

HANDBOOK at a GLANCE – Bard Nursery School and Children’s Center

MORNING ARRIVAL TIME: The doors open daily at 8:30 am. Please do not enter the building before 8:30. The arrival and greeting happens between **8:30-9:15**. We offer a flexible arrival window to accommodate a variety of family schedules, and to avoid an overcrowded parking lot each morning.

CONSISTENT ARRIVAL: Please plan to enter the school by 9:15. It can be disruptive to the program and harder for children to adjust if they are arriving late or do not have a consistent schedule. Ritual and routine provides children a sense of security and independence and allows them to get the most out of the morning curriculum, projects, play and social experiences.

WASHING HANDS, CHANGING SHOES and HANGING UP BACK PACK: Parents should plan to spend at least 5 minutes helping children settle into the school. Parents can help children find their cubby, hang up their back-pack, change into indoor shoes, and wash hands before beginning to play. When parents and children share in this caring ritual daily, it prepares the child for a smooth goodbye.

SIGN IN and OUT: There is an attendance note book near the cubby room. Each parent is responsible to sign children IN upon arrival and OUT upon departure. In the attendance note book we also keep your child’s emergency information, as well as permission for others to transport your child. If you need to add a babysitter or relative to your child’s pick up/ list, let the director or teacher know.

TRANSITIONS: Sometimes it is hard to say goodbye. Each child reacts differently to changes and transitions. Some children become excited and overstimulated, while others begin to test the limits, and still others are clingy or resistant. Arrivals and departures can be tricky times for children and parents and teachers. If you or your child is having difficulty at one of the daily transitions, please ask for our help. You are not alone! We have helped many parents and children say goodbye and reunite. At the beginning of the year, the teachers will work with you to design an individual transition plan if your child is having difficulty separating.

DAILY COMMUNICATION: Be sure to let the teachers or the director know of any unusual event or health concern. Keep the school informed about changes in schedules, doctor appointments, family travel plans, etc, as it may impact your child’s adjustment or participation in the daily events.

SICK POLICY (24-hour rule): Children may not come to school with fevers or infections including diarrhea, vomiting, extreme coughing, impetigo, conjunctivitis, strep throat, or rashes. Children must be fever free for 24 hours (without fever reducing medication) before returning to school and/or have appropriate medication or medical care specific to the needs 24 hours before returning to school. Parents sometimes report that a child who had a fever or vomiting on Sunday says he feels fine and wants to return to school on Monday (the following day), but our agreement with **Dutchess County Health Department requires that the child must be fever free and vomit free for 24 hours before returning.** Our goal is to keep our school healthy and reduce the risk of spreading infections. Teachers and children follow hand-washing and sanitation routines regularly throughout the day. If a

child is sent home during the school day with fever, diarrhea or vomiting, they may not return the next day. Please consider back-up child care and a sick day plans for these days.

HEALTH RECORDS: Children may not be enrolled in the school until the Director receives documentation of the child's physical examination and updated immunization records. The form must be signed and dated by the health care provider.

MEDICATION: If your child needs to keep medication at school (such as an inhaler or epi pen) or other medication for any special condition, we will fill out a special form and ask for your doctor's signature, signed prescription and directions to be kept on file. We do not administer any over the counter medication or accept any medication (such as antibiotics) for child illness. We ask that parents always let teachers know if a child is on medication and parents can give it before school and after school and they are welcome to come after lunch if a child needs a mid-day dose.

SAFETY: Please hold your child's hand at all times when in the parking lot. Please do not let children open doors or gates. To insure the safety of the children we have a school wide rule that only adults open the doors. Please do not let children climb on playground gates or walls. Do not lift children over the gates or walls. Upon arrival and pick up always greet the teacher in charge. Even if you have signed your child in or out, also make contact with the adult in charge by saying hello or goodbye. Keep in mind that the supervising teachers are constantly adjusting head count during arrival and departure periods.

SNACKS: We will ask parents to sign up for snack shopping one time each semester. **If your child has allergies or food restrictions, please let us know upon registration.** The snacks provided mid-morning and mid-afternoon always include fresh fruit or fresh vegetable along with cereal, grain, or bread or cheese or yogurt. We do not serve juice. Water is always available. The children eat snack together, family style and will learn to pass the platters of food to their class mates, pour their own water, take scraps to the compost, and help clean the table and load the dishwasher

SCREEN FREE and CELL PHONE FREE: The program is a screen free environment. Teachers may use a variety of tools to take notes and photos while they document children's experiences. If teachers use their phones as cameras, they will upload photos on the documentation app ([Kaymbu](#)) to be shared with parents (during teacher preparation time) and they will delete photos after sharing with parents. Teachers do not use cell phones for conversations or texting while in the classroom or on the playground. Children will not be shown phones, tablets or computer screens during the day. We ask that parents and visitors please refrain from taking calls or texting during drop-off or pick-up or during orientation or family events. The classroom and playground are screen free environments.

PROMPT PICK-UP: Please plan in advance for prompt pick up at your contracted time. We prepare each child for reunion with parents at the agreed upon time such as 12:30, 3:30, 4:30 or 5:30 daily. We cannot offer flexibility for late pick-ups. Waiting becomes difficult for the child, and the teacher who is preparing to transition at the end of a shift. Teacher's schedules and children's schedules are carefully matched to ensure we always have the appropriate supervision ratios.

We are really looking forward to working with your family!

Bard Children's Center & Nursery School