



# Circle Nursery School

A Mission of Zion Episcopal Church

Offering top quality non-denominational education since 1977

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[www.circlenurseryschool.org](http://www.circlenurseryschool.org)

## Parent Manual 2023 - 2024

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## **Our History**

In January 1977, a small group of parishioners of Zion Episcopal Church got together and decided that Avon needed a top quality, non-denominational nursery school located in the heart of the community. Thus, Circle Nursery School (CNS) was formed. Now, after more than 40 years of operation, CNS continues to emphasize the importance of top-quality education for children aged three to five. CNS is a mission of Zion Episcopal Church, and a recipient of United Way Funds as designated agency # 1709.

At CNS, we believe that the quality of the staff is the most important element of a good education. We are pleased to introduce Teacher Amanda Driscoll and Teaching Assistants Mande Myers and Kelly Marciniak.

## **Educational Philosophy and Goals**

Circle Nursery School provides an innovative program for preschool education. Children have a curiosity about the world which surrounds them. Our structured, yet flexible, program is designed to respond to and encourage their social needs. The children of CNS will have numerous opportunities to explore art, verbal expression, stories, creative dramatics, games and fingerplays, as well as pre-kindergarten skills. This program is especially designed to enable children to grow to their fullest potential. It is the responsibility of the Teachers and Staff, with the cooperation of the Board, to establish and implement a program that will best fulfill these goals. The most important function of Circle Nursery school is socialization.

## **Our Teachers**

Mrs. Amanda Driscoll joined the Circle Nursery School family in 2015 as our Teacher Director. Amanda grew up in Avon, but has spent 10 years of her adult life living in Plano, Texas. She taught special education in elementary school for several years, following that she was lead preschool teacher for both three- and four-year-olds. She was very involved in her local, state, and national PTA groups and believes that parental involvement is critical to student success. Working with preschool children is her passion. She loves facilitating children's development and learning through science and hands-on activities. Amanda enjoys distance running and loves her other role as a coach where she gets to help people learn to run. Amanda has three children of her own.

Our teacher aides are Ms. Kelly Marciniak and Ms. Mande Myers. Kelly's children are CNS alumni and she served on our board of directors. Kelly is a professional photographer. Mande lives in Avon and has been a teacher aide at CNS for several years.

## **Our Board of Directors**

Board terms are for three years and consist of Zion Episcopal Church members, Circle Nursery School parents, and community members. Policies, procedures and the general operation of school are reviewed and discussed at each meeting. All members have a voice in our continuing effort to provide a top-quality education for our students. Meetings are held once per month. Generally, new members attend meetings as members at large. Then during the second and third years, each member at large becomes an officer and chooses a job that they are interested in doing.

We are always looking for new board members, please consider joining the board.

### **Current members are:**

Chairperson	Carole Hayes
Assistant Chair	TBD
Secretary	Janey Keenan
Treasurer	Kelly Marciniak(not on board)
Fundraising	Emily Hall
Teacher/Director	Amanda Driscoll
Communication Coordinator	Susan Brede
Registrar	Amanda Driscoll
Members at Large	Erin Clark
Hospitality Coordinator	Polly Stapley
Vestry Liaison	Judi Finegan

## **School Calendar and Schedule**

Circle Nursery School classes begin one week after the start of classes in the Avon Central School District, and end the second week in June. CNS follows the Avon school calendar as closely as possible during the school year for holidays, vacations and closings. The ACS calendar is located on their website. Additional days off may be added to ensure student safety, such as a church rummage sale. Parents will be notified well in advance.

- When Avon Central has a half-day of school, CNS will be in session for a full day.
- In the event school needs to close for safety reasons, you will be notified by the “Brightwheel” app and or private Facebook group.
- CNS will be closed on any day that Avon Central School is closed for a full day ie, snow day or superintendent’s conference day.
- If Avon Central has a morning delay, CNS will NOT have a morning class.
- In the event that inclement weather arrives during the morning commute or later, teachers will contact families as soon as possible to cancel classes.

- To find out about school closings check Avon Central Schools facebook page and/or website, watch local TV news broadcasts (Channel 8, 10 or 13), or check local radio facebook pages.

Check your child's backpack daily for progress reports and projects. The hallway bulletin board will have reminders about upcoming dates and events and is also where the sign-ups for parties and special events will be located. Communications will also be sent to the Brightwheel app, the CNS website, and Facebook. If you have any questions please call one of the members of the Board of Directors or a teacher. Please do not call the teacher during school hours.

## **Registration Procedures**

1. All children currently enrolled in Circle Nursery School and children of Board members will have an opportunity to pre-register for the next school year in the following order:

1st - students returning at their current level.

2nd - Children of CNS Board members or Zion Episcopal Church members in good standing.

3rd - Currently enrolled children.

4th - Siblings of currently-enrolled CNS students.

All other children will be registered in the order in which their forms are completed on Brightwheel and payment is received. **\*TEACHERS CANNOT ACCEPT FORMS OR PAYMENTS\***

2. If your child is registered for both kindergarten and CNS, CNS must be notified by July 15th if (s)he will not be attending our preschool in the fall.

3. Waiting lists will be prepared for three-day, four-day, and five-day classes. If an opening becomes available in one of the classes, it will be offered first to the children in the respective afternoon class. Filling this opening will be determined by the preference checked on the registration form and in the order in which the forms and payment were received. Both payment and registration form must be completed at time of enrollment.

4. Changes between classes will only be in extreme circumstances and at the discretion of the Board of Directors.

5. In order to ensure continuity for the children currently enrolled, registrants may be accepted for admission after October 31st of the current school year at the discretion of the Board of Directors.

6. Families of enrolled children are responsible for the full annual tuition, regardless of the child's attendance. If a child must withdraw from CNS mid-year under unusual circumstances, an appeal may be submitted to the Board of Directors for consideration. No refund will be given otherwise.

7. By registering your child, you agree to the tuition policy procedure found in the registration forms and also in the parent manual in the tuition section.

## **Policies and Procedures**

1. Children cannot be left at school before 9:15 am for morning classes, and 12:30 pm for afternoon classes. The hallway doors will not open until 9:10 am for morning classes and 12:25 pm for afternoon.
2. **Parents or caregivers must walk child to and from the building.** Please stay with your child until a CNS staff member greets you. Please do not leave other children/siblings unattended in your car.
3. For the safety of the children, please park only on the school side of the building, so that children do not need to cross the street.
4. **PUNCTUALITY IN PICKING UP IS ABSOLUTELY NECESSARY.** Morning classes close at 11:45am and afternoon classes close at 3:00pm. For each late pick up, parent/guardian will be asked to sign a form stating the reason for the late pick up. The first signature will serve as a written warning, all subsequent late pick-ups after that will incur a \$25 fee. The fee will be increased by \$25 for each subsequent late pick up (ie. \$25 for 2nd tardiness, \$50 for 3rd tardiness, \$75 for 4th tardiness and so on). Late pick up fees will be due at the start of the next class and handed to a teacher for documentation of receipt. If warnings are not taken seriously this could result in your child being dismissed. If a child is not picked up at the conclusion of a session, and all emergency contacts for the child have been attempted, the local Police will be asked for assistance.
5. If someone other than a parent or regular caregiver is to pick up a child, the staff **MUST HAVE** a written note, giving permission to that person.
6. Please inform the staff of any changes in childcare arrangements. Make sure you include telephone numbers, addresses and any other pertinent information.
7. Circle Nursery School requires a health record for each child enrolled in its program. This record must include an up-to-date immunization record that is compliant with NYS guidelines and is acquired before the start of school, as well as any specific medical and/or educational needs the child may have. Failure to provide such a record will result in the child's removal from school and forfeiture of the registration fee. This regulation is in compliance with the N.Y.S. Department of Health guidelines. No child will be able to start school if their health form is not turned in.
8. If your child has been ill within the past 24 hours, please do not bring him/her to school. This policy is to benefit the sick child as well as to protect the other children and staff. Your signature on the Medical Release Form indicates your understanding and compliance with this policy. Please notify the school by 9:00am if your child is going to be absent.
9. Our teachers are not authorized to dispense medications or perform medical procedures. If medications or medical procedures are necessary, it is the responsibility of the parent or guardian to make arrangements. If the teachers deem your child is not well enough to complete the day, you will be notified using the information provided by you on the Family and Child Information sheet to arrange for early pickup.

10. Your child should be toilet-trained during the day in order to attend CNS. This means that the student comes to school in regular underwear, is able to tell the teacher they need to go and goes to the bathroom by themselves. \*NO PULL UPS OR DIAPERS WILL BE ALLOWED\* If your child does have an accident at school the teacher will call you to come and do the wash-up and change. We will not let your child remain in dirty clothes. Children not meeting these benchmarks by November 30th, will be suspended or dismissed from the program pending the Board's review, until he/she can consistently use the bathroom.

Our policy of "being trained" frees our teachers to spend quality time with each of the children in the classroom. The child's spot in the program will be held as long as tuition payments continue to be made on time.

11. Parents are assigned to supply healthy snacks on a rotating basis. Circle Nursery School is a peanut-free classroom to ensure the safety of all students. Please make sure that your snack is peanut-free and check the labels for the product's disclaimer. Often the food may not contain peanuts, but can be packaged in a factory that makes other products made with peanuts. A list of suggested snacks is provided in this manual.

12. All areas of the classroom are peanut and tree nut free to protect those children with allergies

13. No toy guns, weapons or "fighting" action figures are allowed in school for show-and-tell or Halloween.

14. Please do not send candy or gum to school with your child.

15. Children may be permitted to bring their pets to school for sharing with other students. These visits must be pre-arranged by the parent and the teacher and pets must leave the classroom when the sharing segment of the program is over. For the safety of our students, please be prepared to provide proof of updated vaccinations.

16. Field Trips: There must be at least two adults, in addition to the teachers, to accompany each class on field trips. Bus transportation may be used for some trips for which a nominal fee per participant may be charged.

17. Please do not distribute birthday invitations at school.

18. Your child will need a complete change of clothes in a labeled plastic bag to leave at school. Please do not forget underwear and socks. Please label these items so that they can be easily identified.

19. During the school year, we will be doing numerous arts and crafts projects which may involve materials you have at home. The staff will periodically send home a "Wish List" requesting recycled materials and other craft supplies as needed.

20. Any behavioral issues or concerns will be discussed individually and privately with teachers.

21. Pick up/Drop off during class time is inappropriate as it prevents the teachers from devoting their full attention to the children, which is their primary responsibility during those times. Our goal is to

provide a classroom setting where children are able to flourish and learn in a positive, healthy environment. Disruptive, inconsiderate, or inappropriate school age behaviors will be brought to the parent's attention and the teachers will work with the family for resolution of these issues.

22. Folder/Backpack correspondence. Teachers will send home paperwork in the backpack. This paperwork may be separate or included in the weekly correspondence folder that will be utilized to provide weekly updates on the student. These will be sent home Thursday and need to be returned by Tuesday, with a parent signature. When returning the folder, permission slips, book orders, and/or fundraising, it is asked that these be removed from the backpack and placed in the designated bins located in the classroom. Again, **TEACHERS ARE NOT ALLOWED TO COLLECT TUITION PAYMENTS**, and they will not be checking backpacks every school day. Tuition payments may be placed in the locked mailbox in the classroom or the side porch.

23. Each child will have the opportunity to choose a CNS library book on Tuesdays and will need to be returned the following week.

24. Tuition is a set fee and is based solely on budgetary considerations. You are responsible for the full annual tuition, regardless of attendance. Please see the included schedule for payment due dates and information. All late payments will be subject to a late fee. All checks returned to CNS because of insufficient funds, the account was closed, or for any other reason will be subject to a \$35 bank fee. **Repeated late payments can be grounds for suspension, dismissal or result in the inability to register children for upcoming classes.**

25. Classroom volunteering is a great way for you to get to know your child's classroom and friends. Any family member is welcome to volunteer in our classroom for various activities and there will be many opportunities. Please be sure to read and complete the volunteer form which outlines a few guidelines and responsibilities. We appreciate the assistance to make our program successful.

## **Parents Code of Conduct**

In order to provide a peaceful and safe environment, Circle Nursery School prohibits the following behaviors by parents/guardians and visitors.

- Abusive, threatening, profane or harassing communication, either in person, by email or text/voicemail/phone or other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with CNS operations, including the effective operation of the classroom, offices or school grounds, including outdoor events and car pick up/drop off.
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all.

Consequences for violating the Parents Code of Conduct are dependent on the severity of incident(s) and could result in parent/guardian or visitor being banned from school grounds and participation in classroom events. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the Board of Directors to meet the child's educational needs.

## **Snacks**

Parents are required to bring healthy snacks for the class on a rotating basis. Providing snacks gives families a chance to plan a snack together. We ask that you send healthy snacks from the list below and a package of paper napkins or a roll of paper towels. Please be sure that all snacks are PEANUT-FREE.

PLEASE NOTE: IF YOUR CHILD HAS ANY TYPE OF ALLERGY IT IS CNS POLICY THAT AN ALLERGY ACTION PLAN BE SIGNED BY YOUR CHILD'S DOCTOR PRIOR TO ATTENDING SCHOOL. TEACHERS ARE NOT ALLOWED TO ADMINISTER ANY MEDICATIONS DURING SCHOOL HOURS.

## **Snack Policy**

CNS's snack policy complies with Livingston County Health Department regulations. Children need to bring unopened commercially packaged snacks or commercially prepared baked goods. You may send the ingredients for a peanut-less snack mix, but we need to open and mix it at school. Fresh fruit or vegetables are OK if we can wash them (i.e. apples, celery, etc.) or peel them (i.e. bananas, oranges, etc.) at school. We are also required to wear plastic gloves when serving the snack to the children, so please don't be offended if you see us handling your child's snack while wearing plastic gloves. It is a Health Department regulation. Please call or ask if you have any questions.

No Fuss Favorites Include:

\*Popcorn - bagged and popped, or unopened microwave packets.

\*Snack mix - an assortment of unopened boxes to mix together at school.

\*Graham crackers \*Carrot sticks \*Dip \*Pretzels \*Crackers (all kinds) \*Muffins \*Rice cakes \*Cheese

\*Yogurt

**Please reserve cupcakes or cookie cakes for birthday celebrations.**

## **Birthdays at Circle Nursery School**

Your child's birthday is a special day and will be celebrated in school. He or she will be scheduled to bring a snack on or near their birthday. If your child's birthday falls during the summer months, we will designate a "Nursery School Birthday" so that everyone gets a chance to celebrate in school.



One of our goals for the children is to help them develop a love of books and reading that will continue throughout their lifetimes. Parents and teachers both play an important role in modeling reading behaviors and in reading to children. We would like to enlist your support in encouraging reading both at school and at home, and ask parents who are interested to donate a new book to the classroom library. The book should be gift-wrapped so that your child may open it here with the class at story time. You may print your child's name and birth date in the book. It can be a simple Golden Book or maybe a copy of a favorite that your family especially enjoys. If it is a duplicate of one that we already have that is fine. Sometimes it helps to have multiple copies. Our hope is not to make this a burden for anyone, but simply to add some fun to each child's birthday and to add to our classroom library in a meaningful way. We are excited about a new school year and are looking forward to working with each of you and your children.

## **Kindergarten Readiness**

Throughout the year, the teachers will observe the 4 year old students for kindergarten readiness as a tool to help the teachers and parents recognize the child's strengths as well as areas for improvement. Abilities are generally evaluated in the following four categories:

### **1. Large/Small Motor Development**

\*Walks a straight line \*Runs, jumps, and marches \*Hops and balances on one foot \*Controls pencil, crayons and paint brush \*Handles scissors appropriately \*Completes simple puzzles (5 pieces) \*Cuts and draws simple shapes

### **2. Social/Emotional Development**

\*Knows first and last name, parents names, address and phone number \*Can separate easily from parents \*Plays cooperatively with others \*Can take turns \*Maintains self-control \*Able to follow directions \*Participates in group activities

### **3. Cognitive Development**

\*Recognizes primary colors \*Recognizes simple shapes \*Recognizes number 1-10 \*Counts to 20 \*Counts objects \*Can follow a pattern \*Can name various body parts

### **4. Language/Literacy Development**

\*Recognizes letters of the alphabet \*Recognizes and prints first name \*Can repeat songs and fingerplays \*Can tell a story from pictures \*Pays attention \*Talks in front of peers \*Shows an interest in books

## CNS Tuition Schedule 2022 - 2023

	3-day	4-day	5-day
Annual Payment Due 8/15/22	\$1,620	\$2,330	\$2,860
Semester Payments Due 8/15/22 & 2/1/23	\$810	\$1,165	\$1,430
Quarterly Payments Due 8/15/22, 11/1/22, 2/1/23 & 4/1/23	\$405	\$582.50	\$715

There is a one-time only supply fee:

- \$80 for 3-day
- \$90 for 4-and 5-day classes.

Supply fees are made in 2 payments. Half is paid in August and half is paid in February

### **Options for paying tuition:**

- Pay on Brightwheel App
- Mail check to: **Circle Nursery School, 10 Park Place, Avon, NY 14414.** Please write your child's name and CNS in the memo line.

- Drop off check at school at one of the following 2 locations - locked mailbox in classroom on the main porch of the church next to the door.

### **Additional Information**

- The first payment must be received on or before August 15th.
- You have an option of paying in full, by semester, or quarterly. Please see the schedule above.
- IF YOUR PAYMENT IS NOT RECEIVED BY AUGUST 15TH YOU WILL FORFEIT YOUR CHILD'S SPOT AT CNS.
- All checks returned to CNS for any reason will be subject to a \$35 bank fee.
- A \$20 late fee will be assessed if payment is not received by the due date.
- Tuition payments that are more than one month overdue may lead to dismissal of the student.
- In the event of unforeseen financial hardship, please contact the teacher.
- A portion of your CNS tuition may be tax deductible. The CNS employer identification number (EIN) is 22-2511719. We are also a recipient of United Way Funds as a designated Agency #1709. We appreciate your generosity.