



# winton road nursery school

220 Winton Road South  
Rochester, New York 14610  
585-442-8340  
[www.wintonroad.org](http://www.wintonroad.org)

Parent Handbook  
2015-2016

Revised 09.13.2015

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## School Directory

**Winton Road Nursery School Office     585-442-8340**

[www.wintonroad.org](http://www.wintonroad.org)

First Unitarian Church Office .....585-482-1968

### Nursery School Staff

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Co-Directors:	Donna Parker	Parker@wintonroad.org
Co-Directors:	Leslie Ziegler	Ziegler@wintonroad.org
Teacher: – 5 Day A.M.	Donna Parker	Parker@wintonroad.org
Teacher: – 5 Day A.M.	Molly Shafer	Shafer@wintonroad.org
Teacher: – 5 Day A.M.	Maureen Hickey	Hickey@wintonroad.org
Teacher –Young Nursery	Leslie Ziegler	Ziegler@wintonroad.org
Teacher – Young Nursery.	Patty Schwarz	Schwarz@wintonroad.org
Morning Assistant	Yeny Colon	
Morning Assistant	Karen Lisborg	
Operations Manager	Kathy Reid	OperationsManager@wintonroad.org

### Parent Board Members \*

Names and contact info of WRNS families have been removed  
from our Web version of the WRNS Handbook

## 2015-2016 Calendar

### SEPTEMBER

<b>1</b>	<b>TUE</b>	<b>Third tuition payment due</b>
<b>9</b>	<b>WED</b>	<b>Board Meeting – 7:00pm</b>
10&11	TH/F	Teacher Meeting & Set up days
<b>12</b>	<b>SAT</b>	<b>Social work Day 9am -12 noon (adults only)</b>
14	MON	3 day & 5 day AM Parent/Child Orientation (9-9:30am or 9:30-10:00am)
15	TUE	2 day & 5 day AM Parent/Child Orientation (9-9:30am or 9:30-10:00am) (5 day parents will be notified of which orientation to attend in the class placement letter sent out before the beginning of school)
16	WED	3 day & 5 day AM First Day - Parent Info Meeting 9:00-10:30am
17	THUR	2 day AM First Day - Parent Info Meeting 9:00-10:30am
17	THUR	5 day AM Short Day 9:00-10:30am (parents can choose which Parent Info Meeting to attend either on Wednesday or Thursday)
18	FRI	3 day & 5 day AM First full day – 9:00-12:00pm
21	MON	YNS M/T Parent/Child Orientation (Young Nursery)
22	TUE	YNS M/T First Day – Parent Info Meeting 9:00-10:30am
22	TUE	2 day AM First full day 9:00-12:00pm
23	WED	YNS W/TH Parent/Child Orientation (Young Nursery)
24	THUR	YNS W/TH First Day – Parent Info Meeting 9:00-10:30am
28	MON	YNS M/T Starts (shorten hours 9:00 – 11:00am)
30	WED	YNS W/TH Starts (shorten hours 9:00 – 11:00am)

### OCTOBER

12	MON	NO SCHOOL – Columbus Day
13	TUE	YNS M/T First full day 9:00-11:30am
14	WED	YNS W/TH First full day 9:00-11:30am
<b>14</b>	<b>WED</b>	<b>Board Meeting – 7:00</b>
21	WED	2 day AM & 3 day AM & 5 day AM Open House 6:30-7:30pm

### NOVEMBER

<b>1</b>	<b>SUN</b>	<b>Last tuition payment due</b> (unless family has an alternative payment schedule)
11	WED	NO SCHOOL – Veteran's Day
<b>18</b>	<b>WED</b>	<b>Board Meeting – 7:00pm</b>
25-27	W-F	NO SCHOOL – Thanksgiving Recess

### DECEMBER

3	THUR	NO SCHOOL – Teacher Work Day
4	FRI	New Rooms – 3 Day and 5 Day
8	TUE	New Rooms – 2 Day
<b>9</b>	<b>WED</b>	<b>Board Meeting – 6:30pm</b>
21-31	M-T	NO SCHOOL – Holiday Recess

## JANUARY

1	FRI	NO SCHOOL – Holiday Recess
4	MON	School Resumes
5	TUE	<b>YNS M/T Parent Teacher Conferences</b> NO SCHOOL (ALL OTHER CLASSES IN SESSION)
6	WED	<b>3 Day &amp; 5 Day AM Parent/Teacher Conferences</b> NO SCHOOL (ALL OTHER CLASSES IN SESSION)
7	THUR	<b>YNS W/TH Parent Teacher Conferences</b> NO SCHOOL
7	THUR	<b>2 Day AM Parent/Teacher Conferences</b> NO SCHOOL (ALL OTHER CLASSES IN SESSION)
9	SAT	Public Open House 9:30 -11:00AM
11	MON	In-house registration begins
13	WED	<b>Board Meeting – 7:00pm</b>
18	MON	NO SCHOOL – Martin Luther King Jr. Day
19	TUE	Alumni Registration Begins
25	MON	Public Registration Begins

## FEBRUARY

10	WED	<b>Board Meeting – 7:00pm</b>
15-19	M/F	NO SCHOOL – February Recess
22	MON	School Resumes

## MARCH

9	WED	<b>Board Meeting – 7:00pm</b>
10	THUR	NO SCHOOL – Teacher Workday
11	FRI	New Rooms – 3 Day and 5 Day
15	TUE	New Rooms – 2 Day
25-31	F/TH	NO SCHOOL – Spring Recess

## APRIL

1	FRI	First tuition payment for 2016-2017 is due
1	FRI	NO SCHOOL – Spring Recess
4	MON	School Resumes
13	WED	<b>Board Meeting – 7:00pm</b>

## MAY

11	WED	<b>Board Meeting – 7:00pm</b>
24	TUE	YNS M/T Last Day & Picnic
30	MON	NO SCHOOL – Memorial Day

## JUNE

7	TUE	2 Day AM Last Day & Picnic
8	WEN	YNS W/TH Last Day & Picnic
8	WED	<b>Board Meeting – 6:30pm</b>
9	THUR	NO SCHOOL 5 Day AM Class
10	FRI	3 Day & 5 Day AM Last Day & Picnic

## Introduction

Founded in 1964, the school now holds permanent Charter issued by the State Education Department and a Certificate of Registration from the Education Department of the University of the State of New York, renewed in 1998. Winton Road Nursery School is an equal opportunity employer. It employs five teachers, two assistants and an operations manager.

### Our Philosophy

At Winton Road Nursery School, children learn through experimentation, manipulation, and observation. Creative and dramatic play, art projects, music and circle time activities combine to nurture social skills and language development, encouraging confidence and independence in every child. Children spend time outside almost every day.

**Our goals are to assist children in:**

- Building self-esteem, confidence and Independence
- Making their own decisions and choices
- Experimenting, asking questions and solving problems
- Expressing creativity
- Laying foundations for good social relationships
- Developing emergent writing, literacy and language skills

Each Big Nursery homeroom (ages 3-5 years old) follows a similar daily routine. The children arrive and are greeted by their teacher and begin to settle in. During this time you will observe children choosing materials and toys specifically set out by their classroom teacher. The teachers act as facilitators guiding the children. After a teacher directed circle time, visiting time begins. It is during this time the children are free to move among the three rooms ~The Art Room, the Housekeeping Room and the Big Muscle Room, each of which has child –sized bathrooms, and a comfortable cushioned bench for reading time and visiting with friends.

Our Young Nursery is Winton Road Nursery School’s program for 2 and young 3 year olds. The philosophy of Young Nursery is the same as that of the nursery school, but the environment is specifically designed for the younger child.

The School is founded on the concept of semi-cooperative nursery education. Parents are members in a non-profit, non-sectarian corporation that administers the school through an appointed Board of Trustees. Parents have the opportunity to guide their child’s first school experience as they share in decision making and committee service.

## Parent Responsibilities

Our school is a nonprofit organization. As a semi-cooperative school, we attempt to keep tuition as low as possible by offering our time and help as needed.

For "Big School" students, each family is required to serve on 2 work committees, accept a Board position, or choose the "buy-out" option.

Young Nursery parents are required to assist in the classroom on a rotating basis. Parents must make external arrangements for child care of younger siblings while working in the classroom.

Parents shall participate as follows:

- Attend the orientation meeting and scheduled parent-teacher conferences.
- Participate in the mandatory Social workday, including buy-out parents, prior to the start of the school year. The purpose of this event is to prepare the school for the upcoming year. Parents who cannot attend this workday will need to, as deemed necessary by the board/teachers, perform some other task for the school during the school year.
- All parents, including "buy-out" parents, may be asked to help with scholarship fundraising projects by making a suitable donation, not to exceed \$75.
- Have their child examined within the year prior to the opening of school. The child will have all required immunizations.
- Return appropriate medical forms to school prior to the beginning of the school year. The child will not be able to attend school until the forms are submitted.
- Provide transportation for the child to and from school.
- Provide a snack for the entire nursery school on a rotating basis. Young Nursery parents provide a snack for the entire Young Nursery class on a rotating basis.
- Serve on 2 work committees, accept a Board position, or choose the "buyout" option. Young Nursery parents are required to assist in the classroom.
- Provide adequate supervision for their child and guests who may attend events conducted or sponsored by WRNS from time to time either on school grounds or at other locations. Parents assume full responsibility for any risks of loss, property damage or personal injury caused or incurred by such persons at such events and acknowledge that WRNS assumes no responsibility for any such risk of loss, property damage or personal injury.

## General Information on School Days

### Program Times

#### Big School:

2-Day AM class	9:00 – 12:00	Tues. & Thurs.
3-Day AM class	9:00 – 12:00	Mon. Wed. & Fri.
5-Day AM class	9:00 – 12:00	Mon. Tues. Wed. Thurs. & Fri.

**Young Nursery**                      9:00 -11:30      Mon. & Tues. *or* Wed. & Thurs.

### Absences

Please call the school **442-8340** if your child will be absent. There is a message machine.

### Snow Days

Occasionally, the nursery school will be closed due to snowstorms. You will NOT be called about these closings. Please listen for the announcements on WHAM, WVOR (radio), Channel 13 and Channel 10 (TV). School closings will also be posted on the school website. Snow days will be made up after the 2 day class misses one day and the 3 day classes miss two days.

### Catastrophic Illness

In the event that there is not adequate staff coverage, school may be closed & families will be notified.

### Dress

Children should be dressed informally -- very washable clothes-- for play. Slacks and rubber soled shoes are recommended. Children should bring clothes suitable for outdoor play (in winter: mittens, hats, boots, snow pants, etc.) every day. No scarves please. All outerwear should be clearly marked with the child's name. Be sure mittens are securely attached. Use mitten clips or mittens on a cord. Part of the curriculum is to help the children learn to dress themselves. You can help by encouraging your child in this way. Verbal directions such as, "Put your snow pants on first " are helpful. Never do for a child what s/he can do for her/himself.

### Parent Visits

Parents are welcome to visit school occasionally during the school year. Parents are also encouraged to share special interests or talents (dance, music, cooking, nature, etc.) with the children. Help from willing hands on days when there are messy projects is also welcomed. Please check with teachers if you are interested in scheduling a visit.



## Parent Teacher Communication and Conferences

Communication between teachers and parents is an essential aspect of the philosophy of WRNS. One of the most effective means of communication with parents is through conferences. In this way, parents and teachers can work together toward consistent guidelines for children at home and at school. Child/parent orientation conferences are held in September before school opens. In January, parent/teacher conferences are scheduled for each child's family- with provided childcare. If parents have questions or concerns at other times throughout the year, they should contact their teacher to arrange for additional discussion.

## Email Guidelines

Email communication should not be used as replacement for phone calls or conferences, but rather to augment them. It is simply a means to broaden the contact between teachers and families. Phone calls are still encouraged and welcomed! Below are some guidelines for using email to contact your child's teacher.

- Please do not email absence notices, early excusals, permission for another individual to pick-up your child, etc. to your teacher. They will only be checking their accounts 1 to 2 times a week and may not get the message in time. Please continue to call the office (442-8340) or speak to your teacher in person about such matters.
- Please feel free to use email should you want to schedule a time to call your teacher at home, to schedule a time to meet in person, or to relay simple information regarding your child to them. Serious matters should still be discussed via the phone or in person.

## Other WRNS Social Media

WRNS maintains three Facebook destinations:

1. For outreach and advertising purposes, we use:  
"<https://www.facebook.com/WintonRoadNurserySchool>",  
and the webmaster welcomes your thoughts or contributions to improve it.
2. We also have a voluntary closed group (which means that only members can see posts in the group, and a group admin must approve any new members) for this year's families to coordinate playdates or share information of likely interest:  
"<https://www.facebook.com/groups/164907830350407/>".
3. Finally, the board has a closed Facebook group at:  
"<https://www.facebook.com/groups/wrnsboard/>".

All family members are welcome to join this group, but it's not expected.

## Snacks

Parents provide a nutritious snack on a rotating basis. A monthly snack calendar will be posted on the bulletin board outside the classrooms and on the school's website. Please check the snack calendar frequently and make arrangements for a substitute if needed. The kids are counting on you to bring snack on your day.

### Quantities To Bring:

- 2 Day, 3 Day and 5 Day AM programs: 35- 40 portions, napkins and 5 oz. cups.
- YNS program: 15 portions, napkins and 5 oz. cups.

**\*\*If your child has a food allergy, it should be noted on the medical form. If the allergy is to something such as milk or peanuts (which are common in many foods), you are requested to provide a snack for your child; in this case, participation in the snack rotation is voluntary. PLEASE, carefully read the Health & Wellness policy in the School Operations and Policies section of this handbook for detailed information on how the school handles food allergies!**

### **What To Bring For Snack – Some Pointers and Ideas:**

- *All items brought to school must be packaged, prepared foods.* This is due to Health Department regulations.
- Snacks should either be individually pre-packaged portions or in large containers.
- Items from bakeries, such as bagels, are permitted (note, most bagel shops will pre-slice bagels if requested).
- Fruit such as apples is fine. If additional preparation such as slicing fruit is required, the teaching staff will complete preparation while wearing gloves.
- A refrigerator and freezer are available for storing snacks during the school day.
- *Teachers also request that choices of flavors be limited* (i.e. bring in all the same flavor of yogurt). This makes administering snack a smoother process and reduces the disappointment experienced by children who enjoy having the same snack as their friends.
- *Snacks that tend to be popular:*
  - Yogurt (in cups) or Drinkable Yogurt (with straws); *No Yogurt in tubes*
  - Bagels, plain or with cream cheese
  - Fruit such as Bananas, Apples, Fruit Cups (with spoons) or Raisins
  - Pretzels, Goldfish (or Cheddar Bunnies), Crackers, Teddy Grahams, Animal Crackers, Ritz Bits w/ Cheese, Pirates Booty, Cheerios or other dry cereal
  - Cheese Sticks or pre-cut Cheese Cubes

### **What Not To Bring:**

- Due to Health Department regulations home baked/prepared food is not permitted
- Water will be provided with snack, so parents should not bring beverages
- Cakes and cookies with sticky icing should not be sent
- Please do not send Yogurt in tubes

There is a list of specific snacks parents are asked not to bring. Teachers will keep this list posted on the hallway bulletin board and in the classroom to reference as necessary. If a snack from this list is brought in, the teachers will instead give the class a substitute snack from their extra supply.

## Pick-Up Procedures

### Playground Dismissal

Weather permitting (if it's not raining or below 20 degrees) children are picked up at the end of the school day at the playground gate. Please do not come back into the school. One or two teachers will be at the gate at dismissal time. Other staff will be supervising the rest of the playground area. The staff at the gate will require you to sign your child out.

At our circle time in each homeroom, the teachers will go over safety rules with each group. The children will be told the following:

- The children are to meet their parents or caregivers at the gate only.
- Only teachers are allowed to open the gate.
- There will be no hanging or playing on the fence.
- Bicycles will be parked at the “Big Muscle Room” 5 minutes before dismissal time.

No parents/caregivers/siblings will be allowed onto the playground at dismissal time. Please do not come into the playground area to pick up your child. The teachers will dismiss them from the gate only. Please do not lift your child up and over the fence. The teachers need each caregiver to initial the sign-out sheet before they will release the child through the gate. Please be mindful of where your child goes once you have signed the release; the teachers are transitioning responsibility of the child from them to you at this point and cannot be held responsible for wandering children once they are in the caregivers care.

Please come to the gate on time and leave with your child promptly. We want the children to learn that when they see their parents, it is time to go to the gate. Sometimes when children see their parents, but the parents are engaged in conversation and are not at the gate yet, it is very difficult for them to wait.

Please note: Some of the children watch their parents drive into the parking lot. If they have seen you and know that you are there, some may have a difficult time waiting for you to come to the gate. If parents come early but still want their children to play longer, the children do not get a consistent message.

When children are running and playing or parents are socializing just outside the gate it gets congested and increases the risk of confusion in terms of children getting to the correct parent/caregiver. At times families visit on the church grounds after dismissal; the children on the playground see this and they are naturally drawn to that area. Please collect your children and go right to your cars for dismissal.

**\*\*\*Please leave your animals at home or in the car.** Most of us love dogs and small pets but some don't. There is also the added confusion of barking, tangled leashes and the few instances of fear and allergies to consider. So, in the spirit of calm, organized pick-up we thank you in advance for your consideration and following of this important pick-up procedure.

## Indoor Dismissal

In case of inclement weather, the teachers will dismiss from inside the building. When dismissing from inside, each homeroom door will open at dismissal time. The teacher will ask the children to sit in a circle in their rooms. Your child's teacher will ask each of the children to come to the door one at a time to meet their parent or caregiver. Staff will also have you sign out your child during indoor dismissal. Each parent should come to the door and meet their child so that the teacher is confident that you are together at that point. The children will not be allowed to go out into the hallway to meet their parents. It is too congested to make sure everyone is with their rightful caregiver. If you need to get your child early, please feel free to knock on the door and let your teacher know.

## Late Pick Up Policy

Parents are to pick up their child at school no later than the class finish time, otherwise it is considered a late pick up. Please make arrangements for a prompt pick up each day. Late pick ups will not be tolerated. Picking up your child late greatly inconveniences our teachers and can also upset your child who is the last child waiting to be picked up.

- (First Occurrence) If the parent is late, a verbal warning will be given and documented by the teaching staff. This will be kept in the child's file.
- (Second Occurrence) If the parent is late a second time, written documentation will be given to the parent (and a copy will be kept in the child's file) the Operations Manager will be notified as well and a bill will be sent to the parent in the amount that is due.
- (Third Occurrence) After the third occurrence of a parent being late for pick up the teaching staff will notify the Operations Manager and a bill will be sent to the parent. Written notice of the school's late pick up policy will be given along with the bill.
- **Failure to pay these fees or a fourth occurrence of late pick up will result in your child not being able to attend school and you will forfeit the remainder of tuition for the year.**

### Late Fees are rated as follows:

- (second time ) 5-15 min will be \$15 / greater than 15 minutes \$25
- (third time) any length of time will be \$75

## Illness Procedures

Please call the school at 442-8340 if your child will be absent. Use the following chart to determine when you should keep your child home from school.

Mumps	14-21 days	Until all swelling is gone. Minimum of 1 week after onset of swelling on either side.	Less contagious than the other common infectious diseases.
Measles	14 days (to first appearance of rash.)	Minimum of 1 week from appearance of rash.	Highly contagious if child is not protected by vaccine.
Chicken Pox	10-24 days	Minimum of 1 week from first appearance of rash. All scabs should be dry (without pus) before child is allowed back in school.	
German Measles/ 3 day measles	14-21 days	Until rash is gone (5 to 7 days).	Mildly contagious.
Strep Throat or Scarlet Fever	2-5 days	48 hours after treatment has begun.	Non-contagious after 48 hours with initiation of treatment and may attend school if treatment continued.
Fifth Disease	4-14 days; can be up to 20 days	No exclusion - by the time symptoms develop, children are no longer contagious.	Contagious. Symptoms include lacy pink rash on trunk & extremities, slapped cheek appearance on face. Infection during pregnancy can have harmful effect on fetus.
Impetigo	2-7 days	Until all spots of skin sores dry and are scabbed over.	Usually a strep infection of the skin. Highly contagious, needs treatment.
Head Lice	3-14 days	Until after special medicated shampoo is used and clothing and personal items have been thoroughly washed, and scalp and hair are completely nit-free for 24 hrs.	Contagious.
Pink Eye Conjunctivitis		48 hours after treatment is begun.	Highly contagious, needs treatment.
Hand, Foot & Mouth (Coxsackie virus)	3-5 days	Until blister like skin lesions disappear	Mild, contagious.

**In general:** Your child should remain at home if he/she has a fever, vomiting, or diarrhea or if he/she is acting listless or not him/herself, and for at least twenty-four hours after these symptoms have ceased. If you bring a child in any of these conditions, we must insist that he/she return home.

## To Help Your Child and the Teacher

1. Please let us know if something unusual is happening (good or bad) in your child's life and/or if he/she will not be in school. This aids us in planning for both the individual and the group, and in providing the best possible school experience for your child.
2. Blankets and cuddlies are acceptable. Other toys should be left at home.
3. Please label clothes and tote bags. This will help prevent lost items.
4. Please arrive promptly at school. If you are early, it is hard for your child to wait patiently. If you are late, it makes it harder to become involved with activities and children.
5. Please arrive promptly at dismissal time. It is very difficult for the child who is the last one to be picked up long after the others have left.
6. Please check the snack calendar frequently and make arrangements for a substitute if needed.
7. There is no reason for your child to bring food from home for nursery school. Snack is brought by one parent for each day and is served mid-session. (exceptions are made for children with food allergies)
8. Dress your child in clothes appropriate for the weather. We will spend some time outside almost every day.
9. When making arrangements for after school play, please do so outside of school. We need to be considerate of the feelings of those children not included.
10. If you have a message for another parent, please see them or leave a note in their child's cubby. Time that teachers use to relay messages is time they cannot spend with your child.  
**Nursery school correspondence (registration, medical forms, tuition payments, etc.) should be sent to the appropriate individual via US mail only.**
11. Please send tuition payments to the Operations Manager by mail. Do not give tuition checks to your teachers or put them in the school collection boxes.

WRNS  
PO Box 10281  
Rochester, NY 14610

## Finances

Our school is a nonprofit organization. We, in this semi-cooperative school, attempt to keep tuition as low as possible by offering our time and help as needed. Tuition is to be paid in four payments due April 1, June 1, September 1, and November 1. In addition, there is a 3% discount for full payments made by April 1, and a 3% sibling discount on the lesser tuition.

Checks should be made payable to ***Winton Road Nursery School.***

### **Tuition for the 2015/2016 school year is as follows:**

	<b>Annual Tuition</b>	<b>April 1 Deposit</b>	<b>June 1 Payment</b>	<b>Sep. 1 Payment</b>	<b>Nov. 1 Payment</b>
<b>YNS</b>	\$1,369.00	\$342.25	\$342.25	\$342.25	\$342.25
<b>2 day am</b>	\$1,288.00	\$322.00	\$322.00	\$322.00	\$322.00
<b>3 day am</b>	\$1,909.40	\$477.35	\$477.35	\$477.35	\$477.35
<b>5 day am</b>	\$3,248.00	\$812.00	\$812.00	\$812.00	\$812.00

Please send payments to the Operations Manager at:

**PO Box 10281  
Rochester, NY 14610**

If you have any billing questions, please contact the Operations Manager (see School Directory).

It is important to the functioning of the school that payments are received on or before the due date. All tuition payments should be made within ten days of the due date. A late fee of \$30.00 will be automatically added to any account when a payment is made later than ten days from the due date.

### **Return Check Charge**

There will be a \$25.00 handling charge for each check returned by the bank for insufficient funds or any other reason.

### **Committee Buyout Option**

A \$400.<sup>00</sup> buy-out option exempts a family from the required committee work.

Should parents fail to fulfill their obligation for one or both committees, the parent will become obligated for the applicable buy-out fee.

### **Scholarship Program**

Our scholarship program provides nursery school education for children who otherwise could not attend. Scholarship families may contribute a portion of their child's tuition each year, the remainder being absorbed by the school. Application deadlines are in April following the January Open registration. Applications are anonymously reviewed by the Board Chairperson(s), Treasurer, Scholarship Chairperson, and Operations Manager. Selections are based on the extent of financial need.

## School Bylaws: Payments and Refunds

- A. Tuition shall be set annually.
- B. The Registration Contract represents a binding agreement between WRNS and the student's parents which obligates the student's parents to pay to WRNS the full tuition for the entire year covered by the Registration Contract pursuant to the terms of the Registration Contract, and which obligates WRNS to provide a space in its classes for that student for that school year, provided there is sufficient enrollment in the class. If class enrollment is not sufficient, WRNS may, in its discretion by Board vote, cancel that class. As provided in the Registration Contract, parents are obligated to pay the full tuition for the entire school year covered by the Registration Contract except in the following circumstances and provided the Board approves the exception:
  - 1. Prior to February 1 of the school year, the student experiences an illness or develops a physical condition (as a result of illness or an accident) which, in the written opinion of the student's doctor (subject to review and discussion with the WRNS consulting pediatrician) would require the student's continued absence from school for more than four consecutive weeks or would otherwise render the student incapable of participating in regular classes and activities.
  - 2. Prior to February 1 of the school year, the student's family moves out of town (defined as a move more than 15 miles from WRNS) after signing the Registration Contract, in which case the student's parents will:
    - a. provide the Registrar within thirty calendar days written notice prior to the proposed date of withdrawing the student along with proof of new address and
    - b. assume financial responsibility for up to thirty calendar days after withdrawal or until a suitable replacement is found who is acceptable to the Registrar, whichever comes first.
  - 3. Prior to February 1 of the school year, the student is requested to withdraw by the Board or there is a mutual agreement between the Board and the student's parents that the student should withdraw. In either case, the following conditions precedent must be complied with:
    - a. the student shall have completed a "trial period" of six consecutive weeks of classes.
    - b. the student's parents shall have attended at least two parent-teacher conferences. A parent-teacher conference is defined as a prearranged meeting among at least one of the student's parents and the appropriate WRNS teacher and support personnel (as determined by the Director.) The conference shall last at least fifteen minutes. Attendance of both parents may be required at the discretion of the teacher.
    - c. the Director and the student's teacher shall have observed the student in class and shall have submitted written statements recommending the withdrawal of the student.
  - 4. At any time during the school year, the student's family elects to withdraw due to extreme financial hardship where new child care is necessary because of a change in employment, a written request with documented proof of said situation can be put before the board for consideration of tuition refund or release from the tuition contract.
  - 5. Prior to September 1 of the school year, the student elects to withdraw and a substitute student is found, either by the family seeking to withdraw, or by identifying a waitlisted applicant who agrees to take the withdrawing student's place and be responsible for tuition payments for the entire school year. To defray administrative costs of the registration process, the withdrawing family forfeits the April 1 deposit provided for in the registration contract.



### C. Refund Policy

1. The April 1 deposit provided for in the Registration Contract is non-refundable except to the extent a refund is approved by the Board under the circumstances described in Section B, Paragraphs 1-4. The April and June payments are deemed to cover the twelve instructional weeks between September and November 30, and any refunds made after the start of classes will be prorated based on the number of instructional weeks which occurred prior to the withdrawal date.
2. If tuition for the entire school year has been prepaid prior to the commencement of classes, and a refund is approved by the Board under the circumstances described in Section B, Paragraphs 1-4, tuition will be refunded net of those instructional weeks which occurred prior to the withdrawal date (subject to the thirty days after withdrawal limitation established in Paragraph 2(b)).
3. If a June, September or November tuition payment has been made (and the April deposit has been received) and the Board approves a withdrawal under the circumstances described in Section B, Paragraphs 1-4, tuition will be refunded net of those instructional weeks which occurred prior to the withdrawal date (subject to the thirty (30) days after withdrawal limitation established in Paragraph 2(b)).
4. If a student is withdrawn from WRNS after the signing of a Registration Contract for any reason other than the circumstances set forth in Paragraph 1-5 of Section B, the student's parents will be obligated for a full year's tuition, whether or not prepaid.
5. No refunds of tuition will be given under any circumstances after February 1st of the school year.
6. Notwithstanding any other provision contained herein, in the event that WRNS cancels a class or modifies the class days based upon insufficient enrollment, or for any other reason prior to July 15th, all tuition payments, deposits, and registration fees shall be refunded. Said refunds shall not require Board approval.

### D. Provision for late payment

1. All payments made later than ten days after the due date will be subject to a late fee.
2. Failure to remit the first tuition payment within ten calendar days of the initial due date may result in loss of enrollment after written notice at the Registrar's discretion.
3. If the June 1st tuition payment has not been made by September 1st (and enrollment has not previously been rescinded), the child will not be able to attend school until payment (including applicable late fees) is made. Failure to pay the installments due in September and November within 20 calendar days of the due date will also preclude the child from attending school until payment (including applicable late fees) is made. In cases of financial hardship, parents should contact the Operations Manager and make special arrangements.

**A full Copy of the WRNS By-Laws is up on the school's web page at [www.wintonroard.org](http://www.wintonroard.org)**

## **School Operations and Policies**

### **Nursery School Board**

The operation of the nursery school is conducted by an elected Board which meets once a month. Parents are welcome and encouraged to attend Board meetings. A nursery school newsletter is published once a month and distributed by email. It is an important link of communication between the parents, the Board of the nursery school, and the teachers.

Each class also has a Parent Representative who serves as a liaison between the Board of Directors and the parent members of the class they represent. Descriptions of board positions and responsibilities are available in the next section as well as on the school website.

### **Staff**

The hiring of teachers for the Winton Road Nursery School shall be the responsibility of the Board of Directors. A majority vote of the Board of Directors, a quorum being present, shall be required to hire a teacher.

The teachers, as stated in their contracts, are expected to abide by the Rules and Regulations contained in the Teacher's Handbook of the Winton Road Nursery School.

If a parent feels that a staff member is not fulfilling his/her responsibilities and/or abiding by the Teacher Handbook, he/she should request a meeting with the staff person to discuss these concerns. The complete Grievance Procedure can be found on the school website.

### **Toilet Training**

Children are encouraged to be toilet trained by the start of school. If a child is not toilet trained, it is the parent's responsibility to discuss training progress with the teacher prior to the start of school. If a child experiences a period in his or her development when he or she requires frequent diaper changes, the school will notify the parent to discuss the situation. The time teachers spend changing diapers is time away from other children. The toilet training policy does not apply to Young Nursery students.

### **Summer Camp**

The teachers typically offer a Summer Camp program during the two weeks following the end of school. Children bring their own healthy snack each day.

Parents of children with allergies who will be attending camp must alert the teachers, and follow the same protocol as during the school year. The child's medication(s) and doctor's permission note must be kept at school.

For special snacks that the teachers may provide on any given day during camp, the following guidelines will be followed:

In our efforts to encourage healthy eating habits, the treats provided by teachers will, when possible, be low-sugar options such as all-fruit popsicles, Sno-cones using 100% juice as opposed to syrup, etc.

## Health and Wellness Policy

### Medicine Policy

As a general rule, the staff of WRNS does not dispense over-the-counter or prescription drugs to children.

#### A. Physician's Orders

All students with food allergies requiring medication(s) must have a current Emergency Care Plan (ECP) or Permission to Dispense Medication on file with the school on the first day of school. The plan must include:

1. Identified allergies
2. Written order for antihistamine and/or epinephrine as per medication guidelines
3. Instructions for when and how medication(s) should be administered

The doctor's orders should be stored with the student's medication(s).

#### Management of Students with Food Allergies

Winton Road Nursery School shares its classroom space with the First Unitarian Church of Rochester's Sunday School program. As such, **we cannot guarantee that Winton Road Nursery School is a peanut- or tree nut\*-free environment.** However, we recognize the potentially serious health problems which can occur when children with food allergies are exposed to certain foods.

\* Tree nuts include, but are not limited to, walnut, almond, hazelnut, cashew, pistachio, and Brazil nuts.

In order to provide as safe an environment as possible for students with food allergies, the following guidelines have been put in place.

#### B. Parental Responsibility

The parent must indicate on the child's Personal History and Medical History forms that the child has an allergy. These forms are filled out in the spring and/or prior to the child's first day.

Before the first day of school, the parent should speak with the teacher about the child's previous allergic reactions, current management, knowledge of allergy, and degree of independence. The parent must also provide a completed Emergency Care Plan form (or Permission to Dispense Medication) along with the medication(s) ordered by the physician, labeled according to medication regulations.

The parent must also inform the teacher of any change in the child's health status or attending physician, and monitor the expiration dates of the medication(s).

If the child's allergy is to wheat, milk, or soy, which are common in many snacks, the parent is responsible for bringing a safe snack for the child on each day he/she attends school. The parent should then inform the Calendar Coordinator that the family will not be a part of the Snack Rotation.

If the child's allergy is to peanut or tree nut, the child may bring their own snack each day he/she attends school, and inform the Calendar Coordinator that the family will not be a part of the Snack Rotation.

The parent should leave a safe snack at school to be given to the child when the group snack is not on the child's approved list, or when children are given extra snack if they are still hungry. The snack left at school must be clearly labeled with the child's name.

## **C. Teacher Responsibility**

Prior to the start of the school year, parents fill out a Personal History form and Medical History form for their child. Upon review of these forms, the Director will contact families of children with identified allergies to discuss specific guidelines for each child. In addition, the child's teacher will also call the family in August and/or prior to their first day to make sure all of the information being communicated between parents and the school is clearly understood.

All teachers will attend annual training in how to recognize the signs and symptoms of an allergic reaction, as well as when and how to use an epinephrine auto injector (Epi Pen). The training will be taught by a registered nurse and will take place prior to the beginning of each school year.

No obvious peanut or tree nut snacks will be served to students. In the case that an obvious peanut or tree nut snack arrives, a snack from the classrooms reserves will be served to all children.

There is a list of specific snacks parents are asked not to bring. Teachers will keep this list posted on the hallway bulletin board and in the classroom to reference as necessary. If a snack from this list is brought in, the teachers will instead give the class a substitute snack from their extra supply.

Each individual Emergency Care Plan (or Permission to Dispense Medication) will be reviewed by all staff members at the beginning of the school year.

In the case of a severe allergic reaction, the teachers will call an ambulance and then contact the parent. A teacher or other adult would stay with the child, including going in the ambulance and remaining at the hospital until the parent arrived.

## **D. Nutrition**

WRNS is committed to the overall health and wellness of our students and, as such, strive to avoid the use of "junk food," candy, and other sugar-laden foods in the classroom. We do, however, permit the use of healthy foods when the food is an integral part of a lesson.

### **Holiday and Birthday Treat Policy**

For the safety of our students with food allergies as well as the health of all children, we encourage the celebration of holidays (Halloween, Valentine's Day, etc.) and birthdays in non-food ways. Parents and teachers may include candy in goodie bags they might hand out to students. If this does occur, teachers will make sure treats are not eaten at school; they will be sent home.

## **E. Physical Activity**

As part of our commitment to our children's overall health and wellness, we participate in a variety of physical activities, including playground time (sometimes twice daily), indoor large muscle activities during inclement weather, and special visitors who focus on overall well-being (Zumba instructor, dental hygienist, etc.).

## **F. Accident Procedure**

At WRNS, we make every effort to provide a safe environment where children can learn and grow. Just as at home, though, curious children who are busy exploring their surroundings may get hurt.

If a child gets a cut, bump, or bruise of a relatively minor nature, a teacher will provide comfort and appropriate care. She will tell the parent about the injury at the first opportunity. If, however, the teacher feels that a doctor's attention might be needed on other than an emergency basis, the teacher will contact the parent, inform him/her of the nature of the injury, and request her/him to come for the child.

We hope there will never be a serious injury at WRNS. If necessary, we would call an ambulance and

then contact the parent. A teacher or other adult would stay with the child, including going in the ambulance and remaining at the hospital until the parent arrives. When an injury has occurred that may require treatment, a teacher will make follow-up contact with the parent to determine the nature and extent of the injury and to provide support for the family.

## **Discipline Policy**

WRNS strives to provide a nursery school environment that allows children to feel comfortable and safe, letting them learn and grow as they interact with their peers. To help maintain this safe environment we feel it is necessary to document a discipline policy that addresses inappropriate and unacceptable behaviors repeatedly displayed by a child.

These behaviors include:

- Aggressive behavior towards other children and adults (i.e., kicking children, throwing sand in their face, hitting, punching or shoving other children, and other observed aggressive behaviors).
- Shouting or screaming at children or adults.
- Using toys inappropriately, where the use of toys becomes unsafe or a danger to other children or teachers.
- Disruptive behavior during circle time thereby making it difficult for the teacher to teach and for the other children to listen.
- Bullying.

If unacceptable behavior continues to be displayed after a parent(s) has been given written notification three (3) times there will be a conference with the teacher, a director, and if wanted a chair to develop a plan to deal with future occurrences of unacceptable behavior. This plan will include specific responses to any future occurrences of inappropriate behavior; parents must make themselves available to create and carry out this plan which may include picking up their child from school, suspension, and removal of the student from WRNS. Teachers, in conjunction with the board of directors, reserve the right to construct this plan to best suit the needs of the student, his/her classmates, and the school community at large.

## **Termination of Care**

The WRNS staff makes every effort to meet the needs of the families that we serve. If the WRNS staff does not feel that our program is meeting the needs of parents and/or child, they will discuss the matter with the family to determine the cause and decide the best course of action. If the child cannot make the adjustment based on the course of action, we reserve the right to remove the child from the program.

## **Reporting Child Abuse**

New York State Child Protective Services Act requires school personnel to report any suspicion of child abuse and maltreatment, including neglect, mental abuse, bruises, burns, strange cuts, etc. Parents will be contacted and told that a report was made to the Monroe County Department of Social Services.

## **What are the Security Measures for the School?**

Security is taken very seriously at WRNS. Fire drills are practiced regularly and there is constant supervision of our students. All doors into the building and on the playground remain locked after drop off. The First Unitarian church has emergency and evacuation plans posted throughout the building.

## **Children with Special Needs or Disabilities**

The families and staff members of Winton Road Nursery School believe in the practice of inclusion or placing students with mild disabilities and special educational needs into a regular classroom.

Communication and cooperation between the Winton Road Nursery School Staff, the service provider, and the families is essential for this experience to be successful for all involved.

Following are guidelines which Winton Road Nursery School has developed to facilitate the success of this process:

1. The family of a child with a disability or special needs should visit Winton Road Nursery School. They should discuss the needs of their child and the Winton Road Nursery School program with the Head Teacher and with their child's service provider to determine whether enrollment at Winton Road Nursery School is appropriate.
2. Shortly after registration you will be receiving forms (personal history, medical, immunization, and emergency). Please include as much information as possible about your child's condition and needs, his or her IEP or IFSP and other relevant information. This will help us to better meet your child's needs. (Release of Information Form enclosed).
3. Winton Road Nursery School will work with Monroe #1 BOCES, Rochester Hearing and Speech Center, or the home school district of the child or other appropriate service providers.
4. Families already receiving services must notify the CPSE (Committee on Preschool Special Services) or Early Intervention and Winton Road Nursery School who the service providers will be.
5. Families who are seeking to receive services through the CPSE or Early Intervention should indicate that their child is or will be attending Winton Road Nursery School and extend efforts to coordinate communications between their child's service providers and the WRNS teaching staff.
6. Service providers must communicate with the WRNS Director(s) and the individual teacher to coordinate implementation of services into our program.
7. If more than one service is to be provided for an individual child, the child's teacher and the service provider should meet to coordinate planning.
8. If more than one child will be receiving the same service (e.g., speech therapy) every possible effort will be made to have the same individual providing this service.
9. Because the goal is for the child receiving the services to have an inclusive school experience it is especially helpful when the service provider can work within the classroom setting and integrate the service into the daily routine. This must be done in a manner and at a time acceptable to all involved.
10. WRNS prefers an integrated therapy approach. If the service must be provided on a pull out basis it is preferred that this be done just before or after our class sessions. However, parents and the CPSE should be made aware that our 3-5 year old morning program runs from 9-12 am, our 4 & 5 year old afternoon program runs from 12:30 to 3:30 PM. When designing a plan for the student, the committee should allow for a small group option to be available at the service providers' and WRNS Staff discretion.
11. It is most important to inform WRNS about your child and any special needs he or she may have or need and any special services that your child is participating in. Everyone needs to communicate and work together to make the pre-school experience positive and productive.
12. If a child has an IEP or IFSP, this information needs to be shared with WRNS staff so that we may best meet the needs of each child. Withholding this information makes it difficult for both the student and teachers involved.

13. The WRNS Director(s) will work together with the service providers to determine if services rendered are effective and productive and not interfering with the purpose and nature of the WRNS program or any daily activities.
14. Service providers are allowed in the Young Nursery program at the discretion of the Director(s) and Board.
15. WRNS staff requests copies of reports concerning services provided at our facility so that we may be made aware of progress of the children and the nature of services being provided.

## Committee Descriptions

### Chair-

- Handles overall School & Board Coordination
- School Communications
- Newsletter Article; letter from the chair
- Runs Monthly Board Meetings
- Runs September Parent Info. Meetings
- Places families in committees and keeps track of duties
- Finds helpers for “in need” groups, odd jobs like yard clean-up, “special” project work
- coordinates with Operations Manager
- Meets bi-weekly with Directors

### Registrar-

- Meet with the Operations Manager prior to open registration for the coming school year so both parties are clear as to what they are responsible for when applications start coming **and** handles enrollment of all students at WRNS by mailing out contracts/committee forms after coordinating with the operations manager regarding which contracts need to be mailed (Timeline January - May)
- Checks registrar email regularly and responds to interested families about our programs/availability (year round)
- Maintains a supply of all forms to be mailed out to parents who have applied
- Maintains class wait lists and keeps parents informed of child’s place on the list

### Secretary-

- Informs members of meetings via email
- Keeps minutes of all meetings
- Types up and makes copies of the board meeting minutes
- Types up an abbreviated version of the board meeting minutes and sends to the newsletter person. Posts a copy on the bulletin board at school

#### Monthly Duties:

- Create Board Meeting agenda. Gather ideas a couple days prior from all board members and committee chairs
- Distribute minutes after the board meeting
- Send an abbreviated version of minutes to the newsletter editor

- Post hard copy of abbreviated version of board meeting minutes on bulletin board

#### **Treasurer Payroll-**

- Creates the staff contracts
- Writes up and sends out personal time reminders for hours used
- Sends out yearly notice and acknowledgement of pay rate and payday under NYS labor laws to staff
- Creates and distributes time sheets
- Tracks hours and runs payroll with payroll company two times per month

#### **Treasurer Financial-**

- Monitors bank accounts and investments
- Meets with investment advisor quarterly
- Stays in communication with the Operations Manager about school finances and setting the budget
- Is the contact person for the person doing WRNS taxes
- Sits in on insurance audits

#### **Scholarship Chair-**

- Communicates with scholarship applicants through letters and emails
- With the Co-Chairs, Treasurer, and Directors, review applications and award scholarships
- Advise the board concerning admission
- Handle the paperwork and financials of families in need of WRNS scholarships

#### **Parent Representatives-**

The parent rep chair shall serve as liaison between the Board of Directors and the parent reps for each class. Chair attends all board meetings and keeps in close contact with all parents reps regarding topics of interest discussed at those meetings. Parent rep chair sends out regular emails to all parent reps reminding them to send out their weekly emails and what information (snack calendar, upcoming events, reminders, etc.) to include in those emails.

##### **Each parent rep:**

- Informs parents from their child's class of school activities and concerns of the Board via email
- Consults with parents as needed
- Shares questions, concerns, and opinions of parents with the Board
- Sends out a weekly email to the parents of their child's class containing the snack calendar for that week, upcoming events or meetings, reminders, etc.

##### **Timeline of Duties:**

Weekly- Send email to class parents and teachers to identify who has snack and remind parents of upcoming events

September- Organize a meet and greet with your class outside of school at playground, library, etc. to get to know one another



December- Discuss with other parents, the appropriate holiday gift(s) for the teacher & aides of the class (i.e. monetary donation to school, gift cards). Collect money from parents, purchase and present holiday gift(s) before winter recess.

May- Discuss with other parents, the appropriate end-of-year gift(s) for the teacher & aides of the class (i.e. monetary donation to school, gift cards). Collect money from parents, purchase and present gift(s) before the end of the school year. Usually, the end of year picnic is a good time.

#### **Newsletter Editor-**

- Keeps parents informed of all school matters through a monthly newsletter which should include:
  1. school calendar for that month
  2. abbreviated version of Board Meeting Minutes
  3. forum for parents' and teachers' opinions
  4. letter from chairpersons
  5. letters from teachers
  6. announcements for any upcoming school events
  7. birth announcements (if any)
- Have hard copies of newsletter printed and pass copies on to teachers for distribution.
- Send a digital file of newsletter to webmaster to be posted on school web site.

Timeline of duties:

##### After monthly board meeting-

- Board members submit their piece for the upcoming month's newsletter to newsletter editor by the weekend following each board meeting
- Gather all material submitted for the upcoming month and assemble newsletter

##### End of month prior-

- Send file to FedEx to be printed
- Pick up hard copies from FedEx and bring to school, pass off to one of the teachers for distribution in tote bags. Newsletters should be distributed to all families the first week of the month that the newsletter is for.

#### **School Calendar Coordinator-**

- Sets up snack calendar, art project calendar and school events calendar on the web site using Google Calendar
- Hangs day off/school holiday reminders on classroom doors one week prior to days when school is not in session

Timeline of duties:

August- Post events calendar for the upcoming school year on WRNS web site when it becomes available from the Operations Manager.

September- Get class lists from the Operations Manager, Registrar or teachers and create the snack calendar. Snack calendar should be completed for the year. Post art project calendar on school web site when it becomes available from the teachers.

- Update calendar as needed throughout the year.

### Website Maintenance-

- Responsible for overall maintenance of the WRNS web site.
- Keeps the school web site current.
- Makes changes to web site as requested by board members or teachers.
- Troubleshoots and resolves technical issues as they occur.

### Email Coordinator-

- At the request of the Chairperson(s), Operations Manager or teacher, sends out email notifications to families (i.e. school closings or event cancellations due to inclement weather)
- Sends out periodic Winton Road digest email comprised of any current information provided by board members or teachers

Timeline of duties:

August- Receive master list from Operations Manager to use as distribution list.

Ongoing- Send out emails to school throughout the year as requested.

### Tour Guide-

- Gives tours throughout the year to interested families during school hours (usually 10 AM).
- Works with tour guide assistants to schedule tours and divide responsibility of conducting tours.

### Publicity- The publicity chair shall:

- Be responsible for press, radio, and TV releases.
- Work with appropriate committees to advertise enrollment and school events.

Committee Roles:

- **Advertising Design**- Responsible for the production of posters, flyers, and other publicity materials. Volunteer is responsible for working with other committee needs and school staff on an as needed basis.
- **WRNS Sign Support**- Responsible for taking care of the WRNS outdoor sign (corner of Winton Road Rd. and entrance to school) including making sure it is standing at all times, taking care of any repairs if it breaks or needs repainting, brushing off the snow in the winter and making sure it visible and in good condition at all times.
- **Classroom Door Flyers**- Responsible for making, posting and taking down time sensitive flyers on all classroom doors regarding school closings/holidays and special announcements or events throughout the school year. Please refer to the school calendar for closings and special events and post flyers on doors **at least a week and a half** in advance before a closing or event.
- **Library/Artwork Liaison**-Bring children's artwork for display to and from two library locations (Brighton Library on Elmwood Ave. and Winton Road Library on Atlantic Ave.). Art work can be picked up throughout the year through Mrs. Parker. Ask library staff when and where they would like it delivered and picked up.
- **Open House Flyer Distribution**- Responsible for photocopying and posting flyers throughout the community. Flyers should be located in multiple locations throughout the community one month prior to open house

- **Nursery School Fair/Public Publicity Events-** Responsible for operating WRNS table at local nursery school fair (January 2015). Volunteer must be willing to share experiences at WRNS and have basic knowledge of WRNS programs.
- **WRNS Open House-** Must attend public open house held on 1/10/15 at 9:30 AM. Responsibilities include setting up, welcoming potential families, assisting teachers with clean up. An additional spring open house date may be added on an as needed basis.
- **Social Media/Digital Advertising-** Responsible for daily maintenance of Facebook page and
- Rochester Kids Out and About website link. This position also includes exploring the possibility of social media advertising.

Timeline of duties:

September-

- Meet with committee
- Assign committee duties
- Update WRNS Facebook page (public and private)
- Set up WRNS Kids Out and About listing
- Set up Macaroni Kid listing

October-

- Brighton Fall Family Fest (requires registration and fee)
- Fairport Library Nursery School Fair (requires registration)
- Brighton Farmers Market

November-December-

- Create media for WRNS Open House (early January)
- Distribute media for Open House (both paper and digital)

January-

- WRNS Open House
- Penfield Library Preschool Open House (requires registration)
- Pittsford Library Preschool Fair (requires registration)

March/April/May-

- Contact Genesee Valley Parent regarding advertising in annual child care issue
- Spring WRNS Open House
- Second Brighton Farmers Market Date

**Fundraising-**

- Originate plans for raising money to support the Scholarship Program and General Fund.
- Work with parents to carry out the fundraising program. Assign committee members to develop/distribute flyers and send out emails to promote fundraising events.
- Report monthly on the fundraising program to the Board of Directors.

Timeline of duties:

September-

- Fall Family Fun Festival- Establish a date with Wickham Farms (or other venue) for us to attend. Once established, create flyer to put in cubbies and bulletin

board outlining details about the day. Send reminder email as the event nears. Collect funds and give to Operations Manager upon completion of event.

- Mabel's Labels- Ongoing fundraiser. Should check on funds periodically.
- School Pictures- Begin to look into who will be taking school pictures taken in November. Secure a date and update flyers that will be distributed to parents.

October-

- Continue to work on and finish September initiatives

Spring-

- Spring Fling-
- Square One Art-
- Tee Shirts- Update tee shirt flyer and distribute. Collect funds, place order and distribute tee shirts upon arrival.
- Class pictures

**Babysitting-**

- Watch children in a classroom at school during parent-only events
- Chair is responsible for organizing babysitting schedule for events such as parent info. meetings and parent/teacher conferences

**Timeline of duties:**

September:

- Chair emails group to get people signed up for babysitting spots coordinating with the parent information meetings. Two people for each meeting should be plenty.

December:

- Chair emails group to get people signed up for babysitting spots coordinating with the parent/teacher conferences. Refer to school calendar for dates and times.

**Substitute-**

- Substitutes will act as a teacher aide
- Chair is responsible for scheduling substitutes as needed by the teachers. May be required to do occasional babysitting or substituting during busy periods.

**Cleaning-**

- Clean classrooms and toys once a month. The sessions take about 1.5 hours and alternate between weekday evenings and Saturday mornings.

**Timeline of duties:**

August: Work closely with Social Work Day Chair. Organize committee to get a list of necessary cleaning supplies for Social Work Day.

September: Organize a scheduled monthly cleaning schedule with all committee members. Let Operations Manager know of dates and times so it can be cleared with the church.

### **Social Work Day/Assistant Cleaning Chair-**

- Organizes the school's opening cleaning day; usually the first Saturday morning in September after Labor Day.
- In charge of planning, directions and charts of cleaning tasks, lists of fixing needs, shopping for materials (August – early September).
- Recruits parents to oversee an assigned classroom and help parents as needed

Timeline of duties:

#### July-

- Send out introductory SWD “save the date” email to School Email Coordinator to be sent to all parents.

#### August-

- Organize a cleaning list for each classroom.
- Touch base with teachers to see if there are any specific requests.
- Communicate with Cleaning Committee that they should get supplies organized, take an inventory of what cleaning supplies the school has and what needs to be purchased.
- Send SWD reminder email to School Email Coordinator to be sent to all parents.
- Contact Social Events Chair about providing coffee and donuts for the social hour portion

#### September-

- Finalize plans with board, cleaning chair, social events chair and Operations Manager
- Send out one final reminder email (via email coordinator) a few days prior to the event
- Purchase all necessary supplies

### **Social Events-**

- Members organize and help with several events during the school year that aren't fundraising activities. Many of these events take place during the school day. Most of these responsibilities include purchasing food, bringing and setting up at school events.

Timeline of Duties:

#### September-

- Assign task of providing donuts & coffee at the Parent Info. Meetings
- Assign task of providing cider and donuts at the Fall Welcome Back Events

#### Late Spring-

- Student Art Show
- Last Day Picnics (May and June)

#### As Needed-

- Provide refreshments for other Parent or Family Get-Togethers throughout the year, if requested

**Bulletin Board- (All Year, Seasonal & As Needed)**

- In charge of changing decorative themes, hanging newsletter, sign-up sheets, etc. on the bulletin boards in the school hallway.
- General maintenance and upkeep of bulletin board's appearance

**Scholastic Book Sales-**

- Receive order pamphlets monthly.
- Assemble order instructions (on-line and order forms) and pamphlets for distribution to cubbies and distribute.
- Place orders for those who filled out order forms.
- Once orders are received, distribute to classrooms.

**Registrar Assistant/Camp Coordinator-**

- Assists Registrar with handling of registration materials for new applicants. Busiest time is January-May.
- Summer Camp sign-up, organization and record keeping March thru June – including fliers, enrollment, and coordinating with Operations Manager.

**Timeline of Duties:**January->on-

Assist Registrar as requested with outgoing mailings of registration materials, contracts, etc.

Mid-March-

- Revise Summer Camp dates, application due date and contact info. on Summer Camp fliers
- Print copies of Summer Camp fliers, give copies to teachers to distribute in student tote bags at school

April-

- Collect Summer Camp applications from box in Art Room as they come in
- Enter registration data in Google doc spreadsheet as applications come in
- Registration should be ongoing until all slots are filled. Conduct lottery if number of applicants exceeds maximum number of children allowed for camp.
- Inform all applicants via email as to whether or not their child was accepted into the camp

**School Maintenance-**

- Assembly, replacement & repairs (inside and outside) of school items or equipment as needed.

