



winton road
nursery school

**PARENT HANDBOOK
2021-2022**

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SCHOOL DIRECTORY

Winton Road Nursery School Office
First Unitarian Church Office

585-442-8340
585-482-1968

NURSERY SCHOOL STAFF

Yeny Colon	Teaching Assistant	
Jennifer Dwyer	5 Day Teacher	dwyer@wintonroad.org
Christina Foster	Teaching Assistant	
Maureen Hickey	2 & 3 Day Teacher	hickey@wintonroad.org
Daniel Resch	Operations Manager	operationsmanager@wintonroad.org
Patty Schwarz	Co-Director Young Nursery Teacher	schwarz@wintonroad.org
Molly Shafer	Co-Director 2 & 3 Day Teacher	shafer@wintonroad.org
Jennifer Woodworth	Young Nursery Assistant	
Leslie Ziegler	Young Nursery Teacher	

PARENT BOARD MEMBERS

Co-Chairperson	Kate Cummins
Co-Chairperson	Kerrie Mullen
Treasurer – Financial	Mary Grace McAleavey
Treasurer - Payroll	Erin Whitman
Registrar	Kristina Vamivakas
Secretary	Stephanie Cicero
Newsletter Editor	Kate Oakley
Website Maintenance	Patrick Moore
School Maintenance	Giancarlo Rondash

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

2021 - 2022 CALENDAR

SEPTEMBER

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

OCTOBER

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

NOVEMBER

1	F	Tuition Payment Due (most families)
10	W	Board Meeting, 7 PM (22-23 Budget vote)
11	TH	NO SCHOOL - Veterans Day
24-26	W-F	NO SCHOOL - Thanksgiving Recess
29	M	NO SCHOOL - Teacher Work Day
30	TU	2 Day & 5 Day - New Rooms

DECEMBER

1	W	3 Day - New Rooms
8	W	Officers' Meeting, 7 PM
23-31	TH-F	NO SCHOOL - Holiday Recess

JANUARY 2022

8	SA	Public Open House for 22-23 School Year (tentative), 9:30-11 AM
11	TU	No School for Young Nursery - Parent/Teacher Conferences
12	W	Board Meeting, 7 PM
13	TH	NO SCHOOL - Parent/Teacher Conferences for Young Nursery, 2 Day, and 5 Day
14	F	NO SCHOOL - Parent/Teacher Conferences for 3 Day
17	M	NO SCHOOL - Martin Luther King, Jr. Day
18	TU	Current Family Registration Begins for 2022-2023
24	M	Alumni Registration Begins for 2022-2023
31	M	Public Registration Begins for 2022-2023

FEBRUARY

9	W	Officers' Meeting, 7 PM
21-25	M-F	NO SCHOOL - February Recess

MARCH

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

APRIL

1	TH	Tuition Deposits Due for 2022-2023
13	W	Officers' Meeting, 7 PM
15	F	NO SCHOOL - Good Friday
18-22	M-F	NO SCHOOL - Spring Recess

MAY

11	W	Board Meeting, 7 PM
24	TU	Young Nursery Monday/Tuesday Last Day & Picnic, Buckland Park, 10:15-11:30
26	TH	Young Nursery Wednesday/Thursday Last Day & Picnic, Buckland Park, 10:15-11:30
30	M	NO SCHOOL - Memorial Day
31	TU	2 Day Last Day & Picnic

JUNE

1	W	Tuition Payment Due for 2022-2023 (most families) 3 Day & 5 Day Last Day & Picnic
6-9	M-TH	Summer Camp, Week 1
8	W	Transitional Board Meeting, 7 PM
13-16	M-TH	Summer Camp, Week 2

INTRODUCTION

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 five teachers, four 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. The teachers act as facilitators guiding the children.
- Teacher-directed 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.

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.

WRNS was 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 team 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 parent teams, 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:

- 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

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. Slacks 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. 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 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 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/wrns20212022>

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

SNACKS

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. The kids are counting on you to bring snack on your 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 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 (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 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 strives to be nut-free (the building is not a nut-free facility) and we ask all parents to avoid bringing snacks containing nuts. A list of nut and dairy free snack suggestions appears on the next page.

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.

PEANUT / NUT FREE & DAIRY FREE SNACKS

APPLESAUCE

Motts, Wegmans, or Wegmans Organic (jar or cups, original or cinnamon)

CEREAL

Cheerios (original)
Kix (original)
Chex (original)
Apple Jacks
Life (original)
Wegmans:
Rice Squares (original)
Toasted Oats (original)
Oat Crisps (original)

FRUIT STICKS / CHIPS

Trader Joes Cinnamon Apple Snack Stick
Seneca Crispy Apple Chips (Original or Cinnamon)

FRUIT CUPS

Dole, Wegmans, or Wegmans Organic Diced Fruit Cups: Pears, Peaches, Mandarin Oranges in 100% Fruit Juice

CRACKERS

Nabisco Premium Saltines (original / original round)
Wegmans Saltines (original)
Ritz Original / Whole Wheat
Wheat Thins (original)

TORTILLA CHIPS

Wegmans / Wegmans Organic tortilla chips (white or yellow)

FRESH FRUIT / VEGETABLES

FRUIT - DRIED

Sun Maid Plain Raisins
Wegmans / Wegmans Organic Plain Raisins
Ocean Spray Craisins (original or blueberry)
Wegmans / Wegmans Organic fruit twists or fruit flats
Brothers All Natural Fruit Crisps
Annie's Bunny Fruit Snacks
Annie's Organic Fruit Bites

GRAHAM CRACKERS

Teddy Grahams (any flavor)
Honey Maid Honey or Cinnamon Grahams
Keebler Graham Cracker Sticks (cinnamon)

CHEWY BARS

Enjoy Life chewy bars (sun butter or mixed berry)

FRUIT POUCHES

Go-Go, Dole, Motts, or Smuckers Fruit Pouches (no yogurt)
Trader Joes Fruit Pouch Crushers

ANIMAL CRACKERS

Nabisco Barnum's Animal Crackers (original)

PRETZELS

Rold Gold Classic Style

POPCORN

Skinny Pop original

RICE CAKES

PITA CHIPS

Stacy's (simply naked)

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:

- 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 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.

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
	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 see COVID-19 procedures for more information.**

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

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. There is a 3% discount for full payments made by April 1, and a 3% sibling discount on the lesser tuition. The maximum combined discount is 5%.

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

TUITION FOR 2021-2022

	Tuition	Deposit	June 1 Payment	Sep. 1 Payment	Nov. 1 Payment
Young Nursery	\$1,678.00	\$419.50	\$419.50	\$419.50	\$419.50
2 Day	\$1,456.00	\$364.00	\$364.00	\$364.00	\$364.00
3 Day	\$2,184.00	\$546.00	\$546.00	\$546.00	\$546.00
5 day	\$3,640.00	\$910.00	\$910.00	\$910.00	\$910.00

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. The Scholarship Application deadline is in April, following open registration. Applications are anonymously reviewed by the Board Chairperson(s), Financial Treasurer, Registrar, and Operations Manager. Selections are based on 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 can be found on the school's web page at www.wintonroad.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. 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 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. 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 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.

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

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

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

TREASURER PAYROLL

- 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

TREASURER FINANCIAL

- 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)
- Post non-discrimination notice in *City Newspaper* (requires fee)

March/April/May-

- Contact Genesee Valley Parent regarding advertising in annual child care issue
- 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. Should check on funds periodically.
- 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 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

- 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

SOCIAL WORK DAY COORDINATOR (con't)

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.

COVID-19 INFORMATION

There are a number of operational and policy changes in place during the current pandemic. Outlined below are the school's guidelines and policies as of the start of the 2021-2022 school year. It is likely that one or more of these will change during the course of the school year, in response to new information or a shift in public health policy. Any changes will be communicated to the school community as soon as possible, preferably in advance of implementation.

DISTANCING

Staff will take care to arrange and pace activities to encourage distance between children as often as possible. Children will be physically distanced during snack or any other time that might require unmasked indoor time.

Staff members will maintain at least six feet of distance between each other (not children), unless specific tasks or care requirements deem closer contact necessary.

FACE COVERINGS

Individuals over age 2 are required to wear a mask or cloth face covering over the nose and mouth at all times when inside the building. Exceptions to this policy may be made for designated breaks and snack time, when the children are properly distanced, or when care requirements deem them necessary.

If you or your child have a medical or other condition that impact your ability to wear a face covering, please contact Mrs. Schwarz, Mrs. Shafer, or the Operations Manager so that we can work with you on your specific needs.

We understand that there may be times when children struggle with mask wearing ,or that we may have children that have not previously spent a lot of time in a mask, and we are committed to working with children and families on good mask-wearing practice. Children will not be isolated or punished based on these struggles.

Note that we have some children starting in Young Nursery in the fall who have not yet turned 2. If this applies to your child, the Young Nursery teachers will work with you individually to phase in masks during the school year.

HEALTH SCREENING

A list of common symptoms of COVID-19 infection is attached to this document. At the start of school, families are expected to fill out an attestation form (one for each enrolled child) acknowledging that they are familiar with the symptoms and agree to check their child for symptoms each school day, and keep them home if they are ill.

Should a child fall ill or exhibit symptoms during the school day, they will be taken to a quarantine room until picked up by a parent or guardian.

DROP OFF AND PICK UP

To minimize close contact between families in the hallway, we ask that families try not to enter the building early. Families are asked to line up in family groups when in the hall, maintaining adequate distance of at least 6 feet between groups, and three or four families will be allowed into the classroom at a time for unpacking / settling. We ask that families allow room for passing as other families are moving back and forth in the hall.

On days when indoor pickup is necessary, the same general procedures will be followed. On days when pickup is from the playground, we ask that families take care to provide adequate distance when lining up at the gate.

Families should not linger or congregate in the hallways or elsewhere in the church building when not actively waiting to pick up or drop off a child.

AIR TREATMENT

WRNS uses stand alone air purifiers in each of our classrooms. These units have HEPA filters and cycle the classroom air up to 5 times per hour. Fresh air is allowed into the classrooms whenever possible via windows and playground doors.

CLEANING AND SANITIZING

- High touch hard surfaces will be disinfected by staff prior to the start of the school day, and again at the end of the school day. Surfaces will be spot treated / wiped as needed between uses and activities during the school day. Surfaces will also be disinfected daily by church staff in the course of their regular cleaning routine.
- The school does not maintain surfaces and restrooms outside of the classroom area. The church cleans and disinfects other areas of the building and high touch surfaces regularly.

ILLNESS AND ALLERGIES

Many common ailments share symptoms with COVID-19. If your child suffers from seasonal allergies, please let us know, as well as what their common symptoms are, so that they are not unnecessarily sent home from school.

Do not send your child to school if they are ill in any way. Many ailments, including common colds, influenza, and “stomach bugs” share common symptoms with COVID-19. If your child is ill with something other than COVID-19, they must be symptom free for 24 hours before returning to school, or present an authorization from a pediatrician (or other medical provider, if applicable).

Should anyone in your household be placed under mandatory quarantine or self-isolation, or anyone in your household other than your child test positive for COVID-19, do not send your child to school during

the isolation period.

Should a child attending WRNS or a staff member test positive for COVID-19, or have a suspected case of COVID-19, the school will immediately notify the Monroe County Health department, any individuals who had close contact with the positive case, and the First Unitarian Church, and follow Monroe County Health Department guidelines with regard to school closure. Depending on the nature of the person's positive case and movements, this could result in a temporary closure of some or all classrooms, or the temporary suspension of one or more classes for a period of up to two weeks.

Should a child require quarantine during a school day, the school will immediately notify the First Unitarian Church of the location of quarantine and nature of the illness. A child with potential COVID-19 symptoms will need to provide proof of a negative COVID-19 test, complete a 2-week isolation period, or provide proof of an alternate diagnosis (ie, strep throat) and recovery prior to returning to school.

Attached are example flow charts from the NY Department of Health and the CDC to be used by families, staff, and WRNS when making decisions about potential infections and illness.

Symptoms

Monitor Your Symptoms. Common symptoms are:

- Fever or chills
- Cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Emergency Warning Signs Include:

- Trouble breathing
- Pain or pressure in the chest that doesn't go away
- Experience confusion or trouble waking up
- Bluish lips or face

Call for medical attention immediately.

*This list is not a complete list. Please consult your medical provider for any other symptoms that are severe or concerning.

Childhood Inflammatory Disease Related to COVID-19

Some children are experiencing symptoms similar to Kawasaki disease and toxic shock-like syndrome possibly due to COVID-19.

The State Department of Health has issued an [advisory about this serious inflammatory disease](#) to inform healthcare providers of the condition, as well as to provide guidance for testing and reporting. Health care providers, including

hospitals, are required to report to the Department of Health all cases of pediatric multisystem inflammatory syndrome potentially associated with COVID-19 in those under 21 years of age.

New Yorkers should seek immediate care if a child has:

- Prolonged fever (more than five days)
- Difficulty feeding (infants) or is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Trouble breathing or is breathing very quickly
- Racing heart or chest pain
- Decreased amount of frequency in urine

NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

In the past 10 days, has your child been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

Was the test result **positive** OR are you still waiting for the result?

YES

Your child **cannot** go to school today. They must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released your child from isolation.

In the last 10 days, has your child:

- Traveled internationally to a **CDC level 2 or higher COVID-19 related travel health notice country**; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

NO

YES

Your child **cannot** go to school today unless:

- For travelers, they have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For children designated as a contact, until the local health department releases your child from quarantine (at least 10 days).

If your child received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Students who receive a second negative result can return to school.

NO

Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/ runny nose

YES

Your child **cannot** go to school today. Your child should be assessed by their pediatric healthcare provider (HCP). Call your child's HCP before going to the office or clinic to tell them about your child's symptoms. If your child does not have a HCP, call your local health department.

NO

Your child **CAN** go to school today. Make sure they wear a face covering or face mask, practice social distancing, and remind them to wash their hands!

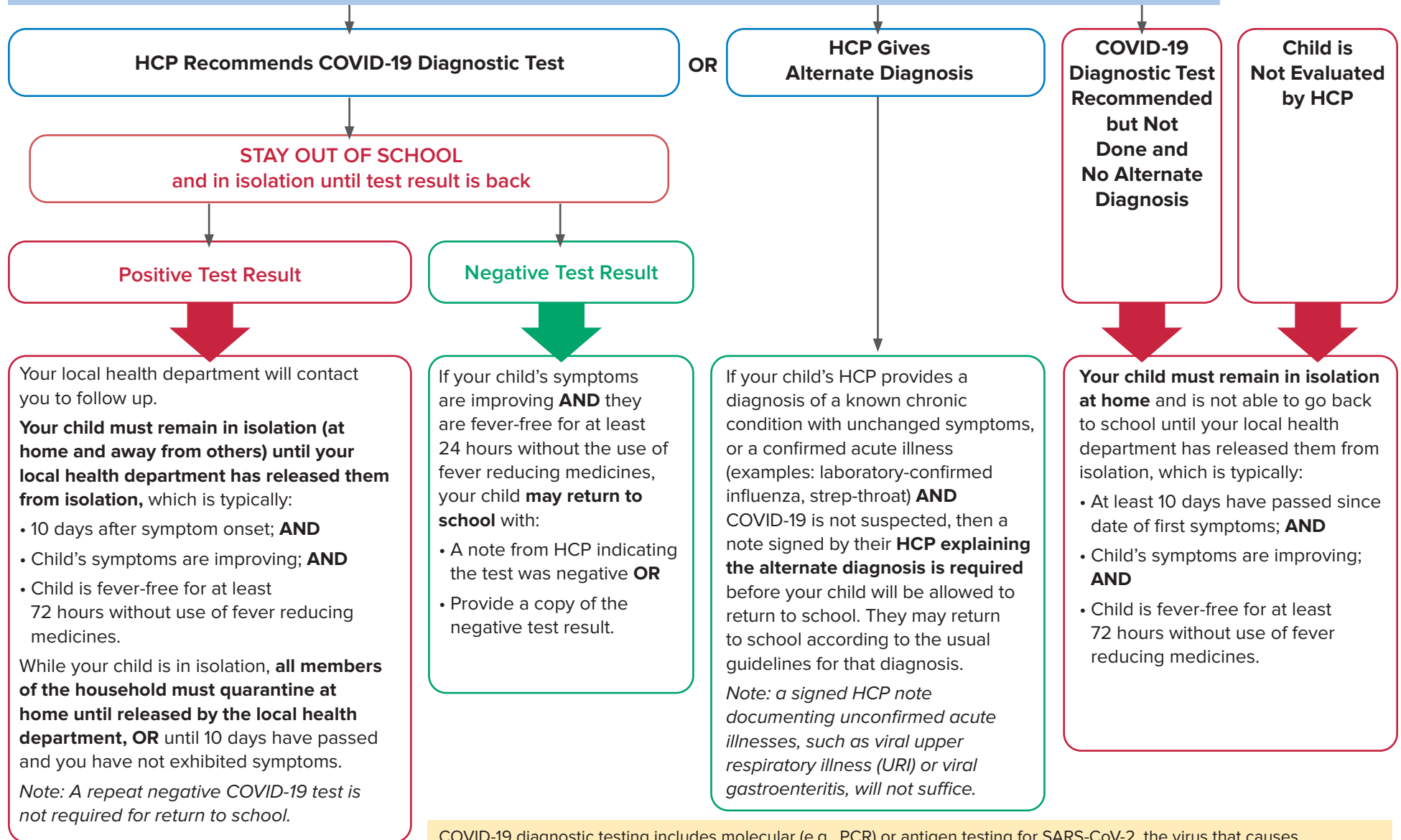
Report absences, symptoms, and positive COVID-19 test results to your child's school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?

In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

Was the test result **positive** OR are you still waiting for the result?

YES

You **cannot** go to work at the school today. You must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released you from isolation.

In the last 10 days, have you:

- Traveled internationally to a **CDC level 2 or or higher COVID-19 related travel health notice country**; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

NO

YES

You **cannot** go to work at the school today unless:

- For travelers, you have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For individuals designated as a contact, until the local health department releases you from quarantine (at least 10 days).

If you received a COVID test within 72 hours prior to arriving in NY, you must quarantine for 3 days and can test on the 4th day after arrival. Once you receive a second negative result can return to school.

Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/ runny nose

YES

You **cannot** go to work at the school today.

You should be assessed by your health care provider (HCP). Call your HCP before going to any in-person visits to tell them about your symptoms. If you do not have a health care provider, call your local health department.

NO

You can go to work at the school today!
Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.

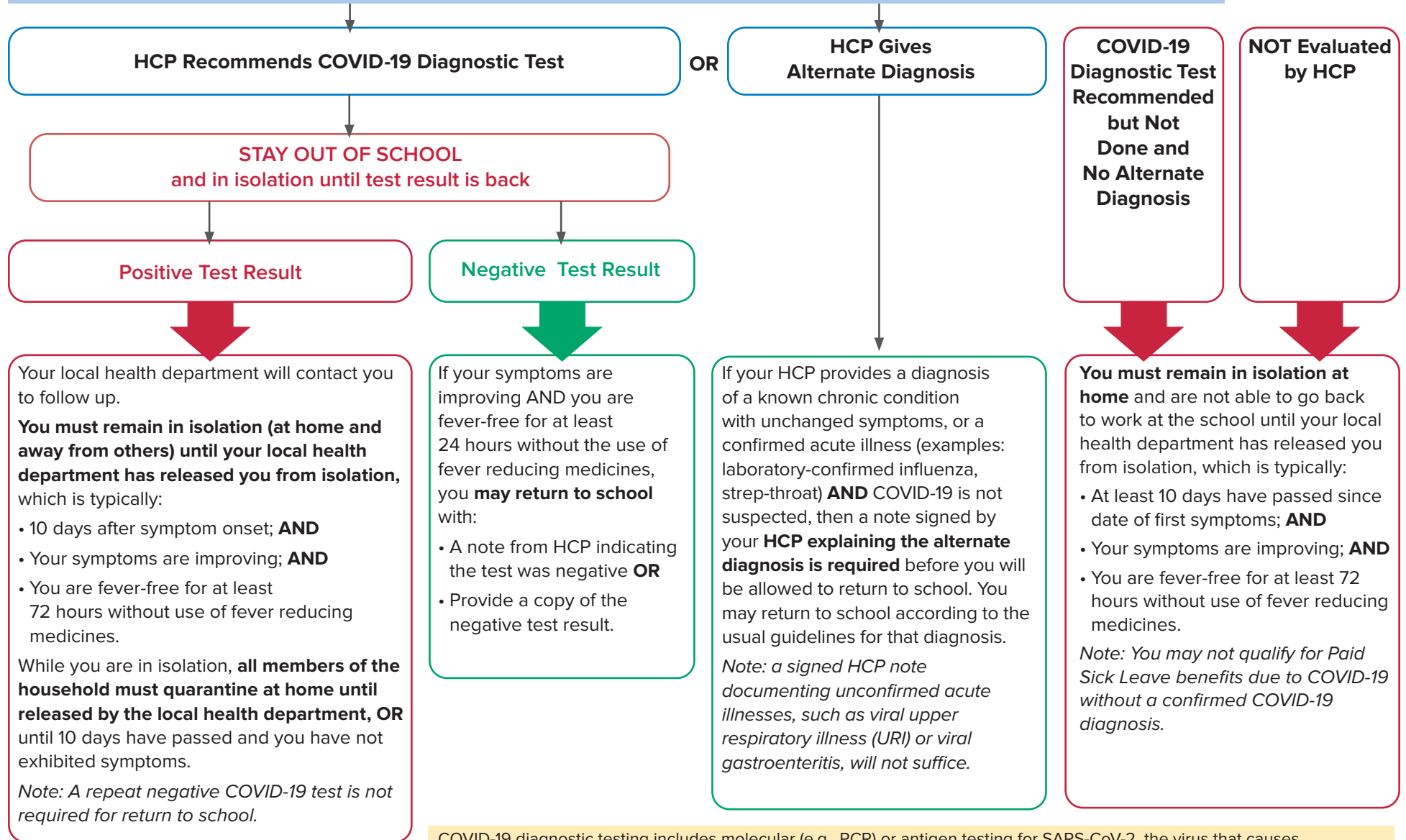
Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

I have COVID-19 symptoms. When can I go back to work at the school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff

In the past 10 days, has the student or staff been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

Was the test result **positive** OR are they still waiting for the result?

YES

The student or staff **cannot** go to school today.
They must stay in isolation (at home and away from others) until 10 days have passed from symptom onset with at least 72 hours after recovery (with resolution of fever without fever-reducing medications) if waiting for the results **OR** if **positive**, the local health department has released them from isolation.

In the last 10 days, has the student or staff:

- Traveled internationally to a **CDC level 2 or or higher COVID-19 related travel health notice country**; or
- Traveled to a noncontiguous state; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

YES

The student or staff **cannot** go to school today unless:

- For travelers, they have quarantined for 10 days or met the criteria to test out of the 10-day quarantine period.
- For student or staff designated as a contact, until the local health department releases them from quarantine (at least 10 days).

If they have received a COVID test within 72 hours prior to arriving in NY, they must quarantine for 3 days and can test on the 4th day after arrival. Once they receive a second negative result can return to school.

NO

Does the student or staff currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/ runny nose

YES

The student or staff **cannot** go to school today.
They should be assessed by their health care provider (HCP). If they do not have an HCP, they should call their local health department. If they do not receive COVID-19 testing, or are not cleared to return to school by their HCP, then they are required to be isolated at home. See next page for more information.

NO

The student or staff **CAN** go to school today!
Make sure they wear a face covering or face mask, practice social distancing, and wash their hands frequently.

Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

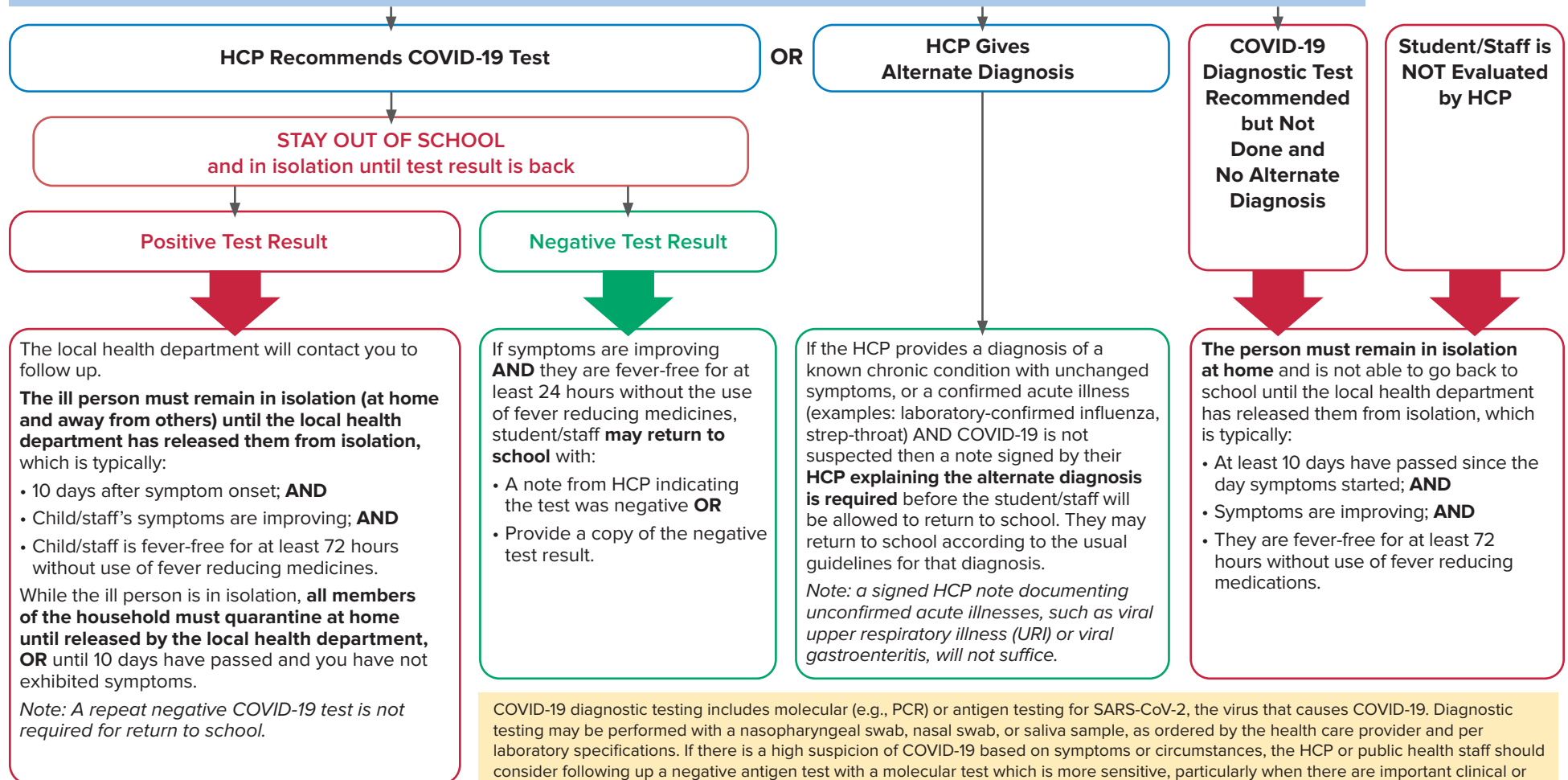
- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Lethargy, irritability, or confusion

COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

Student/staff has symptoms consistent with COVID-19:

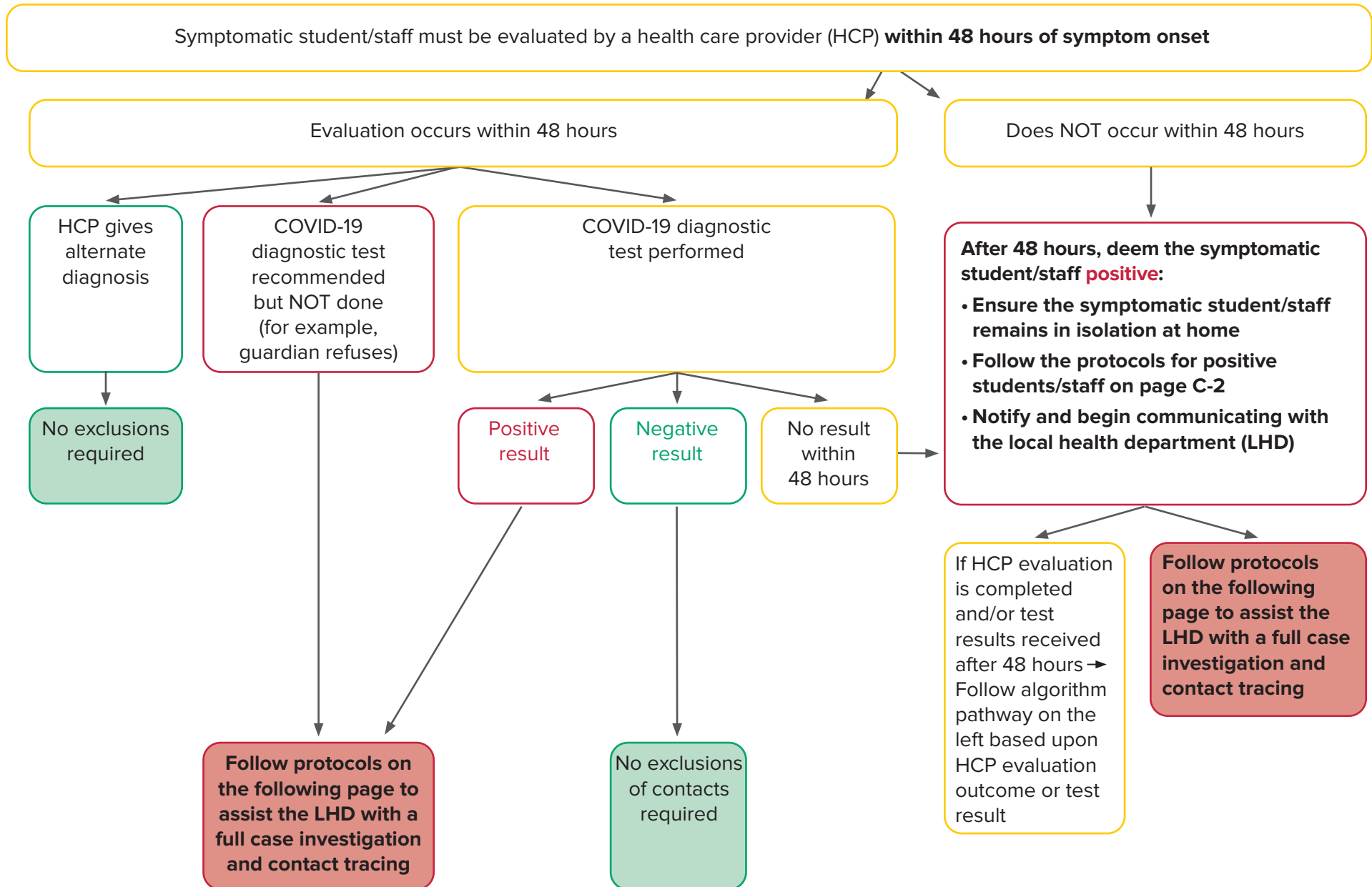
- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.
- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health staff should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

COVID-19 exclusion protocol for contacts of symptomatic students and staff



COVID-19 School and Local Health Department Coordination for Contact Tracing

Notify the local health department (LHD):

- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:

- School Principal
- Administrative Support Person
- Principal Designee

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with a list of people who are possible contacts of the case including:

- Contact's full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

THEN

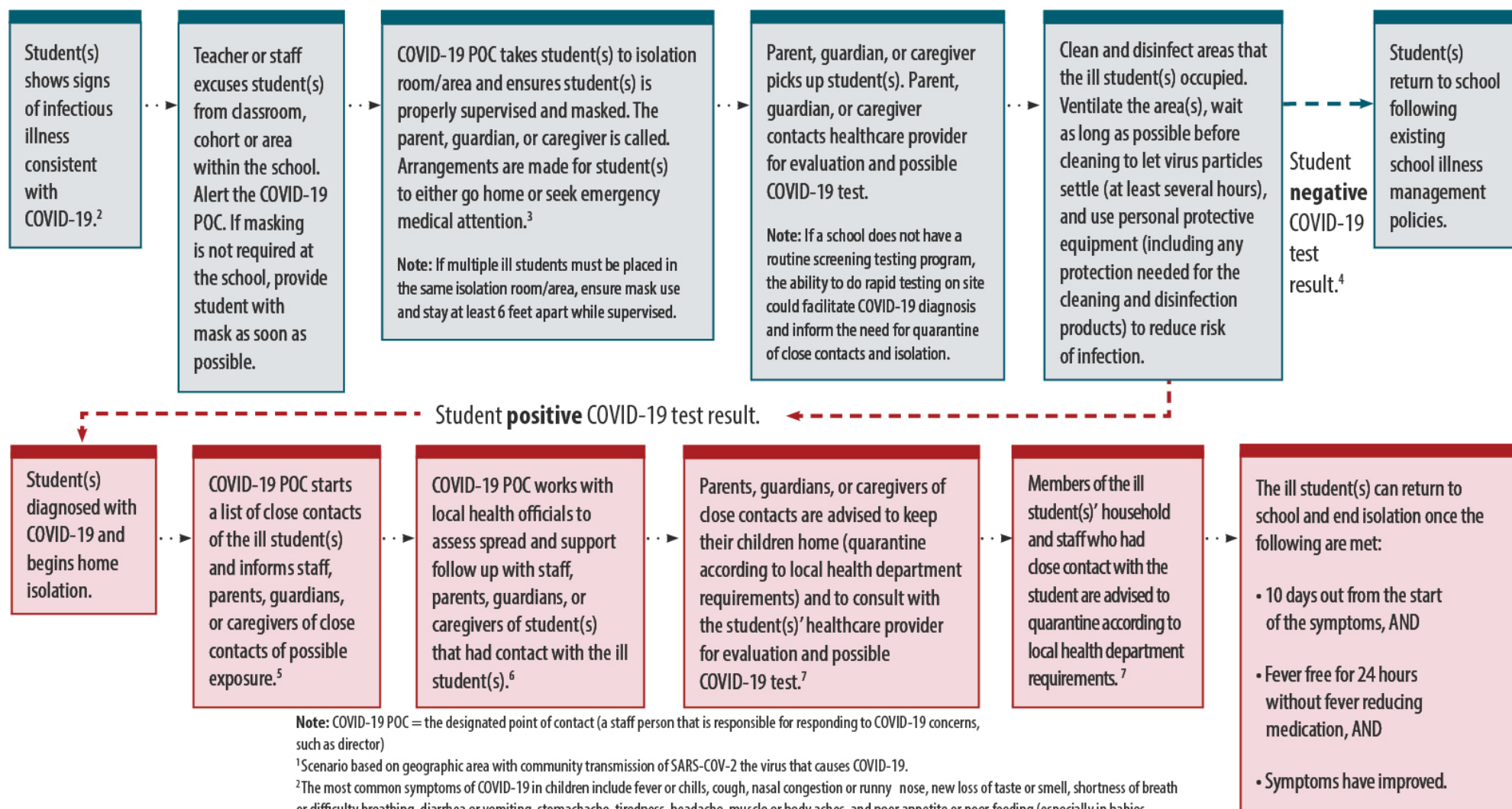
The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 10 days from the date of last exposure to the case and advised to monitor for symptoms. The local health department will initiate isolation and quarantine orders.

When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.

The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL¹



Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as director)

¹Scenario based on geographic area with community transmission of SARS-CoV-2 the virus that causes COVID-19.

²The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1 year old).

³Schools that do not have a universal mask requirement could require masking by students, teachers, and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.

⁴With no known close contact.

⁵Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask. See exception in the definition for the exclusion of students in the K-12 indoor classroom: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

⁶To the extent allowable by applicable laws regarding privacy.

⁷CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine, but should get tested after an exposure to someone with COVID-19.

