

FUNSHINE
NURSERY SCHOOL

2021-2022

FAMILY
HANDBOOK

Dear Families,

Welcome to Funshine Nursery School as we celebrate our 32nd school year! We hope that you find this handbook to be informative and useful throughout your time here. Please let us know if there is any additional information that you would find helpful.

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

Your child will have the opportunity to learn and develop through active play alongside caring, supportive adults. Our programming is designed to focus on social, emotional, cognitive, language and physical development. Art, literature, music and movement, dramatic play, sensory play, block play, and outdoor time 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 especially 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!

Best Regards,

Tracey Triebel, Director

MISSION STATEMENT

Our mission is to create a community of teachers, children, and families who value, respect, and nurture one another. Taking the time to establish relationships of caring and trust allows children to feel safe to take the risks necessary to grow and learn. We work together to foster the social, emotional, cognitive, language and physical development of each child. It is our hope that your child's experience here helps build a strong foundation for a lifetime of inquisitiveness and a passion for learning.

ENROLLMENT

We enroll children beginning at 18 months of age. Prior to starting each child must have the following on file:

- a. A completed application, including a \$200 nonrefundable deposit/registration fee.
- b. A current physical signed and dated by your child's medical provider.
- c. An up-to-date immunization record or a letter from your child's health care provider citing medical reasons for the vaccination delay.
- d. A day care registration form which must be updated annually. You will be notified by the office when that needs to be updated.

Current families and their siblings receive priority enrollment. A waiting list is kept, and families are placed as spots become available.

It is the policy of Funshine Nursery School to admit and accept all children between the ages of 18 months through 12 years of any race, color, national and ethnic origin. We do not discriminate based on race, religion, color, national and ethnic origin in the administration of our admissions policies or educational policies. In addition, we accept children with developmental disabilities that may or may not be receiving services from a provider to the extent that we can provide them an appropriate learning environment.

TUITION/FEES

There is a \$200 nonrefundable deposit/registration fee to enroll for the school year, September through June. \$150 of that deposit will be applied to your September tuition payment. There is a \$25 nonrefundable registration fee required to enroll in our summer program. This \$25 fee is waived if you were enrolled and paid the \$50 registration fee for the prior school year.

You will receive a financial contract at the beginning of your enrollment period. Please read it over carefully, sign it and return it to the office. Attached will be your monthly payment plan and that is yours to keep for your records. Full payment on the first of each month or 50% payment on the first and 50% payment on the 15th is required. A late fee of \$20 will be incurred for each tuition payment five business days past due. An additional \$20 will be charged if payment is 10 business days overdue. At that time if payment is not received your child will be unenrolled from the program. Please speak with the Director if you have an extenuating circumstance that will impact your ability to pay tuition on time.

There is a \$25 fee for returned checks.

The center closes promptly at 6:00pm. There is a \$5 late fee charge for every ten minutes thereafter.

CURRICULUM

Our educational program is play based, grounded in research that proves children learn best engaged in movement and interaction with peers and their environment. Opportunities for large periods of uninterrupted play are critical for healthy childhood development in all domains: social emotional, language, cognitive and physical.

Children have daily opportunities to play in the following areas: creative arts, blocks, dramatic play, books and storytelling, sensory play, manipulatives, and outdoor exploration.

We are a Reggio Emilia inspired school and follow the learning standards of the National Association of the Education of Young Children.

Teachers are viewed as facilitators of learning, building upon the experiences and knowledge each child brings to the classroom. Children are seen as respected, capable, contributing members, learning at their own pace and in their own unique way.

The curriculum is designed to be process oriented with a focus on the interests of the children. The teachers assist children with proposing questions, making hypothesis, and seeking answers. The goal is to develop independent, self-confident solution seeking individuals.

EXAMPLE OF OUR 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. As the weather allows, they will 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 to learn what they will be working on for the day. It is also a time for sharing about themselves, reading stories, singing and movement. 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. Gross motor time is spent outdoors whenever possible or in our gymnasium.

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/Lunch for children staying for the afternoon

12:45PM: Rest time/Afternoon class

2:45PM: End of rest time

3:00PM: Snack time

3:30PM – 6:00PM: Outdoor time/free play/art/tabletop activities

MEALTIME

Coming together for a meal is an important time in our center. It's a time to work on developing social relationships, practicing meal etiquette, and improving self-help skills. Teachers sit with the children, modeling appropriate social interaction, proper table manners and assisting with the opening and closing of packaging and containers.

Children arriving early in the morning are welcome to bring breakfast. Staff can warm food in the microwave if needed. There is a refrigerator available if parents want to leave perishable breakfast items such as yogurt, milk, or fruit. Make sure any food left is in a labeled container. Glass containers are prohibited.

Children staying until noon need to bring a nutritious snack and beverage. Children staying through the afternoon need to bring a healthy lunch as well as afternoon snack (afternoon snack is at approximately 3:00pm), along with a refillable water bottle labelled with their name.

We welcome mothers to breastfeed their little ones. If you prefer to do so in a separate, private space please speak with the Director. Accommodations can be made based on availability.

REST TIME

Quiet downtime and napping are vital for every child's well-being. During nap time the lights are shut off, soft music is played, and teachers sit in proximity of the children assisting them when necessary. A staff member is present in the room throughout the entirety of the nap. Should a child wake prior to the end of the nap period, they will transition into the afternoon program with their non napping peers.

We provide your child with a sleeping mat or cot, a pillow and pillowcase, a sheet and a blanket for nap time. You may send in a special item from home such as a stuffed animal, blanket, “lovey” or family photo. Bed rolls are not permitted. Napping materials will be kept separate in individual bags and washed here on Fridays. Items from home will be sent home on Fridays to be laundered and returned the following week.

Toddlers will nap between the hours of 12:30pm and 3:00pm and preschoolers will nap between 12:45pm and 2:45pm. Children who have outgrown naps will have a period of quiet downtime reading books and then continue with the afternoon programming.

Please speak with your child’s teacher if you think it is time to adjust your child’s nap schedule.

FIELD TRIPS

A few times throughout the year we have the opportunity to venture out on a trip into the community. You will be informed about the trip in advance and are encouraged to join us. The office must receive payment and a permission slip prior to the trip. If you are unable to attend, please speak with your child’s teacher as arrangements may be made for another parent to drive your child. Teachers are not permitted to drive the children. For insurance purposes, we must have a photocopy of your license if you will be driving a child other than your own. All children must have an age-appropriate child restraint and ride in the back seat.

GUIDANCE

Behavioral issues are expected and inevitable. There is an abundance of learning that results from these experiences. They are vital opportunities to teach children how to manage their emotions in a constructive manner.

When a child is experiencing a challenge, it is not the time to isolate them, leaving them to process their feelings alone. It is in these moments that we must support the child, providing them with the tools they need to work through their experience.

Our teachers invest a significant amount of time building relationships with children, in order for them to develop trust and feel safe enough to express their emotions and take risks. Staff are present and engaged, role modeling acceptable behavior and providing consistent expectations. Teachers are proactive, designing the environment to minimize issues, ready to redirect actions when necessary and supporting peer problem solving.

STAFF REQUIREMENTS AND TRAINING

All staff are fingerprinted, cleared through the New York Statewide Central Register and Justice League for the Protection of People with Special Needs, and approved by a physician to be healthy enough to work with children.

Staff are required to take thirty hours of training in the field of early childhood every two years. Most staff members are certified in first aid and CPR.

Our teachers are invested, mindful, motivated, joy filled, willing, humorous, patient, empathetic and creative. Every member of this staff brings with them a wealth of knowledge, experience, talents and abilities, making Funshine a very unique, special place to be.

CELL PHONE/SCREEN TIME POLICY

Staff are allowed access to their cell phones for the sole purpose of photographing students and their work. These pictures are used to share with families on Brightwheel, create bulletin boards and our yearbook, and document for planning and conferences. Lead staff are permitted to use a tablet to briefly share a picture or video as long as it is part of a preapproved educational plan.

COMMUNICATION

It is vital that we develop a partnership between staff and families and communicate often. Here are some ways that information is shared:

- a. School wide emails from the office
- b. Class news via the Brightwheel app. You can also privately communicate with your child's teacher through Brightwheel.
- c. Parent teacher conferences held in the fall and again in the spring
- d. Scheduling time to talk with your child's teacher either in person or over the phone
- e. Emailing the office at funshinerh@gmail.com
- f. Calling the office at 845-758-0813

Parents are encouraged to visit and spend time in their child's classroom in an ongoing effort to bridge home and school. In addition, other family members are also welcome. It is a special treat for a child to have a family member spend time in their school environment. Speak with your child's teacher about scheduling time to read a favorite story, share a hobby, make a delicious snack, teach the children family customs or traditions, create art or something else you think the children would enjoy.

Please speak with your child's teacher about circumstances that may impact your child such as illness, birth of a sibling, separation or divorce, move to a new home, death of a family member or pet, or parent travelling. Share with us concerns, humorous anecdotes, milestones, and joyous events so we can know your family better and best support you and your child.

Also, please inform the center when your child will be absent due to an illness, vacation, etc. Never hesitate to communicate with us so we can grow together as a learning community.

All information pertaining to your child and your family will be kept confidential and not released to another party without your consent. Please note the exception of reporting suspected neglect or abuse to the state.

CLASS DIRECTORY

At the beginning of the school year, you will be asked to fill out a form to include any contact information (phone number, email, etc.) you want listed in your child's class directory. The information will be compiled and distributed to all families in your child's class. Families can then utilize the directory to schedule get togethers, send out birthday invitations and the like.

SAFETY

We are a smoke free zone. Smoking/vaping is prohibited on our property for the health of all children families and staff.

Drive slowly when entering and exiting the parking lot and keep a watchful eye out for little ones. Please hold your child's hand, ensuring that your child does not run in front of or behind moving vehicles. Be mindful of icy conditions during the winter season. You must accompany your child into the building and check in with your child's teaching team before leaving.

Our doors remain locked for the majority of the day. Please push the intercom bell and a staff member will unlock the door. If no one responds in a timely manner push the Ring bell. A notification will be sent to the Director's phone and she will be down shortly to let you inside.

Your child will not be released to anyone other than the person(s) designated by you on your application. Should you want to add people to the pick-up list, you must put it in writing and submit it to the office. When someone comes to pick up your child for the first time or they are unfamiliar to the staff member present, they will be asked to stop in the office and furnish a photo id.

The office must have a copy of any official court documents regarding custodial issues and restraining orders. Make sure you contact the office should any changes concerning these documents arise.

HEALTH CARE

Each child must have a current physical and immunization record on file prior to beginning school. The physical must be dated, contain a signature of a physician, physician's assistant, or nurse practitioner, and be updated annually. Vaccine exemptions for religious purposes are no longer permitted in New York State.

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 that have occurred.

Should your child sustain an injury while at school you will receive an incident report that needs to be signed and returned to the office. A staff member will contact you shortly after the incident occurs if it is deemed necessary.

The health and safety of every child is important to us. Please follow our list of key criteria for keeping childing home when they are ill. Children who come to school ill or become ill will be sent home at the Director's discretion.

Key criteria for excluding children from the program

Too ill to participate in program activities

Exhibits an acute change in behavior such as lethargy, irritability, or persistent crying

Fever above 101F orally or 100F axillary or any fever accompanied with a behavioral change, sore throat, rash, vomiting, diarrhea, cough, or difficulty breathing. Must be fever free for 24 hours without the use of medication

Diarrhea - Must be free of loose, watery stools for 24 hours. Confirmed medical diagnosis of salmonella, E. coli, or Shigella infection, must be cleared by the child's health care provider to return to the program.

Vomiting – must not have vomited 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 an appropriate treatment and can return

Head lice - until the child is free of eggs and nits and upon approval by the Director

Strep throat or other Streptococcal infection - 24 hours after treatment has begun and child feels well enough to participate

Scabies - 24 hours after start of treatment

Chickenpox - 24 hours after lesions have crusted and no new spots have appeared

Conjunctivitis (Pink Eye) - 24 hours after treatment has begun, drainage has ceased

Rubella - 7 days after rash appears and 24 hours after symptoms end

Pertussis (Whooping cough) – after completion of antibiotic treatment

Mumps – 6 days after onset of swelling

Measles – 5 days after onset of rash

Hepatitis A – until approved by a health care provider to return

Impetigo – 24 hours after treatment has started

Ringworm – 24 hours after treatment has begun, area must be covered

Influenza – 24 hours fever free without the use of fever reducing medication and well enough to participate

Rash – if deemed contagious, until properly treated

Pin worms – after treatment is complete and symptoms subside

Roseola – after symptoms have subsided

Pneumonia – until fully recovered or has physician’s written permission to return

Bacterial Meningitis – return with physician’s written permission

Coxsackie – no weeping lesions and fever for 24 hours, no blisters in mouth for children who drool

Any child determined by local health department to be contributing to the transmission of illness during an outbreak.

Revised 4/2/20

ALLERGIES/HEALTH CONDITIONS

Contact your child’s teacher and the office to inform them of any allergies or restrictions your child has. If your child requires emergency medication to be kept on the premises such as an inhaler or epi pen or needs special modifications, a health care plan will need to be implemented in conjunction with your child’s physician. Please see the office for further details and requirements. We are unable to administer any other prescription or over the counter medication.

TOPICAL OINTMENTS

We require written parental permission in order to apply topical ointments such as sunscreen, insect repellent or diaper cream. All ointments must be provided by you and labeled with your child’s name. Please ensure that the ointment is given directly to your child’s teacher to be kept out of the reach of children. Apply sunscreen in morning prior

to dropping your child off for school and staff will reapply if your child is staying for the afternoon.

EMERGENCY PROTOCOL

Funshine Nursery School is committed to making the school safe for students and staff. Working closely with NYS Office of Children and Family Services we have devised the following guidelines in the event of an emergency:

In the event that Funshine Nursery School is notified of an incident requiring an emergency protocol response or if Red Hook Central School District initiates emergency protocols, we will initiate our own emergency protocol.

Please know that should an emergency occur; we will do what is necessary to protect children first and then inform you as accurately and fully as we can. Parents will be notified of emergency protocols via Brightwheel. The NYS Office of Children and Family Services does not permit posting notification on our Facebook page or website.

Please keep your child's emergency information up to date. This includes alternate phone numbers for you and any additional persons authorized to pick up your child.

Do not come to the center unless directed to do so by staff or local police officials. Parents will be notified of a reunification time and location (if different from Funshine Nursery School) via Brightwheel. Prior to confirming with local police agencies that dismissal is safe, no one will be permitted to enter or exit the building. If you must pick up your child during an emergency response, you must secure a police escort. Further details on our safety protocol will be kept private for internal staff only. Sharing too much information could become a liability depending on the source of the threat.

FIRE DRILLS

Fire drills are conducted monthly. Children are taught what to expect prior to the first few drills. After the fire alarm is pulled staff and children practice evacuating the center quickly and quietly, assembling along the rear fence of the playground. Each class brings with them a first aid kit, a class directory, a cell phone, and any emergency medications. Attendance is taken before and after exiting the building and an all-clear signal is given when children are to return inside. In the event of an actual fire, you will be called to pick up your child. For safety reasons, if we are unable to stay on the rear playground we will move to the following locations in order: 1. The field across the street from the center. 2. Mill Road Primary School K-2 cafeteria.

SHELTER IN PLACE DRILLS

Two shelter in place drills will be conducted annually. Shelter in place is a response to an emergency that creates a situation in which it is safer to remain inside the building rather than to evacuate. Examples include severe weather conditions, chemical or biological spills, criminal activity, and rabid animal sightings. Parents will be notified in advance of scheduled drills. The drills will be discussed with the children in a developmentally appropriate manner. Children will all join together in one classroom

and participate in quiet play activities for the duration of the drill, approximately 25 minutes.

SCHOOL DELAYS AND CLOSINGS

Funshine Nursery School follows the Red Hook Central School District for closings and delays. When the Red Hook School District is closed, the preschool is also closed. Childcare may be provided weather permitting and based on staff availability. Information will be communicated via Brightwheel. In the event of a 2-hour delay, the 9:00 am preschool classes will begin at 9:30 am. In the event of a 3-hour delay, the 9:00 am preschool classes will begin at 10:00 am. Preschool classes will still end at 12:00 pm. We do our best to remain open during inclement weather. In the event that a storm causes travel to be treacherous, we reserve the right to close in order to ensure staff safety.

CHILDCARE DAYS

There are days that our school is closed, however, we are open for childcare. An email notifying you in advance of the upcoming childcare day(s) will be sent out. You **must** respond in order to secure a spot, regardless of whether it is a day of the week your child is contracted to attend. This is done to ensure proper staff to child ratios.

CLOTHING AND SUPPLIES

Learning can be messy! Children's clothing will get soiled while painting, exploring mud and puddles, cooking, feeding themselves, toilet training or playing in the water or sand table. Please send your child in clothes that you won't mind should they get stained. Leave a full set of extra clothing in your child's cubby in case they need to change and replenish as necessary.

If your child is in the process of toilet training, please leave several pairs of underwear and pants as accidents are natural and expected. Consider sending your child in outfits that are easy for them to navigate, reducing frustration and increasing success during this important stage. For health and sanitation purposes, children are required to wear a diaper, pull up or underwear at all times.

Should your child be in diapers, please provide them along with wipes. Staff will inform you when these items need to be replenished.

Outdoor play is essential. We venture outside all year round, even when it is raining or snowing. Please check the weather before arriving to ensure your child has the proper outdoor gear, such as sunhats and sunscreen in the warmer months, rain boots and rain jacket for rainy days and snow pants, boots, hats and gloves for the chillier times. Send your child in sneakers or other supportive play shoes that you do not mind getting dirty. We encourage you to leave a pair of nonskid slippers or other indoor only shoes in your child's cubby.

Children have the opportunity to ride scooters and bicycles both indoors and outside. Please provide a helmet for your child's safety. It should be labelled with their name and can be kept in their cubby.

PERSONAL BELONGINGS

Each child has a cubby to keep items such as their lunch box, extra clothing, and slippers. Please label belongings whenever possible to ensure their proper return should they get misplaced. Bringing toys from home is discouraged because they may get lost or broken. Regulations prohibit the use of plastic bags in our center. Please use an alternative such as a backpack or reusable tote when storing items at school.

LOST AND FOUND

Please label all your child's belongings so they can be returned if they get misplaced. Should something go missing, check the lost and found basket locate by the office. These items are donated at the end of every month as we do not have the space to store them.

BIRTHDAYS

We will joyfully celebrate birthdays! Please speak with your child's teacher if you plan on sending in treats to share regarding the number of children expected in on that day as well as if there are any food allergies to be avoided.

You are welcome to place birthday party invitations in student's cubbies as long as you are extending an invitation to every child in the class.

FUNDRAISING

Throughout the course of the school year, we will be hosting several fundraisers. Profits go toward purchasing play equipment and materials, guest visitors, our annual art show and potluck gathering, as well as our end of the year celebration. We hope you find a few fundraisers that interest you and we thank you for your participation and support.

CONTACT INFORMATION

Office: 845-758-0813

Director: Tracey Triebel

Assistant Director: Mara Goulette

Administrative Assistant: Lenore Rathjen

Physical address: 208 Rockefeller Lane, Red Hook, NY 12571

Mailing address: P.O. Box 323, Red Hook, NY 12571

Email address: Funshinerh@gmail.com

Website: Funshineredhook.com

Follow us on Facebook & Instagram @ Funshine Nursery School

Revised 8/18/21

6 Labor Day – building closed
8 First day of school
16 Yom Kippur -school closed, childcare available upon request

SEPTEMBER '21						
S	M	T	W	Th	F	S
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MARCH '22						
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11 [Columbus Day](#) – school closed, childcare available upon request

OCTOBER '21						
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APRIL '22						
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11,12,13,14,15 Spring recess – school closed, childcare available upon request

11 [Veterans Day](#) – school closed, childcare available upon request
24 Thanksgiving Eve – school closed, childcare available until 3:00pm upon request
25-26 [Thanksgiving Holiday](#) – building closed

NOVEMBER '21						
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MAY '22						
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30 Memorial Day – building closed

24 School closed, childcare available until 3:00pm upon request
25 [Christmas Day](#)
27,28,29,30,31 Winter break - school closed, childcare available upon request

DECEMBER '21						
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JUNE '22						
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17 Last day of school
20 Juneteenth – school closed, childcare available upon request
21 Graduation ceremonies - school closed
22,23,24 School closed, childcare available upon request
27 Summer program begins

01 [New Year's Day](#)
17 [M.L. King Day](#) – school closed, childcare available upon request

JANUARY '22						
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JULY '22						
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31						

04 [Independence Day](#) – building closed

21 [Presidents Day](#) – school closed, childcare available upon request

FEBRUARY '22						
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AUGUST '22						
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5 Summer program ends
8 Building closed until fall session begins September 7th

