

LUTHER MEMORIAL  
NURSERY SCHOOL  
&  
PRE-KINDERGARTEN

# PARENT HANDBOOK

(2016-2017)



435 SOUTH MAIN STREET  
NORTH SYRACUSE, NY 13212  
(315) 458-1481  
[www.luthermemorialns.org](http://www.luthermemorialns.org)

August, 2016

# "PLAY IS THE WORK OF CHILDREN"

Dear Parent,

The staff of Luther Memorial Nursery School and Pre-Kindergarten strives to offer your child a loving atmosphere where play, creativity and a wondrous sense of self are encouraged and cherished.

We present a vast array of fun-filled and challenging experiences that will stimulate your child's desire to learn and to facilitate a sense of accomplishment.

We recognize that this is an extremely important time in your child's development. Our purpose here is to support your child's social, emotional, physical and academic growth in a developmentally appropriate program with loving guidance and successful challenges.

Children need a lot of support from several sources. This handbook will be helpful to you throughout your child's early school experiences. We want everyone to feel comfortable and relaxed! Let us know if there is anything more we can do to make this a totally wonderful experience for you and your child.

Most Sincerely,

Cajsa Sheen, Director  
CSheen456@gmail.com



## TABLE OF CONTENTS

Page 1 – Director's Welcome

Page 2 – Our Goals  
When School Starts

Page 3 – Hours of Operation  
Safety & Security

Page 4 – Specialists & Therapists  
Health  
Biting Policy

Page 5 – Toileting Policy  
Birthday Celebrations  
Snacks  
Clothing Recommendations  
Outdoor Activities

Page 6 – Library Day  
School Closings  
Conferences  
Tuition Payments

## THE GOALS OF LUTHER MEMORIAL NURSERY SCHOOL AND PRE-KINDERGARTEN

**A**t Luther Memorial Nursery School and Pre-K, we strive to ease the transition between home and your child's entrance into his or her ever-growing world. Our goal is to provide a happy, pleasant and safe atmosphere where your child may develop socially, emotionally, cognitively and physically.

Play is the work of children. Play provides the foundation for academic learning. By playing, children become independent, self-confident, inquisitive learners. We strive to teach children how to learn. We encourage them to learn at their own pace and to learn in ways that are best for him or her. We are dedicated to encouraging good habits and attitudes, particularly a positive sense self, which will make a difference throughout their lives.



### WHEN SCHOOL STARTS

A new experience can be challenging for everyone. Parents and children may feel anxious as the start of school approaches. As a parent your positive attitude and words can mean so much to your child's successful beginning of school.

If your words and expressions appear unsure and fearful, your child will feel your apprehension. Try:

“School starts soon! You will have so much fun there!”

“I will drop you off....I'll need a big hug and a kiss....then I will come back to get you when school is over!”

Keep it simple, positive and smiley! Once young children learn that you really do come back to get them, they relax and have fun. If a child senses that you are sad about leaving him or her, the child suspects there is something to be fearful about.

Our teachers are very sensitive to this separation time. The best policy is to hug, kiss and leave. We will call you if your child does not seem ready for this step, or you may call us to see how things are going. Please know that we will provide a loving, safe atmosphere for your child during this important time.



**HOURS OF OPERATION**

The morning (AM) session is from 9:00 am until 11:30 am. The afternoon (PM) session is from 12:30 pm until 3:00 pm. Reference the Safety & Security section for the door locking and unlocking times.

We know that occasionally situations arise when you might get delayed; PLEASE call if you will be late picking up your child. Your child will be kept safe and well attended, but we appreciate knowing the situation. We have obligations after school, so being late repeatedly will be addressed.

**SAFETY & SECURITY**

Parents are to bring students into the building.\* Door locking schedule:

<b>AM:</b>	Unlocked: 8:50 Locked: 9:15 Unlocked: 11:20 Locked: 11:35	<b>PM:</b>	Unlocked: 12:25 Locked: 12:40 Unlocked: 2:50 Locked: 3:10
------------	--	------------	--

We ask that each visitor (therapist or volunteering parent) sign in/out when entering/leaving the school. The Visitor Log is located in the director's office.

Only you can designate who picks up your child. Please inform us if there will be a change on your list. A new person may be asked to show identification. School personnel may not transport students to or from school.

**\* DO NOT UNDER ANY CIRCUMSTANCES LEAVE UNATTENDED CHILDREN IN YOUR CAR** while you bring your child in and out of the building – if alerted, we are obligated to notify the police (the station is 3 blocks away). When necessary, we will meet your car at the front door, and can bring your child to the door and wait for you upon dismissal; just let your teacher know of your needs by contacting the teacher in advance or the church office. Please remember: **BACK SEAT AND BUCKLE UP** for children.

## SPECIALISTS AND THERAPISTS

We welcome special education teachers, occupational and physical therapists, speech pathologists and other specialists to our classrooms. If your child has a therapist, please provide the therapist's name, agency name and phone number. Prior to initiating visits, therapists call/meet with the teacher to familiarize themselves with classroom schedules and to discuss student goals.



## HEALTH

New York State requires that all children be fully immunized before coming to school. A copy of your child's current immunization record will be kept on file for the duration of the school year. The school is required to supply the state with information that assures that each child has the appropriate immunization. If for some reason your child does not fulfill the requirement, we may ask that you keep him or her home until the obligation is fulfilled. Also:

- Inform the teacher of any allergies your child may have; however, staff cannot dispense medications to your child (including sunscreen)
- Call the school to let us know why your child is absent
- Keep your child home if he or she has a sore throat, fever (101 degrees or higher), severe cough or is experiencing any kind of stomach or intestinal upset
- Keep your child home 24 hours after intestinal upset (diarrhea), vomiting, or a fever has subsided. Even though your child may want to come back sooner, we trust that your adult judgment will win out
- Start your child's day off right by making breakfast part of the daily routine
- Help your child select healthy foods
- Teach your child to cough and sneeze into a tissue or into a sleeve at the inner part (crook) of the elbow
- Teach your child to wash hands before meals, after blowing his or her nose, and after using the bathroom
- Encourage physical activity and fresh air. Keep stationary activities, such as playing video games, computer activities, and TV watching to a minimum

We utterly *discourage toys that suggest violence....*guns, Super Heroes, etc. If you have them, keep them at home. While gum may be fun at home, it can be a total disaster at school! Please *prohibit gum or candy* from coming to school.

## BITING POLICY

In the event that a child bites another, every effort is made to keep the children safe and prevent biting from recurring. We report the incident to the parents using our Accident Report Form. We keep the identity of the child who did the biting confidential. We work with that child to help her/him learn other ways to express feelings.

## TOILETING POLICY

Each child enrolled in our 3 & 4 year old programs must be able to undress themselves, use the toilet, clean themselves, redress, and wash their hands. Children enrolled in the 2 year old program do not need to be potty trained.



## BIRTHDAY CELEBRATIONS

Check with your child's teacher regarding the class policy on celebrating birthdays. Generally, if you bring a snack for a birthday celebration, **please avoid cupcakes!!!!** It is amazing how far a dab of frosting can travel in a roomful of preschoolers! Cookies, ice cream cups or ice cream sandwiches are some possible alternatives.

## SNACKS

Snacks are offered each day to the children; we ask that the responsibility of providing them be shared by all. Each classroom will distribute a monthly calendar with the children's names on suggested date(s) for parents to send in snacks. Should there be a scheduling conflict, simply make the teacher aware.



We are a nut-free school. A list of snack items to avoid is posted on the website. Milk and 100% juices are welcome. Please do not send in individual juice boxes. Juice boxes generally present problems, so cans or larger containers work out better.



## CLOTHING RECOMMENDATIONS

We encourage comfortable, washable, stress-free clothing for your child. Snaps, buckles, zippers and buttons are an acquired skill!

Easy access at potty time makes it so much easier for the children to be independent. Sneakers or rubber-soled shoes are the safest, most appropriate footwear. Sandals, dress shoes, and flip-flops can be dangerous while climbing and running. We have a supply of clothing to use if spills or accidents occur. Please wash and return the item(s) to school as soon as you can.

PLEASE....LABEL COATS, BOOTS, HATS AND SCHOOL BAGS!!!!

## OUTDOOR ACTIVITIES

All children will be going outside every day if the temperature is 35 degrees or higher (including wind chill). Please dress your child appropriately. Teachers will send notes home if they plan on taking their class out to play in snow.

## LIBRARY DAY

We have a wonderful children's library that Luther Memorial Church has graciously allowed us to use. Eventually, each child will be taking home two books a week, bringing them back the following week, and taking two more new ones home. Your child's teacher will let you know which day is Library Day. Please help us teach your child proper book care and respect. It is a special privilege...one we know the whole family can enjoy.



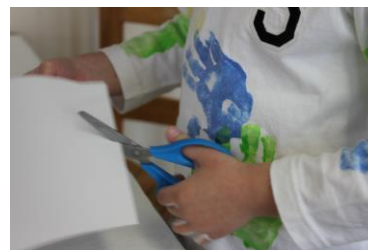
## SCHOOL CLOSINGS

We follow the North Syracuse District calendar as far as holiday and vacation closings are concerned. *Note that we are **OPEN** on their conference days.*

- Snow Days: If North Syracuse District closes, we CLOSE
- If North Syracuse District has a two-hour delay, we will OPEN at our REGULAR TIME
- If North Syracuse District has a one-hour delay, we will OPEN at our REGULAR TIME
- If North Syracuse District cancels morning kindergarten we CLOSE for the whole day
- If North Syracuse District cancels afternoon kindergarten, we will cancel afternoon classes. (Usually North Syracuse will make that announcement mid-morning on bad weather days...have your TV or radio on to listen for those announcements.)

## CONFERENCES

We schedule Parent-Teacher Conferences twice a year, in the fall and spring. You will be notified with plenty of time to sign up. We have found that it is inappropriate to bring your child to a conference.



We are committed to observing your child carefully for any developmental delays or circumstances that might cause concerns. We will not wait until a conference to address these issues with you. The earlier issues are addressed the higher the chance of successfully correcting them! If at any time you have questions or concerns about your child, please do not hesitate to call or talk to us.



## TUITION PAYMENTS

Tuition is set annually. It may be made in one payment or it may be paid monthly. September's tuition is due August 1<sup>st</sup>, *with no refund after August 15<sup>th</sup>*. Thereafter, tuition is due on or before the first of each month. Tuition is not adjusted when school is closed for holidays, inclement weather, or when a child is unable to attend for an extended period of time.