



# Radisson Nursery School

2018 – 2019 Handbook

RNS at Aspen House Community Center  
8550 North Entry Road  
Baldwinsville, NY 13027  
315-635-2815

# Radisson Nursery School

Allison Bowden, Director

## Welcome

Our nursery school offers each child a developmentally appropriate curriculum in which he or she can learn and grow without stress or frustration. Our staff instills in each child a love of learning and a love of themselves.

## Program

Our program provides many hands-on activities. The child's interests, under the guidance of our staff, are channeled with a variety of materials and experiences. Children are encouraged to interact with others in a positive manner. Our goals include emotional and social growth and intellectual and physical development at each child's individual pace.

## Curriculum

Our curriculum is developed with the growth of all children in mind. It is provided to parents at the beginning of the school year. Lesson plans are given out monthly to parents and posted on our website: [www.radissoncommunity.org](http://www.radissoncommunity.org)

## School Hours

Our school day for 3 and 4 year olds lasts 2½ hours, and 2 hours for 2 year olds. The class days and times are as follows:

Four-year-olds, Monday, Wednesday & Friday	AM 9:00 to 11:30am
Four-year-olds, Monday through Friday	AM 9:00 to 11:30am
Four-year-olds, Monday through Thursday	PM 12:30 to 3:00pm
Three-year-olds, Tuesday & Thursday	AM 9:00 to 11:30am
Three-year-olds, Tuesday & Thursday	PM 12:30 to 3:00pm
Two-year-olds, Monday & Wednesday	AM 9:15 to 11:15am

## School Year

We follow the Baldwinsville Schools calendar with the exception that our program begins one week later and ends in May. **NOTE: We do not have class the day before Christmas break.** (B'ville schools **DO** have classes that day) A school calendar will be provided. **WE DO HAVE SCHOOL WHEN B'VILLE SCHOOLS HAVE ½ DAYS.**

## Drop-off & Pick-up Procedures

Your child *must* be accompanied into the building by an adult. Parents and children wait in the outer hall until nursery school begins. When school is over, an adult must come into the school to pick up your child. Please arrive on time. Call the school if any problems arise and you will be late. Children can become frightened if they are the last ones left. We can reassure them if we know you are on your way.

If there is a chronic problem with lateness, your child may be dismissed from our program. Please do not leave siblings unattended in a locked car while you come in the building.

## **Registration**

Registration for enrollment in the upcoming school year begins in January and continues until all spaces are filled. A non-refundable \$50 registration fee is charged. Children must be 3 or 4 years old by December 1<sup>st</sup>, or 2 years old by September 1<sup>st</sup>, to enroll in the program. It is **REQUIRED** that children (with the exception of the 2 year olds) be toilet trained before beginning the school year.

Enrollment is restricted due to space limitations and acceptable teacher-child ratios. Therefore, enrollment preference will be given in the following order:

1. Children presently enrolled & their siblings (residents & non-residents).
2. Children of Radisson residents.
3. Children of non-residents.

The director will maintain an active waiting list based on priority listed above.

## **Tuition**

Timely payment of tuition ensures the continuous operation of the nursery school program. Tuition is broken down into monthly payments as follows:

4's three-day program	\$130/month
4's four-day program	\$160/month
4's five-day program	\$190/month
3's two-day program	\$110/month
2's two day program	\$125/month

Payments are due by the first of the month, one month in advance. September tuition is due June 30 and is non-refundable.

Failure to pay tuition on time may result in dismissal from the program.

Check (payable to RCA) or cash may be dropped off at the nursery school or at the RCA Office, or may be mailed to the RCA Office, c/o Radisson Nursery School at 3128 Amesbury Drive. If you have questions concerning your account please contact the RCA office at 315-635-7171; open Mon – Fri, 8:30am to 5:00 pm.

Tuition payments may be prorated only when a child is enrolled or disenrolled after the school year has begun.

- A. Mid-year enrollments: For children who enroll mid-year, 2 month's tuition is due upon registration or 1 month's tuition upon registration and account brought current by the 1<sup>st</sup> of the following month.
  - a. A full month's tuition is charged when children begin classes on or before the 15<sup>th</sup> of the month. One half ( $\frac{1}{2}$ ) month's tuition is charged children begin classes after the 15<sup>th</sup> of the month.
- B. Mid-year disenrollment: Parents should notify the nursery school director at least 30 days in advance of their child's last school day.
  - a. A full month's tuition is charged when the child's last class is after the 15<sup>th</sup> of the month. One half ( $\frac{1}{2}$ ) month's tuition is charged when the child's last class is on or before the 15<sup>th</sup> of the month.

Tuition will not be prorated for any other reasons or months. There are no tuition refunds for vacation days.

## Snow days

Nursery school closings are in accordance with the Baldwinsville Schools closings.

- If Baldwinsville Schools are closed due to inclement weather, we are closed.
- If Baldwinsville Schools are delayed 1 hour, we come on time.
- If Baldwinsville Schools are delayed 2 hours, we are closed all day.

*Listen to local TV and radio stations for closing announcements for Baldwinsville Schools.*

There are no tuition refunds for snow days.

## Clothing

Please bring a complete extra set of clothing, including underwear, socks & shoes and place in a bag that has all items labeled with the child's name. Names should be on coats, sweaters, boots, extra clothes and book bags. Sometimes children forget what they wore to school, especially if it's new.

Children are encouraged to wear play clothes and shoes without slippery soles. Sensible shoes for play are important for safety reasons. Flip-flops and sandals can cause tripping and leave toes open to injury. Also, please remember that paint, glue and play dough are a daily part of our program and may become part of your child's wardrobe. While we do use washable art supplies, we cannot guarantee that it will come out of clothing.

## Birthdays

Birthdays are gladly celebrated. Due to allergies, we do not have any special birthday treats. Your child will be celebrated with a special crown, song, etc. Since our nursery school's philosophy aims first at developing a good self-image and making children feel good about themselves, our policy is that *No* party invitations should be handed out or placed in cubbies unless the entire class is invited. You will be provided with a class list so that you are able to mail individual invitations if you are not inviting the entire class. Thank you in advance for your cooperation.

Please do not put any "goodie" bags in the children's cubbies containing any type of food, because some students have food allergies. If you wish to do goodie bags, please include non-food items only.

## Cubbies

Your child will be assigned his or her own labeled box. Please check this box at the end of each day for notes, artwork and things to be brought home.

## Toys

Please do not allow your child to bring toys from home. It is difficult for them to share with others and they may get lost or broken. We have many toys, games, etc. at school, which are rotated throughout the year.

## Health Concerns

1. Medications: No medications (prescription or OTC) can be administered by staff (epipens and Benadryl may be exceptions)
2. Illness:
  - a. Please keep your child home if he/she has a fever, contagious illness, vomiting, diarrhea, sore throat or cannot keep up with the daily activities at nursery school.  
**Please call us when your child is absent and let us know of any contagious illnesses.**
  - b. Children must be **symptom free for 24 hours** before attending or returning to school.
3. Special Needs: Please inform the staff of any allergies, dietary restrictions, health/physical limitations and regular medications for your child.

4. Immunizations: The Radisson Nursery School follows the legal requirements regarding immunizations as set forth by New York State law.

### **Parental Involvement**

1. Parent Visits: Parents are invited to nursery school throughout the school year to share in their children's world. Some of the parent programs are: Open House, Dad's nights, Holiday parties, Mother's Day Garden Party, End of Year parties.
2. Volunteers: Occasionally, parents are asked to help with special projects, activities or to share a special talent.
3. Parent Conferences: Conferences are held in the spring.
  - a. The teachers will have a **phone call** conference with each family in October. This serves as an opportunity for us to gather information from you regarding your child, and to give you information on their progress.
  - b. We do not hold formal Parent Conferences for two year olds, but the teachers are always available to speak with you specifically about your child.
  - c. **Parents and/or teachers can request a conference whenever it is felt to be necessary.**

### **Field Trips**

Your child will enjoy 2 field trips throughout the school year. You will be made aware of upcoming trips at least one month in advance. One parent (or guardian) per child is asked to transport and accompany their child on our trips. Parents are also asked to pay for the cost of field trips.

### **Snack Policy**

At Radisson Nursery School we serve fresh fruits and vegetables and chilled water only. Students are assigned days to bring snack for the class. All fruits and vegetables must be delivered to the preschool unwashed and uncut. Staff will prepare them for the children here.

Note: if you forget to bring snack on the day assigned, we will serve pretzels (ROLD GOLD brand, peanut-free only) as a back-up snack. You will be asked to pay a \$5 snack replacement fee.

#### Suggested Fruit choices

- Apples
- Oranges
- Grapes
- Mango
- Pineapple
- Nectarines
- Cantaloupe
- Bananas
- Peaches
- Pears
- Kiwi
- Watermelon

#### Suggested Vegetable choices

- Carrots
- Cucumbers
- Celery
- Grape Tomatoes
- Broccoli

NO snap peas or other type of pea, please.

The most effective way to ensure the safety of all the children is to tightly control what comes into the preschool.

# Daily Schedule for the Three Year Old program

9:00-9:15 / 12:30-12:45

## **Free Play**

9:15-9:30 / 12:45-1:00

## **Circle Time**

Calendar, Weather, VIP, Introduce theme.

9:30-10:50 / 1:00-2:20

**Small Group Modules** The class will be divided into groups. Each child will spend 40 minutes in each module.

### **Large Motor Activity Module**

The children gather in the large motor room for Music & Movement. We will work on core body strength and coordination.

### **Craft and Fine Motor Play**

The children gather in the 4 year old classroom for art activities focusing on fine motor skills. Puzzles and manipulatives will be available during free play afterwards. Snack will be served.

10:50-11:15 / 2:20-2:45

## **Snack**

Children will wash hands and have snack.

11:15-11:30 / 2:45-3:00

## **Group Enrichment Time**

Stories, finger plays, music, indoor group play or outdoor playground activity.

11:30 / 3:00

## **Dismissal**

# Daily Schedule for the Four Year Old program

9:00-9:30 / 12:30-1:00

## **Circle Time**

Calendar, Weather, VIP, Introduce theme, discuss Math and Science concepts.

9:30-11:05 / 1:00-2:35

**Small Group Modules:** The class will be divided into 3 groups. Each child will spend 25 minutes in each module.

### **Large Motor Activity Module**

The children gather in the large motor room for Music & Movement. We will work on core body strength and coordination.

### **Early Literacy Learning Module**

The children gather in our purple classroom upstairs to work on letter and number recognition, handwriting practice, journal writing and various activities designed to encourage early literacy.

### **Craft and Fine Motor Play**

The children gather in the 4 year old classroom for art activities focusing on fine motor skills. Puzzles and manipulatives will be available during free play afterwards. Snack will be served.

11:05-11:30 / 2:35-3:00

## **Group Enrichment Time**

Stories, finger plays, math and science concepts, indoor group play or outdoor playground activity.

11:30 / 3:00

## **Dismissal**