



220 Winton Road South
Rochester, New York 14610
585-442-8340
www.wintonroad.org

Parent Handbook

2011-2012

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2011-2012 Calendar

SEPTEMBER

1	TUE	Third tuition payment due
7	WED	Board Meeting – 7:00pm
8&9	TH/F	Teacher Meeting & Set up days
12	MON	3-day AM Parent/Child Orientation (9-9:30am or 9:30-10:00am)
12	MON	4-day PM Parent/Child Orientation (12:30 – 1:00pm or 1-1:30pm)
13	TUE	4-day PM First Day – Parent Info Meeting 12:30 – 2:00 pm
13	TUE	2-day AM Parent/Child Orientation (9-9:30am or 9:30-10:00am)
14	WED	4-day PM First Full day – 12:30-3:30pm
14	WED	3-day AM First Day- Parent Info Meeting 9-10:30am
15	THUR	2-day AM First Day - Parent Info Meeting 9-10:30am
16	FRI	3-day AM First full day – 9-12:00pm
19	MON	YNS M/T Parent/Child Orientation (Young Nursery)
20	TUE	YNS M/T First Day – Parent Info Meeting 9-10:30am
20	TUE	2-day AM First full day 9:00-12:00pm
21	WED	YNS W/TH Parent/Child Orientation (Young Nursery)
22	THUR	YNS W/TH First Day – Parent Info Meeting 9-10:30am

OCTOBER

7	FRI	First Friday Fun Time
10	MON	NO SCHOOL – Columbus Day
11	TUES	YNS (M/T) First Full Day 9:00- 11:30am
12	WED	YNS (W/TH) First Full Day 9:00-11:30am
12	WED	Board Meeting – 7:00pm
19	WED	2-day & 3-day AM Open House 6:30-7:30pm
20	THUR	4-day PM Open House 6:30-7:30pm

NOVEMBER

1	TUES	Last tuition payment due (Unless previous arrangements have been made)
3	THUR	NO SCHOOL – Teacher’s Workday
9	WED	Board Meeting – 7:00pm
11	FRI	NO SCHOOL – Veteran’s Day
17	THUR	YNS M/T & W/TH Open House 6:30 – 7:30pm
23-25	W-F	NO SCHOOL – Thanksgiving Recess

DECEMBER

5	MON	New Rooms – 3-Day AM
6	TUE	New Rooms – 2-Day AM
14	WED	Board Meeting – 6:30pm
19 – 30		NO SCHOOL – Holiday Recess

JANUARY

2	MON	School Resumes
7	SAT	Public Open House 9:30 -11:00AM
9	MON	3-Day AM & YNS M/T Parent/Teacher Conferences – NO SCHOOL (ALL OTHER CLASSES IN SESSION)
10	TUE	2-Day AM Parent/Teacher Conferences (ALL OTHER CLASSES IN SESSION)
11	WED	YNS W/TH Parent Teacher Conferences – NO SCHOOL (ALL OTHER CLASSES IN SESSION)
11	WED	Board Meeting – 7:00pm
12	THUR	4-Day PM Parent/Teacher Conferences – NO SCHOOL (ALL OTHER CLASSES IN SESSION)
16	MON	NO SCHOOL – Martin Luther King Jr. Day
17	TUES	In-house registration begins
23	MON	Alumni Registration Begins
30	MON	Public Registration Begins

FEBRUARY

8	WED	Board Meeting – 7:00pm
20-24	M-F	NO SCHOOL – February Recess

MARCH

14	WED	Board Meeting – 7:00pm
15	THUR	NO SCHOOL – Teacher’s Workday
16	FRI	New Rooms – 3-Day AM
20	TUE	New Rooms – 2-Day AM

APRIL

2	MON	First Tuition Payment for 2012-2013 is due
6	FRI	NO SCHOOL - Good Friday
9-13	M-F	NO SCHOOL – Spring Recess
18	WED	Board Meeting – 7:00pm

MAY

9	WED	Board Meeting – 7:00pm
18	FRI	Last Friday Fun Time
22	TUE	YNS M/T Last Day & Picnic
28	MON	NO SCHOOL – Memorial Day
31	THUR	YNS W/TH Last Day and Picnic

JUNE

1	FRI	2 nd Tuition Payment for 2012-2013 is due
4	MON	4-Day PM Last Day and Picnic
5	TUE	2-Day AM Last Day and Picnic
8	FRI	3-Day AM Last Day and Picnic
13	WED	Board Meeting – 6:30pm

Parent Responsibilities

Our school is a nonprofit organization. We, in this semi-cooperative school, 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 1 (one) work committee per child enrolled, 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 childcare of younger siblings while working in the classroom.

Parents shall participate as follows:

- Attend the orientation meeting and scheduled parent-teacher conferences.
- Participate in the mandatory Social workday, including buy-out parents, prior to the start of the school year. The purpose of this event is to prepare the school for the upcoming year. Parents who cannot attend this workday will need to, as deemed necessary by the board/teachers, perform some other task for the school during the school year.
- All parents, including "buy-out" parents, may be asked to help with scholarship fundraising projects by making a suitable donation, not to exceed \$75.
- Have their child examined within the year prior to the opening of school. The child will have all required immunizations.
- Return appropriate medical forms to school prior to the beginning of the school year. The child will not be able to attend school until the forms are submitted.
- Provide transportation for the child to and from school.
- Provide a snack for the entire nursery school on a rotating basis. Young Nursery parents provide a snack for the entire Young Nursery class on a rotating basis.
- Serve on 1 (one) work committee per child enrolled in the Big school, accept a Board position, or choose the "buyout" option. Young Nursery parents are not required to participate in committee work but are required to assist in the classroom.
- Provide adequate supervision for their child and guests who may attend events conducted or sponsored by WRNS from time to time either on school grounds or at other locations. Parents assume full responsibility for any risks of loss, property damage or personal injury caused or incurred by such persons at such events and acknowledges that WRNS assumes no responsibility for any such risk of loss, property damage or personal injury.

School Days

Program Times

Big School

2-Day AM class	9:00 – 12:00	Tues. & Thurs.
3-Day AM class	9:00 – 12:00	Mon., Wed. & Fri.
4-Day PM class	12:30 – 3:30	Mon., Tues, Wed. & Thurs.
Friday Fun time	12:00 – 2:00	Fri. (October - May)
Young Nursery	9:00 - 11:30	Mon. & Tues. <i>or</i> Wed. & Thurs.

Absences

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

Snow Days

Occasionally, the nursery school will be closed due to snowstorms. You will NOT be called about these closings. Please listen for the announcements on WHAM, WVOR (radio), Channel 13 and Channel 10 (TV). School closings will also be posted on the school website. Snow days will be made up after the 2 day class misses one day and the 3 and 4 day classes miss two days.

Catastrophic Illness

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

Dress

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

Parent Visits

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

Parent Teacher Communication and Conferences

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

Email Guidelines

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

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

Snacks

Parents provide a nutritious snack on a rotating basis. A monthly snack calendar will be posted on the bulletin board outside the classrooms and on the school's website. Water will be provided with snack, so parents should not bring beverages. Cakes and cookies with sticky icing should not be sent. When it is your turn to provide snack, bring:

- ◆ MWF AM program: 40 portions, napkins and 5 oz. cups.
- ◆ T/TH AM program: 40 portions, napkins, and 5 oz. cups.
- ◆ 4-day PM program: 20 portions, napkins, and 5 oz. cups.
- ◆ YNS program: 15 portions, napkins and 5 oz. cups.
- ◆

***If your child has a food allergy, it should be noted on the medical form. If the allergy is to something such as milk or peanuts (which are common in many foods), you are requested to provide a snack for your child; in this case, participation in the snack rotation is voluntary.

All items brought to school must be packaged prepared foods. Due to Health Department regulations home baked/prepared food is not permitted. Snacks should either be individually pre-packaged portions or in large containers. Items from bakeries, such as bagels, are permitted. If additional preparation, such as slicing fruit is required, the teaching staff will complete preparation while wearing gloves. A refrigerator and freezer are available for storing snacks during the school day.

Teachers also request that choices of flavors be limited (i.e. bring in all the same flavor of yogurt) as this makes administering snack a smoother process and reduces the disappointment experienced by children who enjoy having the same snack as their friends.

Snacks that have gone over well in the past include:

Yogurt (in cups) or Drinkable Yogurt (with straws); Not Yogurt in tubes (e.g. GoGurt)	
Bagels, plain or with cream cheese (pre-slicing by the bagel shop saves prep time for the staff)	
Bananas	Apples
Pretzels	Cheese sticks
Goldfish (or Cheddar Bunnies)	Ritz Bits w/cheese
Graham Crackers	Granola Bars (soft, w/o nuts)
Pirates Booty	Crackers
Fruit cups (with spoons)	Teddy Grahams
Raisins (plain or yogurt covered)	Cheerios (or other dry cereal)
Animal Crackers	

Pick-Up Procedures

Playground Dismissal

Weather permitting; 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.

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

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

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

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

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

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

***Please leave your animals at home or in the car. Most of us love dogs and small pets but some don't. There is also the added confusion of barking, tangled leashes and the few instances of fear and allergies to consider. So, in the spirit of calm, organized pick-up we thank you in advance for 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 our 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. Each parent should come to the door and meet their child so that the teacher is confident that you are together at that point. The children will not be allowed to go out into the hallway to meet their parents. It is too congested to make sure everyone is with their rightful caregiver.

If you need to get your child early, please feel free to knock on the door and let your teacher know.

Late Pick Up Policy

Late pickups will not be tolerated, please make proper arrangements. Picking up your child late greatly inconveniences our teachers and can also upset your child who is the last child waiting to be picked up. Written notice of lateness will be given. With the third written notice your child will not be able to attend school anymore and you will forfeit the remainder of tuition.

Friday Fun Time

What: An afternoon of fun and games (and lunch) beginning in October.

When: Fridays, 12:00 - 2:00 p.m.

Cost: \$15.00/session

\$165.00 for fall semester (11 sessions)

\$255.00 for spring semester (17 sessions)

Friday Fun Time sessions are available to Big School students (AM and PM) only; not to Young Nursery students. Children must be fully potty-trained in order to attend Friday Fun Time.

There are 2 teaching staff members present with a maximum of 14 children. Each child must bring his or her own lunch with drink.

Payment and Sign-up

An informational flyer and signup sheet will be distributed to families during the first few weeks of school to reserve the desired dates. Families will be billed prior to the start of each semester and payment must be received before their child may attend. When the list is full, a child may be put on a waiting list. If your child is unable to attend a session that (s) he is signed up for, it is the parent's responsibility to contact those on the waiting list and fill your child's spot for that date. Payment for that session will only be refunded if you find a replacement for your child's spot. All payments and reimbursements must go through the Operations Manager, please do not pay each other. This only adds to record confusion, extra billing and delayed refunds.

Refunds

Except as noted above, payment for Friday Fun Time is non-refundable. Refunds for children signed up for the entire semester will be considered on the same basis as they are for withdrawal from the nursery school.

Contact Amanda Costanza with questions about Friday Fun Time: Amanda@9x3.com

Illness Procedure

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

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 twenty-four hours after these symptoms have ceased. If you bring a child in any of these conditions, we must insist that he/she return home.

From the Teachers

1. Please let us know if something unusual is happening (good or bad) in your child's life and/or if he/she will not be in school. This aids us in planning for both the individual and the group, and in providing the best possible school experience for your child.
2. Blankets and cuddlies are acceptable. Other toys should be left at home.
3. Please label clothes and tote bags. This will help prevent lost items.
4. PLEASE arrive promptly at school. If you are early it is hard for your child to wait patiently. If you are late, it makes it harder to become involved with activities and children.
5. PLEASE call for your child 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.
8. Dress your child in clothes appropriate for the weather. We will spend some time outside almost every day.
9. When making arrangements for after school play, please do so outside of school. We need to be considerate of the feelings of those children not included.
10. If you have a message for another parent, please see them or leave a note in their child's cubby. Time that teachers use to relay messages is time they cannot spend with your child. Nursery school correspondence (registration, medical forms, tuition payments, Friday Fun Time enrollments etc.) should be sent to the appropriate individual via US mail, only.
11. Please send tuition payments to the Operations Manager by mail. Do not give tuition checks to your teachers or put them in the school collection boxes.

Finances

Our school is a nonprofit organization. We, in this semi-cooperative school, keep tuition as low as possible by offering our time and help as needed. Tuition is to be paid in four payments due April 1, June 1, September 1, and November 1. In addition, there is a 1% discount for full payments made by April 1, and a 5% Sibling discount on the lesser tuition. Checks should be made payable to ***Winton Road Nursery School.***

Tuition for the 2011/2012 school year is as follows:

	Annual Tuition	April 1 Deposit	June 1 Payment	Sep. 1 Payment	Nov. 1 Payment
YNS	\$1225	\$291.25	\$291.25	\$291.25	\$291.25
2 day am	\$1175	\$278.75	\$278.75	\$278.75	\$278.75
3 day am	\$1660	\$400.00	\$400.00	\$400.00	\$400.00
5 day am	\$2565	\$641.25	\$641.25	\$641.25	\$641.25
4 day pm	\$2140	\$520.00	\$520.00	\$520.00	\$520.00

Please send payments to the Operations Manager at:

PO Box 10281

Rochester, NY 14610

If you have any current school year questions, please contact April Adam at **738.4529** or operationsmanager@wintonroad.org. General Registration information can be obtained by contacting Linda Connor Cass @ registrar@wintonroad.org.

It is important to the functioning of the school that payments are received on the due date. All tuition payments should be made to the registrar within ten days of the due date. All payments made later than ten days from the due date are subject to a \$30.00 late fee.

Committee Buyout Option

A \$325 buy-out option exempts a family from the required committee work. Should parents fail to fulfill their obligation for one or both committees, the parent will become obligated for the applicable buy-out fee.

Scholarship Program

Our scholarship program provides nursery school education for children who otherwise could not attend. Scholarship families may contribute a portion of their child's tuition each year, the remainder being absorbed by the school.

Applications are anonymously reviewed by the Board Chairperson(s), Treasurer and Scholarship Chairperson. Selections are based on the extent of financial need.

School Bylaws: Payments and Refunds

- A. Tuition shall be set annually.
- B. The Registration Contract represents a binding agreement between WRNS and the student's parents which obligates the student's parents to pay to WRNS the full tuition for the entire year covered by the Registration Contract pursuant to the terms of the Registration Contract, and which obligates WRNS to provide a space in its classes for that student for that school year, provided there is sufficient enrollment in the class. If class enrollment is not sufficient, WRNS may, in its discretion by Board vote, cancel that class. As provided in the Registration Contract, parents are obligated to pay the full tuition for the entire school year covered by the Registration Contract except in the following circumstances and provided the Board approves the exception:
1. Prior to February 1 of the school year, the student experiences an illness or develops a physical condition (as a result of illness or an accident) which, in the written opinion of the student's doctor (subject to review and discussion with the WRNS consulting pediatrician) would require the student's continued absence from school for more than four consecutive weeks or would otherwise render the student incapable of participating in regular classes and activities.
 2. Prior to February 1 of the school year, the student's family moves out of town (defined as a move more than 15 miles from WRNS) after signing the Registration Contract, in which case the student's parents will:
 - a. provide the Registrar with 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 childcare 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 1-3,

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 1-3, 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 1-4 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 Treasurer and make special arrangements.

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 to attend Board meetings. A nursery school newsletter is published once a month and distributed by email. It is an important link of communication between the parents, the Board of the nursery school, and the teachers.

Each class also has a Parent Representative who serves as a liaison between the Board of Directors and the parent members of the class they represent.

Descriptions of board positions and responsibilities are available 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 a parent to address the situation. Time teachers spend changing diapers is time away from other children. The toilet training policy does not apply to Young Nursery students. Any child attending Friday Fun Time must be fully toilet trained.

Medicine Policy

As a general rule, the staff of WRNS does not dispense over-the-counter or prescription drugs to children. In emergency medical situations when directed by a child's pediatrician and with parents' written permission, the Staff will administer medicine for severe allergic reactions and breathing difficulties as in the case of asthma. The teachers will need a physician's note with specific instructions on how to administer the medication, and the written consent of the child's parents. We will also need to keep at school, in its' original pre-packaged form (unopened), the prescribed medicine.

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 arrived.

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.

Children with Special Needs or Disabilities

The families and staff members of Winton Road Nursery School believe in the practice of inclusion or placing students with mild disabilities and special educational needs into a regular classroom. Communication and cooperation between the Winton Road Nursery School Staff, the service provider, and the families is essential for this experience to be successful for all involved.

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

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

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