

# Grace Nursery School

## General Information and Handbook

555 Russell Avenue,  
Wyckoff, NJ 07481  
Phone: 201-891-4895  
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Website: [www.gracenurseryschoolwyckoff.com](http://www.gracenurseryschoolwyckoff.com)

E-mail: [amy.hofmann@gumc.org](mailto:amy.hofmann@gumc.org)

### ADMINISTRATION & FACULTY

#### Director of the Nursery School

Rev. Scott Bostwick

#### Associate Director

Amy Hofmann

#### Administrative Assistant

Patti McHugh

#### Lead Teacher, Pre-Kindergarten 3 and Transitional Kindergarten

Donna Ernst

#### Teacher, Pre-Kindergarten 5

Lisa Antropow

#### Teacher, Two X Two

Christina Comanto

#### Teacher, Pre-Nursery 2 and Nursery 3

Christine Gangeri

#### Teacher, Nursery 2

Janet Mullin

#### Pre-Nursery 3

Allison Seifert

#### Teacher Assistants

Christina Comanto

Jill Dougherty

Patti McHugh

Sarah Messineo

Jo O'Hagan

Jenn Ragucci

Music Enrichment Specialist  
Penny Martin Heidt

Physical Education (January – April)  
TBA

Stay ‘N Play (Mondays – Fridays)  
Debbie LiPari – Coordinator

### **FORWARD:**

The follow information is prepared so that parents of children enrolled in the school may become acquainted with the policies and procedures of the Nursery School. We hope that it will be a source of explanation to answer routine questions.

We are looking forward to providing rewarding experience for you and your child. Let us work together so that the children grow socially, educationally, mentally and physically.

### **SPONSORSHIP:**

The Grace Nursery School, approved and certified by the State of New Jersey, was founded in 1965. It is sponsored by Grace United Methodist Church in Wyckoff, New Jersey as an arm of Christian nurture and social concern through the Administrative Board of the Church. Grace Nursery School is conducted on Church premises to serve children of members and the community at large.

Tuitions support the cost of the faculty, administration and supplies. Grace United Methodist Church provides the rooms for classes, meetings, storage space and office space.

### **PHILOSOPHY AND PURPOSE:**

The Nursery School addresses itself to the needs of each child enrolled. Its purpose is to develop a balanced, well rounded child who will be equipped to make an easy transition to elementary school.

### **PROGRAMS AND GOALS:**

Child growth will be nurtured through a program conducted by professionally qualified teachers. Intellectual, emotional, physical and social needs of each child will be considered in a program to prepare the early groundwork for life-long well-being and love of learning. The curriculum is subject to annual review of results.

The Nursery School will attempt to bring a richer life to young children, to encourage their innate capabilities, broaden their experiences, deepen their feelings and challenge their imaginations.

### **STRUCTURE AND AUTHORITY:**

The Pastor of Grace United Methodist Church is Director of Grace Nursery School. As Director, the Pastor is responsible to report to the Administrative Board of the Church on: school administration and class organization, personnel hiring and management, tuition cost and school financing.

Administrative affairs of the Nursery School, including tuition receipts, student record, etc. are the responsibility of the Associate Director, who reports to the Director of the School.

The Lead Teacher, meeting standards established by the State of New Jersey, is responsible for directing the Nursery School faculty and curriculum, including teaching, supervision and coordination, ordering supplies, etc. The Lead Teacher confers regularly with the Associate Director and meets with the Nursery School Board. In addition, she conducts faculty meetings for purposes of review and planning.

### **NURSERY SCHOOL BOARD:**

The Nursery School Board meets ten (10) times a year as listed on the calendar. Babysitting is provided and arranged for by the board.

Functions of the Board are:

1. Maintain Parent-School relations
2. Suggest program enrichment
3. Fund Raising for special purposes (play equipment, enrichment programs, etc.)

Board Members responsibilities include:

1. Attend Board meetings
2. Coordinate Snack with Santa, Year-End Picnics and Fund Raising Activities
3. Telephone and/or e-mail parents with special information

Class Parents responsibilities include:

1. Attend Board meetings
2. Prepare monthly Snack Parent Schedules
3. Help with Board activities such as:
  - a. phoning parents for class activities
  - b. work on fund raising activities

## **ELIGIBILITY AND SCHOOL REGULATIONS:**

At Grace Nursery School we would like all of our students to be toilet-trained and self-sufficient in the bathroom, but we know that is not always the case. After signing off on the “Permission to Change/Wipe Clean” form the child will be changed/wiped clean by the director, Amy Hofmann, with a staff member in attendance. Please note: If the director is unavailable to change/wipe, the parent will be called to change/wipe their child.

If after one month of attendance in our school, the teacher feels the child would benefit in another class, we reserve the right to place the child in the age group most beneficial to him/her.

Habits of promptness are set early, so please encourage this attitude by having your child at school on time. Late parents cause concern for the children. Since the teachers must stay until the last child leaves, please be considerate and arrange to pick up your child on time.

If someone other than a parent or regular carpool driver is to pick up your child, please send a note or verbally inform the teacher. We will not release your child to anyone other than the parent unless we are informed in advance.

Children must be accompanied to and from the classroom door. Do not “drop” them at the curb or the school door. Consider their safety.

Please enter the parking lot by the driveway nearest Russell Avenue. The other driveway should be used only to exit the parking lot onto Eder Avenue.

## **CHANGES – FOR THE RECORDS:**

Please report any changes of address or telephone (your cell, business, persons to be called when a parent is unavailable, etc.) to the Nursery School Office.

## **GETTING READY FOR SCHOOL:**

Most children are eager and enthusiastic about Nursery School because they look forward to being with other children. They want to make friends and they want to learn.

Share their enthusiasm! School separation is harder on parents than on children. Try to have a positive attitude toward school. Don’t falter in letting go. Support your child in his/her school experiences. Support the school and its policies so that your child may feel secure and may know that you and the school are in harmony.

Many young children at some time during the first few weeks show some reaction against the new routine of going to school. These “second thoughts” can take as many forms as there are children, but the most common is resistance to going to school. If you do not waiver in your enthusiastic and positive approach, your child will soon be over this first hurdle and gain renewed security in school.

Adjust your schedule for school. School is a new exciting experience, and for the first few weeks your child may appear more tired than usual. Until he/she adjusts to this routine, he/she will tire more easily. To help your child adjust to this change, include a quiet time or nap in his/her daily schedule. Move bedtime up to allow sufficient hours of sleep, so your child awakens well rested. Allow plenty of time to get ready for school – including a good breakfast.

### **BIRTHDAYS:**

Birthdays are always important to a child. If your child wishes, he/she may bring cookies, cupcakes or other treats to share with the class on his/her special day. Note no birthday candles. Be aware of food allergies in your child’s class. Parents are asked not to hand out any invitations to parties unless the entire class is invited.

### **CALENDAR AND CLOSINGS:**

Our school calendar generally follows that of the Wyckoff Public Schools. Since there are some exceptions, we issue our calendar of dates each fall. Please keep it handy for reference throughout the year.

Every effort will be made to keep the school open and follow the calendar. In the event of excessively bad weather, the Lead Teacher will contact the teachers. Teachers will call their assistants and their Board Parents. The Board and Class Parent will call their classes.

### **DAILY SCHEDULE:** (Flexible)

When the weather becomes colder, Two X Two & Pre-Nursery classes remain inside and Nursery and Pre-K/TK classes go out as the weather permits. A typical daily schedule guide for each class is as follows: (exact times are not adhered to)

#### Two X Two and Pre-Nursery

20 minutes	Circle Time
40 minutes	Outside or Downstairs Play
20 minutes	Bathroom and Snack
40 minutes	Art Project and Free Play
25 minutes	Games, Songs, Story
5 minutes	Getting Ready

## Nursery

60 minutes	Circle Time, Art Project, Free Activity
10 minutes	Clean-up
20 minutes	Snack
30 minutes	Games, Stories, Group Activity
30 minutes	Outside Play

## Pre-Kindergarten and Transitional Kindergarten

20 minutes	Circle Time
50 minutes	Art Project, Centers, Free Play
10 minutes	Clean –up
20 minutes	Snack
20 minutes	Story and Games
30 minutes	Outside Play

## **THEMES FOR SCHOOL YEAR:**

### **Two X Two & Pre-Nursery:** Colors, Counting, Nursery Rhymes and Stories

September	Getting to Know You
October	Halloween, Farm
November	Thanksgiving, Fall
December	Christmas
January	Winter, Creative Movement Program (winter months)
February	Valentine's Day, Love, Transportation
March	St. Patrick's Day, Spring, Transportation
April	Spring, Easter
May	Mother's Day, Nature
June	Nature, Prepare for Summer, Father's Day

### **Nursery:** Colors, Counting, Cutting, Nursery Rhymes and Shapes

September	Getting to Know You and Friends
October	Halloween, Autumn, Fire Prevention
November	Pilgrims & Native Americans, Thanksgiving
December	Christmas
January	Winter, Creative Movement Program (winter months)
February	Ground Hog Day, Valentine's Day
March	St. Patrick's Day, Wind
April	Spring, Easter
May	Mother's Day, Spring, Zoo, Memorial Day, 5 Senses
June	Father's Day, Getting Ready for Summer

### **Pre-Kindergarten & Transitional Kindergarten:**

September	Getting to Know You, Making Friends
October	Halloween, Fall, Family & Friends, Columbus Day, Fire Prevention
November	Thanksgiving, Pilgrims & Native Americans
December	Spirit of Giving, Christmas
January	Winter, Arctic Zone, Creative Movement Program (winter months), Solar System
February	Ground Hog Day, Valentine's Day, Presidents' Day
March	St. Patrick's Day, Wind/Weather, Recycling
April	Spring, Easter
May	Mother's Day, Butterflies, Father's Day
June	Preparing for Summer, Preparing for Graduation

### **ENRICHMENT PROGRAMS included in tuition:**

**Music Enrichment:** A music teacher meets weekly with Nursery and Pre-Kindergarten classes. The children learn songs for all seasons and have the use of rhythm instruments for accompaniment. Music programs are presented at Christmas (NC and PK) and Spring (PK). The Pre-Kindergarten and the Transitional Kindergarten class' last program is part of their Graduation.

**Gym Class:** Children meet for twelve weeks during January, February, March and early April. These classes are held once a week for the Two X Two, Pre-Nursery Nursery and Pre-Kindergarten classes.

**Speech:** All Nursery and Pre-Kindergarten children will be screened for speech. It is best to ascertain if any speech problems exist and have them corrected before kindergarten.

**Kindergarten Readiness:** All Pre-Kindergarten students are screened in the early winter (before Kindergarten registration) for Kindergarten Readiness. These "fun" activities are then evaluated for each child and an in-depth report is given to each parent at an individual Parent-Teacher meeting so that the parent has a better understanding of how the child is doing in school.

**Play Areas:** In addition to our large outdoor fenced-in yard, there is a large indoor play area complete with ride-on toys and playhouse.

**Field Trips and Activities:** To supplement the learning experience of each unit and monthly themes, field trips, special events and/or special visitors are scheduled.

The following field trips have been tentatively planned for the classes. When extra parents are needed for help, your teacher or class parent will contact you. Please note that children not enrolled in the class may not be included in class trips.

**Two X Two and Pre-Nursery**

October	Halloween Parade and Trunk or Treat
December	Snack with Santa
June	Year-end Picnic

**Nursery**

October	Halloween Parade and Trunk or Treat
November	Thanksgiving Feast
December	Holiday Musical Presentation
February	Dentist
March	Pond Guy
May	Music Class Visitation
June	Year-end Picnic

**Pre-Kindergarten and Transitional Kindergarten**

October	Fire Truck Visit, Farm Visit (TK) Halloween Parade, Trunk or Treat and Music Class Visitation
November	Thanksgiving Feast
December	Holiday Musical Presentation
January	Snakes and Scales, Planetarium
April	Spring Musical Presentation
May	Year-end Field Trip
June	Year-end Picnic

**HEALTH CHECK:**

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and you will be called to take him/her home: Severe pain or discomfort, cold symptoms including nasal discharge, acute diarrhea, vomiting, temperature of 100 degrees or more, lethargy, mouth sores, sore throat or severe coughing, yellow eyes or jaundice skin, red eyes with discharge, infected/untreated skin patches,



difficult or rapid breathing, skin rashes/lesions lasting longer than 24 hours, swollen joints, visibly enlarged lymph nodes, stiff neck, blood in urine.

If a child contracts any of the following diseases, please report it to us immediately.

### **Respiratory Illnesses**

- Diphtheria\*
- German Measles (Rubella)\*
- Hemophilus Influenza\*
- Measles\*
- Meningococcus\*
- Strep Throat
- Tuberculosis\*
- Whooping Cough\*

### **Gastrointestinal Illnesses**

- Escherichia Coli\*
- Giardia Lamblia\*
- Salmonella\*
- Shigella\*
- Shingles

### **Contact Illnesses**

- Impetigo
- Lice
- Pink Eye (conjunctivitis)
- Scabies

The child may not return to school until he/she is symptom free or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others.

If the child has a reportable disease\*, the child may not return to school without a doctor's note stating that the child presents no risk to himself/herself or others. If your child is exposed to any reportable disease at school, you will be notified in writing.

**Immunizations:** State Health Department regulations require immunization against 11 communicable diseases:

- Diphtheria
- Haemophilus B (HIB)
- Influenza
- Measles
- Mumps
- Pertussis
- Pneumococcal Conjugant
- Polio
- Rubella
- Tetanus
- Varicella

All mumps and rubella antigens must have been received after the first birthday. All health forms must be on file in our Nursery School (including a signed statement by your physician stating that your child has been examined by him/her within the last six months for 2, 2 ½ year olds, last twelve months for 3, 4 and 5 year olds) BEFORE your child may attend class. If a child has a religious exemption from immunizations a form must be signed by the parent.

### **SNACKS:**

By decision of the Nursery School Board, to keep down tuition fees, snacks for each session are provided by the parents. The parent listed on the calendar is responsible for bringing water, cups, snack and napkins. Please remember nutritious foods are superior to sweets.

### **ALLERGY:**

We are seeing an increase in the number of children that are allergic to nuts, peanut oil and tree-nuts. We are asking that you do not send birthday or holiday treats that contain any nuts, tree-nuts or their oils into your child's classroom. This would include Stay N' Play, bake sales and any school related activity. Also check the ingredients when buying snack for the class and if the snack was manufactured in a plant that may contain nuts or nut oil. If your child has food allergies of any kind, we are requesting that you provide alternative foods for your child that the teacher may keep in the classroom.

### **CLOTHING:**

Children should be dressed for active play in washable and comfortable clothes. In choosing clothes for Nursery School, bear in mind the kind of play that includes messy art activities, sitting on the floor and outdoor play.

Clothes should have buttons and zippers that children can manage by themselves. Consider manageability when purchasing new clothing. No clogs, sandals or “Sunday” shoes. Sturdy shoes with non-skid soles are safer for active play. We play outside whenever possible, even in cold weather, so include hats and mittens if the thermometer indicates a need.

### **TAX ID NUMBER:**

Tax number for Nursery School Parents to use for their taxes under Provider Number is 226033193.

### **A FEW IMPORTANT DON'TS AND DOS:**

- Don't talk about your child in front of him/her. Your child hears everything you say and uses it.
- Don't bring your other children on field trips. This is a time to share with your Nursery School child. There will be activities where siblings are welcome.
- If you choose to teach your child to write his/her own name, use upper case for the first letter only and the rest in lower case.

### **TOYS AND OTHER THINGS FROM HOME:**

- Yes – for show and tell only (not allowed to be played with in class or at Stay N' Play)
- No – if it is cherished and breakable
- No – candy or gum
- No – guns, knives or weapon toys
- No – unfinished breakfast/lunch

### **REGISTRATION FEE:**

Registration fees are not refundable. The registration fee is \$50.00 for one child and \$40.00 for each additional child in the same family.

**TUITION FEES (Yearly) 2018 - 2019:**

Two weeks notice of withdrawal is required for prorated refund of tuition. The advance payment for June 2019 is not refundable after June 1<sup>st</sup>, 2018.

<u>Number of sessions per week</u>	<u>Yearly Fee</u>
• 2 sessions	\$ 2,250
• 3 sessions	\$ 3,200
• 4 sessions	\$ 4,100
• 5 sessions	\$ 4,950
• 6 or sessions please see associate director	

One month's tuition is due at the time of registration and is applied to June 2019. The balance is paid in three installments (PLAN A) on September 15<sup>th</sup>, December 1<sup>st</sup> and March 1<sup>st</sup> as follows:

<u>Number of sessions per week</u>	<u>Three Installments (PLAN A)</u>
• 2 sessions	\$ 675
• 3 sessions	\$ 960
• 4 sessions	\$ 1,230
• 5 sessions	\$ 1,485
• 6 or sessions please see associate director	

Families may pay monthly. Please note monthly payments are due by the first of each month, with a 5 day grace period.

<u>Number of sessions per week</u>	<u>Monthly Installments (PLAN B)</u>
• 2 sessions	\$ 225
• 3 sessions	\$ 320
• 4 sessions	\$ 410
• 5 sessions	\$ 495
• 6 or sessions please see associate director	

Tuition payments may be mailed to Grace Nursery School at 555 Russell Avenue, Wyckoff, NJ 07481, or be brought to the Nursery School office by dates due. Receipts will be issued for cash payments only; **NEVER leave cash in Nursery School office without receiving a receipt.** Your canceled check will serve as your receipt.

A fee of \$25.00 will be placed on all returned checks.

There can be no reduction in tuition due to illness, vacation or temporary suspension.

## **CLASS MEETING TIMES:**

### **Two X Two - 2 year olds and Pre-Nursery – 2 ½ year olds**

- Two X Two                      Tues/Thurs                      9:00 – 11:30 AM
- Pre-Nursery 2                      Tues/Thurs                      9:00 – 11:30 AM
- Pre-Nursery 3                      Mon/Wed/Fri                      9:00 – 11:30 AM

### **Nursery Class – 3 year olds**

- Nursery Class 2                      Tues/Thurs                      9:00 – 11:30 AM
- Nursery Class 3                      Mon/Wed/Fri                      9:00 – 11:30 AM

### **Pre-Kindergarten – 4 year olds**

- Pre-K 3                              Mon/Wed/Fri                      9:00 – 11:30 AM
- Pre-K 5                              M – F                              9:00 – 11:30 AM

### **Transitional Kindergarten – 5 year olds**

- TK                                      Mon/Tues/Wed/Fri                      12:15 – 2:45 PM

## **PARKING SAFETY:**

There are adequate facilities in the Church parking lot. Please observe these rules.

- No parking in Disabled Area
- No parking at the curb along the portico
- Do not block entrance or exit
- Enter parking lot by driveway nearest Russell Avenue. Exit parking lot by upper driveway. Please note enter and exit signs.
- If you park by the playground, please go around the front of the church; note one way
- Go with your child to the classroom door. Do not drop children off at the curb, nor allow them to run free to and from the car. They are too small to be readily seen by other drivers

## **LATE PICK UP POLICY AND FEES:**

On the first and second occurrence of a late pick up (10 minutes or more) the parent will receive a warning. On the third occurrence of a late pick up a \$10 fee will be imposed.

### **FIRE DRILLS:**

Practice evacuations of the building are held regularly. Children are trained to leave the building in a quiet, efficient fashion to help assure their safety in any emergency. Lock Down/Lock In is also talked about and practiced twice a year.

### **PARENTS AND THE SCHOOL:**

In the classes, on a schedule basis, the parents are responsible for juice and water, cups, snack and napkins for the children in the class. They are not required to help out in the classroom.

Parents must come in person for registration to sign an application and meet with a staff member regarding the Nursery School's policies and child's special needs.

Parent Orientation for all families is held in the evening in September before school commences.

### **PARENT PARTICIPATION:**

We are glad to have parents share their talents and interests with the children. If you have a collection (rocks, butterflies, dolls, coins, etc.) a talent (guitar, other instruments, crafts, etc.) or a vocation (fireman, policeman, etc.) to share with the children, please let the teacher know. We also need "handy fathers" who will volunteer to repair broken toys and equipment. Please advise the office or class teacher of your skills, and we'll plan to include you in the program.

### **CONFERENCES:**

Conferences may be called at any time upon the request of parent or teacher. The Pre-Kindergarten teachers will schedule conferences with all parents prior to public school registration for kindergarten. At this time, they will go over the Kindergarten Readiness evaluation in depth so that the parent has a better understanding of how the child is doing in school. Two X Two, Pre-Nursery and Nursery Class will also have the opportunity to have parent-teacher conferences in March.

### **PETS:**

We encourage pets to visit the school. Please check with the teacher in advance. Please be mindful of any animal allergies or fears that students may have in the visiting class. We also ask that you please do not walk pets on the Church property.

## **OFFICE HOURS:**

When school is in session, the office will be open from 8:45 AM to 3:00 PM. During the summer the office will be open Mondays from 9:00 AM – 12:00 noon.

## **DISCIPLINE PHILOSOPHY:**

The teachers will usually catch a problem with the children before it develops into a serious problem.

If a child requires discipline, the teacher gets the child interested in some other activity.

If the child still does not respond to this discipline, the teacher will take the child aside (within the classroom) by himself/herself. A short “time out” may be given to the child again, setting the child aside (within the classroom) and discuss the problem.

The parent will be contacted if the child does not respond to the discipline.

## **SUMMER 2019:**

Each summer the Nursery School runs a “Summer Full of Fun” camp program. The nine weeks of “fun” in June, July and August are for children who are 3, 4 and 5 year olds. Campers attend 2 day class (Tuesdays and Thursday), three day class (Mondays, Wednesdays and Fridays) or five day class (Mondays – Fridays). The classes run from 9:00 AM – 12:00 noon. Each week has a theme such as sports, holidays, dinosaurs, circus, space, etc. The classes are set up for 15 children per class with a Teacher and an Assistant.

Registration is in March for current students. Camp is also open to children outside the Nursery School family. Registration is in late March for the general public.

## **GOALS:**

### **Two X Two & Pre-Nursery Classes**

- ✓ Colors
- ✓ Finger Play
- ✓ Follow Directions
- ✓ Gross Motor Development
- ✓ Know Name
- ✓ Listening Skills

- ✓ Memory (Music)
- ✓ Nursery Rhymes
- ✓ Painting
- ✓ Pasting
- ✓ Self-Control
- ✓ Separation
- ✓ Sharing
- ✓ Socialization

### **Nursery Classes**

Continue, reinforce and expand Pre-Nursery Goals

- ✓ Concepts big/small; up/down
- ✓ Count 1 to 10
- ✓ Cutting
- ✓ Develop Attention Span
- ✓ Know Age
- ✓ Recognize Printed Name
- ✓ Recognize Shapes
- ✓ Role Play

### **PreK and TK Classes**

Continue, reinforce and expand Pre-Nursery and Nursery Class Goals

- ✓ Draw Shapes
- ✓ Fine Motor Coordination
- ✓ Know Address
- ✓ Know Phone Number
- ✓ Learn Opposites
- ✓ Print Name – lower case
- ✓ Recognize Days and Months
- ✓ Recognize Letters
- ✓ Recognize Numbers
- ✓ Recognize Seasons
- ✓ Rhyme Words
- ✓ Sequencing