



Parent Handbook

**Bethany Nursery Group
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Bethany, CT 06524
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BETHANY NURSERY GROUP, INC.
HANDBOOK 2018-2019

Bethany Nursery Group is a non-profit, state-licensed preschool established in 1959 to serve Bethany and surrounding communities.

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,

through our imagination center, “house” center, puzzles and blocks, puppet theater, and sensory table. Our computer center introduces students to computer skills through educational games. All of the items/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.

We have a large outdoor play area and playground equipment. Our outdoor space is an extension of the classroom, allowing additional space to run, play and explore. The children will remain inside only when it rains or is bitter cold.

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

Daily Schedule

9:00 Morning meeting/Circle time

- After finding name tags and putting them into the attendance chart, teacher-lead activities will be done with the children on the carpet while we wait for everyone to arrive.

- Morning message - once children have arrived teachers will go over the morning message, looking for letters, numbers and even words!

- Calendar - students help find the correct date and follow the pattern to add to the calendar, movements to encourage one to one correspondence

- Weather - children help determine the weather for the day and add it to the chart

- Songs will be sung to reinforce skills such as counting and rhyming, and for movement and fun!

- Morning lesson- children will learn letter skills incorporating programs such as “Handwriting Without Tears”, and math skills through felt board manipulatives and graphs

- Story - children may hear a story based on the current unit or lesson.

9:30 Centers/instructional time

-Children will explore various centers through play, exploration and imagination: reading, writing, art, "imagination" (changes regularly), building, computers, puzzles and games, math/science and sensory tables.
-Teachers will work with individuals/small groups on games/crafts/activities/instruction.

10:15 Bathrooms/hand washing/snack

Please provide a small, healthy snack in a separate bag labeled with your child's name. We will provide water with snack.

10:45 Story

11:00 Outdoor/gross motor play

-Children will enjoy time in our large play yard with various equipment and activities (including sledding in the winter!)
-On days we are unable to go out, children will experience gross motor play through obstacle courses, parachute, music, dance, yoga, theater, etc.

11:30 Dismissal/bathrooms/hand washing - move to Sunshine room for Lunch

-Please provide a healthy lunch. We encourage "growing food first". (Please no fruit chews, candy, sugary drinks, etc.) We provide a "peanut free" table. Also, remember to pack ice packs!

-After lunch children will have free play

12:30 Dismissal/Educational game Activity/instruction/play

-Those who attend until 2:00 will play an educational game with the teachers, practicing skills such as rhyming, sequencing; colors, shapes, letter and number recognition
-children will have time to play while others are taken for small group/individual activities. Whole group activities may also occur at this time.

1:15 Story

1:30 Outdoor/Gross motor play

-these will be chosen from the same list of morning activities, however, if it is an indoor activity, a different selection may be made as in the morning.

2:00 Dismissal

2018– 2019 SCHOOL CALENDAR

Opening Day

3 Year Olds – Tuesday, September 4 (modified day)

4 Year Olds – Wednesday, September 5

NO SCHOOL on the following days:

Mon., Sept. 10

Wed., Sept. 19

Mon., Oct. 8

Tues., Nov. 6

Wed., Nov. 7**

Wed. – Fri., Nov. 21- 23

Fri.-Tues., Dec.21– Jan.1

Mon., Jan. 21

Fri. – Tues., Feb. 15-19

Fri., Mar. 15

Mon. – Fri., Apr. 15-19

Mon., May 27

Rosh Hashanah

Yom Kippur

Columbus Day

Professional Development

Picture Day**(tentative)

Thanksgiving Break

Holiday Break

Martin Luther King, Jr. Day

Winter Break

Professional Development

Spring Break

Memorial Day-parade/no school

Closing Day

3 Year Olds – Thurs., May 30

4 Year Olds –Fri., May 31 (Graduation Ceremony-10:00 AM)

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**). On these days, any 11:30 students will be given the option to stay until 12:30 – *if you chose the 12:30 option on that day, you will need to send in a lunch. 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
2018-2019

New students pay an additional \$50.00 registration fee. All students pay a \$200 deposit. This is deducted off of the total tuition.

ANNUAL TUITION

| | | | |
|----------------|--------|----------------|--------|
| 2 days 9-11:30 | \$2045 | 4 days 9-12:30 | \$4565 |
| 2 days 9-12:30 | \$2720 | 4 days 9-2:00 | \$5600 |
| 2 days 9-2:00 | \$3575 | 5 days 9-12:30 | \$5330 |
| 3 days 9-12:30 | \$3710 | 5 days 9-2:00 | \$6860 |
| 3 days 9-2:00 | \$4340 | | |

| | deposit | Opening Day 2018 | October 1, 2018 | November 1, 2018 | December 1, 2018 | January 1, 2019 | February 1, 2019 | March 1, 2019 | April 1, 2019 | May 1, 2019 |
|------------------|---------|------------------|-----------------|------------------|------------------|-----------------|------------------|---------------|---------------|-------------|
| 2 days (9-11:30) | \$200 | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 | \$205 |
| 2 days (9-12:30) | \$200 | \$280 | \$280 | \$280 | \$280 | \$280 | \$280 | \$280 | \$280 | \$280 |
| 2 days (9-2:00) | \$200 | \$375 | \$375 | \$375 | \$375 | \$375 | \$375 | \$375 | \$375 | \$375 |
| 3 days (9-12:30) | \$200 | \$390 | \$390 | \$390 | \$390 | \$390 | \$390 | \$390 | \$390 | \$390 |
| 3 days (9-2:00) | \$200 | \$460 | \$460 | \$460 | \$460 | \$460 | \$460 | \$460 | \$460 | \$460 |
| 4 days (9-12:30) | \$200 | \$485 | \$485 | \$485 | \$485 | \$485 | \$485 | \$485 | \$485 | \$485 |
| 4 days (9-2:00) | \$200 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 |
| 5 days (9-12:30) | \$200 | \$570 | \$570 | \$570 | \$570 | \$570 | \$570 | \$570 | \$570 | \$570 |
| 5 days (9-2:00) | \$200 | \$740 | \$740 | \$740 | \$740 | \$740 | \$740 | \$740 | \$740 | \$740 |

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 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 fee is payable for new 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.

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, but hope that you will do these as a way to be part of your child's experience, not as an obligation for work time.

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)

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.

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 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.

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 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*.**

A 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!

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 hat, mittens, boots, 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 10 minutes late will be charged an additional fee based on the length of tardiness. In the extreme situation in which a child is not picked up in a reasonable amount of 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 classroom. 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 until you come back out. ***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 (if also staying for lunch) *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 in each snack bag and have it clearly labeled.***

LUNCHES

Lunch will be eaten between 11:30-12:30 for those students who stay beyond 11:30. 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 a lunch pack in each lunch bag, and have the lunch bag clearly labeled.*

BIRTHDAYS AND HOLIDAYS

Birthdays are a very special time for the children at the 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 posted, and volunteers will be needed to supply the food and party goods suggested by the teachers.

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. If your child is still in pull-up, please be sure to provide them, along with wipes. 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. 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. 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) or by phone (203-393-3032).

NO SMOKING

Smoking is not allowed in our building or on school grounds. Also, no smoking is allowed on field trips in the presence of the children.

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.

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 will be suggested, after consultation with the Executive Board, that the child be withdrawn. Parents will be given 7 days written notice. There is no probationary period for children.

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

EXECUTIVE BOARD 2018-19

PRESIDENT

Lauren Sardi
Lsardi2328@gmail.com

VICE-PRESIDENT

Jodi Izzi
Jodic02@aol.com

SECRETARY

Lisa Bedard
firwork15@yahoo.com

TREASURER

Dan Stutsky
enough007@juno.com

FUND RAISING

PUBLICITY

TEACHERS

Director/ Head Teacher

Christine Haiday
bethanynurserygroup@gmail.com

Assistant Teachers

Judy Cofrancesco
Kristin Longo
Melissa Shea

BETHANY NURSERY GROUP, INC.

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.
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.” (Child will always be visible to the staff.)
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. Parents will receive 30 days written notice before child has to leave program.
7. 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.

January, 2009

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 been given 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