



PITTSFORD UNITED NURSERY SCHOOL

Family Handbook

Your guide to our policies and procedures.
Everything you need to know
about being a PUNS family!

2019–2020

Introduction

Welcome to Pittsford United Nursery School (PUNS)!

This handbook will inform you of the policies and procedures that we follow at our school. Our helpful hints will make your family's experience at PUNS a bit easier and more fun!

We expect that this handbook will provide answers to most of your questions about PUNS, and we recommend keeping it handy for easy reference throughout the year.

PUNS was established in 1963 and has been providing children with a creative preschool experience ever since. Our teaching staff has extensive experience working with young children, and we pride ourselves on maintaining a standard of excellence for our teachers, Board Members, and everyone involved with our school.

Because PUNS is a cooperative preschool, you will be actively involved in your child's school experience. Parents assist in the classrooms, working in partnership with the teachers who develop and implement the curriculum.

Our Education Director, the teachers, and Board Members are happy to answer any questions that you may have throughout the year, or just to talk about how your child is doing at school. Please do not hesitate to contact any member of the PUNS staff. We are here for you and your family.

We are happy that you have chosen PUNS for your child's preschool experience and we look forward to sharing this time with you.

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Our School Focus

At PUNS, we share Piaget’s belief that children learn by doing and that “play is the work of childhood.” In our program, children learn through play and through choosing and using a variety of learning centers in the classroom – figuring out how things work, interacting with each other, trying out new roles, experimenting with their own ideas, building on their own experiences, and solving real problems.

We love to see our students happily involved in play, the “work” of young children. Our goal is to encourage every child who attends PUNS to feel good about their preschool experience, have positive feelings about themselves, and engage in creative play that encourages new friendships.

Administration

The PUNS Board is the governing body of the school. The Board is composed of the Chair, Registrar, Treasurer, Education Director and Class Representatives. The Executive Board (Chair, Education Director, Registrar, and Treasurer) oversees all financial aspects of the school. The teaching staff also participates in board meetings and contributes to the decisions made regarding the school.

The Executive Board is responsible for managing the routine business of the school, determining tuition and enrollment. The Board works in conjunction with families and oversees various work task assignments to promote the successful operation of the school.

Each spring, current parents are provided with descriptions of the open Board position(s) for the following year, and asked to come forward if interested in serving any of these capacities. General Board meetings are held every other month. All parents are welcome to attend.

Board meeting minutes are posted on the PUNS bulletin board and are distributed to parents via email.

School Policies & Guidelines

Health Policy

A. **New York State Law.** NYS public health law requires children aged two months through 18 years to be immunized against:

- Poliomyelitis/Polio (vaccine – IPV/OPV)
- Measles, Mumps, Rubella (vaccine – MMR)
- Diphtheria, Tetanus, Pertussis (vaccine – DtaP/DTP/Tdap)
- Varicella/Chicken Pox (vaccine – same name)
- Hepatitis B (vaccine – Hep B)
- Haemophilus Influenzae type b (vaccine – Hib)
- Pneumococcal (vaccine - PCV)

NYS public health law allows for only one exemption to school immunization requirements (effective June 13, 2019):

- ➔ **Medical Exemption.** If a physician licensed to practice medicine in New York State certifies that an immunization is detrimental to a child's

health, the requirement for that immunization is waived until such immunization is no longer detrimental to the child's health.

Note: New York law does not recognize religious/philosophical/personal exemptions

*For those families not in compliance with the state requirements, please provide the school with a notarized medical exemption.

B. Health forms. Must be completed and signed by a physician.

-All immunizations required by the state must be indicated with the date administered.

-All health forms must be submitted to the Education Director within the first 30 days of school or the school can face a fine and a penalty from New York State.

-New Legislation passed in June 2019, states:

For children entering or attending school or day care in the fall (2019):

-Within 14 days of the first day of school or day care – children must receive the first age-appropriate dose in each immunization series to attend or remain in school or day care.

-Within 30 days after the first day of school or day care – parents or guardians of such children must show that they have appointments for all required follow-up doses. The deadlines for follow-up doses depend on the vaccine.

C. Contagious Illness. Children can often contract contagious illnesses from each other when in a group setting. Contagious illness is also a concern for the staff. To ensure the health of your child, other children, the teachers, and assisting parents, the following guidelines have been established. Please keep your child home when you observe any of these symptoms:

- Diarrhea or Vomiting
- Fever, at or over 100°F
- Runny nose, yellow/green drainage
- Sore throat, coughing, sneezing
- Redness on white of eye, discharge from eye
- Rash which has spread, rash with drainage, red raised rings
- Pimples with yellow or white blisters
- Head lice “grains”, white or dark attached to hair or moving
- Pin worms

If your child arrives at school with any of the above symptoms you will be asked to take your child home. If your child develops any of the above symptoms during the school day you will be asked to return to PUNS to pick up your child.

***Please notify the teacher ASAP if your child is ill, has contracted a contagious illness (such as pink eye/conjunctivitis, strep throat, fifth’s disease, flu, stomach bug), communicable disease (such as chicken pox) or developed an allergy, or for any other reason will be absent. THE PUNS TELEPHONE NUMBER IS 381-8430.**

D. Criteria for return to PUNS. When symptoms have resolved, the child has been symptom/fever free for at least 24 hours without the help of symptom fighting/fever reducing medications, after at least a 24-hour dose of effective medication (doctor prescribed antibiotic) and/or confirmation by a physician that the child is no longer contagious.

E. Please allow ample time for recuperation from illness. Children often tire easily after having been ill. A quiet day at home may be more appropriate than an active day at school. Your cooperation will contribute to a healthy environment for your children and others that attend our school.

F. When in the classroom, PUNS practices universal precautions. Gloves are located in all classrooms. Parents and teachers should put gloves on before attending to any health or hygiene needs of any child.

G. Medication may not be administered to any child by our staff or parents here at school.* Teachers, teacher assistants, and working parents, are not authorized to administer medication to any child other than their own while school is in session.

* Exception: Emergency prescribed Epi-pen or other prescribed medication for acute allergic reaction. Student must have an Emergency Care Plan on file at PUNS (completed by pediatrician).

ALLERGIES/SPECIAL NEEDS OF INDIVIDUAL CHILDREN

Our teachers and administration need to be made aware of any food allergy or special need your child may have in order to create a safe environment for your child. If your child has any food allergies, or other special needs that need to be addressed, we kindly ask that you follow the procedure outlined below. If you would prefer that your child's special need be kept private from the general school population, please follow the same procedure, and add any requests of privacy on your forms and letters to our teachers and administration.

A. Parents write all pertinent information on your registration form, and be prepared to discuss the information with your child's class teacher prior to the start of school. This information should include details regarding food ingredients, and distribution, skin and airborne sensitivities, and any other important information.

B. Parents will provide a completed Emergency Care Plan, available from your child's physician. This information will be kept confidential and used in case of allergy induced emergencies. It is **MANDATORY** that any child with potentially life-threatening allergies (food, insect, etc.) has a plan submitted prior to the first day of school. If your child requires an Epi-pen or other medication this should be noted on the Emergency Care Plan, packaged in a zip-lock bag and clearly marked with your child's name, Class Name, and photo and given to the class teacher prior to the start of school.

C. Parents will provide a copy of your child's Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) which will be kept confidential. Parents should be prepared to discuss your child's IFSP/IEP with the class teachers and follow the PUNS protocols for collaborating with service providers (refer to pages 26-27).

D. Please continue to inform the PUNS teachers and administration of any changes in your child's needs throughout the school year.

SECURITY POLICY

A. Drop-off Procedures for 3s, Pre-K, 4s, LL and SC. Drop off will take place in the roadway in front of the school entrance. Please pull to the spot in front of the entrance and **PLACE YOUR CAR IN PARK.** A teacher will unbuckle your child and remove him/her from their car seat. The teacher will escort your child into school and verify that the door closes and locks behind her each time she enters the building. The teacher has a staff security

code to gain access each time. The next parent should pull up slowly, **place the car in park**, and keep their child secure in their car seat until the teacher arrives. **Please do not allow your child to unbuckle prior to her arrival at your car.**

If your child's car seat is on the driver's side of your vehicle, please pull your vehicle forward to the wooden bench. Place your vehicle in park, and get out to deliver your child to the teacher.

If you choose to walk your child into school, please have your driver's license ready to show to the teacher. You do not need to show your license when the teacher can recognize you, but please bring your license with you in case there is a substitute teacher. Once the teacher sees your license and recognizes you, she will use her code to gain access to the building. Also, parents walking their children into the school are not allowed to take other children from their car in drop-off line. This can become confusing and dangerous.

B. Half Pints Arrival Procedure. Parents should park in the parking lot following the Parking Instructions on pg. 8. Please walk your child into the Half Pints classroom at the back of the Social Hall and check-in with one of the teachers.

C. Late Drop-off Procedures. If you are dropping your child off after the scheduled arrival time, please TEXT your child's teachers to inform them that you are running late and please give an approximate time for arrival. When you get to school, ring the PUNS doorbell to the left of the doorway (NOT THE UCP DOORBELL) and one of the teachers will buzz you into the building.

D. Emergency Pick-Up during school hours. If you need to come to school unexpectedly, please TEXT your child's teachers and let them know you are coming. When you arrive please follow the Late Drop-off procedures noted above.

E. Dismissal/Pick-Up Procedures for 3s, Pre-K, 4s, LL and SC. Your promptness at dismissal time is expected and most appreciated. Five minutes before the scheduled pick-up time, one of the teachers will go to the front door of the school to monitor pick-up. The teacher will have a complete class list, name of the parents, and any dated notes regarding carpool or pick-up by a new person. When you arrive, please show your license to the teacher, and they will let you in the school. Please gather your child's belongings (in their cubby) **PRIOR** to picking them up on the playground or in the social hall.

Please take a moment to say a quick goodbye to the teacher at dismissal time: the teachers must know when you and your child leave the playground or school building.

Please keep all siblings and /or friends of your child with you at all times when you pick up your child at dismissal time, even if the sibling or friend is also a student at PUNS. This pertains to both inside the school and on the playground. This helps to maintain a safe ratio of adults to children at all times during our school day.

If someone else is picking up your child the teachers MUST be notified in writing. If there is any question as to the identity of someone, the teachers will ask to see a photo-id before they release the child to them. Please explain the PUNS pick up procedures and parking protocols/guidelines to anyone else picking up your child at dismissal.

Your promptness at dismissal time is expected and most appreciated. If, on a rare occasion, you are unavoidably delayed, please TEXT the teachers to reassure them and your child that all is well. If you are extremely late, the working parents will be allowed to leave and your child will be waiting inside the school with the teachers. You will need to use the PUNS bell and follow the procedure for "late drop-off" (see C. above).

F. Dismissal/Pick-Up Procedures for Half Pints. Your promptness at dismissal time is expected and most appreciated. The teachers will escort the Half Pints from their classroom to the bench by the door. The teacher will have a complete class list, name of the parents, and any dated notes regarding carpool or pick-up by a new person.

Pick up will take place in the roadway in front of the school entrance. Please pull to the spot in front of the entrance and **PLACE YOUR CAR IN PARK.** The teachers will walk your child from the building out to your car, placing your child in their car seat and buckling them up. Once that parent has pulled away, the next parent should pull up slowly, place their car in park.

If your child's car seat is on the driver's side of your vehicle, please pull your vehicle forward to the wooden bench. Place your vehicle in park, and get out to receive your child from the teacher. You will be responsible for putting your child in the car.

If someone else is picking up your child the teachers MUST be notified in writing. If there is any question as to the identity of someone, the teachers will ask to see a photo- id before they release the child to them. Please explain the PUNS pick up procedures and parking protocols/guidelines to anyone else picking up your child at dismissal.

Your promptness at dismissal time is expected and most appreciated. If, on a rare occasion, you are unavoidably delayed, please TEXT your child's teachers to reassure the staff and your child that all is well. If you are extremely late, the working parents will be allowed to leave and your child will be waiting inside the school with the teachers. You will need to use the PUNS bell and follow the procedure for "Late Drop-off" (see section C above).

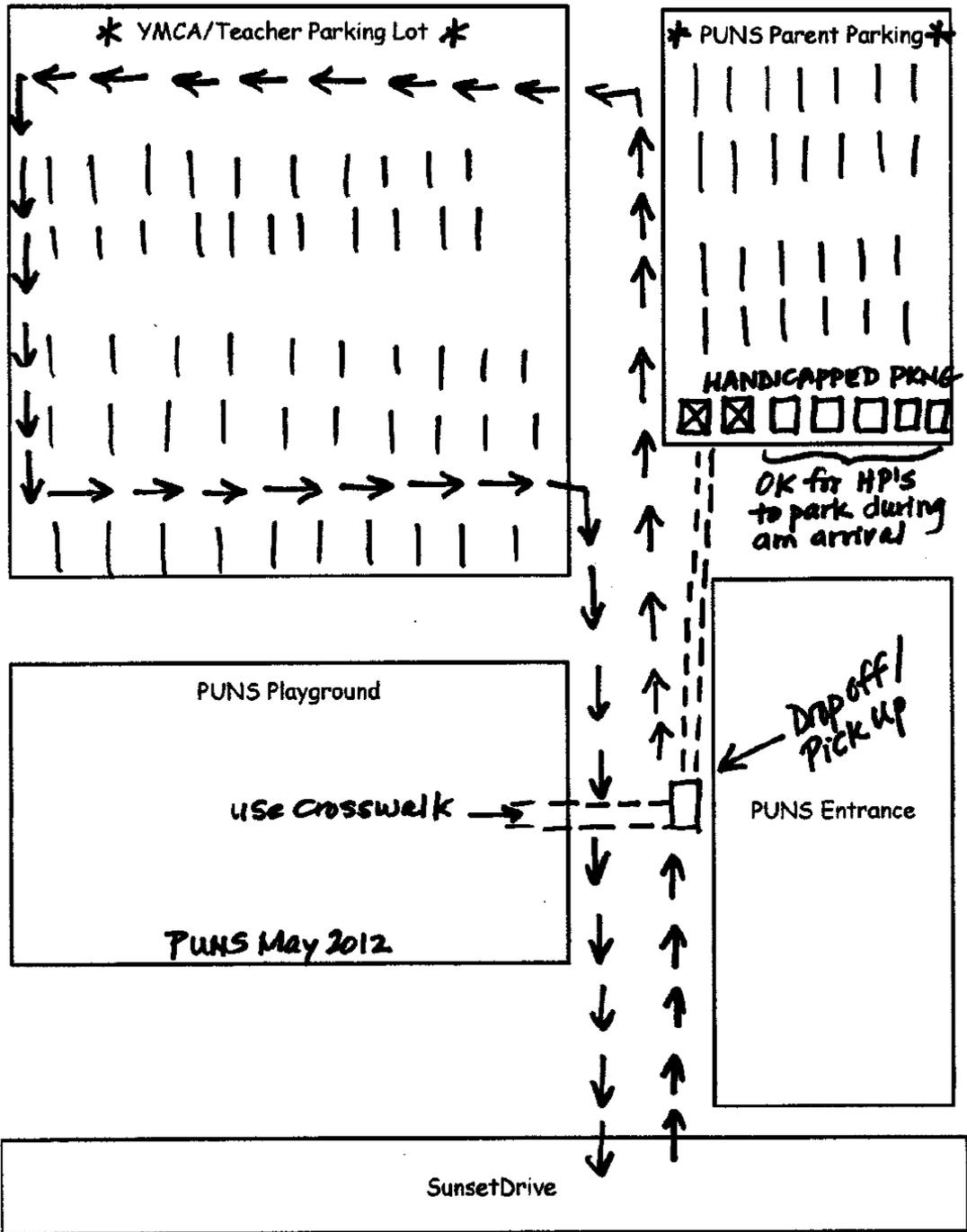
G. Parking:

The roadway in front of the school entrance is a Fire Lane and should only be used for drop-off. Please **DO NOT** use this lane as a parking spot or leave your vehicle unattended in this area.

Please maintain a slow speed, particularly when passing the playground, and refrain from using your cell phone while driving in our parking lot.

The PUNS teachers will park in the large parking lot on the left hand side as you enter from Sunset Blvd. PUNS families should park in the smaller lot on the right hand side. Half Pints families may use 5 of the 7 handicapped spaces for their morning arrival. The two handicapped spaces nearest to the entry door should be left open and available for Church members.

Please inform any adults or caregivers who may be dropping off or picking up your child of these guidelines.



TOILET TRAINING

A. Half Pints. The teachers will toilet/change the children as needed. Please be sure to include a **complete** change of seasonal clothes in your child's school bag, including shirt, pants, underwear or pull-up/diaper, and socks.

B. 3s. Students may attend school without being toilet trained, but with the expectation that parents will be working on toilet training over the course of the year. Please be sure to include a **complete** change of seasonal clothes in your child's school bag, including shirt, pants, underwear or pull-up/diaper, and socks.

C. Pre-K, 4s, LL and SC. All children must be toilet trained. Please be sure to include a **complete** change of seasonal clothes in your child's school bag, including shirt, pants, underwear or pull-up, and socks.

D. ALL CLASSES (except HP). We understand that an occasional accident may occur, however, we do not have the facilities and means to routinely change children. If a situation occurs that requires a child to be routinely changed, the teachers will contact the parents to discuss the situation. Parents may be asked to return to school to change their child, assist with toileting – if this is a frequent occurrence. With teachers and parents working together, we will encourage each child to succeed in toilet training.

WEATHER

A. Inclement Weather. In the event of extremely bad weather, we follow the decision of the Pittsford Central School District (PCSD) system regarding school closings. Please watch our local television stations and/or listen to our local radio stations for posted school district closings. If Pittsford schools are closed, then so are we! The teachers will communicate about school closings via text remind alert and via email follow-up. PUNS reserves the right to make a decision about early dismissal and/or closing the school should weather conditions deteriorate throughout the day, regardless of the PCSD. These notifications will come via the text remind system.

B. Winter Weather. Outdoor play is an integral part of our preschool experience and daily routine for **HP, 3s, Pre-K, 4s PM, LL and SC**. Please send your child with a warm coat, snow pants, winter/lined boots, a warm hat and waterproof mittens each day. However, winter weather can be unpredictable and harsh. The teaching staff of each class shall determine the appropriateness of outdoor recess based upon the temperature, wind chill, sunshine, and local weather predictions. The church social hall is typically used for indoor recess.

C. Warm Sunny Weather. Please apply sunscreen to your child before dropping her/him at school. Also, please send along a sun hat and appropriate shoes for the playground.

EMERGENCY EVACUATION/FIRE DRILLS

During the school year, the teachers will conduct emergency evacuation/fire drills, as required by the Pittsford Fire Department. The children and adults in **3s, Pre-K, 4s PM, LL and SC** exit the school through the doors that face Sunset Blvd. and walk to the PUNS sign where they gather for attendance before returning. The children and adults in **Half Pints** exit the building through the door to the outside nearest their classroom, or through the Social Hall and out the school entrance.

EMERGENCY EVACUATION OF PUNS FACILITY

In an emergency or event requiring immediate evacuation of the PUNS facility, the children, staff, and parent helpers will exit the building and evacuate to the parked cars of the staff and parent helpers. The teachers will contact the parents/caregivers using emergency contact information provided to them on the emergency contact cards and will send an alert via the text remind system.

PUNS HARDSHIP FUND

The PUNS Hardship Fund has been created to provide tuition forgiveness to families in our school community who experience a sudden and expected financial emergency during the course of the year.

- The Fund shall be funded by voluntary charitable donations provided by staff, current families, alumni, and any community entity wanting to assist a PUNS family facing unexpected financial challenges.
- All donations are tax deductible and receipt of funds will be documented in a letter provided by the PUNS Treasurer.
- Nominations are submitted to the Executive Board by a PUNS teacher or family and are kept confidential.
- The nomination will be reviewed by the Board and funding granted if all Executive Board Members are in favor.
- The amount awarded will be based on the tuition balance and available hardship funds.
- Families will be notified in writing that they will receive tuition forgiveness through the PUNS Hardship Fund with the remaining tuition balance identified and a payment plan proposed if needed.

The above information, sample nomination and award letters, and a sample receipt letter for Tax Deductible Donations are available from the PUNS Treasurer. Donations to the Hardship Fund can be made for a specific family or can be a general donation as a gift to the school. Please feel free to contact the Chair or the Treasurer if you have any questions.

BIRTHDAY POLICY

Each family is invited to celebrate their child's birthday during the school year. The parent/caregiver will be the "snack helper" on a day that is on or close to their child's birthday (summer birthdays can be celebrated as "half" birthdays or during the month of April or May). Because of food allergies, we cannot invite you to bring in a homemade birthday treat. We do however invite you to bring an item from the Birthday Treats category from our Snack List. We love celebrating birthdays at PUNS and the teachers will make your child feel very special. Each class recognizes the birthday boy or girl in its own unique way!

PUNS does not allow the distribution of birthday invitations for parties scheduled outside of PUNS unless all classmates are invited. This also includes the distribution of thank you notes following a party scheduled outside of school. We appreciate your cooperation in this matter.

SNACK POLICY

PUNS is proud to be a safe place for children with severe food allergies. We know the anxiety many families feel when they are confronted with the serious risk of food allergies, and at PUNS, we want to do all we can to lessen the worry and bring on the fun!

PUNS has compiled a very specific list of food items that are nut and dairy free; and as such, snack parents are asked to bring in PRE-PACKAGED, unopened, store bought items. All snacks must be from the approved snack list found in the handbook and in your family folder passed out at the August Parent Meeting. Please pay careful attention to the BRAND and FLAVOR of each item. **Please make no substitutions or interpretations of this list.**

We ask that you supply two items from this list as your snack (1 fruit or vegetable and 1 other item). The snack must be distributed at school with gloved hands. Fresh fruit and vegetables must be prepared at PUNS.

****LL and SC do NOT have snack during class time.**

PUNS is an Allergy-Friendly school! At PUNS we strive to ensure that items with common food allergens do not enter our classrooms. We have very specific protocols in place to protect children with food allergies. These include, but are not limited to:

- All teachers are certified in CPR/FirstAid/AED, AED machine on the premises
- School-wide/UCP posted notification of allergies, food restrictions in classrooms
- Modified/Custom Snack List
- Snack served BY TEACHER ONLY to students with allergies
- Placemat with Allergy-Alert Notification
- Medication & Child's Emergency Care Plan Stored in Snack Room
- Emergency Protocols Posted in Snack Room
- Pre and Post Snack Cleaning Protocols
- Letter sent to all families at the start of school via email informing of our allergy protocols
- Toys washed on a rotating basis throughout the school year
- Teachers check with parent of child with allergies before using any food items in an art project or in the sensory table

Choose one (1)
Fruit or Veggie
& one (1) "dry"
snack item from
the list

PUNS Snack List 2019-20
ALL CLASSES
ALLERGY-FRIENDLY

Children with food
allergies/restrictions will
be served by the teachers
only, from a modified list
(reviewed, highlighted
and signed by parent) or
from their own snack box,
provided from home.

<p><u>APPLESAUCE (Jar, cups, pouches)</u> Motts, Wegmans or Wegman's Organic Applesauce (original or cinnamon flavors)</p> <p><u>FRUIT SAUCE POUCHES</u> Go-Go, Dole, Motts, or Smuckers Fruit Sauce Pouches (any flavor; *NOT YOGURT*, *NOT Gummies)</p> <p><u>FRUIT CUPS</u> Dole, Wegmans or Wegmans Organic Diced Fruit Cups (Pears, Peaches, Mandarin Oranges in 100% Fruit Juice)</p> <p><u>FRESH FRUIT/VEGETABLES</u> If necessary, may be prepared/prepped in PUNS classroom. All fruits & veggies welcomed, or try these fast & easy veggie solutions: - Wegmans "Cleaned and Cut" Veggies: - Baby Carrots - Broccoli - Cauliflower - Baby Corn</p> <p><u>FRUIT – DRIED</u> Sun Maid Plain Raisins Ocean Spray Craisins (original or blueberry) Wegmans/Wegmans Organic Fruit Twists or Fruit Flats (any flavor) Brothers-All-Natural Fruit Crisps (any flavor)</p> <p><u>PRETZELS</u> Rold Gold Classic Style (any shape; not flavored)</p> <p><u>RICE CAKES</u> Quaker Popped Rice Snacks (apple cinnamon only)</p> <p><u>BARs</u> FreeYumm Oat Bars (blueberry or honey apple) MadeGood Granola Bars or Granola Minis (Chocolate Chip, Apple Cinnamon, Chocolate Banana or Vanilla Crispy Squares)</p>	<p><u>CEREAL</u> General Mills Cheerios: Original Kix: Original Rice Chex: Original Kellogg's Apple Jacks Quaker Life (Original) Wegmans Rice Squares: Original Toasted Oats: Original Oat Crisps: Original Freedom Foods Maple Crunch All Around Goodness Maple Fruity Rainbow Rocks</p> <p><u>CRACKERS</u> Nabisco Premium Saltines (Original or Original Round) Wegmans Saltines (Original) Nabisco Ritz Original: Round; Whole Wheat Round Wheat Thins (Original)</p> <p><u>GRAHAM CRACKERS</u> Nabisco Teddy Grahams (Honey, Cinnamon, Chocolate, Chocolatey Chip, Birthday Cake) Honey Maid Graham Crackers (Honey or Cinnamon) Keebler Scooby-Doo Graham Cracker Sticks (Cinnamon)</p> <p><u>ANIMAL CRACKERS</u> Nabisco Barnum's Animal Crackers (Original)</p> <p><u>POPCORN</u> Skinny Pop Popcorn (Original)</p> <p><u>TORTILLA CHIPS</u> Wegmans/Wegmans Organic Tortilla Chips (White or Yellow Corn) Tostitos/Tortilla 'Scoops', restaurant style or bite size</p> <p><u>PITA CHIPS</u> Stacy's Pita Chips (Simply Naked... Nothing But Sea Salt Only)</p>	<p><u>BIRTHDAY TREATS</u> Nestle Outshine Fruit Bars grape, cherry, lime, strawberry, tangerine, wild berry, lemon, pineapple *NO COCONUT* *NOT "NO SUGAR ADDED"*</p> <p>Nestle Outshine Fruit and Veggie Bars (Strawberry Rhubarb, Tangerine Carrot, Blueberry Medley) *NOT "NO SUGAR ADDED"*</p> <p>Good Pop Organic Freezer Pops 100% juice (strawberry lemonade; concord grape; fruit punch)</p> <p>Nabisco Oreo Cookies (Golden Oreos or Original Chocolate Oreos)</p> <p>Enjoy Life cookies (in Wegmans Nature Market) (Snickerdoodle, Chocolate Chip, Double Chocolate Brownie)</p> <p>Cybele's "Free to Eat" cookie (Snickerdoodle)</p> <p>*PUNS strives to be a school that is free from the top 8 best known food allergens, including, but not limited to: dairy, peanut nut, tree nut.</p> <p>*all dry food items must be brought in sealed original package</p> <p>*all fruit & veggies must be packaged or brought in whole</p> <p>*when purchasing snack, please read the ingredient list carefully as manufacturers can change these at any time. Look for: "allergy" alerts and any disclaimers such as/similar to: "MANUFACTURED IN A FACILITY THAT ALSO PROCESSES PEANUTS, TREE NUTS." Allergens can also be listed under names that are not as familiar, such as WHEY & CASEINATE (milk). On Wegmans-brand products, look for "FOOD ALLERGY WELLNESS KEY."</p> <p>*PUNS and the drafters of this document are not liable for any foreign or non-foreign items contained in any product on this list. The food provided shall be provided as is, without any warranties, including implied warranties of merchantability and fitness. There are no warranties, which extend beyond the face thereof.</p>
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Parent Responsibilities

WORKDAYS

Part of the cooperative school experience is your active participation in the classroom. At the beginning of each school year, parents will choose days in which they will work in the classroom with the children.

If you are unable to work on one of your scheduled workdays, **it is your responsibility to find a substitute from within your class.** If a parent sends an email request looking for a substitute **please respond with yes or no!** Also, please mark the change on the workday calendar at PUNS and notify the teacher and your class representative.

If you do not show up for a designated work day, or provide less than 24 hours' notice of not being able to attend, you will be assessed a \$50 fee.

A. Parents in 3s, Pre-K, 4s PM will supply snack on their “Snack Parent” workdays. On these days, a nutritious snack from the approved snack list should be provided for the children (please bring 1 dry snack and 1 fruit or vegetable from the list). Please refer to the PUNS Approved Snack List for more information.

B. Parents in Half Pints will supply snack for each of their workdays. On these days, a nutritious snack from the approved snack list should be provided for the children (please bring 1 dry snack and 1 fruit or vegetable from the list). Please refer to the PUNS Approved Snack List for more information.

C. January Work Day. Every January, PUNS holds its annual work day to clean and organize the school. **Each family from Half Pints and 3s, Pre-K, 4s PM are required to have a parent present on that day.** The time commitment is approximately two hours. Parents may choose not to participate in January Work day for a fee of \$75.00, which is due with the first tuition payment. There will be a financial consequence of \$75 for any family that does not fulfill this mandatory requirement.

MEETINGS

At least one parent is required to attend our annual August Parent Meeting. At this informational meeting you will meet fellow parents and teaching staff. Important information regarding school and classroom policies will be provided, and you will sign up for your work days for the year. Please note: Parents who have chosen the Non Co-op Option (buy-out of all work days) will not be required to “work” in the classroom, but should still attend this meeting for informational purposes.

WORK UNIT RESPONSIBILITIES

Families of students enrolled in Half Pints and 3s, Pre-K, and 4s are required to sign up for and actively participate in at least 8 Work Units to be completed throughout the year. In the event that a family has two children attending PUNS, approximately (3) additional hours will be added to fulfill the Work Unit requirement. Parents with one child may choose not to participate in Work Units for a fee of \$200.00. Parents with two children attending PUNS may choose not to participate in Work Units for a fee of \$300.00. This payment is due with the first tuition payment. There will be a financial consequence for any family that does not fulfill their Work Unit responsibility, either in part or in full.

FUNDRAISING

There may be fundraisers throughout the year that are NOT mandatory. Monies raised through fundraising will be utilized to improve the facility and/or curriculum at our school.

CLASS GIFTS

Class representatives may organize group gifts for the teaching staff for your class on various holidays or events (holiday, end of year, etc.) At this time, she may ask for a small monetary donation or small gift that stays within the theme of the class gift. Participation in these gifts is optional. You may decide to give a different gift, handmade gift, or no gift at all. The choice is yours! Additionally, if you have any ideas, comments or questions regarding the class gift, please speak to your class representative.

GUIDELINES FOR PARENTS

A. Clothing/School bags/Water bottles

- Comfortable clothing and rubber-soled shoes are ideal dress for students and working parents as well. Elastic waistbands are easier for children who are toilet training. Buttons, snaps, zippers, overalls and belts can be difficult. Open toe shoes, sandals, and flip-flops are discouraged as they pose a safety risk.
- Please supply your child with a school bag or backpack (labeled with his/her name) for carrying belongings to and from school.
- Please supply your child with a water bottle for use at PUNS throughout the year pre-filled with water only (excluding HP).
- Your child's school bag should include an extra set of seasonal clothes (shirt, pants, underwear or pull-up/diaper, and socks) in case of accidents or spills.
- During winter time, you should also include a warm coat, winter/lined boots, warm hat, waterproof mittens, and snow pants **EVERY DAY**.
- Please label **ALL** of your child's outdoor clothing to simplify identification and return of lost articles.

B. Communication

- If you have questions or concerns you would like to discuss with the teacher, please leave a note in her mail slot, send her an email, or speak with her briefly after class to request a phone call or conference. Having in-depth conversations at drop-off/dismissal, is not the best time.
- If you have any questions regarding PUNS for the Executive Board, please contact any member of the Exec Board. The names, phone numbers and email addresses of the Exec Board members will be listed in the "Welcome" folder distributed at the August Parent/Guardian meeting.
- News and information will be posted on the class bulletin boards located in the entrance hallway of PUNS, emailed or sent via the Text Alert system. Class schedule, monthly update, and monthly workday calendar may also be posted on the individual class bulletin boards in the PUNS hallway and emailed to parents. Please make sure to check your child's class bulletin board each time you pick up your child.

- LL and SC news and information will be distributed directly to the parents by teachers via email.

- Snack List, Extra Forms, Scholastic Book Order, PUNS Board and Staff Directory, Monthly Board Meetings Minutes, and PUNS Wish List will be posted on the main bulletin board opposite the Snack/Art Room on the Main Floor.

C. PUNS Library

PUNS is fortunate to have a lending library for the children. Students in 3s, Pre-K, 4s PM, LL and SC will participate in “library day” at school and will bring home books that they have picked from our library. Please be sure to return their books within one to two weeks. A “return box” is located near the student cubbies on the Main Floor. The Half Pints Library is located in their classroom and will be used during class time only.

General Workday Guidelines

1. The children are encouraged to learn by participation. Offer praise and encouragement as they strive to be as capable and as independent as possible. Ask the children if they would like assistance only when you are sure it is something they are unable to do by themselves.

2. Parent helpers offer warmth, interest, cheerfulness, and guidance to all children. There may be times when it will be necessary to stop or distract a child having difficulty with self-control. If the safety of a child or protection of school property becomes involved, please step in. If needed, do not hesitate to seek the assistance of the teacher or teaching assistant.

3. Your child’s behavior may be different on days that you work at PUNS. He/she may find it difficult to share their parent’s attention with others. Spending a few minutes before school explaining how you will be assisting in the classroom may help his/her adjustment.

4. Personal and family matters that may be disclosed by the children in the classroom are regarded as privileged information and are treated confidentially by both staff and the assisting parents.

5. When you are the working parent, you are welcome to keep your cell phone in your pocket if necessary, but we ask that you keep calls and texting to a minimum, and for emergencies only. If you are expecting an important/emergency call please inform the teacher at the beginning of your workday, and **please step out of the classroom to take the call**. Be sure children are appropriately supervised prior to stepping out.

Parent Workday Guidelines

I. 3s, Pre-K, 4s PM

***Teachers will provide Working Parents with a Checklist to reference throughout the work day.**

Prepare for the Day

Parent helpers **must arrive fifteen minutes before school starts**. Each parent should check in with the teachers for any special instructions of the day's activities.

Children's Arrival

Help greet the children and parents as they arrive. Encourage them to take off their jackets and place it on the coat hook in their cubby along with their school bag. Encourage the children to check-in. Encourage the children to choose a center of play for the start of the day while waiting for their classmates to arrive.

Free Time

Each of the schoolrooms is available and supervised by a parent or a teacher depending on the class and daily schedule, the children may choose the room and interest centers where they will play. Please participate and encourage the children and their activities. Suggest cleaning up one activity before starting another.

Clean-Up Time

Clean up follows free play and is an important activity in itself. The children do a large share of the work with encouragement and assistance offered by the parents and teachers. When all toys are cleaned up the children proceed to the next activity.

Snack Time

When everyone is seated, a special poem is recited and the snack is shared. This is a social time, a time to enjoy the children and encourage polite conversation. When excused, the children push in their chairs, gather their leftovers and discard them in the trash basket, pile up their placemats, and put their dirty dishes in the dish bin.

Circle Time

Parents join the circle and quietly encourage the children to participate and be attentive during group discussions, finger plays, stories and songs.

Indoor/Outdoor Recess

Offer assistance to the children who are still learning to put on and fasten their outdoor clothing. Encourage self-sufficiency when appropriate. Both working parents accompany one of the teachers to the playground or the social hall during recess. The other teacher continues cleaning and organizing inside. That teacher will be at the front door five minutes prior to dismissal to check for proper identification and sign out children.

Dismissal

Parents prepare children for dismissal and complete any remaining chores. Clean up responsibilities are posted outside of the Snack/Art Room door on the wall. Parents may leave when clean-up is complete and all children have been dismissed.

II. Half Pints

Prepare for the Day

Parent helpers **should must at least five minutes before school starts.** Each parent should check in with the teachers for any special instructions of the day's activities.

Children's Arrival

Help greet the children and parents as they arrive in the classroom.

Morning Exploration

Encourage the children to choose a center of play for the start of the day while waiting for their classmates to arrive.

1st Clean-Up Time

Clean up follows Morning Exploration and is an important activity in itself. The children do a share of the work with encouragement and assistance offered by the parents and teachers. When all toys are cleaned up the children will gather with the teachers for the Welcome Circle. Meanwhile the working parent prepares for snack time.

Snack Time

As the children are seated they will use hand wipes, and then a special poem is recited and the snack is shared. This is a social time, a time to enjoy the children and encourage polite conversation. When finished, the children are excused, and directed to the next activity.

Discovery Play

Parent assists in classroom or Social Hall as directed by teachers.

2nd Clean-Up Time

Clean up follows Discovery Play, and includes any additional clean-up and reorganization as directed by the teachers.

Dismissal

Parent assists teachers in preparing children for dismissal; put on coats and load backpacks with projects and notices from cubbies. While teachers escort children to hallway bench for dismissal, parent completes any remaining chores and responsibilities as posted in the classroom. Parents may leave when clean-up is complete, the garbage is disposed of, and all children have been dismissed.



PLAYGROUND Expectations

BIKE PATH: All vehicles travel in one direction; speed limit – SLOW!!

MONKEY BARS: Start at ladder & progress to play structure; need ADULT supervision; closed in winter

ROCKS & SAND: Are not for throwing; do not belong on the Grass, Pavement or Play Structure

SANDBOX: *PM parents – please be sure cover is put on & secured if you are the last to leave the playground in the afternoon

SWINGS: No Twisting or Side-to-Side; “Superman” swinging is allowed but only if both swingers are using this method; wait on bench behind cones until your turn; need ADULT supervision; closed in winter

SLIDES: One child at a time (up or down); go down in sitting position/no head first

FENCE, PLAY HOUSES & PICNIC TABLES: Are not for Climbing

GARDEN: Will be open once a week (in season); need ADULT supervision

TOYS: Put Away What You Take Out! 😊



Working Parent Checklist: Half Pints

Hello! & Thank You! for coming in today.

Friendly Reminder:

Please SILENCE your cell phone and leave it in your child's cubby while you are helping today.



Here is a list to assist you in how you can help in our class:

- ✓ Play with us during arrival
- ✓ Set-up for & Clean-up after SNACK (dishes; placemats)
- ✓ Help with ART Project
- ✓ Clean-up after ART
- ✓ Help us to share & play nicely with friends
- ✓ Help get us ready to go outside to the Playground
- ✓ Watch us on the Playground to help keep us safe
- ✓ Help with end-of-the-day Clean-up (garbage; vacuum; bathroom).

☺ **THANK YOU FOR A DELICIOUS SNACK AND A JOB WELL DONE!**



Art Parent Checklist: 3's

Hello! & Thank You! for coming in today.

Friendly Reminder:

Please SILENCE your cell phone and leave it in your child's cubby while you are helping today.



Here is a list to assist you in how you can help in our class:

- ✓ Assist with morning arrival & check-in
- ✓ Help us wash our hands before snack
- ✓ Wipe down Bathroom after we wash up for snack
- ✓ Help with ART Project
- ✓ Clean-up after ART
- ✓ Help us to share & play nicely with friends
- ✓ Help get us ready to go to the Playground or Social Hall
- ✓ Watch us during gross motor play to help keep us safe
- ✓ Help with end-of-class Clean-up (sweep/vacuum; stack chairs on Fridays).

😊 **THANK YOU FOR A JOB WELL DONE!**



Snack Parent Checklist: 3's

Hello! & Thank You! for coming in today.

Friendly Reminder:

Please SILENCE your cell phone and leave it in your



child's cubby while you are helping today.



Here is a list to assist you in how you can help in our class:

- ✓ Play with us during arrival
- ✓ Set-up for & Clean-up after SNACK (placemats; sweep floor; wipe down table)
- ✓ Help us to share & play well with friends
- ✓ Help get us ready to go to the Playground or Social Hall
- ✓ Watch us during gross motor play to help keep us safe
- ✓ Help with end-of-the-day Clean-up (garbage; sweep).

😊 THANK YOU FOR A DELICIOUS SNACK AND A JOB WELL DONE!



Working Parent Checklist: Pre-K

Hello! & Thank You! for coming in today.

Friendly Reminder:

Please SILENCE your cell phone and leave it in your child's cubby while you are helping today.



Here is a list to assist you in how you can help in our class:

- ✓ Set-up for and Clean-up after SNACK (placemats; sweep floor; wipe down table). *Directions on wall near classroom sink.*
- ✓ Play with us during arrival upstairs & assist with answering the “Question of the Day”
- ✓ Help us to share & play nicely with friends
- ✓ Help in YELLOW ROOM - encourage children to clean-up as they play, put caps back on dry erase markers and play with toys on child-centered shelves (teacher materials shelves will be labeled)
- ✓ Help get us ready to go outside to the Playground or Social Hall
- ✓ Watch us on the Playground to help keep us safe
- ✓ Help with end-of-the-day Clean-up (sweep/vacuum).

😊 THANK YOU FOR A DELICIOUS SNACK AND A JOB WELL DONE!



Working Parent Checklist: 4s PM

Hello! & Thank You! for coming in today.

Friendly Reminder:



Please SILENCE your cell phone and leave it in your child's cubby while you are helping today.



Here is a list to assist you in how you can help in our class:

- ✓ Set-up for and Clean-up after SNACK (placemats; sweep floor; wipe down table). *Directions on wall near classroom sink.*
- ✓ Play with us during arrival upstairs & assist with answering the “Question of the Day”
- ✓ Help us to share & play nicely with friends
- ✓ Help in YELLOW ROOM - encourage children to clean-up as they play, put caps back on dry erase markers and play with toys on child-centered shelves (teacher materials shelves will be labeled)
- ✓ Help get us ready to go outside to the Playground or Social Hall
- ✓ Watch us on the Playground to help keep us safe
- ✓ Help with end-of-the-day Clean-up (garbage; sweep/vacuum; stack chairs on Fridays).

😊 THANK YOU FOR A DELICIOUS SNACK AND A JOB WELL DONE!

Registration Information

HALF PINTS

Gradual Opening in September
9:15 -11:15 a.m. October through May
Children must be 2 years old by September 30th of entering year.
Half Pints will track to 3s the following year.

ROOM to BLOOM

9:15-11:15 a.m.
Children must be currently enrolled in a Half Pints class.

3s

Monday/Wednesday/Friday, Tuesday/Thursday, M-F 9:15 -11:45 a.m.
Children ages 3-4
Children in 3s will track to Pre-K/4s the following year.

Pre-K, 4s

Pre-K (AM): Monday- Friday 9:00 – 11:30 a.m.
4s (PM): Monday/Wednesday/Friday 12:15 - 2:45 p.m.
Children must be Kindergarten age-eligible the following school year.

STEAM CONDUCTORS SCIENCE CLASS

Thursday 12:15 - 2:45 p.m.
Children must be currently enrolled in Pre-K/4s of equivalent or higher age.

LITERATURE LLAMAS CLASS

Tuesday 12:15-2:45 p.m.
Children must be currently enrolled in Pre-K/4s or of equivalent or higher age.

REGISTRATION

First consideration for registration will be given to 1) current PUNS students, 2) siblings of currently enrolled PUNS students, 3) alumni, and 4) members of the United Church of Pittsford. Open Registration begins on Dec. 1st. Any individuals in the groups mentioned above must apply by Dec. 8th in order to be guaranteed a spot for the following year. All applications will then be considered on a first-come, first-serve basis. Students currently enrolled at PUNS will be guaranteed a spot for the subsequent school year, if they apply by the Dec. 8th deadline noted above. Parents may request class placement, **but final placement is based upon birth date of the child, teacher input, and discretion of the Executive Board.** Please note, if you do not register your child by Dec. 8th, you may lose out on a spot in your preferred class.

Your family's Contract and Tuition Payment (in part or in full) must be received by PUNS by APRIL 15th

Families registering after April 1st will have FOURTEEN (14) DAYS from the date of registration to make tuition payment (in part or in full).

Special Note for Families Enrolling AFTER April 1:

In order for your child to start school, you must return your signed contract and tuition payment within 14 days of receipt of contract. If you are unable to pay your tuition bill IN FULL within 14 days, PUNS requires a down-payment of 50% of your tuition to maintain your child's enrollment. Your balance will be due within 14 days following the down-payment. Failure to provide PUNS with these items will result in loss of your child's spot in the class for which he or she is enrolled. Additionally, if you are enrolling after September 1st, you must return your signed contract upon receipt, along with your tuition payment, in order for your child to begin attending classes at PUNS.

Applications and appointments to visit the school may be obtained by calling the Registrar. The registration form and fee must be returned to the Registrar to consider the registration binding. This fee is non-refundable if a position is offered to a child. If there is not a position available and you do not choose to stay on the waiting list your registration fee will be refunded minus a processing fee of \$25.

WITHDRAWAL

A family may be asked to withdraw their child for any reason, if after thorough discussion, it is decided that the school is not a good fit for their child.

A family may also be asked to withdraw for any of the following reasons:

- Non-performance of the duties outlined in the parent contract or handbook.
- Failure to meet mandatory fundraising obligation.
- Failure to pay tuition as required.
- Conduct of parent or child that is detrimental to the reputation of the school or endangers the safety of other children in the school.
- Conduct which impairs the ability to fulfill school obligations, including but not limited to, drunkenness, drug abuse and any acts which endanger the school's personnel or students.

In the event that a parent(s) needed to withdraw their child for any reason, they agree to provide the PUNS Registrar a written notice of a minimum of thirty (30) calendar days. This notification will begin the active process of filling the vacated position. Tuition reimbursement will only be processed after the class is completely filled. New students will not be placed after January 1st, **therefore tuition reimbursement will not be available for any withdrawals after that date.**

PUNS Guidelines for Students w/an IFSP or IEP

Parents

- ✓ Provide copy of IFSP/IEP for Class Teacher or Confirm with EI Service Coordinator/District CPSE Coordinator that Class Teacher receives a copy of IFSP/IEP
- ✓ Coordinate release form with EI Service Coordinator/District CPSE Coordinator
- ✓ Coordinate completion of Information Form with Service Provider
- ✓ Contact Service Provider when child is absent or school cancelled

Class Teacher

- ✓ Provide Service Provider with Information Forms/Daily Schedule
- ✓ File Info Forms: 1 copy for Binder at PUNS, 1 copy for your home file
- ✓ Be familiar with Student's IFSP/IEP
- ✓ Coordinate scheduling of services with Parent & Service Provider
- ✓ Complete Evaluation Forms as requested by Service Provider
- ✓ Track time spent on communication with Parent and Service Provider, and completion of required forms - log time onto PUNS monthly expense sheet

Service Provider

- ✓ Complete PUNS Service Provider Information Form
- ✓ Submit two copies of form to Class Teacher
- ✓ Communicate with class teacher to determine service schedule that is in the best interest of the child within the context of the PUNS program
- ✓ Provide Class Teacher with an outline of the work that you will be doing with the child in the classroom
- ✓ Sign in at PUNS upon arrival to provide services
- ✓ Discuss with Class Teacher the work that can be done to support the child when you are not in the classroom
- ✓ Coordinate with Parent & Teacher the lines of communication for schedule changes etc.
- ✓ Coordinate all Supervisor Visits/Class Observations with Class Teacher
- ✓ Submit required paperwork/evaluation forms to Class Teacher with self-addressed stamped envelope and communicate due date

PUNS Service Provider Information Form

*Please submit 2 copies

Student Name:

PUNS Class:

Provider Contact Information:

Name:

Phone:
Office
Cell

Email:

Agency/Address:

Supervisor/Contact#:

Type of Service/Brief Description of Service /Day & Time:

Speech/Language

OT

PT

Special Ed

Other