

Avon Nursery School

Parent Handbook



AVON
NURSERY SCHOOL

TABLE OF CONTENTS

- Page 1 Introduction, philosophy and mission statement.
- Page 2 Intake procedures, clothing and toys.
- Page 3 Transportation policy, visits, progress reports, Reps & trips.
- Page 4 Volunteers, food, No nut policy, celebrations, Snow days, holidays & vacations.
- Page 5 ANS yearly schedule and school calendar.
- Page 6 Daily schedules.
- Page 7 Drop off/pick up and Child guidance policy.
- Page 8 Referral & Termination policies.
- Page 9 Payment information.
- Pages 10-12 Family Involvement information.
- Health Care Policy

Please read and sign the back page acknowledging receipt of this handbook.

Introduction

We are delighted to have your child with us for the coming months. We are a ministry of Avon Baptist Church and overseen by the ANS Committee. During the school year you will be receiving notices, monthly calendars, newsletters, etc..., in your child's folder. **It is important that you read all the information** that is sent home because it may contain deadlines and dates of things due back to school or a special day being celebrated in the school. It is your responsibility as a parent to make sure your child is prepared for activities throughout the year. Folders may be used to send in notes to teachers or other information back to school. This handbook is one way that we can begin to work together in the interest of your child. We are licensed through the Massachusetts Dept. of Early Education and Care (EEC). The regional office is located at 21 Spring St. Taunton, MA 02780. They certify all our staff. We observe all the regulations regarding the care and teaching of young children. **We do not discriminate because of race, cultural heritage, religion, political beliefs, marital status, disability, national origin, sexual orientation or lack of toilet training.** Our school is open to all children ages 2.9-6.0 years.

Philosophy of ANS

We provide a warm, compassionate atmosphere where children can develop an enthusiasm for learning and a feeling of self-worth. We aim to help each child relate to his/her peers as well as to adults who are outside the child's family. We have a full staff and are well equipped with materials to aid each child improve both fine and gross motor skills, language skills such as communication and listening skills and social skills in a developmentally appropriate way. This is accomplished in a world where we make all efforts to keep the environment safe and where supportive teachers will cooperate with parents to see that every child reaches his/her potential.

Mission statement: The purpose of Avon Nursery School as a ministry of Avon Baptist church is to provide our communities with a safe, loving environment in which all children may thrive and excel as they begin their education journey. We will accomplish this through the following core values:

Love: We are motivated by love for children and their families in all that we do. The care and well-being of the children will always be of the utmost importance.

Community: We are committed to developing a learning community which is characterized by cooperation between the staff, parents, children and church that create an exceptional learning environment.

Excellence: We are devoted to helping each child prepare for excellence in their lives and education both during their time here at ANS and in the future.

Intake procedures

Anyone who contacts our school because of an interest in enrolling a child is invited to visit our school with or without their child (preferably with their child). They are also directed to our website for information (www.avonnurseryschool.com). The Director will take them on a tour of our facility and answer any questions. If the child is present for the tour, the Director will observe the child to determine the best classroom assignment and ask appropriate questions such as does the child have any food allergies or medical conditions which require the school to administer medications. If a parent wishes to register their child, registration forms will be given out at that time and are also available on our website. A forms packet will be given to the parent to be filled out and returned before school starts. A current health form (within one year) with date of the exam, proof and results of a lead test, record of immunizations and the doctor's signature are required. No child may begin without a current health form. A confirmation letter will be given to the parent as well as a note describing what their child needs (i.e. change of clothing, backpack, etc.,) **ANS does not discriminate against any child for any reason including race, creed, color, religion, language barriers, lack of potty training or sexual orientation of the child's parents.**

Clothing

- Dress you child appropriately for the weather. In the winter, that includes a warm jacket, hat and mittens. When there is snow on the ground, snow pants and boots are needed as we do try to go outside as often as possible (weather permitting).
- Please, no body suits, leotards or belts. These items can make it very difficult for your child when toileting.
- Please, send your child in sneakers or other rubber soled shoes which are safer in the playground. **No flip-flops** as they are a safety hazard.
- Mark your child's outer clothing and backpack with their name.
- We ask that you send in a zip-lock bag with your child's name filled with a complete change of clothes including socks and shoes. We will keep them here. If your child wears pull-ups or diapers, send in 5 at a time. We will let you know when we need more.
- **Toys-Do not send your child to school with any toys.** We have two playrooms full of toys as well as each classroom and the playground.

Transportation

We do not provide transportation. We ask that whoever brings your child to school respect the following rules:

- **Enter** our driveway **slowly** from the West High St. entrance to keep traffic flowing in the same direction and **exit** at the end of the lot back onto West High Street.
- **Do not park directly by the driveway entrance.** This makes it difficult for other drivers to safely enter the driveway. You will be asked to move your vehicle if you are seen breaking this rule.
- **Do not leave engines running.** This pollutes the air for your children.
- **Never, ever** leave other children unattended whether the car is running or not. This is both a State and Federal law!

Afterschool Outdoor Rules:

- **The director and the board agreed to the following policy:**
- **When a child is dismissed they are not allowed to play on the grass, on the side of the building.** Even though the parents are there, it is a liability since we are considered private property and your child is technically not in our care any longer. If your child needs to have some outside time, please feel free to go to Demarco Park across the street.

School visits

We will once again allow visitors such as Speech/Language therapists, Special Ed professionals etc., to come into the classrooms as needed.

Progress reports and Parent/Teacher conferences

Progress reports are sent home in early December and in May. We do not have formal parent-teacher conferences. You may, however, request a conference with either the Director or your child's teacher anytime that is mutually convenient and whichever form of communication you prefer. (Telephone call, email or in person).

Parent Representatives

Each year we ask for volunteers to serve as a Parent Rep. The role of the Reps are to act as a liaison between the parents and the staff bringing forth ideas on how to improve our program. Also, the Reps help organize fundraisers and special events such as The Christmas store to help pay for the extras. Note: If you are supportive of our program and our Staff we sure could use your help. If you are interested, please email us at avonnurseryschool@aol.com.

Field trips

We will once again go on field trips. We travel via school bus rented through Avon Public schools. There will be a sign up for Parent Chaperones. However, spaces are limited.

Volunteers

We will once again ask for Parent Volunteers to assist with special events such as the Storybook ball. A sign up will be sent home through "Sign-Up Genius" before any events that need volunteers or donations.

Food

We supply both snacks and beverages for our students. A snack menu will be posted on the bulletin board outside the Director's office and a copy will be emailed to you at the beginning of every month. **If your child has a food allergy, we need to know immediately.**

NO NUT POLICY-WE HAVE A STRICT, NO NUT POLICY WHICH INCLUDES PEANUTS, TREE NUTS, PEANUT BUTTER, PEANUT OIL AND NUT EXTRACTS.

CELEBRATIONS

We celebrate a birthday for each student. You can help by sending in a special treat for **your child's class**. Check with your child's teacher for the exact count. **Homemade items are fine.** **Remember our No nut policy. No decorative rings or toys as they are a choking hazard.** If your child's birthday is in the summer, we will celebrate it in June.

SNOW DAYS, HOLIDAYS & VACATIONS

For the most part we follow the **Avon Public School calendar** for holidays, vacations and snow days **only**. **However, the Director reserves the right to cancel school if she deems it unsafe.** I.e. icy or unplowed parking lot. Please note: Per **EEC** (Mass. Dept. of Early Education & Care) regulations, if we have lose electricity, heat or running water we must close. We will post it on our Facebook page, send a mass email and if time allows, call you. For general snow day info, tune in to channels 4, 5 or 7 for no school announcements. **Snow days are not made up.** See next page for our school schedule.

Emergency Evacuation Procedures:

1. In case of an emergency (fire, intruder, gas leak, weather emergency, etc.) we will have the children evacuate to the Fire Department Building (across the street) and wait in their training room.
2. All teachers will have an emergency bag (which will include any child's medication) and names/information (paper copy) in addition to their tablets to keep track of all students. This also has all emergency parent information that we may need.
3. If we need to evacuate and after the Fire Chief says it is safe to do so, we will go back to school and continue our day. If your child needs to get picked up early we will call you and also send out a message on our Brightwheel App.

AVON NURSERY SCHOOL

CALENDAR FOR THE 2023-2024 SCHOOL YEAR

September 7th	Welcome day for 2 day students
September 8th	Welcome day for 3 & 5 day students
September 11th	Classes begin for 3 & 5 day students
September 12th	Classes begin for 2 day students
October 9th	NO SCHOOL-Columbus day
October 11th	Field trip to Ward's Berry farm (M,W,F) classes
October 17th	Field trip to Ward's Berry farm (T,TH) classes
October 26th & 27th	Storybook ball (costume party)
November 2 nd & 3 rd	Tooth fairy Visit
November 10th	NO SCHOOL-Veteran's day
November 22nd-24th	Thanksgiving recess
December 21st & 22nd	Christmas show & party
December 22nd-January 2nd	Christmas vacation (school resumes January 3rd)
January 15th	NO SCHOOL-Dr. Martin Luther King day
February 19th-23rd	Winter vacation (school resumes Feb. 26th)
March 29th	NO SCHOOL-Good Friday
April 15th-19th	Spring vacation (school resumes April 22nd)
May 27th	NO SCHOOL-Memorial day
June 6th	Last day of school for 2 day students-Graduation
June 7th	Last day of school for 3 & 5 day students-Graduation

Daily Schedule

Team A=Mrs. Kent & Ms. Sharon's classes

Team B=Mrs. Moore & Mrs. Keseian's classes

9:00-9:15	Arrival (attendance, table activities)
9:15-9:30	Circle time (story, calendar, weather report, flag, etc.)
9:30-10:00	Team A-Playrooms or playground Team B-Music & movement
10:00-10:30	Team A-Library time, bathroom & snack Team B-Playrooms or playground
10:30-11:00	Team A-Music & movement Team B-Library time, bathroom & snack
11:00-11:50	Classroom activities (readiness skills, art, science etc.)
11:50-12:00*	Clean up/dismissal

Extended day schedule

12:00-12:30	Wash hands, eat lunch
12:30-1:00	Children's Choice
1:00-1:45	Rest time (Required by EEC)
1:45-2:15	Children's Choice
2:15-2:30	Bathroom & snack
2:30-2:50	Games, music & movement, etc.,)

DROP OFF/PICK UP

We are pleased to announce that once again Parents or Caregivers may come in and walk their student to their classroom. Please do so as quickly as possible. Once all the children are in their classrooms the staff will Lysol the hallways in an effort to cut down on any chance of transmission of Covid or any other virus.

Team A (Mrs. Kent & Miss Sharon's classes) **will enter through the front door** (by our playground) and **Team B** (Mrs. Moore & Mrs. Kesian's classes) **will enter through the back door**. **It is important that you make every effort to get your child here on time.**

We will only release your child to people on the **Release form** that you have listed unless you call us. You must let us know either in person, by phone or e-mail if someone other than you are picking up your child. We will not release your child unless we hear from you. Even if that person is listed on the **Release form**. A valid I.D. is required. If you have someone picking up your child on a regular basis, send in a note with that person's name, contact info and what days they will be picking up your child.

NOTE: FOR THE SAFETY OF THE STUDENTS, THE DOORS WILL BE LOCKED WHEN ALL CLASSES ARE IN SESSION. RING THE DOORBELL at THE FRONT DOOR ONLY.

CHILD GUIDANCE POLICY

No corporal punishment is used in ANS and no child is subjected to severe punishment, physical or verbal abuse or neglect. Food is never denied as a form of punishment nor is force-feeding. Children are not punished for wetting or soiling their pants or not using the toilet. If a child is consistently misbehaving, we use a "time out" approach in which the child is placed in a chair and not allowed to join the school activities for one minute per years of age. This gives the child time to calm down before we start a dialog about the incident. We want the child to understand why their actions were not appropriate and give them the tools they need to handle things differently. They are then able to return to normal activity.

REFERRAL POLICY

Whenever a staff member is concerned about a child's development or behavior and feels that further evaluation should be done, those concerns will be reviewed with the Director. The teacher will be asked to observe the child and document her observations. After a reasonable period (approximately two weeks depending upon the concern), the Teacher and the Director will meet again and determine if a Parent/Teacher conference is needed. If so, at the meeting, the parents will be informed of the concerns and given a written statement including the reason for a recommended referral, a summary of the center's observations related to the referral and any efforts the center may have made to accommodate the child's needs. A list of referral resources will be provided and the Director will offer any assistance needed. After one month, the Director and Teacher will meet again with the parents to ascertain the outcome of the referrals.

TERMINATION POLICY

A CHILD MAY BE TERMINATED FROM THE CENTER FOR THE FOLLOWING REASONS:

- The health and safety of the child at the center cannot be assured.
- A child's behavior is a danger to himself or others. This includes bullying.
- The child's developmental needs are not able to be met at the center.
- Abusive behavior by the child's parents (or caregivers) towards any ANS staff including physical, verbal or slander on social media. This includes slander of the school as well.
- If all EEC required forms such as health form, IEP for child receiving services such as speech therapy, etc..., are not turned in for the child's file.
- No arrangements have been made with the Treasurer to bring tuition up to date.

Parents will be asked first to meet with the Director to resolve the difficulty. If this does not accomplish the needed results, parents would then be notified in writing that at the end of a two week grace period, without successful resolution, the child would be terminated from our program. Every effort will be made to make the child's adjustment as easy and painless as possible with the child's capacity to understand. **However, if it is a safety issue termination will be immediate.**

Extended Day Policies

- Please bring a blanket and small pillow/stuffed animal in a large recycled bag with their name on it. Please bring this in on the first day of the week and we will send them home on either Thursday/Friday to be washed.
- We can NOT heat up lunches at school. If your child needs you can heat up their food, you can heat it up at home and put it into a thermos for your child.
- All lunch foods must be Peanut/Tree Nut free.
- Please make sure all foods are cut up in appropriate sizes.
- Please remember that pick up time is 3:00 PM. There is a late fee charged for any pick-up after 3:10. (The late fee is \$1.00 a minute after 3:10 PM, to be paid in cash to the teacher at pick-up).

Please sign and return to Director by the first day of class.

I have received, read and agree to all the conditions written in the above ANS
Parent Handbook.

Child's Name: _____

Parent's/Caregiver's Printed Name: _____

Parent's/Caregiver's Signature: _____ Date: _____