



# Parent/Guardian Handbook

2021-2022

Ellwanger-Barry Nursery School  
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## **EDUCATIONAL MISSION**

Ellwanger-Barry Nursery School (EBNS) is committed to promoting children's social, emotional, cognitive and physical growth within a warm and loving setting. We recognize the vital importance of play as a medium for learning and for providing a firm foundation for later academic success. Children are encouraged to express themselves verbally, emotionally, and creatively through rich and diverse media of language, art, dramatic play, block building, music and movement. The special relationship children have with nature receives particular emphasis in our program. We draw upon the children's curiosity and sense of wonder as we closely follow the changing seasons, nurture classroom animals and explore and handle many objects from the natural world. Our goal is to integrate and encourage children's innate eagerness to learn with deep and enduring respect for their relationship with the world around them.

## **CO-OPERATIVE MISSION**

As a parent-run cooperative we are committed to working together to achieve the very best for our school, our children, and our family community. This means dreaming together, talking together and acting together. We work with shared decision making, shared responsibility and shared action. All families are expected to actively participate in school life, and although the Board functions as the representative voice of the school, our meetings are open, and the ideas and opinions of all community members are sought and valued.

## **GOALS**

EBNS seeks to supplement the home environment with positive social, creative, and educational experiences. Our nursery school strives to enrich the preschool experience in many ways:

- Encourage the use of imagination and the expression of thoughts, feelings, and ideas through socio-dramatic play.
- Help develop skill in using the body in interactive play, in using equipment chosen for development of muscular coordination, and in rhythmic response to music.
- Help the child learn to share play materials, possessions, and the attention of adults.
- Provide the opportunity to experiment with paint, clay, sand, and water, and with other materials that are not always available at home.
- Ease the child's transition from home to school.
- Provide opportunities for parents to gain new perspectives and to grow with their children as they share in the nursery school experience.

## **ORGANIZATION OF SCHOOL**

The school's membership consists of all parents of children enrolled in the school. A Board of Directors is designated each year in May to serve as officers during the coming year. Elections are held as necessary. The incoming Board takes office in June and works with the outgoing Board in a transition period through May and June. All business of the school is conducted by the EBNS Board of Directors in consultation with the membership.

The Board of Directors holds monthly Community Meetings throughout the year, where EBNS business is conducted according to the official bylaws. This Parent/Guardian Handbook summarizes the pertinent contents of these bylaws. A copy of the official bylaws is kept on the school premises for reference by members.

All EBNS Board meetings are open to the community. Parents of enrolled children are invited and encouraged to attend and participate. The dates and times of the meetings are published ahead of time in order to maximize parental participation.

The specific tasks necessary for operating the school are delegated to standing teams that are led by Board officers. All EBNS families are expected to support school operations by assisting in the work of at least one of these teams and will be assigned a school job, aka. community contribution through a selection process overseen by the Board. Ideally jobs are given and turned over to the successor by May 31<sup>st</sup>. All positions are potentially year-round positions. The job assignment process is designed to accommodate family preferences to the greatest possible degree and also takes special circumstances into account. The currently established Board offices and teams and their functions are listed below.

## **Team Breakdown**

### ***Administrative Team***

- Chair/Church Liaison (Board Officer)
- Vice-Chair/Parent Liaison (Board Officer)
- Secretary/Health Clerk (Board Officer)

### ***Finance Team***

- Treasurer (Board Officer)
- Assistant Treasurer
- Bookkeeper (hired from outside)

### ***Registration Team***

- Registration Chair (Board Officer)
- Assistant Registrar
- Assistant Registrar

### ***Fundraising Team***

- Fundraising Co-Chair Team A (Board Officer)
- Fundraising Co-Chair Team B (Board Officer)
- Fundraising Events Coordinator Team A
- Fundraising Events Coordinator Team A
- Fundraising Events Coordinator Team B
- Fundraising Events Coordinator Team B

### ***Publicity Team***

- Publicity Chair/Online Publicity Coordinator (Board Officer)
- Publicity Assistant/Webmaster

### ***Upkeep Team***

- Upkeep Chair/Supplies Coordinator (Board Officer)
- Upkeep Assistant
- Scheduler

### ***Hospitality Team (Team Overseen by Vice-Chair)***

- Hospitality Team Leader (MWF)
- Hospitality Coordinator (T/Th)

## **Teams and Jobs Detailed Breakdown**

### ***Administrative Team***

#### ***Chair/Church Liaison*** - (Reports to Board)

- Attends monthly Community Meetings
- Promotes community/team environment at the school
- Presides over meetings and special meetings
- Oversees Committee and Board officer work with Vice-Chair
- Ensures all positions are filled in coordination with Vice-Chair
- Manages summer business
- Schedules and coordinates Mandatory Parent Meeting
- Participates in Ice-Cream Social – gives tours to new parents
- Coordinates rental contract with church by July 31<sup>st</sup>
- Creates annual school calendar and sends to parents
- Presents teacher contract by April 1
- Assists incoming Chair as needed
- Liaison between teacher and school
- Liaison between church and school
- Trains Co-Chair (if there is one) to be next Chair
- Updates and maintains a notebook/folder to pass on to successor

#### ***Vice-Chair/Parent Liaison*** – Reports to Chair

- Attends monthly Community Meetings
- Officiates in absence of Chair
- Oversees committee and Board officer work with Chair
- Ensures all positions are filled in coordination with Chair
- Informs families about Board and committee job assignments
- Ensures new families feel welcome and understand how school functions
- Coordinates Winter holiday and end-of-year gift for teacher
- Holds onto school's charter for the year and passes it on to the next Vice-Chair
- Prepares end of year survey and manages results
- Oversees Hospitality Team
- Updates and maintains a notebook/folder to pass on to successor
- Trains successor

#### ***Secretary/Health Clerk*** – Reports to Chair

- Attends monthly Community Meetings
- Records board minutes
- Reviews prior years minutes before Community Meetings
- Prepares agenda for meetings
- Maintains school's institutional memory
- Prepares and preserves all official documents
- Handles official correspondence
- Maintains/organizes online files on Google docs
- Updates and maintains a notebook/folder to pass on to successor
- Files Health Form information with NYS (due March, but do it by the end of October)
- Attends and assists at Open House
- Trains successor

## ***Finance Team***

***Treasurer (Chair)*** - Reports to Chair

- Acts as liaison with the Bookkeeper
- Requests and provides financial reports for Community Meetings
- Pays the bills
- Deposits payments
- Prepares and updates budget
- Handles banking needs with Fundraising Chair
- Uses discretion to refund parent expenses
- Trains successor

***Assistant Treasurer*** - Reports to Treasurer

- Assists Treasurer
- Learns role of Treasurer with the intention of taking over the position next year
- Collects payments and application fee checks
- Provides tax receipts
- Trains successor

## ***Registration Team***

***Registrar (Chair)*** - Reports to Chair

- Attends monthly Community Meetings
- Seeks to ensure full enrollment
- Fields inquiries from prospective families which cannot be answered by the Recruiter/Assistant Registrar and/or need Board approval.
- Reviews updates to the Contact Log from the Assistant Registrar.
- Responds to families regarding inquiries that cannot be fielded by the Recruiter/Assistant Registrar.
- Receives and processes applications; sends acceptance letters and waiting list letters during enrollment period
- Manages waiting list and keeps class lists up to date
- Attends Open House to assist the Assistant Registrar.
- Updates and maintains a notebook/folder to pass on to successor
- Trains successor

***Assistant Registrar*** - Reports to Registrar

- Assists Registrar
- Learns role of Registrar with the intention of taking over the position next year
- Checks phone messages and responds to routine inquiries from prospective families, such as questions about the school that can be answered by looking at the website, or requests to set up a tour.
- Maintains the contact log in Google Drive and informs Registrar of any updates so that Registrar is aware of the status of all interested families.
- Contacts the Registrar with any questions that require Board approval or are out of the ordinary.
- Arranges school tours for some prospective families who cannot attend Open House
- Assists with Open Houses and acts as the face of the school at Open Houses, assisted by the Registrar and Clerk.
- Calls attendees a week after Open House using the sign-up sheet. Updates the contact log to reflect their level of interest. Only calls the attendees who have not yet submitted an application -- Registrar processes all applications.
- Trains successor

## ***Fundraising Team***

### ***Fundraising Co-Chair Team A*** - Reports to Chair

- Attends monthly Community Meetings
- Holds the vision for the FUNdraising / Friend-raising team
- Meets with and is in email communication with Co-chair regularly
- Oversees the coordination and implementation of EBNS fundraising events/activities throughout the year.
- Responsible for overseeing the following fundraisers:
  - EBNS T-shirt/Gear Sale
  - Fall Fundraiser
  - Winter Gathering & Raffle (with hospitality)
  - Restaurant Fundraisers
- Coordinates with Board Chair to reserve Fellowship Hall as needed
- Seeks new fundraising ideas
- Sends Thank You Notes
- Updates and maintains a notebook/folder to pass on to successor
- Trains successor

### ***Fundraising Co-Chair Team B*** - Reports to Chair

- Attends monthly Community Meetings
- Holds the vision for the FUNdraising / Friend-raising team
- Meets with and is in email communication with Co-chair regularly
- Oversees the coordination and implementation of EBNS fundraising events/activities throughout the year.
- Responsible for overseeing following fundraisers:
  - School Pictures
  - Seed Sale
  - Rummage Sale
  - Box-Tops
- Assists Co-Chair with Ink Cartridge/Electronic Recycling Program, Election Day Bake Sale (as needed), Electronic Donation pick up, and Amazon Smile
- Coordinates with Board Chair to reserve Fellowship Hall as needed
- Seeks new fundraising ideas
- Sends Thank You Notes
- Updates and maintains a notebook/folder to pass on to successor
- Trains successor

### ***Fundraising Team A- Special Events***

- Reports to Team A Fundraising Co-Chair
- Assists Co-Chair with the assigned fundraising event(s)
- Trains successor

### ***Fundraising Team B- Special Events***

- Reports to Team B Fundraising Co-Chair
- Assists Co-Chair with the assigned fundraising event(s)
- Trains successor

## ***Publicity Team***

***Publicity Chair/Online Publicity Coordinator*** - Reports to Chair

- Coordinates and oversees schedule and efforts of Publicity Team
- Seeks new avenues for promotion of school and events
- Coordinates publicity for Open Houses and fundraising events in local media
- Places print ads in newspapers/newsletters for school and events
- Coordinates the preparation and distribution of signs, posters, flyers for enrollment and fundraising
- Sets up A-frame signs near school property 1 week before Open Houses, and Rummage Sale (and takes them down)
- Coordinates design and sale of EBNS merchandise with Fundraising
- Organizes and maintains online publicity for school and events
- Designs print media for school and events
- Creates/edits EBNS pamphlet(s)
- Trains successor

***Publicity Assistant/Webmaster*** - Reports to Publicity Chair

- Assists the Publicity Chair
- Outreach to EBNS Alumni to ensure awareness of fundraising events and opportunities for involvement
- Assists with marketing events, if needed. Past ideas have included:
  - Highland park neighborhood association meeting
  - Farmer's markets
  - Parenting Village Summer Bash
  - Preschool fairs
- Available to troubleshoot and/or assist parents having trouble with online access
- Creates automatic event reminders for school events
- Updates website as needed
- Checks school's email and coordinates responses to inquiries
- Helps with Paypal and Go Fund Me accounts
- Trains successor



## ***Upkeep Team***

***Upkeep Chair - Supplies Coordinator*** - Reports to Vice-Chair

- Attends monthly Community Meetings
- Coordinates upkeep team
- Ensures day-to-day operational needs
- Coordinates teacher's logistical needs:
  - Making sure classroom is cleaned
  - Coordinating year-end inventory with teacher
- Makes repairs and/or purchases equipment
- Can schedule a "School Work Party"
- Updates and maintains a notebook/folder to pass on to successor
- Coordinates parents purchasing supply donations when needed
- Purchases and delivers all expendable supplies for school, based on school budget
- Coordinates monthly classroom cleaning and maintenance
- Maintains cleaning log
- Ensures inside and outside areas are clean and safe
- Organizes end-of-year clean up
- Trains successor

***Scheduler*** - Reports to Upkeep Chair

- Maintains online parent helper calendar
- Posts hard-copy of schedule on chalk board outside classroom
- Keeps families informed of helper tallies
- Ensures all families participate equally
- Assists with ensuring parent helper days are filled
- Trains successor

## ***Hospitality Team***

***Hospitality Team Leader*** - Reports to Chair

- Coordinates family get-togethers throughout year (scheduled by Chair)
  - Coffee Hours
  - Beginning-of-school-year ice-cream social
  - Fall Harvest potluck
  - Scholarship Event/Winter Gathering with Fundraising team
  - Pancake breakfast
  - End-of-year picnic
- Updates and maintains a notebook/folder to pass on to successor
- Organizes Meal Trains or social calls for families in transition (birth, illness, etc.)
- Trains successor

***Hospitality Coordinator*** - Reports to Hospitality leader (Vice Chair)

- Assists the Hospitality Team Leader to produce events
- Learns role of Hospitality Leader with the possible intention of taking over the position next year
- Coordinates with Supplies Coordinator to purchase supplies/decorations for events
- Trains successor
- organizes meal trains or social calls for families in transition (birth, illness, etc)

## CONDITIONS FOR MEMBERSHIP AND WITHDRAWAL

The membership of the school consists of parents of children accepted for enrollment in EBNS for the current year. Prospective students must be at least three years old by December first of the school year in order for a family to be eligible for membership. Exceptions are at the discretion of the Board.

As a cooperative, it is essential that parents participate by taking turns assisting alongside the teacher in the classroom as well as volunteering and participating in fundraising and marketing events. Financially, the school's tuition only covers teacher tuition, rent and bills. Supplies, equipment, advertising, marketing materials, and the school's savings are all funded through our fundraising efforts. The school relies on monetary and material donations as well as volunteering for fundraising events to continue doing business for years to come.

Families also agree to do a more thorough cleaning of the classroom one time each during the school year, and then collectively do a deep cleaning at the end of the school year.

Students joining the school after September are considered "late entry". Enrollment in this case is at the discretion of the teacher who must consider the effect a new student will have on the class as well as on the entering child. If a late entry is accepted, a probationary period of six weeks will apply. The teacher and parent can observe the appropriateness of the placement and determine what action to take.

### *Tuition*

The schedule of membership dues (tuition) will be set each year by the Board. Tuition is charged according to the number of days of attendance per year. EBNS does also offer scholarships based on need. These scholarships are distributed at the discretion of the Board.

Tuition is paid to the Assistant Treasurer. Checks should be made payable to "Ellwanger Barry Nursery School," or "EBNS."

The tuition payment schedule is as follows:

- 25% due by May 1
- 50% due by September 1
- 25% due by January 1

The Assistant Treasurer will set tuition on a pro-rated basis for a membership that begins subsequent to the start of the school year.

The nursery school is self-sustaining and manages its own finances. It is a nonprofit organization and operates on a close budget; most expenses are fixed for the year. **For these reasons it is impossible to allow for refunds of tuition for student withdrawal or absences.** Exceptions will be considered at the discretion of the Board. If a family wishes to withdraw from school, it must notify the Chair of the Board.

Any member in default of dues for a period of 30 days from the date due may, by decision of the Board, be terminated from membership in the school. In case of financial hardship special arrangements may be discussed with the Assistant Treasurer.

The Board may terminate any membership in the school by a two-thirds vote. Grounds for such action would normally be restricted to:

- failure to pay tuition on schedule
- failure of parents to comply with established and published school policies
- judgment that the behavior or health of the child is detrimental to the group

If the teacher feels it is necessary for a child to be withdrawn from the class or school, it will be acted upon through an understanding between the parents, the teacher, and the Board of Directors.

### ***Open enrollment for the following year***

At the beginning of January, the Registrar will announce an Open Enrollment period for returning (Current) and Alumni families. As Current & Alumni families, you will have this time to secure a spot for next year by sending in an application with an application fee prior to the school opening enrollment to the greater public. This preferential enrollment period will end on the day of the first Open House in mid-January. After this time, Current and Alumni families will no longer be given preferential status and will be accepted or placed on waiting lists in the same manner as the greater public (on a first come, first serve basis).

## **BEGINNING THE SCHOOL YEAR**

The EBNS orientation process has several components. It begins with ***Summer Playground Dates*** held weekly at a local playground. Here children and parents have the opportunity to meet incoming and current EBNS families in a relaxed environment.

In late August or early September a ***Mandatory Parent Orientation Meeting*** is held. This is a child-free evening where much information about the running of the school is shared, questions are answered, and teams are introduced. This meeting is Mandatory for all parents, new and returning.

The week before school starts our teacher makes ***Home Visits***, meeting each new child in his or her home to begin building a relationship in a place that feels safe and comfortable to the child. This visit is scheduled at the Mandatory Parent Orientation Meeting.

Next, a whole school ***Ice Cream Social*** is held at the EBNS playground where all students and families can meet other students and parents, have a classroom orientation to learn the parent helper role, and connect with the teacher once more before school begins.

Finally, the ***school year begins***. On the first day for T/TH, parents and children visit the classroom in small groups for just 45-minutes to give children a taste of what a day at school is like. The second school day for T/TH families is a two-hour session to ease the transition, followed by a full three-hour session the following class day. On the second day, T/TH parents are invited to congregate upstairs in the Church Fellowship hall for tea, coffee, donuts, and a communal deep breath as another school year begins!

For MWF and KinderGarden families, the first day of class begins with a full school day. For new families, parents can stay a little longer on the first day to ease the transition to a new school.

While parents are strongly encouraged to stay and mingle at pick up and drop off, it is requested that the flow of the classroom day is respected by taking conversations away from the classroom after 9:30am. Parents are welcome to mingle outside or in the Fellowship Hall upstairs for this purpose.

**Parents should submit at the Parent Orientation Meeting:**

- **To the teacher:** The **confidential student information form** providing helpful information about your child.
- **To the Registrar:** A completed **physician's report** listing the child's medical history and immunization record.

**Parents should bring on First Day of School:**

- a complete change of clothing (except shoes) for the child packed in a shoe box labeled with the child's name

## **MISCELLANEOUS INFORMATION (listed alphabetically)**

### ***Accident Procedure***

We make every effort to provide a safe environment where children can learn and grow. Just as at home, though, curious children who are busy exploring their surroundings may get hurt.

If a child gets a cut, bump or bruise that is relatively minor, the teacher will provide comfort and appropriate care. The teacher will tell the parent about the injury at the first opportunity. If the teacher feels that a doctor's attention might be needed on other than an emergency basis, the teacher will contact the parent, inform him/her of the nature of the injury, and request that the parent come for the child.

In the event that the Teacher is absent, the teacher will designate a parent to be in charge for the day. This parent will have all of the authority of the teacher regarding emergency medical care.

We hope that there will never be a serious injury at EBNS. If necessary, an ambulance will be called and parents will be contacted immediately. The teacher or other adult will stay with the child, including going in the ambulance and remaining at the hospital until the parent arrives.

When an injury has occurred that may require treatment, a teacher will make follow-up contact with the parent to determine the nature and extent of the injury and provide support for the family.

### ***Assisting Schedule***

Parents will sign up for parent helper shifts as soon as possible following the mandatory Parent Orientation Meeting before school begins. Sign-ups will occur using our online calendar. Instructions will be given at the Parent Orientation Meeting. The Scheduler is responsible for filling in the assisting schedule on the chalkboard at school and making sure all dates on the calendar are covered. Parents may switch assisting dates among themselves, but they must inform the Scheduler and update the chalkboard at school. It is the responsibility of the parent who initially signed up to find a replacement if he/she cannot fulfill an assisting day.

### ***Teacher Absence***

If the teacher is absent due to illness or emergency an additional parent, preferably two parents (for a total of three parents) must be present in the classroom or school cannot convene. The Substitute Parent Teacher Committee consists of parents who are willing to step in during teacher absences and teach the class or assist in the classroom. Primary Substitute Parent Teachers will have received a background check by the school. This parent will have all of the authority of the teacher. An emergent situation is often handled through our Google group email, and the teacher is able to provide guidance to both parents who will serve as team teachers for the day. Parents will be informed of the change and given the choice whether or not to send their child to school on that day if they are not comfortable having their child at school without the teacher. If insufficient assistance is found to cover the teacher absence school will be canceled.

### ***Birthdays and Holidays***

Birthdays are celebrated through a ceremony at snack time. Parents may supply a special snack for the class if they wish, but we request that it be a nutritious snack. Please no sugary desserts. Many parents like to assist on or close to their child's actual birthday. School mail folders may be used to deliver birthday party invitations only if the entire class is being invited.

Holidays will be observed at school through low key, nonsectarian discussions and activities. Halloween costumes should not be worn.

### ***Bathroom Policy and Child Abuse Prevention Policy***

Reasonable effort will be made to have two adults present, or nearby, with students during school activities. Reasonable effort shall be made to assure that one adult is not left alone with one minor whether in the classroom, washroom, or on the playground.

#### ***Open Door Policy***

- **Parents may accompany a child to the washroom but must remain outside of the bathroom. A child that needs assistance may only be assisted by a person who has been background checked by EBNS.** Parents should never be alone with a child, other than their own, behind a closed door. When the teacher is outside with the students, it will be the teacher's responsibility to accompany students to the bathroom and remain with them. (updated 12/2018 per board vote)

#### ***Reporting Procedures***

Observed or reported child sexual abuse or molestations should be reported immediately to the Board Chairperson or another appropriate Board member. Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with an appropriate person to see what steps could and should be taken to protect the child and help the family. When time and circumstances permit, the report should first be made to the Board Chairperson, who will then proceed with the correct and thorough process. (EBNS's full Child Abuse Prevention Policy is available upon request.)

### ***Clothing***

Washable play clothing easily managed by the child is recommended. Safe footwear suitable for climbing activities is best. As the weather gets wetter and cooler, you will be asked to bring in a pair of indoor shoes for your child to change into upon arrival. Please make sure these indoor shoes stay snug on the foot (no loose slippers) and are also suitable for climbing, as they will be jumping and climbing in the

Castle Room on rainy or severely cold days. **Outdoor play will occur whenever possible, and children must be adequately dressed to participate.** It is often the case that the playground seems much colder than anywhere else because it tends to be a windy, shady location. Opting for more layers and warm shoes is often the best choice.

### ***Communications and Online Access***

Communication is an important aspect of a cooperative nursery school. The better we all communicate, the smoother things run. To facilitate a good flow of communication we have instituted the following: Parent Orientation Meeting, Family Phone List (given to each member family at the beginning of the school year), Emergency Contact List (posted by the school phone), Emergency Contact Card (brought on all field trips by teacher), Parent Mail Folders, School Bulletin Boards, EBNS website, EBNS Facebook pages, Google, Instagram, and an EBNS Google group. All new families will be signed up for the EBNS Google group before the school year begins. If you change email addresses or phone numbers/address, please contact the Webmaster and Registrar so that your updated information can be updated on our lists.

There are several different task specific methods of communicating with the community. Due to issues in the past with excessive emails we ask that families try their best to adhere to the new policies regarding group communications.

#### **Tom's Phone (585-472-3930)**

- If a student is going to miss school due to illness (or some other unforeseen circumstance) call or text Teacher Tom.

#### **EBNS Families mailing list**

- Messages for the entire community should be sent to [ebns-families@ebns.org](mailto:ebns-families@ebns.org). The email that you provided during registration should have already been added to this group and you should already be receiving messages from this list.
- If you want to add additional emails to the mailing list or if you are having any problems sending or receiving emails from EBNS Families please contact our Webmaster at [webguru@ebns.org](mailto:webguru@ebns.org).
- Messages should only be sent to this group, if they are necessary for all members of the EBNS community to receive. All emails of interest to a single class (like swapping parent helper days) should be done via a class specific mailing list (see below).

#### **Class Specific mailing list**

- In addition to the community wide mailing list, there are also lists for the individual classes.  
[tth-families@ebns.org](mailto:tth-families@ebns.org)  
[mwf-families@ebns.org](mailto:mwf-families@ebns.org)  
[kinder-families@ebns.org](mailto:kinder-families@ebns.org)
- If you are scheduled to be the **parent helper** and need to find a replacement, these are the recommended groups to email. (not the entire community). Don't forget to include the KinderGarden for parent helper requests if you are in T/Th and MWF and vice-versa if you are in the KinderGarden.

#### **Newsletter**

A weekly newsletter will be sent out to you each week throughout the school year in an effort to streamline information and keep us all connected. This will be your one stop shop for EBNS information and will decrease the amount of email we have to send out. Feel free to add information about things going on in your life or the community that you want to share with everyone. You can email [newsletter@ebns.org](mailto:newsletter@ebns.org) to add information to this publication.

### **Website**

The **ebns.org** website is kept up to date with all of the upcoming events including school holidays, community meetings, fundraising events, and all other activities happening at the school.

### **Facebook Group**

All members with a Facebook account are invited to join the EBNS Families and Friends Facebook group <https://www.facebook.com/groups/361925490506638/>. This is a closed private group.

### **Facebook Page**

There is also an Ellwanger Barry and Nursery School Facebook public page at <https://www.facebook.com/ellwangerbarrynurseryschoolandkindergarden> that is updated whenever the website newsfeed is updated.

### **Instagram**

The Instagram account @ellwangerbarrynursaryschool will contain updates and media posts about the school.

### ***Emergency Plan***

While we hope there will never be a need for an evacuation from EBNS, we feel it is important to be prepared to respond in an emergency situation. If a problem occurs in the building (a sewer break, no heat or electricity), parents will be asked to come to school to pick up their children.

If we are required to evacuate the building (gas leak, fire), we will walk across the street to McDonald's and call parents from there. A note will be posted on the door if time permits.

In the event of airborne contamination we will go to the lowest available room of the church, most likely the lounge. Children will remain with the teacher until parents can safely retrieve them. Parents can call the church phone at 340-7380.

**You can help us by keeping your emergency contact information up to date with the Registrar and by providing the teacher with your emergency contact card and a copy of your insurance card.**

### **Emergency Numbers:**

**EBNS: (Tom's cell) 585-472-3930**

**Community of the Savior Church 585-340-7380**

**McDonald's (1422 Mt. Hope Avenue): 585-472-7966**

**WHAM Radio: 585-454-4884**

### ***Emergency Lockdown Procedure***

In the event that the school is in need of lockdown for security purposes then the teacher will shut and lock the door and take the children to the most secure part of the classroom. In the event of an emergency the 911 pull alarm will be pulled by the teacher or other adult in the classroom. This will sound an alarm at the police station.

### ***Field Trips***

Both classes take occasional field trips to enhance the current focus in the classroom. For safety and supervision we need extra parents and driving volunteers to make these possible. For the MWF class, a minimum of two extra helpers without babes in arms is needed. For the T/Th class, a minimum of four extra helpers without babes in arms is needed. The teacher will often post carpooling sheets on the bulletin board or will indicate the number of helpers needed for a city bus trip. In most cases all parents are invited to attend field trips. If parents do not attend they are responsible for arranging a ride for their child and for providing a car seat as required by NYS law. Attending parents safeguard a specific group of children during the trip and are responsible for any fees or transit costs the field trip entails.

### ***Immunizations***

EBNS adheres to the New York State immunization requirements for children attending public schools. All EBNS students are required to be immunized in compliance with Public Health Law 2164 unless exempted for medical reasons, in which case a letter of non-compliance must be given to the Registrar by September first. Religious exemptions are no longer permitted in NYS. Children must receive their first immunizations within 14 days of the start of school and, if they are not fully immunized, must give notice of the schedule of follow immunizations to the school before school begins.

### ***Liability Insurance***

EBNS carries liability insurance for the protection of the school and its members. Copies of the policy are available upon request.

### ***Making Friends***

We ask that parents encourage children to get to know all the children in their class. It is natural, healthy, and wonderful to see first friendships form between children. If play becomes exclusive (“boys can’t play with dolls,” for example) the experience is diminished for everyone. EBNS is structured to foster cooperative play, and it is helpful if this idea is reinforced by parents at home as well. For children experiencing difficulty adjusting or making friends at school, home play dates are highly recommended as a way of building confidence and trust.

### ***Monthly Cleaning***

The classrooms must be cleaned thoroughly once a month on the second weekend of the month. Every month two to three families must come in on a weekend and clean. Families will sign up for a particular month at the parent meeting at the beginning of the year. A *Cleaning Log* is located on the shelf under the folders. Cleaning families record what was cleaned and leave suggestions if necessary for an area that needs special attention. The following is a suggested routine for monthly clean up. Needs may vary depending on the recent activities of the children, so use your judgment and check the *Cleaning Log*. Basically, it is a deeper cleaning than the week-by-week cleanings.

- Wipe off shelves and play/work areas
- Clean toys/large soft blocks and castle
- Dust behind and underneath furniture
- Clean window sills and dust pipes
- Wash and clean out the refrigerator
- Clean behind and underneath shelves
- Wash out water table



### ***Purchases and reimbursement***

While most supplies and services will be obtained through donations, there may be an occasion when you will be asked to make purchases for the school. Any purchases for which you expect a reimbursement must be approved by the Board ahead of time, at which time a reimbursement form will be given to you. If you are able to purchase the product tax-exempt, please ask the Treasurer for our tax exempt form. Reimbursement forms should be placed in the Treasurer's folder.

### ***Safety***

Children should walk single-file on the stairs and on the way to the playground. An adult should lead the line to the playground to watch for cars, and an adult should bring up the rear to watch for stragglers.

The exterior Church entry door **should be locked at all times**. It is important that you make sure to **relock** doors after entering with the key. There is a key safe containing an exterior and classroom key located down the ramp, behind the trash cans, on the wall to the right of the electric meters. If you are the last person to leave the classroom, please make sure all windows are closed and secured.

If you do not wish your child to engage in particular activities, please make sure to inform the teacher.

### ***Student Absence***

If your child is going to be absent for any reason it is important to call or text Tom at (472-3930) before the start of the day, preferably by 8:45 a.m. Please leave a message if no one answers.

Children with fever, vomiting and/or diarrhea should be kept home until they are symptom free for at least 24 hours. Children contracting a communicable disease such as strep throat, conjunctivitis or head lice should be kept out of school when they are infectious. Please consult your doctor and inform the teacher about the situation.

### ***School Closings***

Weather closings will follow the Rochester City Public Schools. Please listen to WHAM 13 tv news for this information. For closings lasting into a third day, you will receive a phone call from the chair or designee to let you know whether the school will be closed or not. There are no make-up days or tuition refunds for closed school days.

### ***Toys From Home***

Peaceful conflict resolution is the goal at all times. Play that involves gun shooting, bombing, pretend killing or fighting is unacceptable to the majority of EBNS parents. This type of play will be stopped and redirected by the teacher. Please do not send toy guns, militaristic toys, dolls, costumes, or "super heroes" to school with your children. Toys from home are discouraged. Nursery school is filled with interesting toys and an abundance of age appropriate materials that encourage cooperation.

There are times when toys or other items from home are appropriate for school. Books, games, and natural things that support a current class interest are always welcome. Children are encouraged to talk about the things they bring during the group meeting. If your child brings in something from home, s/he must be willing at least to allow the other children to touch the item.

## **RESPONSIBILITIES OF TEACHER AND PARENTS**

- The *teacher's* responsibilities are varied and can be as general as promoting the spirit and

philosophy of EBNS or as specific as ordering new equipment and supplies. The teacher's primary responsibility is planning and directing the school program and providing a setting where children can play creatively and develop skills that will help prepare them for the independence needed in the world of formal schooling. The teacher will keep in touch with the current techniques and ideas in preschool education and will accordingly inform parents. The teacher also provides continuity for the children and parent assistants in the classroom.

The *teacher* will be at school early enough each day to prepare for the children's arrival and will stay until all children have gone home or are supervised by an adult caregiver. Contractually the teacher is given from 8:30-9:00 a.m. and 12:00-12:30 p.m. for classroom and program preparation. Parents are responsible for their children until the school day begins at 9:00 if they arrive at school early.

The *teacher* will work closely with the Board of Directors and attend Board Meetings for *at least* one half hour lending advice to the program and organization of EBNS. The teacher will periodically update parents on events, progress, or problems at school through verbal interaction or through written notes posted on the bulletin board, and through a weekly email. The teacher is available for daily communication and for conferences as needed. Confidential reports will be made to parents of any special achievements or problems of individual children. Parent /Teacher conferences will be held each winter.

- The *parents* are responsible for running the school. All logistical and financial aspects of the school are handled by our community of parents. Beyond the specific duties for assisting parents and committee work, the enthusiasm and spirit of team and cooperation amongst our parents helps to make the school an enjoyable experience for all.
- In addition to the teacher and parents, there will sometimes be a teenaged *classroom assistant*. We have been asking teenagers from the homeschooling community to join us as classroom assistants to help our classrooms on a voluntary basis and gain some experience with young children if that is their interest. This assistant will be vetted and trained by the teacher ahead of time.

## **GUIDELINES FOR PARENTS ASSISTING IN THE CLASSROOM**

**Please review this material before your parent helper day.**

### **Daily Parent Helper Checklist**

Turn on the water! Valve is in the church janitor's closet located at the end of the hall opposite the EBNS classroom door. (The valve is labeled "SW faucet").

Monday morning, set the four posts, unroll and tie the orange fence to the posts. Friday after class, put the fence and posts away. Tie the orange plastic fence to the corner post nearest swing set, unravel and tie to each of the supports to create a parking lot play area. Tie tree branches to the bottom of the fence to weigh the bottom edge down.

Uncover the sandbox. When it looks like rain, set up one shelter over the sandbox and maybe two shelters in the parking lot close to the fence to protect the craft area and cubbies.

Bring parking lot play equipment from the treehouse to the parking lot and neatly arrange along the parking pipe below the classroom windows.

From the classroom, wheel out folding tables, calendar, easels, paints, cubbies, family files, sanitizing stuff, red notebook with screening materials and set up under the parking lot shelter. Set up easels with paper and paint. Paint cups only get ¼" of paint. Set up tables west to east with eastern legs one notch taller (so things don't slide down hill) in the craft area near the gate.

Outdoors: set out EBNS soap and paper towels (may be stored on the top shelf of the toolshed).

Indoors: place EBNS wooden steps in front of the sink and toilet of hallway bathrooms.

Make sure hand sanitizer and health screening materials are in sight.

Your child may do the Calendar and Weather report as well as Feed the Fish!

Ask Tom if there are any other special setup considerations.

### **After School**

At day's end, reverse this list for take down. Friday only, take down fence and posts

### ***General Information***

Parents are encouraged to share their interests and skills when they work in the classroom. These may vary from making jam to bringing in a family's pet rabbit. Parents with an idea for an activity should discuss its appropriateness and any necessary special arrangements with the teacher prior to their assist date.

As the only other adult in the classroom, your full attention is both expected and necessary. It is recommended that you assist once **without** younger siblings to determine whether it is appropriate to bring them to future assisting days. Many parents are able to make cooperative baby-sitting arrangements

with other parents in the school. That being said, many parents have successfully assisted while baby wearing and with younger toddler siblings. If you have questions or concerns about the appropriateness of bringing a sibling along, please contact Tom prior to your assisting date.

On rare occasions, parents who are volunteering in the building but not as parent helper, have found they need to leave a non-enrolled younger or older sibling in the classroom. For example, you may be working during the rummage sale, but find it easier to have your non-enrolled child be part of the classroom. This is possible if both the teacher and the parent helper are in agreement. It is also understood that EBNS is not a daycare, and that this is an exceptional arrangement.

Parent assistants are expected to arrive at 8:30 and clean up till about 12:30-1:00. You are also required to bring a healthy snack to feed 14-16 children that fits within the school's food allergy requirements. This will be communicated by email before the first day of school. Each year can be different depending on the food allergies and severity of allergies of the current school years children.

Your primary responsibility as an assisting parent is to warmly and affectionately interact with the children and **have a good time!** Before the morning begins the teacher will review the day's activities with you and suggest where you might be most helpful. Please keep in mind that all three rooms require supervision, and both you and the teacher will need to "float" during free choice time. It is also important to position yourself in the classroom or on the playground where you have the best view of space. For example, when playing with children on the rug, sit facing the room so that you can see children playing in other areas.

Sometimes young children find it difficult to share their parents with others. This is very common and normal. Prior to your assisting day make sure to tell your child that you will be helping at school and that it is your job to help and play with *all* the children. Once you get to school, it is ok if your child shadows you all morning. Remind them that it is your job to help *all* the children, or try to involve other children in an activity your child enjoys and then quietly remove yourself to an observer's role when you can.

Some children view their parents assisting day as a day to be the boss in the classroom. If this occurs in your family it is helpful to let your child know that you are the parent helper but s/he will be line leader and can help you at snack time and clean up. It is also helpful to share that you expect them to have fun with their friends and that they must continue to follow school rules when you are the assistant.

If a child has an anxious or difficult time during the day (wets his/her pants, gets in an argument or fight), the parent assistant should let the teacher know so that he may inform the child's parent.

Please refrain from doing any non-school related work during your assisting day (texting, emailing, etc.) so that you can give your full attention to the classroom.

### ***Discipline***

With different parents in the classroom on a daily basis, it becomes particularly important to provide consistent messages to the children about what is acceptable and what is not. While we all have different styles, we try hard to use a positive approach at all times and to respect the children, their feelings, and their individual personalities and needs.

Young children naturally communicate physically. It is the adults' job to try and encourage the child to use words like, "Can you tell him with words that you were using that truck first?" Children are quick to

model the behavior of grown-ups they admire. If we listen and are warm, understanding and fair, children will follow suit. Remember to give children positive reinforcement and encouragement when things are going well. Many discipline problems can be avoided by being tuned into the children's moods, appearance, and tone of voice. By being attentive to the children's behavior, you can preempt problems by constructively redirecting their play when it becomes unproductive.

There are times when nothing seems to work. Explain the rules to children in a clear and consistent way, and gently but firmly reinforce those rules. Often, simply holding a child for a few minutes when s/he is upset or redirecting him/her to a new play situation can resolve a discipline problem. The rules we use arise from our desire to keep the atmosphere safe and calm. Typical examples of classroom procedures are:

- **Treat each other with kindness and respect.**
- **Never leave the classroom without a teacher or parent.**
- **Put away play materials when finished.**
- **No running or loud shouting in the classroom.**
- **Treat toys, blocks, books and other classroom materials with respect.**

If you are unclear about what is allowed or how to handle a certain situation, ask the teacher. If the teacher is not available, act on your own best judgment in the moment and then discuss it with the teacher at a later time.

### ***Encourage Independence***

EBNS encourages children to do as much for themselves as they can, from dressing and undressing themselves when they arrive and leave school to pouring their own water at snack time. When children need assistance, adults can help them learn a new skill. For example, "I'll start the zipper and you finish it," or "You put your shoes on, and I'll tie them for you."

### ***Painting and Art Work***

Easel guidelines:

- Suggest wearing a smock and rolling up sleeves.
- Use one brush at a time.
- No splattering paint.
- Mix colors on paper, not in containers.

If the child is not yet able to write his or her name or symbol, label the child's work with a pencil. To facilitate future learning, please use manuscript writing with upper and lower case letters (i.e. Mary) in the top right corner of the page.

Children have easy access to art materials on the shelves. We encourage the independent and creative use of these materials. If a child requests help, we gladly give it.

The content of children's art work is meaningful to them. It is better not to stand in judgment of it. Instead you might say something like:

"Would you like to tell me about your picture?"

"You really took your time and worked hard on this, didn't you?"

“I like the colors/shapes/designs you used.”  
 “Are you finished? Let me hang it up to dry.”

***Blocks***

Three or four children (together or alone) can build at a time. Blocks should be removed from shelves one at a time. We encourage respect for one another’s work; children may not take blocks or props from another child’s construction without the builder’s permission. Throwing blocks or knocking down another child’s buildings is prohibited.

***Rice, Water, and Clay***

Each of these materials has its own place and must be kept there. Special tools are chosen each day for use with these materials in order to expose children to the many facets of these substances. If children want to use other equipment they first need to ask permission.

***Dramatic Play***

This is a very popular area where children come to understand the world and their place in it. The setting in this area changes with the interests of the children. One week it might be a house for kitty cats and the next a doctor’s office. It is important that the props, costumes, and play materials stay in their own area. Dress-up clothes are a hazard when jumping and climbing and are not allowed on the castle or jumping mats.

***Puzzles and Manipulatives***

Children may use these materials on the meeting area rug. Because of the many small pieces of puzzles and construction toys, it is important that children learn to keep like materials together and return them to the shelves when they are finished.

***Snack Routine***

Please send your child to school with a health snack and water.

***Everyday Rhythm***

With parent helper suggestions

<b>Time</b>	<b>Activity</b>	<b>Note to Parent Helper</b>
8:30	Set up	~After setup is complete the helper’s child feeds the fish and attends to the calendar and weather report for circle time.
9:00	Drop off/Free Play	~Welcome students and check with parents to be sure they have filled out the health survey.
9:25	Circle time prep	~Ask teacher where Circle will be

		held and put down the rug if needed. Whisper 5 minute warning
9:30	Circle Time	~Parent helper's child rings the bell for the Circle and the parent helper guides and assists friends in settling, participating in songs, fingerplays etc.
10:00	Free Choice Play or Project Time	~First priority is to assist children where needed (monitor paint area, etc.). If we are doing a project, assistance may be to help children to put their names on their project or to label parts of a drawing (best handwriting!). When children have finished projects they may go to Free Choice.
10:30	Story Time prep/clean up	~After a 5 minute warning, the parent helper's child rings the bell for "clean up". Assist Friends to get involved with putting away mud kitchen toys and covering up the sandbox.
10:35	Story Time	~ As necessary, the parent helper guides the friends to Circle Rug for Story and then helps them to settle.
11:50	Snack Time	~Friends take turns washing hands and bringing their snack to the rug or snack area and do not begin eating until all are assembled and we have sung "Thanks a Lot" and recited the blessing.
11:20	Free Choice	~As friends finish their snack they first put away their snack bag and then they may go and play. ~Friends may play in all areas except the mud kitchen and paint easels.

		~Parent helper packs up paints and tables. Soak messy paint cups.
11:45	Goodbye Circle	~The parent helper's child rings the bell for Goodbye Circle and helps settle children for songs, etc.
11:55	Free Choice play until pick-up	Parent helper takes note of who is picked up and by whom.
12:00	Pick up	Parent helper begins helping Tom take care of the play yard. Taking down shelters, rolling away tables, easels, calendar, rugs. Put trikes and bikes in the play yard fence. Friday put away orange fence

We hope your choice of a cooperative nursery school proves to be a rewarding and enriching experience for both your child and your family. We welcome your contribution!

\*\*\*\*\*ELLWANGER-BARRY NURSERY SCHOOL RESERVES THE RIGHT TO CHANGE THIS HANDBOOK AT ANY TIME.

**Revision 53**

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