

The Scarsdale Congregational Church Nursery School



Play More. Learn More.

MEET OUR DIRECTOR



Dear Families,

Welcome to The Scarsdale Congregational Church Nursery School for the 2023-2024 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-2nd 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

Melissa DiCostanzo

2023-2024 NURSERY SCHOOL STAFF

Director:	Melissa DiCostanzo
4s Head Teacher:	Michele Santangelo
4s Teacher:	Lauren Hart
4s Teacher:	Nancy LaBoy
3s Head Teacher:	Doreen Cheung
3s Teacher:	Cynthia DeBruin
3s Teacher:	Lorraine Saverese
2s Head Teacher:	Nicola Lloyd
2s Teacher:	Laura Bower
Music/Theater Specialist:	Anne Conneely
Spanish Teacher:	Esther Recio-Lorente

2023-2024 NURSERY SCHOOL BOARD

Director:	Melissa DiCostanzo
Co-Chairs:	Megan Gluss & Kristina Franco
Co-Vice Chairs:	OPEN POSITION
Secretary:	Erica Fallon
Finance Manager:	Lindsay Califano
Fundraising Co-Chairs:	Elizabeth Tedaldi & Cindi Giglio
Hospitality Committee:	Kristen Weber & OPEN POSITION
Church Liaison:	Nan Berke
Class Parents:	2s MWF Angelica Hasija
	3s OPEN POSITION
	4s Marina Castellanos

OUR GOALS & 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 awareness of and appreciation for 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

Note that children must have reached their second , third, or fourth birthday by December 31st of the school year for which they are enrolled.

TUITION POLICY

We ask that you carefully read the following, and direct any questions regarding our tuition policy to our Finance Manager at sccnsfinance@gmail.com

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

- ◆ Beginning with enrollment for the 24-25 school year, a non-refundable \$300 Registration Fee + 1/3 of your child's tuition is required at the time of registration.
- ◆ 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 remaining tuition balance is payable on April 1, the other half on November 1. SCCNS is a non-profit, which means we rely on our tuition to cover expenses including teacher salaries. For that reason, **if you register for a place in the program, 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. Registration fees are non-refundable.
- ◆ Invoices for tuition payments owed are sent approximately 10 days 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 Finance Manager at sccnsfinance@gmail.com. A \$50 non-refundable administrative fee will be applied.

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 also join the SCCNS Board, become a Class Parent, and/or volunteer on various committees and events. Other volunteer opportunities include helping with field trips and onsite programs. Parents are also encouraged to share cultural celebrations that are important to your family with your child's class.

SCHOOL BOARD

The Nursery School Board is run by parent volunteers. This provides parents with a great opportunity to help shape your child's preschool experience. Board meetings are held monthly at 9:30AM in person or via Zoom, depending on room availability. 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 and on our website.

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.

ENRICHMENT PROGRAMS

SCCNS sponsors multiple enrichment programs for students in our 3s and 4s classes 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 (Sprouting STEMs), an art class (Mini Monets), and a cooking class (Cooking Cuties). Each meets once a week from 12:30PM to 2PM. Please see our enrichment brochure for more details on each class and how to enroll.

If your child is absent during the day but will be attending their enrichment class, please notify the school ahead of time. If your child was absent due to illness, please supply a doctor's note stating they are cleared to attend the after-school program.



INCHWORM SUMMER PROGRAM

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 31st. There are four morning sessions per week, with no session on Fridays. Please inquire with the Nursery School Director or see the school's website for more information.



HEALTH & MEDICAL

A current health certificate and immunization record must be submitted to sccnsforms@gmail.com before the start of school in September. If you are unable to provide a scanned or picture copy of your child's records, please email us and we will help with scanning your document. SCCNS follows NYS immunization requirements. You may use the standard school health certificate from your child's physician or SCCNS' health certificate form (available upon request). Please discuss any health issues including allergies with your child's teacher.

If a child contracts a communicable disease, the school should be notified immediately. This is vital to protect the health of the other children and our staff. **A child should be without fever, vomiting, and/or diarrhea for at least 36 hours before coming back to school.** You will be contacted by phone if your child becomes ill during school.

Waivers for medical care, photo consent, and changing clothes/diapers have been emailed to you. Please ensure all have been completed prior to the start of school. Please email us if you need these re-sent to you.

ALLERGIES

The school must be made aware of any and all allergies your child may have. Please enter this information in the Student Info form that was emailed home. The school has staff members that can administer an epi-pen in the case of an emergency with your permission via our Waivers & Medical Forms.

CLOTHING

Children should wear simple, washable play clothes and all items should be clearly labeled with their name (ESPECIALLY boots, BOTH mittens, hats, and jackets). One full change of clothing should be left at school in a shoebox. Please update this change of clothing as the seasons change and your child grows.

Please have your child bring a backpack to school every day. We also ask that you check your child's backpack regularly for notes or work that is sent home. Teachers do not always check backpacks upon arrival so if there is something in your child's backpack that the teacher needs, please inform us of that at drop-off or via email.

Your child should be suitably dressed for the prevailing weather since the children will go outdoors when the temperature is 32° 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 using the bathroom.

Footwear: Please ensure your child has socks and easy on/off shoes. For safety reasons, we request that children do not wear sandals or Crocs, and change out of rain/snow boots before entering the classroom.

TOILET TRAINING / CHANGING CLOTHES

The enrollment of a child does not depend on his or her ability to use the toilet; being toilet trained is not mandatory. Teachers will change a child's diaper with parents' consent provided via our Waivers & Medical Forms, which was emailed home. With this consent, 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 teacher know what form of assistance they may need and remind your child to ask for help.



WEATHER

The school follows the Scarsdale School District closings in the event of adverse weather, which is announced on local News Channel 12 or can be found online. 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. Please note there are no make-ups for snow days.

SNACKS

We will provide a nut-free snack for each child. Water will be supplied and served by staff in disposable cups.



CONFERENCE DAYS

In order to have enough time to meet with all the parents, we close school one day in the Fall and one day in the Spring for Parent/Teacher Conferences. Please see the school calendar for the upcoming year's school conference dates. While we aim to be flexible to meet with working parents on other days, we ask that you make every effort to schedule your conferences on the designated dates, and not during regular school hours.

PICK UP

The teachers will only release children to their parents or a pre-approved caregiver. Please be sure to provide authorized pickup information for any caregivers that will be routinely picking up your child. If your child is going home with anyone not on the pre-approved list, we must have a note with the current date signed by a parent.

We also 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.

Please Note: NYS law requires that children under 8 ride in child restraint systems. SCCNS will not release children to vehicles unequipped with proper car seats.

We ask that you try your best to be on time for your child's pick up. We understand sometimes you may run late. Please keep in mind that teachers may have after-school commitments, meetings, and need to prepare for their enrichment programs.

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 or hitting, 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.

EARLY INTERVENTION / CPSE MEETINGS

During the preschool years, you may request/receive intervention services for your child. If your child receives therapies or is getting evaluated for the first time, we are happy to assist in any way we can. If your child is scheduled for an initial determination of services meeting or an annual review, one of your child's teachers will do their best to attend. Please understand that we do not have subs to cover during these meetings, so we do our best to coordinate with the Director and staff to have a teacher attend. This is not guaranteed as we must make sure there is sufficient teacher coverage during class time.

SUBSTITUTES

Class coverage is very important, and the Director makes every effort to have substitute teachers set for the school year. Unfortunately there are very rare occasions where we are unable to find coverage for a class in a teachers absence. If this does occur, we will notify impacted parents as soon as possible that a particular class may be canceled for the day. If you are interested in subbing or know someone who may be interested, please contact our Direc-

VACATIONS

If your child will be out for an extended time due to a planned vacation, please make sure your child's teachers are notified. That way the teachers can plan accordingly, especially with special projects.



CONTACTING THE SCHOOL

The school's phone number is (914) 723-2440; you may email the school at scnschool@gmail.com. If there should be an emergency during school hours please call or text the main number. Should you have a non-urgent question after school hours, our Director will respond the following school day.

Please note that SCCNS is closed from the last day of school in June until the first day of the Inchworm Summer Program, and then again from the last day of Inchworm until the beginning of school in September. While our Director is off, we aim to have coverage for urgent or time-sensitive questions, however if your matter requires the attention of our Director we urge you to reach out while the school is open.

For inquiries regarding the school board and/or Board-run events, please contact scnsboard@gmail.com

For inquiries regarding tuition and payments, please contact scnsfinance@gmail.com