



# **FAMILY HANDBOOK 2024-2025**

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# 2024-2025

School Office (585) 442-8340  
Operations Manager (585) 739-2572

## Winton Road Nursery School est. 1963


P.O. Box 10281  
Rochester, NY 14610

### September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 \$	2	3	4	5	6	7 
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Sept 1 Tuition Payment Due				

### October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sep 7	Social Work Day 9am-12pm 
Sep 9	BN: 3 & 5 Day Orientation 9a-9:30 or 9:30a-10a
Sep 10	BN: 2 Day Orientation 9a-9:30 or 9:30a-10a
Sep 11	BN: 3 & 5 Day Parent Meeting & Short Day 9a-10:30a
Sep 12	BN: 2 Day Parent Meeting & Short Day 9a-10:30a
Sep 13	BN: 3 & 5 Day First Full Day 9a-12pm
Sep 16	YN: M/Tu Orientation 9a-9:30a
Sep 17	YN: M/Tu Parent Meeting & Short Day 9a-10:30a
Sep 17	BN: 2 Day First Full Day 9a-12pm
Sep 18	YN: W/Th Orientation 9a-9:30a
Sep 19	YN: W/Th Parent Meeting & Short Day 9a-10:30a
Sep 23	YN: M/Tu Short Day 9a-11a
Sep 24	YN: M/Tu Short Day 9a-11a
Sep 25	YN: W/Th Short Day 9a-11a
Sep 26	YN: W/Th Short Day 9a-11a
Sep 30	YN: M/Tu First Full Day 9a-11:30a

Oct 2	YN: W/Th First Full Day 9a-11:30a
Oct 9	Officer's Meeting 7pm-8:30pm
Oct 14	NO SCHOOL - Indigenous People's Day

Notes	

Playdates and New Friends	




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## November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 \$	2
3	4	5	6	7	8	9
10	11	12	13 	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov 1	Tuition Payment Due
Nov 11	NO SCHOOL - Veteran's Day
Nov 13	Full Board Meeting - 7pm-8:30pm - All are welcome!
Nov 13	Fundraising - Pie Pickup Day
Nov 27	NO SCHOOL - Thanksgiving Recess
-	
Nov 30	

Dec 2	NO SCHOOL - Teacher Work Day
Dec 3	BN: 2 & 5 Day New Rooms
Dec 4	BN: 3 Day New Rooms
Dec 11	Officer's Meeting - 7pm-8:30pm - All are welcome!
Dec 23	NO SCHOOL - Winter Recess
-	
Jan 3	

Notes

Playdates & New Friends



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## January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



## February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Dec 23	
-	NO SCHOOL - Winter Recess
Jan 3	
Jan 8	Full Board Meeting - 7pm-8:30pm - All are welcome!
Jan 11	Tentative Public Open House (Time TBD)
Jan 14	YN:M/Tu NO SCHOOL - Parent Teacher Conferences
Jan 16	YN: W/Th & BN NO SCHOOL - Parent Teacher Conf.
Jan 17	BN: NO SCHOOL - Parent Teacher Conf.
Jan 20	NO SCHOOL - MLK Jr Day
Jan 27	Registration Opens 2025-2026 [Current Families]

Feb 3	Registration Opens 2025-2026 [Alumni]
Feb 10	Registration Opens 2025-2026 [Public]
Feb 12	Officer's Meeting - 7pm - All are welcome!
Feb 17	
-	NO SCHOOL - FEBRUARY RECESS
Feb 21	

<b>Playdates &amp; New Friends</b>	

<b>Notes</b>	



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## March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar 3	Summer Camp 2025 Registration Opens
Mar 10	NO SCHOOL - Teacher Work Day
Mar 11	BN: 2 & 5 Day New Rooms
Mar 12	BN: 3 Day New Rooms
Mar 12	Full Board Meeting - 7pm-8:30pm - All are welcome!

## Playdates & New Friends


## April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 \$	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr 1	Tuition Deposit Due for 2025-2026					
Apr 9	Officer's Meeting - 7pm-8:30pm - All are welcome!					
Apr 14 - Apr 18	NO SCHOOL - SPRING RECESS					

## Notes




# 2024-2025

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est. 1963

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Rochester, NY 14610



### May



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



### June



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 14	Full Board Meeting - 7pm-8:30pm - All are welcome!
May 20	YN: M/Tu Last Day Picnic
May 22	YN: W/Th Last Day Picnic
May 26	NO SCHOOL - Memorial Day

Notes	

Playdates & New Friends	

Jun 1	Tuition Payment Due for 2025-2026					
Jun 3	BN: 2 Day Last Day & Picnic					
Jun 4	BN: 3 & 5 Day Last Day & Picnic					
Jun 9	Camp Week 1 					
Jun 11						
Jun 12	NO SCHOOL - SUMMER RECESS					
Jun 16	Camp Week 2 					
Jun 19						
Jun 20	NO SCHOOL - SUMMER RECESS					
Sep 7						

# Have a great summer!



## 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 four teachers, four teaching assistants, and an operations manager.

### OUR PHILOSOPHY

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

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

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

Each Big Nursery homeroom (ages 3-5) follows a similar daily routine:

- The children arrive and are greeted by their teacher and begin to settle in. During this time you will observe children choosing materials and toys specifically set out by their classroom teacher(s). The teaching staff acts as facilitators guiding the children.
- Teacher-lead circle time
- Visiting time. During this time, the children are free to move among the three rooms: the Art Room, the Housekeeping Room, and the Big Muscle Room, each of which has child-sized bathrooms and a comfortable cushioned bench for reading time and visiting with friends.

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

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

## PARENT RESPONSIBILITIES

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

For Big Nursery students, each family is required to serve on 2 parent teams, accept a Board position (as an officer, coordinator, or team leader), or choose the buy out option.

Young Nursery parents are required to assist in the classroom on a rotating basis or choose the buyout option. Parents must make external arrangements for child care of younger siblings while working in the classroom. Infant siblings may be worn in a wrap or carrier.

All families are required to send one adult to Social Work Day, including buyout families. This event is for adults only, so please keep children at home.

Parent members shall participate as follows:

- Attend the General Meetings called by the Board of Directors.
- Attend the Orientation Meeting and scheduled parent conferences.
- Attend the social work day in the fall before school begins, including buyout families. If attendance is not possible, the board and or staff shall assign an acceptable alternative task during the school year.
- All parents, including “buy-out” parents, help with fundraising by making a suitable donation not to exceed \$75.
- Have the child examined by a Doctor within a year prior to the opening of school. The child shall have all required immunizations.
- Return appropriate medical forms to the 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.
- Big Nursery parents shall provide a snack for the entire Big Nursery school on a rotating basis. Young Nursery parents provide a snack for their entire Young Nursery class on a rotating basis.
- Serve on two parent teams, accept a Board position of officer, coordinator, or team leader, or choose the “buy-out” option. Young Nursery parents are required to assist in the classroom or choose the “buy-out” option. Parents must provide child care for siblings while working in the classroom. Child care will be provided for full board meetings, as volunteer staffing permits.
- A \$600 buy-out option exempts a family from the required parent teams and / or young nursery classroom assisting requirements. The buyout does not exempt families from Social Work Day. Should a family fail to fulfill their obligation for volunteering, the family will become obligated for the applicable buy-out fee. Families will receive notice in writing of their unmet responsibilities and will work with the board chair to complete their duties. If the family has met with the chair and continues to be unable to fulfill their obligation to one or both teams beyond January 1st, the Board reserves the right to vote to add the buy out fee to the family account balance to the current and / or any future enrollment years.
- 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.

## GENERAL INFORMATION ON SCHOOL DAYS

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### PROGRAM TIMES\*

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

### Big Nursery

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

### Young Nursery

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

### ABSENCES

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

### SNOW DAYS

Occasionally, the nursery school may be closed due to weather or a building issue or emergency. You will NOT be called about these closings, although you may opt in to the school's text message list. Please listen for the announcements on WHAM, WVOR (radio), Channel 13 and Channel 10 (TV). School closings will also be posted on the school website and private facebook page. Snow days may or may not be made up, depending on the number of school closures throughout the school year..

### CATASTROPHIC ILLNESS

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

### DRESS

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

### PARENT VISITS

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

### PARENT TEACHER COMMUNICATION AND CONFERENCES

Communication between teachers and parents is an essential aspect of the philosophy of WRNS. One of the most effective means of communication with parents is through conferences. In this way, parents and teachers can work together toward consistent guidelines for children at home and at school. Child/parent orientations are held in September before school opens.

In January, parent/teacher conferences are scheduled for each child's family- with provided childcare. These conferences are part of the contract that each family signs when enrolling at WRNS. 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 a Facebook Page: "<https://www.facebook.com/WintonRoadNurserySchool>" and the publicity team welcomes your thoughts or contributions to improve it.
2. We also have a voluntary closed, private 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: To join the group, email [board@wintonroad.org](mailto:board@wintonroad.org) or scan the QR code on the school bulletin board next to the Art Room. All family members are welcome to join this group, but membership is not required.

## JOVIAL

Our school uses Jovial, a parent portal designed specifically for cooperative schools. In Jovial, you may pay tuition, view the class roster, complete forms, and check for any school related updates.

### *Accessing Your Portal*

- To access your account, go to <http://www.jovial.org/wintonroad/family> and enter your email.
- Click **Get Access Link**
- Check your inbox for a link from Jovial.org. This link will work for 30 days.
- Click the link in the email to log in.
- (*Optional*) In the top right corner of Jovial, click the person icon and set a password.

### *Paying your Bill*

- After logging in, at the top right of your homepage you'll see your Billing Pane. It shows your next due amount and the due date. You can use the buttons in that pane to make a payment or view details.
- Payments may be made through Jovial via ACH (e-check) or by Credit/Debit card.
- The most convenient way to pay is to use the Make Payment link in the family portal to submit electronic payments. We are set up to accept eCheck/ACH payments or credit/debit card payments. If you choose to use eChecks, WRNS covers the fee from Jovial for each transaction. If you choose to use a credit/debit card, we ask that you donate the processing fees for that transaction to the school. If a transaction is entered that does not include a donation for the fees, we will decline it and ask you to pay in a different way.
- The transaction fee for credit / debit cards is \$0.30 + 3.4% of the total cost.
- Payments can also be made by check, payable to Winton Road Nursery School, and mailed via USPS to:  
**P.O. Box 10281 Rochester NY 14610.**
- Please **do not** bring checks to the school or church building.

### *Printing Receipts / Statements*

- Click the Billing tab on the left
- Click "Show All Pages" on the summary page OR click the Statement tab to see transactions by date.
- Click Print. (When printing from the summary page, you may need to close the print box and select All Pages again).

## SNACKS

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

### QUANTITIES

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

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

### WHAT TO BRING FOR SNACK

- **All items brought to school must be packaged, prepared foods.** This is due to Health Department regulations.
- Snacks should either be individually pre-packaged portions or in large containers.
- Items from bakeries, such as bagels, are permitted (note, most bagel shops will pre-slice bagels if requested).
- Fruit, such as apples, is fine. If additional preparation such as slicing fruit is required, the teaching staff will complete preparation while wearing gloves.
- A refrigerator and freezer are available for storing snacks during the school day.
- **Teachers request that choices of flavors be limited**\_(i.e. bring in all the same flavor of yogurt). This makes administering snack a smoother process and reduces the disappointment experienced by children who enjoy having the same snack as their friends.
- The school operates as nut-free (the building is not a nut-free facility) and we ask all parents to avoid bringing snacks containing nuts.
- Some examples of common snacks are: applesauce, cereal, fruit cups, crackers, fresh fruit and vegetables, fruit pouches, pretzels, etc.

### WHAT NOT TO BRING

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

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

## PICK-UP PROCEDURES

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### **BIG NURSERY PLAYGROUND DISMISSAL**

Weather permitting (if it's not raining or below 20 degrees F) 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 shed 5 minutes before dismissal time.

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

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

Please note that some children watch their parents drive into the parking lot. If your child has seen you and knows that you have arrived, he or she may have a difficult time waiting for you to come to the gate. If parents come early but still want their children to play longer, the children do not get a consistent message.

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

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

### **YOUNG NURSERY PLAYGROUND DISMISSAL**

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

### **INDOOR DISMISSAL**

In case of inclement weather, the teachers will dismiss children 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 or at the tables 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 let your child's teacher know at drop off. If it's an unplanned early pick up, call the school office number or your child's teacher on their cell phone.

### **EARLY DISMISSAL**

If you need to pick up your child before the end of the school day for an appointment, please make sure the teacher knows when to expect you. The doors are locked after drop off and you may not be able to enter the building. If you cannot enter, call the school office number or your child's teacher's cell phone.

## 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

## TO HELP YOUR CHILD AND THE TEACHER

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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 loveys are acceptable. **Other toys should be left at home.**
3. Please label all 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 who may bring their own snack).
8. Dress your child in clothes appropriate for the weather. We will spend time outside almost every day. If it's below 20 or raining hard, we will play indoors.
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 Jovial or email.**
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 or church collection boxes. Our mailing address is:

**Winton Road Nursery School**

**PO Box 10281**

**Rochester, NY 14610**

### First Days of School & The Drop Off

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Our teachers have plenty of experience in managing the nerves that come with the territory of children spending time apart from their caregivers. Here are some tips for managing the first drop off jitters for both the parent and the child:

**Take your time** - Rushing and worrying about being late will add to the stress. Plan to leave with plenty of time so they're not rushed getting into the school. Get things ready the night before so you're not looking for shoes when it's time to leave.

**Act it out** - Play pretend before school starts to practice what dropping off looks like. Use the doors in your house like the door to school. Have stuffed animals be the other students getting dropped off. Practice saying goodbye. Practice what coming back looks like. If you can, practice leaving for real where the child stays with a trusted friend or family member while you run an errand.

**Have a drop off routine** - Doing the same thing each time you drop off can help ease anxiety. Hang up the coat, give a hug and kiss or high five (or a special handshake!), and say something short and sweet "Love you, see you in a little while!" and confidently head for the door.

**Let them be a little upset** - It's really ok and in fact very normal for kids to be upset separating from parents. Often, they'll be fine before you even get into your car. Sometimes before you even make it down the hall! If your child is very upset and won't calm down - rest assured they'll reach out to you and make a plan for getting them settled in and comfortable at WRNS.

**Janet Lansbury**

<https://www.janetlansbury.com/2017/12/clingy-child-wont-let-us-leave/>

<https://www.janetlansbury.com/2023/12/my-toddler-wont-separate-or-warm-up-to-anyone-else/>



## Volunteering in the Classroom

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Both of our programs involve parent volunteers during the school day. For the Young Nursery, this volunteering is a required part of the cooperative contract. For Big Nursery, parents may choose to join the Substitute team and help with staff coverage, or a parent may just wish to come in and help out of their own volition. Here are some general guidelines for how WRNS operates. Even if you do not plan to volunteer in the room, this guide demonstrates our approach to childcare and development.

### Our Classroom Approach

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1. Come prepared to enjoy yourself! Please leave phones on vibrate and in your bag or pocket.
2. Try to empathize with children and narrate their emotions, sometimes called “sports casting”. (“He has the truck and you want a turn. You can say “I want it next” and then wait for your turn. What will we do while we wait?” Or “It’s ok to tell her not to grab/hit/push. You can say “I don’t like that”). It’s important to handle conflicts matter-of-factly so that neither child is made to feel shame.
3. When working with 2 year olds, most are not developmentally ready to reflect on feelings or do problem-solving. Acknowledge their feelings, then state when a resolution might occur. (“You wish your mom could stay. She’ll be back when you are on the playground. Let’s find something to do while you’re at school!”) Older children may be more ready to say how they’re feeling and how they think they could solve the problem. (Oof! You’re both look frustrated since you both want the play-dough. How do you think we can solve this problem together?”)
4. Once feelings have been acknowledged and an attempt has been made to work through the issue - it’s time to move on. For young children, distraction can be a real magic tactic. Sensory play, books, pop-up toys, and puppeting are all good choice, but every child is different. Older children are not as easy to help along to a new idea, so spending time with them, standing nearby, getting down on their level to listen, and offering your help as a mediator can be useful “I’ll set a timer. When it beeps, it’s Timmy’s turn!”.
5. Occasionally, a child may need extra support calming down, sometimes by going to the hallway or a calm down area. If a child needs to be gently removed from the room, this should be done by their own caregiver if present, or a classroom teacher.
6. Encourage respect for property and other people. Children should feel free to experiment and enjoy the available materials. However, if a child is being destructive, remove the child or the toy from the area. (“We need to take care of our toys so that they will last”). Sometimes it’s a matter of children not knowing what is appropriate. (“At school we paint on paper, not on walls.”)
7. Students of all ages will be working hard toward learning to share. When two children want the same toy, sometimes they can use it together, or you can provide a duplicate or similar substitute toy. Help the child ask the other “Can I have the next turn?” Empathy helps while “sports casting” - “It is hard to wait. Let’s go do a puzzle while we wait to use the toy.” Monopolizing a large area or all of a set of toys is not permitted. (“These are for all kids at school to use. Which one may they have?”)
8. Noise and messes come with the territory at school. If the noise level bothers you, please let a teacher know you need some time to step away for a few minutes.
9. To foster autonomy, encourage children to get their own materials and to put a toy or project away before moving on to something else. If the “suggestible moment” has passed and the child is already involved in something else, don’t make an issue of it. They’ll have other opportunities to try again another day.
10. Finally, remember that two things can be true - volunteering in the classroom can be fun AND a challenge. Your child may want all of your attention and feel jealous about sharing you with others. Anticipate that they may act out in a way that they do not do at school when you are not present. Try to be aware of what you and your child each need. Sit with your child at snack and talk with the children around you. Read your child a book and invite those nearby to listen too. Let your child know “It’s fun to be here with you!”

## DO's & DON'Ts For Volunteering

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**DON'T leave a child unsupervised.** There should always be two adults with children, one of whom should be a staff member. Only staff members may assist children in the bathroom or with diaper changes. Of course, you may assist your own child.

**DO offer help to children taking off jackets or changing out of boots.** Encourage students to hang up their jackets on their own hook, and place their bag in the tote bin.

**DO help children manage their play at the bean table table or sensory bins.** "Beans stay in the table. Beans are not for throwing. Use gentle hands as you play." If beans do get spilled (and they will!) please help sweep it up. Students may help with this effort as they are able.

**DO help children at the art easel** by putting their name on the paper, or by removing it when it is done to the drying rack, and help fold it and place it in their cubby. If there is no room to dry it in the classroom, place it in the hallway on the floor out of the way of the door.

**DO read books whenever possible.** Feel free to read to children any time. After a few books, suggest they play with other children.

**DO allow children to play with toys that interest them.** Some transfer of toys to other parts of the room will happen! Keep soft toys away from playdoh, but hard toys that are easily washed like blocks or dinosaurs may at times be used to stamp the playdoh. When students are done with an item, encourage them to put it back where it came from.

**DO encourage children to help clean up the toys.** You and they will soon learn where most things go.

**DO help sanitize the tables with cleaning wipes or spray and paper towels.**

**DO help the children to wash their hands** by 1) washing with soap and water \*preferred choice\*, or 2) a hand sanitizing wipe, or 3) hand sanitizer gel. This depends largely on how things are going in the classroom - especially with young nursery. Older children will have greater independence with hand washing than young nursery children at the beginning of the year.

**DO help pass out napkins, water cups, and snacks when children are seated.** You can help during snack by opening packages and cleaning spills as they occur. When a student is done they should carry their cup and napkin to the trash can. Always ask if you are uncertain about allergies or which snack is for which child.

**DON'T force children to do an art project a certain way.** Let them use the materials and tools to try their own version of the themed art project. There's no right way to do art and our goal is the process, not the product! You can help them understand when too much paint may rip the paper, or that too much glue may take ages to dry. When they are finished you may remind them to or help bring their project to their cubby to dry. Projects will go home the following day if they are still wet at dismissal.

**DO help children find their way to circle time.** In young nursery, they often go to Room 119 as it has a larger area to sit comfortably. In the big nursery, each room has a bench with a rug in front of it to gather around. We will sit on the floor while we sing songs, read a story, or play a game. For the young nursery this will last just a few minutes for most of the year. For the big nursery it starts short and changes in time as their patience grows. Help children settle and sit without bothering their neighbors.

**DO help children into outdoor gear efficiently.** This takes a little practice so the first children dressed don't get too warm while they wait for others. We encourage children to dress themselves as much as possible, and teach them methods for doing so. A second volunteer for dressing time (10:50a - 11:30a) in the young nursery room is greatly appreciated in the winter.

**DO supervise the children closely on the playground.** Most playground rules hinge around safety. Both slides need to be spotted. For young nursery students, there should always be an adult within arms reach of the metal slide when students are climbing up. At the plastic slide, it's helpful for an adult to stand at the bottom to "catch" students as they come down. In inclement weather, young nursery may swap with the big nursery students in the Big Muscle room. Big nursery will eat snack in the young nursery room, while young nursery plays in theirs and then does indoor dismissal.

**DO wear comfy and washable clothes.** Just like the kids, things get messy for adults so please dress accordingly.

**DO tell the teacher if you have any questions or concerns about what you should be doing.** Some folks are very comfortable volunteering and others are not. We're all here to work together and asking questions is always a good start.

**DO accept our thanks for the ways your family contributes to our school community. WRNS is glad to have you!**

## FINANCES

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Our school is a 501(c)(3) nonprofit organization. We are a semi-cooperative school, and attempt to keep tuition as low as possible by offering our time and help as needed. Tuition is to be paid in four payments due April 1, June 1, September 1, and November 1, unless other arrangements have been made in advance with the Operations Manager. We offer a 3% tuition discount for payment in full, as well as a 2% discount for each child when siblings are enrolled concurrently. The amounts listed below *do not* include this discount.

For instructions on how to pay your bill online, see Page 8 under Jovial > Paying Your Bill.

To pay by check, make it payable to **Winton Road Nursery School** and mail it to **PO Box 10281, Rochester, NY 14610**. Please **do not** bring checks to the school or church building.

### TUITION FOR 2024-2025

	Tuition	Deposit	June 1 Payment	Sep. 1 Payment	Nov. 1 Payment
<b>Young Nursery</b>	\$1,853.00	\$463.25	\$463.25	\$463.25	\$463.25
<b>2 Day</b>	\$1,608.00	\$402.00	\$402.00	\$402.00	\$402.00
<b>3 Day</b>	\$2,412.00	\$603.00	\$603.00	\$603.00	\$603.00
<b>5 day</b>	\$4,020.00	\$1,005.00	\$1,005.00	\$1,005.00	\$1,005.00

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 FUND CHARGE

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

There is a \$10 charge for returned ACH transactions through Jovial.

There is a \$25 charge for ACH and Credit / Debit card chargeback transactions through Jovial.

### FAMILY JOB BUYOUT OPTION

A \$600 buy-out option exempts a family from the required parent teams and / or young nursery classroom assisting requirements. Should a family fail to fulfill their obligation for volunteering, the family will become obligated for the applicable buy-out fee. Families will receive notice in writing of their unmet responsibilities and will work with the board chair to complete their duties. If the family has met with the chair and continues to be unable to fulfill their obligation to one or both teams beyond January 1st, the Board reserves the right to vote to add the buy out fee to the family account balance to the current and / or any future enrollment years.

The Buyout does not exempt families from social work day, snack rotation, or helping with annual fundraisers.

### SCHOLARSHIP PROGRAM

Our scholarship program provides nursery school education for children who otherwise could not attend. Applications are anonymously reviewed by the Board Chairperson(s), Financial Treasurer, Registrar, and Operations Manager. Selections are based on financial need, scholarship funds available, and the number of eligible applicants.

## TUITION AND FEES

- **Tuition** shall be set annually, and is defined as the sum of money charged by Winton Road Nursery School for a student to attend the school for an academic year. Tuition is paid as follows:
  - Four (4) equal payments, due April 1 (deposit), June 1, September 1, and November 1 prior to and during the academic year in which the student is enrolled;
  - One (1) payment of full tuition, due April 1 prior to the academic year in which the student is enrolled;
  - Or a different schedule by special arrangement with the Operations Manager.
- The **deposit** is defined as 25% of the annual tuition as defined in Section A, and is non-refundable, except as described in the Refunds section below. This payment is applied to the family's tuition and is not released back to the family.
- The **application fee** shall be set annually and is defined as the amount due upon application. This fee is non-refundable and non-transferable.
- The **buyout fee** shall be set annually and is defined as an optional fee charged to a family account at their request, to be relieved of their obligations as a parent volunteer with the exception of the annual social work day, supporting school fundraisers (max \$75), and providing snacks on a rotating basis. This fee is refundable until September 1, and not refundable after September 1.
- 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.
- **Instructional weeks** are defined as the approximately 40 weeks in an academic year for Big Nursery and 39 weeks for Young Nursery. When calculating a **tuition** refund, the number of **instructional weeks** rounded up to the nearest whole week is used.
- **Paid in Full Discount** is defined as a 3% discount on each student's **tuition** when a family pays in full by **April 1**, prior to the year of enrollment. This can be combined with the **sibling discount**.
- **Sibling Discount** is defined as a 2% discount on each student's **tuition** for families with more than one child enrolled simultaneously in the same school year. This can be combined with the **paid in full discount**.
- The **late fee** is defined as a \$30 charge applied to family accounts that are more than ten (10) days past due.

## REFUNDS

A. The **application fee** is non-refundable and non-transferable. The application fee is assessed per student. The **buyout fee** is fully refundable before September 1, and not refundable after September 1. The **buyout fee** is assessed per family.

- As provided in the Registration Contract, parents are obligated to pay the full **tuition** for the entire school year covered by the Registration Contract. The only exceptions to this obligation are as follows:
  1. **Illness or Physical Condition:** At any time during the year, a student that develops a condition or illness that in the written opinion of their physician will keep them from attending school for 4 consecutive weeks OR fully participating in school activities. In this case the family may request a **tuition** refund less the number of instructional weeks that have occurred before the withdrawal date.
  2. **Extreme Financial Hardship:** At any time during the year, if a family experiences extreme financial hardship due to the loss of employment or major life event, a family may request a **tuition** refund less the number of instructional weeks that have occurred before the withdrawal date. Proof of a change in financial status should be submitted to the Board alongside the refund request.
  3. **Relocation:** Prior to February 1st of the academic year in which the child is enrolled, if a family is relocating more than 15 miles from WRNS and provides 30 days notice of their withdrawal date, a family may request a **tuition** refund less the number of instructional weeks that have occurred before the withdrawal date. If the date of a relocation is after Feb. 1, the family must give notice prior to Feb. 1 in order for the refund request to receive consideration.

- **Voluntary Student Withdrawal:**

1. Before and on April 1, if a family elects to withdraw a student after returning their signed **registration contract** for the upcoming school year for any reason not listed in Refunds: Section B, Paragraph 1-3, the withdrawing family forfeits the **application fee**.|
2. After April 1 and until September 1st, if a family elects to withdraw a student for any reason not listed in Refunds: Section B, Paragraphs 1-3, the withdrawing family may request a **tuition** refund, and forfeits the **application fee** and **deposit** provided for in the registration contract to defray administrative costs of the registration process.
3. After September 1st, and before February 1st, if a family elects to withdraw a student for any reason not listed in Refunds: Section B, Paragraphs 1-3, the withdrawing family may request a **tuition** refund, and forfeits the **application fee** and **deposit**, plus charges incurred for the number of **instructional weeks** the student has attended beyond the first 10 weeks of school.
4. After February 1st, if a family elects to withdraw a student for any reason not listed in Refunds: Section B, Paragraphs 1-3, no refunds will be granted.

- **School-Mandated Student Withdrawal**

1. Prior to July 15th, in the event that WRNS cancels a class or modifies the class days based upon insufficient enrollment or for any other reason, all **deposits** and **tuition** payments shall be refunded. Said refunds shall not require Board approval. The **application fee** is non-refundable.
2. After September 1st and before February 1st, if 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, the family may request a **deposit** and **tuition** refund less the number of **instructional weeks** that have occurred, given that prior to the withdrawal may be requested provided the conditions below are met.
  - i. The student shall have completed six (6) consecutive weeks of classes.
  - ii. The student's parents have attended at least two (2) parent-teacher conferences. A parent-teacher conference is defined as a pre-arranged meeting, of at least 15 minutes, with at least one (1) parent of the child, and the appropriate WRNS teacher and support personnel (as determined by the Operations Manager). Attendance of both parents may be required at the discretion of the teacher.
  - iii. The operations manager and the student's teacher shall have observed in class and shall have submitted written statements recommending the withdrawal of the student.

### **Provision for Late Payment**

1. All payments made later than ten (10) days after the due date will be subject to a **late fee** of \$30.00.
2. Failure to remit the first **tuition** payment within ten calendar days of the initial due date may result in the 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.
4. In cases of financial hardship, parents should contact the Operations Manager and make special arrangements.

### **Provision for Returned Payments and Chargebacks**

1. If an ACH payment is made on Jovial and is returned, the school will charge the family a \$10 fee. If an ACH or Credit Card payment results in a chargeback, the school will charge the family a \$25 fee. These fees are the cost that Jovial charges and represent no markup.
2. The family may request a refund for these fees in the event of a school accounting error, financial hardship, or other extreme circumstance.

A complete version of the bylaws is available through Jovial. The portion above is also posted on [wintonroad.org](http://wintonroad.org).

### **WINTON ROAD 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. There is also a New Family and Class Parent Liaison to connect the class parents to the board and assist new families in settling in to life at WRNS. 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 Employee 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 Employee Handbook, they should request a meeting with the staff person to discuss these concerns.

### **TOILET TRAINING**

Children in the 5 day class should be fully potty trained. 2 and 3 day Big School Children are encouraged to be toilet trained by the start of school. If a child is not toilet trained, it is the parents' responsibility to discuss training progress with the teacher prior to the start of school. If a child experiences a period in their development when he or she requires frequent diaper changes, the school will notify the parent to discuss the situation. Time teachers spend changing diapers is time away from other children. **The toilet training policy does not apply to Young Nursery students.**

### **SUMMER CAMP**

The school typically offers a Summer Camp program for BIG NURSERY children during the two weeks following the end of school. Children must be potty trained to attend. Children bring their own healthy snack each day. Parents of children with allergies who will be attending camp must alert the teachers and follow the same protocol as during the school year. The child's medication(s) and doctor's permission note must be kept at school.

## ILLNESS & STAYING HOME PROCEDURES

Please call the school at 442-8340 if your child will be absent. Use the following chart to determine when you should keep your child home from school. **Please refer to the most recent guidance for information on quarantine duration and testing procedures for COVID-19.** 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.

Disease	Incubation Time	Exclude From School	Remarks
Vomiting / Diarrhea / Fever	-	24 hours since last incident / 24 hours fever free without fever reducing medication	We expect families to practice common sense and consider others when sending children to school. If they're sick - keep them home!
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, bedding, 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.
COVID-19	3-5 days	Until all symptoms are gone and fever free for 24 hours with no fever reducing medication.	As this virus continues to change, we will keep families updated on any new procedures or guidance from health officials. Masking is recommended for five days upon returning to school.

### MEDICINE POLICY

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

### 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.

#### 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:

- Identified allergies
- Written order for antihistamine and/or epinephrine as per medication guidelines
- Instructions for when and how medication(s) should be administered. The doctor's orders should be stored with the student's medication(s)

#### B. PARENTAL RESPONSIBILITY

- The parent must indicate on the child's Personal History and Medical History forms that the child has an allergy. These forms are filled out in the spring and/or prior to the child's first day.
- Before the first day of school, the parent should speak with the teacher about the child's previous allergic reactions, current management, knowledge of allergy, and degree of independence. The parent must also provide a completed Emergency Care Plan form (or Permission to Dispense Medication) along with the medication(s) ordered by the physician, labeled according to medication regulations.
- The parent must also inform the teacher of any change in the child's health status or attending physician, and monitor the expiration dates of the medication(s).
- If the child's allergy is to wheat, milk, or soy, which are common in many snacks, the parent is responsible for bringing a safe snack for the child on each day he/she attends school. The parent should then inform the Calendar Coordinator that the family will not be a part of the Snack Rotation.
- If the child's allergy is to peanut or tree nut, the child may bring their own snack each day he/she attends school, and inform the Calendar Coordinator that the family will not be a part of the Snack Rotation.
- The parent should leave a safe snack at school to be given to the child when the group snack is not on the child's approved list, or when children are given extra snack if they are still hungry. The snack left at school must be clearly labeled with the child's name.

#### C. TEACHER RESPONSIBILITY

- Prior to the start of the school year, parents fill out a Personal History form and Medical History form for their child. Upon review of these forms, the Director will contact families of children with identified allergies to discuss specific guidelines for each child. In addition, the child's teacher will also call the family in August and/or prior to their first day to make sure all of the information being communicated between parents and the school is clearly understood.
- No obvious peanut or tree nut snacks will be served to students. In the case that an obvious peanut or tree nut snack arrives, a snack from the classroom's 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.



## **C. TEACHER RESPONSIBILITY (CONTINUED)**

- 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.

## **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. Make arrangements with your child’s teacher to come in and read a story, lead a song, or just spend time in the classroom on their special day.

## **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.

## **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.

## TWO STAFF RULE

There must always be two or more adults in each location where children or youth are present. If it is necessary for a volunteer or staff member to meet individually with a child or youth, it should be done so in a public setting, where they are clearly visible by others. Parent volunteers may not attend to children in the bathroom.

## 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.

In New York State, all teachers and child care workers are mandated reporters. If you suspect a child is a victim of abuse or neglect, immediately document the incident, any visible injuries or signs of abuse or neglect, and report it to the Co-Directors **in writing**. The Co-Directors will then **immediately** call the mandated reporter NYS hotline upon receipt of the written notice. If you believe the child is in immediate danger, after calling the hotline, call the police.

- If the person suspected of committing abuse or neglect is a caregiver, parent, family member or friend, teacher, community member, or WRNS volunteer, report to the Co-Director.
- If the person suspected of committing abuse or neglect is a Co-Director, report to the Operations Manager.
- If the Operations Manager is the person suspected of committing abuse or neglect, report to the Chair.
- If the chair is the person suspected of abuse or neglect, report to the Operations Manager.
- You may at any time skip this process to report directly to the hotline or police. These guidelines are in place to form a chain of command so that more than one person knows about the allegations. Please see [this document](#) from the Office of Child and Family Services for more information on mandated reporting.

## 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. Winton Road Nursery School has its own emergency plan that is available for review. The plan is not posted online for security purposes. If you would like to review the plan, please contact the co-directors or operations manager.

## CHILDREN WITH SPECIAL NEEDS

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The families and staff members of Winton Road Nursery School believe in the practice of inclusion or placing students with low support-need 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:

- 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 co-directors and with their child's service provider to determine whether enrollment at Winton Road Nursery School is appropriate.
- Shortly after registration you will be sent a link to complete forms (personal history, medical, immunization, and emergency). Please include as much information as possible about your child's condition and needs, their IEP or IFSP and other relevant information. This will help us to better meet your child's needs. (Release of Information Form enclosed).
- 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.
- 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.
- 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.
- Service providers must communicate with the WRNS Director(s) and the individual teacher to coordinate implementation of services into our program.
- 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.
- 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.
- 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.
- 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.
- 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 preschool experience positive and productive.
- 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.
- 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.
- Service providers are allowed in the Young Nursery program at the discretion of the Co-Director(s) and Board.
- 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.

## PARENT VOLUNTEER ROLES

Detailed descriptions of each role and committee are available on the **PARENT TEAMS DESCRIPTION** document, which can be found at <https://www.wintonroad.org/docs/wrns-committees.pdf> or by scanning the QR code on the following page.

### OFFICERS

*Attend monthly board meetings and participate as members of the scholarship team.*

*Officer roles marked \* require 1 year of previous WRNS involvement unless otherwise noted.*

Role	# of positions	Time Commitment	Attends Board Meeting
Chairperson*	1-2	10-15 Hours/Month	Monthly
Secretary	1	4 Hours/Month	Monthly
Payroll Treasurer*	1	1-2 Hours/Month	Monthly
Financial Treasurer*	1	1-2 Hours/Month	Monthly
Registrar*	1	10 Hours/Month Feb/Mar	Monthly

### COORDINATORS

*Attend board meetings every other month. Roles marked \* require 1 year previous WRNS experience.*

Role	# of positions	Time Commitment	Attends Board Meeting
Newsletter	1	2-3 Hours/Month	Every Other Month
Calendars	1	1-2 Hours/Month	Every Other Month
Bulletin Board	1	1-2 Hours/Month	Every Other Month
Social Work Day	1	10 Hours/Month/Aug - Sep	Every Other Month
New Family & Class Parent*	1	1-2 Hours/Month	Every Other Month
Website	1	2 Hours/Month	Every Other Month
Scholastic Book Sales	1	5 Hours/Month	Every Other Month

### TEAM LEADERS

*Team leaders attend board meetings every other month. Team members do not need to attend.*

Role	# of positions	Time Commitment	Attends Board Meeting
Tours	3-5	6 Hours/Month (Leader)	Leader Only / Every Other Month
Fundraising	10+	3 Hours/Month (Leader)	Leader Only / Every Other Month
Publicity	10+	4-8 Hours/Month (Leader)	Leader Only / Every Other Month
Cleaning	10+	3 Hours/Month (Leader)	Leader Only / Every Other Month
Subs / Classroom Assisting	10+	5-15 Hours/Month (Leader) <b>Includes time in classroom</b>	Leader Only / Every Other Month
Maintenance	1-2	3 Hours/Month (Leader)	Leader Only / Every Other Month

## TEAM MEMBERS

Team leaders attend board meetings every other month. Team members do not need to attend.

Role	# of positions	Time Commitment	Attends Board Meeting
Tours	3-5	1-2 Hours/Month (Member)	Optional
Fundraising	10+	1-2 Hours/Month (Member)	Optional
Publicity	10+	1-2 Hours/Month (Member)	Optional
Cleaning	10+	1-2 Hours/Month (Member)	Optional
Subs / Classroom Assisting	10+	3-9 hours/month (Member) <b>Includes time in classroom</b>	Optional
Maintenance	1-2	1 Hour/Month (Member)	Optional

## PARENT TEAM LEADER & MEMBER JOB DESCRIPTIONS

Leaders & Teams	Team Description	Skills & Requirements
Substitutes	Work in classrooms as substitute aides and monitor hallways when additional coverage is needed due to teacher illness or absence.	Availability during school hours is <b>essential</b> for these volunteers. Best for those with flexible morning schedules.
Cleaning	Cleans the classrooms on a monthly basis. Team leader sets the schedule, coordinates the team, and helps implement the fall social work day.	Availability 1x/month on weekday evenings and/or weekend days.
Fundraising	Organizes and executes a variety of fundraising events and initiatives throughout the year, including t-shirt sales, school photos, winter carnival, spring fling, and others. Team leaders set event schedules, coordinate team assignments, and work with the Operations Manager on fund collection, tracking, and reporting.	Strong organization, communication, coordination, and delegation skills.
Maintenance	Repairs toys and school equipment as requested by the staff. Helps with outdoor projects like mulching.	Experience with basic repair skills; ability to transport furniture items as needed
Publicity	Plans and assigns team members to staff public open houses, attends local pre-school fairs, Brighton Farmers Market, and other events to promote the school, and identifies and implements other publicity opportunities to attract new families to WRNS. Team leaders coordinate activities, assign tasks, and report to the board on initiatives and needs.	Strong organization, communication, and delegation skills. Familiarity and comfort with running social media accounts.
Tours	Provide tours of the school for prospective families. Team leader responds to tour requests and coordinates tour dates with staff and other tour guides.	Availability during school hours is <b>essential</b> for this team. Team lead needs to be accessible and able to respond to emails within 24 hrs.
Other	If you have a skill that you feel would benefit WRNS, but does not align with one of the existing teams, please contact the operations manager at <a href="mailto:info@wintonroad.org">info@wintonroad.org</a> to discuss an alternative.	

**PARENT OFFICER & COORDINATOR JOB DESCRIPTIONS**

<b>Officers</b>	<b>Job Description</b>	<b>Skills &amp; Requirements</b>
Chairperson	Coordinates WRNS board activities; runs monthly meetings. Coordinates volunteer teams and team assignments. Meets with school directors as needed. Provides direction and oversight on school policies.	Prior service on WRNS board preferable; working knowledge of school policies and procedures.
Registrar	Creates and distributes enrollment contracts and responds to enrollment inquiries.	Working knowledge of school enrollment policies; proficient with Google Sheets.
Secretary	Creates and maintains school policy and procedural documents as needed; keeps and distributes minutes. Officer of record for school bank accounts.	More than 1 year at WRNS OR previous experience as a board secretary; facility with Google Docs; strong writing/editing skills.
Financial Treasurer	Provides oversight of school finances and accounts. Advises on budget questions. Helps to develop school financial strategy.	Understanding of budgeting/financial account oversight/nonprofit finances.
Payroll Treasurer	Tracks and processes payroll for staff.	Working knowledge of payroll process; familiarity with Gusto platform a plus.
<b>Coordinators</b>	<b>Job Description</b>	<b>Skills &amp; Requirements</b>
Bulletin Board	Updates bulletin board(s) regularly with WRNS artwork or seasonally appropriate materials.	Ability to store bulletin board supplies for the duration of term.
Calendars	Maintains and distributes school and snack calendars for hallway posting and newsletters. Posts break information outside of classrooms.	General computing skills in order to create and share calendars, maintain schedules.
New Family and Class Parent*	Maintains welcome information program for new families; coordinates class parents for each classroom and acts as a parent liaison to the staff and board.	More than 1 year at WRNS; familiarity with school procedures and rhythm of school life; outgoing & welcoming; willingness to answer questions; available by email.
Newsletter	Drafts, publishes, and distributes monthly newsletter with input from staff and parent teams.	Writing skills; clear communicator.
Scholastic Book Sales	Distributes monthly book club flyers; coordinates orders and distributes received orders.	
Social Work Day	Coordinates annual fall parent work day	Lots of availability during Aug. & Sept.
Website	Maintains the website, staff email accounts, etc.	Proficient with web design and school software. Familiarity with HTML and minor JavaScript preferred. Familiarity with git a major plus.

