



PITTSFORD UNITED NURSERY SCHOOL

# Family Handbook

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

2023–2024



# *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 Co-Chairs, Registrar, Secretary, Treasurer, Education Director, and Class Representatives. The Executive Board (Co-Chairs, Education Director, Registrar, Secretary 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 Google Classroom whole school classroom page. Class Reps will be in attendance for board meetings and may communicate additional details of subjects discussed at those meetings.

# School Policies & Guidelines

## Health Policy

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A. **New York State Law.** NYS public health law requires persons 0 through 18 years of age 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)

*From the New York State Department of Health website:*

Children attending day care and pre-K through 12<sup>th</sup> grade in New York State must receive all required doses of vaccines on the recommended schedule to attend or remain in school. This is true unless they have a valid medical exemption to immunization. This includes all public, private, and religious schools. A medical exemption is allowed when a child has a medical condition that prevents them from receiving a vaccine. There are no nonmedical exemptions to school vaccine requirements in NYS.

The CDC's Advisory Committee on Immunization Practices (ACIP) establishes the recommended vaccine schedule and determines when vaccines are due.

Within 14 days of the first day of school or day care, parents must:

- Show proof of their child's up-to-date vaccinations, OR
- Provide a valid medical exemption from vaccination.

In order to attend or remain in school or day care, children who are unvaccinated or overdue must receive at least the first dose of all required vaccines within the first 14 days. They also must plan to receive all follow-up doses at the ages and intervals (time between doses) listed in the recommended vaccination schedule.

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

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

-If your child's immunization record does not reflect vaccinations received elsewhere (clinic, pharmacy, etc.) for things like influenza and coronavirus, and you would like to provide a copy, we will happily accept those documents separately.

-All health forms must be submitted to the Education Director prior to the first day of school.

**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 the general PUNS community of families, the following guidelines have been established.

Please keep your child home when you observe **any** of these symptoms:

- **Diarrhea\***
- **Nausea or Vomiting\***
- **Fever, at or over 100°F\***
- **Chills\***
- **Runny nose\***
- **Sneezing\***
- **Congestion\***
- **Sore throat\***
- **Cough\***
- **Shortness of breath or difficulty breathing\***
- **Fatigue (tiredness)\***
- **Muscle or body aches\***
- **Headache\***
- **New loss of taste or smell\***
- **Flushed cheeks\***
- 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

**NOTE:** symptoms with an \* indicate possible COVID-19 or Influenza

*→ If your child has symptoms while at home, **do not come to school**. Your child will not be able to attend class until he/she is free from any of the contagious illness symptoms. (Please see section D for instructions on return to school criteria.)*

*→ If your child arrives at school with any of the above symptoms, you will be asked to take your child home. (Please see section D for instructions on return to school criteria.)*

*→ If your child develops any of the above symptoms during the school day you will be asked to promptly return to PUNS to pick up your child. In as much as is possible, the teacher and child will stay separated from others until the parent arrives to pick up the child. (Please see section D for instructions on return to school criteria.)*

**\*Please notify the teacher ASAP if your child is ill, has contracted a contagious illness (such as COVID-19, influenza, pink eye/conjunctivitis, strep throat, fifth’s disease, stomach bug) or developed an allergy, or for any other reason will be absent. Texting the teacher directly on their personal cell phone is best.**

#### **D. Criteria for return to PUNS.**

1)\* **If your child developed symptoms at home and remained at home until symptoms have resolved/are improving**, your child can only return when **all** the following requirements are met:

- He/she has been 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 (if doctor prescribed an antibiotic)

2)\* **If your child arrived at PUNS with symptoms or developed symptoms while at school and is sent home**, your child can only return when **all** the following requirements are met:

- He/she has been 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 (if doctor prescribed an antibiotic)
- symptoms have resolved/are improving

#### **E. COVID-19 Specific Policies & Protocols**

PUNS HEALTH POLICY as it pertains to COVID-19:

- Masking is no longer a requirement for daily attendance as it had been previously, but families are free to send their children with a mask.
- Students, staff, and parent volunteers will no longer have to quarantine following exposure to COVID-19, regardless of vaccination status. The CDC and NYSDOH do, however, recommend that people exposed to COVID-19 wear a well-fitting mask indoors for 10 days and they suggest that people test on Day 5 or sooner if symptoms develop.
- If a student, teacher, or parent volunteer develops symptoms during the school day, they will be sent home. We suggest that the symptomatic individual use an at-home test to determine COVID-19 positivity.
- Students, teachers, and parent volunteers who test positive for COVID-19 will be asked to follow the CDC's isolation guidance which includes staying isolated and out of school for 5 days, can leave isolation after Day 5 and are symptom free, and correctly wear a well-fitting mask (surgical, KF94, KN95) through Day 10
- This year we will follow a mask optional policy for our teachers, students, and parent volunteers, and will support families and their kids that choose to mask. We reserve the right to require masking in the future if needed for the health and safety of our community.

**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. PUNS practices universal precautions.** Gloves are located within all classrooms. Teachers will put gloves on before attending to any health or hygiene needs of any child.

**G. Medication** may only be administered to a child by our staff at school if the child's pediatrician completes and signs an Emergency Care Plan which must be kept on file at PUNS.

#### **Response to the COVID-19 global pandemic**

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PUNS developed its policies based on the recommendations of the Centers for Disease Control (CDC), the New York State Department of Education (NYSED), the New York State Department of Health (NYSDOH), and the Monroe County Department of Public Health (MCDPH). We also take into consideration decisions made by our local school districts, specifically the Pittsford Central School District (PCSD). Our preventative strategies include wearing masks indoors when warranted, distancing whenever possible, limiting school visitors, improved ventilation, frequent handwashing, requiring students and staff to stay home when sick, and regular cleaning and disinfecting.

## **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 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 for 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, 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 medical 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 their child's IFSP/IEP with the class teachers and follow the PUNS protocols for collaborating with service providers (refer to pages 24-25).

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

**E. 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/First Aid/AED, AED machine on the premises
- School-wide/UCP posted notification of allergies, food restrictions in classrooms
- Medication & Child's Emergency Care Plan Stored in child's classroom area
- Emergency Protocols Posted in classroom areas
- 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



**F. Seasonal Allergies** Students with known underlying medical conditions with symptoms of COVID-19 or Influenza, (i.e., seasonal allergies) but are not acting ill and have a presentation that is consistent with their normal baseline condition, may be exempt from the need of a further work up by an outside health care provider. If this pertains to your child, please send us written documentation from your pediatrician.

## **SECURITY POLICY**

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### **A. Drop-off Procedures for Half Pints, 3s, Pre-K.**

All drop offs will be done curbside again this year. Each class will be given a 10-15 minute drop off window during which families will line up in their cars at the PUNS entrance. Please arrive within this window, to help us prevent the mixing of classes during drop off time.

Once you have pulled up to the PUNS front entrance, **PLACE YOUR CAR IN PARK**. At this time, each parent/caregiver will need to get their child out of the car. **Please do not allow your child to unbuckle prior to you putting your vehicle in park at the main entry door.** The child should be ready to exit the vehicle. The parent/caregiver will then walk the child to the designated spot on the sidewalk. The teacher will escort your child into school and verify that the door closes and locks behind her/him each time she/he enters the building. The teacher has a staff security code to gain access each time.

The next car(s) should pull up slowly, **place the car in park**, and the process will be repeated until all children arrive for class.

Half Pints teachers will welcome one child at a time. 3s and PreK will welcome two children at a time. The first car in the line should pull in front of the crosswalk while the second should be behind the crosswalk.

**B. Late Drop-off & Mid-Class Pick-up Procedures.** Late drop-offs and non-emergency mid-class pick-ups (ex. routine doctor or dentist appointment) will need to be discussed with the classroom teachers prior to the day of the appointment to determine feasibility for an early release/late arrival.

**C. Emergency Pick-Up during school hours.** If you need to come to school unexpectedly, please TEXT/CALL your child's teachers and let them know you are coming. When you arrive, please pull up to the main entry door, put your vehicle in park, text the teacher of your arrival and wait for the teacher to bring your child out to you.

**D. Dismissal/Pick-Up Procedures for Half Pints, 3s, Pre-K.** Your promptness at dismissal time is expected and most appreciated. Five minutes before the scheduled end of class time, one of the teachers will go to the main entry 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 pick-up by a new person. Pickup will be done curbside this year for our Half Pints and PreK AM students, and children will be dismissed from inside the building instead of from the playground. **For Half Pints:** when you arrive at PUNS to pick up your child, pull up into the drop-off line and stop at the crosswalk – but not in it. Put your car into park and get out of the car. You will be greeted by your child and one of the teachers. You may then load your child into the car and head home. **For PreK AM:** When you arrive at PUNS to pick up your child the first car in the line should be in front of the crosswalk and the next, behind. Put your car into park and get out of the car. You will be greeted by your child and one of the teachers. We will bring out 2 children at a time. You may then load your child into the car and head home. Our **3s program and PreK PM** class will have the option to dismiss from the playground. On these days, you will park in the parking lot in such a way

that you will not need to reverse upon leaving. If you arrive at dismissal and the class is not outdoors, please line-up for curbside pick-up as you do for drop-off. The teachers will bring the children out to you on these days.

**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 arrival/dismissal time is expected and most appreciated.**

- Please ARRIVE at school within the scheduled drop-off window. If you pull onto the driveway from Sunset Blvd. after the following times, you will need to PARK in the lot and WALK your child to the door:

PreK - 9:05am or later

Half Pints – 9:20am or later

3s – 9:40am or later

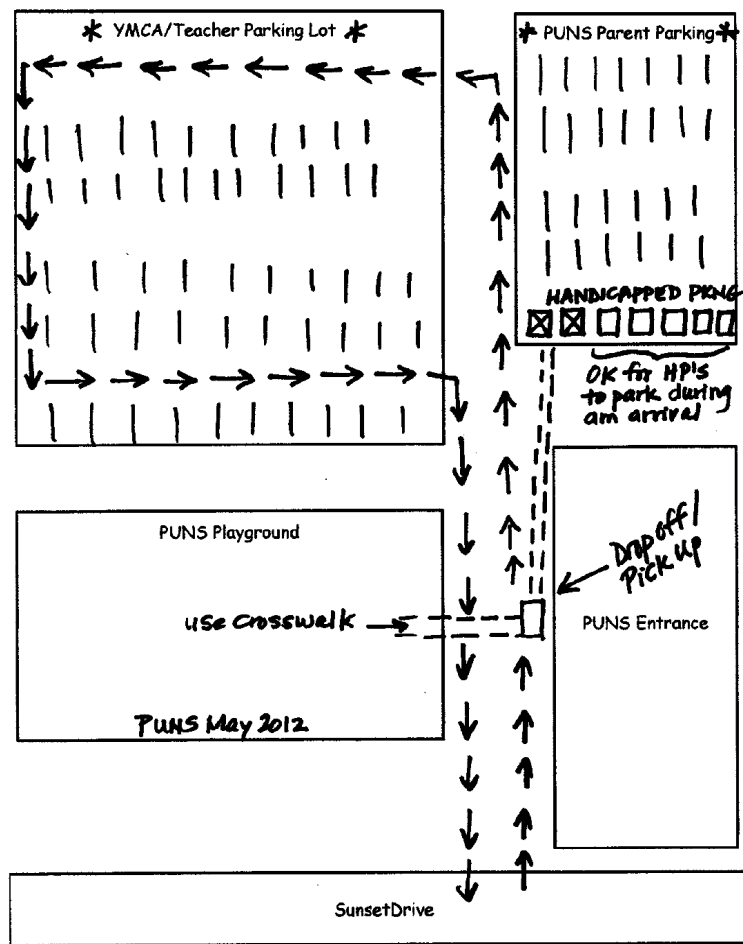
- If, on a rare occasion, you are unavoidably delayed for pick-up, please TEXT the teachers to reassure them and your child that all is well. If you are extremely late, or there are cases of repeated lateness, a fine for said lateness may occur.

#### **E. Parking:**

The roadway in front of the school entrance is a Fire Lane and should only be used for drop-off and pick up. 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.

**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.** For the 3s TTH and MWF classes, students may start the school year without being toilet trained, but with the expectation that parents will be working on toilet training over the course of the fall (with the goal of achieving success with toilet training by Thanksgiving Break). **To participate in our 3s M-F program, children must be toilet trained prior to the start of the school 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.** All children **must** be toilet trained to participate in the Pre-K program, wearing underwear only to school. Pull-ups are not permitted.

Please be sure to include a **complete** change of seasonal clothes in your child's school bag, including shirt, pants, underwear, 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 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 the text Remind alert and via Google Classroom post as follow-up. PUNS reserves the right to decide 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**. Please send your child to school 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** exit the school through the doors that face Sunset Blvd. and walk to the PUNS sign where they will 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 and staff will exit the building and evacuate to the parking lot or playground. The teachers will contact the parents/caregivers using emergency contact information provided to them on the emergency contact forms 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 unexpected financial emergency during 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 a Co-Chair or the Treasurer if you have any questions.

### **BIRTHDAY POLICY**

Birthdays are very special and important events at PUNS. Each child will have a day selected where we will celebrate their birthday at school. Summer and early fall birthdays will often be celebrated as “half” birthdays or during the month of April or May. Because of food allergies, we cannot allow homemade birthday treats to be shared.

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.

We love celebrating birthdays at PUNS and the teachers will make your child feel very special. Each class recognizes the birthday child in its own unique way. You will be invited to come into school on the day that we celebrate your child’s birthday. Should you not be able to visit us for the birthday, the teachers will take pictures and video to share with the birthday child’s family so that they can be a part of their special day.

### **LUNCH BUNCH**

Our PreK Extended Day students will have lunch at school on Tuesdays and Thursdays. Please find a list of suggestions for safe and allergen friendly lunch options on page 26.

## ***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 on 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 a text or email request looking for a substitute, **please respond with yes or no!** Also, please notify the teacher(s) of this switch.

***If you do not show up for a designated workday or provide less than 24 hours’ notice of not***

*being able to attend, you will be assessed a \$75 fee.*

- **January Workday.** Every January, PUNS holds its annual workday to clean and organize the school. **Each family from Half Pints, 3s, and Pre-K are required to have a parent present on that day.** The time commitment is approximately two hours. Parents may choose not to participate in the January Workday for a fee of \$100.00, which is due with the first tuition payment. After September 1, 2023, the fee increases to \$150. And, after January 1, 2024, the buyout cost increases to \$200 per family. There will be an additional 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 summer Parent Meeting typically held during the last week of August. At this informational meeting you will meet fellow parents and teaching staff. Important information regarding school and classroom policies will be provided. Should your family not be in attendance on the scheduled night for this meeting, you may be asked to attend a make-up session.

## **WORK UNIT RESPONSIBILITIES**

Families of students enrolled in Half Pints, 3s, Pre-K are required to sign up for and actively participate in at least 10 Work Units to be completed throughout the year. If 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 \$300.00. Parents with two children attending PUNS may choose not to participate in Work Units for a fee of \$400.00. 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. Note: after September 1, 2023, the fee will increase to \$400 (1 child) and \$500 (2 children).

## **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, the Class Rep 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 volunteer 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.

- PUNS will provide a tote bag for each child enrolled in PreK during the 23-24 school year. Half Pints and 3s students will need to secure a bag or backpack to use during the year. We ask that families put the following in their child's bag - an extra change of clothes, underwear or pull-up/diaper, and socks, all placed into a Ziploc bag, and a water bottle (see description below).
- Please supply your child with a water bottle for use at PUNS throughout the year pre-filled with **water only**. We ask that the water bottle have a mouthpiece that can be closed or covered.
- Please supply your child with an additional school bag or backpack (labeled with his/her name) for carrying winter outdoor gear to and from school.
- During wintertime, 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 belongings to simplify identification and return of lost articles. Our ongoing Mabel's Labels fundraiser is great for this purpose.

### **B. Transition to School**

We understand that some children may struggle with curbside drop off. Our teachers will do everything they can to help and support your child through this transition. Sometimes having a special item sent with them from home helps. The children may bring a small keychain or something similar that can be attached to their backpack. They may also bring a picture (e.g., a family picture) that can be kept in their bag. If you have any questions about whether something is acceptable, please do not hesitate to reach out to your child's class teacher. Our teaching staff is very skilled at assisting their students adjust to being at school and away from home/family.

### **C. Communication**

- If you have questions or concerns you would like to discuss with the teacher, please send an email to request a phone call or conference. Having in-depth conversations at arrival/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 (see page 3).
- News and information will be posted on the PUNS Google Classroom platform. Class schedule and monthly update will be posted on the individual class pages in Google Classroom. Please make sure to check your child's class page daily.
- Scholastic Book Order, PUNS Board and Staff Directory, Monthly Board Meetings Minutes, PUNS Wish List and general school announcements will be posted on the whole school page within Google Classroom.

### **D. PUNS Library**

PUNS is fortunate to have a lending library for children. Students in 3s and Pre-K 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. Half Pints Library is 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*

**\*Teachers will provide Working Parents with a Checklist to reference throughout the workday.**

### **I. 3s and PreK**

#### **Prepare for the Day**

Parent helpers *must arrive early before class start time*, as follows:

**3s: 15 minutes early/9:15am**

**PreK AM: 15 minutes early/8:45am**

**PreK PM: 5 minutes early/12:10pm**

Each parent should check in with the teachers for any special instructions for 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 (3s) or on the bench (PreK) along with their school bag. Encourage the children to check-in (3s). 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. Please participate and encourage the children and their activities. Suggest cleaning up one activity before starting another.

### **Clean-Up Time**

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

### **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**

Help the children who are still learning to put on and fasten their outdoor clothing. Encourage self-sufficiency when appropriate. Working parents accompany the teachers to the playground or the social hall during recess.

### **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 the clean-up is complete, and all the children have been dismissed.

## **II. Half Pints**

### **Prepare for the Day**

Parent helpers **should arrive at least five minutes before school starts (by 9:10am)**. Each parent should check in with the teachers for any special instructions for the day's activities.

### **Children's Arrival**

Help greet the children 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.

### **1<sup>st</sup> Clean-Up Time**

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

### **Discovery Play**

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

### **2<sup>nd</sup> 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, etc. 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!!

**MULCH, 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 until your turn; need ADULT supervision; closed in winter

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

**FENCE, PLAYHOUSES & PICNIC TABLES:** Are not for Climbing

**GARDEN:** Will be open at teacher’s discretion (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 while you are helping today. You may check it throughout class time in case of an emergency. You may take pictures using your personal cell phone but we ask that you do NOT share photos on social media.



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

- Take a few photos of the children to share with the teachers
- Play with us during arrival
- Sing with us at CIRCLE TIME
- Help with ART Project or engage with children at play
- Clean-up after ART...  
wash paint brushes or playdough tools, etc.
- Help us to share & play nicely with friends
- Help get us ready to go outside to the Playground/Social Hall
- Watch us on the Playground/in the Social Hall to help keep us safe
- Supervise dismissal and stay until all of the children have gone home (approximately 11:35am)
- Help with end-of-the-day Clean-up (take-out the garbage).

☺THANK YOU FOR A JOB WELL DONE!



## Working Parent Checklist: 3s

Hello! & Thank You! for coming in today.

### Friendly Reminder:

Please SILENCE your cell phone while you are helping today. You may check it throughout class time in case of an emergency. You may take pictures using your personal cell phone and we encourage you to share these with the teachers for GC posting. We ask that you do NOT share photos on social media.



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

- Assist with morning arrival & check-in
- Sing with us at CIRCLE TIME
- 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; wipe down the bathroom, stack chairs on Fridays).

☺THANK YOU FOR A JOB WELL DONE!



## Working Parent Checklist: PreK AM

Hello! & Thank You! for coming in today.

### Friendly Reminder:

Please SILENCE your cell phone while you are helping today. You may check it throughout class time in case of an emergency. You may take pictures using your personal cell phone and we encourage you to share these with the teachers for GC posting. We ask that you do NOT share photos on social media.



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

- Play with us during arrival
- Participate in CIRCLE TIME with us
- Help us to share & play nicely with friends
- Help with & Clean-up after ART PROJECT
- 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 JOB WELL DONE!



## Working Parent Checklist: PreK PM

Hello! & Thank You! for coming in today.

### Friendly Reminder:

Please SILENCE your cell phone while you are helping today. You may check it throughout class time in case of an emergency. You may take pictures using your personal cell phone and we encourage you to share these with the teachers for GC posting. We ask that you do NOT share photos on social media.



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

- Play with us during arrival
- Participate during CIRCLE TIME with us
- Help us to share & play nicely with friends
- Help with & Clean-up after ART PROJECT
- 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; wipe down bathroom, stack chairs on Fridays).

😊 **THANK YOU FOR 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 the entering year.

Half Pints will track to 3s the following year.

### **3s**

Monday/Wednesday/Friday, Tuesday/Thursday, M-F 9:30 -12:00 p.m.

Children must be 3 years old by November 30th of the entering year.

3s will track to PreK the following year.

### **PreK**

PreK (AM): Monday- Friday 9:00 – 11:30 a.m.

PreK (PM): Monday/Wednesday/Friday 12:15 - 2:45 p.m.

Children must be 4 years old by November 30th of the entering year.

Children must be Kindergarten age-eligible the following school year.

***\*Please see the PUNS website for registration information regarding the 2024-2025 school year to be released in early November 2023.***

## **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 for the 2024-2025 school year begins on Nov. 26th. Any individuals in the groups mentioned above must apply by Dec. 3<sup>rd</sup>, 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 3<sup>rd</sup> deadline noted above. Guaranteed spots are subject to availability due to maximum enrollment in individual classes. Parents may request class placement, **but final placement is based upon the birth date of the child, teacher input, and discretion of the Executive Board.** Please note, if you do not register your child by Dec 3<sup>rd</sup>, 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 15<sup>th</sup>.**

**Families registering after April 1<sup>st</sup> 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 the 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 1<sup>st</sup>, you must return your signed contract upon receipt, along with your tuition payment, for your child to begin attending classes at PUNS.

Applications and appointments to visit the school may be obtained by calling the Registrar. During the 23-24 school year, tours/visits to the school will be offered on a limited basis; please also check out the photo tour on our website. 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, you will need to submit a request in writing in order for your registration fee to be refunded (minus a processing fee of \$25).

**WITHDRAWAL POLICY**

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.
- Non-compliance of PUNS policies and procedures as outlined in the PUNS contract or handbook.
- 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.
- Non-compliance of health policies and safety measures (mask wearing, social distancing) by the child or parent during the 2023-2024 school year.
- 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.

If a parent(s) needed to withdraw their child for any reason, they agree to provide the PUNS Registrar with written notice of a minimum of thirty (30) calendar days. Tuition reimbursement will only be processed after the class is filled. New students will not be placed after January 1st. Therefore, tuition reimbursement will not be distributed where children are withdrawn from classes that do not fill before January 1st, or 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...by August 1<sup>st</sup> and at any time the document is modified throughout the year
- ✓ 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 is cancelled.

### Class Teacher

- ✓ Provide Service Provider with Information Forms/Daily Schedule
- ✓ File Info Forms: 1 copy for binder at PUNS, 1 copy for home file.
- ✓ Be familiar with student's IFSP/IEP
- ✓ Coordinate scheduling of services with Parent & Service Provider - *Service Providers cannot exclusively determine day/time of service sessions.*
- ✓ 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 the Class Teacher with an outline of the work that you will be doing with the child in the classroom.
- ✓ Discuss with Class Teacher the work that can be done to support the child when you are not in the classroom. This should take place via email or phone call, *not during class time.*
- ✓ Sign in at PUNS upon arrival to provide services.
- ✓ Coordinate with Parent & Teacher the lines of communication for schedule changes, etc.
- ✓ Coordinate all Supervisor Visits/Class Observations with Class Teacher. Unscheduled visits or observations are not permitted.
- ✓ 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

# PUNS Lunch Bunch Food List 2023-2024

*(Please find below some allergen friendly lunch ideas. If you have any questions, please contact the teachers.)*

<p><b><u>Main Entrée:</u></b></p> <ul style="list-style-type: none"> <li>-Sunflower seed butter and jelly (Sunbutter brand, Wegman's Brand, Trader Joe's Brand)</li> <li>-Deli slices</li> <li>-Tortilla pinwheel rollups</li> <li>-Pita sandwich with hummus, veggies</li> <li>-Chicken nuggets</li> <li>-Cold pasta with dairy-free marinara sauce (no butter)</li> <li>-Bagel</li> <li>-Salad with protein</li> </ul>	<p><b><u>Side Dishes/Snacks:</u></b></p> <ul style="list-style-type: none"> <li>-Fresh fruits</li> <li>-Fresh vegetables (please avoid beans, peas)</li> <li>-Applesauce/fruit cups</li> <li>-Dried fruit/Raisins</li> <li>-Pretzels</li> <li>-Crackers (non-cheese, non-peanut butter)</li> <li>-Tortilla Chips</li> <li>-Skinypop popcorn</li> <li>-Cereal: Cheerios, Kix, Apple Jacks</li> </ul>
<p><b><u>Condiments:</u></b></p> <ul style="list-style-type: none"> <li>-Mustard</li> <li>-Ketchup</li> <li>-BBQ sauce</li> <li>-Mayonnaise</li> <li>-Hummus (*Check labels - some have dairy*)</li> <li>-Guacamole or smashed avocado</li> </ul>	<p><b><u>Desserts:</u></b></p> <ul style="list-style-type: none"> <li>-Nabisco Oreo Cookies (Golden Oreos or Original Chocolate Oreos)</li> <li>-Enjoy Life cookies (in Wegmans Nature Market) (Snickerdoodle, Chocolate Chip, Double Chocolate Brownie)</li> <li>-Cybele's "Free to Eat" cookie (Snickerdoodle)</li> <li>-Nabisco Teddy Grahams (Honey, Cinnamon, Chocolate, Chocolatey Chip, Birthday Cake)</li> <li>-Honey Maid Graham Crackers (Honey or Cinnamon)             <ul style="list-style-type: none"> <li>• -Keebler Scooby-Doo Graham Cracker</li> <li>• Sticks (Cinnamon)</li> </ul> </li> <li>-Nabisco Barnum's Animal Crackers (Original)</li> <li>-FreeYumm Oat Bars (blueberry or honey apple)</li> <li>-MadeGood Granola Bars or Granola Minis (Chocolate Chip, Apple Cinnamon, Chocolate Banana or Vanilla Crispy Squares)</li> </ul>

**Common Allergens to avoid:**

- 1) Dairy/Cow's Milk (yogurt, milk, milk powder, whey, cheese, butter, margarine, cream, casein protein, dips)
- 2) Eggs (raw only; baked is okay)
- 3) Tree Nuts (walnut, almond, hazelnut, pecan, cashew, pistachio, etc.)
- 4) Peanuts
- 5) Shellfish (shrimp, prawns, crayfish, lobster, squid, scallops)
- 6) Sesame, Pine, Brazil, and Macadamia nuts/seeds
- 7) Soy
- 8) Finned fish (salmon, tuna, catfish, cod, halibut, flounder, perch, tilapia)

\*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.

\*When purchasing lunch items, please read the ingredient list carefully as manufacturers can change these at any time. Look for: "allergy" alerts and any disclaimers such as/like: "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."

\*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.

**Updated: 9/2022 (DJ)**