



# HANDBOOK

**2021 - 2022**

**3 year old class:** Tuesday and Thursday 9am - 12pm

**4 year old class:** Monday, Wednesday and Friday 9am - 12pm



970 East Main Street, East Aurora, NY. 14052  
655-2958 or 652-5880

## Statement of Philosophy

Nativity Preschool exists to provide children with a time to grow and develop, with respect for each child's readiness. It provides experiences through which children can make discoveries about the world, life and themselves. Its purpose is to present a well-rounded program of quality instruction that will help children develop a love of learning and build a strong foundation for future education.

Nativity Preschool is a non-profit, non-sectarian school. It should be understood that freedom is given to teachers to include grace before snack and to incorporate religious and/ or cultural stories and songs into the curriculum to enhance the explanation of holidays, seasons, and classroom expectations.

Our long-range expectations of growth are centered on the following five objectives:

- **Social Development:** Participating with the group; sharing and taking turns; playing the role of both follower and leader; respecting the rights of others; using manners; increasing self-control; accepting appropriate behavioral limits; communicating freely with peers and adults.
- **Cognitive Development:** Listening and following directions; completing projects; increasing attention span; seeking answers to questions by proposing and testing hypotheses; recalling information; thinking creatively; solving problems.
- **Emotional Development:** Maintaining a positive self-image; tolerating frustration; channeling emotions into socially acceptable outlets; promoting expression.
- **Physical Development:** Increasing strength; endurance and coordination; developing large and small muscle groups.
- **Developments of Healthy Habits:** Learning about and developing good habits relating to hygiene, diet, exercise and sleep.

Nativity Preschool's first emphasis is on social readiness: getting along well and playing well with others, following simple directions and listening well at circle time. The school then gives emphasis to teaching academic readiness: recognizing and writing first name, reciting the alphabet, recognizing upper and lower case letters, beginning to hear letter sounds, counting from 1 through 10, recognizing numbers from 1 through 10, recognizing shapes, identifying simple patterns, identifying colors, hearing rhyming words, learning opposites, making size comparisons, recognizing special relationships and sequencing.



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## Daily Schedule

The following is representative of a typical day at Nativity Preschool. The teachers use this schedule as a guide to structure the day and ensure that the children are involved in a variety of activities. Teachers will consistently evaluate this structure and make changes to best suit the needs of the children.

9:00 – 9:10	Welcome
9:10 – 9:25	Introduction to the day
9:25 – 10:25	Free choice play and with directed craft/academic in small groups
10:25 – 10:35	Clean up time
10:35 – 11:00	Circle Time
11:00 – 11:20	Snack
11:20 - 11:30	Independent book time
11:30 - 11:40	Dress for outdoor play
11:40 - 12:00	Gross motor activities



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### **Drop-Off Policy**

When dropping off your child, please have your child hold his/her coat and bag in his/her hand. Please wait in the entryway or outside following 6 ft social distancing rules. Children will have a temperature check and will be directed to either wash hands or use hand sanitizer prior to entry into the classroom. **Drop off begins at 9:00 and ends at 9:10.** Parents must drop off your child during this period if he/she is planning to attend school for the day. Please make an effort to arrive in a timely fashion. **Doors will be locked at 9:10am.** They will not be re-opened until the end of class. Late admission for a special circumstance will be accepted for that day only. Please use the church entrance in such an instance and check in with Patricia, the church's secretary. When possible, please contact the Preschool in advance on the phone numbers given. **If your child will not be coming to school, please call 655-2958 between 8:30 and 8:50 to let the teachers know. There is no answering system on this line so please wait for a teacher to answer the call.**

### **Pick-Up Policy**

It is important that parents arrange to pick up their child on time (promptly at 12:00pm). Your consideration is truly appreciated. Teachers will not release your child to another person unless a written request is handed to the teacher. Regular carpools established by parents may be recorded with the teacher once they are formed. Our main concern is the safety of each child.

### **Drop-off/ Pick Up Policy Parking Lot**

Please do not leave any children unattended in the parking lot in cars while dropping off or picking up your preschool child from Nativity.

### **Safety**

Your child's safety is of the utmost importance to us, and we encourage the children to be safety-conscious. Car seat use is mandatory for all children when transporting students to and from field trips. Fire drill procedures are in place and drills will be conducted throughout the school year. We also have an established emergency evacuation route. Should we need to evacuate the school



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grounds, we will bring all the children to Westermeier/Martin Dental, located at the corner of Brooklea and Main Street.

### **Illness**

Please do not send your child to school if he/she has any of the following symptoms:

Fever	Inflamed eye (pink eye)	Sore Throat
Wheezing	Rash	Severe Cold

Should any of these symptoms occur during the school day, you will be notified and asked to pick up your child immediately. In addition, please report to the teacher any pertinent health information, especially if your child has been exposed to or contracted an infectious, contagious or communicable illness (i.e. covid-19, chicken pox, head lice, etc.). A child or staff member who has a diagnosed communicable disease will not be admitted to school during the communicable phase of illness. If your child is exposed to such an illness at school, you will be notified. We also ask that your child be illness and fever free (without the aid of any Tylenol/Motrin) for a minimum of 24 hours before returning to school.

In order for our teachers to administer any type of prescription or over the counter medication to your child during the school hours, we must have PARENT and PHYSICIANS'S authorization.

### **Covid-19**

If your child is exposed to covid 19, we ask that you remove your child from the program for a minimum of 2 weeks. This time period may be shortened if the child has a confirmed negative Covid-19 test, the results of which are released to the preschool. Should you choose to travel outside the state of NY, then a quarantine period of 2 weeks will be enforced. We require that you notify the preschool prior to out of state travel, or if not possible, then no later than the day of return from travel. Failure to disclose out of state travel or exposure to Covid-19 to the preschool will result in the child's immediate removal from the program.

### **Addressing the teachers**

The children will address the teachers and parent volunteers as "Miss", "Mrs.", "Ms." or "Mr." followed by his/her last name.



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### **Children's Dress**

Children should arrive at school dressed comfortably in clothing in which they can get dirty (art and cooking projects can get messy). Sneakers or non-slip shoes must be worn at all times (no flip-flops, clogs, etc. including CROCS). Parents must provide a full change of clothing, including socks and shoes, to be kept in the child's backpack. Please label all extra and outdoor clothing with your child's name.

### **Children's Personal Items**

Please encourage your child to leave toys, special blankets, stuffed animals or pacifiers at home. If these items do show up at school they will not be allowed inside the classroom. The items will need to be placed in the child's backpack and/or bin in the hallway.

### **Toilet-trained Policy**

Any child enrolled in the school must be **completely toilet-trained**, as we do not have sufficient facilities for changing diapers or pull – ups. **There will be no exceptions to this policy.**

### **Snack/Birthday Treats/Food Allergies**

Parents will be asked to provide water bottle, napkin or paper towel, and a healthy snack for their child each day. We encourage you to involve your child in the decision, purchase and preparation of the snack whenever possible. We have included a suggested list of snacks in the handbook. ***If your child has any food allergies or sensitivities, please notify the teachers of any dietary restrictions.*** For birthday treats, we ask that you send in individually wrapped cookies, ice cream cups (and spoons) or frozen novelties, like popsicles and frozen Gogurts, in lieu of cupcakes.

### **Party Invitations**

Please do not distribute invitations through the classroom unless **all** the children in the class are invited.



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### **Field Trips**

Field trips are currently suspended due to the COVID-19 pandemic, we hope to be able to reinstate them later in the year. Should we be able to resume field trips, you will be notified in advance of the reinstatement. You will also receive instructions regarding each specific outing.

### **Outdoor Time**

Children should come to school with attire appropriate for playing outdoors, such as a coat/raincoat, snow pants/snowsuit, boots, hats, mittens, etc. This will enable the teachers to incorporate outdoor activities into the school program. Outdoor play will be a regular part of the class schedule. **Please make sure your child comes prepared to go outside every day.**

### **Class Portraits**

In October, local photographer Terry Tomczyk will be taking individual and class portraits. Please refer to the calendar for specific dates. Pictures will be taken during class time and any other pertinent information will be provided prior to the event.

### **Social Media**

Nativity Preschool is active on social media and we encourage you to follow us on both Facebook and Instagram. Please engage with us often! Liking and sharing our posts helps us spread the word about our program. Please note that the teachers do take photographs of the children throughout the year for both the yearbook as well as social media. If you do not wish to have your child's picture shared on social media, please send us in a signed note withdrawing your permission to post their photo.

### **Confidentiality and Distributions of Records**

Information contained in a child's record will be considered privileged and held confidential by the staff and Board members. The school will not distribute or release information in a child's record to any



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party outside of the school without the written consent of the child's parent(s). The school shall notify the parent(s) if a child's record is subpoenaed.

### **Fundraising**

Nativity Preschool has held numerous fundraisers in the past, including basket raffles, collaborations with local shops (including MUSEjar) and parent-only socials. Currently all in person fundraisers are suspended until further notice. If you have an idea for an online fundraiser, or would like to help with fundraising for the Preschool, please speak to a member of the Board, we are always looking for ideas!

Additionally, Nativity participates in the **Scholastic Book Clubs** monthly book order. Attached to the monthly newsletter you will find order forms full of great books at discount prices. Consider not only purchasing books to read with your child now, but also books to grow into, books for other siblings and books for gift giving. Nativity receives points for every purchase, which can be applied toward classroom books and accessories. **When purchasing online please use classroom code H3Y3C.**

### **Progress Reports & Kindergarten Readiness Evaluation**

In order to give parents an opportunity to learn of their child's progress, parent-teacher conferences will be held in the spring. At this time, kindergarten readiness will be discussed for the 4 year old class. Please feel free to contact the teacher at any time throughout the year. The school encourages open communication, and parents are asked to contact the teacher and/or any board member with questions, suggestions or concerns.

### **Weather Related Closings**

Nativity Preschool follows the East Aurora Union Free School District's calendar, and will close if the East Aurora District closes due to inclement weather. For closings please check our facebook page, watch WGRZ Channel 2, WIVB Channel 4, or WKBW Channel 7. You may also consult these stations'





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online listings beginning at 7am. Families will be alerted via text message in the event of school closure. Please contact the registrar if texting is not an option and a phone call is necessary.

## **Discipline**

**Physical Behavior:** It is the intention of Nativity Preschool and its Board members to create and provide a nurturing and safe environment for each and every one of our students. Therefore, it is in the school's policy that physical behavior, which causes harm to another student or teacher, will not be tolerated. It will be at the teacher's discretion in dealing with an incident while following our disciplinary guidelines. If there are continued incidents with the same student, the teacher will address the situation with the parent(s). Nativity Preschool will follow a three-strike policy with regard to physical behavior. First, a warning and discussion will be held with both the student and the parent(s). Second, if behavior continues, the school will suspend the student for a one-week period (two days for the three-year program, three days for the four-year program). Third, if behavior continues and is causing harm to others, the school will remove the student from the program for the remainder of the school year, without tuition reimbursement. While we understand that preschool-aged children are still learning what is appropriate, behavior that is harmful to others cannot be tolerated. If you have any questions or concerns, please do not hesitate to speak directly with the teachers or Board Chairperson.

## **Classroom Behavior**

Discipline and guidance will be consistent and based on an understanding of the individual need and development of a child. Discipline is directed to the goal of maximizing the growth and development of the children and to the protection of the group and individuals within it. Teachers will establish a warm, caring environment for the children. A low-key, but firm voice will be used when disciplining a child. Teachers will always show respect for the children.

## **General rules regarding discipline:**

- Use a firm, calm voice.
- Kneel down; maintain contact at the child's level.
- Talk with the child and explain that his/her action/behavior is not acceptable in the



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classroom.

- Review the rules of the classroom.
- No form of corporal punishment will be used.
- No cruel or severe punishment will be used.

The first policy for disciplining your child at school is redirecting. The child will be encouraged to participate in another activity, in order to alleviate his/her anxiety with regard to the previous situation. This allows the child to regain self-control. The second alternative for disciplining your child at school is referred to as time out. Time out involves showing the child to a separate place in the classroom, away from the other children. Its purpose is to allow the child time to regain control and composure. Time out is used in different ways, depending on the age of the child. It is used only when a child has threatened another child's safety or has destroyed property. No child will spend more than three minutes in time out, except in the event the child needs additional time to regain control.

### **Substitute Teacher Policy**

Due to illness, emergency, appointments and/or evaluations, the school may hire a substitute teacher. The assistant teacher will act as lead when the lead teacher is absent. If a substitute cannot be found, that day's session will be canceled. The decision will be made by 8:30AM and you will be informed.

### **Phone Calls**

When possible, please avoid calling during school hours. However, should an emergency make it necessary to reach the teacher, please call 655-2958

### **Tuition Payment Schedule**

We understand that all financial situations are different and have therefore created 2 options for tuition payment. At this point, you should have chosen a payment schedule and indicated this to the Registrar upon paying your deposit and first installments.

Tuition payments can be made via Paypal (search under [nativityregistrar@gmail.com](mailto:nativityregistrar@gmail.com)) or check (payable to Nativity Preschool) and are due on the first of each month. Payments begin on August 1st,



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with the final payment due on May 1st. If payment is not received within the first 10 days of the month (1<sup>st</sup> through 10<sup>th</sup>), you will be notified by phone or in writing and a late fee will be assessed. If payment is not received by the last calendar day of the month, your child will not be allowed to return to school until the registrar receives payment in full. A fee of \$20.00 will be assessed for checks returned due to insufficient funds. This is in accordance with your signed tuition contract.