

# The Scarsdale Congregational Church Nursery School



Play More. Learn More.

Parents' Handbook 2019/2020



Dear Families,

Welcome to The Scarsdale Congregational Church Nursery School for the 2019-2020 school year! As the Director of the school, I would like to take this opportunity to tell you about our school and give you a bit of background on myself.

The school's philosophy is centered on learning through play to build a strong educational foundation for our students. Learning through play gives a young child the opportunity to thrive physically, socially, cognitively, and emotionally. Our curriculum is planned by excellent teachers and staff and is designed to reach all students in creative ways. Each program offered at SCCNS teaches the whole child.

I am so proud to be a part of this warm and nurturing school. Ever since I can remember I have had a passion for teaching children. I attended PACE University in Pleasantville NY, where I received a Masters in Elementary Education and Special Education. In my career, I have taught levels K-2<sup>nd</sup> and 2, 3 and 4 year old classes. I first became involved with The Scarsdale Congregational Church Nursery School when my daughters were students. Ten years later I had the pleasure of joining the staff as a Teacher and Head Teacher and now as Director. In my years teaching at SCCNS, I have grown just as much as my students. I am thrilled and excited to be the director of this amazing school.

I am looking forward to getting to know you and your children.

Sincerely,

Melissa DiCostanzo

## 2019/2020 NURSERY SCHOOL STAFF

Director:	Melissa DiCostanzo
4's Head Teacher:	Michele Santangelo
4's Teacher:	Lauren Hart
4's Teacher:	Nancy LaBoy
3's Head Teacher:	Jackie Maldari
3's Teacher:	Doreen Cheung
3's Teacher:	Carol Lavis
2's Head Teacher:	Cynthia DeBruin
2's Teacher:	Linda Yoon
Music Specialist:	Gigi Schwartzman
Theater Specialist:	Anne Conneely
Movement Specialist:	Donna Marie Caro
Spanish Teacher:	Esther Recio-Lorente

## 2019/2020 NURSERY SCHOOL BOARD

Director:	Melissa DiCostanzo
Chair:	Lindsay Califano
Vice Chair:	Andrea Fowler
Treasurer:	Nan Berke
Secretary:	TBD
Fundraising Chair:	Jessica Huffman
Church Liaison:	Nan Berke
Hospitality Chairs:	Nicole Papapostolou & Theresa McGinley
4's Class Parents:	Maria Gomez & Brooke Foster
3's Class Parents:	Lauren Vranich, Meredith Mialkowski & Angelica Hasija
M/W/F 2's Class Parents:	TBD
T/Th 2's Class Parents:	Megan Gluss

## OUR GOALS AND OBJECTIVES

The Scarsdale Congregational Church Nursery School (SCCNS) is a non-sectarian, preschool with the following objectives:

**FOR THE CHILD:** To supplement home experiences with wider learning opportunities in a loving secure environment, and to provide a solid foundation for entry into elementary school.

**FOR THE PARENT:** To provide meaningful opportunities for involvement in your child's education, and to promote a positive and happy relationship with your child.

### **Our purpose is to:**

- ◆ Guide children to play together happily and constructively
- ◆ Promote the development of a positive self-image
- ◆ Instill a desire to learn and explore new horizons
- ◆ Increase an awareness and appreciation of our environment
- ◆ Improve coordination and motor skills
- ◆ Encourage verbal expression
- ◆ Teach children to listen to others and follow directions
- ◆ Create companionship and friendship with other children and adults
- ◆ Allow a child to enjoy being a child

## SCHOOL HOURS



### **On regular school days, hours are:**

4-Year-Olds:	9:00 AM to 11:45 AM
3-Year-Olds:	9:00 AM to 11:30 AM
2-Year-Olds:	9:15 AM to 11:15 AM

## **TUITION POLICY**

Enrollment is for the entire academic year and payment is made as follows:

- ◆ A check for \$500 is required at the time of registration (\$300 of which is the non-refundable registration fee and \$200 is a deposit applied towards tuition).
- ◆ School day options are as follows:
  - 2s class: 2-day (Tu/Th) OR 3-day (M/W/F)
  - 3s class: 2-day (Tu/Th) OR 3-day (M/W/F) OR 5-day (M - F)
  - 4s class: 5-day (M - F)
- ◆ Half of the balance of tuition is payable on April 1, the other half on November 1. Payment in full is expected even in the event a student is withdrawn from the school. If a student withdraws and we are able to fill the vacancy, the school will reduce the obligation to pay the full tuition on a prorated basis from the time the vacancy is filled.
- ◆ Bills are sent approximately 2-3 weeks prior to the due date. The Nursery School needs to stay on budget, therefore any payment received more than 10 days after the due date will incur a \$30 fee for every month the payment is late. Payments beyond 60 days late (either in whole or in part) may result in the suspension of your child's continued enrollment. The returned check fee is \$25.
- ◆ A payment plan option is available. If needed, please contact the Nursery School Director. A \$50 administrative fee will be applied. As we are a nonprofit, additional administrative costs are associated with late payments and payment plans. Payment plans cannot be refunded.

## **PARENT PARTICIPATION**

SCCNS depends on parent involvement to ensure a successful program. Parent participation is strongly encouraged.

A great way to get involved is to attend Board meetings. Parents can join the Board, become a Class Parent, and/or volunteer on various committees. Other volunteer opportunities include helping with field trips and on site nature programs. Parents are also welcome to share cultural celebrations important to your family with the class.

## ENRICHMENT PROGRAMS

SCCNS sponsors multiple enrichment programs for 3 and 4 year-olds at an additional cost. The programs are a great way to enhance your child's experience at the school. Programs include a computer and science class, a music and art class, and a cooking class. Each meets once a week beginning at 12:15 p.m. and ends at 2:00 p.m. Please see our enrichment brochure for more details on each class and how to enroll.

## INCHWORM

The Inchworm summer program runs for six weeks during the summer at an additional cost.

The program is for children who are 3 & 4 years old by December 31<sup>st</sup>. There are four morning sessions per week, with no session on Fridays. Please inquire with the Nursery School Director for more information or see the school website.



## TRANSPORTATION

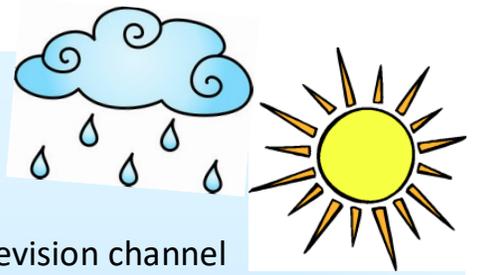
Morning drop off: Parents or caregivers must walk children to their classroom in the morning. Children should not be brought to school before 8:55 AM (for 3s and 4s) and 9:10AM (for 2s). Children should be left only after they are placed in the care of the teacher.

Pick up: After school, 3's and 4's classes will be picked up on the side porch steps of the Church Office building. In the event of rain, pickup is at the Kitchen door (building door closer to the street). Please pick up promptly. If you are picking up children with different dismissal times we ask that you get back in line for the child of the next class, so as not to disrupt traffic. 2's classes are to be picked up at their classroom.

**Please read the following for specific pickup procedures:**

**For car pick up, please form a line in the lot behind the Church starting at the "Nursery School Pickup Line" sign. DO NOT pull forward to the pickup area until your child's pick up time. Pulling up earlier can create a dangerous situation and also block the driveway from others who may need to utilize it.**

The teachers will only release children to their parents or a pre-approved caregiver. Please complete the permission slip to approve any caretakers that will be routinely picking up your child. If your child is going home with anyone not listed, we must have a note with the current date. We ask that parents use extreme caution in the parking lot behind the church, maintaining a low speed while entering and exiting the parking lot, especially around the blind curve.



## WEATHER

The school follows the Scarsdale school closings in the event of adverse weather. If you live in Scarsdale, you can check Cablevision channel 77 or Fios channel 27 to see if the district has closed schools. In the event of a closing, you will receive an email from the Director and/or your child's teacher. If Scarsdale schools have a two-hour delay, there will be no Nursery School that day.

## HEALTH

A current health certificate and immunization record must be submitted to the Director before the start of school in September. SCCNS follows NYS immunization requirements. You may use the standard school health certificate from your child's physician or SCCNS' health certificate form (available on our website or from the Director). Please discuss any health issues or allergies with your child's teacher.

If a child does contract a communicable disease, the school should be notified immediately. This is vital, since the health of the other children and our staff must be protected. **A child should be without a fever, vomiting, and/or diarrhea for at least 24 hours before coming back to class.** You will be notified by phone if your child becomes ill during school.

## PERMISSION SLIPS

Permission slips for medical care, allergic reaction, changing clothes and diapers, and class trips are included with your registration form. Please ensure all have been completed and submitted to the school.

## CONFERENCE DAYS

In order to have enough time to meet with all the parents, we close school one day in the fall and spring for parent/teacher conferences. Please see the school calendar for the upcoming year's school conference dates. Childcare will be available during the time of your conference on the designated conference day only. While we aim to be flexible to meet with working parents on other days, we ask that you make *every effort* to schedule your conference on the designated day and not during school hours.

## **SCHOOL BOARD**

The Nursery School Board is run by parent volunteers. Board meetings are held monthly on Friday mornings at 9:15 a.m. in Room 5/7 (across from the Two's Classroom). All parents are encouraged to attend Board meetings, whether or not they have a formal position on the Board. The dates for this year's board meetings appear on the school calendar in this handbook. Children who are not in school are welcome to attend the meetings with their parent.

The Board organizes several events including fundraisers. Parent support of these fundraisers is crucial to maintaining the quality of our programs and facilities. We ask that every family volunteer to help with one or more events throughout the year.

## **REGISTRATION**

In order to enroll in the school, children must have reached their second, third or fourth birthday by December 31<sup>st</sup> of the school year for which they are enrolled.

Currently enrolled children, followed by children whose siblings attend or have attended the school, will have first preference to register beginning the third week in October. Starting the following week, new students from the community will have the opportunity to enroll.

An Open House for prospective families will be held on Thursday October 17<sup>th</sup> and Friday, October 18<sup>th</sup> from 9:30 a.m. to 11:00 a.m. A wait list is kept in the event all spots are filled.

## **CONTACTING THE SCHOOL**

The school's phone number is (914) 723-2440. Should the answering machine not be on, and it is an emergency, call the Director, Melissa DiCostanzo's cell phone at (914) 441-3196 or email her at [sccnschool@gmail.com](mailto:sccnschool@gmail.com).

## **CLOTHING**

Children should wear simple, washable play clothes and all items should be clearly labeled with your child's name (ESPECIALLY boots, BOTH mittens, hats and jackets). Each student should have a backpack or bag each day for transporting their things. One complete change of clothing should be left at school in a decorated shoebox. Please update this change of clothing as the seasons change and your child grows.

Your child should be suitably dressed for the prevailing weather since the children will go outdoors when the temperature is 32 degrees and above. Children will not play outside if playground equipment is wet from rain or snow. Please send your child to school with clothes that have easy access for going to the bathroom.

Footwear: Please ensure your child has socks and easy on/off shoes for Gymtime (Tuesdays for all classes) and movement with Ms. Donna (Fridays for all classes). For school for safety reasons, we request that children do not wear sandals or Crocs and change out of rainboots on rainy/snowy days

## **SNACKS**

The school provides nutritious peanut-free snacks and water mid-morning each day. The school celebrates birthdays and many other holidays with parents. In this case, the school cannot ensure that the snacks are peanut-free. Therefore, we ask for parents to provide suitable alternatives for your child.

## **ALLERGIES**

The school must be made aware of any and all allergies your child may have. Please fill out and return the allergy form. The school has staff members that can administer the epi-pen in the case of an emergency with your written permission.

## **BIRTHDAYS**

For birthday celebrations, please coordinate with your child's teacher about bringing in cupcakes (preferably the mini type) or other treats. Please do not use the cubbies to distribute party invitations unless it is to invite the entire class.



## **TOILET TRAINING/CHANGING CLOTHES**

The enrollment of a child does not depend upon his or her ability to use the toilet. A toilet-trained child is preferred, but not mandatory. Teachers will change a child's diaper with parent's written consent. Please complete the Permission to Change form on your child's application form. With this form, the teachers will be able to change your child's diaper or clothes if needed. Teachers will offer assistance to children who are not yet toilet-trained. Please let your child's teachers know what form of assistance they may need and remind your child to ask for help.

## **BEHAVIOR**

The school strives to maintain a safe and nurturing environment for all children. Our goal is to help each child develop a sense of self-control and right and wrong so they can make appropriate choices. We strive to reinforce positive behavior using age appropriate techniques such as distraction and teaching natural and logical consequences.

Undesirable behavior, such as biting, can be a common occurrence during the preschool years. If a problem occurs, parents of both children will be notified. They will also be informed of the procedures which were taken by the teacher(s). Should the behavior become ongoing, the teacher will set a time to speak with the parents privately. Together they will analyze the specifics and develop a plan.

# **2019/2020 NURSERY SCHOOL CALENDAR**

## **September**

5 & 6 Classroom Visits 2's, 3's, & 4's

9 Orientation 2's, 3's & 4's

10 Orientation 2's & 3's Full Morning 4's

11 Full Morning 3's

11,13,16 Ease in schedule M-W-F 2's

18 Full Morning M-W-F 2's

12, 17, 19 Ease in schedule T-TH 2's

24 Full Morning T-Th 2's

20 First SCCNS Board Meeting

26 Parent's Night 7:00 PM

30 CLOSED for Rosh Hashanah

## **October**

1 CLOSED for Rosh Hashanah

7 Sprouting STEMS after school program begins

10 Musical Monet's after school program begins

9 CLOSED for Yom Kippur

14 CLOSED for Columbus Day

15 Nature of Things

17 & 18 Open House for perspective families

15-21 (2020-2021) Registration begins for currently enrolled students 17-21 (2020-2021) Registration begins for siblings

22 Registration for the community for the 2020-2021 school year

25 Board Meeting

31 NO Musical Monet's

## **November**

1 CLOSED for Church Fair

5 CLOSED Election Day

11 CLOSED for Veteran's Day

15 Board Meeting

27-29 CLOSED Thanksgiving Recess

## **December**

4 CLOSED Parent Teacher Conferences

9 Sprouting STEMS Ends Session 1

9 Nature of Things

13 Board Meeting

12 Musical Monet's Ends Session 1

19 SCCNS Holiday Tea

20 Last day of school

December 23- January 3 Holiday Recess

## **January**

6 School Reopens

10 Board Meeting

13 Sprouting STEMS begins Session 2

16 Musical Monet's begins Session 2

20 CLOSED for Martin Luther King Day

## **February**

5 Board Meeting

6 & 7 Class Photos

13 Nature of Things

17-21 Closed for Winter Recess

## **March**

6 Board Meeting

26 Musical Monet's ends Session 2

30 Sprouting STEMS ends Session 2

## **April**

1 Cooking Cuties Begins

2 CLOSED Parent Teacher Conferences

3 Board Meeting

6-13 CLOSED Spring Recess

24 Family Night

29 Nature of Things

## **May**

1 CLOSED for Staff Development (Church Fair)

8 Board Meeting

22 CLOSED Memorial Day Weekend

25 CLOSED for Memorial Day

27 Cooking Cuties Ends

## **June**

1 Last Board Meeting

3 Last Day of School

4 4's Graduation

5 CLOSED STAFF ONLY

Please note dates such as ease in schedules or board Meetings are subject to change.

# SCCNS

a place where children  
PLAY, LEARN and GROW!

