

A Cooperative Effort

BRIEF HISTORY

In 1965, a group of mothers wishing to provide a preschool experience for their children, met and formed the Bloomfield Cooperative Preschool Nursery. The school was originally held in the playroom of a private home and was later housed in both the Methodist and Congregational churches of East Bloomfield. In 1975 the Board of Regents of the State Education Department of New York granted the Bloomfield Nursery School, as it is now named, a provisional charter of incorporation. On July 23, 1985, Bloomfield Nursery School was granted an Absolute Charter. The Bloomfield Nursery School has been in continuous operation since 1965 and is housed in the United Methodist Church of East Bloomfield.

MEMBERSHIP

The membership is made up of tuition paying family units, including those on scholarship. Each member will be allotted one vote in matters requiring membership voting. Each family will serve as Parent-Helper (on days assigned by the class representative or chosen by the family on registration night), serve on one committee & perform one weekend day cleaning duty. Members are expected to participate in and support all school functions.

BOARD OF DIRECTORS

The Board of Directors, with the possible exception of the administrator and the treasurer, is composed of volunteer parents who have children attending the nursery school. These volunteers spend many hours working on their responsibilities for the benefit of the nursery school. The administrator may or may not have children attending the school and receives a small stipend for the work. The administrator is the head of the board and is responsible for the day-to-day operation of the school. The administrator welcomes your questions, comments and calls.

PROGRAM

Bloomfield Nursery School seeks to serve the needs of young children and their families by supplementing the home environment with developmentally appropriate social, emotional, physical and cognitive experiences. We try to provide a program that will equip children with skills to succeed in kindergarten and beyond. Learning activities such as games, finger plays, free play, painting and stories encourage children to listen, construct, move and interact while developing language, numeration and social skills. The program fosters creativity and questioning and allows children to make independent choices.

In general, the first part of the school year is devoted to getting the children oriented to the program, each other and the teacher. Some of the equipment may be new to your child and it may take him/her a few weeks to become comfortable and play in a creative, spontaneous way. The latter part of the year is centered around developing fine motor skills with activities simple enough so the child can complete the work independently and he/she can vary projects to suit his/her own ideas. Games and use of gym equipment help develop large motor skills.

In addition to the lead teacher, there is a full-time teacher's assistant. The assistant's primary responsibility is to guide and interact with the children, providing more individualized attention to the children. The remainder of his/her time is spent assisting the lead teacher by preparing project materials. The teacher's assistant is a great asset to our program.

Bloomfield Nursery School does not discriminate as to race, creed or national origin in any of our admissions policies.

PARENT OBLIGATIONS

As a cooperative school, parents are responsible for all aspects of the school's operation. This means parents are required to:

- Assist in their child's classroom as Parent-Helper on a rotating basis
- Provide juice when serving as a Parent-Helper
- Work on a committee
- Take part in fund-raising events
- Pay tuition in a timely manner

TUITION

We like to make it as easy as possible for our families to manage paying the tuition and that is why we have created the following payment options:

Option #1

Pay full tuition at the August Registration Night.

Option #2

Pay half of the tuition each semester: 1st payment at August Registration Night and 2nd payment by mail post-dated no later than Monday, January 9, 2012.

Option #3

Pay the tuition quarterly:

- 1st payment at August Registration Night
- 2nd payment by mail post dated no later than October 11, 2011
- 3rd payment by mail post dated no later than January 9, 2012
- 4th payment by mail post dated no later than March 5, 2012

	<u>Cooperative tuition</u>	<u>Non Cooperative tuition</u>
Option #1	\$765/year	\$995/year
Option #2	\$382.50 per semester	\$497.50 per semester
Option #3	\$191.25 quarterly	\$248.75 quarterly

Late tuition payments will be charged a \$25 service fee. If payment is not received within 15 days after the due date, our policy dictates that your child will not be allowed to return to school until financial obligations are met. We are willing to set up a payment schedule if the above options are not manageable. Please contact the administrator to discuss any issues or concerns.

REFUND POLICY

If you have to pull your child from the program, a refund will be given up until the day of October 11, 2011. After that date no refunds will be given. If for some reason you need to withdraw your child from the program mid-year, we request one month's written notice of intent so we may try to fill that spot. No refunds will be given for absent days, unless under extenuating circumstances, and then at the discretion of the Board. Prior to the 5th week of the second and subsequent quarters, refunds will be issued on a prorated basis (up to 50% for the current quarter's tuition). After the 5th week of any given quarter, no refunds will be issued.

PARENT-HELPER DAYS: PARTIAL BUYOUT

This year, we are again offering a program called a "Partial Buyout". This program is designed to assist families with two working parents. What this program allows parents to do is "buyout" of doing Parent-Helper days with the exception of one Parent-Helper day per semester. If you opt to participate in the buyout, you are still responsible for completing the remainder of the parent responsibilities (committee, and fundraising). The cost to buyout is \$35.00 per Parent-Helper day.

If we have parents participating in this program, it will leave several openings for Parent-Helper days that need to be filled. We will **first** look to our parent volunteers to fill these positions. If we then still have openings that cannot be filled by our parent volunteers, we will **only then** look to fill these positions, on a "paid" basis.

FAMILIES WITH MULTIPLE CHILDREN

Over the past few years, BNS has had an increased number of families with twins or 2 children of nursery school age (3 and 4) enrolled in the program. Since we are a cooperative nursery school, we want to make sure that families with multiples understand the expectations. It is expected that:

- You will sign-up for the required number of Parent-Helper days **per child**. (# of days depends on how many children are enrolled)
 - You will be part of one committee **per child**.
 - Regarding fundraising, you will be expected to sell the required amount **per family**.
 - Families with multiples will receive a 15% discount for each additional child's tuition.

COMMITTEES/FUNDRAISING

As a cooperative, the "jobs" of the school are the responsibility of the parents. These jobs are organized into committees. Each family, with the exception of the Board, is required to participate on a committee. Each family must also participate in all fundraising activities, which often coincides with a committee. A monetary donation equaling the amount to be raised per family is required of any family that chooses not to take part in a fundraising event. This is necessary because our toys, supplies and scholarships come

from our fundraising. Failure to fulfill committee duties results in a \$50 fine.

COMING TO SCHOOL

ARRIVAL TIME

School runs (M/W/F) from 9:30 am until 11:30 am. Please be prompt & allow enough time to hang coats on hooks, remove boots, etc. An "open" sign will appear in the doorway when the door is unlocked and you are then free to enter. The teachers cannot be responsible for your child until the start of each class, as they are busy preparing activities for the children. Should the door be unlocked without the "open" sign visible, please wait downstairs and DO NOT go up into the nursery school until you are certain the teachers are ready.

The sign-in sheet is located at the top of the stairs to the right of the administrator's office. All parents, caregivers and car-poolers are required to use this on a daily basis to indicate who dropped the child off and who will be picking the child up that day. This helps to eliminate confusion and daily notes to the teacher, but more importantly to insure your child's safety.

DISMISSAL TIME

When you arrive, please wait for the teacher to dismiss your child. Then, keep your child with you while gathering-up belongings. Each child will have a mail cubby with his/her name and it will be located in the coat room at dismissal time. Be sure to empty your child's cubby before leaving and check for projects, notes, and show-and-tell items. At this time, please do not allow your child to go into the parking lot or on the outdoor play equipment unattended.

If the children are playing outside when you arrive, they are not to go into the parking lot to greet you. They must stay in the play area until they are dismissed.

The pastoral office area (the carpeted area inside the entry to the left) is not for the nursery school to use. Please do not use it for dressing or undressing your child. If you need extra space, please use the show-and-tell room (Fellowship Hall). It is also preferred that the children do not play or wait there as it is distracting to the church secretary and minister who may be working.

ABSENCE

If your child will be absent, please call the school before 9:00 am. Please notify the teacher if your child is absent due to a communicable disease. We need to notify other parents of highly contagious illnesses and afflictions such as strep throat, head lice, etc. If your child is sick on your scheduled Parent-Helper day, please try to find a substitute helper and contact your class representative as soon as possible.

** For your child's safety you should make the school aware of any specific health concerns your child may exhibit such as seizures, allergies, etc. **

Important Reminder for Parents

In order to help prevent the spread of illnesses and protect the health of children and staff, **DO NOT send your child to school when he/she has:**

1. Nausea &/or vomiting, or has vomited or had diarrhea during the night
2. Rash (unless determined by a doctor to be non-contagious)
3. Frequent coughing or sneezing
4. Evidence of communicable disease, such as rash, fever or unusual sores
5. A temperature of 100° or above
6. Sore throat with fever
7. A new cold or generally feels bad
8. Unusual watery, burning red or crusted eyes
9. Prolonged headache or stomachache

**** If a child has a fever, he/she may not return to school until it has been normal for 24 hours (without taking a fever-reducing medicine such as Tylenol or Advil). ****

CALENDAR/SNOW DAYS/HOLIDAYS

A school calendar for BNS is found in the front of this handbook. For the most part, BNS follows the same school calendar as the Bloomfield Central School District. When the district observes a holiday, so does BNS. When the district has a snow day, so does BNS. A phone tree will be created at the beginning of the year and will be put into action should there be a snow day. Also, tune into WHAM 1180 for complete school closings. The nursery school DOES NOT observe "Superintendent's Day" or "Professional Days" or follow the school district's half day schedule. You can also check the BNS web site.

CLOTHING

Dress your child for active play in comfortable, casual clothing. Sneakers are required for participation in the physical activities such as climbing, running and jumping in the downstairs playroom and outside. Please send weather-appropriate clothing (snow pants, boots, hats, mittens, etc.) labeled with your child's name. The children are responsible for dressing themselves with minimum help, so please select outdoor clothing with your child's capabilities in mind.

SNACKS/JUICE

Juice is provided by the Parent-Helper for that day. Children are to bring their own snack in a lunch bag or box clearly marked with their name. Please make an effort to bring tasty, nutritious snacks. Fresh fruit, string cheese, crackers, breads, popcorn and raw vegetables are some great choices.

* Cakes, candy and cookies should be limited to special days such as birthdays. *

100% apple juice or milk has been found to be the best drink choices for most children.

** If your child has a food allergy or any other food-related problem (chokes, or cannot have gummy type treats due to dental work, etc.) please bring it to the teacher's attention as soon as possible. **

FIELD TRIPS

We will be taking field trips and will need parent drivers. We may be visiting places like the Apple Farm, a pumpkin patch, a dairy farm, the library and Boughton Park. If you have a suggestion for a field trip, please let our teacher know, as fresh ideas may be worked into the curriculum. The following paragraph lists some practical and safety advice/ regulations regarding field trips:

- Drivers must have a valid driver's license, registration and insurance for your vehicle
- No personal errands may be done at any time during the field trip or to/from the destination
- Children under the age of seven will not be taken without a car/booster seat (<http://www.nydmv.state.ny.us/occupant.htm>). Please label the car seat with the child's name and leave it at the nursery school on field trip days.
- All passengers must wear seat belts.
- When accompanying the class on a field trip, please keep the children riding in your car with you at all times. Help guide the class to walk together and help guide the class across streets together.
- If a field trip lasts for an entire session, the Parent-Helper is to bring a juice that can be easily consumed in the car or on site.
- As a matter of policy, we do not allow siblings/children along on field trips. We also do not allow extra parents along on field trips. Therefore, if you want to attend a field trip, please notify your class rep that you would like to be a driver. We try to keep the number of drivers to a minimum.
- We ask that you please turn your cell phones off while on the field trip.

SPECIAL ACTIVITIES

During the school year we have many special activities. These dates will be posted on the monthly calendar (sent home via your child's cubby before the first week of each month), on the Parent's Board in the upstairs hallway, and in the monthly newsletter. The newsletter will be sent out at the beginning of the month. Reminders and last minute changes are also posted in the downstairs hallway by the coat room. The teacher posts weekly classroom summaries here as well.

There will be parties for holidays and birthdays. Parents may provide extra treats for these special days and there will be sign-up sheets posted for any needed items.

PARENT-HELPER DUTIES

As stated before, each family must sign-up for Parent-Helper days.

- ❖ Siblings are not permitted to come to school during your Parent-Helper day. Often parents will try to find a family associated with the school willing to trade baby-sitting for siblings during their designated Parent-Helper day. Your class representative may have a list of willing families.
- ❖ If you are unable to assist on your assigned day, it is your responsibility to arrange for a substitute and provide the juice.
- ❖ You will need to find a replacement for your Parent-Helper day if you cannot fulfill your duties. Chances are another parent in your class would be able to trade Parent-Helper days. Notify your class rep of the conflict as soon as possible and she may be able to help you find a replacement.
- ❖ If a replacement cannot be found and you do not fulfill your Parent-Helper duty, you will be charged a \$35 fee. If this is a recurrent problem, it is up to the discretion of the board if any other action should be taken.

Serving as Parent-Helper may seem a bit overwhelming at first but there is a list of duties in the office & we are here to help if you need further assistance.

TEACHING TIPS FOR PARENT-HELPERS

- Be as positive as possible when speaking to the children. Use do's instead of don'ts whenever possible. Use a low voice and few words.
- Don't ask a child if he WANTS to do something he will be required to do. Instead say, "Now it's time to pick up the toys. I'll help."
- If you would like to give some free choice in activities, give choice within a specific activity. For example: "Which of these stories would you like to read?" Not, "Do you want to hear a story?"
- Encourage safety without discouraging a child from trying.
- Children are very aware of tone. They sense annoyance or anger in your voice even if they don't understand the words. Also, children hear and understand most of what you say about them. Be sure to say only things you want the children to hear.
- If a child is upset and/or out of control, remove him from the source of the conflict, and talk calmly to him/her until he/she settles down. When the child gains control, then settle the conflict.
- Avoid doing artwork for the children or showing them how to make something with a material. Encourage him/her to try. How would you feel if someone took something out of your hands to show you how to make it "right?"
- Write names beginning on the top left of the page using upper and lower case letters.
- Let the children learn through their own experience with each other. Remain in the background carefully observing the play. Give guidance indirectly through suggestions that the children can use for themselves.
- Firmly remove a child who, after due warning, continues to use a piece of equipment recklessly.
- Comfort a hurt child, admitting that it does hurt. If the injury is minor redirect his/her

attention, if first aid is necessary, follow the teacher's advice. Remain calm if there's an emergency.

- A child under five does not usually set out to represent something, but rather experiments with materials. Don't ask what he is making, remark what it looks like, or suggest he/she make something special. Say, "Tell me about your picture."
- Smile **WITH**, not **AT** any activity of the children.
- Don't be disturbed if your child does not participate in one or any activity. Watching is a form of participation.
- Don't be embarrassed if your child takes a toy from others, hits, or refuses to take turns. If his social development were complete, he would be an adult, not a child.
- Don't turn your back on the group you are supervising in order to help only one child.

CLASSROOM RULES

The following rules should be observed all day, everyday:

- Running inside only during games downstairs
- No throwing toys or blocks
- Quiet voices are used
- No water in rice table
- No metal toys in water table
- Playdough is to be used only in the playdough room
- Adult supervision is required for use of the listening corner and computer center.
- No toy weapons are allowed in school (even as part of a Halloween costume)

EMERGENCY/ SAFETY REGULATIONS

It is important to know how to act and react in an emergency. The children will learn about safety, in particular, fire safety. It is important for you, as the Parent-Helper, to understand the importance of fire safety as well, so you will act accordingly in an emergency. We hope you will be able to incorporate this information into your family discussions in order to help reinforce the importance of fire safety and prevention with your child.

Injuries Report all injuries, no matter how slight, to the teacher. The teacher will care for the injured child. The Parent-Helper will contact the parent or caregiver and then occupy the children. In the event of a life-threatening situation, the appropriate emergency assistance will be notified before we contact the child's caregivers.

Safety We have installed a laser alarm. It is installed upstairs in the hallway and sounds off if someone should enter or exit the nursery school area. It alerts the teachers that someone has entered the school. It is turned on after all of the children have arrived for their day at school.

Fire As Parent-Helpers, be aware that in each classroom there is a map of exit routes in case of fire or fire drills. There will be monthly fire drills. When the alarm goes off, the children have been instructed to:

- Immediately stop what they are doing.
- Walk to the nearest adult.
- Follow the adult out of the building in single file.

- Do not stop for coats, backpacks, etc.
- Adults are to report to each other the number of children they have with them to be sure everyone is accounted for.

Information being covered with the children regarding fire prevention:

If clothing catches fire, **STOP, DROP AND ROLL.**

If a room is filled with smoke, **CRAWL** out, good air to breathe is near the floor.

Every family should practice home fire safety drills and have a meeting place outside your home and also know two ways out of every room.

Stress importance of getting out of a burning building--do not stop to gather things or to call the fire department--call from a neighbor's home.

Never play with matches.

Never touch electrical outlets.

Significance of "tot finder" stickers; never block a window, fire escape or exit.

Smoke detectors--their function and what to do if you hear one (don't panic, get out of the building safely).

If you see smoke coming from behind a closed door, feel the door first to see if it is hot before you open it.

POLICIES AT BNS

POLICY ON THERAPISTS AT SCHOOL

BNS believes in the importance of having services both at home and school. If a child requires therapeutic interventions, please contact the administrator.

DISCIPLINE POLICY

Our mission is to provide a safe, healthy, fun and educational preschool experience. To be effective in this mission and to prepare families for the Zero-Tolerance Discipline Policy administered by the Bloomfield Central School District, the Bloomfield Nursery School has developed its own Discipline Policy.

Positive behavior is a responsibility of all those involved with the Bloomfield Nursery School Program: parents/legal guardians, students, teachers, staff, Administration and Board Members. In abiding by the rules and regulations set forth in this new policy, the intent is for both parents and children to understand that there are consequences to a child's misconduct and that the child can be held accountable for his/her actions. In adopting this policy, our goal is to protect the welfare of all the children attending the Bloomfield Nursery School by teaching and encouraging self-discipline. Adoption of this policy has been approved by the Board of Directors.

BLOOMFIELD NURSERY SCHOOL DISCIPLINE POLICY

Any child that demonstrates misconduct toward another child or teacher/Parent-Helper while attending the Bloomfield Nursery School will be in violation of the Policy and will result in an appropriate course of action taken.

Misconduct by a child attending the Bloomfield Nursery School is defined as any purposeful physical conduct (pushing, hitting, biting, etc.) that causes harm or intends to cause harm to another child or adult, or the use of any inappropriate or offensive language directed toward another child or adult.

Violation of the Policy will result in the child being disciplined in a matter set forth at the discretion of the teacher. The type of discipline will be consistent with the degree of the child's misconduct and can include having a discussion with the involved child or children regarding the misconduct, separating the child demonstrating the misconduct from the other children in the class for a specific period of time as determined by the teacher and calling the parent/legal guardian to immediately come and pick up the child from school that day.

If a child demonstrates excessive violations of the Policy, the matter will be turned over to the Board of Directors of the Bloomfield Nursery School to determine the appropriate course of action.

At all times, the teacher, the Administrator, and the parent/legal guardian each has the discretion to request a meeting between the child's parent/legal guardian and either the teacher and/or the

Administrator, to discuss the child's misconduct and the course of action(s) taken.

FINAL NOTES AND REMINDERS

- We are a cooperative nursery school. The success of our operation is dependent upon the support and effort of every parent. It is important that each family become as involved as they feel possible. The commitment from our families helps provide an excellent program without an increased budget and demonstrates our philosophy of being involved in our children's first school experience. This program allows each parent to see first-hand how their child is growing. It also allows for necessary adjustments as we change and grow to serve a greater percentage of the community.
- Comments and suggestions are always welcome. A suggestion box is located in the teacher's office next to the cleaning closet.
- It is recommended your child be toilet-trained prior to the start of school. Should you send your child to school in disposables, you understand that if it becomes soiled you will need to come and pick up your child.
- You are required to submit all necessary paperwork & pay tuition BEFORE the start of school.
- All board meetings are open to the parents of our preschoolers. Please feel free to attend. The meeting dates will be listed on the school calendar.
- Fathers are encouraged to participate in the school program whenever possible. Children need male influence and are delighted when a father comes to school. Your own child will be thrilled to have you there.
- Other than your own son or daughter, do not evaluate or discuss a child enrolled in the school with other people.
- Necessary school supplies for each school day include a backpack, sneakers, weather-appropriate clothing (labeled) for outdoor play.
- Please donate to a wonderful community establishment - BNS! Our United Way code/number is 2734. Also, please shop at Amazon via our web site (www.bloomfieldnurseryschool.com) & our school will receive a small donation.
- We gladly accept recyclable bottles & cans. Please place clean recyclables in the container in the upstairs hallway. We also have a "Box Tops for Education" & "Labels for Education" bucket.
- Have fun!

