



Parent/Guardian Handbook

2022-2023

Ellwanger-Barry Nursery School
4 East Henrietta Road
Rochester, NY 14620
(585) 633-8935
www.EBNS.org

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

Revision 53

Copyright c 1996,1997,1998,1999,2000,201, 2002, 2007, 2011, 2015,2016, 2017, 2018, 2019, 2020, 2022 Ellwanger-Barry Nursery School. All rights reserved.

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 **self initiated** play as a medium for learning and for providing a firm foundation for later 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. One of the ways we do this is through **rhythm, repetition and relationship through self initiated play, sensory experiences, imitation and movement. We are gardeners; we create and cultivate the environment where children can thrive.**

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!

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 31st. 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

For more information on teams, please see our community contribution document.

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)

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.

Invoices are sent and tuition is paid via Intuit / Quickbooks. Please ensure the Intuit / QuickBooks emails arrive in your inbox (and not promotions, spam or other email folder). ***Let the Treasurer know if there is a change in your preferred email address*** Checks are also accepted and should be made payable to “Ellwanger Barry Nursery School,” or “EBNS,” and placed in the Treasurer folder in the classroom.

The default tuition payment schedule is as follows:

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

Depending on the options the Finance Team can provide year-to-year, there may be the option given on the Parent/Guardian Agreement for different Tuition Payment Schedules to be selected by the families.

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, they 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 (or 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 January 31st. 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). After January 31st, a lottery will be held for new families to ensure that enrollment is fair and equitable.

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.

In August or the week before school starts our teacher makes *Home Visits*, meeting each new (and sometimes returning) child in his or her home to begin building a relationship in a place that feels safe and comfortable to the child.

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 or outdoors 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 - indoor or outdoor - after 9:30am. Parents are welcome to mingle outside or in the Fellowship Hall upstairs for this purpose.

Parents should submit by the Parent Orientation Meeting:

- **To the teacher:** The **confidential student information form** providing helpful information about your child.
- **To the Health Clerk:** 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

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.

Discipline (to teach)

At EBNS, the keys to effective discipline are the following:

- Keeping healthy rhythm to the school day
- Surround kids with adults worthy of imitation
- Building adult awareness of child development and what is age appropriate
- Creating an environment that supports sensory integration

In the case a child is struggling to come to a community activity, as long as the child is safe and not actively disrupting the community activity, the child is ok to be where they are. The goal is to make sure they are safe. If they are actively disrupting the classroom community, an adult will direct them to a safe space or calming area. The child will be invited to sit on their own or with an adult. The child will be invited back to the community activity when they feel ready.

When a conflict has arisen, we use “I feel” statements: “I feel _____ when you _____ because _____ and I need _____.” We strive to help children find their voice when sharing their feelings, and the adults in the classroom are the guardians of their experiences at school. The adult’s role in these situations is to facilitate communication: encouraging a child to say how they feel, affirming their feelings and/or assisting them in conflict resolution with another child.

COMMUNICATION 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, an EBNS Google group **and a Marco Polo group video messaging thread**. All new families will be signed up for the EBNS Google group before the school year begins. **All new families will be invited to join the Marco Polo group thread**. 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.

Katie's Phone (260-414-4951)

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

EBNS Families mailing list

- Messages for the entire community should be sent to 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.
- 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
mwf-families@ebns.org
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 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 [@ellwangerbarrynurseryschool](https://www.instagram.com/ellwangerbarrynurseryschool) will contain updates and media posts about the school.

HEALTH AND SAFETY

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.

Bathroom and Child Safety Policy

A minimum of two adults will be present (lead teacher, parent helper, and/or teacher's assistant) with students during school activities, including in the classroom, bathroom, or in the play yard. If any other scenario occurs, parents will be notified in advance when possible. If an emergent situation arises, parents will be notified as soon as possible.

- Outside: If the class is outside in the play yard, two adults will accompany the children inside to go to the bathroom (one adult will be background checked by EBNS). If there are only two adults present while the children are outside, everyone will come inside for the bathroom break. If all three adults are present, one of the teachers will remain outside with the children who do not need a bathroom break.
- Inside: One adult and one child may NOT walk down the hallway together alone. Here are the acceptable formations that children and/or adults can walk down the hallway to the bathroom:
 - Two adults with any number of children
 - One child (who can be independent in the bathroom) with one adult watching from the classroom doorway
 - One adult with two or more children

In all scenarios, the lead teacher will remain in the classroom to help maintain the classroom rhythm.

Children will not be physically restrained unless their safety and/or the safety of others is in danger.

Open Door Policy

- **Adults** may accompany a child to the **bathroom** but must remain outside of the bathroom.
- A child that needs assistance may only be assisted by **an adult who has been background checked by EBNS**. The adult will first attempt to assist the child with verbal instructions. If the child asks for help or the situation absolutely requires it, the adult will use the "hand over" method (meaning the adult will put their hand over the child's hand to guide them). This method serves to protect both parties involved as well as to empower the child to be responsible for their own body.
- **Adults will never** be alone with a child, other than their own, behind a closed door.

Child Abuse Prevention Policy

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.)

Covid-19 Policy

The Covid-19 policy will be reviewed by the EBNS board and voted on taking into account input from the community through monthly surveys. The policy will evolve during the year to meet the needs and desires of the community. This policy includes (but is not limited to) masking, Covid-19 vaccinations and remote learning. Current policies will be posted on our website.

Covid-19 Exposure

EBNS follows the Covid-19 protocol from the Monroe County Department of Public Health and the CDC (see our

website for a copy of the most updated flow chart from Monroe County). If a child or any person in the household tests positive for Covid-19 or you have any questions about symptoms, email the health clerk at healthclerk@ebns.org for next steps and procedures.

Remote Learning

If the need for remote learning arises (due to government mandate, staffing shortages or other unforeseen circumstances), EBNS teachers will provide instruction via online platforms. EBNS will continue virtually until in-person gatherings are able and/or allowed to resume. Tuition will not be reimbursed.

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 585-340-7380.

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: (Katie's cell) 260-414-4951

(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.

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.

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 keysafe 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 **Katie at (260-414-4951)** 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. **For more specific information about Covid-19, please see the above section titled Covid-19 Policy.**

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.

MISCELLANEOUS INFORMATION (listed alphabetically)

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.

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.

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.

Grievance Policy

In the event of conflict in our community, we at EBNS strive to proceed with healthy communication in order to find resolution. Our EBNS board is here to advocate for our teachers and families in times of need and will support the community in having direct and productive conversation. The Vice Chair acts as a liaison between the board and the community. If conflict arises, please reach out to the Vice Chair so that a meeting can be facilitated between the affected parties to mediate communication. EBNS works to create a safe and nurturing environment with respect towards others' feelings and experiences with the goal of finding resolution that can be supported by all parties involved.

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.

Toys From Home

Toys from home are discouraged, though if a child needs an object from home we understand. We will encourage them to keep it in their cubby or backpack. 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.