child in a group setting. Families are assigned on a rotating monthly basis. The director will try to accommodate special scheduling requests. When it is impossible for a family to participate at TCNS, please notify the director and find a substitute. Non-participating families will be charged a \$30.00 fee each time they miss a scheduled participation without a substitute.

We ask that younger siblings not come to TCNS when the parent is assisting. The morning you are in the classroom is a very special time for your nursery school child and you should be free to give her/him and the other children your full attention. Childcare can often be arranged with another parent. You will receive a class list with all of the families and contact information. This list will also be helpful when a parent, for whatever reason, needs to switch their participation day. **Keep your class lists!!**

PARENT RESPONSIBILITIES: In addition to their regular participation, all families are expected to work in some capacity on projects for the school. These projects include the maintenance of

all the school facilities and execution of varied fund-raisers throughout the year. Each family is required to sign up for a parent job, ranging from cleaning to fundraising, and carry out their chosen job as needed. Every family is also expected to help at one of our fundraising events.

PARENT COMMITTEE: The TCNS Parent Committee consists of the director, teachers, and parents. The Committee meets regularly throughout the school year. Parents are encouraged to voice any suggestions or concerns and are welcomed to attend any or all committee meetings. School policies, programs, and special activities are discussed and decided on by the Committee. Parents are enlisted to fill parent positions as committee co-chairs, fundraising activities and classroom maintenance.

As a TCNS parent, your ideas and comments are vital to the program. Share them with the teachers, director, and parent board members. The same is true of your talents. If you have a particular interest or skill you can share with the children, please do!

TUITION & PAYMENT: Tuition is due by the first week of each month. A delinquent payment notice will be given at one week overdue. Accounts not paid within three (3) weeks of notice are referred to the Board of Trustees. If a payment schedule is not arranged the child's eligibility for attendance will be affected. Any checks returned for insufficient funds will be charged an additional \$10.00 the first time. Subsequent times, the charge will be \$20.00, will affect your child's eligibility, and legal action may be taken.

SCHOLARSHIPS: Scholarships are available. For information, you may contact the director at any time during the school year. The Scholarship Committee will review requests for scholarships. There is also a \$100 per year discount for the second child enrolled in any program.

ATTENDANCE: Consistent attendance benefits your child's social and emotional development. It helps to build strong bonds between your child and teachers and friends. We look forward to seeing 18 children each morning and the teachers and other students miss any who are not there. Please let us know by phone or email if your child will not be at school for extended times. If a child is absent without notification, the director will contact the family after one (1) week. After two (2) weeks, a letter will be sent. Failure to respond will result in us offering your child's spot to another child.

SCHOOL CALENDAR: The TCNS year follows the Trumansburg Elementary Public School calendar except that the term usually begins later in September and ends earlier in June. The Nursery School follows the Trumansburg Public School's snow days. If the public school is closed due to snow, TCNS will also close. When Trumansburg Public Schools have a delay (either one or two hours), **TCNS will also be one hour delayed.**

TOYS: With the exception of a much needed "security" item, please **do not** bring personal toys to TCNS! Personal toys often get lost, broken, or cause tears in a large group situation. TCNS has plenty of interesting toys to keep every child happy.

DRESS: We get very messy at TCNS! Play clothes and closed-toe shoes or sneakers are highly recommended, especially for our playground. **Shoes with a good sole are a must** on our climbing equipment. Please help us keep your child safe. We require that children keep socks or shoes on their feet at all times during the school day. Children are welcome to keep extra indoor shoes or slippers at TCNS.

OUTDOOR PLAY: Outdoor play is an integral part of our program. **Your child should be appropriately dressed for outdoor play every day.** Snowpants are required for much of our winter activities. If you feel that your child cannot go outside on a particular day you must pick him/her up 1/2 hour early. We go out every day, except when it rains hard or when our thermometer reads below 20°F. Remember: there is no bad weather, just bad clothing!

FIELD TRIPS: We try to keep our program flexible. It includes field trips and special programs designed to enhance your child's experiences. At times, parents will have to transport their children to field trip sites and the schedule may change depending on the trip. The director will provide directions and times for all such trips. Parents are encouraged to share their vocations/avocations with the children at TCNS throughout the year.

SAFETY: Be sure to notify the teacher of your child's arrival and departure. A child should leave the classroom or playground only if an adult is alerted. Clothes and other paraphernalia should be kept on the coat hooks and in the cubbies. The hall should have a clear traffic lane. Children should never play out in front of the TCNS. Supervised outdoor play will be in the back playground only. An adult should always accompany a child indoors or outdoors. Whether inside or outside, the children should have your 100% attention.

ACCIDENTS: In case of a serious injury, the teachers will contact the parents listed on the blue card or, if the parent is unreachable, the emergency contact person. Please be sure that someone can be reached at all times. If your number or your emergency contact person changes during the year, please notify the director. In case of minor injuries, the child will be treated at the school. We will wash out cuts, apply Band-Aids, and use cold compresses. The teacher witnessing the accident will write out our accident report and pin the note on your child's shirt or jacket. If your child carools with someone else or in the confusion of pick up time, the teachers don't talk to you directly regarding the accident, please give us a call with any questions.

HEALTH: For the benefit of everyone, TCNS requests that you keep your child home if he/she has any of the symptoms listed below within 12 hours of nursery school:

1. A fever - 100 degrees F, or over, orally or rectally. A fever is a symptom caused by some type of inflammation or infection in the body.
2. Vomiting and/or nausea.
3. Persistent diarrhea - over four times a day for children over six months of age.
4. Undiagnosed spots or rash. A rash must be diagnosed by a physician before a child can remain at nursery school.
5. A cold or persistent cough. Common colds are caused by viruses, which spread easily from person to person. Antibiotics have no effect on purely viral infections. Antibiotics may be needed if infection is bacterial in nature.
 - a. Clear Discharge: child can attend nursery school
 - b. Yellow/Green Discharge: May be a sign of infection. Please see your physician. If on an antibiotic, the child may return 48 to 72 hours after beginning medication.
 - c. Bronchitis: The child must be on treatment for three full days before attending nursery school.
 - d. Ear Infection: Ear infections with additional symptoms such as nasal discharge, fever, crankiness, irritability must be on medication 48 to 72 hours before attending nursery school. If the child has only an ear infection, with no other symptoms, he/she may attend school.

6. A diagnosed contagious disease. In the case of communicable or contagious diseases, the child may return after his/her temperature has been normal for 48 hours
 - a. Impetigo: the child must remain out of nursery school for three to five days, depending on the severity.
 - b. Conjunctivitis: The child must remain out of nursery school for 48 to 72 hours once on medication.
 - c. Thrush: The child may return once mouth is clear. If treated with medication, he/she may return 48 hours after beginning treatment.
 - d. Roseola: Temperature must be normal for 48 hours before child may return. The child may attend with a rash.
 - e. Lice: The child must be treated and nits removed before returning.
 - f. Scarletina: Rash must be completely gone before the child may attend nursery school.
 - g. Chicken Pox: The child may return when all blisters have become crusted.

If your child becomes ill at TCNS, the parent(s) or emergency contact person will be called and arrangements made for the child to be picked up as soon as possible. This list is not exhaustive and only mentions illnesses which seem to occur frequently. In order to minimize the number of illnesses, please adhere to this policy, as we are making every effort to keep everyone healthy.

CHILD ABUSE PREVENTION POLICY:

- T.C.N.S. has in place a comprehensive pre-employment screening procedure to screen-out staff not suited for working with children.
- T.C.N.S. will take any allegation or suspicion of child abuse seriously.
- Staff understand their legal obligation to report suspected abuse.
- Policies, procedure and training are available relating to discipline, supervision, staff/participant interaction, staff and volunteer Code of Conduct, etc.
- Staff understand what practices may be considered abusive and the difference between what may be considered appropriate and inappropriate touch.
- Defensive strategies have been identified for avoiding unfounded allegations.
- Staff communicate frequently with parents regarding day-to-day activities and encourage parents to report or question any behavior or event their child may share that appears out of the ordinary.
- Parents know that they can visit, unannounced, any program their child participates in.
- Staff protect themselves and T.C.N.S. by agreeing not to be alone with program participants outside of T.C.N.S. programs or facilities.

Note: These preventive strategies are designed to protect the children in T.C.N.S. and to protect the T.C.N.S. staff and volunteers from being wrongly accused of incidences of child abuse.

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TERRIFIC TWO'S PROGRAM:

DAILY SCHEDULE & PARENT RESPONSIBILITIES

Arrival and Transition (9:00 - 9:15): Please plan on helping your child transition into the classroom before leaving. Teachers will assist as needed. Help your child find a comfortable place to play, then say goodbye. All parents should plan on leaving by 9:15.

Teacher-led Activity/Free Play: Teachers will work with small groups by providing materials, guidance and encouragement to work on daily project. Remember, projects are about process not product! Children will be encouraged to participate but not required. Free play will include a variety of toys changed weekly and a seasonal selection of books.

Circle Time (9:45): We will draw the children together with familiar songs. Children will chose a special space for themselves and welcome all friends to our circle! We will then read a book together each day. We will also include finger plays, songs, name recognition, and movement in our circle times.

Potty Time and Hand Washing: We will encourage all children to use the potty before snack-time. Teachers will assist in potty-time and hand washing before snack.

Snack (10:00): A healthy snack consisting of fruit/vegetable and a carbohydrate will be offered each day, as well as water. TCNS will provide the carbohydrate each day and each family will be assigned a day each month to supply fruit/vegetable for the class to share. Some suggestions: apples, berries, cucumbers, oranges. Special birthday treats are welcome at the discretion of the parents and should be discussed with teachers prior to the day of celebration.

Sensory Activity/Free Play: A sensory activity will always be available each day after snack. Other choices will be available for free play.

Outside/Gross Motor Play (11:00 - 11:30): Weather permitting, teachers will assist children in getting ready for outside play. In inclement weather we will use the large gathering room for large motor play, scooters, slides, tunnels and music and movement activities. During this time on Thursday, parents helpers will clean designated toys and areas in the classroom.

Pick-Up Time: Our day will end outside on the playground at 11:30.

Please also feel free to come during outside play to discuss any issues with teachers. Outside play time to a great time to chat with teachers informally.

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PRESCHOOL PROGRAM:

DAILY SCHEDULE & PARENT RESPONSIBILITIES

- Arrival (9-9:20): Interact with the children - one adult is needed in each room for supervision. Help put children's names on artwork & paintings.
- Small Groups: Assist children by providing materials and encouragement **if needed**. Do not do the project for them! Help make sure all projects have names and get placed in the cubby area. Assist in hand washing.
- Circle Time (9:50): Join Us! Please help direct the children's attention to teachers.
- Snack: Place snack on napkins. Assist with hand washing if needed. Join us at the snack tables. Help replenish water or snack as needed.
- Free Choice (10:30): Parents should interact with the children as much as possible. Read to children in the book corner, help with puzzles, build blocks, play games, do projects or playdough, etc. Please defer all discipline problems to one of the teachers.
- Clean-Up: Help direct children to put away the toys and materials used that morning.
- Story Time: Find an area to sit and read to children.
- Outdoor Play (11:30): When necessary, parents should help children with their outdoor clothing and help make sure children put indoor shoes and bags back in correct cubby or hook. **(We strongly encourage children to get these items on by themselves if at all possible)!** You may need to tie or zip.
- 11:40: Do cleaning jobs for the day (posted above sink) Children from the playground might need assistance in the bathroom. Notify teacher when child returns to the playground and walk to top of path with child.

SNACKS: We emphasize healthful snacks at the TCNS. Crackers with cheese or peanut butter, yogurt, fresh fruits, veggies, popcorn, breads, bagels and muffins are all wonderful choices. **DO NOT bring in cookies, cakes, etc. except on your child's birthday.** We limit sweets to one per child so extra healthy snacks are helpful. With healthy snacks, we let the child decide how much to eat (within reason). Remember that the children have been playing hard and are hungry at snack time. Please bring in plenty!

"FRIEND OF THE WEEK": Each child will have a turn to be Friend of the Week. When your child is the "Friend" he/she may bring in approximately 6 pictures of their life to put on a board displayed in the classroom. During circle time, the child may stand up and tell us about each of the pictures. The board will be displayed all week. This is a lot of fun for the children and important to your child. Please try to make a note of when your child's turn is.

SHOW & TELL: On the day you are scheduled to be parent helper, your child will also be welcome to bring in an item to share at circle time for show and tell. We ask you to limit show and tell to one or two items and remind children the items should be kept in their cubby.