

HANDBOOK

2026 – 2027

Jungle Room:

Monday, Wednesday, Friday 9:30am – 12:30pm

Teachers:

Miss Hilary and Miss Lacey



970 East Main Street, East Aurora, NY. 14052

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, nonsectarian school. It should be understood that teachers are encouraged to incorporate religious and culturally diverse 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 leader and follower; 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; understanding and channeling emotions into socially acceptable outlets; promoting self-expression.
- **Physical Development**: Increasing strength; hand eye coordination; 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 first name, reciting the alphabet, recognizing uppercase 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.

Three Year Olds:

9:30 – 9:40	Welcome
9:40 – 10:05	Morning Meeting: Introduction to weekly themes, first story, science spotlight
10:05 – 11:05	Free play, changing table top activities, and guided craft or cooking activity
11:05 – 11:15	Clean up time and bathroom break
11:15 – 11:35	Snack Time
11:35 –11:45	Independent book time
11:45 -12:00	Miss Lacey's mindful minute, where we get in touch with our emotions and feelings and learn ways to express them appropriately, while simultaneously learning body awareness (proprioception).
12:00 -12:30	Gross motor play

Drop-Off Policy

When dropping off your child, please wait outside the Preschool doors. To prevent the spread of germs, children will be asked to use hand sanitizer prior to entry into the building. **Drop off begins at 9:30 and ends at 9:40.** 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 9:40am.** They will not be re-opened until the end of class. **If your child will not be coming to school, please call or text the Lead Teacher, Miss Hilary at 716-491-5030.**

Pick-Up Policy

It is important that parents arrange to pick up their child on time (promptly at 12:30pm). 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.

Safety

Your child's safety is of the utmost importance to us, and we encourage the children to be safety-conscious. Teachers are CPR-Certified. 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. We also have an established emergency evacuation route. Should we need to evacuate the school grounds, we will bring all the children to Westermeier/Martin Dental, located at the corner of Brooklea and Main St.

Child Abuse Prevention

The safety of your children is our top priority at all times. In an effort to ensure safety, the doors are locked during preschool hours. No outside visitors are allowed access to the preschool wing at any time. Teachers are mandated reporters and have completed NYS Child Abuse in an Educational Setting Training. We encourage you to reach out to your child's lead teacher or a board member to discuss any concerns.

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. **Your child must 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 PHYSICIAN'S authorization.

COVID-19

Because the recommended isolation/quarantine procedures are constantly changing, we will defer to current New York State Guidelines. A link to the NYS Website is here: https://coronavirus.health.ny.gov/isolation-quarantine.

Air Quality Protocol

Nativity Preschool will monitor the air quality index and adjust outside time as appropriate. Because preschool-aged children fall into a sensitive population group, we will limit/cancel time outdoors when air quality numbers are follows:

101-150: Outdoor time limited to less than 1 hour

Over 150: No outdoor time

Party Invitations

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

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. We request that a pair of Crocs or similar slip-on shoes that your child is capable of putting on independently, are left at school as "classroom shoes" to keep the classroom tidy. Parents must provide a full change of clothing 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 need to be placed in the child's backpack 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/Food Allergies

Parents will be asked to provide a labeled water bottle, napkin or paper towel, and a healthy snack for their child each day. ***Our classroom is Peanut-Free this year to ensure the safety of all our students. Please send a peanut/treenut free snack each day.** We encourage you to involve your child in the decision, purchase and preparation of the snack whenever possible. ***If your child has any food allergies, please notify the teachers.***

Birthday Celebration/Treats

A small birthday celebration will take place for students on or near their birthday during class. Summer birthdays are welcome to pick a day at the beginning or end of year! If you would like to send in a birthday treat, please coordinate with the teacher in advance. Homemade treats are always welcome! Please remember to keep it peanut/treenut free!

Parent Volunteers

There will be opportunities throughout the year for parents to sign up to volunteer in the classroom for various events, parties, activities. Newsletters will be sent home monthly and posted on the Band App with days/times of volunteer opportunities for that month. If you would like to volunteer throughout the year, please reach out to Miss Hilary.

Field Trips

There may be field trips scheduled throughout the year as planned by the teachers. You will be notified in advance through the monthly newsletter and 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

We will have a local photographer taking individual and class portraits. Pictures will be taken during class time and any other pertinent information will be provided prior to the event. Photos will be available for purchase.

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 complete the Photo Release Form accordingly.

Confidentiality and Distribution 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 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

Fundraisers are an integral part of our school's success! We need your help – parents are strongly encouraged to participate in all school fundraisers. Nativity Preschool has held numerous fundraisers in the past including basket raffles, collaborations with local shops & parent-only socials. Keep an eye out for Pizza Del Aureos night, wreath sales, etc. If you have ideas for a fundraiser or would like to help with fundraising for the Preschool, please speak to a member of the Board.

Scholastic Book Club

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. To purchase online, visit clubs.scholastic.com and search for Nativity Preschool and choose Miss Hilary.

Progress Reports and Teacher/Parent Correspondence

In order to give parents an opportunity to learn of their child's progress, parent-teacher conferences will be held in the fall and spring. Children will be evaluated two times a year to ensure they are functioning at an age-appropriate level. 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.

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. (Two days for the three-year-old 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 President.

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 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 to discipline is to remove the child from the situation and give them a "break" from the overwhelming environment. Children often act out when overstimulated, overwhelmed, or seeking attention, so removing them from whatever is overwhelming them works best. We pride ourselves in meeting the needs of the child and have constructive ways of dealing with behaviors and do NOT use "time outs". Some examples of "breaks" include going for a walk in the building, working on a one on one teacher led activity, engaging the child in a play activity they can participate in independently, a sensory activity, or reading books quietly in a chair to a doll or stuffed animal, etc.

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 parent/grandparent substitute cannot be found, that day's session will be canceled. The decision will be made by 8:30am and you will be informed.

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, watch local news channels for East Aurora School closing notifications. Families will be alerted via email or the Band App in the event of school closure.



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Phone Calls

When possible, please avoid calling during school hours. However, should an emergency make it necessary to reach the teacher, please call Miss Hilary at 716-491-5030.

Tuition Payment Schedule

We understand that all financial situations are different and have therefore created 2 options for tuition payment (pay in full or monthly). 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 (@NativityEA) or check (payable to Nativity Preschool) and are due on the **first of each month**. Payments begin on August 1st, with the final payment due on May 1st. If payment is not received within the first 10 days of the month (1st through 10th), you will be notified by phone or in writing and a late fee of $10 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 preschool 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. Checks may be returned via your child's classroom folder or mailed to: Nativity Preschool, ATTN: Treasurer, 970 Main Street, East Aurora, NY 14052.

Nativity Preschool Volunteer Board of Directors 2026-2027

Our Board is composed of parent volunteers. Please do not hesitate to reach out to any of us with questions or concerns. We are happy to help!
We are always seeking new board members. If you would like to get involved, please contact the Board President.

Board President/Parent Liaisons
Megan Eames
nativitypresident@gmail.com

Treasurer
Luke Eames
nativitytreasurer@gmail.com

Fundraising & Special Events Chairs
Kaileigh Falkner, Beck Murray, Cassie Perillo

Registrar
Mary Clancy
nativityregistrar@gmail.com