



September, 2016

Dear Parents:

We are happy to welcome back many of our teachers for the 2016-2017 school year. We are glad to have you as a part of the Garden Manor Nursery School family. There are a lot of exciting things in store for you and your child this year. We begin our year by going over some key areas which help keep all of our students safe, happy and healthy. The following information is a review of the September 8th Parent Orientation Meeting.

Our wonderful staff has returned for the 2016-2017 school year. Jennifer Cacciabauda, assisted by Barbara DeVito, will once again be teaching the Toddler class. Kathleen GaNun will continue as our Pre-School teacher and be assisted by Lisa Holobigian and Cathy Cunningham. Garden Manor Nursery School is pleased to announce a new addition to our staff. Mrs. Michelle Campbell will take over as the head teacher in the Pre-Kindergarten classroom. Join us as we welcome her to our Garden Manor Nursery School family! Please direct all general questions to our Coordinator, Jen Barker and for information regarding financial issues, school records and health forms; please see Pat Martin our Administrator.

We thank you in advance for your support and help with the following areas and we look forward to a great school year.

1. **HEALTH FORMS AND EMERGENCY CARDS** – All forms must be submitted by this date. If there are any medical changes during the school year, please let your teachers know (i.e. new allergies, illnesses, etc.). Your emergency cards should also be completed. We keep them on file in the classrooms in case we need to reach you. If any of your numbers or the numbers of your emergency contacts change, let us know immediately.

**ALLERGIES** - We take allergies very seriously. Please let us know of any allergies your child has as soon as possible. Food allergies are especially important for us to know so we can alert other parents of items to avoid for class parties and birthdays. If your child utilizes an epi-pen or other medication please talk with your class teacher about these items. We will call you in the event of a reaction but we want to be able to respond appropriately and quickly to your child's needs.

**ILLNESS** – If your child is not feeling well, please keep him/her home. This includes vomiting, diarrhea or fever within the past 24 hours. Encourage your child to cough into their elbows and to use tissues to wipe their nose. Please call the school to let us know if your child will be absent. If your child comes down with a communicable disease, (ex. lice, strep throat, chicken pox) please call the school. Your name will be kept confidential, but we are responsible for notifying parents of the condition. We do not want to have an outbreak in school. Remember, you are our first line of defense.

**NOTE:** The Christ Church and Garden Manor Nursery School Office is closed on Friday's during the school year. If your child is unable to attend school, please email your child's teacher to report an absence. In the event of an emergency, which would require you to pick up your child early, please call Jennifer Barker at 516-455-4952 on **FRIDAY'S** only.

2. **ARRIVAL & DISMISSAL**-Upon arrival at school, please bring your child upstairs/downstairs into his/her classroom say your quick good-byes and leave. For better transition to school, please arrive on time. Please leave all toys and personal items at home unless instructed to bring them to school for show and tell.

- a. The doors will be locked after 9:00am, so if you are late, ring the doorbell outside the Toddler/Pre-K entrance. Parents of Pre-School students who are late should go through the Memorial Room and enter the classroom through the back stairwell. Please do not cross through the Pre-K classroom.
- b. At dismissal, we bring the children upstairs (Pre-School and Pre-K classes). The Toddler classes will be dismissed from their classroom). Please wait in the parking lot at the appropriate door and please do not call to your child at dismissal. The teachers will release the children as soon as we can. If someone other than yourself will be picking up your child, ***you must give us written notification*** with the name, address and contact information of the person who is going to pick up your child. They must come into the office before they pick up with valid photo identification with the same contact information listed to register for pick up.
- c. Please **do not** park in the church lot and observe all parking regulations on the street. Please **do not** allow your child to run over window well grates or in our neighbor's yards. In addition, the Memorial Garden is set aside as a quiet place for reflection and prayer. Please do not allow your children to play in that area. Your children are welcome to play in the church yard with parent supervision.

3. **INCLEMENT WEATHER** – For weather related closings, we generally follow Garden City school district for closings (***if there is a delayed opening, we will also have a delayed opening***). On delay in opening days, GMNS will open at 10:00 am. The Toddler class will close at 12:00 pm and Pre-School and Pre-K classes will close at 12:30pm.

4. **CLOTHING** – Children should arrive dressed for play. We like to have fun! Please send your child in play clothes and rubber soled shoes, as we will be sitting on the floor and playing outside in the playground. Please do not send your child in sandals, flip flops or Croc's as these are often the cause of trips. If your child is wearing a dress to school, please have them wear shorts underneath their dress. Please send your child in clothing they can attend to their bathroom needs themselves, for example, we cannot help children button or zip their pants.

- a. In inclement weather, if your child wears boots, please send in shoes or sneakers to change into. We also suggest mittens instead of gloves for the children because it is easier for them to put on.

If your child is enrolled in either of our Pre-School or Pre-K classes, please make sure your child can take care of their personal bathroom needs. (i.e. be able to pull pants up and down, cleaning themselves, flushing the toilet and washing their hands). We try to encourage self-sufficiency for each child. If your child is in our Toddler class, please work towards full potty training, but if your child is not fully trained, please bring them in a clean pull-up. If they have an accident while at school you will be called to come and change your child, as we are not able to due to Safe Church regulations.

5. **CLASS UPDATES** – We have implemented a number of ways to help parents be more informed of their child's classroom activities. In addition to classroom specific bulletin boards for parents we have an informative website where you can find an updated calendar and newsletters from our coordinator, Jen Barker. On the bulletin boards teachers will post activities, books we are reading, class trips, and other information pertinent to each class.

6. **FUNDRAISERS** – Fundraisers are an important way for the school to support special events that your child will participate in. This year we will offer several opportunities for families to help support their child’s development through field trips and special speakers and events. We will have our second annual Family Fun Day in October and an art show fundraiser in the spring featuring your child’s work. You will receive more information about both these events in the coming weeks.
7. **PICTURE DAY** – On October 19<sup>th</sup> and 20<sup>th</sup> individual and class pictures will be taken by *Fun Photos By O’Brien, Inc.* More information will be sent home in October.
8. **FIELD TRIPS** - Throughout the year we take field trips (our Toddlers do not leave the grounds of the school) as well as have special speakers come into the classrooms. These trips will be announced well in advance and we will ask for chaperones as needed.
9. **JUMP BUNCH** – Jump Bunch will continue to offer their after school program on Wednesday’s this school year.
10. **SMARTY PANTS** – Look out for information about our after school enrichment program run by our GMNS staff

We are looking forward to an exciting year! Thank you for entrusting your child to us and please do not hesitate to contact us if you have any questions.

*The Garden Manor Nursery School Staff*