



# Parent Handbook

**Bethany Nursery Group  
511 Amity Road  
Bethany, CT 06524  
(203) 393-3032**

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**Website: [bethannurserygroup.com](http://bethannurserygroup.com)**

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## **BETHANY NURSERY GROUP, INC.** **PARENT HANDBOOK**

Bethany Nursery Group is a non-profit, state-licensed preschool established in 1959 to serve Bethany and surrounding communities. At BNG all students and families are treated with respect, fairness and equality. We strive for positive experiences and growth for all who enter.

### **GOALS AND BEHAVIORAL OBJECTIVES**

The aim of the Bethany Nursery Group is to help each child develop socially, emotionally, physically and academically, as both an individual, and as part of a group. The teachers encourage a child's natural interest in learning new skills, as they acquire new knowledge through instruction, exploration, and play. With a curriculum based on CTELDS (Connecticut Early Learning and Development Standards) and the standards set by NAEYC (National Association for the Education of Young Children), we provide developmentally appropriate activities which ensure that our students enter kindergarten prepared to meet the demands of the Common Core State Standards.

We encourage:

- A child's natural curiosity
- Creativity and imagination
- The recognition of numbers, letters and colors
- The introduction of computer skills
- The physical development of both fine and gross motor skills
- The resourcefulness and independence of each child
- The learning of responsibility
- Writing one's name
- Proper letter formation

The daily program includes both structured and self-initiated activities. Your child will learn through songs, role playing, games, and exploration, as well as instruction. Rich with literature, including traditional stories, and fiction and nonfiction, the children will experience the use of books for pleasure and knowledge. A large variety of centers will give children the chance to explore different topics through art, writing, math and science.

There are also centers to develop creativity, and motor and social skills, including our imagination center, dramatic play center, puzzles and blocks, puppet theater, and sensory table. All of the toys/books/games/activities within the centers change regularly. During centers time teachers will also work with students on individualized and small group instruction/activities.

Our outdoor space is an extension of the classroom, allowing additional space to run, play and explore. An outdoor classroom area provides space for projects, story time, table top toys and more. Numerous outdoor centers provide fun and skill development including art areas, outdoor kitchen, music center, transportation center, sand/rock areas houses and play equipment. We go outside daily, unless it rains or is bitter cold.

Parents are needed to make the yearly experience complete. BNG has an open door policy for all parents. Parents are invited to take part as special guests and Mystery Readers!

### **BNG Daily Schedule**

#### **9:00 Arrival/Bathroom Break**

- Hang coat
- Unpack backpack
- Use Toilet
- Wash hands
- Explore books/tabletop activities in hall

#### **9:15 Morning Activity**

- Teacher led whole group educational game- academic, motor and social skills

#### **9:30 Circle Time**

- Greeting
- Morning Message- letters, numbers, sight words, math skills, etc
- Letter instruction (sound/formation)
- Calendar-counting, one to one correspondence, movement, patterns
- Weather
- Songs-movement, rhyming, counting and more!
- Yoga/stretching

#### **10:00 Primary Story**

- Themes: school, friendship, ice cream, apples, fire safety, pumpkins, holidays, kindness, Dr. Seuss, ocean, fairy tales, family, etc.
- Develop concepts of print (understanding that print conveys message, directionality, book orientation, title, author, illustrator, etc.)

**10:15 Bathroom Break/Snack \***

- Use Toilet
- Wash hands
- 1 healthy snack from home (water provided by school)

**10:45 Centers/Project \***

- Structured play at rotating centers including: Art, Reading, Sensory Table, Imagination Station, Blocks, Puzzles, Math/Science, dramatic play (toys/activities/books change regularly)
- Teacher led small group project based on theme (provides practice with coloring, cutting, gluing, name writing/tracing, letter/number recognition, counting, etc.)

**11:15 Outside/Gross Motor**

- Playground Centers: Swings, Slide, Sandbox, Climber, Play houses, Art, Music, Kitchen, Imagination Station, Transportation Stations
- Yoga, Dance, Music, Obstacle Course, Parachute Games, Theater, etc

**11:45 Supplemental Story\***

- Develop speaking/ listening skills, vocabulary, ability to recognize and produce rhymes, comprehension strategies, love of reading, etc.

**12:00 Bathroom Break/Lunch**

- Use Toilet
- Wash hands
- Lunch and drink from home-please include ice pack, napkin and utensils

**12:30 Read to Self/Dismissal**

- Independently "read" books using picture clues and practice habits of good readers
- Early dismissal students depart

**12:45 Activity/Free Choice Play\***

- Teacher led instruction/game/craft
- Opportunity for unstructured play

**1:15 Supplemental Story\***

- Develop speaking/ listening skills, vocabulary, ability to recognize and produce rhymes, comprehension strategies, love of reading, etc.

**1:30 Outside/Gross Motor**

- Playground Centers: Swings, Slide, Sandbox, Climber, Play houses, Art, Music, Kitchen, Imagination Station, Transportation Stations
- Yoga, Dance, Music, Obstacle Course, Parachute Games, Theater, etc

**2:00 Dismissal**

- Full day students depart

**\*Activities noted with asterisk may take place outside if weather allows**



## **2025– 2026 SCHOOL CALENDAR**

### Opening Day

Orientation (new students) – Tuesday, September 2 (modified day 9-10am)

First regular day – Wednesday, September 3

### **NO SCHOOL on the following days:**

Tues., Sept. 23

Tues., Oct 2

Mon., Oct. 13

Tues., Nov. 4

TBD\*\*

Wed. – Fri., Nov. 26- 28

Tues. Dec 23

Wed.-Fri., Dec.23– Jan 2

Mon., Jan. 19

Fri- Tues., Feb. 13-17

Fri., Mar. 20

Fri. Apr 3

Mon-Fri., Apr. 13-17

Mon., May 25

Rosh Hashanah

Yom Kippur

Columbus Day

Professional Development

Picture Day\*\*

Thanksgiving Break

Early dismissal (12:30)

Holiday Break

Martin Luther King, Jr. Day

Winter Break

Professional Development

Good Friday

Spring Break/Good Friday

Memorial Day-no school/Parade

### Closing Day

Last day of class – Thurs., May 28

Graduation Ceremony (f or graduating fours) -Fri., May 29 @10:00

### **During inclement weather** Bethany Nursery Group will be:

1. **Closed** if the Bethany Community School is closed.
2. If BCS has a **delayed opening**, BNG will have a one and a half hour delayed opening (**10:30**). *No snacks on these days.*
3. If BCS has an **early dismissal**, we will be closing at **12:30**.

**Please use your own discretion in sending children to school in inclement weather.**

**\*\* Picture Day** –This will be a regular day, however, **all children will attend school on this day** for a **modified schedule** -*more info closer to the date.*



# BETHANY NURSERY GROUP, INC.

## TUITION PAYMENT SCHEDULE

### 2025-2026

A \$50.00 processing fee and a \$200 deposit (down payment) are required upon enrolling. Both fees are non-refundable.

Tuition can be paid in full, or can be broken down into monthly installments for your convenience. The deposit is deducted off of the total tuition before calculating monthly installments.

**Monthly installments are due on or before the 1<sup>st</sup> of each month (Sept-May) \$25 late fee thereafter.**

	Processing fee	Deposit	Annual fee	Monthly Installment
2 days 9-12:30	\$50	\$200	\$3395	\$355
3 days 9-12:30	\$50	\$200	\$4565	\$485
4 days 9-12:30	\$50	\$200	\$5600	\$600
5 days 9-12:30	\$50	\$200	\$6635	\$715

	Processing fee	Deposit	Annual fee	Monthly Installment
2 days 9-2:00	\$50	\$200	\$4340	\$460
3 days 9-2:00	\$50	\$200	\$5285	\$565
4 days 9-2:00	\$50	\$200	\$6815	\$735
5 days 9-2:00	\$50	\$200	\$8075	\$875

**\*3 year olds attend 2-5 days starting with T/TH**

**\*\*4 year olds attend 3-5 days starting with MWF**

\*\*\*all options include snack time and lunchtime (not provided)

Contracted early drop off (8:30 am) \$5/day, non-contracted \$10/day

## TUITION

Children are enrolled for a full year. As a non-profit school, the tuition is assessed at a strict budget. Therefore, there will be no refunds for lengthy absences or school closures during the course of the year or if the child is withdrawn. Parents are responsible for completing the yearly tuition.

Upon registration, a \$50.00, non-refundable registration/processing fee is payable for all students. This is not applied towards tuition. A \$200, non-refundable deposit is required for all students to guarantee your spot. This is applied toward the total tuition, and the balance is divided into monthly installments for your convenience.

At any time during the year, you may increase your child's days/hours, as long as space is available. However, due to our non-profit status, and set budget, you may not decrease hours.

*Tuition payments are due on the first of each month. Tuition payments must be received **on or before the 1st**. There is no grace period. Late charges will be assessed as follows:*

Any payment received after the 1st will be assessed a **\$25.00 late charge. Please plan ahead.** Late fee is assessed after the first, regardless of any circumstances - i.e. holidays, vacations, sick days, snow days... BNG does not send invoices. Parents are responsible for making timely payments.

\*Parents must reimburse the school for any bank fees incurred from checks returned for insufficient funds.

Tuition may be prepaid. Tuition payments may be placed in tuition box at school or mailed to 511 Amity Road, Bethany, 06524.

## WORKTIME

Bethany Nursery Groups is a non-profit Cooperation. Parents have an obligation to attend at least one work time per year *for each child enrolled* in our program. This obligation may be fulfilled in one of several ways. While the tasks may be different, it is important that each family contribute the same effort to receive credit. Each family is expected to devote approximately 2 hours during the year towards the maintenance, repair or extraordinary cleaning of our facility.

Mystery Readers, and class presentations are *not* ways to complete work time obligations. We value everyone's participation in these wonderful



projects, and hope that you will do these as a way to be part of your child's experience.

Work time opportunities may include (but not necessarily be limited to...):

- Classroom set-up in August
- Maintaining the upkeep of the playground
- Leaf removal from the playground
- Painting
- Classroom sanitizing in February (an important step in breaking the winter cold and flu cycle)
- Helping at events (ie; PJ Hop)

Occasionally, there are repairs or tasks that can also be credited as work time. We will inform you of these opportunities as they arise. Each family is responsible for making sure work time is completed. Any family that does not complete this obligation will be **assessed a \$50 fee on May 1.**

### **HEALTH**

All children must have a complete physical before entering school. We must have certification of this in our files in order to comply with State Regulations. Physicals are valid for one year from the date of the exam, and the child must be re-examined prior to the expiration date. Vaccinations must be up to date, and flu vaccinations are required by December 31 in order to attend school during flu season. Each parent must supply the name of a doctor, dentist and hospital for their child in case of an emergency. BNG staff is First Aid and CPR certified in case of emergencies. The local Ambulance Corps is also available. Additional health forms must be requested for any allergies or other health concerns.

### **ILLNESS**

No child showing suspicious signs of illness shall be permitted to remain in school. If a situation was to arise, we will notify the parent, or those indicated on your emergency list, to come and take the child home. Colds are often signs of something more serious to follow. Children with a green or yellowish discharge from the nose or a constant cough or runny nose will not be allowed to remain in school. Children who have a **fever of 100+, vomiting or diarrhea must remain home for 24 hours after the last sign of illness!** Remember, if your child is not feeling well he/she will not have a pleasant day at school, not to mention, will spread the illness to others.

*Please notify the school when your child will be absent, including the nature of any illness.* Also, please inform the teachers of any allergies your child has. Additional health forms will be required.

### **CLOTHING**

Clothing should be comfortable, easy to put on or pull off and suitable for, what are often, messy hands-on activities, paint, or outside play. Warm clothing, boots and mittens (no gloves please) are required for cold weather outdoor play. Please label all extra clothing. For your child's safety, please remove all drawstrings from clothing. Children should wear close-toed shoes, sneakers or other appropriate footwear, which is safe for running and climbing. **For outdoor play flip-flops, Krocs or sandals are *not allowed*.**

**At least one complete set of extra clothes** must be kept at school throughout the year. These will need to be kept in a shoe box sized box with your child's name clearly written on it. The plastic storage boxes work well. If your child is still in pull-ups, please keep extras with the clothing (we do not provide these) along with wipes. Also, remember to check the box often to replenish items, and switch out clothes with the changes in season.

In efforts to keep our room clean, children must also keep a pair of **slippers or slip-on shoes** at school (remember, they spend time playing on the floor!). They will be provided with a shoe box to keep these in.

During warmer months, we also ask that you have an additional set of extra clothes in your child's backpack. When the weather is warm, the children may get the opportunity play at an outdoor water table, which may leave some children very wet! During colder month we ask that each child has a **large snow bag for snow pants, snow boots, hats and mittens (no gloves).**

### **LABELING**

Please be sure to label *all* items that are brought to school – coats, lunchboxes, backpacks, etc.

## **OUTDOOR PLAY**

The playground is an extension of our classroom. Outdoor play is an integral part of our program. Please be sure that your child brings a jacket, hat, mittens (no gloves please), boots (snow or rain), snow pants, and warm clothing, when needed. All children must go out. *No one in the class is allowed to remain in the room.* If your child is not able to go out, he/she must be picked up prior to outdoor playtime.

## **DROP-OFF AND PICK-UP**

Please be **prompt** when dropping off and picking up your child. **This is imperative** in order to have a smooth transition for students, and not disrupt our program. Promptness will also avoid the fear and unpleasantness your child might experience, should you not appear at the appropriate time. Repeated tardiness at pick-up will be brought to the attention of the Executive Board for action. Any child not picked up within 10 minutes after the session has ended will have parents or emergency numbers called to make arrangements for the child. If there is an emergency, please call as soon as possible so we may reassure your child. ***\*\*Please program the school's phone number into your phone now (203-393-3032)*** so that it will be readily available in case of emergency. Anyone more than 5 minutes late will be charged an additional fee based on the length of tardiness. ***We understand that emergencies happen, however repeated tardiness may result in fees being doubled, or tardiness beyond 15 minutes which requires the school to pay teachers beyond their contracted time.*** In the extreme situation in which a child is not picked within 30 minutes of dismissal time, and no emergency contacts can be reached, local authorities will be contacted.

If you do happen to arrive late, or during a non- arrival/dismissal time, the doors to the school will be locked. Please use the side door during these times.

We also want to remind parents that no child is to be “dropped off” in the driveway. Please park your car and walk your child to the door. If there is a younger sibling who you would like to remain in the car, please ask another parent to either walk your student in, or stay with your other child if you are entering the building. ***No parking is allowed in front of the door. This is a fire lane.*** Caution should be used in the winter when snow and ice are on the entrance or exit of the church driveway.

\*Please note our ***parking lot is one way.*** Please exit at the far end of the parking lot.

\*\*If a bus is present during dismissal, please ***do not pass to park if lights are flashing.***

### **SNACKS**

Please send in a separate (*small, healthy*) snack each day for snack time. It will be eaten midway through the morning session. Examples of snack are crackers, fruit, cheese, etc. Water will be provided each day with snack. ***Please be sure to include an icepack, napkin and any necessary utensils in each snack bag and have it clearly labeled.*** Our playground is equipped with a picnic area with picnic tables for when we eat outdoors.

### **LUNCHES**

Please provide a healthy, balanced lunch for your child in a bag separate from their snack bag. We encourage eating “growing food first”. Treat/snacks are allowed for after growing food, however, no candy, fruit chews or cakes/frosting are allowed. Also, no sodas or “power” drinks are allowed with meals. ***Please be sure to include an ice pack, napkin and any necessary utensils in each lunch bag, and have the lunch bag clearly labeled.***

### **BIRTHDAYS AND HOLIDAYS**

Birthdays are a very special time for the children at Bethany Nursery Group. Each child will be assigned a day, closest to their actual birthday, in which they may provide a special snack as a birthday celebration. ***No cakes/cupcakes*** are allowed. Other suggestions include, but are not limited to, cookies, ice cream, Jell-O, fruit, pudding... An un-birthday will be scheduled in May for those children with summer birthdays. Special snacks are planned for holidays. Sign-up sheets will be sent through SignUpGenius, to donate requested items for special events.

### **TOILET TRAINING**

Our license issued from the State of Connecticut requires that all children enrolled in our program must be toilet trained. We are not equipped for regular diaper changing, but will handle “accidents” on an “as-needed” basis. Any child experiencing repeat accidents will be required to wear a pull-up until resolved. Pull-ups, must be provided by family, along with

wipes. The school will work with family on a plan. Please speak to the Director if you have any concerns.

### **CAR POOLS**

Parents may organize car pools, but there must be mutual consent and verification by the parent. Children will not be released to anyone without written consent from the child's parent. In the event of an emergency, parents may phone the school to give verbal consent.

### **CONFERENCES**

There will be a scheduled parent-teacher conference time mid-year (typically early February). If parents have any concerns prior to the scheduled conferences, please contact the Director. *Please* do not try to discuss a problem during class time or in front of your child. This takes away from the program planned for your child, and may have adverse effects if overheard by your child. You can make an appointment for a conference or reach the Director by e-mail ([bethanynurserygroup@gmail.com](mailto:bethanynurserygroup@gmail.com)) or by phone (203-393-3032).

### **NO SMOKING/VAPING**

BNG is a tobacco-free environment. Smoking is not allowed in our building or on school grounds. Also, no smoking is allowed on field trips/events in the presence of the children. This includes e-cigarettes/vaping.

### **NO WEAPONS**

Firearms, or other dangerous weapons are not permitted on the premises by any persons other than law enforcement officers.

### **SECURITY**

BNG doors will remained locked whenever school is in session. Please call ahead and use doorbell if arriving at unscheduled times.

## **TOYS FROM HOME**

While bringing toys from home is not allowed, books are always welcome. Certain days will be designated for sharing, at which time, the children will only have their item from home out during sharing time. Please check your child's backpack to be sure toys are not brought in at any other time. They do become a distraction and may be taken away until parents arrive.

## **FIELD TRIPS**

A permission slip is required for each field trip taken. Children will be transported either by bus or in cars driven by parent volunteers. State law requires that each child be in an approved child restraint seat located in the rear seat of the car. Parents are required to provide this seat. On-site fieldtrips typically occur in the classrooms, playground or in the upstairs hall. *\*Please sign off for use of upstairs hall in our enrollment packet as permission slip for fieldtrips occurring there.*

## **EXECUTIVE BOARD**

If you would like to bring a matter to the Executive Board's attention, please set up a time to discuss it with our Director so we may include it on our agenda. Please be sure to attend all educational and informational meetings. This helps avoid misunderstandings on policies implemented by the school.

Our goal is to create a happy preschool experience for each child. However, there may be an occasion when a child cannot adjust to the experience of relating in a cooperative manner to the program, the teachers or the members of his/her group. If a cooperative effort by the parents and teachers is not successful in remedying the problem, it may be suggested, after consultation with the Executive Board, that the child be withdrawn. Each child is subject to a 30 day provisional period, however, concerns may be brought to the board at any time.

The Bethany Nursery Group admits students of any race, color, religion, or national or ethnic origin.

## EXECUTIVE BOARD 2025-26

PRESIDENT

Erin Olmsted  
[evolmsted@gmail.com](mailto:evolmsted@gmail.com)

VICE-PRESIDENT

Kerilyn Apuzzo  
Kepalmieri26@gmail.com

SECRETARY

Erin Olmsted  
[evolmsted@gmail.com](mailto:evolmsted@gmail.com)

TREASURER

Kerilyn Apuzzo  
Kepalmieri26@gmail.com

FUND RAISING

Breana Riskin  
[Breana.riskin@gamil.com](mailto:Breana.riskin@gamil.com)

PUBLICITY

Sarah Russell  
[Sarahrussell9721@gmail.com](mailto:Sarahrussell9721@gmail.com)

## TEACHERS

Director/ Head Teacher

Christine Haiday  
[bethanynurserygroup@gmail.com](mailto:bethanynurserygroup@gmail.com)

Assistant Teachers

Melissa Shea  
Marina Papadopoulos  
Jessica Marsha  
Monica Janus  
Danielle Moffat



## Bethany Nursery Group

### Behavior Management Policy

All staff will use positive guidance, redirection, setting clear limits and continuous supervision to create a safe environment in which each child can develop self-control, self-discipline and positive self-esteem.

When a problem arises, staff will follow the following procedure.

1. The teacher will first speak to the child in a calm and understanding tone, redefining and reinforcing group limits.
2. When the child is engaged in conflict, the teacher will provide the child with options for conflict resolution to enable the child to make appropriate choices in future situations.
3. If the behavior persists, teacher will redirect the child to a different activity. Teacher will remain close to the child, and provide continuous supervision and support.
4. If the child continues with inappropriate behavior, the teacher will have the child move to “time-out” in a different area of the room, but in full view of the teacher. The child will be given time to “cool down.”
5. If the problem persists, the teacher will contact parents to explain the problem, and discuss suggestions on how to handle it.
6. A child who is unable to adjust to the program, therefore presenting difficulties in handling the class, upon the recommendation of the Director and agreement of the Executive Board, may be dismissed. Bethany Nursery Group may dismiss a child from the program at anytime if there is a concern for the safety and/or well being of others.
7. Each child is subject to a provisional period of 30 days to ensure he/she fits the behavioral expectations of the program.
8. The staff shall not use abusive, neglectful, corporal, humiliating or frightening treatment or punishment under any circumstances. No child shall be physically restrained unless necessary to protect the safety and health of the child or others.
9. Actions/words that may create an offensive, hostile or uncomfortable environment are prohibited. Any offenses by an adult family member may lead to termination of contract with Bethany Nursery Group.





## Bethany Nursery Group Supply List

Back pack (large enough to fit lunch bag, snack bag, etc)

Snack bag

Lunch bag (ice pack required)

Shoe box size container for *full* set (or 2) of extra clothes

Slippers/slip on shoes (no laces) to leave at school

Craft supplies: (in gallon size ziplock with name on it)

crayons, scissors, glue sticks, washable markers (other items if desired)

4 x 6 family photo for family tree wall (write child's name on back)

\*Large snow bag during winter months: snow pants, snow boots, hat, mittens

Paperwork:

Registration

Contract

Health forms (good for 1 year from exam date)

Enrollment packet

Tuition

***\*Please be sure all items are clearly labeled with child's name***

# **Bethany Nursery Group**

## **Parent Handbook/Policy Acknowledgment**

\*this form must be filled out and returned for each student

Student name \_\_\_\_\_

### **1. Acknowledgment of Receipt**

\_\_\_\_\_ By checking here, I acknowledge that I have reviewed the Bethany Nursery Group Handbook and policies listed within.

### **2. Acknowledgement of Behavioral Policy**

\_\_\_\_\_ By checking here, I acknowledge that I have received the Behavioral Policy, and it has been reviewed.

### **3. Permission for Publishing of Student Photograph/work.**

\_\_\_\_\_ By checking here, I grant permission for my child's photograph/work to be published. I further understand that no personal information about my child will accompany the image/work. I may withdraw permission at any time, in writing. (Note: if the box is not checked your child will be excluded from having his/her photo/work published.)

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date