



winton road  
nursery school

**PARENT HANDBOOK  
2022-2023**

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# SCHOOL DIRECTORY

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Winton Road Nursery School Office  
First Unitarian Church Office

585-442-8340  
585-482-1968

## NURSERY SCHOOL STAFF

|                      |                                   |   |
|----------------------|-----------------------------------|---|
| Molly Shafer         | Co-Director<br>2 & 3 Day Teacher  | shafer@wintonroad.org                         |
| Christina Foster     | Co-Director<br>Teaching Assistant | foster@wintonroad.org                         |
| Jennifer Dwyer       | 5 Day Teacher                     | dwyer@wintonroad.org                          |
| Maureen Hickey       | 2 & 3 Day Teacher                 | hickey@wintonroad.org                         |
| Patty Schwarz        | Young Nursery Teacher             | schwarz@wintonroad.org                        |
| Leslie Ziegler       | Young Nursery Teacher             |   |
| Yeny Colon           | Teaching Assistant                |   |
| Gaoxia Lan           | Teaching Assistant                |   |
| Jennifer Woodworth   | Young Nursery Assistant           |   |
| Mary Grace McAleavey | Operations Manager                | operationsmanager@wintonroad.org 585-204-0757 |

## PARENT BOARD MEMBERS

|                       |                             |
|-----------------------|-----------------------------|
| Co-Chairperson        | Heather Wolpe               |
| Co-Chairperson        | Sara Hensel                 |
| Treasurer – Financial | Meaghan Cleveland-O'Connor  |
| Treasurer - Payroll   | Erin Whitman                |
| Registrar             | Nicole Strait               |
| Secretary             | Sarah Sevedge               |
| Newsletter Editor     | Jessica Polonsky            |
| Website Maintenance   | Patrick Moore               |
| School Maintenance    | Alyssa & Mark VanValkenburg |

\*\*All parent team leaders are also Winton Road Nursery School board members.

# 2022 - 2023 CALENDAR

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## SEPTEMBER

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|     |      |   |
|-----|------|---|
| 1   | TH   | Tuition Payment Due (most families)   |
| 8-9 | TH-F | Teacher Meeting & Set Up Days (staff only)  |
| 10  | SA   | Social Work Day, 9 AM - Mandatory for all families (Parents only)   |
| 12  | M    | 3 Day & 5 Day Parent/Child Orientation, 9-9:30 AM or 9:30-10 AM   |
| 13  | TU   | 2 Day & 5 Day Parent/Child Orientation, 9-9:30 AM or 9:30-10 AM   |
| 14  | W    | 3 Day & 5 Day Short Day and Parent Meeting, 9-10:30 AM<br>Board Meeting, 7 PM                               |
| 15  | TH   | 2 Day & 5 Day Short Day and Parent Meeting, 9-10:30 AM  |
| 16  | F    | 3 Day and 5 Day First Full Day, 9 AM - 12 PM  |
| 19  | M    | Young Nursery Monday/Tuesday Parent/Child Orientation   |
| 20  | TU   | 2 Day First Full Day, 9 AM - 12 PM<br>Young Nursery Monday/Tuesday Short Day and Parent Meeting, 9-10:30 AM |
| 21  | W    | Young Nursery Wednesday/Thursday Parent/Child Orientation   |
| 22  | TH   | Young Nursery Wednesday/Thursday Short Day and Parent Meeting, 9-10:30 AM                                   |
| 26  | M    | Young Nursery Monday/Tuesday starts with short hours, 9-11 AM   |
| 28  | W    | Young Nursery Wednesday/Thursday starts with short hours, 9-11 AM   |

## OCTOBER

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|    |    |  |
|----|----|--|
| 10 | M  | NO SCHOOL - Indigenous Peoples' Day/Columbus Day                                       |
| 11 | TU | Young Nursery Monday/Tuesday first full day, 9-11:30 AM                                |
| 12 | W  | Young Nursery Wednesday/Thursday first full day, 9-11:30 AM<br>Officers' Meeting, 7 PM |
| 20 | TH | 2 Day, 3 Day, and 5 Day Open House for families, 6:30-7:30 PM                          |

## NOVEMBER

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|       |     |   |
|-------|-----|---|
| 1     | TU  | Tuition Payment Due (most families)     |
| 9     | W   | Board Meeting, 7 PM (23-24 Budget vote) |
| 11    | F   | NO SCHOOL - Veterans Day                |
| 23-25 | W-F | NO SCHOOL - Thanksgiving Recess         |
| 28    | M   | NO SCHOOL - Teacher Work Day            |
| 29    | TU  | 2 Day & 5 Day - New Rooms               |
| 30    | W   | 3 Day - New Rooms                       |

## DECEMBER

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14 W Officers' Meeting, 7 PM  
21-30 W-F NO SCHOOL - Winter Recess

## JANUARY 2023

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3 TU School Resumes  
7 SA Public Open House for 23-24 School Year (tentative), 9:30-11 AM  
10 TU No School for Young Nursery - Parent/Teacher Conferences  
11 W Board Meeting, 7 PM  
12 TH NO SCHOOL - Parent/Teacher Conferences for Young Nursery, 2 Day, and 5 Day  
13 F NO SCHOOL - Parent/Teacher Conferences for 3 Day  
16 M NO SCHOOL - Martin Luther King, Jr. Day  
17 TU Current Family Registration Begins for 2023-2024  
23 M Alumni Registration Begins for 2023-2024

## FEBRUARY

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1 W Public Registration Begins for 2023-2024  
8 W Officers' Meeting, 7 PM  
20-24 M-F NO SCHOOL - February Recess

## MARCH

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7 TU NO SCHOOL - Teacher Work Day  
8 W 2 & 5 Day - New Rooms  
Board Meeting, 7 PM  
9 TH 3 Day - New Rooms

## APRIL

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1 SA Tuition Deposits Due for 2023-2024  
3-7 M-F NO SCHOOL - Spring Recess  
12 W Officers' Meeting, 7 PM

## MAY

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|    |    |   |
|----|----|---|
| 10 | W  | Board Meeting, 7 PM   |
| 25 | TH | Young Nursery Wednesday/Thursday Last Day & Picnic, Buckland Park, 10:15-11:30                        |
| 29 | M  | NO SCHOOL - Memorial Day  |
| 30 | TU | Young Nursery Monday/Tuesday Last Day & Picnic, Buckland Park, 10:15-11:30<br>2 Day Last Day & Picnic |

## JUNE

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|       |      |   |
|-------|------|---|
| 1     | TH   | Tuition Payment Due for 2023-2024 (most families) |
| 2     | F    | 3 Day & 5 Day Last Day & Picnic                   |
| 5-8   | M-TH | Summer Camp, Week 1                               |
| 14    | W    | Transitional Board Meeting, 7 PM                  |
| 12-15 | M-TH | Summer Camp, Week 2                               |

# INTRODUCTION

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Founded in 1964, Winton Road Nursery School holds a permanent Charter issued by the State Education Department. WRNS is an equal opportunity employer.

The School employs four teachers, five teaching 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) 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(s). The teaching staff acts as facilitators guiding the children.
- Teacher-lead circle time
- Visiting time. 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.

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 Big Nursery program, but the environment is specifically designed for the younger child.

WRNS was founded on the concept of semi-cooperative nursery education. Parents are members of 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 team service.

# PARENT RESPONSIBILITIES

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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 Nursery students, each family is required to serve on 2 parent teams, accept a Board position (as an officer or team leader), 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:

- Attend the orientation meeting and scheduled parent-teacher conferences.
- Participate in the mandatory Social workday, prior to the start of the school year. **This Includes buy-out parents.** The purpose of this event is to prepare the school for the upcoming year. Parents who cannot attend this workday will, as deemed necessary by the board and staff, perform some other task for the school during the school year.
- Have their child examined by a physician 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. Children are not able to attend school until the forms are submitted.
- Provide transportation for their 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 parent teams, accept a Board position, or choose the buy-out option. Young Nursery parents will assist in the classroom on a rotating basis.
- Provide adequate supervision for their child and guests who may attend events conducted or sponsored by WRNS, either on school grounds or at other locations. Parents assume full responsibility for any risk 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.

All parents, **including buy-out parents**, may be asked to help with scholarship fundraising projects by making a suitable donation, not to exceed \$75.



# GENERAL INFORMATION ON SCHOOL DAYS

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## PROGRAM TIMES\*

*Program times may vary slightly to spread out drop off and pick up; refer to instructions from your teacher.*

### Big School

|             |              |                             |
|-------------|--------------|-----------------------------|
| 2 Day class | 9:00 – 12:00 | Tuesday & Thursday          |
| 3 Day class | 9:00 – 12:00 | Monday, Wednesday, & Friday |
| 5 Day class | 9:00 – 12:00 | Monday - Friday             |

### Young Nursery

|              |              |                      |
|--------------|--------------|----------------------|
| M / TU class | 9:00 - 11:30 | Monday & Tuesday     |
| W / TH class | 9:00 - 11:30 | Wednesday & Thursday |

## ABSENCES

Please leave a message at **585-442-8340** if your child will be absent.

## SNOW DAYS

Occasionally, the nursery school may be closed due to weather or a building issue or emergency. You will NOT be called about these closings, although you may opt in to the school's text message list. 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 and private facebook page. Snow days may or may not be made up, depending on the number of school closures throughout the school year..

## 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. Pants and rubber soled shoes are recommended. Children should bring clothes suitable for outdoor play every day (in winter: mittens, hats, boots, snow pants, etc.) . No scarves, please. All outerwear should be clearly marked with the child's name. Be sure mittens are securely attached using mitten clips or mittens on a cord. Children are encouraged to dress themselves; providing them with appropriate items helps ensure their success.

## PARENT VISITS

Parents are welcome to visit throughout 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 your child's classroom teacher(s) 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 orientations 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 a replacement for phone calls or conferences, but rather to augment them, as a means to broaden the contact between teachers and families. 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 a teacher. There is no guarantee these messages would reach your child's teacher in time. Please call the office (442-8340) or speak to your teacher in person about such matters, unless your teacher requests otherwise.
- 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. Serious matters should be discussed by telephone or in person.

## **WRNS SOCIAL MEDIA ACCOUNTS**

WRNS maintains two Facebook accounts:

1. For outreach and advertising purposes, we use:  
"https://www.facebook.com/WintonRoadNurserySchool",  
and the publicity team 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/wrns202223>

All family members are welcome to join this group, but membership is not required.

# SNACKS

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Parents provide a nutritious snack for the school on a rotating basis. A monthly snack calendar will be posted on the bulletin board outside the classrooms, in the monthly newsletter, and on the closed facebook group. Please check the snack calendar frequently and make arrangements for a substitute if needed. If you miss an assigned snack day, please bring snack the next time you come to school. The children and staff are counting on you to bring snack on your assigned day.

## QUANTITIES

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

If your child has a food allergy, it should be noted on their medical forms. 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

- **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 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.
- The school operates as nut-free (the building is not a nut-free facility) and we ask all parents to avoid bringing snacks containing nuts.
- Some examples of common snacks are: applesauce, cereal, fruit cups, crackers, fresh fruit and vegetables, fruit pouches, pretzels, etc.

## WHAT NOT TO BRING

- Home baked or home prepared food - not permitted due to Health Department regulations
- Beverages - water will be provided with snack
- Cakes and cookies with sticky icing
- Yogurt in tubes

There is a list of specific snacks parents are asked not to bring 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 substitute a snack from their extra supply.

# PICK-UP PROCEDURES

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## BIG SCHOOL 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:

- Children are to meet their parents or caregivers at the gate only.
- Only teachers are allowed to open the gate.
- There is no hanging over 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 children from the gate only. Do not lift your child up and over the fence. The teachers need each caregiver to initial the sign-out sheet before a child is released 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 to you at this point and cannot be held responsible for wandering children once they are in the care of a parent/guardian/caregiver.

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 yet at the gate, it is very difficult for them to wait.

Please note that some children watch their parents drive into the parking lot. If your child has seen you and knows that you have arrived, he or she 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, the area becomes congested and there is an increased 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 directly to your cars for dismissal.

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

## **YOUNG NURSERY PLAYGROUND DISMISSAL**

If your child is not at the gate, a teacher will let you into the playground to encourage your child to leave. The older kids will be waiting their turn on the playground.

## **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. Parents should come to the door to meet and sign out their child so that the teacher is confident that you are together at that point. If you need to pick up your child early, please knock on the door and let your child's teacher know.

## **LATE PICK UP POLICY**

Parents are expected to pick up their children at school no later than the class finish time; 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 staff, and can also upset your child.

- **First Occurrence:** If a 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 a 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 provided along with the bill.

**Failure to pay these fees or a fourth occurrence of late pick up will result in a meeting with the school director(s) and operations manager.**

Late Fees:

|                    |  |
|--------------------|--|
| Second Occurrence: | 5-15 min: \$15<br>More than 15 minutes: \$25 |
| Third Occurrence:  | \$50   |

# 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. **Please refer to most recent guidance for information on quarantine duration and testing procedures for COVID-19.**

| Disease                              | Incubation Time                        | Exclude From School   | Remarks  |
|--------------------------------------|--|---|--|
| 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 48 hours after these symptoms have ceased.

## 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 to 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 for your child to become involved with activities and other 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 time outside almost every day.
  9. When making arrangements for after school play, please do so outside of school. 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.**
  11. Please send tuition payments to the school's PO Box. Do not give tuition checks to your teachers or put them in the school collection boxes. Our mailing address is:

**Winton Road Nursery School  
PO Box 10281  
Rochester, NY 14610**

# FINANCES

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Our school is a nonprofit organization. We are a semi-cooperative school, and 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, unless other arrangements have been made in advance with the Operations Manager. We offer a 3% tuition discount for payment in full, as well as a 2% discount for each child when siblings are enrolled concurrently.

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

## TUITION FOR 2022-2023

|                      | Tuition    | Deposit  | June 1<br>Payment | Sep. 1<br>Payment | Nov. 1<br>Payment |
|----------------------|------------|----------|-------------------|-------------------|-------------------|
| <b>Young Nursery</b> | \$1,738.00 | \$434.50 | \$434.50          | \$434.50          | \$434.50          |
| <b>2 Day</b>         | \$1,508.00 | \$377.00 | \$377.00          | \$377.00          | \$377.00          |
| <b>3 Day</b>         | \$2,262.00 | \$565.50 | \$565.50          | \$565.50          | \$565.50          |
| <b>5 day</b>         | \$3,770.00 | \$942.50 | \$942.50          | \$942.50          | \$942.50          |

Please send payments to:

**PO Box 10281  
Rochester, NY 14610**

If you have any billing questions, please contact the Operations Manager (see School Directory). Your timely payments are important to the proper functioning of the school. A late fee of \$30.00 is added when a payment is made more than ten days after its due date.

## RETURNED CHECK CHARGE

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

## PARENT TEAM BUY OUT OPTION

A **\$400** buy-out option exempts a family from the required parent teams work.

Should parents fail to fulfill their obligation for one or both teams, 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. Applications are anonymously reviewed by the Board Chairperson(s), Financial Treasurer, Registrar, and Operations Manager. Selections are based on financial need, scholarship funds available, and the number of eligible applicants.



# SCHOOL BYLAWS: PAYMENTS AND REFUNDS

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- 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 can be found on the school's web page at [www.wintonroad.org](http://www.wintonroad.org)

# SCHOOL OPERATIONS AND POLICIES

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## 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. The newsletter is an important link of communication between 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 parents 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 in the 5 day class should be fully potty trained. 2 and 3 day Big School Children are encouraged to be toilet trained by the start of school. If a child is not toilet trained, it is the parents' 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. 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 school typically offers a Summer Camp program for BIG NURSERY children during the two weeks following the end of school. Children must be potty trained to attend.

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.

# HEALTH AND WELLNESS POLICY

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## 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.

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.

### **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 ( twice daily when possible), indoor large muscle activities during inclement weather, and special visitors who focus on overall well-being.

## **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.

## **SECURITY MEASURES**

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. In the event of a threat or emergency in the building, all children are locked in their classrooms with the staff. The First Unitarian church has emergency and evacuation plans posted throughout the building.

# CHILDREN WITH SPECIAL NEEDS

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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. 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.

# BOARD & PARENT TEAM DESCRIPTIONS

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## BOARD 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 teams 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

- Handles enrollment of all students at WRNS by mailing/emailing contracts/team 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

## SECRETARY

- Informs members of meetings via email
- Keeps minutes of all meetings
- Creates and distributes copies of board meeting minutes
- Creates abbreviated versions of board meeting minutes for the newsletter and posts a copy on the bulletin board.

### Monthly Duties:

- Creates Board Meeting agenda. Gather discussion items in advance from board members and team leaders
- Distributes minutes after the board meeting
- Sends an abbreviated version of minutes to the newsletter editor
- Posts copy of abbreviated board meeting minutes on bulletin board

## **PAYROLL TREASURER**

- Creates staff contracts
- Sends personal time reminders for hours used
- Sends yearly notice and acknowledgement of pay rate and payday to staff per NYS labor law
- Creates and distributes time sheets
- Tracks hours and runs payroll two times per month

## **FINANCIAL TREASURER**

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

## **NEWSLETTER EDITOR**

- Keeps parents informed of all school matters through a monthly newsletter which should include:
  1. school calendar for the month
  2. abbreviated version of most recent 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 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 website.

### **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 be printed
- Provide copies to teachers for distribution in tote bags. Newsletters should be distributed to all families the first week of the month.

## CALENDAR COORDINATOR

- Sets up snack calendar, art project calendar and school events calendar on the website using Google Calendar
- Hangs day off/school holiday reminders on classroom doors one week prior to days when school is not in session
- Updates calendars as needed throughout the year

### **Timeline of duties:**

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

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

## WEBSITE MAINTENANCE

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

## EMAIL COORDINATOR

- Sends out email notifications to families (i.e. weekly news, school closings, or event cancellations due to inclement weather) at the request of the Chairperson(s), Operations Manager or teachers.
- Sends out periodic Winton Road digest email comprised of 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 to interested families during school hours (usually 10 AM).
- Works with tour guide assistants to schedule tours and divide responsibility of conducting tours.

## PUBLICITY

### Chair:

- Responsible for press, radio, and TV releases.
- Works with appropriate teams to advertise enrollment and school events.

### Team Roles:

- **Advertising Design-** Produces posters, flyers, and other publicity materials. Works with other team needs and school staff on an as needed basis.
- **WRNS Sign Support-** Maintains the WRNS outdoor sign at Winton Road, including making sure it is standing at all times, repairing or repainting as needed, clearing snow in winter, and making sure it is visible and in good condition at all times.
- **Classroom Door Flyers-** Creates, posts (and takes down) time sensitive flyers on all classroom doors regarding school closings/holidays and special announcements or events throughout the school year. Refers to the school calendar for closings and special events and posts flyers on doors **at least a week and a half** in advance of a closing or event.
- **Library/Artwork Liaison-**Brings 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-** Creates and posts flyers throughout the community. Flyers should be located in multiple locations throughout the community one month prior to open house(s)
- **Nursery School Fair/Public Publicity Events-** Operates 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-** Coordinates public open house(s) starting in January. Responsibilities include setting up, welcoming potential families, and assisting with clean up.
- **Social Media/Digital Advertising-** Maintains facebook page (daily/weekly) and Rochester *Kids Out and About* website link. Explores opportunities for social media advertising.

### Timeline of duties:

#### September-

- Meet with team
- Assign team duties
- Update WRNS facebook pages (public and private)
- Set up WRNS *Kids Out and About* listing
- Set up *Macaroni Kids* listing

#### October-

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

#### November-December-

- Creates media for WRNS Open House (early January)
- Distributes media for Open House (both paper and digital)

## **PUBLICITY (con't)**

### January-

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

### March/April/May-

- Additional WRNS Open Houses
- Second Brighton Farmers Market Date

## **FUNDRAISING**

- Originates plans for raising money to support the Scholarship Program and General Fund.
- Works with parents to carry out the fundraising program. Assigns team members to develop/distribute flyers and send out emails to promote fundraising events.
- Reports to the Board of Directors monthly on the fundraising program.

### **Timeline of duties:**

#### September-

- Fall Family Fun Festival- Establish a date with Wickham Farms (or other venue). 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. Check with Operations Manager for updates on funds if needed.
- School Pictures- Begin to source a photographer for October or November. Secure a date and update flyers that will be distributed to parents.
- T-Shirts- Update t-shirt flyer and distribute. Collect funds, place order and distribute shirts upon arrival.

#### October-

- Continue to work on and finish September initiatives

#### Spring-

- Spring Fling
- 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.

## **SUBSTITUTES**

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

## **CLEANING**

- Cleans classrooms and toys once a month. Sessions take about 1.5 hours.

### **Timeline of duties:**

#### August:

- Work closely with Social Work Day Chair. Organize team to get a list of necessary cleaning supplies for Social Work Day.

#### September:

- Organize a monthly cleaning schedule with all team members. Let Operations Manager know of dates and times so that they can be put on the church's building use calendar.

## **SOCIAL WORK DAY COORDINATOR**

- 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.
- Check with teachers to see if there are any specific requests.
- Communicate with Cleaning team 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.
- Arrange for coffee and donuts for the social hour portion

#### September-

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

## **BULLETIN BOARD**

- Changes decorative themes, hangs 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**

- Receives order pamphlets monthly.
- Assembles order instructions (on-line and order forms) and pamphlets for distribution to cubbies and distribute.
- Places orders for those who filled out order forms.
- Distributes books to classrooms.

## **SCHOOL MAINTENANCE**

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