

# Lake Shore Cooperative Nursery School



5017 Lake Shore Road, Hamburg, NY 14075 ~ 716-627-2210 ~ [www.lscns.org](http://www.lscns.org)

P.O. Box 463, Hamburg, NY

# Member Handbook

# Table of Contents

|  |          |
|--|----------|
| <b>Part I: Introduction .....</b>                              | <b>4</b> |
| History .....  | 4        |
| Philosophy .....   | 4        |
| Facility.....  | 4        |
| Constitution of the Lake Shore Cooperative Nursery School..... | 4        |
| School Board.....  | 4        |
| School Director .....  | 4        |
| Non-Discrimination Policy .....                                | 5        |
| Ratios.....  | 5        |
| Public Relations .....   | 5        |
| Community Support .....  | 5        |
| <b>Part II: Operational Information .....</b>                  | <b>5</b> |
| Enrollment.....  | 5        |
| Tuition .....  | 6        |
| Late Fees.....   | 6        |
| Returned Check Fees.....                                       | 7        |
| Withdrawal.....  | 7        |
| Fundraising .....  | 7        |
| Parent Orientation .....                                       | 7        |
| Hours of Operation.....  | 7        |
| Calendar .....   | 7        |
| Arrival .....  | 8        |
| Departure .....  | 8        |
| Attendance .....   | 8        |
| Access to Building.....  | 8        |
| Parking.....   | 8        |
| <b>Part III: Program .....</b>                                 | <b>9</b> |
| Our Teachers .....   | 9        |
| Curriculum .....   | 9        |
| Classroom Readiness.....                                       | 9        |
| Daily Schedule .....   | 10       |
| 3 Year Old Program Special Information.....                    | 11       |
| 4 Year Old Program Special Information.....                    | 11       |
| Child Development.....   | 12       |
| Assessments .....  | 12       |
| Confidentiality .....  | 12       |

|   |           |
|---|-----------|
| Meeting Individual Needs of Children.....             | 13        |
| Referral Services.....                                | 13        |
| Transitioning New Children/Separation.....            | 13        |
| Bathroom Policy .....                                 | 13        |
| Field Trips .....                                     | 14        |
| Parties and Birthdays .....                           | 14        |
| <b>Part IV: Safety and Health.....</b>                | <b>14</b> |
| General Safety Practices.....                         | 14        |
| Emergency Procedures.....                             | 15        |
| Inclement Weather Policy .....                        | 15        |
| Health Policy.....                                    | 15        |
| Immunization Policy .....                             | 16        |
| Allergy Policy .....                                  | 16        |
| Classroom First Aid Kit.....                          | 16        |
| Accident and Illness Procedure .....                  | 16        |
| Child Abuse Policy .....                              | 16        |
| Guidance and Discipline .....                         | 17        |
| Clothing .....  | 17        |
| Toys from Home .....                                  | 17        |
| <b>Part V: Family Involvement.....</b>                | <b>17</b> |
| Knowing and Understanding Our Preschool Families..... | 17        |
| Family Arrangements .....                             | 18        |
| Parent Participation .....                            | 18        |
| Parent Communication .....                            | 18        |

## Part I: Introduction

### History

The Lake Shore Cooperative Nursery School has been educating children from the Hamburg and surrounding communities for 74 years. Over these past decades we have seen generations of families pass through our doors; many of our previous graduates return with their own children. The loyalty of our parents and staff has been unsurpassed by any organization in our area.



### Philosophy

The Lake Shore Cooperative Nursery School is a nonprofit organization whose primary concern is that children are nurtured as they learn. LSCNS embraces the most current practices in Early Childhood Education and values whole child development through interest and project based curriculum. Our teachers and assistants are committed to providing a safe and loving environment in which children explore, discover, learn and play.

### Facility

Our classroom is located at 5017 Lake Shore Road in Hamburg, NY. Our front entrance is on the south side of the building that faces Roberts Road. Our parking lot is on the east side of the building, with entrances from Roberts Road and Amsdell Road.

In our spacious and fully equipped classroom, we are able to offer a nurturing and personal educational environment where three and four year old children are introduced to a combination of socialization and learning.



### Constitution of the Lake Shore Cooperative Nursery School

Lake Shore Cooperative Nursery School is a nonprofit, cooperative association composed of parents residing in the Southtowns area whose purpose it is to furnish education facilities for their children of nursery school age. LSCNS is governed by a constitution that has been ratified and is available to any member of LSCNS. All parents and legal guardians of enrolled students are active members of LSCNS. The August orientation meeting acts as the annual meeting for members. Members are responsible to pay all debts owed to the school and must observe all school regulations. Members are welcome to view board meeting minutes and financial records at any time.

### School Board

Lake Shore Cooperative Nursery School maintains a Board of Directors. The Board serves without pay and consists of six members and an Executive Director. Board members serve three year terms. Any parent or guardian of currently or previously enrolled children is eligible to run for an elected position on the Board. The Board will notify members throughout the year of policy changes and upcoming elections.

### School Director

The Executive Director acts as a spokesperson for the Board and is responsible for relating Board decisions to the membership.

## Non-Discrimination Policy

Lake Shore Cooperative Nursery School does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin or sexual preference.

## Ratios

The ratio for our three year old program is 1 adult to 8 children. The ratio for our four year old program is 1 adult to 12 children.

## Public Relations

We are very proud of the accomplishments and endeavors of our students. Periodically throughout the school year, we will be taking pictures and writing articles about our students for our school website, our school Facebook page, and other local publications, such as the Hamburg Sun. Parents and guardians have the option to not have their child's image included in these publications. A photography release form will be provided at the orientation meeting and kept on file throughout the year. Parents are welcome to update this form at any time.



## Community Support

Since 1949, the Lake Shore Cooperative Nursery School has been an important part of the Hamburg community by educating preschoolers in the Southtowns. As one of the oldest and most successful nursery schools in the area, we have seen generations of families walk through our doors with their children. Over these past six decades, we have seen Early Childhood Education evolve, and so, too, has our program. These changes are accompanied with the need for classroom technology to evolve as well, and we realize that many of these changes would not be possible if not for the support and commitment of our members, both past and present. As a private, nonprofit school, we are continually humbled by the generosity shown us. In continuing our quest to offer an outstanding program to the children in the Hamburg and surrounding areas, we would like to invite all school alumni, friends and family to join us in our annual giving campaign as we strive to continue our standard of "Excellence in Education."

If you feel that you would like to join us in this mission by making a tax deductible donation to our school, please feel free to do so at any time by mailing your donation to Lake Shore Cooperative Nursery School, P.O. Box 463, Hamburg, NY 14075 or by making a credit card donation online at [lscns.org](http://lscns.org).



As always, we give you our sincere and heartfelt appreciation for your support.

## Part II: Operational Information

### Enrollment

All children must meet the New York State regulations for enrollment in public and Parochial school systems in regard to birth date and relation to cut-off dates (December 1) in order to enroll in Lake Shore Cooperative Nursery School.

Admissions for the three year old program are offered (1<sup>st</sup>) to students of current members, (2<sup>nd</sup>) to students of past members, and (3<sup>rd</sup>) to students of the general community. Admissions for the four year old program are offered (1<sup>st</sup>) to currently enrolled three year old students who are within the group of 24 initially registered students in their class,

(2<sup>nd</sup>) to currently enrolled three year old students who are not within the group of 24 initially registered students in their class (those on the numbered waiting list held by the Director), (3<sup>rd</sup>) to students of past members, and (4<sup>th</sup>) to students of the general community.

Registration applications will be made available to current and past members on or about January 20 for the following school year. Registration for the general public is offered through an Open House held on the first or second Saturday of February. Applications from the general community will be received and processed at the Open House on a first come, first served basis. To register, families will fill out a registration application for each student and include a registration fee. The fee is for new students registering for an available spot (there is no fee for our waiting lists) and is non-refundable.

## Tuition

Tuition is \$1,320 for the three year old program and \$1,820 for the four year old program. Tuition can be paid in 10 payments of \$132 (3s) or \$182 (4s). Payment #1 is a commitment fee due on 6/1/23, followed by nine additional payments due on the first of each month from September, 2023, through May, 2024. Lake Shore Cooperative Nursery School also holds two annual school-wide fundraiser which are optional for families.

### 2023-2024 School Year Tuition Amounts

Three year old sessions: \$1,320 (\$132 per month)

Four year old session: \$1,820 (\$182 per month)

Tuition may be paid by credit card online at [lscns.org](http://lscns.org) (there is a \$5 processing fee included for each month of tuition paid online) or by check or money order mailed to:

**Lake Shore Cooperative Nursery School**

**P.O. Box 463**

**Hamburg, NY 14075**

Note: Please write the entire name of the school on your check and your envelope, not just our initials.

Members are welcome to combine payments or pay early as long as all payments are received before their respective due dates.

Tuition is determined each year based on the previous year's budget and shall be set by the Board in January preceding the upcoming school year.

Discounts are offered to families with more than one child enrolled in our program. The discount given is the waiver of the last month's tuition for one child.

If a child is absent from school for an extended period, due to illness or family vacation, full tuition must be paid to hold the child's place in class. The child may be withdrawn and rejoin at a later date if a place is available.

## Late Fees

Late payment of tuition is payment received more than ten days after the date for which it is due. Late payments shall incur a penalty of \$15 per month. Any member in arrears two months tuition, or more, shall be given two weeks notice of automatic dismissal.

## Returned Check Fees

Any time a member's payment is returned by the bank, the member shall incur a penalty of \$35. The member is required to pay the original payment plus the \$35 fee within two weeks.

## Withdrawal

If you wish to withdraw your child from Lake Shore Cooperative Nursery School, a 30 day notice is required.

## Fundraising

Lake Shore Cooperative Nursery School will hold two school wide fundraisers in 2023-24. The funds raised directly benefit our current students and are invaluable for the betterment of our program. This year we are participating in two catalog fundraisers (fall and spring). Both of these fundraisers are optional and we hope that families will support our school by participating. We understand that fundraising takes significant time and effort and we truly appreciate the hard work that each of our families put into this important task.

In addition to our school wide fundraisers, the school board also sponsors one or more additional fundraisers each year. This year, these fundraisers will most likely be participating in one or more 50/50 raffles at Buffalo Sabres or Buffalo Bandits home games. These fundraisers are **not** mandatory for our members. More information will be provided to interested members near the date of each fundraiser.

## Parent Orientation

Before the school year begins, Lake Shore Cooperative Nursery School will hold a membership/parent orientation meeting. At least one parent or guardian should attend. During this time, the Director, the Board President and the teachers will present the parent handbook and discuss all of the information that families will need regarding the upcoming school year. Parents and guardians will have the opportunity to ask any questions about the program.

## Hours of Operation

Our classroom hours are as follows:

Three year old morning session - 9:00 a.m. to 11:30 a.m. on Tuesdays and Fridays

Three year old afternoon session - 12:15 p.m. to 2:45 p.m. on Tuesdays and Fridays

Four year old session - 9:00 a.m. to 1:00 p.m. on Mondays, Wednesdays and Thursdays

Parents and guardians are welcome to contact our classroom teachers or our Director to set up a conference time outside of classroom hours. Please call 716-627-2210 or email [MrsTraccy@lscns.org](mailto:MrsTraccy@lscns.org) or [MrsCourtney@lscns.org](mailto:MrsCourtney@lscns.org) or [Director@lscns.org](mailto:Director@lscns.org).

## Calendar

Our school calendar is given as a separate handout at our orientation meeting. It is also posted on our website [lscns.org](http://lscns.org).



## Arrival

Arrival and departure are busy times at LSCNS. Parents are asked to park in the parking lot and walk their child to the sidewalk that leads to the entrance of our building.

Our teachers open the building door at 9:00 a.m. for our morning students and 12:15 p.m. for our afternoon students. Please make **every effort** to arrive at school **on time** every day. It is extremely important to the success of our classroom for children to be on time. If extenuating circumstances arise and you are unable to arrive at school within five minutes of the start of your student's class time, please call our classroom (716-627-2210) and inform the teacher.

If you ever have questions or concerns that you need to discuss with Mrs. Tracy or Mrs. Courtney, it is best to call (716-627-2210) or email ([MrsTracy@lscns.org](mailto:MrsTracy@lscns.org), [MrsCourtney@lscns.org](mailto:MrsCourtney@lscns.org)) them. They would love to chat at the doorway, however, their primary concern is seeing that all students make a happy transition into the classroom and it is difficult to do that if they are chatting with moms and dads. After the first three weeks or so, they will be able to chat more freely. Thank you in advance for your understanding.

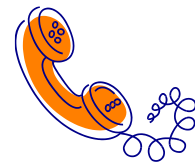
## Departure

At the end of each school day, students will be released individually to their parent or guardian. A pick-up permission list will also be provided at our orientation meeting, where you may indicate the names of other adults that have your permission to pick up your child. Please be sure that any adult on your list brings photo identification with them when they pick up your child. We understand that this is an inconvenience, but safety is a priority when it comes to releasing your children.

Please make **every effort** to pick up your child **on time** every day. If extenuating circumstances arise and you are unable to arrive at school within five minutes of your student's departure time, please call our classroom (716-627-2210) and inform the teacher.

## Attendance

If your student will be absent from class, please notify our teachers as early as possible by calling 716-627-2210 or emailing [MrsTracy@lscns.org](mailto:MrsTracy@lscns.org) and leaving a message with your student's name and the date they will be absent.



## Access to Building

If you arrive at school outside of the typical arrival or pick up time for your class, please press the call button and one of our teachers will come and open the door for you. Again, please make every effort to be on time each day so that you are not taking a teacher away from the class.

## Parking

Our lot is the main parking lot that is located on the east side of the building, with entrances from Roberts Road and Amsdell Road. Please always park in this lot and walk your student to the door. **No parking is allowed in the small lot west of our classroom or along the shoulder of Roberts Road.** Please always use caution when driving or walking in our parking lot or on our sidewalks.



## Part III: Program

### Our Teachers

Our three and four year old lead teacher, Mrs. Tracy Bousquet, has been with the Lake Shore Co-op family for the past 13 years, as a parent of three children who attended our program, as a teaching assistant for both the three and four year old classes for six years and as our lead three year old class teacher for four years. Her passion for teaching and her love for children shine through as she guides our youngest students on their preschool journey.



Our second classroom teacher, Mrs. Courtney Wentz, became part of the LSCNS family several years ago as an involved parent when her two children attended. Through participation as a parent volunteer, she discovered her love for early childhood education and is excited to be working with our three and four year old classes this fall. Her commitment and dedication, combined with her love for her students, provides a wonderful learning environment for all children.

Together, our teachers provide teamwork in the classroom which affords the best possible educational and nurturing environment that a preschooler can receive.

### Curriculum

Our program for three year old students combines fun and play with basic age appropriate early education learning skills. This includes socialization, imaginative play, alphabet recognition, name recognition, story time, art projects, show-n-tell, and field trips.

Our program for four year old students explores pre-reading and pre-math skills while advancing fine and gross motor skills. An introduction to science is explored in our science center. Our kindergarten readiness activities include alphabet recognition (early reading), number recognition (early math skills), sequence and pattern recognition, introduction to printing, art projects, library day, gym day, show-n-tell, and field trips.

The four year old students also have annual events family and friends can attend. The Thanksgiving Play teaches our students about Pilgrims and Native Americans. They will learn about artists such as Monet, Van Gogh and Picasso while preparing for the Art Show. The Mother's Day Special celebrates Mother's Day, while the Dad's PJ Party is a great opportunity for dads to share a special evening with their little ones.

### Classroom Readiness

All students need to be potty-trained prior to the start of school in September.

Three year old students will need to be prepared for class each day with a backpack with straps, a spill-proof water bottle your child can manage independently, and a change of clothes (brought on the first day of school and remains in classroom). Supplies needed at the start of the school year are one package of Crayola large washable crayons (8 count), four purple Elmer's glue sticks (small size), one 3 prong folder (any color/design) and one composition notebook (any color/design). These supplies will be purchased by our teachers so that all of our students have identical items. Parents/guardians are asked to bring \$5 to our Orientation Meeting for these supplies.

Four year old students will need to be prepared for class each day with a backpack with zippered front pocket in addition to the main compartment, a packed lunch (in lunch box or brown bag), a mid morning snack, a water bottle (with secure, yet easy open top/spout that your child can maneuver independently), sneakers and comfortable

athletic clothing for gym day (last Thursday of each month), and a change of clothes (brought on the first day of school and remains in classroom). Supplies needed at the start of the school year are one package of Crayola crayons (8 count, basic primary colors, regular size-not jumbo), one box of colored pencils (8 count, basic primary colors), one pair of Fiskars blunt or pointed tip beginner scissors (5" size), one 1" three ring binder (any color/design), two yellow #2 pencils (sharpened), two purple Elmer's glue sticks (jumbo size) and one package of hand wipes. These supplies will be purchased by our teachers so that all of our students have identical items. Parents/guardians are asked to bring \$5 to our Orientation Meeting for these supplies.

## Daily Schedule

### **A DAY IN THE LIFE OF A THREE YEAR OLD AT PRESCHOOL**

The students are greeted at the door and head to our work tables for a morning activity. We then gather on the rug for Morning Meeting. During the first part of each day, we greet our friends, take attendance, choose helpers and incorporate calendar learning into our day. We discuss Friendly Bear's adventures and guess what could be inside our Surprise Box. We read a story each morning, which will help guide our learning and projects. We also incorporate songs and movement into our Morning Meeting. The second part of our day consists of working in larger groups. This could be completing an art project, doing a science experiment or playing in gym day activities. Afterwards, we will break for a walk down the hall and enjoy our snack time. The third portion of our day is focused on center time. Each day there will be four centers available that children will rotate through in small groups. Some examples of centers includes imaginative time in our dramatic play area, working on fine motor skills with small manipulatives (beads, lacing, puzzles), and just playing with friends with our many toys. There is also one learning center, where students will do some focused "academic" work, such as name recognition and print awareness in the early months, followed by letter recognition and early math skills later on. We end each day back on our circle time rug with a song or story or chance to share about our day. It's a busy day for our three year olds!

### **A DAY IN THE LIFE OF A VERY BUSY FOUR YEAR OLD**

The students are greeted at arrival time and assemble on the circle time rug. We spend about 25 -30 minutes at circle time where we recite the pledge of allegiance, greet our friends, learn songs, incorporate our calendar and review the letter of the alphabet we are focusing on for the week. A great deal happens at circle time! We will transition to the project tables where we will complete an art activity (approximately 20 to 25 minutes). After art is complete, we will take a hall walk and the boys and girls will get their mid morning snacks from their backpacks and we will return to our tables and have our snack (approximately 20 minutes). We then transition to center time. The children divide into groups and begin center rotation. During this time we incorporate science, math and early reading. Each subject has a designated day (approximately one hour). After center time we will transition to lunch (approximately 30 minutes). Upon completion of our lunch time together the children will clean up and return to our project tables where we will complete a worksheet and/or our "Big World" magazine (approximately 20 minutes). At the end of the day, Mrs. Tracy or Mrs. Courtney will dismiss each student directly to their parent or guardian.

### 3 Year Old Program Special Information

Snacks: Families will send a snack in with their student each day. Each student should also bring his or her own water bottle to class every day. Please pay close attention to our allergy requirements. A list of suggested snacks will be available for help on what is a safe snack for school.

Surprise Bag: Teaching three year olds to participate in a group activity while understanding the concept of taking turns is not always easily achieved. Surprise bag is a great exercise to help accomplish this task. When your child brings home Surprise Bag, simply allow your child to choose any item to place into the bag. It is helpful if it is something easily recognized by most three year olds. On a piece of paper, write down three clues about your item. Together, your child and I will share the clues with the class and they will have a chance to guess the item. Please be ready with Surprise Bag on the next school day.

Friendly Bear: Friendly Bear is a legacy at LSCNS. This cuddly friend will be coming home with your child at least twice during the school year. He comes home in his very own bag, accompanied by a journal. Please record any activities and experiences that you and Friendly share together, and feel free to include photos as well. Please be sure to return Friendly on your student's next class day. Friendly Bear enjoys a bath in your washing machine before returning to school. In doing so, this provides each student with a fresh and clean turn with Friendly. Enjoy your time with our buddy!

Show And Tell: Each month, students will have a chance to bring in something from home to share with the class. Some months may have a particular theme, so please be sure to check our calendar for guidelines and dates.

Folder Work: During the year, students will create an Alphabet Book. Each week, starting in January, we will begin work on letter recognition, sound and tracing. The folders will stay at school and we will work to complete our alphabet study during the second half of our school year.

Composition Notebooks: These notebooks are used as a welcome activity most mornings at school. They give our students a chance to express themselves in print, while allowing all students to get settled to start our preschool day. It is also a wonderful way to look back over the year and see the progress each student makes in terms of coloring skills. These notebooks will be introduced in September.

### 4 Year Old Program Special Information

Snack and Lunch: Four year old students are responsible for bringing their own snack and lunch each day. Mid-morning snack should be packed in the front pocket of your student's backpack. Lunch may be brought in a lunch box or brown bag and should be placed in the main compartment of your student's backpack. Please label **all** items (backpack, lunch box, all baggies and food containers, water bottle, etc.) with your student's name.

Alphabet Notebook: Each student needs to come to school with a composition notebook (any color they choose). Every week, a new letter of the alphabet will be explored in class. On Mondays, Mrs. Tracy or Mrs. Courtney will write a traceable uppercase and lowercase letter of the week in each student's alphabet notebook. During the week, students will be responsible for tracing the letters and then writing one of each on their own underneath the traced letters. They also must find one picture of an item that starts with the letter of the week and paste/glue it onto the next page in their alphabet notebook. These two tasks must be completed by Thursday of each week, when students will bring their notebook into class and review their work with Mrs. Tracy during center time.

Alphabet Bag: This bag is very similar to Surprise Bag for the three year olds. Each class, one student will take a turn bringing the alphabet bag home where they will choose an item that begins with the letter of the week to place in the bag. They will write three clues that Mrs. Tracy will help them read to the class when they bring the bag back on the next class day. Remember that the alphabet object will be a surprise, so don't tell any of your friends what's inside!

Library Day: Each Wednesday, students will be able to pick a book from our library that they will bring home. They will keep the book until the following Wednesday when they will get to pick another.



Gym Day: The last Thursday of each month will be Gym Day (unless otherwise stated). Please have your child wear sneakers and comfortable "gym type" clothing. Please no dresses on this day.

Show-n-Tell: The last Monday of each month will be Show-n-Tell day (unless otherwise stated). Your child can bring in an item that they would like to show their classmates. Mrs. Tracy encourages educational items such as bird nests, fossils, shells, acorns, etc., however, whatever they really want to show their friends is fine. Please note that toy weapons are not appropriate for Show-n-Tell.

## Child Development

Children develop, evolve, and mature, continually mastering an ever-more complex understanding of the people, objects, and challenges in their environment. There is a general pattern or sequence for development that is true of most children. However, the rate, character, and quality of development vary from child to child. For each child to thrive, it is important that they are exposed to adult and peer interaction and stimulation, affection, security, and learning through exploration and discovery. Our program offers a variety of developmentally appropriate activities that are designed to actively engage children in learning and promote their creative expression throughout the day.

## Assessments

Child assessment is a vital and necessary component of early childhood education programs. Our teachers observe all areas of development: sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. Informal assessments are done every day in the classroom. Formal assessments will be made in January and May, with a short summary/report card sent home. If, during any assessment, our teachers notice any area of concern, they would immediately contact the parent/guardian.



## Confidentiality

All information gathered about a child is kept confidential. Information compiled during observations and assessments will be used to promote the healthy developmental growth of the child. No information shall be shared with an outside agency without the written consent from the parent or legal guardian.

## Meeting Individual Needs of Children

As a cooperative effort between students, parents, and surrounding school districts, the Lake Shore Cooperative Nursery School embraces all children. We are noted for recognizing cognitive, social, and sensory delays in students, then working hand in hand with school districts to obtain the necessary services providing early intervention. In doing so, we welcome children with disabilities and special needs. We work with their health care providers to make their early childhood learning experience inclusive and beneficial both to them as well as the other children in the classroom. It is our privilege to provide all children with a nurturing and warm learning environment.

## Referral Services

We understand that some children may require extra help with sensory, cognitive, language, speech, gross-motor, fine-motor, or social-emotional development. Lake Shore Cooperative Nursery School works hand in hand with Frontier Central School District to help ensure that any student who may need services will have the opportunity to receive them. If you ever have any concerns about your child's development, please talk with our teachers or your child's pediatrician. If Mrs. Tracy or Mrs. Courtney notices anything about your child that may indicate that they would benefit from services, they will contact you.

If your child is currently receiving services, or will be during the school year, please be sure to let us know. Our teacher and assistants want to do everything they can to support your child and to reinforce the help that your child is receiving.



We want your child to benefit from both the special services they are receiving and from their time in our classroom. Whenever possible, please schedule special services appointments outside of regular class hours.

## Transitioning New Children/Separation

Children sometimes have difficulty separating upon arrival at school. This is typical behavior which, over time, should decrease as children become more secure in their new environment. Here are a few suggestions to help ease separation anxiety:

- Allow adequate time in the morning for getting ready and getting to school (rushing makes children feel more anxious).
- While driving to school, talk to your child about the day ahead (who will be there, what they will do, etc.). This prepares your child for what will occur.
- Give hugs and kisses and reassure your child that you will be back.
- Tell your child goodbye and make a quick departure. The longer the separation process is drawn out, the harder it is for the child to make a positive transition into the classroom.

## Bathroom Policy

When a child begins school, he or she must be completely potty trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilet and clean up properly without assistance from teachers. Assistance with hand washing reminders and clothing fastening will be given if necessary.

## Field Trips

Lake Shore Cooperative Nursery School will look at taking a few field trips this year. These trips are wonderful experiences for our children. On the day of each trip, there will not be regular class. Parents or guardians will provide their own transportation to the field trip location and will remain with their child for the day.

## Parties and Birthdays

Throughout the year, Lake Shore Cooperative Nursery School celebrates many special occasions. Larger parties are listed on our school calendar and our teachers will post any special information needed for each party on the bulletin board during the month prior to the party (sign-ups for special snacks or supplies, parent volunteers, etc.). Student birthdays are also recognized. Parents/guardians are welcome to bring in individually wrapped treats for each classmate that they can take home (this is completely optional).



## Part IV: Safety and Health

### General Safety Practices

Lake Shore Cooperative Nursery School strives to provide the safest environment possible for our students, teachers, and members. Our general safety practices include:

- Children are supervised at all times and appropriate child: staff ratios are maintained
- Authorized pick-up information is on file and identification is checked on any person that our staff is not familiar with
- Our classroom doors are secured at all times when class is in session
- Our exterior doors are secured at all times other than 15 minutes before until 10 minutes after arrival or departure time
- Our classroom is equipped with a first aid kit
- Teachers take attendance and monitor the number of children in their care
- Our classroom is monitored closely for safety and improvements
- Staff has been trained in CPR, First Aid, and Choke Saving
- Medicines are stored out of children's reach and administered only with written permission of parent/guardian
- Cleaning supplies are stored out of children's reach
- Teachers fill out documentation for accidents, incidents, and health-related situations. Parents/guardians received copies of accident/incident forms
- Teachers follow universal precautions for blood-related accidents and incidents
- Toys are checked frequently and broken toys are discarded
- Health and safety information is incorporated into the curriculum and taught to the children on a regular basis

### Emergency Procedures

Our emergency procedures include:

- Emergency phone numbers are clearly posted by all phones

- Teachers maintain a list of names and phone numbers of persons to contact if the parent/guardian cannot be reached
- In case of an emergency, a staff member may go with the child to the emergency room and remain until a parent/guardian arrives
- Teachers report, in writing, any injury that occurs while a child is in school
- Teachers notify the parent/guardian of any injury requiring first aid treatment
- Fire drills and shelter-in-place drills are practiced each year to prepare children in the case of an emergency
- Emergency evacuation plans are posted in the classroom at each door

## Inclement Weather Policy

Lake Shore Cooperative Nursery School follows the weather related emergency school closing policy of Frontier Central School District. Frontier CSD posts their closings on all major news stations' television broadcasts and websites (Channel 2: WGRZ NBC, Channel 4: WIVB-TV CBS, Channel 7: WKBW-TV ABC). In rare cases, our closings may differ from Frontier CSD (such as for facility issues). Parents/guardians would then be notified by email.

## Health Policy

Each child must have a current medical form with immunization history provided by a physician's office on file.

Our classroom teachers will notify parents when certain communicable diseases are present and we ask that you notify the school when your child is out with a communicable disease.

Children with the following illnesses may NOT attend school:

- Covid
- Chicken Pox
- Conjunctivitis
- Whooping Cough
- Lice
- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever



Children with any of the following symptoms may NOT attend school:

- Fever over 100° Fahrenheit by mouth or 99° under the arm
- Significant nasal discharge
- Severe coughing
- Difficult or rapid breathing
- Pinkeye tears, redness of eyelid lining, irritation, followed by swelling or discharge
- Unusual spots or rashes
- Vomiting
- Diarrhea (more than one abnormally loose stool)
- Sore throat or trouble swallowing

Children may return to school 24 hours after the disappearance of all symptoms.

## Immunization Policy

Lake Shore Cooperative Nursery School follows New York State Immunization Requirements for School Entrance/Attendance. Immunization records are due at our annual orientation meeting. All students must meet NYS immunization requirements in order to attend school. Any student not in compliance prior to the start of school will not be permitted to attend class until their record is complete. Exemptions are allowed only for valid medical reasons. Religious exemptions are no longer permitted.

## Allergy Policy

Parents and guardians must notify Lake Shore Cooperative Nursery School if your child has been diagnosed with an allergy. This would include food or other allergies (such as bee stings). If there are any severe allergy concerns with any of our students, then LSCNS will implement and follow the New York State standard policy and procedure with regard to life-threatening allergies. The details of this policy and these procedures will be provided, in writing, to each family in our program.

## Classroom First Aid Kit

Our classroom is equipped with a First Aid kit. The kit contains gloves, antiseptic wipes, antibiotic ointment, bandages (Band-Aids), gauze pads and antibacterial gel.



## Accident and Illness Procedure

If a child is injured while at school, the parent or guardian will be called. Student medical forms should be filled out completely with parent/guardian home, work and cell numbers and emergency contact names and phone numbers. It is the parent's responsibility to update all contact phone numbers.

If a child is injured or becomes ill during the school day, the parent or guardian will be called to pick up the child. If we cannot contact a parent, we will call the emergency contact. The emergency contact must be someone who can be available in case of mild illness or injury to provide temporary care for the child.

If a child requires treatment in the Emergency Room, the parent will be contacted and arrangements will be made for transporting the child to the Emergency Room.

If a child needs immediate medical attention, the teacher will call 911. The parent and the child's physician will then be called. If we cannot reach the parent, the emergency contact will be called. The teacher who witnessed the emergency situation will accompany the child to the hospital, bringing records and all parent permission forms.

## Child Abuse Policy

As professionals in contact with your children and their families, we at Lake Shore Cooperative Nursery School are required by law to help the New York State Office of Children and Family Services become aware of children who may be abused or neglected. According to the law, public and private school teachers, educational administrators, guidance or family counselors, and day care/child care workers, are mandated reporters. Thus, it is policy of LSCNS to report any and all suspected cases of child abuse and/or neglect to NYSOCF immediately by telephone and to follow up in writing within 24 hours. Our school will offer full cooperation of its staff during any investigation of a reported incident. The wellbeing of our students is our number one priority.



## Guidance and Discipline

Lake Shore Cooperative Nursery School strives to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control, and become problem solvers. We provide a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors. Young children, due to their developmental age, are not capable of understanding the consequences of many of their behaviors. Therefore, children need to be encouraged to make good choices and to be prevented from harming themselves or others. This can be best accomplished through close supervision, gentle guidance and redirection.

Here are some discipline strategies used at LSCNS:

- Providing clear and simple limits
- Planning an environment that facilitates a caring atmosphere
- Providing appropriate activities that keep children engaged
- Modeling appropriate and respectful behaviors
- Redirecting inappropriate behaviors toward desired outcomes
- Giving children choices between two appropriate alternatives
- Encouraging children to work together to solve problems
- Providing logical and natural consequences for children's actions
- Guiding children away from a situation until they are able to calm down and address the problem

If there is ever a behavior concern, our teachers will contact the child's parent or guardian.

## Clothing

In order to foster independence and self-help skills, we ask that you send your child to school in clothes that he/she can manage independently. Please be sure to label all garments of clothing that your child brings to school (coats, hats, mittens, boots, etc.). On snowy or muddy days, we ask that you bring an extra pair of dry shoes for your child to wear in the classroom. Wet or muddy boots can be kept in the hallway under our coat rack.

## Toys from Home

Please do not send any toys to school with your child. Please note that Surprise Box, Alphabet Bag and Show-n-Tell are exceptions to this rule.



## Part V: Family Involvement

### Knowing and Understanding Our Preschool Families

Families and culture are celebrated at Lake Shore Cooperative Nursery School. Family involvement and connectedness is an integral piece of what makes our program strong: the role of parents and guardians is vital. Parents and teachers working together is the glue that keeps our school in place. We will work to get to know our families and learn about their history, structure, traditions, and cultural backgrounds. We will use this information about our members to enhance our environment, curriculum and teaching methods to meet the needs of the families we serve.

## Family Arrangements

Lake Shore Cooperative Nursery School recognizes that all families are not structured similarly and that some families may live apart due to a variety of circumstances. Our staff is sensitive to the needs of children in these situations and will work to support the entire family. We are happy to provide duplicate information to accommodate both parents'/guardians' need for information. If information is needed regarding custody, child pick-up, etc., please provide us with formal paperwork.

## Parent Participation

Your participation is eagerly welcomed in our program. We have several ways in which parents and guardians can participate:

- One adult from each family will have the opportunity to come into our classroom and observe and participate for a full class day during the spring semester
- Parents/guardians will have several opportunities to bring in treats for or volunteer to help with holiday celebrations
- Parents/guardians will be able to attend field trips with their child

## Parent Communication

We will do our very best to keep you informed and involved in our program. Ongoing communication from both families and staff helps to ensure your children have the best possible experience. Lake Shore Cooperative Nursery School utilizes the following types of communication:

- Bulletin board in the hallway outside of our classroom
- Email correspondence
- Phone calls
- Our school website: *lscns.org*
- Our school Facebook site: *LSCNS Parents 2023-2024*

Please also feel free to communicate with us through any of these media. We welcome all questions, suggestions, or other feedback at any time. Strong home and school settings are essential when building a good environment for young children, and communication between the two is key.

### School email addresses

Mrs. Tracy, Lead Classroom Teacher: *mrstracy@lscns.org*

Mrs. Courtney, Classroom Teacher: *mrs Courtney@lscns.org*

Hilary Hacic, Director: *director@lscns.org*

Board President: *schoolboard@lscns.org*

Fundraising Chair: *fundraising@lscns.org*