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Philip Coltoff Center Nursery School
Parent Manual
2008-2009

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*Important Attachments: Food Guide Pyramid for Young Children,
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NURSERY SCHOOL STRUCTURE

The Nursery School has 18 classes ranging in age from 2-5 year olds. The two year old classes should have a maximum of 10 children, three year old classes should have a maximum of 16 children, and four year old classes should have a maximum of 18 children. Each class will have one teacher and one assistant teacher.

Please understand that in order to avoid conflict of interest, staff is not permitted to babysit for children currently enrolled in our school.

The staff for the 2008-2009 school year is as follows:

Two's Teaching Teams

Anna Busbee and Christine Rodgers- MWF 9:00 - 12:00 (rm.201/209)

T/TH 9:00 - 12:00

M-F 1:00 - 4:00

Maria Gomez and Danielle Medina- M-F, 9:00-12:00 (rm. 302)

T/TH 1:00 - 4:00

Nina Poejo and Margaret White- T/TH, 9:00-12:00 (rm. 202)

Jenny Tyner and Patricia Maldonado - T/TH, 9:00-12:00 (rm. 103)

Three's Teaching Teams

Danielle Medina & Maria Gomez - M-F, 1:00-4:00 (rm. 302)

Nina Poejo and Ann Sabalja - MWF, 9:00-1:00 (rm. 202)

Jenny Tyner and Patricia Maldonado - MWF, 9:00-1:00 (rm. 103)

Serene Stevens and Victoria DeBarbieri- M-F, 9:00-1:00 (rm. 203/209)

Kristen Montalto and Joel Jason M-F, 9:00-1:00 (rm. 203)

Alisyn Brock and Sandra Ribeiro - M-F, 9:00-1:00 (rm. 201)

Four's Teaching Teams

Jeannie Park and Rachel Tiemann- M-F, 9:00-2:00 (rm. 202/209)

Ciara Hedderman and Sonia Tavares- M-F, 9:00-2:00 (rm. 303)

Stephanie Hazan and Gretchen Solomon- M-F, 9:00-2:00 (rm. 401)

Yvette Headley and Maria Mark- M-F, 9:00-2:00 (rm. 301)

Extended Day Staff

Teresa Gilhooly, Lawrence Cerniglia, Annie Hernandez, Ann Sabalja (T/TH), Margaret White (T/TH), Sade Rogers (M/W/F), and Patricia Maldonado(M/W/F)

Additionally, Annie Hernandez, Sade Rogers (M/W/F), Ann Sabalja (T/TH) and Monica Chestnut will be our floating teachers.

Dr. Andrew Seltzer, Children's Aid Society consultant/psychologist, will be coming occasionally to visit our classes in order to get to know us better, as he does in all the children's programs throughout the agency. He has been a wonderful resource and we are looking forward to his visits.

Suzy Jensen, from the Jewish Board of Family and Children's Services, will be returning this year as our child development specialist. She will be here every week on Tuesday mornings and alternating Friday mornings/Wednesday afternoons. Suzy will be in the classrooms during those times working with the children and teachers. She will also be running parent workshops periodically throughout the year.

The Administrative Team for The Philip Coltoff Center is as follows:

Steve Wobido- Center Director

Nursery School

Meredith Murphy- Director

meredithm@childrensaidsociety.org (ext.114)

Marisa Goldsmith- Education/Admissions Director

marisag@childrensaidsociety.org (ext.107)

Joseph Alesci- Bursar

josepha@childrensaidsociety.org (ext.102)

Early Childhood Program

Rhondell Domilici- Early Childhood Director

Raquel Matos- Early Childhood Assistant Director to 209

Stacy Ramos- Early Childhood Assistant Director to 177

Arts & AfterSchool Program

Antonia Abram- Arts Director

Omar Amorres - Assistant Arts Director

The New Acting Company

Stephen Michael Rondel- Director

Abigail Gullo- Company Manager

Receptionists

Celia Green - Morning Receptionist

Tracey Warner - Afternoon Receptionist

TYPICAL DAY

Below are typical schedules for each age group:

2's

9:00-9:15- Welcome

9:15-9:20- Clean-up

9:20-9:30- Morning Meeting/Circle

9:30-9:45- Bathroom/Handwashing

9:45-9:55- Snack

9:55-10:35- Playground

10:35-10:45- Planning Meeting

10:45-11:30- Work Time

11:30-11:45- Clean-up

11:45-12:00- Storytime/Music/Goodbye

3's/4's

9:00-9:15- Welcome

9:15-9:20- Clean-up

9:20-9:35- Morning Meeting

9:35-9:50- Bathroom/Handwashing

9:50-10:10- Snack

10:10-10:30- Music/Storytime

10:35-11:10- Playground

11:10-11:20- Planning Meeting

11:20-12:10- Work Time

12:10-12:20- Clean-up

12:20-12:30- Bathroom/Handwashing

12:30-12:50- Lunch

12:50-1:00- Storytime/Goodbye

4's/5's

9:00-9:15- Welcome

9:15-9:20- Clean-up

9:20-9:40- Morning Meeting

9:40-11:00- Work Time

11:00-11:15- Clean-up

11:15-11:30- Bathroom/Handwashing

11:30-11:50-Snack

11:55-12:40- Playground

12:40-12:55- Bathroom/Handwashing

12:55-1:25- Lunch

1:25-1:45- Quiet Reading/Writing/Project Work (Small Groups)

1:45-2:00- Story time/Music/Goodbye

*Each class will also have music and library once a week.

Classes for 3's and 4's will have Italian twice a week.

ENRICHMENT ACTIVITIES

In addition to classroom curriculum, we offer **music/movement** classes once a week for each class. Music class is $\frac{1}{2}$ hour long and will be taught by Katerina Onatskaia who studied music in Russia and has been leading wonderful children's music classes here for the last three years. Classes will begin the week of September 22nd.

Each class will also have **library** time once a week for $\frac{1}{2}$ hour. This is a great opportunity to encourage literacy in our students, teach our students about library rules and the importance of respect for books. The library is run by the library committee, whose members help organize and maintain it. We encourage parents to join the library committee to help our staff maintain this special addition to our program. If you are interested in volunteering for the library committee or for other special projects/events such as book fairs, book wrappings, please contact Alisyn Brock or Sandra Ribeiro at caslibrary@hotmail.com

PRE-ARTS

Parents who wish to extend their child's day may do so by enrolling in our pre-arts classes. Classes are offered for 2-5 year olds and often the children will be going straight from their classroom to a pre-arts class. Teachers will bring students from their nursery class to their pre-arts class. If a pre-arts class starts later than nursery class dismissal, teachers will bring students to the extended day room and extended day staff will bring the student to their pre-arts class. Children will then be picked up at their pre-arts class.

*The Pre-Arts classes are listed below. Pre-Arts classes begin on Monday, September 22nd. If you are interested in a class, please see Joe in the office.

Class	Age	Day/Time	Teacher	Room
Kids Co-Motion	3's 4's	Wednesday 1:15-2:00 Wednesday 2:15-3:15	Craig	MiniGym- 3 rd fl/209
Pottery	3's (must be 3.6) 4's 4's	Tuesday 1:15-2:00 Tuesday 2:15-3:15 Thursday 2:15-3:15	Maria	Studio- 1 st fl/219
Photography	4's	Thursday 2:15-3:15	Iggie	Studio- 219 Basement
Science	4's	Wednesday 2:10-3:00	Stephanie	Room 401/219
Sporty Shorties	3's 4's	Friday 1:10-2:00 Friday 2:10-3:00	Thomas	Auditorium- 3 rd fl/209
What's Cooking?	3's	Tuesday 1:15-2:15	Thomas	Kitchen- 4 th fl/219
Woodworking	4's	Monday 2:15-3:00	Maria	Woodshop- 219 Basement
Soccer You must call Super Soccer Stars to register – 212-877-7171 – or go to www.supersoccerstars.com	3-4 2.6-3 3-4 4-5 3-4 3-4 2.6-3 3-4 4-5 2-2.6	Tuesday 11:15-12:00 Tuesday 12:10-12:50 Tuesday 1:15-2:00 Tuesday 2:10-2:55 Tuesday 2:55-3:40 Thursday 11:15-12:00 Thursday 12:10-12:50 Thursday 1:15-2:00	Super Soccer Stars!	Auditorium- 3 rd fl/209

		Thursday 2:10-2:55 Thursday 2:55-3:35		
Storybook Theater Call Abigail at 212-254-3074 ext. 126 to register for this class or download the registration form at http://www.childrensaidsociety.org/nac	3's 3's 4's 4's	Monday 2:10-3:10 Tuesday 2:10-3:10 Wednesday 2:10-3:10 Thursday 2:10-3:10	Abigail	Theater- 219 Lobby
Tennis (You must call Tennis Muscle Memory to register -917- 609-9042) www.tennismusclememory.com	3's 4's	Monday 1:10-2:10 Monday 2:15-3:15	Tennis Muscle Memory International, Inc.	Auditorium- 3 rd fl/209

EXTENDED DAY

GVC offers an extension of our regular school day as a courtesy to our parents who require extra childcare. Extended day consists of activity time, playground time, nap time (for those interested) and snack time. The office, as well as your child's classroom teacher, must know in advance if your child will be using our extended day services. Please see Joe Alesci for more information.

Early morning drop-off is offered from 8:00 to 8:40 AM. Sandra Ribeiro and Alisyn Brock will be monitoring the children for early morning drop-off in 201/219. Since the children will be brought to their classrooms starting at 8:45, **it is necessary for you to arrive with your child by 8:40 in order to participate in this program.**

Extended day for the afternoon is offered between 12:00-5:00 PM. Teresa Gilhooly and Lawrence Cerniglia will be running our extended day program daily with additional staff to support them. Extended Day staff will maintain the continuity of our program's educational goals for the children. Activities will be planned on a daily basis incorporating children's interests and abilities.

If your child will attend extended day, please remember to fill out an extended day form each morning of the day s/he participates. This enables

the afternoon teachers to have accurate information about your child's needs.

Additionally, please send a backpack large enough for your child to carry all his/her "gear" (including a winter jacket) from morning class to extended day.

At 12:00 the children will be welcomed to Extended Day in room 101/209 where they will eat lunch. Classes dismissed at 1:00 and 2:00 will bring their extended day children to room 101/209, where they will be met by Teresa, Lawrence and other extended day staff. At 2:00, Annie will help the nappers to get ready for naptime. If your child naps, please remember to bring in a sheet and blanket labeled with your child's name and to bring them home for a weekly washing.

Sign In/Out Procedures:

- ❖ When children are brought over to Extended Day, their escorting teacher will sign each child in on the roster by marking the "Time In" in the appropriate box next to their name.
- ❖ When signing out, the adult who is picking up the child must mark the "Time Out" in the appropriate box. It is **mandatory** that the adult picking up the child fills in this information and signs their name.

All children MUST be picked up by 5:00 PM in room 101/209. Please be respectful of our dedicated staff and remember to be prompt.

SCHOOL ROUTINES

All children are expected to arrive on time for class. By arriving promptly, you enable your child to participate fully and set a positive example for their first school experience. Morning meetings in the nursery classrooms will begin 15-30 minutes after class begins. Please understand that late entry is a distraction to both teacher and students.

We must emphasize the importance of prompt arrival to class. Please be supportive of our educators who have organized the school day to maximize the children's educational experiences and to ensure the flow of classroom activities. Please understand that each child is an integral part of the group. Children often become upset when they recognize that they have arrived late and missed the first activity.

It's helpful to remember that most children need, and like, routines and consistency. If there is difficulty leaving for school on time, it helps to begin the day a little earlier in order to take time to encourage the routine. After arrival time, please be alert to the teacher's cues as to when is the appropriate time to leave. Finally, please remember that teachers are not able to have a "meeting" with each parent at arrival/dismissal time. If you need to say more than a passing comment, it is a good idea to arrange an appointment before or after class.

Similarly, please try to schedule vacation time around school holidays whenever possible. Consistency of attendance is important for your child and it promotes understanding and self-confidence.

In the event of illness, please refer to our "Illness/Infection Policy" which is enclosed.

Please remember that learning in preschool looks a little different from learning in elementary school. We encourage you to refer to the booklet "A Parent's Guide to Preschool" and "What We Learn In"... [each area of the classroom] which are posted in or near your child's class.

Any artwork, drawing or writing that children bring home is a demonstration of what they learned, so please respect it accordingly. For example, if a 2- or 3-year-old draws a line or a circle, understand that this is the beginning of the writing process. If they show you a piece of paper with "fringes" that they cut around the edges, this indicates a great deal of motor planning and fine motor skills. It is important for both your child's self-esteem, as well as his/her educational experience, for you to look at it, comment on it (i.e. "I see you cut short lines around the paper."), take it home, keep it in a special folder or box, and/or hang something on the wall or refrigerator.

By the time parent-teacher conferences arrive in December, your child's teacher will have assembled a portfolio of his/her work, including photographs of "unwritten" activities, so that you will see, very concretely, the course of his/her development.

Teachers will communicate with you in a variety of ways, i.e. email, phone calls, notes sent home in your child's lunch boxes. Monthly newsletters will be emailed to you to keep you up to date on classroom activities.

For snow days/emergencies, we will follow the schedule of New York City Public Schools.

INCLUSION

Please remember that we are a program that welcomes the diversity of all children from a variety of backgrounds and abilities. This often requires some patience and time for the children to become accustomed to school and to create a classroom community. Teachers, administration, families and other professionals work as a team to develop and implement an individualized plan that supports a child's inclusion and success.

Some classes may have related service providers such as a speech therapist or a SEIT (Special Education Itinerant Teacher). These professionals are sponsored by the New York City Department of Education to provide additional support for a child who may be experiencing a delay. Although they are assigned to a particular student, they may be working with that child and other children from the group, as is mandated by the DOE. Please understand that these teachers are credentialed and screened, as is our entire staff.

If you have a question or concern about your child's development, please speak with your child's teacher. We are here to support you, to answer your questions, and to provide you with information about outside resources, if needed.

CONFIDENTIALITY

While we encourage frequent communication and discussions, please remember that any medical information, conversation, or written communication about a child is absolutely confidential.

Conversations should be held behind closed doors, and not in public areas.

SIGN-IN SHEETS

When the children arrive in the morning it is **mandatory** that the parent or caregiver of the child sign the child in on the classroom sign-in sheet. It is also very important that you write the correct time that the child arrived at school and any special information in the comment box. For example, you may write that your child is going to have a play date with another child in the class and is going to be picked up by someone else. If your child stays for extended day, remember to fill out the extended day form.

Since all last minute changes must now be in writing, please fax or e-mail, Meredith, Marisa, or Joe. Our fax number is (212) 420-9153. Our email addresses are: meredithm@childrensaidsociety.org
marisag@childrensaidsociety.org and josepha@childrensaidsociety.org

At the end of the day, when school is over, the parent or caregiver should sign the child out as well. Again, the time must be accurate. We are very serious about the safety of your child, and request that you comply with these procedures.

IT IS ESSENTIAL THAT YOU KEEP US UPDATED WITH ANY CHANGE IN PHONE NUMBERS (INCLUDING CELL PHONES) AND ADDRESSES.

DROP-OFF/PICK-UP

Only an authorized person can pick up a child at the end of the day **UNLESS** the child's parent has given specific permission in writing for someone else

to pick up. Each teacher will have an authorized pick-up list for each child in their class. If someone arrives to pick up a child that is not on the authorized pick-up list, the child will NOT be released to that person. If someone arrives to pick-up a child that the teacher is not familiar with, that person will be asked to show ID in order to verify that they are listed as an authorized pick-up person. If you are running late to pick-up your child, s/he will be brought to extended day.

SEPARATION/FIRST DAY OF SCHOOL

For some children, especially younger ones, the first few days of school will be difficult. They will be in new classrooms and will see new faces. They may have a very hard time saying goodbye to their parents or their caregiver. We hope to make separation as seamless as possible and offer these suggestions to parents:

- ❖ Talk to your child about the fact that school is where he/she will go to be with his/her friends and teachers. Grown ups do not go to school with their children.
- ❖ For a child who is having separation anxiety, s/he needs to develop a level of recognition and trust in the teachers before the parent can leave. In order to build this trust, encourage your child to ask a teacher for something they might need. After the first day, parents may be asked by the teachers to remain outside (or inside) the classroom, in the lobby, or in the neighborhood, depending on the needs of the child during the first week or two.
- ❖ Remember that the child's biggest fear is that you will not come back for them, so reassure them that you will be back at a specific time. Once they start to realize the routine, they will feel much safer about being in school by themselves.
- ❖ When it becomes appropriate to leave your child, please remember to say "good-bye" before you go and then leave the room. Lingering after saying "good-bye" indicates a certain (understandable) ambivalence, which your child may interpret as insecurity.
- ❖ There may be tears (mainly for our younger 2's and 3's), so please be prepared for this. Usually the tears stop soon after the parent has left the classroom. If there is a child having an especially difficult time, the teacher will contact the parent.

- ❖ When parents and teachers work together to ease a child's separation anxiety, a comfortable transition will be provided for all.

SUPPLIES/CLOTHING

Please remember to bring the following items to school on the first day:

- two photos of your child
- a plastic smock
- a complete change of clothing (including socks) to remain in school and to be adjusted seasonably
- diapers and wipes
- for nappers in extended day- two sheets or a sheet and a blanket

Please remember to dress your child in appropriate play clothes/jackets for indoor, as well as outdoor activities. Sweatpant style is easiest for the age range of our children. For your child's safety, please be sure that s/he wears well fitted, closed casual shoes or sneakers that are appropriate for walking, running, and climbing. All clothing should be labeled with your child's name, especially jackets, hats, scarves, gloves/mittens. Mitten clips are very helpful for your child and the staff.

LUNCH/NUTRITION

To insure that your child/ren bring nutritionally appropriate lunches; please refer to the attached Food Pyramid Guide as well as the "Suggestions for Lunch" list.

Please remember the following:

- send appropriate utensils if necessary
- send box drink or plastic container with a built in straw (glass bottles are not permitted)
- prepare the food so that it is user friendly for your child's age (i.e. cutting sandwiches in quarters)
- for microwavables, please put food only in containers labeled "microwave safe."

According to the National Association for the Education of Young Children, the following food items are considered choking hazards and may not be

served at our school: whole baby carrots, whole grapes, nuts and popcorn. Please keep these items in mind if/when you purchase snack for your class.

MEDICATION

If your child has an epi-pen, an asthma inhaler, or needs to take prescription medication on a daily basis, please notify Meredith or Marisa.

STROLLER PARKING

Please be aware that strollers are to be parked in single file around the perimeter of the gymnasium on the first floor of the 209 building when you arrive at school. This will allow sufficient clearance space near the exit doors when children are using the gym. Please remember to adjust your schedule to meet this requirement.

Children are to be supervised at all times. Please bring your child with you to park/pick up your stroller.

GYM AND PLAYGROUND USE

The Philip Coltoff Center is a beautiful and spacious facility and we know how tempting it is to stay with your child after class and meet with the other parents and students.

There is a great deal of programming going on in the center, and when your child's class is over, others may need to use this space. Therefore, the gym and playground are for class use ONLY and we ask parents NOT to gather in these areas. Thank you for complying with this policy.

PERSONAL BELONGINGS/LOST AND FOUND

Children should not bring toys from home because things can easily get lost at school and children then become very upset.

Please put your child's name on every item that belongs to them (clothes, hats, gloves, etc.). If you lose an item, please check our Lost and Found, located on the first floor in the 219 Building in the stairway.

CLASS PARENTS/PARENTAL INVOLVEMENT

Parents are encouraged to become involved in our program through the Parent Committee and its diverse programs and activities, as well as in the classroom. Through coordination with the teachers parents are welcome to read to the children, lead a cooking or art activity, share something from their family tradition or culture, accompany the class on a field trip to name just a few. Occasionally, parents may be asked to help with translations of conversations or school communications.

In order to strengthen parent awareness and participation, each year we ask for two parents from each class to serve as class parents. These parents are responsible for helping the teacher with various classroom activities and contacting other parents in the class to communicate important school information. Additionally, one of the two parent representatives must be able to attend Parent Committee Meetings, which take place on Wednesdays. The meeting dates have been scheduled by the Parent Committee Chairs and appear on the school calendar.

CLASSROOM VISITORS

Only children who are enrolled in our program may spend the day in our classrooms. No other child, including siblings and alumni, may participate. Of course, we do encourage visitors to the classroom. However, if the visitor is a child, a parent or caregiver must accompany them. Also, if a child is having a birthday or celebration in their class, their siblings are welcome to come but still must be accompanied by a parent or caregiver. We thank you in advance for your compliance with this policy.

BIRTHDAYS

We welcome birthday celebrations at school. Please check with your child's teachers so they can make the necessary programming preparations and inform you of the number of students in class. It is not necessary to

distribute party favors; however, if you wish to purchase something, we suggest donating a toy, book, or cd to your child's class.

If you schedule a birthday party outside of school, you are welcome to distribute invitations in school provided that you are inviting the entire class. If you choose not to invite the entire class, please make sure to email or mail the invitations home. This will prevent any child's feelings from being hurt.

PARENT TEACHER COMMUNICATION

Teachers will keep parents apprised of their child's development and progress. Information will be exchanged through discussions in person, by telephone, or by email. Parent teacher conferences will take place in the fall and spring. The staff utilizes a variety of methods for assessing the children including observation, informal documentation, and reports shared during the conferences whose format is generated by *The Creative Curriculum*. As a follow up, additional parent teacher meetings may be scheduled whenever necessary.

OPEN COMMUNICATION

The educational and administrative staff communicates with parents in a variety of methods. You will receive information in one or more of the following modes: in person or by email; by newsletters/notes; daily calendar of activities outside the classroom and phone calls.

Our entire staff is delighted to be members of your child's learning team. If you have any questions or concerns, please see your child's teachers. Please feel comfortable speaking with them since they are the professionals who are with your child every minute of the school day.

Below you will find a list of email addressees by class:

Stephanie & Jamie	stephanieandgretchen@yahoo.com
Yvette & Maria	yvetteandmaria@yahoo.com
Maria & Danielle	gvcmorning@yahoo.com
Danielle & Maria	daniellemolina84@hotmail.com
Ciara & Sonia	ciaraeire@nyc.rr.com

Ali & Sandra	soulshine100@msn.com
Nina, Ann & Margaret	ninap202@aol.com
Kristen & Joel	joelkristen@yahoo.com
Jenny & Patricia	jenny.tyner@gmail.com
Serene & Victoria	sereneandvictoria@yahoo.com
Jeannie & Rachel	jeannieypark@gmail.com
Anna & Christine	Anna.and.Christine@gmail.com
Extended Day	gvcteachers@gmail.com

We welcome parents' comments and suggestions. Administrative offices for our Nursery School program are located on the first floor of the 219 Building. Meredith and Marisa are generally in the office during the morning hours, but sometimes are busy visiting classrooms, etc. Feel free to email or call to make an appointment with us if there is a comment or concern you would like to discuss.

**WE LOOK FORWARD TO WORKING WITH YOUR FAMILY
AND MAKING THIS A SUCCESSFUL SCHOOL YEAR FOR
ALL!**