



# PARENT HANDBOOK

## 2016-2017

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# GARDEN CITY NURSERY SCHOOL 2016-2017 PARENT HANDBOOK

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# 1. History of Garden City Nursery School

The Garden City Nursery School is a parent cooperative, administered by a member-elected Board of Trustees, which employs the professional staff of director, business manager, certified teachers and experienced assistants. It is registered and chartered (1954) by the N.Y.S. Department of Education.

Begun as a playgroup sponsored by the American Association of University Women (AAUW), and housed for its first 6 years in the Church-in-the-Garden and St. Andrew's Lutheran Church, the school grew from one group of 15 children in 1951 to 4 groups and 72 children in 1957, when its present building on Cherry Valley Avenue was erected. Present membership is approximately 70 families in 4 groups of 3 to 5 year olds, plus over 20 families in groups of two sessions per week for 2 year olds.

The construction of its own building was a triumph of dedication and hard work by Garden City parents, determined to establish their school within the environs of our village.

As early as 1955, the long search for permanent housing had begun. Under the able leadership of Julianne Lewis and Agnes (Coppie) Short, the school's Director, a Housing Committee searched the Village in vain for a suitable location. Turned down by the Zoning Board, resisted by potential neighbors, the parents finally turned in desperation to the Village Trustees for help, and found a sympathetic ear in the then Mayor Webster Caye. One hot July night in 1956, Julianne was electrified to hear the Mayor's voice over the telephone ask, "Would the school like an acre of land in the Village?" INDEED WE WOULD!

Then came a mad rush of action-petitions, a hearing, approval, the raising of funds from alumni and current members, seeking a mortgage and planning a building. At this crucial juncture, Hamilton Smith, architect and parent, contributed his time and workmanship to design our lovely original two-classroom building...a debt we can only repay with gratitude. To open by September 1957, after the builder had completed the initial shell in mid-August, crews of mothers and fathers worked days and nights painting, laying floor tiles, installing shelves, raking, grading, and planting the muddy site. And we opened--only one week late!

Since that proud day the school has continued to grow and flourish. In 1962 the mortgage was refinanced to construct the west block and activity room; in 1966 the east block room. Through varied and successful fund raising projects (children's movies, garage sales, art auctions, craft fairs, etc.) each succeeding group of parents has made its contribution to the improvement of the facilities and equipment for their children. Furnace, floor and roof have been replaced, new doors, cabinets and closets installed. The entrance area was landscaped, a rock garden constructed, the lobby refurbished and we make improvements each year. We have been the recipient of many gifts from our members.

The Garden City Nursery School is an achievement of which our Village and we, can indeed be proud!

## 2. Notes on History

For the first 3 years the school was called the AAUW Cooperative Nursery School. The name was changed when we received our charter (incorporation) in 1954.

### Search for Housing

In 1955, St. Andrew's granted us 2 more years. At first the hope of the housing committee was to find space in one of the Garden City churches. When that proved impossible, it was decided that we must buy or build our own building. By then we had accumulated a building fund of \$5,000.

We next entered into negotiations with Adelphi University, whose education faculty supported the idea of a campus facility for early childhood teacher training. The college had vacant land, and for a time the prospect was hopeful. Next we arranged to purchase a house on Old Country Rd., east of Washington Ave. We happily made renovation plans and sold bonds, only to have the agreement negated by the Zoning Board. A final effort was made to purchase land between the Edgemere Firehouse and the railroad tracks, but the neighbors protested and the owner withdrew his agreement. It was then that we turned in desperation to the Village Board asking for a list of acceptable properties within the Village.

Julianne and Coppie investigated every property on that list, to no avail. So we returned to the Village "fathers" asking them to sell us a piece of village land for our nursery school. The mayor was sympathetic but not encouraging, so when the offer came to sell us our present acre, we were as surprised as delighted.

#### Relationship to Village

The school paid the Village \$3,000 for the land under a restricted deed, in return for which the Village guaranteed our original mortgage (\$20,000) with the then Long Island Trust Co. The land may not be sold or rented and if the school should dissolve, land and building revert to the Village. In addition, 75% of our members must reside in Garden City.

### **3. Summary of Our Cooperative Structure**

In the organization of our cooperative nursery school, basic power resides in the Membership, which delegates administrative duties and responsibilities, as specified in the By-Laws, to a Board of Trustees, a professional Director and a Business Manager. The Director and a Business Manager are accountable to the Board; the Board is responsible for the Director; the Board, Director and Business Manager are responsible to the Membership.

The Board of trustees, some seventeen to twenty-five voting members, consists of the nine elected officers of the school, chairpersons of certain standing committees appointed by the President, certain chairpersons of additional committees and/or events, the immediate past President, and one A.A.U.W. representative. The President of the school is the chairperson of the Board of Trustees .

Recommendations of the Board concerning finances or policies must be referred to the Membership for decision. All minutes and financial records are open to the Membership. Meetings of the Board of Trustees are open to any member who wishes to attend.

The nine officers of the school comprise the Executive Committee of the Board of Trustees. This committee may take independent action only in emergencies or, when so instructed by the Board or the Membership. The officers, as individuals or as a committee, are responsible to the Board and to the Membership.

The educational program for the children is entrusted to a professional staff under the supervision of the Director. The Director and Staff are responsible to the Board and the Membership.

Certain financial and business aspects of the nursery school shall be administered on a day to day basis by the Business Manager.

In order that our school may function effectively as a parent-cooperative, it is incumbent upon the individual member to bring to the Board of Trustees, the chairperson of which is the President of the school, any and all suggestions for improvement in the administration of and operation of the school.

### **4. Educational Philosophy**

We are interested in all aspects of the young child's development, social, emotional, physical, and cognitive.

Our primary concern is guidance: helping each child gain the social coping skills and emotional stability to live humanely with others in a complex and crowded society. We wish each child to feel he/she is a good and able person, with a positive self-image.

We believe that physical competence enhances self-esteem, contributing to a successful social and cognitive functioning. The children make full and daily use of our two outdoor playgrounds and extensive outdoor equipment.

We believe that children learn by active involvement in first-hand experiences (as demonstrated by Piaget) within a context of self or teacher initiated play. Nature and science activities, number games and problem solving, free expression through art materials, songs, stories, discussions, and other language activities, appropriate to each age level, are an integral part of the curriculum.

Parents share in the education of the child by participation in the classroom, and by conferences with the teachers. Parent administrators serve on the Board of Trustees and on various committees for the smooth functioning of the school. They employ the professional staff, provide for continuing enrollment, and ensure financial stability.

## 5. Membership Policies and Procedures

The membership committee consists of: Membership Chairperson, President and Director.

The Membership Committee in accordance with the current needs of the school and community shall determine enrollment. It shall conform to the accepted standards of nursery education as to the number of children in a group and the amount of space per child.

The Garden City Nursery School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school administered programs.

### Criteria for Admission:

Classes are formed from a list kept by the membership chairperson according to the ages of the children and the following criteria:

1. Because of restrictions in our deed to Village property, 75% of the membership must come from Garden City.
2. Garden City alumni in order of application.
3. Alumni outside Garden City once the 75% quota has been met.
4. Children of AAUW members (a) within Garden City; (b) outside Garden City.
5. Others in order of application, keeping a balance of boys and girls.

### Registration Procedures:

1. List of applicants is kept by the membership chairperson whose duty it is to inform the applicant about the advantages and obligations of a cooperative school. The list is formed in order of residence and date of application. All vacancies are filled from this list.
2. Currently enrolled children are registered in November. The membership chairperson will hold places until communication has been made with the family and a deposit has been received.
3. Children who are eligible for kindergarten but want an extra year at the Garden City Nursery School, are registered after currently enrolled children, but before any applicants on the list.
4. The birth date determining the placement of children each year will be determined by the Membership committee based upon the population's birthdays. Playgroup will consist of 2 year olds, Nursery East and Pre-K East will consist of the younger 3's and 4's. Nursery West and Pre-K West will consist of the older 3's and 4's. Exceptions may be made with the approval of the Membership Committee. Application for an exception must be made in writing and sent to the Membership Chairperson.
5. Nursery East will meet Tues, Wed, Fri, 8:45 - 11:15am  
Nursery West will meet Mon, Wed, Thur., 8:45 - 11:15am  
Pre-K East will meet Mon, Tues, Thurs, Fri, 11:45am - 2:45pm - Fall, 11:45am - 3:45pm - Spring  
Pre-K West will meet Mon, Tues, Thurs, Fri, 11:45am-2:45pm - Fall, 11:45am - 3:45pm - Spring  
Playgroup East will meet Mon, Thurs, 9:00am - 10:45am  
Playgroup West will meet Tues, Fri, 9:00am - 10:45am
6. Enrichment classes are offered for Pre-K children in the Fall, Winter and Spring. Registration will take place prior to each session.

## 6. Family Participation Policies and Procedures

### Classroom Participation aka "Special Day"

Families are required to serve as "Helper of the Day" on a rotating basis throughout the school year. This allows care takers to observe firsthand the social and intellectual development of their child in relation to the class and permits care takers and teachers to get to know each other better. Please remember that participation at this level effectively boosts the self-esteem and emotional well being of the child and enhances the care taker-child relationship.

1. Each care taker serves as an assistant to the teacher as scheduled. Any family who is overburdened by other services to the school may be relieved of a portion of this basic classroom participation at the discretion of the executive committee.
2. The participating family is responsible for securing another participant if she/he is unable to be at the school on the day for which she signed. The participation chairperson for the group may be called on for suggestions and must be notified when changes are made.
3. All participating families will attend the first teacher conference during the first weeks of school, in addition to the new parents' meeting.
4. The participating care taker brings in a drink (i.e. water, milk, juice) and a nutritious snack (i.e. crackers, cheese, fruit). See Snack Suggestions (p.9). The water in the school is filtered and can be served with snack.
5. The participating care taker should not bring siblings into the classroom for an extended period of time.

### Maintenance Participation

1. A member of each family participates the equivalent of two three-hour sessions a year in maintenance of building and grounds. Any family who is unable to fulfill this maintenance obligation has the option of paying a \$125 maintenance fee per session.
2. The executive committee has the power to relieve a family from his basic maintenance participation if, in its opinion, additional duties would be excessive.

### Committee Service

1. Each family is expected to serve on one committee as needed. Any family unable to complete committee participation on an assigned committee may fulfill the obligation by aiding another committee, or by attending extra maintenance sessions, or by paying a fee, amount to be determined by the Executive Committee.
2. In so far as possible, there shall be representation from all classes on all committees.
3. Each family may be called upon to provide food for one event during the school year.

### Meetings

1. All members are expected to attend the combined business and parent education meetings four times a year.
2. All participating families are expected to attend class meetings in September. New families will also attend the orientation meetings.

### Fund-Raising Events

1. Members are expected to support all fund-raising events.

## 7. Guide for Participating Families

Smooth functioning of the school depends as much upon the efficiency of the participating care taker as upon the teacher. You are a member of the teaching staff on duty. Promptness in arriving is essential if the day is to start well for the children, unhurried and free from confusion. Plan to stay until clean-up is completed. Do not drive a large car pool on your participation day. For the children's safety all hand bags must be hung on hooks out of child's reach, cell phones should be turned off and no coffee cups should be in the classroom.

### Supervision

Supervision is your primary responsibility. Our first concern is for the health and safety of the children.

Supervision is more important than cleaning up, snack preparation, etc. Be ready to drop such tasks at a moments notice, and only engage in them when you can watch the children at the same time.

1. Choose a strategic position.
2. Be alert to the total situation. Avoid turning your back on the group while helping one child.
3. Alert supervision prevents trouble.
4. Do not immediately jump in to resolve a conflict - allow the children time to work on these skills. Do immediately intervene if you sense physical danger.
5. Avoid chatting. Two adults together usually means that some area is unsupervised.
6. One adult always remains free to help the teacher at music or story periods.

### Guiding the Children

1. Allow all creative initiative to come from the children. Art for them is experimentation or an expression of feeling. Be interested, but do not ask what a child is making. He may not know.
  - a. Clay - avoid making models. When sitting with the children, merely manipulate the clay.
  - b. Easel painting, crayoning, gluing - refrain from suggestions or questions. Never criticize, but do not overpraise. Say for instance, "You worked hard on that picture," or "You made it all red, didn't you?"
2. Use positive suggestions when working with children. Give the child a choice only when you will abide by his decision. Example: "It's time to wash hands before snack," instead of "Do you want to wash your hands for snack now?" (What if the child says, "No!"?)

A choice may be given when there are two possibilities, either of which you are willing to accept.  
Example: "We are cleaning up now. Do you want to put away a block or truck?"
3. Avoid the "Don'ts."  
Example: "The sand stays in the sandbox," instead of "Don't dump the sand out of the box." Or, "Walking feet," instead of, "Don't run."
4. Routines: (Outdoor clothing, pick-up, bathroom, hand washing, snack period): Explain what is expected and then give the child time. He will usually cooperate if you have an attitude of expectancy.
5. Activities: Children may be encouraged but not forced to join in group activities.
6. Help the children to help themselves. Encourage independence and praise achievement. Never criticize.
7. Ignore annoying behavior as much as possible. Attention rewards and reinforces it.
8. Refrain from unnecessary conversation with the children when they are busy working.
9. Be careful not to discuss a child in his presence.
10. Do not motivate a child by comparing him to another child. To call attention to how nicely Johnny is doing won't make him like Johnny!
11. Assume that the child always means well, that he never intends his mistakes or aggressions. He is never "bad" or "not nice," only learning. "Children need adults with whom they can comfortably make mistakes."
12. When a problem or conflict occurs:
  - a. Don't be too eager to help. Children may learn more by solving their own problems.
  - b. Step in only when physical danger is involved, when one child is always dominating, or when you know what has happened.
13. Know the rules and be firm but patient in enforcing them.
14. When in doubt, check with the teacher (unless safety is involved.)

REMEMBER: "A child needs Love when he is Least Lovable".

## **8. How to Deal with Separation Anxiety**

For many of you, the beginning of the school year is very traumatic. Your children express great fear as they contemplate leaving you, and you, in turn, suffer from great anxiety. We offer some helpful hints!

1. Get in touch with your own feelings - keep your anxiety to yourself. Try to be in control of your behavior and not send off messages to either provoke anxiety or aggravate already existing anxiety.
2. Don't use logic - feelings are not based on logic - so don't use it to try to make the child feel differently. Feelings are more natural than thinking and they are not right or wrong.
3. Acknowledge and accept the child's fears and apprehensions - don't avoid them. Acknowledgment is not agreement.
4. Don't slip away as a way to deal with or avoid the pains of separating. If you are sneaky the child will learn that you can not be trusted.

5. State in an assured manner that you accept their feelings but that you know they will be fine.
6. WHEN IT IS TIME TO LEAVE - LEAVE!
7. When you stay or return in response to crying, screaming, etc. the message you give the child is that they might be right - that there is something to be afraid of.
8. When in doubt as to what to do, take your cues from the teacher.
9. If the teacher asks you to stay, please be prepared to do so.

Remember: We must realize that they learn to live without us as we learn to live without them!

## 9. Separate and Safe

Each morning before venturing into the outside world, my cat stands halfway in the doorway, glancing from side to side, eyes and ears alert, testing for safety. It is instinctive self-protection.

So with the young child new to the nursery school, it may not ever have occurred to him that mother will ever leave -- ever. He must feel assured that this happy environment is safe and that these new adults will take care of his needs before he can let his mother go. Trust must be established.

Your trust in us helps but is not enough.

So, when the three year old first asks, "Will you stay with me?" he means "NOW --- TODAY", and your answer is a simple "Yes". Later it can be "As long as you need me." For a while, like my cat, he/she may need to test for safety each session before allowing mother or father to leave.

The process cannot be hurried. It varies with each child. Our school's philosophy does not include forced separation with these young children and only rarely for fours. We can only sympathize and make suggestions to ease the adjustment. We can tell you that the more patient and understanding the adults, the more quickly it will go.

Trust takes time, but once established, both you and your child will feel secure.

- Coppie Short

## 10. Publicity/Directory

All school publicity should go through our publicity chairperson so that we maintain continuity. Our membership directory is published for private use within our school community. Please do not use our school directory for any type of solicitation.

## 11. Fund Raising Policies

Fund-raising is a vital aspect of a cooperative school. The positive values of fund-raising, aside from the money raised far outweigh any "nuisance" aspects. Fund-raising projects involve parents more actively in the school, increase interest and develop leadership. They offer an opportunity for young parents to try out their abilities and to get to know each other while working together. The events themselves offer opportunities for the social interchange, which makes for good morale and a more cohesive group.

1. Plans and budgets for various fund-raising and social events must be submitted to the board of trustees for approval of expenses, raffles, etc.
2. The fund-raising vice president, the president and director must be notified of all meetings of committees and subcommittees. For reasons of continuity, it is important that the president and director attend the first meeting of all events committees, social and fund-raising.
3. Individual members may not be required to sell tickets, raffle chances or the like. Availability may be advertised in notices and newsletter.
4. Letters of solicitation of any kind must be approved by the fund-raising vice president, the president and director.
5. Raffles must be approved by the Board of Trustees. Raffle chances may be sent home twice during the school year, with no requirement of purchase. (see #4 above).
6. Raffle chances may be solicited at the Pot Luck Supper. Raffle prizes: no individual members may be solicited for liquor or other raffle prizes. General requests may be made in the newsletter or at meetings.
7. Contributions or assistance for events may be asked from:
  - a) Other committee members working on a defined subcommittee.



- b) Board members.
  - c) General request in the newsletter or school lobby.
8. Any family unable to complete committee participation on an assigned committee may fulfill the obligation by aiding another committee, or by attending extra maintenance sessions, or by paying a fee, amount to be determined by the Executive Committee.

## 12. Financial Policies and Procedures

The nursery school receives its financial support from: tuition, fund raising and donations.

Tuition: Yearly tuition payment covers the majority of our operating expenses.

Fund Raising: Activities are run by the parents and monies raised supplement the overall budget. Funds raised over budget are put into a contingency account for special programs, capital improvements and emergencies.

Donations: Made by our parents or friends in appreciation of services rendered (monetary and equipment).

This combination of financial support allows our school to operate with stability. Our goal is to maintain low fees and to provide quality services for our children.

### Tuition Payment

1. The tuition for the three day groups shall be \$2,560 a year, for the four day groups \$4,050 a year, and for the two day a week playgroup \$2,020. All tuition is payable either in full, bi-annually on May 1<sup>st</sup> and February 1<sup>st</sup> or monthly in 10 installments. All tuition must be paid in full by April 1<sup>st</sup>.
2. Delinquency: If tuition is not paid when due, a late penalty of \$10 per month will be charged to the tuition bill.
3. Returned Check: The Garden City Nursery School will charge \$20.00 for each check returned for insufficient funds. Returned check fines will appear on your next bill.
4. Tuition Reimbursement Policy: If a child is withdrawn after the first tuition payment has been made, there will be a:
  - Full Reimbursement-if the withdrawal is on or before July 1<sup>st</sup>
  - 50% Reimbursement-if the withdrawal is on or before Aug. 1<sup>st</sup>
  - No Reimbursement after August 1<sup>st</sup>, unless the place can be filled. In that instance, each case will be considered individually.
 If a different program is recommended by our educational staff, a prorated refund will be granted. Four weeks notice is required and the family is responsible for tuition through the end of the last month in attendance.
5. Refunds: No refunds can be made for long or short absences.
6. Nothing contained in the financial policies of the Garden City Nursery School shall be deemed to preclude the President and Treasurers, by a unanimous vote upon the joint recommendation of the President, the Director, and the Business Manger from waiving the payment of the full or partial tuition and/or fees for any member of the Garden City Nursery School. The President, Director and Business Manager may only make such a recommendation in the event of financial hardship, documented to their satisfaction, and the President and Treasurers shall approve such recommendation only if it deems same, by unanimous vote, to be in the interests of the member and not inconsistent with the interests of the Garden City Nursery School.

### Registration Fee

A non-refundable tuition deposit of \$250, which is applicable towards 2017-2018 tuition, is payable upon acceptance of the child.

### Registration During the School Year

A non-refundable tuition deposit of \$150.00, which is applicable towards tuition, is required for a child entering after February 1<sup>st</sup>. Tuition will be prorated for the remaining portion of the school year.

## 13. Conferences

Conferences are very helpful to both teachers and parents/guardians. Conferences are scheduled twice a year. The first conference is held before classes begin. The purpose of this conference is to gain information about the child and to get

an understanding of parents' or guardians' goals for their child. The second conference is scheduled in early spring to give a summary of the child's progress.

Extra conferences may be held when needed by either parent or teacher. You are invited to visit the school at any time during the year to observe our classes.

## **14. Clothing**

Children should wear comfortable play clothes. Please do not dress a child in his or her "best" clothes. The clothing should be easy to put on and take off in order to minimize time spent daily on these details. For safety in the playground, girls may wear dresses only on birthdays or party days and shoes should be sneakers or have rubber-soles. If a child wears snow boots please send a change of shoes. The children do not need to bring any supplies to school. To carry winter clothing an open canvas type bag is preferable to a back pack with zippers.

Label all outer clothing (using last names.) All children in 3 year old classes and Toddler classes must bring a plastic bag marked with their name containing an extra shirt, pants, underwear and socks.

## **15. Carpools**

The school takes no responsibility for the transportation of children. Our director, Francesca Cohn, will help you find parents in your area with whom you may car pool. Parents with large car pools are asked not to drive the car pool on their participation days.

## **16. Birthdays**

Whenever possible, the parent participates the day of the child's birthday. The parent brings a special birthday treat for snack. Check with the teacher as to what snack to bring.

Please do not put invitations or gifts in the children's cubbies. Summer birthdays can be celebrated in September or June if desired.

## **17. Class Trips**

All 4 year old parents sign a permission slip for all trips at the onset of the school year. Parents will, however, be notified prior to all class trips. If a child will be absent on the day of the trip, please call the school, in a timely manner, so the trip is not delayed.

Parents are responsible for making transportation arrangements for class trips.

Siblings are not invited on class trips. The parent's attention is needed to help supervise the children from the class.

## **18. Photos**

The children will be photographed occasionally by staff members and/or parents. At times, the school would like to use these photos in the local newspapers and/or on the school's website, without names. It is the parent's responsibility to inform the teachers and director if you do not want your child's photographs used in either of these media.

## **19. Health Policies and Procedures**

By observing good health standards, you will be protecting your child and others in the program. We appreciate your cooperation and adherence to the policies regarding your child's health.

According to New York State law all children entering school must be immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, german measles (rubella), mumps, hemophilus influenza, Hib, hepatitis B, and varicella (for children born on or after 1/1/2000).

1. A physical examination must be done within the calendar year for each child. The school form must be signed by the examining physician and each child's immunizations must be up to date. This form must be returned to school on or before the child's first day of attendance. **The child will not be permitted to attend school until the health form is received.** If a parent has any questions, the health chairperson may be contacted.
2. Parents must give written permission to the school to provide for medical attention in case of emergencies.
3. Children with cold symptoms **MUST NOT** be sent to school.
4. Children who cannot participate fully in the day's program **SHOULD NOT** be sent to school.

Sick children do not belong in school. They will be sent home. Sometimes children want to come to school even if they are sick, but remember, "Parent" knows best. It is your duty and responsibility to keep sick children home, away from the others in school. A child cannot perform normally if he/she is sick. A sick child will not be happy in school.

--If a child has had a fever, he/she must be fever-free for 24 hours before returning to school.

--If your child is sneezing, coughing or has a runny nose, he/she is contagious and should not be in school.

--If the child has allergies with a persistent cough, we need a note from your doctor explaining the condition.

--If the child has vomited or had diarrhea, you must wait 24 hours after the child is symptom free before returning to school.

Parents must notify the health chairman/teacher/director immediately when a child has contracted or has been exposed to a communicable disease. Exposure is defined as exposure within an enclosure. A child exposed to certain communicable diseases is excluded from school for all or part of the incubation period. All incubation figures are taken from the N.Y. State Dept. of Health. If a child contracts a contagious disease, he does not return to school until his physician approves. Call the health chairman or director with any questions or concerns. In all cases the child is to be kept home when even the slightest symptoms or indisposition occur.

6. Parents of children who have been exposed to communicable diseases in Nursery School will be notified by the health chairman, or notes will be sent home from school.
7. For communicable diseases including Impetigo and Conjunctivitis, a parent should receive clearance from a doctor before returning the child to school.
8. Mothers are required to inform the health chairman and/or teacher/director of pregnancies as early as possible for their own protection. This information will be confidential.
9. All of the above procedures apply to any adult who interfaces with the children on a regular basis, i.e. teachers, student aides. Participating parents should exercise proper judgment.
10. It is included in the philosophy of our school that outdoor play is equally beneficial to children as indoor play. A portion of each day, subject to the discretion of teacher, director or health chairman will be spent outdoors.

#### Information and Procedures on the Administration of Medicine

Medication will only be administered in school or during school sponsored activities with the parent's/guardian's written authorization and a written physician order. The parent/guardian is responsible for completing the 'Authorization to Administer Medication' form, obtaining the physician's statement and following all information and procedures stated on form. An individual conference will be scheduled to review information and procedures.

## **20. Snack Suggestions**

Our wish is to provide healthful snacks for our children-low sugar (except for birthday cupcakes) and non-allergenic. Avoid chocolates, artificial coloring and flavoring. In some children sugar and artificial ingredients cause hyperactivity. Allergic reactions to peanuts, peanut butter and nuts tend to be severe therefore we avoid these products as well as high risk choke foods in our school - **NO PEANUT BUTTER or NUTS or POPCORN or CANDY** of any kind. High risk choke foods for

toddler groups include bagels, grapes carrot sticks and celery. For playgroups please remove pits from all fruit, skin from fresh apples and inner skin from oranges.

**Some Suggestions for varying daily snacks:**

<u>Crackers</u>	<u>Breads (with or without)</u>	<u>Spreads</u>
Pretzels	White	Jelly
Whole Wheat	Whole Wheat	Butter or Margarine
Rye	Rye	Cheese
Graham	Pumpernickel	Mozzarella
Goldfish	Oatmeal	American
Cheese sticks	Zucchini	Swiss etc.
Saltines	Pumpkin	Cream
Matzohs	Cinnamon Raisin	Cottage
(other)	Mini Bagels	Other

Misc - Cheerios, etc., yogurt

Fruits and Vegetables

Apple slices (or sauce)	Raisins or other dried fruit
Half of a Banana	Melons - cut up
Celery and Cream cheese (or dip)	Orange slices
Cucumbers	

To Make or Bake with Children (at home or plan with teacher in advance)

Muffins (apple, blueberry, corn, carrot, etc.)	Jello
Cinnamon toast	Instant puddings
French toast	Apple sauce
Pancakes or waffles	Butter
Potato pancakes	Scrambled eggs
Pasta (have you a pasta machine?)	Hot cocoa (winter)
Pizza (on bagel or English Muffin)	Other quick breads Cookies (holidays)
Other Seasonal Foods	

We have a toaster oven, a wall oven, a microwave and a stove top.

**21. Hours of Operation**

GCNS is open from 8:45am-11:15am and 11:45am-2:45pm (Fall), 3:45pm (Spring). We follow the Garden City School District calendar. See Section 5 for days and times each class will meet.

**22. School Closings**

In most cases, GCNS will be closed if the Garden City Public Schools are closed. There are times, however, that GCNS will close despite Public Schools remaining open, i.e. icy conditions, conferences, etc. Below is the process followed for school closings:

1. Director and/or Business Manager contact President and a decision is made.
2. All parents and staff will be notified via our One Call telephone information system.

**23. Parking**

The village granted us permission to use the pool parking lot for pick-up and delivery of children. Parking in the pool area relieves crowding in the front parking area and is a safer situation for the children.

Please remember there should be no playing or running on the hill in the pool parking lot. Use your good judgment and be cognizant of moving vehicles.

## 24. Emergency Evacuation & Disaster Plan Responsibility

The **school** will retain responsibility for all children on premises until they are released to a parent, guardian or other designated person, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until all have been reunited with their families. The evacuation center for GCNS is the tennis facility at the Garden City Community Park.

All **employees** will remain on the premises as service workers, as designated by law. Such employees will be subject to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons give them official permission to go.

**Parents** should listen to the radio for progress reports on whatever disaster is taking place and follow official instructions as relayed by officials via radio. If parents are able to reach the school without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents, guardians, or other designated persons known to them.

## 25. Shelter In Place Policy

Shelter in place provides refuge for children/adults/staff during an emergency when evacuation would put people at risk (i.e. tornado, environmental hazard, blocked evacuation route). As long as the structural integrity of the building has not been compromised, the shelter-in place option is the safest choice in the protection of children, adults and staff members.

Local authorities, such as Garden City Fire Dept., Garden City Police Dept., and Red Cross may also issue orders for shelter-in-place. Once an order for shelter-in-place has been issued, no one may leave the facility until the school receives notification that the danger has passed.

Director (or Chain of Command) determines the reason for sheltering in place and directs staff accordingly.

All children, adults and staff must come in from outdoors and follow directions for sheltering in place.

All outdoor ventilation is closed.

All windows and exterior doors are closed.

Stay in the classroom.

Keep air as clean as possible (seal door).

If directed to move to a previously identified indoor safe area (Community Park Club House), staff will take attendance records with them; upon arriving at safe area, attendance is re-taken.

Communication to parents will be via the One Call System.

## 26. Lock Down Procedure

If an incident occurs that requires the school to be secured, or if local authorities direct a lockdown, the following lockdown procedures will be implemented. These procedures may be called for when there is a threat outside the building and/or threat or hostile intruder inside the building.

Director (or Chain of Command) will order and announce "Lockdown"

All children/adults/staff who are outside will immediately return to their classroom.

Designated staff member will check all doors to outside to ensure that they are locked.

Gather children in the center of room away from windows.

Barricade the doors with tables pushed onto side.

Control all movement, but continue regular programming. Movement throughout the building occurs only when specifically indicated by Director.

No one may be admitted to the building.

Director will announce "all clear" when the center is able to return to normal operations.

#### Hostile Intruder

Although we have locked doors and limited access to our school, it is a possibility that an unwelcome, hostile visitor will gain access to the building. It is also possible that a known member of our school can become disgruntled and hostile.

In these cases, the following procedure will be followed:

The Director (or Chair of Command) will be summoned.

The Director will immediately assess the situation and attempt to resolve any issues amicably. The hostile person will be asked to leave the premises voluntarily. If the individual becomes hostile or a threat is perceived, the director will push the Panic Button to Central Station and the Garden City Police will be notified. If the Director determines that a direct call to 911 is a better choice, the call will be made to inform the police that there is a hostile intruder and we need help immediately.

The person who summoned the police will alert each classroom.

The alert will cue staff that there is a hostile intruder in the building and not to allow anyone access to their classrooms or to release children to any individuals until further notice. Doors would be secured from the inside of the classroom and all children will be kept away from windows and doors to the best of the staff's ability.

When the situation has been resolved, classrooms will be notified All Clear and they may resume normal operations. An incident report will be filed and further actions regarding the individual and the family involved will be considered on an individual basis.

#### Kidnapping

Any staff member who observes a kidnapping should go immediately to the nearest phone and call 911. Important information (license plate numbers, descriptions, etc.) should be written down as soon as possible.

#### Hostage Taking

Should a staff member become aware of a hostage taking, they should contact the Center Director immediately:

911 will be contacted.

Director will determine whether there will be a silent evacuation of the building using routes established for fire drills or whether staff will be directed to secure classrooms and shelter in place.