



PARENT HANDBOOK

Valley Nursery School



Nursery School Hours

9:00am – 11:30am (M, T, W)

12:30pm – 3:00pm (M, T, W)

Address and Contacts

Located at Valley Christian Church

Valley Nursery School

1072 Route 82

Hopewell Junction NY 12533

Website: Valleynurserieschool.cc

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Mission Statement

Valley Nursery School exists, in partnership with parents and Valley Christian Church, to provide a strong foundation for learning in a nurturing environment where Christian faith and values shape each child's learning experience. We provide children with a wide variety of learning experiences that support their spiritual, physical, intellectual, social and emotional development through direct instruction, purposeful play, and quiet time to explore, learn and discover.

Vision

It is the vision of Valley Nursery School to establish a strong foundation that supports both spiritual and educational aspects of the whole child, instills a life-long love for learning and prepares them for their future as a young learner.

Philosophy on Education

We recognize that children are a gift from the Lord and a blessing to their families. We want to provide a nurturing atmosphere where children can grow and develop the gifts and talents God has given them. We want them to hear about Jesus' love and to make friends with other children while they enjoy their preschool experience with Christ centered teachers.

We believe that when a child is secure with their environment, they will thrive as individuals. We are confident that each child can achieve optimal growth in a safe and educational environment that nurtures and teaches them at their developmental stage.

Programs

We offer a program for three-year-old children and four-year-old children.

- All children must be at least three or four years old on or before December 1st.
- All children in our three and four-year-old program must be toilet trained before entering our program.
- Classes are filled on a first come basis.

Both the 3 and 4-year-old classes will have a snack time. We ask that the parents provide a snack (please see list of snack ideas) once per month on a scheduled basis. You may bring the snack at the beginning of the month if that is more convenient for you.

The snack schedule will be on the monthly calendar that your child will receive at the beginning of each month.

Snack ideas:

Mini muffins, granola bars, apple chips, yogurt tubes, cheez-its, popcorn, cookies, pre-packaged snack bags, goldfish, animal crackers, veggie straws

Curriculum

Children learn best through play as they engage in authentic experiences and direct instruction. Play as well as structured time promote growth in all areas of development: spiritually, emotionally, socially, physically, intellectually, and creatively.

The curriculum is a playful blend of developmentally appropriate pre-reading, math, and science, balanced by music, art, and physical activity. We hope to stimulate growth in physical and cognitive development as well as help encourage self-confidence and social interaction. We incorporate Christian curriculum with supplemental materials which will prepare our preschoolers to meet the challenges of elementary school.

Specific Curriculum Areas

Faith Development: Bible time occurs daily as well as prayer, songs, classroom activities projects, and character building.

Language Arts: This will include such activities as: recognizing and writing upper and lower case alphabet letters and sounds, word meanings, synonyms and antonyms, conversation, stories, share time, pre-reading skills, word games, prayer, songs, loud-soft, high-low, names, left-right, body parts, coloring, and practicing good listening skills.

Music: With preschool children, music opens the door to creativity, motor development, and the total learning process.

Science: Science consists of both planned and spontaneous experiences. Science for young children is student-centered and activity-driven. The teachers provide opportunities for the children to explore the world God has created for us. Children will plant, observe, handle, classify and experience outdoors.

Art: Experiencing and enjoying art activities provide children with many opportunities to use their imagination to express their individuality and creativity. The children will experiment with a variety of media (paint, crayon, pencils, markers, paper, glue, yarn, etc.) Craft activities will be offered regularly, too.

Math: The students will begin to experience math in many hands-on activities. Introducing numbers, counting, classifying-grouping, comparing, sorting, size relationship, estimating, matching, patterning, measurements, and shapes.

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Physical Education: Physical education helps with the students' gross and fine motor skills development - focusing on coordination, core balance, eye-hand coordination, and skills used to increase cognitive development.

Social Studies: Family, community helpers, holidays and diverse cultural appreciation will be experienced.

Health and Safety: Daily personal hygiene, play safety, accepting safe limits, exposure to health, safety rules and nutrition are topics which will be introduced to the children.

Practical Life: Self-care, buttoning, snapping, tying, cleaning chores, snack activities, kindness, good manners, and appropriate school behavior will be modeled, encouraged and experienced.

Outdoor Classroom/Playground Activities: The playground is used as an outdoor classroom where academic concepts are experienced through both structured and unstructured play.

Parent Volunteers

Parents are permitted to visit our center and to accompany us on field trips. Permission slips and sign-up sheets give details about events and trips, including how parents or other adult family members can help.

Field Trips

Parents will receive notification in advance of any field trips and additional fees to cover costs. Parents are invited to join us on field trips whenever possible.

Discipline

The goal of discipline is to help children develop safe and appropriate ways of interacting with others and with the environment. To facilitate this goal our staff will follow these guidelines:

- Provide daily activities and learning opportunities

- Equipment and materials that are age appropriate
- Set reasonable limits, keeping the children's safety and security in mind
- Use of natural and logical consequences and encouraging problem solving
- Limits are stated specifically in terms of what the child CAN do;
- Anticipate problems and move in to redirect or stop the activity;
- Show respect and concern for children;
- Model appropriate behavior;
- Help children stay in control by offering alternative ways to express feelings, giving choices that are acceptable to the child and the adult; and giving choices only when there is one
- Practice conflict resolution techniques with children
- Be consistent in their responses to children's behavior

If there are any incidents where we feel a more structured discipline is necessary, the child will be removed from the environment to assist them in regaining self-control. They are invited to rejoin the group when they feel ready. Any separation from the group will always be within sight and hearing of staff, and length of time will be related to child's age maturity.

In the event that the techniques that the center implements to guide and discipline children are ineffective, a meeting between the child's parent and center staff will be conducted to develop strategies to assist the child in developing self-control.

Emergency Procedures

Emergency phone numbers and procedures are posted in each classroom. If an injury or serious illness occurs to a child while at the center, staff will administer immediate aid first. If further medical treatment is required, the child will be transported to a medical facility by ambulance with a staff member. You will be contacted to meet us at the hospital.

Emergency Evacuation: If the church must be evacuated, staff will follow a predetermined evacuation plan. If we cannot return to the building, arrangements have been made with UNSHATTERED at 1064 Route 82, Hopewell Junction to provide a temporary shelter until parents can be contacted to pick up their children.

What To Bring

Please make sure all belongings of the children are labeled clearly. Children should come to school dressed to play. Keep in mind that your child will be participating in a variety of activities such as painting, playing in sand, water, etc. Please dress your child appropriately and with comfortable safe shoes. Students will also be toileting by themselves. Please make sure they wear clothing that is easy to pull down and up avoiding anything that might hinder their ability.

Items from Home (including Birthday Parties)

Birthdays are very special days! Please speak to your child's teacher at least one day prior to their birthday if you are planning on sending special birthday treats or special items. We will help you decide what and how much to bring, but here are some guidelines:

- No balloons due to the choking hazard they present.
- Standards require commercially prepared goods only. This protects children with allergies, and ensures that foods consumed at school are prepared according to local health department specifications.
- No gift bags, please. Keep it simple; a cake, candles and singing are what make the party in the eyes of the child.

Child Pick-Up Authorization

When dropping off and picking up your child please use the entrance on the side of the church under the overhang. Your child must always be accompanied to and from the nursery school room. Children are only permitted to be picked up by those the enrolling parent(s) authorize. These persons are listed on the pick-up card. Keep the list up-to-date. If you need to ask someone to pick up your child who is NOT on the card, please notify us ahead of time, either in person or by telephone. Anyone picking up a child should be prepared to supply photo identification.

Inclement Weather and Closures

The Nursery School will follow the Wappingers Central School District's closing policy for inclement weather. If Wappingers Schools are closed due to inclement weather the Valley Nursery School is closed. If Wappingers Schools have a two-hour delay Valley Nursery School will open at 10:00am.

You may check our website at valleynurserieschool.cc or you may also check the Wappingers Central School's website or www.cancellations.com for delays and closures.

Holiday Closures

Our Center will be closed on the following days:

- New Year's Day
- Martin Luther King Jr Day

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- President's Weekend
- Spring Recess (1 Week)
- Memorial Day
- Columbus Day
- Thanksgiving Recess
- Christmas Recess (1 Week)

See calendar for specific dates on VNS website.

Tuition, Fees and Payment Schedule

Three Year-Old Program

3 Day Program: Monday, Tuesday, Wednesday - \$190.00 per month

Four Year-Old Program

3 Day Program: Monday, Tuesday, Wednesday - \$190.00 per month

Registration Fee: \$50.00 due at time of registration (non-refundable)

Tuition is paid monthly. First tuition is due August 15th and then on the 15th of each month through May 15th.

Discounts

-10% discount is available for families with two or more children enrolled per school year.

-2% discount is available for military and families that pay full year tuition in advance.

Discounts may not be combined.

Payment Options: Cash, Check, Credit, Debit Cards, online
Payments: Make checks payable to 'Valley Christian Church'

Late payments will be subject to an initial \$25.00 fee per child. If payment is not received, additional fees will accrue each month thereafter, and may result in your child being removed from the program.

Returned Check Policy: Parents are responsible for bank charges resulting from checks returned for insufficient funds.

Vacation and Sick Payment Policy

Tuition fees are based upon our annual operating costs. No adjustment will be made if your child is out sick, on vacation, holiday closings, quarantined (due to illness, travel or exposure) bad weather or other circumstances beyond our control.

Record-Keeping

It is extremely important to tell us about changes in home address, home phone number, workplace (or school), work (or school) address, work (school) telephone, and cell phone of parents in the home, emergency contacts and all those authorized to pick up the child.

All pertinent information related to your child's health should be updated regularly, including allergies, food restrictions, medical procedures, health conditions, your pediatric health provider's name, address and phone number. Also include your child's health insurance information.

Health

Each child must have a medical report completed and signed by their physician prior to admission. The report must include a record of up-to-date immunizations.

In case of illness or injury during school hours, the parent/guardian will be called immediately. If the parent/guardian cannot be reached, the Preschool Director will decide the next step according to the circumstances and gravity of the situation.

Illnesses or Symptoms

Please do not bring your child into the school if they have any of the following illnesses or symptoms. If you are unsure about whether you should bring your child into the school, please contact us.

Please notify the school immediately if you discover your child has been exposed to any communicable diseases. The school will notify all families of the communicable disease by sending home an "exposure notice."

- A) The illness prevents the child from participating comfortably in activities as determined by the staff;
- B) The illness results in a greater need for care than the staff can provide without compromising the health and safety of the other children as determined by the staff;
- C) The child has any of the following conditions, unless a health professional determines the child's condition does not require exclusion: Appears to be severely ill – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash
 - Temperature, oral temperature 101 or greater, axillary (armpit) temperature 100 or greater, accompanied by behavior changes or other signs or symptoms of illness

- Uncontrolled diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes of diet. Special circumstances that require specific exclusion criteria include the following:
- Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs of symptoms
- Mouth sores with drooling unless the child's physician or local health department authority states the child is non-infectious
- Rash with fever or lethargy / decreased activity until a physician has determined the illness not to be a communicable disease
- Tuberculosis, until the child's physician or local health department authority states the child is on appropriate treatment and can return
- Impetigo, until 24 hours after treatment has begun
- Streptococcal pharyngitis (i.e. strep throat or other streptococcal infection), until 24 hours after treatment has been started
- Head lice (pediculosis), until after the first treatment
- Scabies, until after treatment has been given
- Varicella+ (chicken pox), until all lesions have dried and crusted (usually six days)
- Persistent abdominal pain (continues for more than 2 hours) or intermittent abdominal pain associated with fever, dehydration, or other sign or symptoms of illness
- Rubella+, until 6 days after rash appears
- Pertussis+, until 5 days of appropriate antibiotic treatment
- Mumps+, until 5 days after onset of parotid gland swelling
- Measles+, until 4 days after rash appears
- Hepatitis A virus infection, until 1 week after onset of illness or jaundice or as directed by the health department
- Yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e. the whites of the eyes)
- Fever without any signs or symptoms of illness in children who are older than 4 months. For this purpose, fever is defined as a temperature above 101 orally or 100 in the armpit. Fever is an indication of the body's response to something, but is neither a disease nor a serious problem by itself. Body temperature can be elevated by overheating caused by overdressing or a hot environment, reactions to medications, and response to infection. If the child is behaving normally but has a fever, the child should be monitored, but does not need to be excluded for fever alone.

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Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

The handbook may be updated from time-to-time, for the most updated version of this handbook please check our website @ valleynurseryschool.cc.

Thank you for your cooperation, and we look forward to getting to know you and your family.

I have received and reviewed The Valley Nursery School Handbook. I understand that it is my responsibility to understand and familiarize myself with the Handbook and to ask any questions I may have regarding any policy, procedure or information contained in The Valley Nursery School Handbook.

Name of Child(ren)

Recipient Signature

Date

Nursery Director Signature

Date