

Parent Handbook 2007-2008

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MPNS STAFF

Director/Teacher.....Dawn Martel
Teacher..... Charlene Welsh

MPNS EXECUTIVE BOARD-2007-2008

Co-President..... Kristin Schoeneck
Co-President.....Janine Lundrigan
Vice-Pres/Fundraising..... Karen Johnson
Enrollment Chair..... Joanna Clarke
Co-Secretary.....Jane Cross
Co-Secretary.....Stacey Gibides
Financial Consultant.....Julie Scripa
Grant Chair..... Open

MPNS Phone Number (urgent matters only, please)..... **673-4395**

2007-2008 School Calendar

Closings:

MPNS observes the same holidays as the Marcellus Central School District. MPNS also closes when the Marcellus Schools close for storms. Listen to local radio and TV stations for announcements about the Marcellus schools.

Delays:

If Marcellus Schools are delayed at least an hour MPNS will be closed.

Special Cases:

MPNS will be **closed** when the Marcellus schools close for teacher workshops but will be **open** during Regents testing and building emergencies, etc. In the past, MPNS has occasionally closed when the Marcellus schools have closed for unused snow-days. Please watch for advance notice from us in this case.

Important Dates:

September 6	Parent Open House (7pm – 8:30pm at school)
September 10	Orientation (T/Th 9:30-10:15am, MWF 10:30-11:15am)
September 11	First day of school T/Th (9:00am – 10:30am)
September 12	First day of school for M/W/F (9:00am – 11:30am)
September 13	Second day of school for T/Th (9:00am – 11:00am)
September 18	First FULL day for T/Th (9:00am – 11:30am)
January	T-Th Parent -Teacher Conferences
April	MWF Parent-Teacher Conferences
June 3	Last school day (T/Th)
June 4	Last school day (MWF) Graduation and Picnic for All

Attendance is required at all parent/teacher conferences by at least one parent or guardian.

Holidays:

October 8.....	Columbus Day
November 12.....	Veteran's Day
November 21-23.....	Thanksgiving Recess
December 21-1/1.....	Christmas Recess
January 21.....	Martin Luther King Day
February 18-22.....	Mid-Winter Recess
March 21.....	Good Friday
April 14-18.....	Spring Recess
May 26.....	Memorial Day

Participation in Fundraising Activities

Our school is a not-for-profit, parent cooperative organization. We rely heavily on parent involvement to function properly. The result is an opportunity for us to meet new people and engage in our child's preschool experience so that we may collectively provide an exceptional environment for our kids.

We have worked hard over the year to identify new fundraising events that are simple, profitable, and most importantly fun, and family-oriented. As we work towards some new, creative alternatives, we are kicking off the year with one that has had proven results. Ultimately, our goal is to create a formidable fall fundraiser and an equally successful, winter and spring fundraiser such that our resources are not over-tapped when time is most precious. In the short term, however, we've committed to **BIG TRUCKS** to guard against any potential budget shortfalls (like those rising NYSEG rates!). Below is a description of the events and the commitment required of each MPNS family:

Your Responsibilities:

As a not-for-profit, parent-cooperative organization, MPNS operates on a limited budget. In order to maintain an effective program and still keep tuition at an affordable cost, the school must supplement income with fundraising events. The budget requires net fundraising income of \$6000. A copy of the operating budget is available upon request.

Fundraisers, Goals & Commitment Required:

1. **September 30, 2007 – Big Trucks (Goal - \$4000)** - Each family will be **required** to provide one adult volunteer to assist on the day of the event (Sunday, September 30th). Volunteers will be asked to assist children on and off the large equipment, direct traffic in the parking lots, and/or work in the food tent. Each family will be required to purchase or sell a minimum of **four** event tickets at an advanced ticket price of \$3.00.
2. **March, 2007 – Moreland the Magician (Goal - \$1000)**. This is a magic show that is fun for the whole family. We sell tickets for the show, advertisements for the program, and staff the show to raise money for the nursery school.
3. **May, 2007- Applebee's Pancake Breakfast (Goal- \$1000)**. This event is primarily a social event to build a sense of community amongst the families of MPNS.

We hope you will share in our enthusiasm for these events and embrace our desire to diversify such that our eggs are not all in one basket (or weekend as the case may be).

Although we all strive to be involved in our children's education & development, we understand some parents find it hard to attend and help out with fundraisers. If you feel the fundraising duties present a hardship, please feel free to make a one-time donation that will cover the \$170.00 cost per child for fundraising. Please notify either Janine or Kristin immediately if you are not able to participate in the fundraising or if there is something you would like to discuss privately.

Committee Membership

Your Responsibilities:

MPNS has a variety of committees to support school activities and maintenance. **Membership in at least one committee is required.** We will have a sign-up list available at the Open House.

Teacher Assistant- Assist the teacher when one of the teachers needs to have a day off, usually due to illness. Sometimes these days are planned in advance, but many times we need someone at the last minute. (4)

Library Books- Pick up and return library books for the teachers. (2)

Moreland the Magician- Help organize, advertise, sell tickets and set up children's show. (8)

Field Trips- Plan field trips, set dates (with teachers) and put up sign up sheets for chaperones. (1)

Big Trucks – The organizing committee below is currently in place. We will have a need for volunteers to sell tickets prior to the event on a Saturday in September with specifics forthcoming at Parent Open House. (6)

Book Drive – Organize the collection of books to donate to the Marcellus Library as a community service project. (2)

Bottle Drive- A rotating team of volunteers is needed to redeem bottles collected at the grange as needed. (2)

Applebee's Pancake Breakfast – Help organize advertise, sell tickets, and assist the morning of the breakfast. (10)

Financial Procedures

Tuition:

You may pay tuition ahead of time on an annual or semi-annual basis or make them in a timely manner on a monthly basis. Timely payments are necessary for the school to maintain a healthy financial position. Any tuition payment more than ninety days late could result in the board asking you to remove your child from the program.

The first fee payment is due **September 6, 2007** as follows:

MWF.....\$135.00 **T/TH.....\$120.00**

This fee includes one month's non-refundable tuition for September, 2007, a one-time insurance fee and a one-time field trip fee. A breakdown is as follows:

CLASS	MWF	T/TH
Tuition for 9/07	\$80.00	\$65.00
Insurance Fee	\$30.00	\$30.00
Field Trip Fee	\$25.00	\$25.00
TOTAL	\$135.00	\$120.00

Beginning in October, tuition must be received on the first of each month. A late fee of \$10 will be imposed on any payments that are received after the 10th of the month, unless previous arrangements have been made. There is no payment for June. If payment terms are not resolved through open dialogue, membership may automatically be terminated if two month's tuition is outstanding. Please, do not pay with cash. Tuition will be as follows:

MWF.....\$80.00 monthly **T/TH.....\$65.00 monthly**

Payment:

Checks may be made payable to: **MPNS** or **MARCELLUS PARENT NURSERY SCHOOL**

You may leave your payment at the school in the drop box near the entrance, or mail it to:

**MPNS
PO Box 52
Marcellus, NY 13108**

If you have any questions or problems, please contact Julie Scripa at 673-2899. If you plan to withdraw your child from school, you must give one month's written notice. With notice, we can seek new enrollments or try to make necessary budget adjustments.

United Way Contributions:

If you contribute to the United Way, you may ask to have your contribution go to our school. All you have to do is write in "Marcellus Parent Nursery School" as your designated organization.

Please check yes to the question regarding recognition.

Medical and General Information

Medical:

- Immunization forms must be on file before a child enters school. Any outstanding should be returned to Joanna Clarke, Enrollment Chair.
- Please keep your child home if there is any doubt about his/her health.
- Dr. Andrew Merritt, a Marcellus family practice physician, will be on call to handle emergency situations if a parent is not available. Be sure to notify the Director or the Secretary promptly of any telephone or address changes at home or at work.

General:

Class Hours:

T/Th Class Transition Week:

Class on 9/11 will be held from 9:00am to 10:30am with a drop off and pick up of 8:50am and 10:20am, respectively. On 9/13 class will be held from 9:00am to 11:00am with a drop off and pick up of 8:50am and 10:50, respectively. Our objective is to ease the transition for your first time students. Subsequent to this first week we'll resume the schedule below. Please make the appropriate arrangements with parents and caregivers so that we may ensure this is a success.

MWF Class and All Else:

Parents may bring their children as early as 8:50am (but no earlier, please). Class starts promptly at 9:00am. Parents or sitters must bring the child into the school building; do not drop your child off out front. No child is to be left unattended before school opens. Please pick up your child **promptly at 11:30am**. Tardiness in this matter presents tremendous inconvenience to the teachers. If your child remains at school after 11:45am and you have not notified the teachers of your emergency, your emergency contact will be phoned to pick up your child.

Pick up Policies:

The teachers must receive written authorization from the parent for any changes in your normal pick-up routine. Additionally, if there is anyone who is not authorized to pick your child, please provide that information to the teacher also.

Clothing:

Children should be dressed in play clothes and **sneakers**. All outer clothing should be marked with the child's name. Each child must have an extra set of clothes kept at school.

Notices:

Check the bulletin board and front door inside the school for important notices. Written notices will be sent home with your child from time to time.

Progress Evaluation:

A progress report on your child will be distributed mid-year. Individual conferences may be arranged by either the teacher or parent if desired. Please confer with the teachers outside of teaching hours. Questions are welcomed.

Questions:

Please direct questions about procedures to the President of the MPNS Board. Questions about the school program or your child may be discussed with the teachers.

Child-Centered Curriculum

The child-centered curriculum is designed to focus on children as individuals with individual interests, needs and abilities. Each child will have the opportunity to explore, experience and question in a safe, secure and happy environment. As this occurs, the children will grow and develop at individual rates. While learning and discovering about their environment, children will also learn about themselves, relationships and others.

Young children experience their world and learn by:

- exploring
- manipulating real objects
- observing and modeling other children and adults
- playing by themselves and with others
- making plans and solving problems independently.

The child-centered curriculum allows for all this while encouraging independence. The MPNS curriculum includes activities and experiences that provide for development and growth in the following areas:

- **PHYSICAL:** development of control and coordination over large and small muscles. Development of gross motor, fine motor and perceptual skills. Awareness of healthy eating and exercising habits.
- **SOCIAL:** interaction with and acceptance of others. Development of cooperative and imaginary play. Development of problem-solving skills. Ability to express desires while maintaining respect for others.
- **EMOTIONAL:** development of positive self-image. Ability to express feelings appropriately.
- **COGNITIVE:** encouragement to discover, question and experiment. Expansion of language and readiness skills. Development of good listening skills.

Housekeeping Items

Parking:

As we have only a limited number of parking spaces available, and between 16 and 20 students, parking can be a problem! For this reason, we are asking that those who do not have infants or toddlers to **PLEASE** use the Municipal Parking Lot- unless it is your week to bring snack. If you do need to park at the school, please try not to leave gaps between cars where others cannot fit.

The spaces available for our use are the ones directly in front of The Grange. There is NO Parking in the apartment house driveway, or blocking of other cars. Failure to follow the rules could mean that everyone will be using the Municipal Parking Lot. *Cooperation will be greatly appreciated!*

Snack:

Your family has been assigned to provide snack for the class for two to three weeks during the year. On the snack date near your child's birthday you may send something special if you wish. If your child has a summer birthday we will arrange something with you. Snacks may be homemade or store bought. We encourage healthy snacks, but the children will also welcome cookies and cupcakes!

What to Bring:

- Snack – T/Th = 16 children – M/W/F = 20 Children
- Paper towels
- Napkins (girls)
- Paper cups - 7oz – not the small ones, please (boys)
- Beverage - 2 bottles of juice will cover the T/Th class and 3 bottles will cover the M/W/F class for the week.
- **Please check in with the teachers in advance. They may have a specific request that ties in with the week's theme.**
- **We will post the monthly snack calendar on the memo board to help you remember your week.**

Snack Suggestions

With an increasing awareness given to food allergies (and nuts in particular) we ask that you please take the following suggestions into consideration when providing snack. Please avoid products with the following disclosures: “may contain traces of nuts” or “processed in a plant that manufactures nuts.” Please review this list. We will work to accommodate your request and ensure your child’s needs are met.

Snacks

Quaker Fruit and Oatmeal Bites
Kellogg’s Pop Tarts (Strawberry)
Food Club Toaster Pastries
Food Club Fruit & Grain Cereal Bars
Nutrigrain Cereal Bars
Oyster Crackers
Brach’s Fruit Snacks
Nabisco Fun Fruits Fruit Snacks
Betty Crocker Fruit Snacks
Betty Crocker Fruit Roll-Ups
Aldi Brand Dinosaur/Sharks Fruit Snacks
Aldi Brand Chazoo Fruit Roll-Ups (Strawberry)
Keebler Rumbly Grahams (Winnie the Pooh)
Graham Crackers
Teddy Grahams (All Flavors)
Keebler Nilla Wafers (Also Rainbow & Minis)
Ritz Original Crackers
Food Club All Purpose Crackers (like Ritz)
Goldfish Crackers
Food Club Starfish Crackers
Cheez-Its
Go-Gurt Yogurts
Birds Eye Squeezle Sauz (Squeezable Applesauce)
Pretzels
Cheese Puffs
Rice Cakes
Saltine Crackers
Cheese
Fruit Slices (oranges, bananas, grapes, apples)
Veggies & Dip
Cream Cheese
Popcorn
Cheerios

T/TH 16 children

Sweets

Oreos-Original or Plain
Chips Ahoy-Original or Plain
Aldi Brand Animal Cookies
Betty Crocker Super Moist cake mix
(Vanilla or Chocolate)
Aldi’s Cake Mix & Frosting
Aldi’s Brownie Mix
Marshmallows
Food Club Sundae Cups
Food Club Van. or Choc. Ice Cream
Byrne Dairy Vanilla Ice Cream
Aldi Fudgesicles
Dum Dum Lollipops
Ring Pop Lollipops
Twizzlers Licorice
Hershey’s Kisses (Plain)
Sweet Tarts
Tootsie Rolls
Caramels
Skittles
Life Savers
Betty Crocker Dunkaroos
Pudding
Jell-O
Smarties
Gummy Candy

MWF 20 children

*Marcellus Parent Nursery School
Alumni Sign-Up Form*



Dear Parents:

It is the policy of the Marcellus Parent Nursery School to first enroll alumni siblings into our program. Please take some time to fill out this form so that we can make sure we have alumni names for future classes!

Name of alumni: _____

Name of sibling: _____
Birth date: _____
School year: _____

Name of sibling: _____
Birth date: _____
School Year: _____

Name of sibling: _____
Birth date: _____
School year: _____

Address and phone: _____

Parents names: _____

Thank you!