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Welcome
So Glad You're Here!

208 Rockefeller Lane
P.O. Box 323
Red Hook, NY 12571
(845) 758-0813
Funshine@nyc.twcbc.com
Funshineredhook.com
Follow us on Facebook
Our Mission Statement

“We value the diversity of all children and believe every child needs and deserves to be accepted at his or her own individual level of development with understanding and respect.”
“We strive to guide your children in acquiring the tools necessary to grow towards the next stage of their development, by providing a stimulating environment where children explore, discover and learn.”

Welcome to Funshine Nursery School as we begin our 31st school year! It is our goal that this handbook be both informative and useful throughout your family’s school year. Please let us know if there is any additional information that would be more helpful.

We are licensed through the NYS Office of Children and Family Services and are pleased to be offering day care for children 18 months through 12 years of age.

Your child will have the opportunity to develop and learn through active play alongside caring, supportive adults. Programs are designed to focus on social emotional, cognitive and physical growth. Art, literature, music and movement, dramatic play and block play are just a few of the activities your child can look forward to daily.

We have a website where you can access information, download applications and check for any updates. Please visit us at FunshineRedHook.com and like us on Facebook. We are honored to be sharing in this very important stage of your child’s early development. Contact us at (845)758-0813 any time with questions and ideas as we always value your input.

We look forward to starting a preschool journey with you!

Sincerely,

Kathleen Triebel, Administrator of Operations
Tracey Triebel, Director
EDUCATIONAL PHILOSOPHY

Funshine’s educational philosophy is child centered and developmentally based, knowing that children learn best through play while interacting with their peers and actively engaged in their surroundings. It is our philosophy that your child needs and deserves to be accepted at whatever level of development they are capable of achieving. It is our goal to create a safe environment in which learning is fun, helping your child to enjoy and trust other children and adults, and to learn more about themselves. We believe discipline is a method of guiding children to take charge of their own inner control. It is a positive tool within the classroom. Discipline is not punishment, anger, or hostility; it is gentle and kind. Our discipline incorporates reinforcing positive behavior, modeling appropriate behavior, and redirection. Our goal is to have each child know that we care enough to assist them in developing the necessary learning tools they will utilize throughout their life.

CURRICULUM

Our preschool uses a thematically based curriculum. Your child can look forward to age appropriate play based learning through art, music, literature, cooking, sensory experiences, socialization as well as fine and gross motor activities. Our units incorporate the learning of colors, shapes, counting, and the alphabet. The curriculum is designed to promote positive self-esteem, higher level thinking, self acceptance as well as appreciation of the differences in others. We will be observing your child’s growth in the areas of social-emotional, cognitive and physical development and look forward to parent/teacher conferences and progress reports twice a year.

In addition, there will be several field trips scheduled throughout the year, classroom visitors like Frosty and Cat in the Hat, participation in local parades, an art open house and potluck supper, music and movement class, graduation celebrations and much more!
DAILY SCHEDULE

7:00AM – 9:00AM - BEFORE CARE
Children settle in to start their day. They may have breakfast brought from home. They may choose from a variety of activities to play independently or within a group such as building blocks, puzzles, books, the sensory table, etc. If the weather is pleasant, they may play outdoors.

9:00AM - PRESCHOOL BEGINS
The preschool day begins with morning sign in activities (e.g. identifying ones’ name) followed by a period of free choice play. During this time children choose what activity they would like to engage in. It is a very important time to work on socialization skills with peers such as negotiating, cooperating, sharing and making friends.

9:45AM - CLEAN UP
Children learn responsibilities as they follow directions and work together to achieve a common goal.

10:00AM - CIRCLE TIME
The children gather together to learn what they will be working on for the day. They share about themselves, participate in show and tell, work on calendar skills, make observations and predictions about the weather and engage in stories, song and musical movement pertaining to the current theme. Circle is a great time to enhance listening and language skills as well as problem solving through higher order questioning.

10:20AM: SNACK
While sitting down together to eat as a group, children work on socializing, manners, and fine motor skills with assistance from their teachers. It is a time to relax and build friendships.

10:30AM: GROSS MOTOR TIME
During this time children work on large motor coordination, balance, spatial awareness and strengthening through running, skipping, jumping, climbing and throwing while learning safety and the sharing of equipment.

11:00AM: ART/CENTERS
This is a time for children to create art that is an extension of themselves. Art that focuses on process rather than product allows children to explore their likes and their feelings and is a great tool for increasing self awareness and self confidence. It is also a time to enhance fine motor skills through cutting, gluing and painting, work on decision making skills, as well as learn about colors and shapes. Centers give an opportunity for children to learn and practice skills based on the current theme. Centers include science experiments, prewriting skills, art, mathematics and manipulatives.

12:00PM: DISMISSAL

12:00PM – 3:30 PM
Children that are staying a full day will have time for lunch and rest in between.

3:30PM – 6:00 PM: AFTER CARE PROGRAM
This program will include snack, gross motor activity outdoors or indoors, homework help, art, as well as free choice from a variety of areas within the classroom.
HEALTH REGULATIONS

1. Each child must have proof of an annual physical and updated immunizations kept on file PRIOR to starting school. Please include any lead screening results.

2. Each child must have an updated emergency contact person and phone number on file.

3. Please make your child’s teacher and the office aware of any allergies.

4. If your child requires an inhaler or an epi pen you will need to instruct the teachers on its use and sign a waiver that you have done so. Medication must be in its’ original container with a script. Additional paperwork obtained from the office must be completed and kept on file.

5. We require written parental permission in order to apply topical ointments such as sunscreen and insect repellent (see form on family information board). Topical ointments must be provided by the parent and labeled with the child’s name. Please ensure that any ointment is given to a staff member so as to be kept out of reach of the children.

6. Key criteria for excluding children from the program
   * The child is too ill to participate in program activities.
   * An acute change in behavior. This could be lethargy, irritability or persistent crying.
   * Fever: Temperature above 101F orally or 100F taken axillary or an equivalent method and accompanied by behavior change or other symptoms such as sore throat, rash, vomiting, diarrhea, cough, difficulty breathing or a quick spreading rash. Child must be fever free for 24 hours without the use of medication in order to return.
   * Diarrhea: Diapered children whose stool is not contained in the diaper or if the stool frequency exceeds two or more stools above normal for the child. Toilet trained children if the diarrhea is causing soiled clothing. Blood or mucous in the stools that is not explained by dietary change, medication or hard stools. Confirmed medical diagnosis of salmonella, E. coli, or Shigella infection, until cleared by the child’s health care provider to return to the program.
   * Vomiting more than one time in the previous 24 hours, unless the vomiting is determined to be caused by a non infectious condition and the child can remain adequately hydrated.
   * Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs of illness.
   * Mouth sores with drooling unless the child’s health care provider states that the child is not infectious.
   * Active tuberculosis until the child’s primary care provider or local health department states the child is on appropriate treatment and can return.
   * Head lice until the child is free of eggs and nits and upon approval by the administrator or director.
   * Strep throat or other Streptococcal infection until 24 hours after treatment has begun.
   * Scabies until treatment has been given.
HEALTH REGULATION CONTINUED

6. Key criteria for excluding children from the program continued

* Chickenpox until all lesions have dried or crusted (usually six days after onset of rash).
* Conjunctivitis (Pink Eye) – 24 hours after beginning eye drops/ointment.
* Rubella until six days after rash appears.
* Pertussis until five days of appropriate antibiotic treatment.
* Mumps until five days after onset of parotid gland swelling.
* Measles until four days after onset of rash.
* Hepatitis A virus infection until the child is approved by the health care provider to return to the program.
* Impetigo until treatment has been started.
* Ringworm until treatment has been started.
* Any child determined by local health department to be contributing to the transmission of illness during an outbreak.

***Upon enrollment in the program, all families must provide a written statement signed by a health care provider verifying that the child is able to participate in child day care and currently appears to be free from contagious or communicable diseases. The medical statement must have been completed within the 12 months preceding the date of enrollment.

7. We are now MAT certified and can dispense non emergency medication as well as emergency medication. Please stop by the office should you require additional information.

Revised 3/29/19
PROCEDURES

1. Children will be asked to furnish a daily nutritious snack including a beverage. Morning toddler snack is provided. Children attending full day programming will need to bring two snacks and a lunch including utensils and beverages. * Please remember to label your child’s lunch box and water bottle.

2. School delays and closings:
   When Red Hook School is closed, the preschool will also be closed for both morning and afternoon programs. Day care will be provided weather permitting and based on availability. Please check our website funshineredhook.com, our Facebook page or you may call the Red Hook Central School District at (845) 758-2241 after 5:00am for more information regarding school delays and closings. In the event of a 2-hour delay, the 9:00am preschool classes will begin at 9:30. If there is a 3-hour delay, the 9:00am preschool classes will begin at 10:00am. Classes will still end at their regularly scheduled time.

3. Use extreme caution when dropping off and picking up your child in the parking lot as it can be very busy. Be careful of black ice in the winter months. You must accompany your child into the school and check in with your child’s teacher.

4. Please indicate on your application who will be allowed to pick up your child. We will not release the child to anyone other than the person designated by the parent. Please make sure your child’s teacher knows you are leaving.

5. Children shall be supervised by a qualified staff member at all times, including bathroom times.

6. NY STATE mandates that all nursery school staff report any suspicions of child abuse or neglect. Please let your child’s teacher know about any bumps, bruises, or other injuries.

7. Field Trips – prior notice will be given before all field trips and a signed permission slip will be required. Sign up sheets will be posted for parent volunteers to drive. All children must have an age appropriate child restraint and ride in the back. If you are not driving your child, you must leave a car seat with your child’s teacher, labeled with your child’s name. New Insurance Requirement- We must have a photocopy of your license if you will be driving other children on field trips.

8. Clothing ~ Children should be dressed appropriately in practical play clothes, socks, shoes, and seasonal clothes for outdoor play. We go outside every day if possible, so please send sufficient clothing for the cold weather. Please ensure that all clothing (i.e. jacket, snow pants, etc.) is labelled with your child’s name.

9. Please send in extra clothing including underwear and socks in a bag labeled with your child’s name should your child get wet, muddy, etc. New York State regulations prohibit the use of plastic bags in our center. Please use an alternative bag such as a backpack or a reusable tote when storing items at school.
PROCEDURES (cont.)

10. Lost and Found ~ We do sometimes find that special item that has been misplaced. If your child is missing something, check the basket by the office or see your child’s teacher. We may have tucked it away safely for you. Lost and found items may be donated monthly as we have limited space to store them. Please label everything to ensure items get returned.

11. We will joyfully celebrate birthdays. If you would like to send in a treat you may do so. We will gladly pass out party invitations at school as long as all classmates are invited. Children notice everything we do and if someone is not getting an invitation, hurt feelings could result.

12. Class lists will be provided with addresses, telephone numbers, as well as, email addresses. You may opt out of supplying any of the above information.

13. Contact the office if there are any changes in phone numbers, address, custodial issues or medical information.

14. We will be having a fire drill each month. Teachers and children will be leaving the building and assembling along the back fence of our playground. Attendance will be taken before and after exiting and an all clear signal will be given when children are to return back inside the center. In the event of an actual emergency, you will be called to pick up your child. If for some reason we are unable to stay on the rear playground, we will move to the following locations in order: a. the field across the street from the daycare center. b. Mill Road Primary School, K-2 cafeteria.

15. As per NYS regulations, we will be conducting two shelter in place drills annually. Shelter in place is a response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. Some examples include severe weather conditions, chemical or biological spills, and rabid animal sightings. Parents will be notified prior to when the drills are scheduled. The drills will be discussed in advance with the children in a developmentally appropriate manner. If you would like further information, please see Tracey.

16. The front door will be locked with the exception of arrival and dismissal times. Please ring the intercom to the left of the front entrance and someone will let you in.

17. Please check your child’s cubby daily for newsletters, projects, etc. You will also be receiving an invitation to join Bloomz, an app that our teachers use to communicate and connect with you regarding your child’s time at Funshine.

18. Late Policy Fee ~ Our center is open Monday through Friday at 7:00am and closes promptly at 6:00pm. There will be a $5.00 late fee charged for every ten minutes thereafter.
NON-DISMCRIMINATING POLICY
It is the policy of Funshine Nursery School Inc. to admit and accept all children between
the ages of 18 months through 12 years of any race, color, national and ethnic origin to
all rights, privileges, programs and activities which are made available to students at the
school. We do not discriminate on the basis of race, religion, color, national and ethnic
origin in administration of our educational policies, admissions policies, scholarship and
loan programs and athletic and other school administered programs.

In addition we accept children with developmental disabilities that may or may not be
receiving services from a professional provider.

OPEN HOUSE & POT LUCK/ART SHOW
All family members are cordially invited. Dates will be announced for the summer and
spring events. These are wonderful opportunities to meet other families and connect with
your child.

PARENT/TEACHER CONFERENCES
Two parent teacher conferences are scheduled per year, the first one being late fall and
the second early spring. Dates will be announced and sign-up sheets will be provided by
your child’s teacher. Always feel free to make an appointment to discuss your child’s
progress at any time.

NEWSLETTERS
Each month there will be one or more newsletters concerning school wide events and
activities sent to you via email. In addition, your child’s teacher will be communicating
often through an app called Bloomz. Information to join will be sent out at the beginning
of the school year.

SUBSTITUTE TEACHERS
Anyone wishing to be on the substitute teacher list should see the Director. All potential
candidates will need to be fingerprinted and meet all state requirements.

FUNDRAISING – A NECESSARY ADVENTURE
During the course of the school year we will be participating in several fundraisers. The
profits go to upgrading/replacing equipment and curriculum enrichment (i.e. music, yoga,
field trips, special guest visitors, yearbook, end of year celebrations, etc. We try to offer
a variety of choices for your participation; if you have any ideas please let us know.

Thank you, once again, for all of your support. We welcome any ideas and please feel
free to call us at any time with questions and concerns.

Ready, set, here we go!!!!!!!!!!

Love,

The Funshine Staff
PRESCHOOL REGISTRATION AND TUITION
SEPTEMBER 2019 THROUGH AUGUST 2020

Pre-registration fee: $50.00 per child (non-refundable) 10% discount for siblings

<table>
<thead>
<tr>
<th>CLASS</th>
<th>ANNUALLY</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toddler Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00am-12:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 day Program</td>
<td>$1350.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>2 day Program</td>
<td>$2700.00</td>
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<tr>
<td>3 day Program</td>
<td>$3240.00</td>
<td>$324.00</td>
</tr>
<tr>
<td>4 day Program</td>
<td>$4320.00</td>
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</tr>
<tr>
<td>5 day Program</td>
<td>$5400.00</td>
<td>$540.00</td>
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|                      |           |          |
| 3 Year Old Program   |           |          |
| 9:00pm-12:00pm       |           |          |
| and                  |           |          |
| Pre K Program        |           |          |
| 9:00am-12:00pm       |           |          |
| and                  |           |          |
| PM 12:30pm-3:30pm    |           |          |
| 1 day Program        | $1040.00  | $104.00  |
| 2 day Program        | $2080.00  | $208.00  |
| 3 day Program        | $3120.00  | $312.00  |
| 4 day Program        | $4160.00  | $416.00  |
| 5 day Program        | $5200.00  | $520.00  |

*Children may attend both am and pm classes, with lunchtime allotted in between.

Tuition is broken down into equal payments throughout the academic year. It is not based on the number of days school is in session per month. Tuition can be paid in full for the academic year (September through June), monthly or twice a month (1st and 15th). If you are going on vacation, if your child is ill, or your child misses school for any other reason, TUITION IS STILL THE SAME. There is a 5% reduction if the yearly tuition is paid in advance.
If two children are attending from the same family there is a 10% reduction for the 2nd child. (Advance discount does not apply if you receive a discount for a second child)
Checks should be made payable to Funshine Nursery School and dropped off in the office or mailed to Funshine Nursery School, P.O. Box 323 Red Hook, N.Y. 12571.

* Please do not mail to the physical address at 208 Rockefeller Lane Red Hook.
Please put your child’s name and your name, along with the class your child attends on the check or envelope. There will be a $25.00 late charge for all returned checks.

(Revised 2/28/19)
# DAYCARE REGISTRATION AND FEE SCHEDULE

**SEPTEMBER 2019 THROUGH AUGUST 2020**

Pre-registration fee: $50.00 per child (non-refundable) 10% discount for siblings

Our day care is open from 7:00am to 6:00pm. If your child is coming for the am/pm preschool program and arrives before 9:00am and/or leaves after 4:00pm, you will be charged the day care rate instead of the preschool tuition. The following weekly flat rate is due in total monthly or half on the 1st and 15th of each month.

## WEEKLY RATE

### TODDLERS 18 MONTHS TO 3 YEARS OLD

<table>
<thead>
<tr>
<th>Days</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$63.00</td>
</tr>
<tr>
<td>2</td>
<td>$126.00</td>
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<tr>
<td>3</td>
<td>$189.00</td>
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<tr>
<td>4</td>
<td>$252.00</td>
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<tr>
<td>5</td>
<td>$315.00</td>
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### PRESCHOOL 3 YEARS TO 5 YEARS OLD

<table>
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<tr>
<th>Days</th>
<th>Rate</th>
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<tbody>
<tr>
<td>1</td>
<td>$58.00</td>
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<tr>
<td>2</td>
<td>$116.00</td>
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<tr>
<td>3</td>
<td>$174.00</td>
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<tr>
<td>4</td>
<td>$232.00</td>
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<tr>
<td>5</td>
<td>$290.00</td>
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### EXTRA CARE

If your child is staying longer than the 3 hour class but less than 7 hours (which qualifies you for the daycare rate), you will be charged an $8.60 hourly rate (billed at ½ hour intervals) on top of your preschool tuition. To schedule extra care, please see Tracey or Lenore in the office.

### SCHOOL AGE CHILDREN 5 TO 12 YEARS OLD

The cost is $8.60 per hour. If you are staying 7 hours or more, you will be billed $58 for the day.

Payment is due in total monthly or half on the 1st and 15th of each month. If payment is late and not received in full by the following scheduled pay date, your child may not attend until all monies owed are paid. Persistent late payments are grounds for termination of child care determined by the Director. This policy applies to both preschool tuition and day care charges.

(Revised 2/28/19)
<table>
<thead>
<tr>
<th>SEPTEMBER 2019</th>
<th>MARCH 2020</th>
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<tbody>
<tr>
<td><strong>2</strong> Labor Day building closed</td>
<td><strong>6, 7, 8, 9, 10, 13</strong> Spring Recess Preschool closed daycare available</td>
</tr>
<tr>
<td><strong>3-4</strong> Daycare available</td>
<td><strong>April 2020</strong></td>
</tr>
<tr>
<td><strong>5</strong> First day of preschool</td>
<td><strong>May 2020</strong></td>
</tr>
<tr>
<td><strong>9</strong> Yom Kippur Preschool closed daycare available</td>
<td><strong>MAY 2020</strong></td>
</tr>
<tr>
<td><strong>14</strong> Columbus Day Preschool closed daycare available</td>
<td><strong>June 2020</strong></td>
</tr>
<tr>
<td><strong>11</strong> Veterans Day Preschool closed daycare available</td>
<td><strong>July 2020</strong></td>
</tr>
<tr>
<td><strong>27</strong> No preschool daycare available closing at 12pm</td>
<td><strong>21</strong> Summer program ends</td>
</tr>
<tr>
<td><strong>28-29</strong> Thanksgiving Holiday building closed</td>
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<table>
<thead>
<tr>
<th>NOVEMBER 2019</th>
<th><strong>December 2019</strong></th>
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<tbody>
<tr>
<td><strong>23, 24, 26, 27, 30, 31</strong> Winter Recess Preschool closed daycare available</td>
<td><strong>January 2020</strong></td>
</tr>
<tr>
<td><strong>24 closing at 12pm</strong></td>
<td><strong>February 2020</strong></td>
</tr>
<tr>
<td><strong>25 Christmas Day building closed</strong></td>
<td><strong>31</strong> Presidents’ Day Preschool closed daycare available</td>
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<table>
<thead>
<tr>
<th>DECEMBER 2019</th>
<th><strong>January 2020</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>1 New Year’s Day building closed</strong></td>
<td><strong>1, 2, 3</strong> Daycare available</td>
</tr>
<tr>
<td><strong>20</strong> Martin Luther King Day Preschool closed daycare available</td>
<td><strong>6</strong> Summer program begins</td>
</tr>
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<thead>
<tr>
<th>JUNE 2020</th>
<th><strong>July 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>18, 19</strong> Moving Up and Graduation ceremonies</td>
<td><strong>21</strong> Summer program ends</td>
</tr>
<tr>
<td><strong>22, 23, 24, 25, 26, 29, 30</strong> Daycare available</td>
<td><strong>August 2020</strong></td>
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<table>
<thead>
<tr>
<th>JUNE 2020</th>
<th><strong>July 2020</strong></th>
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<tbody>
<tr>
<td><strong>18, 19</strong> Moving Up and Graduation ceremonies</td>
<td><strong>21</strong> Summer program ends</td>
</tr>
<tr>
<td><strong>22, 23, 24, 25, 26, 29, 30</strong> Daycare available</td>
<td><strong>August 2020</strong></td>
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<table>
<thead>
<tr>
<th>AUGUST 2020</th>
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<tbody>
<tr>
<td><strong>24 through September 7 Building closed for Open House, cleaning and maintenance</strong></td>
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