

WELCOME!!!

This year your child will discover new areas for personal development and will have the opportunity to gain more self-respect and love for learning and socialization skills.

To you parents, we extend an invitation to participate as much as possible in this experience with your child. Over the years, many Moms and Dads (and grandparents) have enhanced our program with valuable suggestions and contributions of time and talent. All of us have benefited.

Our school is a non-profit school and has been in existence since 1970. A lot has changed in our little town since then. We used to be the only school choice for preschool aged children. We have learned that our school thrives today because our parents believe in our philosophy and tell their friends about us.

Please read this booklet carefully. It defines our school policy in a number of areas. Should you have questions or if we can help in some way, please let us know.

STAFF



Jennifer Goldie Teacher Assistant (left) Piper (middle)
Jenny Waller Director/Teacher (right)
Enjoying some social time together as we are friends in and out of
school!



Jim Pestana
Nursery School Treasurer



**Karen Fisk/Michael Hecht (not pictured)
Co-Chairs, EGCCNS Board Members and current parents**

School Phone 653-3913 (voice mail ext. 13)

**Email: EGCCNS@cox.net
Website: www.egccns.com**

OPERATING POLICIES

East Granby Congregational Church Nursery School

Teachers are trained in early childhood education, and our program is licensed by the State of Connecticut. We regularly participate in professional development courses in the early childhood field to stay updated in the field.

Our nursery school is a non-profit organization located in the East Granby Congregational Church, 9 Rainbow Road, East Granby, CT. The East Granby Congregational Church Nursery School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in

administration of its educational policies, admissions policies, scholarship programs and other school-administered programs.

We are overseen by an all church board of directors that help with changing policies, giving support, marketing/advertising and general employer duties.

We offer :

2 day program for 3 year olds on Tuesday and Thursday 9:00-11:30 AM

3 day program for 4 year olds on Monday, Wednesday, Fridays 9:00-11:30 AM

5 Day program for 4 year olds from 8:15 to 11:30 AM



We use the following state approved consultants:

Early Childhood Education Consultant

Debbie Paskiewicz
Old Church Road
East Granby, CT 06026

Phone: 651-9639

Physician Consultant

Dr. David Howlett
East Granby Family Practice
13 Church Road
East Granby, CT 06026

Phone: 653-4526

Dental Consultant

Robert L. Gordon, D.D.S. Phone: 653-2636
11 South Main St
East Granby, CT 06026

Social Service Consultant

Karen Gogel Phone: 844-7054
Department of Pupil Services
East Granby Public Schools



Philosophy

Our school is one that believes in independence and giving the child the loving support to try new things. We believe that all children are individuals and should be treated as such. Children learn best through play. We refuse to give up free choice in our day while teaching concepts that are needed for each student for the future. We expose "academics" through lessons in reading stories, playing in our room, reading poems, and talking to our students daily. We believe in developmentally appropriate practices and want school to be a safe, happy place for every child who walks in our door. We want everyone to feel comfortable here.

Play: Important or a Waste of Time?

by [Anita Gurian, Ph.D.](#) Clinical Assistant Professor at the NYU Child Study Center

Why is play important for the young child?

The child at play is a child at work. She's not merely having a pleasant time; she's busy learning lots of things. She's finding out how her world works and where she fits in. Play helps a child scale things down to a manageable size. The years from 2 to 6 are often called "the play years" since play thrives during these years and contributes to many aspects of a child's development.

How does make-believe or imaginative play relate to the child's everyday life?

Make-believe play generally emerges at the end of the second year. Children act out everyday and imaginary activities, so their play reflects their lives in miniature. They imitate adults and act out the situations and the relationships they see around them—in play they can assume the roles of parents, bus drivers, store keepers, even television characters. As children try out different roles, they experience situations from different points of view and explore different ways of mastering situations. Play can help a child deal with life changes such as the birth of new baby, moving, parental separation and other life events.

Does play help emotional development?

Play can be a safe way of expressing emotions that are too complex to verbalize. In play a child creates a magical world in which he can be anyone and do anything. He may safely act out emotions and release impulses that would not be acceptable in daily life, such as playing an aggressive game involving punching, hitting, or tearing apart a structure. A child may reenact scenes involving disappointment, fear, anger or jealousy. In this way children gradually learn to acknowledge and cope with their own feelings and feelings of others. Play can also help a child cope with fears. The child is able to reverse roles; in his play he can master scary situations by being brave and fearless. He may become a doctor sewing up a cut; a hunter capturing a lion; a runner winning a race; there's no end to the possibilities.



How does play prepare a child for learning?

Play and learning are intertwined. Play leads to discovery and to reasoning. In addition to conventional toys, children are constantly experimenting with whatever is available; they construct things, tear them down, compare objects and use them in different ways. As they experiment they learn a lot about math, words, symbols and science (what floats, what sinks; heavy/light; large/small; in/out; backwards/forwards; relative sizes).

By means of play children also learn important physical skills that are basic to learning. They gain muscle control, balance and coordination. Play enhances gross motor skills such as jumping a rope and kicking a ball, and fine motor skills such as cutting and coloring. Children gradually learn to identify the activities they enjoy and excel in—from music to science to sports to art.

Does play help children get along with others?

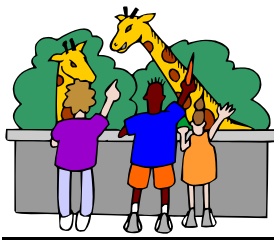
As peers become important, children learn to cooperate in many ways: working towards a shared goal (building a fort, having a tea party, running a show) trading toys, turn taking, having conversations, sharing, and taking turns. They learn to understand the point of view of another person and to resolve conflicts by negotiation and compromise.

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Parent Involvement

School activities (reading days, writing workshops, parties, special programs or fieldtrips) depend upon parent volunteers for much of their success. We will post signs on our Parent Board, send emails and highlight these events on our monthly school calendar. We have a facebook page to help parents stay in touch, see the activities during school via photos, and up to date needs that pop up.



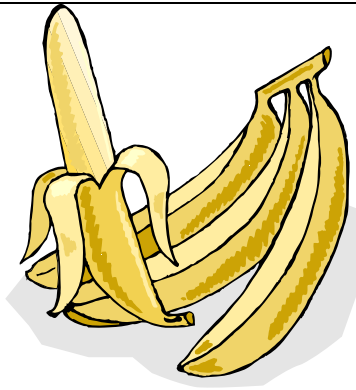
Field Trips and Special Programs

Throughout the year the children will be going on various field trips or enjoying special visitors. Usually these events are planned around our monthly themes.

We depend upon parent volunteers to drive and help chaperone for field trips. Parents may also be asked to pay for field trips.

Please call the school if for any reason your child cannot participate on a given field trip day, or if you will be late. If you are going to be late, you should drive your child to the location of the field trip. Directions will be posted on the parent board outside of the classroom.

Please note: We must insist on a signed permission slip according to state law (no "Permission by phone"). Otherwise your child will not be allowed to attend the field trip.



Nutritious Snacks

Parents will be asked to provide a nutritious snack and drink for their child every day.

OUR SCHOOL IS PEANUT FREE!

We request that snacks be a "healthy choice". Water will be provided daily. Those children who do not wish to have water should bring in juice boxes or milk daily from home. Extra snacks will be kept at school for those children who forget from time to time. We do not have a refrigerator in the room so please plan accordingly. Some families have found it helpful to use insulated snack bags or ice packs to keep snacks cool (if needed). Snack bags should be placed BY YOUR CHILD in the small cubby above where they hang their coats.

Exceptions to our nutritious snack policy can be made for holiday parties and birthday celebrations. (See below)

Birthdays

We enjoy celebrating the children's birthdays at school. Parents may provide snack for the *whole* class for a birthday treat. Snacks can be healthy or a **small** treat such as cupcakes or cookies. Please write on the calendar if you will be bringing snack that day to let other parents know. For those who desire it, we will celebrate an "Unbirthday Party" for all those children who do not celebrate their birthdays during the school year. This works best the last month of our school and parents should discuss a day to do this with the director near that time.

Program Highlights

The curriculum is taught in units or themes designed to help your child learn in a fun, age appropriate atmosphere. We have been known to change a theme dependent on opportunities that have come up, or interests of the students. Monthly, you will receive a newsletter, which specifically communicates this information. Our newsletters are emailed to families. If a month begins and you haven't received a newsletter, please let us know!



Curriculum

Your child's school day is flexible and varied. Below are some of the activities that go on in our classroom. Yearly, schedules are changed to work with individual needs within the classroom or for the class as a whole. We find this approach works best for preschoolers and sometimes find the need to change little things here or there mid-year to keep up with the needs of the children (schedule or curriculum wise). At our school, we put the CHILDRENS needs first and that is often ever changing!

Centers: Children can choose to play with a variety of educational toys which promote large and small motor development and socialization skills. This includes (but is not limited to) blocks, dramatic play, art, puzzles, writing, math ,and library/reading centers.

Circle: Our whole class time consists of discussion of study unit, sharing of experiences, finger plays/music, rhythmic instruments, and reading of books. Our math curriculum is based on Everyday Math theories and is introduced through the calendar and weather activities. Note: We do not always go through each "step" of our circle daily depending on activity level of the group to keep everyone engaged.

Art : Art supplies are out and available during center time and we also have a set "art" center where we ask the children to join us to experiment with our supplies. Some of the activities use standard items such as an easel and paint, colored pencils and markers, construction paper, scissors and glue. Many of these projects will involve process art, sometimes referred to as developmental art. **With process art, the art process and the pleasure of creating is emphasized over the product. FOR THIS REASON,** we respectfully request PLAY clothes be worn to school so children can feel

free to explore without fear of messing up their clothing. Smocks are used, but sometimes even they can't help keep us clean!

Snack: A nutritious snack provided by families daily.

PEANUT FREE!

Show & Tell: Children are assigned days and share during free choice or circle time. Show & Tell will start in late fall or early winter. We will notify you the theme for sharing, as well as when your child will share. For example, during a transportation unit we may ask for a toy that is a form of transportation (car, truck, train, etc.) . If your child feels as if they need to bring in an item for comfort, please let them keep it in a backpack on their hook.
NO TOYS or stuffed animals are allowed at school! We really appreciate your understanding.

Outdoor Play We plan on being outside EACH day weather permitting. **Please mark all your child's outdoor clothing with his or her name.** Clothing should be appropriate for play and temperature. Rubber soled shoes or sneakers are recommended for outdoor play. The sand gets inside "open" shoes such as sandals and it becomes an issue. In the winter the children will go outdoors providing the temperature is at least 20 degrees. We also take into account the wind chill factor, and snowy or icy conditions. Children will be asked to get dressed as much on their own as they can during the winter months in their snowsuits. Please practice "dressing" at home. We request parent helpers to help us on the playground daily.

Movement Ed. This activity is conducted in the C.E.C. (round) room. Children work in groups playing organized large

movement games. They play with hula hoops, balls, and beanbags (to name a few). These lessons focus on balance, rule following, throwing, catching, exploring cause and effect, and interacting with others. We also focus on healthy bodies DAILY through yoga, mediation, and eating healthy.

Writing Workshops (4 year olds only) Very basic, prewriting /writing ideas are shared and explored in a writing journal with parent volunteers and classroom teachers.

Music

The children are exposed to music through a variety of ways in our classroom. We have songs and finger plays that are theme related that we perform daily during circle time. Musical instruments are in the room that your child may choose to play with during free choice time. We also have full class music time with instruments. Visitors are invited in to play guitar, violin, and piano for our students. Music is near and dear to us. You will even hear us singing directions! 😊



Holidays and Inclement Weather

We follow the East Granby Public Schools calendar for all holidays and school recesses. To learn of school cancellations during the winter months, tune your radio to WTIC (1080 AM), WDRC (103 FM) or most local television stations by 7:00 AM for the correct information. We abide by the East Granby Public Schools decision regarding cancellations, late openings or early dismissals. Snow days will be attended on the end of the school calendar. The last day of school will be decided the beginning of May.

East Granby Public School Announcement EGCCNS

Session

1 hour delay	10:00-11:30 AM
90 minute delay	10:00-11:30 AM
2 hour delay	Class cancelled

General Information

School Hours: 8:15 – 11:30 am

Beginning of the year transition-
 We realize that separating from your child when he/she is delivered can sometimes be difficult for both of you, particularly at the beginning of the school year. Please say your goodbye by the door so your child gets used to the transition of coming into the classroom to start his/her day right away. If you need help from the teachers with this transition, please let us know and we will be happy to assist you.

Our door will remain closed until the time that school starts. Please wait until we come to open the door before entering our room.

Teachers require that before school time to prep, work with the students who are there in the classroom (for our 9 AM drop offs) or

are sharing information that is required for the day .Please wait until the door is open to chat with them. They will be HAPPY to give you plenty of time then. Thank you so much! During this time please sign your child in (see parent table). We asked that you sign your child IN and OUT daily.

Please be prompt picking up your child. We carry out professional responsibilities after school; we need time for “wrap up” at the end of each day and prep for the next day before heading off for our afternoon responsibilities. Need to talk? Please make an appointment by calling or emailing the school and we’d be happy to meet with you at a convenient time where we are not rushed!

If you are late more than two times, parents will be charged one dollar per minute after we wait 10 minutes past dismissal time. (11:40 AM) You may pay the teacher who stays with your child during this time.

We request that parents make alternate child pick-up arrangements if you know in advance that you will not be able to pick up your child at the normal dismissal time. Please call us if you will be late for pick up due to extenuating circumstances, such as family emergencies, traffic jams, etc. Please understand teachers have meetings, conferences, and family responsibilities that they may be heading off to at the end of a session so a few minutes unfortunately do matter. Thank you for understanding.

Parent-Teacher Conferences

Parents of 3 and 4 year olds can plan on one parent-teacher conference in November (optional) and another in March. If you have any questions at **any** time, please feel free to ask for a meeting.



Transportation

1. Please park in the spaces provided near the church. For safety reasons we ask you not to park in front of the school entrance or leave other children unattended in the car.
2. Please bring your child directly to the classroom. Do not allow him or her to enter school alone. We cannot be responsible for your child under that circumstance. When we see you in the hallway or at the gate when dismissing outside, we will call your child's name and release her or him to you.
3. If you belong to a carpool or have any change in transportation plans, please inform the school in writing of variations in schedule or drivers OR by verbally telling the teachers and putting this updated information on the dry erase board by the classroom door. We will not release your child to an unauthorized person.
4. The school does not furnish transportation but will help in forming carpools if necessary.

Health

Please do not send your child to school if he or she is coming down with any illness. This includes runny noses, coughing and fever. The school reserves the right to ask you to take your child home should you bring him or her to school ill or your child does not seem well. While at school, if your child has a temperature of 100 degrees or above (via ear thermometer), has had two or more bouts of diarrhea, or has an accident, the parent will be called to come get

their children. In order to protect the health of the other children and staff, if your child has had a fever, or has had bouts of diarrhea, she/he should remain home for at **least 24 hours** after the temperature or diarrhea has returned to normal. Please, inform us before class session begins if your child isn't coming to school. This helps the staff in set-up plans for crafts, snack, etc.

We are not authorized by the state to administer some medications. This includes prescription and non-prescription oral and topical medications. We can administer inhalers when needed (with doctors orders). For those children who require a daily treatment, we respectfully request you complete that at home before coming to school. Please notify us if your child is diagnosed with any the following reportable diseases: strep throat, chicken pox, conjunctivitis, pneumonia, head lice, Lyme disease, fifth disease, ringworm, or scabies. We are permitted to admit Epi pens when all our medical forms are filled out by your doctor. Please replace Epi pens when they have expired. Thank you!

Emergency Procedures

You will receive a form concerning our school procedures in case of injury or illness, fire, severe storms or staff emergency. We do hold fire drills at school!!

Health Form and Information Sheet

Please ask your Physician to complete the health form before school starts. The State Department of Health requires that your child have an annual physical.

NOTE:

We MUST have a copy of your child's Immunization Record PRIOR to entering our program. We will need to deny your child admission should the form not be on file.

This is a state law and a representative of the State Department of Health visits annually to check our records.

Complaint Procedures

Complaints about the school, teachers, or other children should be brought to the attention of the Director. The director will investigate the validity of the complaint and may pass it on to the BOD (Board of Directors). If a parent feels the need to confer with the BOD directly, they may write a letter or call the current Chairperson *after* trying to take the issue to the Director first.

Tuition Policy

All parents receive a Nursery School contract. Also, please make tuition checks payable to EGCC Nursery School and MAIL TO:

Jim Pestana
20 Hickory Drive
Windsor, CT 06095
Phone: 298-8311

Tuition Policy for Twins and Siblings attending Nursery School Simultaneously

Our policy for families with twins is to take 25 % off the tuition for one child. If a family has three or more children in our program during the same school year, the 25% reduced tuition will apply to two tuitions. This policy does not affect registration fees, which must be paid in full for each child.

Termination Policy

The Director will meet with parents and other professionals (per parent permission) to help work through the issues if any student is having problems following daily rules, is having a continuous problem getting along with teachers/students or is harming others. For reasons of clarity, we must include these issues in our handbook should they arise during our school year to be clear for everyone involved, because sometimes it is decided that it is best for a student to leave our school.

Reasons that a student may be asked to leave our school.

- *Failure to pay child care fees.
- *Child is unable to acclimate to setting or follow rules.
- *Child is aggressive and putting other children at risk of harm.

Reasons a parent might feel it best to remove a student from our school.

- *Child is unable to acclimate to setting.
- *Parent has lost job or family is moving.
- *Parent is unhappy with setting.



We hope your experience at EGCCNS is a wonderful one.

Please PRINT, sign and hand this page in by the first day:

EGCC Nursery School
Photo Permission Slip

I _____ give my
child/ren

_____ permission to
be photographed by their school, and /or other parents for
the school, during events, daily activities, and field trips. I
understand that photos can be placed on bulletin boards,
advertisements for the school and the school web site.

_____ Parent
Signature

Check below if you do not agree with the above:

_____ I would rather photos of my child NOT be placed
on the website and/or advertisements in the community but
they can be on bulletin boards.

_____ Parent
Signature

I have read the East Granby Congregational Church Nursery School handbook
and understand if I am late more than two times, I will be charged one dollar per
minute after I make the teachers wait 10 minutes past dismissal time.

Parent Signature/Date

I would like to help with the following this year:

____ be a board assistant (meets monthly/evenings)

____ work as a playground helper (11-11:30 monthly)

I have the following skill/talent I'd love to share: