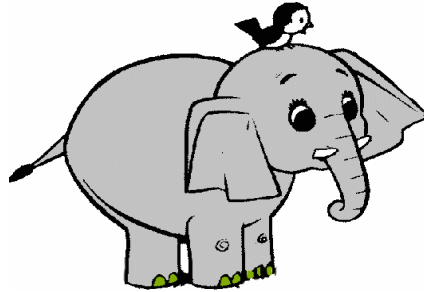


New Hackensack Nursery School Handbook



***"We encourage, nurture, and teach...
they explore, learn and flourish!"***

The mission of New Hackensack Nursery School is to provide preschool-aged children with the opportunity to develop self-awareness, acceptance of others and respect for diversity in a safe and loving environment through interactive and age-appropriate play and classroom learning.

New Hackensack Nursery School

located at: New Hackensack Reformed Church

Education Center

1580 Route 376

Wappingers Falls, NY 12590

(845) 462-0810, Option 3

www.newhackensacknurseryschool.org

The New Hackensack Nursery School, a non-sectarian, non-profit organization, is sponsored by the New Hackensack Reformed Church. The Nursery School Board is overseen by the Consistory of the Church and is the governing body of the Nursery School. The Nursery School Board is made up of Church and Community volunteers.

A LITTLE HISTORY

- 1965 – The Nursery School was established, opening a four year old program
- 1971 – A three year old program was established
- 2012 – A 5-day enrichment program was added to our 4's program
- 2017 – A two year old “Me & My Peanut” program was established

GENERAL INFORMATION

Morning sessions meet: 9:00 - 11:30am

Afternoon sessions meet: 12:30 - 3:00pm

An orientation period begins the school year, during which your child will be introduced to a small group of classmates and become familiar with the teachers and the nursery school equipment.

- All children must be accompanied to the classroom and placed in the charge of the teachers.
- To allow time for the classroom setup, the teachers do not open the classroom door before the appointed hour.
- Parents should be **prompt** in picking up their children.
- Children should be dropped off and picked up by way of the back door of the Education Center **only**.
- If you are planning on having someone other than the regular driver pick your child up, an email or written note is required.

CURRICULUM

Our sessions provide opportunities for:

- Independent and group work and play.
- Daily nutritional snacks.
- A balanced schedule of activities that include outdoor and indoor, active and quiet, structured and unstructured play.
- Imaginative and creative self-expression through clay, paints, music, movement, drama, art and language.
- Independence in caring for personal needs, taking responsibility for personal and group possessions, encouragement regarding dressing themselves and taking care of toileting and hand washing.
- Exploration of the environment through seeing, hearing, touching, tasting and smelling.
- Making friends, learning to share equipment and attention, learning to be sensitive to the needs and feelings of others.
- Learning to communicate thoughts and feelings, ideas, information, and to listen to the expressions of others.
- Enjoying stories, music, rhythms and poetry.
- Practicing skills in thinking, discovering, generalizing, classifying and problem solving.
- Extending their interests and broadening their knowledge about the world.
- Special guests- fire fighters, police officers, etc.
- Field trips- please note that there will be a small additional fee to cover costs.
- Living happily and productively with their peers.
- Developing enthusiastic and positive attitude toward school and the experience of learning.

REGISTRATION

****Please check with your specific school district for their Kindergarten entrance age (birthdate) requirements. These requirements vary among districts****

For the 3's: Your child must be three years of age on or before December 1st

For the 4's: Your child must be four years of age on or before December 1st

The following must be included with your application:

1. Registration Fee
 - o For those enrolled, the registration fee is non-refundable.
 - o For those remaining on the waiting list, but not yet in the program, the registration fee is refundable upon request until September 30th .
2. Photocopy of the child's birth certificate
3. Signed Financial Commitment form

TUITION

Tuition payments will be payable July 15, October 15, January 15 and April 15.

You may bring payment to school and place in lock box located outside of Room 14 (by the school entrance), or mail it to the school, New Hackensack Nursery School, 1580 Route 376, Wappingers Falls, NY 12590, to the attention of the School's Director. Checks should be made payable to: **NEW HACKENSACK NURSERY SCHOOL**

Please use the payment vouchers that you received with the July mailing to bring/mail in your payments. Extra vouchers will be available in the Director's office.

- Tuition invoice reminders will be emailed 2-3 weeks before each payment is due.
- Teachers cannot accept any payments brought to school.
- If payments are not received within two weeks after the due date, without sufficient reason given to the School's Director, your child may lose his/her spot in the class (as there is often a waitlist). There will be a \$50 late fee per child added to any late tuition payment.

If, at the end of the year your tuition payments are in arrears and you have not responded to various attempts at contacting you regarding this matter, the following, when applicable, may be implemented:

- You will not be allowed to register your child(ren) for the following school year; and/or your child(ren) will not be able to participate in end-of-year activities, including picnics, parties, field trips and graduation.
- Please speak with the School's Director to bring your account current as soon as possible.

REFUND POLICY:

- A full tuition refund will be issued if the student is withdrawn prior to the last Saturday in August.
- An 80% refund will be issued if withdrawn between the last Saturday in August and the first day of school.*
- A partial prorated refund will be issued if withdrawn after school has begun. Please contact the Director to confirm exact refund amount.
- Refunds are not available for extended absences.

*If full year tuition was paid on July 15th, 80% of the first quarterly payment amount will be refunded along with 100% of the remaining amount paid.

COMMUNICATIONS

- For details of upcoming events, please read the information on the bulletin boards outside your classrooms and the monthly calendars, and check Facebook and our website, www.newhackensacknurseryschool.org.
- You are encouraged to contact the teacher or arrange a conference, if you have a concern you wish to discuss. (Please do not do this in your child's presence.)
- The 4's teachers can be reached at 462-0810 x104 and nhnsfours@gmail.com
- The 3's teachers can be reached at 462-0810 x103 and nhnsthrees@gmail.com
- Please provide the teachers with any information, during the school year, which may help her better understand your child. (Changes at home, medication, upsetting events, etc.)
- In emergency situations, during school hours, contact the School's Director at 462-0810 x130.

SCHOOL CLOSINGS

The Nursery School will follow the Wappingers Central School District's closing policy for inclement weather (in most circumstances).

We will NOT announce our closings independently of the Wappingers Schools on the radio.

For information on Delays and Cancellations for NHNS, please check the following:

1. NHNS Facebook page
2. NHNS phone message: Call 462-0810, option 3, then 2
3. www.cancellations.com
 - Search for our location or school
 - Sign up for free email/text notifications

General Rules:

~If Wappingers Schools are closed, the Nursery School is closed.

~If Wappingers Schools have a 1 or 2 hour delay, the Nursery School will open at 10:00 a.m., upon the discretion of the school and church.

~If Wappingers Schools have a 3 hour delay, the Nursery school may open at 10:00 a.m. **IF** the parking lot and sidewalks have been cleared and are safe. Please check back regularly before driving in, just in case classes have been cancelled.

~If Wappingers Schools have an early dismissal, afternoon Nursery School classes are cancelled. Afternoon parents will be notified by phone, if possible.

Safety of you and your family, as well as our staff, is always the determining factor whenever delay or cancellation decisions must be made due to questionable weather and/or other conditions.

DRESS

- All outer clothing must be clearly marked with your child's name.
- Children should wear comfortable play clothes.
- The children are encouraged to manage for themselves in the bathroom, so they should wear clothing that they can manage themselves.
- Teachers make every effort to take the children on the playground daily (weather permitting). The exception to this would be the days we are having parties. Please plan to dress your child appropriately for outdoor play.
- Boots should be either large enough to fit over the child's shoes easily or easy to slip on.

PLAYTHINGS

- We do not encourage children to bring playthings from home.
- No GUNS/ KNIVES/ SWORDS, etc. are allowed in school (pretend or real).

SNACKS

- Please alert the teachers of any ALLERGIES. Also, complete and submit a Food Allergy & Anaphylaxis Emergency Care Plan. This form will be provided to you by the teachers upon your request.
- Nutritional snacks are provided daily by the school.
- No cough drops, candy or gum should be brought to the school.

FIELD TRIPS

- Several field trips will be taken throughout the year.
- Parents are needed to provide transportation.
- Car seats/booster seats: please refer to NY State guidelines.

PARTIES

- Holidays are celebrated throughout the year. Parents will be asked to bake or supply party goods. The teachers also welcome celebrations of holidays special in your home.
- Birthdays may be celebrated in school. Please discuss with your teacher your plans for celebrating in advance of the birthday date.
- Class lists with addresses and phone numbers will be available to parents, upon approval from each parent. Please refrain from handing out non-preschool related party/event invitations in the classroom or in the cubbies, unless the entire class is invited.

SAFETY

PARKING LOT SPEED LIMIT IS 10 M.P.H.

Due to safety concerns, children are not allowed to play on the concrete stairs inside.

The following are gentle reminders about the outside use of our church and nursery school. Please share and remind your child(ren) of the rules. If these rules are not adhered to, the children may lose the use of this area.

1. If your child stays to play after pickup, please encourage play on the grass closest to the buildings, away from the Parsonage and large pine trees. We have been asked not to be on the hill/lawn between the sidewalk and the parsonage.
2. Please be kind to our trees. No hanging, hitting, kicking, picking at the tree or digging the dirt around the base of the tree.
3. There is an outside downstairs staircase to our basement at the corner of the building across from the sidewalk. Please keep the children away from this area, as it is dangerous. Especially do not allow them to throw rocks or other items down the stairs.
4. The drainage pipe on both sides of the walkway, and the rocks, should be avoided and not played with.
5. In our classrooms and on the playground, we teach our children to be kind to others and to not touch or push others. We encourage this same kindness to classmates to continue, even after school.
6. And most of all, have fun, make memories and enjoy time with friends.

HEALTH AND OTHER SAFETY INFORMATION

If your child experiences a fever (temperature 100.4 or above) and/or any of the following symptoms:

- vomiting
- diarrhea
- irritated eyes or rashes
- persistent cough, sore throat or swollen glands
- pain (earache, stomachache, headache or body aches)
- unusually tired, irritable, pale, confused or lack of appetite

They must remain home from school until symptoms have resolved for 24 hours without the need for medication.

Children may return to school if they are only experiencing a runny nose or other mild symptoms. Please use parental judgement. Children too ill to participate in regular school activities should remain home. Any questions or concerns please contact your child's doctor before sending them to school.

Children may return to school after taking medication prescribed by their doctor for a minimum of 24 hours as long as they don't have fever or other serious symptoms.

Please keep your child home if they are contagious or you are concerned they may be contagious. Children with chicken pox are contagious until all blisters are scabbed over, typically in 10-14 days.

A child who has undergone a medical procedure requiring general anesthesia should stay home for at least 24 hours following anesthesia or until instructed it is safe by their doctor.

Please notify the teacher if your child will be absent for more than one week or has a contagious illness. It is not necessary to call the school if your child will miss only one session, but it is encouraged and appreciated.

After an extended illness, a doctor's note may be requested to confirm your child is ready to return to school and participate in all activities.

Other Health Information:

- ~A medical report must be submitted to the Director prior to the first day of school. The report must include a record of up-to-date immunizations, and be signed by the physician.
- ~Teachers will not administer medication, with the exception of life-saving Benadryl, EpiPen and/or inhaler when provided by parent and accompanied by a Doctor's documentation.
- ~Students must be toilet-trained (no diapers or pull-ups).
- ~Car seats/booster seats: please refer to NY State guidelines.
- ~Your child must always be accompanied to and from the nursery school room.
- ~Please enter and exit the building through the back door of the Education Center only.
- ~At all times, one teacher will be in attendance for every seven students in the 3's classroom and every eight students in the 4's classroom.

****WE ARE A PEANUT-FREE NURSERY SCHOOL****

SMOKING

Smoking is NOT permitted on school property or during school functions or field trips

NHNS POLICY for HEAD LICE

The New Hackensack Nursery School's official policy on head lice is listed below. Please adhere to this policy as head lice can spread easily from child to child.

Staff must be notified **immediately** if any child contracts head lice, regardless of the stage in which it is discovered.

The affected child shall not return to school until he/she has received at least one treatment and adheres to nurse's/doctor's instructions. We are following our school district's policy, which states that "you should not send your child to school if he/she has head lice until your child has been treated according to the nurse or doctor's instructions."

New Hackensack Nursery School reserves the right to perform a "head check" on a child prior to their returning to the classroom, and the child will only be admitted back into the classroom *at the discretion of the school*.

Also, if there is *reoccurrence* of head lice, a doctor's note will be required stating that the child has gone through a prescribed treatment plan and that the child is lice- and nit-free; only then will the child be re-admitted into the classroom. The Nursery School staff will perform a "head check" before admittance as well.

MISCELLANEOUS INFORMATION

1. If you intend to withdraw your child, please notify the Director so that plans can be made to admit another student. We do have a waiting list.
2. The New Hackensack Nursery School reserves the right to refuse admission to, or participation in, any class when in the opinion of the teachers, with the support of the board, a child does not or cannot integrate into the classroom setting.
3. **3's ONLY:** On the first day of school, please provide your child with a 3"x5" photo of him/herself.
4. The "Margaret V. Babinsky Memorial Scholarship" is available on a financial need basis. Information is kept confidential; please call the NHNS Board Chairperson or the school's Director.
5. The Board of Directors reserves the right to cancel any class that does not fulfill minimum enrollment requirements. In such cases, parents will be notified as soon as possible, and feasible attempts will be made to accommodate the families involved.
6. New Hackensack Nursery School partners with Marist College as a learning resource for Interns, Teacher Candidates and Student Teachers. During the year you will see college-aged adults in your child's classroom. These students have had background checks performed prior to participating in this program. Our staff will introduce these students to you. If you have any questions regarding this matter, do not hesitate to speak with the School's Director.