

Classroom Keys

Classroom Keys must be signed out with the director. Please return them as quickly as possible, as others may need to use them.

Grievance Policy

Grievance with a the teacher

Schedule a conference with the teacher first to discuss the matter and try to work out the problem. If you are not satisfied with the outcome of the conference, contact the president or vice-president of the board who will address the issue with the teacher and if needed, discuss it at the executive board meeting.

Grievance with the policies

Discuss problem with president or vice-president of the executive board. If you are not satisfied with the outcome of this discussion, write a letter to the executive board. Your letter will be read at the meeting and discussed among the members. An answer to your grievance will be given by letter or phone call.

**We are looking forward
to a wonderful year with
your child and family.**

**Welcome to the
Pleasant Valley Cooperative
Nursery School.**



Pleasant Valley
Cooperative
Nursery School

Parent Handbook

Cooperative Information

The Nursery School is a cooperative that is run based on a constitution and an executive board. When you pay tuition and remain a parent in good standing you become automatic members of the cooperative with voting privileges.

The Constitution

The Constitution is a legal document that states our purpose as a nursery school and contains a set of policies that must be voted on by the general population of the school. You will receive a copy of the constitution at the first general meeting.

The Executives Board

The executive board is made up of various positions that are stated in the constitution. These positions are filled by general members voted into office by the general population. The executive board handles the daily running of the school with the help of the Director. They run the general meetings and are responsible for bringing up issues that need to be discussed and those that need to be voted on by the general population.

Parent in Good Standing

A parent in good standing is a parent that has paid their tuition on time, participates in needed fundraisers and attends general meetings. Those with jobs are required to attend general meetings. Those without jobs are encouraged to attend general meetings as they are considered full members of the cooperative and have voting privileges.

Our Address

P.O. Box 46, Pleasant Valley, NY 12569
(845) 635-9209

Student Arrival

The four-year-old morning class begins at 9:00am. The K.E.P. class begins at 11:45 am. The three-year-old class begins at 9:15am. Parents are requested to arrive on time so that the children have enough time to feel comfortable in class and so that your late arrival does not disrupt an activity. It is also important to arrive on time due to parking considerations. The morning classes are spaced 15 minutes apart to alleviate these parking difficulties

Parents are encouraged to approach the teachers after class with any concerns or questions. However, if you have a specific problem that the teacher needs to be aware of before class begins, please discuss this with the teacher during the first 15 minutes of class. The teachers welcome your questions and input about your child, so please feel free to schedule an appointment with them if you need more than a few minutes to discuss something.

Please check your child's cubby and the bulletin board everyday your child attends class. You will find some amazing works of art your child has completed, as well as important memos regarding class or the school in general. These are often our best venues for communication.

Snack Policy

All families are asked to provide a healthy snack for their child's class on the days that they have been scheduled by their class snack coordinator. The snack calendar will be posted on the bulletin board and put in each child's cubby at the beginning of each month. On your child's snack day, please bring enough food and beverage to allow each child two helpings. Examples of a healthy snack include cheese, crackers, pretzels, yogurt, fruit, mini-muffins, etc. Please do not bring candy or chocolate. It will be made known ahead of time if there is a child in the class that has a particular allergy such as to peanuts or milk products. When bringing snack please make sure that each child will be given the same good or drink item. As an example, a variety of juice box flavors causes problems when many children want a particular

kind. Exceptions to the “healthy snack rule” are made for parties and birthday celebrations.

The school provides napkins and cups only. If your snack requires other utensils or paper goods you must supply these. If for some reason you are unable to provide a snack on the day you have been scheduled, it is your responsibility to switch with another parent on the list.

Classroom Volunteers

Volunteering in the classroom is greatly appreciated. It allows the teacher increased flexibility in preparing the curriculum. Sign-up sheets will be posted on the bulletin board each month. Please make every effort to keep your appointment to volunteer as the teacher may have designed the day’s activities based on having a helping hand.

Illness Policy

Parents are encouraged to use their best judgment when deciding if a child should miss school on any particular day due to illness. As a general guideline, please keep your child home if he/she has any of the following symptoms:

- Temperature
- Vomiting in the last 12 hours
- Excessive coughing
- Exhibits signs of getting sick, including lethargy, crankiness, runny nose or lack of desire to attend school

If your child is going to be absent because of illness or for any other reason, please call the school and leave a message so that the teacher can plan accordingly and does not delay class unnecessarily.

Emergency Procedures

Each classroom has an emergency evacuation procedure that all children will practice with their teachers. All teachers are CPR certified and can locate fire extinguishers. When the class must

exit the building due to an emergency they will meet at the back of the building near the cemetery. Teachers will carry with them the emergency procedure forms and a cell phone. If the weather is bad or if we cannot re-enter the building safely, we may need to call you to come pick up your child early. We may seek refuge in the library or at St. Stanislaus Church.

Our Academic Philosophy

The philosophy behind our curriculum is that young children learn best by doing. Learning requires active thinking and experimenting to find out how things work and to learn first-hand about the world around us. In using and touching real materials such as blocks, nature items, sand and water, puzzles and other manipulatives, children learn about sizes, shapes, colors and the relationships between things. Play provides the preparation children need before they enter elementary school. Play enables us to achieve the key goals of our early childhood curriculum. Discovery hands-on learning within the curriculum areas of art, math, science, cooking, music, movement and the language arts are an integral part of the program.

Our Program Goals

The most important goal in our curriculum is to help children become enthusiastic learners and to not only prepare the children for kindergarten and beyond but to also promote their social, emotional, cognitive and physical needs.

The Cooperative Experience

The cooperative school allows parents to be part of their child's educational experience. Parents play a role in choosing teachers, implementing and voting on particular policies, working at jobs in the day to day running of the school and volunteering in their child's classroom. The high parent involvement also allows the school to keep tuition as low as possible.

General Meetings

General Meetings are held four times a year: September, December, March or April (depending on the spring break), and in June. Those with jobs are required to attend all meetings. The

meetings start at 7:00pm and babysitting is provided. If an emergency occurs and you cannot attend a meeting you are asked to advise a board member and provide a voting proxy if a vote is taking place at that meeting.

Tuition Payments

The three payment plans are as follows:

1 Payment Plan- Due at the June Meeting-entire tuition

5 Payment Plan- Due June, September, October, February, & March.

8 Payment Plan- Due June, September, October, November, January, February, March, & April

There is a \$5 late fee that is added onto your payment if it is later than 2 weeks. If it is later than 2 weeks the treasurer will contact you to ascertain the problem. After a month of no payment your child will not be able to attend class. Tuition payments should be placed in the red mailbox in the hall when school is in session. No other payments should be put in this mailbox.

Other Payments

Please place in the appropriate envelopes, cubby, or hand to teacher or director. Do not leave cash in cubbies.

Student Departure

The four-year-old morning class ends at 11:30am. The K.E.P. class ends at 2:30pm. The three-year-old classes end at 11:45am. Parents are requested to be prompt as teachers may have conferences schedules or may need to prepare for afternoon classes.

Pick-up Procedure

The teacher must have written notice if someone other than yourself is picking up your child. No child will be released to another adult without parental permission.

Emergency Contacts

Every family will receive an emergency procedure form they must fill out in detail. Please keep these forms updated with any new information such as changed telephone or cell phone numbers. Please be certain that you or someone responsible for the care of your child can be reached during class time in case of an emergency.

Health Concerns

It is your responsibility to notify the teacher if your child has a specific medical condition or allergy. It is very important in this case that several emergency contacts are available.

Every child is required by state law to submit a medical form that shows up-to-date vaccinations. Your child cannot attend school without this form.

You must notify the school at once if your child has contracted a communicable illness such as chicken pox, scarlet fever, etc.

No pets are permitted inside the school please.

Reasons for Dismissal from the School

1. Non-payment of tuition.
2. The student is violent toward classmates or adults in the classroom.
3. The student is not potty trained.
4. The student has special needs that the school cannot accommodate
5. The parent does not follow the rules of the school as outlined in the constitution or the parent handbook

Building Usage

We ask all members of the cooperative to please respect the church property at all times and pay attention to the following:

Bathrooms- Please clean up after yourselves and your children. Please do not leave dirty diapers in the bathroom waste baskets.

Nursery School Entrance- The Nursery School entrance is the stairwell doorway to the right. The elevator is not for general use and should be used ONLY by those with a physical disability. Please see the director if you are disabled in some way that makes it impossible for you to use the ½ flight of stairs.

Room Usage- The Co-Op rents only the 2 classrooms. The church has very generously granted us permission to use the hall downstairs for large motor activities at certain times of the day and at times we are granted permission to use the parlor room for conferences. We do not have permission to use these rooms or others, at other times of the day.

School Closings and Delays

We follow the Arlington School District when making a decision to close or delay opening of the nursery school. When Arlington is closed, our school is also closed both morning and afternoon. When Arlington announces a two-hour-delay, morning classes start at 11:00am and end at 12:30pm. The K.E.P. is cancelled for that day. We do not make-up any days lost. Announcements are made on local radio stations. There may be times we do not follow the schedule such as a make-up days during the spring break. On those instances you will be notified.

Appropriate Attire

Parents are requested to dress their children for class in comfortable clothes that they don't mind getting messy. We believe children learn best through hands-on experiences that may include messy activities. Although every attempt is made to use only washable media, there may be some exceptions. Also, when the weather permits the four-year-old class and the three-year-old (when ready) play at the park, so please make sure that your child has a sweater or jacket on cool days. Children must also wear sneakers or rubber soled shoes to school everyday as there will always be a large-motor activity either downstairs or at the

park. No child will be allowed to play wearing unsafe shoes. Please bring a change of clothes for your child in a plastic bag at the beginning of the year. This should include a shirt, pants, underwear, and socks. This is not only for bathroom accidents, but also in case children become messy or wet during classroom activities. Please update your child's change of clothes at the start of each season.

Park Outings

At the beginning of the year all parents must sign a permission slip to allow their child to go on park outings. The three-year-old goes when their teachers feel they are ready to follow directions and make the walking trip. The four-year-old class goes everyday the weather is nice. The weather must be over 50 degrees and the dirt path must be somewhat dry. Both classes go at the end of their classroom session and parents pick-up the children from the park. When both classes are going on the same day there may be a different pick-up location. A sign will be posted to notify parents when they first enter class that pick-up is at the park or at another location. Parents are requested to be prompt in picking up their children at the regularly scheduled pick-up time. The teacher will walk those children not picked up on time back to the school. There will be times when the teacher will bring the class to the park during class hours as part of the curriculum, such as nature activities. In this scenario, the children will walk back to the school in time for regular pick-up.

Field Trips

As a general rule, a parent or another adult must accompany each child on field trip outings. The exceptions to this rule occur in the four-year-old class on community walks where a few parents will be asked to chaperone. All others will be asked to sign a field trip permission slip. On regular field trips the adults are responsible for the safety, behavior and transportation of each child they accompany. With the exception of community walks, we meet at the field trip site and not at the school. There are no classes on field trip days.