

2016-17 Parent Handbook

ANS Information and Policies

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Part I General Information

2016-17 Educational Staff and Classrooms

Class	Staff and emails (head teacher in bold)	Room #
Tu-F 4 yr olds	Jennifer Howell Mrs.Howell@amherstnurseryschool.org	6
	Misty Rojek Mrs.Rojek@amherstnurseryschool.org	
Amherst UPK	Lisa Wawrzyniak Mrs.W@amherstnurseryschool.org	8
	Stacey Mann Mrs.Mann@amherstnurseryschool.org	
	Diane Boehnke Mrs.Boehnke@amherstnurseryschool.org	
MWF 3 yr olds & T/Th 3 yr olds	Tara Messina Mrs.Messina@amherstnurseryschool.org	11
	Karen McGrath (Tu-F) Mrs.McGrath@amherstnurseryschool.org	
	Jessica McLaughlin (M) Mrs.McLaughlin@amherstnurseryschool.org	
MWF 3 yr olds & T/Th 3 yr olds	Kathy Fisher Mrs.Fisher@amherstnurseryschool.org	7
	Karen Schiller Mrs.Schiller@amherstnurseryschool.org	
WF 2 yr olds & T/Th 2 yr olds	Kelsey Napolitano Ms.N@amherstnurseryschool.org	9
	Noreen Small (T/Th) Ms.Small@amherstnurseryschool.org	
	Megan Leising (WF) Mrs.Leising@amherstnurseryschool.org	
T/Th 2 yr olds	Jennifer Hubert Mrs.Hubert@amherstnurseryschool.org	2
	Kara Colvin Mrs.Colvin@amherstnurseryschool.org	
Education Director	Amy Koloski Mrs.K@amherstnurseryschool.org	10
Office Aide MWF	Bev Mancini Mrs.Mancini@amherstnurseryschool.org	10
Music Teacher	Colleen White (Tu,Fri) Mrs.White@amherstnurseryschool.org	18
First Friends	Alicia Ehre (M) Mrs.Ehre@amherstnurseryschool.org	9
Spanish for Preschoolers	Lisa Almeter (W) director@culturekidsclub.com	18
Soccer Shots	Mark Miller (Th,Fri) coachmark@soccershots.org	youth hall
Engineering for Kids	Mark/Maureen Miller (Tu) email.buffalo@engineeringforkids.net	18

2015-16 Parent Board of Directors

Board member duties are listed on page 10. Please call the appropriate Board member with questions about non-educational topics; notes can be left in the ANS office.

Position/Name	Days in School	Phone	E-mail
Chairperson: Megan Leising	MWF	860-1105	chair@amherstnurseryschool.org
Co-Chairperson: Colleen White	Tu-F		co-chair@amherstnurseryschool.org
Co-op Liaison: Julie Roberto	Tu-F		co-op@amherstnurseryschool.org
Secretary: Jenny Mayer	M-F		secretary@amherstnurseryschool.org
Treas (Pay): Christine Smith	MWF		payables@amherstnurseryschool.org
Treas (Rec): Samantha Brownell	Tu-F		receivables@amherstnurseryschool.org
Purchaser: Mckenzie Kukulka	MWF		purchaser@amherstnurseryschool.org
Fund Raising: Emily Stuart	MWF		fundraising@amherstnurseryschool.org
Fund Raising:			fundraising@amherstnurseryschool.org
Marketing: Lori Pietraszewski	MWF		marketing@amherstnurseryschool.org
Participation: Sarah Utkin	MWF		participation@amherstnurseryschool.org
Maintenance: Tim Cosentino	MWF		maintenance@amherstnurseryschool.org
Social Events: Cat Pavon	M-F		social.events@amherstnurseryschool.org

Facility Information

Amherst Nursery School (ANS) leases the east wing of Christ United Methodist Church (CUMC), 350 Saratoga Rd at the corner of Harlem Rd in Snyder. Please use the front entrance at the east (Harlem) end of the building. Smoking is prohibited at all times inside or outside on church property, especially in the vicinity of the school entrance, playground or garden. Please do not allow your children to run outside on the church property or to go into the landscaped areas.

Parking. When dropping off and picking up, you may park on Saratoga Rd. Please note that the area between the signs directly in front of the church entrance is for 15-minute loading/unloading only. Due to the large number of cars trying to find spaces at arrival and dismissal times, a quick departure from your parking space would be helpful. Please park in the church parking lot when you are co-oping or if you will be in the school longer than 1/2 hour. Additionally,

- Do not leave younger siblings unattended in the car or in any area while escorting students to their classrooms.
- Please be considerate of the school's neighbors. They have requested frequently that we not turn around in their driveways or use their parking lots.
- Parking in handicapped spaces or church staff spaces in the lot is strictly prohibited.

Days and Hours of Operation. School vacations and holidays follow the calendar of Amherst Central School District. ANS is open Monday through Friday. Classes operate as follows:

2 yr olds	9:15 to 11:45 am Tuesday/Thursday or Wednesday/Friday
3 yr olds	9:15 to 11:45 am Monday/Wednesday/Friday or Tuesday/Thursday
4 yr olds	9:15 to 11:45 am Tuesday through Friday
UPK	9:15 to 11:45 am Monday through Friday
4+	9:15 to 11:45 am Mondays (beginning in October)
Spanish	11:45 to 12:15 pm Wednesdays (3 sessions per year)
Soccer Shots	11:45 to 12:15 pm Thursdays or Fridays
Engineering	11:45 to 12:15 pm Tuesdays
First Friends	9:15 to 10:30 am on Mondays (2 sessions per year)

In the beginning of the school year, all ANS (except UPK) classes follow an abbreviated schedule to acclimate the children to a full session. ANS classes will be at full session after 4 class days. Some 3 and 4 year old classes will be at full session after 2 class days.

Security. ANS has secured our school at all four entry points which will be locked when school is in session (between 9:30 and 11:45am). The outside door to the building will remain open. It is a good idea to have a cell phone with you in case you need to call the office (839-0298) in order to access the school.

Emergency Closings and Dismissals. ANS will cancel classes due to inclement weather whenever Amherst Central School District does so, or at the discretion of our Education Director. Should there be a need for a cancellation or emergency dismissal, all parents will be contacted by their respective room parents, or through text messaging or e-mail. Please do not call the school directly during an emergency dismissal situation; your room parent or digital media will be your first source of information. We will attempt to notify parents and post announcements to social media as early as possible.

Part II Educational Information

Educational Philosophy

It is our philosophy that young children learn best through play in a secure and happy environment that has been carefully structured to encourage all aspects of development across domains, including cognitive, social, emotional, and motor. Classrooms are set up in learning centers that children explore and utilize according to their needs and interests. These well-equipped and developmentally appropriate learning centers include areas for reading, science, sensory exploration, math, fine motor activities, art, writing, dramatic play, and block play. Teacher-guided “circle” times and other daily activities also provide important learning experiences.

Curriculum and Daily Activities

Our curriculum reflects NY State recommendations for preschool, including the Early Learning Guidelines and the Prekindergarten Foundation for the Common Core. Teachers devise weekly themes based on seasons, holidays, early learning concepts, social skills and other topics of general interest to her students. Thematic activities are planned which address many important learning activities (see sheet on Curriculum and Age-Level Goals) and are extremely creative and fun! Thematic fun can be found in the learning centers, at teacher-directed circle time, and in art activity choices. A typical day at ANS includes self-guided play, center time, arts, group or circle time, music and movement activities, snack, and a trip to our stimulating indoor playroom or outdoor playground. Music class with our preschool music teacher is part of the daily routine one day each week for every class. A preschool yoga class will be held once per month for each class.

Field Trips and School Visits. An important part of the ANS curriculum is exposing the children to many varied experiences within the community. Field trips are offered for our four year-old students at the discretion of the Education Director, teachers and ANS Parent Board. Permission slips will be distributed before each field trip by the classroom teacher and must be signed and returned prior to the trip. Each class will arrange its own chaperones; each family will chaperone at least one field trip. Due to safety reasons, school buses will be chartered for all field trips unless the trip is close enough for parent drop-off and pick-up or walking. Admission fees for parent chaperones will be collected prior to each trip.

In-school visits by many interesting and entertaining professionals are arranged for all classes. Firefighters, dental hygienists, a storyteller, the Aquarium Touch Tank, farm animals, Mother Goose, and others are frequent visitors. Parents who have interests, talents or occupations that may coincide with ANS themes are encouraged to approach their teachers to discuss classroom participation.

Additional Programs

First Friends. This exciting hour long class will engage our youngest learners (18 – 30 months) with a simplified ANS school experience. An adult must participate with each child. First Friends classes occur on Mondays with sessions offered in the fall and winter/spring. Please see the First Friends announcement and registration form in your parent pack. Siblings of existing students or new students may enroll.

Monday 4's. An optional enrichment day designed for our present four year old students to extend their week to 5 days in preparation for kindergarten. Students may register for fall, winter or spring sessions.

ANS offers three optional programs for presently enrolled students that take place outside of normal school hours at an additional cost.

Spanish for Preschoolers. This program is offered to 3 and 4 year old children on Wednesdays, ½ hour after school. Three sessions are offered throughout the course of the year. Please refer to the Spanish for Preschoolers flyers available at the Parents' Meeting or in the office.

Soccer Shots. ANS hosts this nationally recognized intro to soccer where fun and character development add to the basic soccer skills that are learned. Offered on Thursdays and Fridays ½ hour after school. See Soccer Shots flyer at the Parents' Meeting or in the office. Registration is on-line.

Engineering for Kids. A new hands-on offering this year catering to our "Junior Mechanical Engineers" with an interest in science, technology, engineering and math (STEM)! (For four year olds only) See Engineering for Kids flyer; registration is on-line.

Staff

ANS has enjoyed an excellent reputation since its establishment in 1938. In large part, this is due to the many dedicated, nurturing and highly competent individuals we have been fortunate to employ as directors, teachers and aides. At present, the ANS teaching staff includes the Education Director, two teachers for 4 year olds, two teachers for 3 year olds, two teachers for two year olds and a preschool music teacher. There will also be teachers for First Friends and Spanish. Each teacher (except First Friends and Spanish) will be supported full-time by one of our teacher aides (see staff listings on p1). The Education Director is assisted by an office aide Monday through Friday.

The Education Director, who is a year-round employee, oversees the staff and has the responsibility for all educational aspects of the school including educational philosophy, curriculum, staff assessment and development, school wide programs and special events, and any specific educational concerns that cannot be resolved by the classroom teacher. The director acts as a liaison between the staff and the ANS Parent Board.

Our ANS classroom teachers are responsible for planning and implementing daily classroom activities. They create an attractive and engaging environment that reflects appropriate educational aims and inspires social development, cognitive growth, creativity and fun. The teachers ensure that all activities are developmentally appropriate and that the appropriate skills for each age level are addressed during the school year (See Age Appropriate Skill Development Supported by ANS Curriculum). Classroom management is also the responsibility of each teacher whose goal is to encourage healthy social and emotional growth for each child while maintaining a safe and nurturing learning environment for all. An ANS discipline policy is available for parents to view in the office. It is the teacher's responsibility to communicate with parents and education director about any developmental or behavioral concerns she may have about a child. Teachers supervise and assign duties to classroom aides and co-oping adults. Our music teacher offers musical experiences which incorporate classroom and seasonal themes while providing opportunities for singing, listening, movement, instruments and rhythm.

Our UPK teacher works closely with the Amherst School District to implement a uniform curriculum with other UPK sites in the district. The UPK coordinator visits ANS on a regular basis to assure this continuity and to assist in other ways.

Teacher aides are assigned to all classes and will be in the classroom each day to provide support to the teacher and consistency for the students. Aides are a great source of information and co-oping parents are strongly encouraged to observe our aides and pattern their own co-oping behaviors similarly. An aide will also be assigned to the office.

NYS Registration

ANS is officially registered with the NYS Department of Education under the provisions of Part 125 of NYS Education Law that outlines the Voluntary Registration of Non-Public Nursery Schools and Kindergartens. We submit an annual report to the Department and host an onsite visit every five years in order to renew our registration. Nursery schools in New York are not required to register with the state; it is our voluntary decision to comply with their standards, which include parameters for building and facilities, fire and safety regulations, education equipment, health, staff requirements, teacher-pupil ratio, and educational program. Part 125 may be accessed in full at www.emsc.nysed.gov/ciai/nurse.html.

Health Information

Health forms must be on file for each child, including an Immunization Form from your pediatrician with a signed statement that your child is healthy and able to participate in nursery school. Please make sure to inform the teacher and office specifically if your child has or develops any medical condition requiring special monitoring. Medicine such as Benadryl or epi-pens may be kept with the teacher and will be administered if needed in an emergency situation – doctor’s written instructions and dosage information is *required*. *ANS staff are not permitted to administer medications except in an emergency.*

Co-ops and staff must be vigilant in monitoring hand-washing, children’s respiratory hygiene and in keeping shared items or surfaces clean to prevent the spread of illness in the class. If an outbreak of an illness or communicable condition occurs, parents will be informed via e-mail. Class or school closing will be under the guidance of Erie County Health Officials or at the discretion of the Educational Director if absenteeism affects the functioning of the school. Please do not bring latex balloons, regular sized marshmallows, whole carrots, or hot dogs to school as they can be a choking hazard.

Because we are concerned for the health of your child and other children in his/her class, ***you must keep your child home when he/ she has:***

- Elevated temperature, 100 degrees or higher
- A sore throat, and/or excessive coughing and sneezing
- A runny nose with thick white, yellow or green mucus
- Earache or draining ear
- A rash of any kind that has not been diagnosed and declared benign
- Red, runny or matting eye which may indicate “pink eye”
- Started an antibiotic but has been on it for less than 24 hours
- Vomited within the last 24 hours
- Has had symptoms of head lice and has not been declared “nit-free” by a nurse / doctor

Children who come to school with any of the above conditions will not be allowed to remain. If a child becomes sick during school, he or she will be kept comfortable and separated from the other children until the caregiver arrives. Please report any communicable disease or condition (flu, strep throat, chicken pox, head lice, etc) to the office as soon as possible, so that we can alert other parents and staff.

Absence. Please call ANS at 839-0298 before 9:15 am if your child will be absent. Please inform us of any extended absences. Please provide written notice to your child’s teacher when you know in advance of the absence. An accurate attendance roster is crucial for maximum emergency preparedness.

Food Allergies. Please inform the teacher, office (via health form) and room parent if your child has any allergies to certain foods, as well as other allergies that may be potentially serious (such as insect bites). **Your should be taken at ANS, detailing whether a child is endangered by ingestion, by contact, or by proximity of the allergen (i.e., food must be restricted from entire classroom).** If there is a documented food allergy in your child’s class, an approved snack list will be provided to you (see Dairy Free/Egg Free/Treenut and Peanut Free Snack List).

Healthy Snack Suggestions. Apple slices, veggies and dip, orange slices, grapes, strawberries, melon pieces, baby carrots, tangerine sections, dried fruit, bananas, raisins, pear slices, dry cereal mixtures, granola bars, pretzel rods, string cheese, peanut butter crackers (if no peanut allergies in classroom), goldfish or other crackers, breads, cubed cheese on pretzel, popcorn (older kids), mini muffins, bagels and spreads, ants on a log (celery with cream cheese or peanut butter and raisins). The ANS office has a variety of snack “cookbooks” with clever and fun snack ideas that relate to preschool themes. You are welcome to sign one out. Please do not make portions overly large due to waste and time considerations. Some drink ideas: water, cold milk, apple

juice, white grape juice, 100% juice blends. Please do not bring the large size of juice boxes - too much waste. Birthday snack ideas include cupcakes, cookies, sweet breads, pudding cups, pound cake, angel food cake, jello jigglers, rice krispie treats, lady fingers. A refrigerator is available in the kitchen past the Youth Hall for our use. Cups and napkins are provided at the school.

Medical Emergencies. During school hours, first aid will be administered to students by our staff who are trained in child CPR and first aid by a certified instructor. The parent or authorized adult will be notified as quickly as possible if an injury occurs. If medical attention is required, the staff will call 911 (if authorized by both parents' signatures on Emergency Medical Authorization form) who will direct further care. In this event, every effort will be made to contact the child's own pediatrician. **If there are any changes with your child's emergency telephone numbers or pediatrician, please inform the school office.** Inform the teacher and office if you can be reached at a cell phone during school hours.

Developmental Readiness for School

Readiness Guidelines. Once school begins in September, the teacher will assess your child's readiness for school. (See separate handout - "Readiness Guidelines") If a child is not meeting *or making progress towards* most of these criteria in the first weeks of school, the teacher and education director may conclude that the child is not "ready" for school at this time. Parents will be informed of any concerns right away. Possible courses of action which the teacher and education director might recommend include: 1) referring the child for developmental screening in order to facilitate early intervention; 2) having a parent or caregiver remain with the child in school; 3) waiting to begin school until January when readiness can be reassessed.

Early Intervention. Teachers may recommend to parents that a child be screened for intervention services due to their observation of possible delays in language, sensory, behavioral or fine motor development. We earnestly hope that parents will pursue this recommendation by contacting their school district's Committee on Preschool Special Education (CPSE) for 3 and 4 year olds or Erie County Early Intervention Services for 2 year olds. Early intervention is very common and truly benefits the child, especially now, at the beginning of his/her educational life. If early intervention services are warranted, therapists are most welcome in the classroom. All personal student information will be kept confidential.

Toileting. ANS expects most two year old children to wear disposable diapers and procedures are in place to accommodate diaper changing for the two year old class. ANS expects three and four year old children to be toilet trained. You may want to keep a change of clothes in your child's backpack in case of an accident. Three and four year -olds who are not potty trained and whose toileting becomes a disruption to the classroom may be asked to leave the school unless other solutions can be found.

School Day Information

Arrival and Dismissal. All children must be escorted to and from the classroom by their parent or caregiver. If you arrive before the school doors open by 9:15 am, please wait with your child in the foyer and supervise them diligently. As well as being concerned for the children's safety, we and CUMC cannot tolerate any extra mess in the church foyer, excessive loud noise, or running. Please do not be excessively or chronically late in arrival as this is disruptive to the class, difficult for the teacher, and unfair to your child who will miss important fun and learning. Once you have greeted your teacher in the classroom, help your child to follow the arrival procedures (e.g. placing name tag on bulletin board). **After your have said your goodbyes to your child, we ask that parents leave the classroom and school hallways promptly.** **Parent social gatherings and conversations are very disruptive to children and staff. Please socialize upstairs, outside, or at another location.** We appreciate your understanding in helping to curtail this problem. *If your child will be absent, we request that you call the office before 9:15 am so that teachers are not delaying classroom activities to wait for your child's arrival.*

When it is time for pick-up, parents should wait in the foyer until notified that your child's class is ready to be dismissed (or check the "IN" and "OUT" sign on the foyer wall). In most cases, we ask that parents wait in line against the wall outside the classroom door while children are dismissed individually by the teacher in an orderly fashion. ***Again, please do not linger in the classroom after dismissal - teachers need this time to straighten the room and prepare for the next day's work.*** Don't forget to check the teacher's bulletin board for important notices and your child's mailbox for important items to come home

Alternate Pick-up Authorization. You must indicate in writing if your child is involved in a car pool or if someone other than a parent is going to pick up your child. If you did not include a name on the Alternate Pick up Authorization section of your child's registration form, you may add names throughout the year by writing a note or calling the office. Please notify your teacher as well. Identification will be required, if the person picking up your child is not known to the staff. **PLEASE INFORM any alternate caregiver who may be dropping off or picking up your child of our procedures, especially about waiting in the foyer for class to begin or end.**

Late Pick-up. If you experience an emergency and must be late in picking up your child, call ANS at 839-0298 as soon as possible. Excessive or chronic late pick-ups cannot be tolerated; this is unfair to your child and to the staff. Once class is dismissed and a reasonable amount of time has lapsed - no more than 10 minutes - children will have to wait in the ANS office for pick-up. More than two late pick-ups in a three-month period will result in a \$15 fine.

Personal Belongings. Children are encouraged to wear play clothes and sneakers or rubber soled shoes. Daily preschool activities can be active and messy! Smocks will be provided in class. ANS will not be responsible for damaged clothing. A large tote bag or backpack should be brought to school each day for transporting projects, newsletters and memos. These should be kept in the child's cubby, along with a change of clothes for accidents and emergency purposes. Please do not encourage children to bring their own toys from home, unless needed temporarily to soothe separation anxiety. The teacher may occasionally request that items be brought in for a special project or activity. Please clearly label all of your child's belongings (hat, boots, mittens, tote bags, etc). ANS has a Lost and Found box located in the hallway.

Communication with Parents. The ANS staff makes a concerted effort to communicate effectively and frequently with parents. A school-wide calendar will be sent home monthly. Newsletters will be e-mailed frequently. Notices will also be e-mailed regarding items to be brought from home (such as fall bulbs, hard-boiled eggs, teddy bears, etc) and reminders about all sorts of school events. To foster classroom communication, teachers will post a monthly schedule of themes and fill out a daily class information sheet which is posted outside each classroom door. Please take the time to read what happened during the day when you pick up your child - it can make for some enlightening conversations in the car or at dinner that night! And, it will let your child know that his or her school experiences are important and interesting to you. You may be able to extend the learning at home or inspire curiosity about upcoming themes, which will make the educational experience even richer. You will want to explore our Facebook page and the ANS website, amherstnurseryschool.org. Emergency information, important reminders, upcoming events, and even photos of school activities will be posted on a regular basis. **PLEASE MAKE SURE YOU HAVE PROVIDED US WITH AN E-MAIL ADDRESS WHICH YOU CHECK FREQUENTLY.** If you are unable to access e-mail, please inform the office so we can provide you with paper copies.

Classroom teachers welcome discussion of educational ideas, concerns or questions about the class or your child. If teachers are not free to talk with you at drop-off or pick-up time, please understand that teachers must maintain discretion when discussing students and they are responsible for the entire class until all students are dismissed. Please inform the teacher in advance if you desire an extended private conference after dismissal. If your educational concern is not resolved, please contact the Education Director at any time. ***The best method to communicate privately with teachers is by e-mailing them.*** E-mail addresses are found on each class's roster. The school e-mail is amherstnurseryschool@verizon.net if you need to communicate with the office (or call

839-0298). Parent-Teacher conferences for ANS students will be held in March. If you would like to discuss any educational concerns with your child's teacher before the conference date, please do not hesitate to schedule an appointment. Our Amherst UPK classes will have 2 parent-teacher conferences coinciding with the School District conference schedule (November and March).

Part III Non-Educational Matters

ANS Parent Board of Directors

The Parent Board oversees the business operation and non-educational policy aspects of ANS. In addition, the Board runs many extracurricular social events and programs for families. The volunteer positions and their duties are as follows:

<i>Chairperson</i>	Sets agenda & chairs meetings; prepares staff contracts
<i>Co-op Liaison</i>	Organizes Fall Meeting; oversees room parents, co-oping
<i>Secretary</i>	Takes & distributes meeting minutes; updates Parent Handbook
<i>Receivables Treasurer</i>	Collects tuition, fees and fines
<i>Payables Treasurer</i>	Pays all salaries, bills & reimbursements, meets with accountant
<i>Fundraising</i>	Selects & runs fundraisers (2 positions)
<i>Purchaser</i>	Purchases materials & supplies
<i>Membership</i>	Organizes Get Acquainted Coffee Hours, Open House & Registration
<i>Participation Coordinator</i>	Organizes & records parent commitment jobs
<i>House Maintenance</i>	Oversees cleaning, maintenance & repairs
<i>Publicity</i>	Places ads, distributes flyers & other publicity materials
<i>Social Media</i>	Oversees website updates & other social media needs
<i>Social Events</i>	Organizes family social events throughout the year

The ANS staff respectfully requests that parents having concerns or comments relating to Parent Board responsibilities make every effort to bring that concern directly to the appropriate Parent Board member. These sorts of concerns include fundraising questions, tuition, fees, fines, co-op scheduling, most participation commitment jobs, board sponsored events, house maintenance, etc. Members can be contacted by phone, e-mail or by leaving written messages in their mailboxes in the office.

The Parent Board meets monthly year round, the second Thursday evening of every month at the school. Meetings are open to all ANS parents and staff members. If a parent would like to present a specific issue to the board, they should notify the chairperson a week before the meeting to request an addition to the agenda. The parent must either attend the meeting or submit their issue in writing for Board consideration. Only Board members can vote.

Board Sponsored Events/Programs. The Parent Board is responsible for organizing several events throughout the year that benefit the school. Included in these are: the Hog Dog Mixer, Fall Parents' Meeting, Room Parents' Meeting, Fall and Mid-Year Indoor and Outdoor Clean-Ups, Get Acquainted Coffees, Falling For ANS, Cookies & Cocoa with Santa, Movie Nights, Open House, and Spring Dinner. See enclosed flyers on 2015-16 Fundraisers and Family Social Events.

*Please join us in the church foyer on the first Tuesday and Wednesday of the school year for the **Get Acquainted Coffees.** Light refreshments will be served and Board members will be present to answer questions about the school.*

Pre-Registration and Open Enrollment Periods

ANS families will receive notice about pre-registration for the following school year in early January, preceding the Open. During a two-week period, current ANS students and siblings may submit applications and deposits (see below) to reserve a spot in their preferred section of the next year's classes (although specific teachers may

not be requested). Pre-registration is a benefit due to the probability that some ANS classes will close out at the January Open House.

Open enrollment. New students will be allowed to enter ANS during the months of September, October and January (although exceptions for 4 year old students may be made on an individual basis). They must meet age eligibility requirements: for 4 yr old classes, children must be 4 by Dec 1; for 3 yr-old classes, children must be 3 by Dec 1; for 2 yr old classes, children must be 2 by Oct 1. Children who turn 2 between Oct 1 and Dec 1 are eligible for admittance in January if there is availability. Siblings of existing students are given priority.

Tuition and Fees

ANS tuition is determined by the number of hours per week a child is in school. If siblings are enrolled, the younger child's tuition is discounted by 10%. A non-refundable deposit is required at registration and is credited towards tuition. There is also a one time non-refundable fee of \$25 for new students. Tuition (less deposit) is payable in three installments, usually due May 1, Nov 1, and Feb 1. **Tuition payments are to be made in the form of a check or money order. No cash payments will be accepted.** The Receivables Treasurer of the Parent Board will notify parents of exact dollar amounts for each payment at least two weeks before the due date. Please make all payments by the due date. Payments are essential in keeping our school running smoothly. If a family has need, the Receivables Treasurer can arrange an alternate payment schedule. As stated in the Application/Agreement form, our tuition policy is:

- Any tuition outstanding 14 days past due date will result in a \$25 fine.
- Any tuition outstanding 28 days past due date may result in child's dismissal from school and inability to participate in optional programs available through ANS. If the child is registered for the following year at ANS, his/her place will be revoked.
- Any outstanding tuition or fees after May 1st will result in legal action.
- Refunds - a prorated refund of tuition (not including deposit) or any installment thereof will be made under only one of the circumstances below. For prorated calculation purposes, the school year begins on the day of the Fall Parents' meeting.
 1. Withdrawal of the child for medical reasons certified by a physician
 2. The Teacher and Education Director decide that the withdrawal is in the best interests of the child and school

The Receivables Treasurer is responsible for collecting all tuition, fines and fees. They may be put into her mailbox in the ANS Office. Possible fines include: \$15 for excessive late pick-up, \$25 for a returned check, \$25 for failing to co-op or provide a substitute; \$50 for failing to complete a 4 hr participation commitment. All payments are to be made in the form of a check or money order. No cash payments will be accepted.

Fund Raisers

During the school year, you will receive information and materials regarding select fund raisers. Monies received through fund raising have greatly enhanced ANS over the years, allowing us to purchase larger items such as furniture and office equipment as well as adding to our wonderful selection of educational toys, books, music, supplies and playroom equipment. Fundraisers are carefully chosen for their economic benefit as well as their enjoyment factor and appropriateness for our preschool families. While participation in at least some of our fund raising efforts is encouraged, most fund raisers are not mandatory. However, one major fund raiser will be mandatory each year.

The Pot O'Gold will be the only mandatory fundraiser you are asked to participate in this year. If a family chooses not to play games of chance, your family will be expected to make a donation to ANS in the same amount.

Although not strictly a fundraiser, ANS participates in the Scholastic Book Program that makes high quality, developmentally appropriate books and other educational items available for families to purchase at moderate

costs. Generally, ordering and distribution occurs every two months, or at the discretion of our Scholastic Book Coordinator (a non-Board position). Based on the number and amount of orders our parents submit, ANS accumulates bonus points which can be used to obtain books for the classroom, teacher resource material, and other school needs such as CD players and big book easels. You are encouraged to take advantage of the Scholastic Book Program when you would like to purchase books.

Soliciting on School Premises. All solicitation must be authorized by the ANS Parent Board. The class roster and children's mailboxes are provided for school purposes only. No solicitation of school families or staff members is allowed by phone, e-mail or by distributing printed information. Due to possible conflict and unfair pressures, the Parent Board will not undertake any fundraising campaign that is run as a private business by any current family in the school. A Parent Exchange Board is located in the main hall for posting appropriate private business publicity or other relevant information. Any item placed on this board must be dated and may be removed after one month's time.

Participation Commitment to School

Besides co-oping as a parent helper in the classroom and providing assistance for the annual major fundraiser, ANS requires a minimum participation commitment of four hours per year from each member family. This may be fulfilled by working at one or more events such as the Fashion Show or Mid-Year Clean-up, volunteering to make play dough for the classes, or in a host of other ways. You are also free to come up with your own ideas of ways you might best serve ANS. Families must sign up for their parent commitment choice during the first two weeks at school. Those jobs still in need after the meeting will be filled by parents who failed to sign up. Failure to complete your minimum four-hour service commitment will result in a \$50 fine.

Publicity

The good word of past and current families is our most valuable form of publicity. We feel that we have a special school, where all families are embraced and where young children thrive across all developmental domains under the guidance of our highly qualified staff. Your recommendation to other friends and relatives is much appreciated. Please invite them to our Open House and Registration in January for the following year or to fill vacant spots in current classes during the open enrollment months of September, October, and January.

Publicity Releases. From time to time, the Publicity Chairperson will submit articles or photographs to local newspapers and post photos on our website, with parents' permission. In all cases, these will reflect positively on the school and its families.

Paid Parent Jobs

Cleaning Position. Every year one family or individual is sought to be responsible for cleaning the classrooms, playroom and bathrooms weekly and disinfecting toys monthly. In return for this work (about 4 hours per week), ANS will waive a maximum of three days tuition for one child. The person in the cleaning position is also asked to supervise the Fall and Mid-Winter Clean-Ups. The cleaning position falls under the responsibility of the House Maintenance Chairperson.

Paid Helpers. Paid helpers agree to keep one or more mornings per week available to work as substitute co-ops for ANS parents who find they are unable to keep their co-oping commitment at the last minute. A Paid Helper List is compiled and distributed to parents along with their co-op schedules. When emergencies arise, and other avenues have been exhausted, the "hiring" parent will contact the paid helper(s) who have signed up to be available that day of the week. The paid helper signs in at the office and then reports to the teacher. The "hiring" parent will pay \$20 for the services of the paid helper and should bring that money to the office on their child's next school day.

ANS Parent Code of Conduct

In response to parent concerns, the ANS Parent Board created a Parent Code of Conduct in 2012, which is enumerated on the Application/Agreement Form and your Confirmation of Enrollment. All parents have signed this form in order to register their child. Unacceptable behaviors include: cursing or swearing, using violence or acting in a threatening manner, smoking on school property, quarreling with parents or staff, interfering with staff, violating confidentiality about children or parents, posting photos of children on social media without parent's consent. Failure to comply with the code of conduct will be reviewed by the Parent Board and appropriate action taken at their discretion.

Part IV Co-oping

The Co-op Liaison of the Parent Board has the responsibility for all issues surrounding co-oping, including instructions for room parents, the paid helper system, co-op scheduling and co-oping guidelines.

Room Parents. Each class at ANS has a room parent whose primary responsibility is to facilitate and coordinate the co-oping schedule via www.SignUpGenius.com on a monthly basis. Room parents are also a source of information about good co-oping and contribute to class harmony by their helpfulness and positive attitudes. Room parents organize class phone trees for emergency and other purposes, organize or delegate jobs for class parties, and collect monies for teacher and aide gifts.

Co-op Scheduling

Each child's family will be required to co-op once per cycle. A cycle is defined as the number of co-oping days equal to the amount of children in the classroom. Co-op schedules will be parent centered, allowing parents to sign up for a date that is convenient for their family. Co-op schedules will be created on a monthly basis. Each room parent will activate the co-oping schedule on www.SignUpGenius.com on the 1st of the previous month. Parents will have 1 week to sign up for 1 co-oping slot for the month. The room parents will review the co-oping schedule on the 7th of each month to see if the schedule is complete. If additional co-oping slots are available, the room parent will send an e-mail to parents asking them to sign up for additional co-oping days. If by the 14th of the month, co-oping slots still remain available, the room parent will assign families to those co-oping slots on a rotating basis. Each family will then be informed by the room parents the additional days they have been assigned. If the co-oping schedule does not allow for every family to co-op during a particular month, those families not assigned during the month prior will have first choice for co-oping the following month. Co-ops provide healthy snacks and drink as indicated on the schedule.

For the first month or two of school, most classes require two scheduled co-ops. Room parents will work with teachers to transition the schedule to one co-oper. A paper calendar will be filled in the evening of the Fall Parents' Meeting to assign co-op dates for the month of September only. Immediately following the Fall Parents' Meeting, parents will receive an email prompting them to create an account at www.SignUpGenius.com and have access to signing up for co-oping slots for the month of October. It is important that parents understand that once the co-oping schedule is reduced to one required parent per day, they are still welcome to sign up as an optional co-oper if there is additional availability. In fact, on some special days throughout the year, two co-ops will be requested.

Families with Multiple Children in the School and Other Special Circumstances

Families with multiple children in the school (of the same or different ages) are expected to co-op once for *each child* during his/her classroom co-oping cycle. When parents of multiple children are unable to fulfill their co-oping responsibilities themselves, ANS encourages them to consider sending alternate family members/caregivers or hiring one of the ANS paid co-ops to complete some of the family's co-oping duties.

The room parent may use teacher input or his/her discretion to handle any exceptions due to hardships that may cause a disruption in the ability of a family to cover their co-oping duties, *while not creating a burden for any other family within the classroom.*

Birthday Scheduling. If a child's birthday occurs during the school year (Sept - May), every effort will be made to schedule a co-oping date to celebrate it close to the actual date. However, we will refrain from celebrating any birthdays on days of class parties, field trips or during the last week of school. Summer birthdays will be celebrated during the year, as close to the child's half birthdate as possible, or at a time specified by your teacher. Use our healthy snack list for healthy birthday snack ideas. Please do not bring extra party items, such as favors, for the class, as this quickly becomes competitive.

Changing the Co-op Schedule. It is mandatory that all scheduled co-oping positions be filled. If you find that you cannot work on the day you are scheduled, you are responsible for providing an alternate co-oping adult. Once the published co-oping schedule is posted, changes need to be made by the parent, not the room parent. Please be aware that a co-oping parent may not bring another child to school while co-oping. Any parent who does so will be turned away to the detriment of their child's classroom and a fine of \$25.00 will be imposed. Our preference for finding substitute co-operators is as follows:

- Switch co-oping days with another parent in the classroom. In other words, call another parent and see if he/she can work for you and you can work for them another day. You may have to call several, or all, of the parents in your class to find a "switch." Please try very hard. "Switching" gives the benefit of having the co-oping adult be someone who is familiar with the children and teacher and who knows the class routine. If the switch is done ahead of time, make sure the teacher and room parent are informed and make the switch on their co-oping schedules.
- Enlist the help of a relative or trusted sitter to fill in for you.
- Hire a "paid helper" from the list that will be distributed with your schedule. This option should be reserved strictly for last minute emergencies. The fee for hiring a paid helper is \$20.00 which is due in the ANS Office on your child's next day of school.

In order to cover the cost of increased staff hours, you will be charged a \$25.00 fee if you fail to co-op as scheduled or to provide a substitute, even if circumstances are totally beyond your control. Additionally, you will be required to replace the snack supplies utilized by the classroom.

Co-oping Guidelines

Come to school with a clear focus - the children. Enjoy them! Encourage their creativity at free play and art and help initiate discussion at snack time. Have positive interactions with all children giving them equal attention. SMILE, BE ENTHUSIASTIC, LEARN AND USE THE CHILDREN'S NAMES. **Co-oping provides a unique window as we watch our children learn and grow. Along with this pleasure and privilege, you assume the responsibility for being an attentive and caring co-oper.**

Therefore, you MUST NOT:

- Socialize with the adults rather than giving that attention to the children
- Conduct business or social affairs on a cell phone or leave the class to do so
- Bring other children to school with you when co-oping
- Bring cups of hot beverages into the classroom

The Co-oping Day. Co-oping parents and children need to arrive ten minutes prior to the start of class (9:05 am). Ask your teacher about specific duties that may be needed that day.

Children Arrive. Greet and welcome each child by name with a warm smile. Eye level communication is encouraged. Be aware of the classroom dynamics - if the teacher or aide is soothing a child who is having separation difficulties, quietly ask if you can step in to help in other ways.

(Order of events listed below may vary)

Free Play/Center Time. Interact with the children working on puzzles, building blocks, etc. Please do not stand by and simply watch! Help children use words to resolve conflicts about sharing, etc. with their classmates. If a child seems hesitant to join in, help that child feel comfortable and gently encourage them to play with you (and other children, of course). Keep a vigilant eye on any possible safety concerns, such as a wooden block tower getting too high or someone getting ready to throw a toy! Step in and redirect. Look for cues about children needing to use the bathroom or a tissue and assist them. Assist at activity tables according to teacher's instructions. Help children to hold their pencils and scissors correctly. Encourage children to make their own projects. *Remember the process the children are engaged in is much more significant than our grown up opinion of the final product!* Label the craft with child's name. Help with smocks at the easel. Help children to wash and dry their hands if needed.

Circle or Group Time/Music Class. Encourage relaxation and good listening behaviors. Please monitor class for children who need help quieting down and sit with them or next to them. Refrain from talking louder than the teacher when trying to help a child relax. Model participation by joining in with songs, dances, games and fingerplays. Encourage children to take turns and to listen when others are speaking. Attend to children who need a shoe tied, a tissue or a bathroom trip. It's greatly appreciated when co-ops take care of these non-educational jobs for the staff whenever possible.

Clean Up. Learn the clean up song and join in. Help each child find something to put away so they can participate and feel proud of their clean room. Clean the activity tables with a disinfectant wipe, especially before snack. Check the floor and sweep (especially under the tables after art and snack, and under the sensory table after free play).

Toileting. Accompany child to bathroom. If the child requires you to enter the bathroom, always leave the door propped open. At no time is an adult to be alone with a non-related child in the bathroom with the door closed. If child does not require assistance, stand in the hall while holding the door slightly ajar. Remind child to flush and wash hands. For two year-olds in diapers, two adults must be present to change the diaper. Wipes and diapers are available in the two year-old classroom. There is a changing table in the restroom at the bottom of the stairs.

Playroom. Review the rules posted in the playroom and remind the children, if necessary, using positive words rather than negatives. Supervise safe play while having fun with the children. Engage in their imaginary scenarios if they desire or play a game of catch. Help children with social interactions as during free play in the classroom. One adult should be stationed at the climbing apparatus when in use. One adult should supervise children using riding toys in the hall. Please reinforce the often stated rules, "Only slide down the slide on your bottom," "Hold on to the handle of the trampoline when jumping," "Use the hippity-hops in the playroom, only, not in the hall."

Snack Time. Make sure snack tables have been cleaned with a disinfectant product. Snack parent (with child if desired) should set tables with napkin, snack and a cup of drink for each child and adult. Our four year olds enjoy pouring their own drink. Please fill the provided plastic containers halfway and place one on each snack table. All children need to wash hands before snack. One adult should sit at each table, so he/she can help all the children contribute to an enjoyable conversation. When everyone has been seated, join in the snack "Thank you" song and "dig in!" Adults should help bring "seconds" around. Children are normally expected to clean up their own places; help to remind them to do so. Complete a more thorough clean up after children have done their part.

Dismissal. At teacher or aide direction, put artwork, projects and memos in mailboxes. Monitor the hall while children get belongings from their cubbies. Encourage self-help in dressing, but be happy to assist. When teacher indicates, one parent should call parents in from the foyer for dismissal and switch the magnet on the IN and OUT Board. After dismissal, please empty the trashcan and replace liner in classroom and bathroom.

Trash can be discarded in the large garbage can in the back hallway. A vacuum cleaner is also available in the supply room. Plastic, glass, cans and clean cardboard can be placed in the blue recycling bin in the back hallway.

Donations and Supplies

Supply list. Each summer the teachers get together a short supply list of items needed for use in the classrooms. Parents are asked to bring the items to the Fall Parents' meeting. If these supplies are depleted, another supply request may be issued in the spring. This year, supplies requested include:

ALL STUDENTS

6-10 Jumbo Elmer's washable glue sticks (.77oz)
2 packages of 5oz paper cups (100 count or more)
2 rolls of paper towels
2 containers of antibacterial table wipes (Clorox)
1 pump bottle of antibacterial liquid hand soap
1 package of 100 6" white paper plates
(not Styrofoam)
1 box of facial tissue

AND

2 yr olds: 2 containers of antibacterial hand wipes (such as Wet Ones)
1 box of Crayola Large Crayons (8-16 colors)
1 package of Crayola Pip-squeaks markers (not skinnies)
1 box of gallon ziploc bags

3 & 4 yr olds: 1 box of Crayola Standard Size Crayons (8-16)
1 package of Crayola Pip-squeaks skinnies markers
1 box of Crayola watercolor paints (8 colors)
1 box of sandwich size ziploc bags

Other items are frequently needed in school. Your contributions help to defray costs, keep our children safe and healthy, and make our program and facilities even better. Your donations are greatly appreciated. Receipts are available for tax purposes.

Donation Ideas

Bags of dried beans (all varieties)

Large bags of unpopped popcorn

Unusual pasta shapes (colored if possible)*

Bags of rice (colored if possible)*

Favorite books, puzzles and CD's

Underwear and sweat pants with loose elastic waistbands

Clean, dry ½ gallon milk cartons (needed in Spring)

Extra snacks, juice boxes

Toys – good condition, clean

Bandaids

Plastic storage boxes (especially with tops)

Shaving cream

***Colored Rice/Pasta How To:** Put 2 tsp. food coloring & 3 tsp. rubbing alcohol in a ziploc bag and fill ¾ full with pasta or rice. Knead to distribute color.

ANS Playdough Recipe –

1 cup flour, 1 cup water, ½ cup salt, 2 tsp cream of tartar, 1 tbsp vegetable oil, food coloring
spice, oil, or kool-aid for scent (optional)

Mix water & food coloring in a pan on low. When hot, remove from heat and add flour, salt, cream of tartar, oil, and scent (if desired). Mix until dough sticks together. Drop onto a plate and knead until very smooth (no lumps). Store in a sealed container.