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Saugerties, NY 12477

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Check us out on facebook

Mother Goose Nursery School and Daycare

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Mother Goose

Parent Handbook & Registration 2019

Welcome to Mother Goose All Day Nursery School! In this handbook, you will find the information regarding the care your child will receive from our school. We hope that this will answer any questions you may have and provide you with a sense of security knowing that your child will be engaged in a quality learning experience. This handbook covers the following policies: philosophy of the center, health policies, emergencies, accidents, meals, discipline, curriculum and payment due dates.

Proudly serving our community for over 40 years, the Mother Goose All Day Nursery School will offer your three and four-year-old children a safe and loving environment. Your child will also get a unique opportunity for a preschool experience in a caring atmosphere with concern for their individual needs.

OUR PROGRAM

Mother Goose will provide your children with a structured educational program in a nurturing environment to assure them of a daily routine that he/she can count on with a wide range of learning activities, yet flexible enough that no child need participate in activities that he/she feels unready or unwilling to join.

We also believe in helping the children gain “experience in living” by familiarizing each child with the community we live in and the many different jobs people have within it. In addition, we provide the opportunity for each child to explore their creativity through singing, rhythm and movement, listening and art in many media.

OUR FACILITIES

Our facility contains child centered areas, providing space for small groups to pursue individual interests and large groups to play together. We provide the appropriate equipment to encourage large muscle and small muscle motor development and to heighten perceptual discrimination. We have a secure playground that allows us to play outside on nice days.

OUR STAFF

Our nursery school teachers are warm, loving and experienced in fostering each child's greatest potential, helping them to derive the greatest satisfaction and benefit from individual and small group activities. Staff members have met and passed all NYS mandated regulations and are certified in Child CPR and First Aid. Our Teacher's have a degree in Education and all of our Teacher's and Teacher's Assistants have multiple years of experience. Our Director is Kristin Bernard who has been working in Children Programming for over 8 years.

STAFF DUTIES AND RESPONSIBILITIES

Our staff is committed to:

*Provide a caring and nurturing environment for each child
Teach and encourage children each day
Treat all children and parents with respect
Keep all children safe at all times
Be a role model to the children
Communicate openly with parents
Keep accurate records*

CURRICULUM

Our curriculum is very flexible and provides a variety of activities.

The following developmental areas are emphasized in our curriculum:

Social and Emotional Development –

activities help the children get along with other children and adults. They learn to share, respect others, care for and be kind to others. They learn to follow classroom rules and simple directions.

Language Development

Children are encouraged to listen to stories, learn songs and express themselves. Our three year old friends will learn the alphabet and the spelling of their first name. While our 4 and 5 year old friends will also learn the spelling of their last name and site words.

Reasoning, Mathematical & Science Skills and Concepts

Children learn numbers, to count, basic concepts of dimensions. They will also learn about the calendar, the months, the seasons and the weather. We focus on STEM activities that allow our children hands on learning in the fields of Science, Technology, Engineering and Mathematics.

Artistic and Creative Development

Children learn colors and shapes. They will make crafts with different types of media. They will participate in telling stories and expressing themselves in music through dance and song.

Physical Development

Activities are provided that encourage both large muscle and small muscle development, as well as hand-eye coordination. Children learn to put on and remove outdoor garments, to button and zip. Children are given both outdoor and indoor play opportunities.

Personal Hygiene

Children are taught the importance of cleanliness, how to properly wash their hands and bathroom independence.

Field trips are included each year, but the location of the field trips may vary. A sampling from past years include:

**The Fire House *Diaz Ambulance * Optometrist's Office *The Library *Hurds Farms*

DAILY ACTIVITIES

Circle Time

Take attendance, welcome each child, and discuss the day's calendar, weather and a time for personal sharing. We also say the Pledge of Allegiance each morning as well as our morning songs.

Music & Movement

Dance, move and explore the world of music by singing and playing a variety of musical instruments. We do this through out the day and have a structured music program at 2:30pm every day.

Arts & Crafts

Children will explore the arts by painting, coloring, cutting and gluing while using all types of craft materials.

Science and Math

Children will learn the four seasons, study basic facts of nature, and learn number recognition and counting. We enjoy experiments and STEM activities.

Dramatic Play

The children are encouraged to be creative through role playing and social interaction with other children.

Blocks/Toys

The children are encouraged to work cooperatively, sharing ideas and visions by constructing objects using different toys and methods.

Manipulatives

Children will develop fine motor skills through use of specific, age-appropriate toys.

Mother Goose Schedule

- 7:30-9:10- Students arrive, health check, free play
- 9:10-9:30- School starts, morning meeting and circle time
- 9:30-10:00- Craft relating to weekly theme or letter
- 10:00-10:20- Bathroom, handwashing and AM snack
- 10:20-10:50- Active play, Gross Motor skills (outside weather permitting)
- 10:50-11:20 Morning Lessons
- 11:20-11:45- Learning Centers
- 11:45-12:00- Free play, Bathroom and handwashing
- 12:00-12:30- Noon dismissal / Lunch
- 12:30-12:40- Storytime on rest mats
- 12:40-1:20 quiet time on rest mat (books, puzzles or rest)
- 1:20-1:50- Free play, bathroom and handwashing
- 1:50-2:30- Afternoon lesson
- 2:30-3:30 Music program and 3pm dismissal
- 3:30-3:40 bathroom, handwashing and PM snack
- 3:40-4:00 Active play (outside weather permitting)
- 4:00-5:30- Free play and last dismissal

MEALS

All meals will be provided from home, hot meals must come in appropriate thermal containers. Meals will not be reheated or prepared by teachers. Mother Goose will provide nutritious morning and afternoon snacks. If your child has any known allergies, such as milk or peanuts, you must present a Physician's note explaining the condition and provide emergency care instructions.

HYGENE

We will practice hand washing before all meals, toilet use, after sneezing and coughing, after crafts or any messy activities. All toys will be cleaned weekly, except when bodily fluids are dispensed, and the object will be cleaned immediately.

The following cleaning procedures will be implemented:

1 tablespoon of bleach for every quart of water.

Toys are rinsed and allowed to air dry. Toilet facilities will be kept clean at all times and will be supplied with toilet paper, soap and disposable towels that are accessible to the children.

SCHOOL YEAR SCHEDULE

Our class schedule will, with some exceptions, follow the Saugerties Public School year schedule.

****Please listen to your local radio stations for announcements concerning snow and inclement weather day's closures and delays.***

*****In the event of an early dismissal due to inclement weather or emergency, Mother Goose will notify the parent/guardian of a pick up time.***

******In the event of any school delays, Mother Goose will open at 10 a.m. Snow days, Mother Goose will be closed.***

We will be running a summer Camp Program

WHAT YOU MUST PROVIDE FOR YOUR CHILD

An extra set of clothing, personal effects such as pillow, blanket, one stuffed animal, to make his/her stay easier if attending all day.

*(Please be sure to label **EVERYTHING** that your child brings with them to school)*

ADDITIONAL INFORMATION

We ask that you provide us with any personal information about your child that will assist us in getting to know your child and their likes/dislikes. This will greatly aid us in caring for your child in the most appropriate manner. There is a "Getting Acquainted" form included in this registration packet.

SPECIAL EVENTS AND HOLIDAYS

At Mother Goose, we celebrate many events! Everyone's birthday is celebrated and parents are encouraged to bring in treats. All major holidays are also recognized.

VISITING

We welcome parents to come to Mother Goose and visit. Please be sensitive to their daily schedule and activities. We ask that you please be considerate of our napping schedule as not to disturb the children.

CHILD DROP-OFF AND PICK-UP PROCEDURES

*All parents or appointed guardian are required to drop off or pick up your child. Should it be necessary for someone other than the parent/guardian to take charge of your child, you **MUST** notify Mother Goose staff in writing. **No child will be allowed to leave Mother Goose without a parent or an authorized adult. All people picking up must be on the child's approved pick up sheet.***

DISCIPLINE POLICY

Mother Goose does not believe in corporal punishment. We will begin each year by teaching the children Mother Goose is a community. We will encourage the children to work together and encourage each other. If we are having trouble with a child, distraction and redirection will be applied. If this does not succeed, we will set the child apart from the problem and give him/her a chance to regain control. We call this "time out". When the child regains control, he/she will be allowed to rejoin the activities.

We encourage children and talk to them about how to treat others as they would want to be treated. We also encourage children to share their toys or supplies. We also feel that it is important for children to learn how to solve problems for themselves. Helping children label and identify their emotions will also help them to talk to each other and work through any feelings that they might be experiencing. This lets the child know that we care for them and their feelings.

*If problems such as excessive hitting, biting, tantrums, defiance or cursing occur, the parent will be contacted to come and pick up your child. **All incidents will be documented.***

Biting Policy

Children may use biting as an outlet of frustration. If a child has bitten another child, we will:

- 1. Assist the bitten child with first aid*
- 2. The child who bit will be separated from the group*
- 3. Both sets of parents will be contacted*
- 4. All such incidents will be documented*

We encourage an open dialog between the parents and the staff. It is important to keep the line of communication open. This communication is essential to working out most behavioral problems. (Should the child's behavior not improve or become excessive, he/she may be asked to leave Mother Goose.)

CHILD SAFETY POLICY & PROCEDURES

Mother Goose adheres to New York State requirements regarding the staff/child ratio.

The staff at Mother Goose are CPR and First Aid certified and have passed all other NYS regulations and requirements.

All emergency contact information must be kept updated by a parent.

All staff are Mandatory Reporters as required by NYS Law and will report any suspicions of child abuse and neglect.

HEALTH CARE POLICY

Your child must be healthy every day he/she attends Mother Goose. It is our job to make sure that all children are in a healthy environment. If your child has any of the following symptoms, he/she will need to stay home for 24 hours, unless specified:

***A Fever of over 100° F – Pinkeye – Diarrhea - Vomiting - Strep Throat** (may return after 24 hours and 1st dose of antibiotics) - **Lice** (may return after child has been treated with appropriate shampoo & note from Dr. clearing the child - **Chicken Pox** (once all lesions are scabbed)*

If any of these symptoms of illnesses occur while at Mother Goose, we will contact you immediately. He/she will be kept isolated until picked up. Your child may return after he/she is symptom free for at least 24 hours.

Children who are mildly ill can attend Mother Goose. The illness must be minor and not represent a significant risk of serious infection to other children. Children who are considered mildly ill may have minor colds or are recovering from illnesses which required medications but are no longer contagious.

IMMUNIZATIONS

*NYS Child Safety regulations require that we have a photocopy of your child's recent immunization record in our files. ****Please include a photocopy with this registration form.***

ACCIDENTS

Staff members are CPR certified and first aid trained. A first aid kit is easily accessible to treat minor injuries. If an accident occurs, the parent will be notified and an incident report will be made.

EMERGENCIES

Every effort is made to reach a parent or approved guardian in case of an accident or other major emergencies.

******PLEASE make sure that all your phone numbers and those of your emergency contacts are always kept current******

We will obtain emergency health care via 911 calls in cases where a child is severely ill or injured and is in need of immediate assistance. A staff member will accompany the child. The parent will be contacted immediately.

EMERGENCY CONSENT

It is the policy of Mother Goose Nursery School to notify the parent/guardian when a child is ill or needs medical attention. Occasionally, we cannot contact a parent/guardian and we need to get immediate help for the child. Our procedure is to call 911 and have emergency services come to us. It is necessary for all children to have an emergency consent form filled out and signed by the parent/guardian.

FIRE PROCEDURES

We will practice fire drills once a month throughout the school year and will conduct evacuation drills and emergency shut-ins twice a year. Parents will have prior notification as to when emergency shut-ins will take place. The children will line up single file and a head count will be taken. The children will then be lead out of the building. We will again take a head count, while encouraging the children to stand quietly and calmly. All necessary contact forms will accompany the staff during each drill.

For any further information please call Mother Goose at 246-0542.

Email Mother Goose at: kristinjoybernard@gmail.com

Mail Inquiries or send correspondence to:

***Mother Goose
C/O Saugerties United Methodist Church
67 Washington Avenue***

Saugerties, NY 124777

MOTHER GOOSE PAYMENT SCHEDULE

The monthly payment for a child enrolled in Mother Goose will be due on the 15th day of the month prior enrollment.

Example: November payment is due October 15th.

Should the 15th fall on a weekend or holiday, the payment is due on the first business day after the weekend or holiday.

If payment is not received within one week of the due date the family of the child will be notified and reminded that the payment is overdue. If payment is not received by the second week of the due date, a late fee of \$15.00 will be added to the month's tuition payment. If payment, including the late fee, is not received by the third week of the due date, a letter will be sent to the family notifying them that the child should not return to the school until the tuition and late fees are paid in full.

The June payment must be received by the 15th of May or your child will not be able to graduate.

If a check is returned from the bank, there is a fee of \$35.00 in addition to the late fee if payment is late. NOTE: After a check is returned we will only accept cash payments!

Important Phone Numbers:

Kristin Bernard, Director of Mother Goose

Phone #: (845) 661-5009 (cell) or (845) 246-0542

Email: kristinjoybernard@gmail.com

Office of Children and Family Services

Capital View Office Park

52 Washington Street

Rensselaer, New York 12144-2834

Phone: (518) 473-7793

Fax: (518) 486-7550

Poison Control Hot-line

1-800-222-1222

Fire & Prevention Control

<http://www.dhSES.ny.gov>

Department of Health

<http://www.health.ny.gov>

Department of Mental Health

<https://www.omh.ny.gov>

New York State Education Department

P-12: Office of Special Education

89 Washington Avenue, Room 309 EB

Albany, New York 12234

Email: speced@nysed.gov

As a NYS Licensed Daycare provider, we agree to:

- Give your child careful attention, affectionate love and a stimulating environment so they will have a satisfying and fulfilling experience while in our care.
- Provide nutritious appropriate snacks.
- Keep you informed of your child's progress and/or any problems that may develop.
- Cooperate with you in planning for the needs of your child.
- Provide a year-end tax statement for parents/guardians before January 31st of each year.
- Offer a 10% discount for family/sibling enrollment.
- Give you two weeks' notice, except in emergency, if we request the removal of your child from our care, and/or immediate termination of contract without any notice if payment is not made when due.

As the Parent/Guardian, I agree to:

- Inform the daycare provider if someone other than the child's Parent/Guardian will be picking up the child.
- Report any changes in home or work addresses or telephone numbers to the daycare provider.
- Inform the provider of any illness/contagious diseases that could affect other children while at daycare.
- Understand that the provider may not release my child if they feel this action is in the best interest of the child. **(If Parent/Guardian is intoxicated; if there is a standing order of protection on file; or if the Parent/Guardian has no car seat to put the child in.)**
- Give the provider two weeks' notice if you will be removing your child from our care. If your child will not be attending these two weeks, you understand that these are paid days.

(revised 3/21/17)

Parent/School Contract

We have read and understand the Parent Handbook and Contract and agree to all terms and conditions.

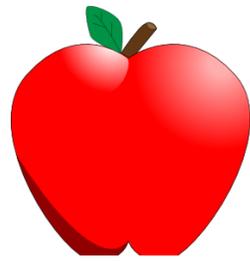
Please sign and return this portion to Mother Goose Nursery School.

Child's Name: _____

Parent/Guardian Signature: _____ *Date:* _____

Parent/Guardian Signature: _____ *Date:* _____

2019-2020 School Year



*MOTHER GOOSE
NURSERY SCHOOL*

*REGISTRATION
PACKET*

Parents or Guardians

Last Name: _____ *First Name:* _____

Relationship to the child: _____

Address: _____

City: _____ *Zip:* _____

Home Phone: _____ *Cell Phone:* _____

Employer: _____

Work Phone: _____

Last Name: _____ *First Name:* _____

Relationship to the child: _____

Address: _____

City: _____ *Zip:* _____

Home Phone: _____ *Work Phone:* _____

Employer: _____

Other Emergency Contact: _____

Email Address: _____

Authorization for Pick-Up

Your child will only be released to an authorized person listed on this form (parent/guardian and/or emergency contact). In case of an emergency or an unforeseen circumstance, please indicate the name and phone number of any other person/s who you are authorizing to pick up your child on your behalf.

Name: _____

A parent/guardian's verbal authorization for pick up must be received before your child will be released to anyone not listed here. If not received and we cannot reach you by phone, the child will not be released.

Authorization of Field Trips

I hereby give my consent to Mother Goose to allow my child to go on trips away from the school grounds under proper supervision of staff.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Authorization of Photos

I hereby give my consent to Mother Goose to allow photos to be taken of my child/ren and shared.

Yes No

(Children will not be named on any Internet site)

Medical Information

NYS Child Safety regulations require that we have a photocopy of your child's recent immunization record in our files. Please include a photocopy with this registration form.

Physician: _____

Office Phone #: _____

Address: _____

City: _____

Medical Ins. # _____

Dentist: _____

Phone: _____

Allergies: _____

Child's Personal ID#: _____

Medical Problems: _____

Medications: _____

I hereby certify that the above named child is physically fit to participate in all of the activities of a Pre-School program.

Physician's Signature: _____ MD.

Address: _____

Phone #: _____

Date: _____

Please sign below so that we can take appropriate action of behalf of your child.

IMPORTANT: MEDICAL AUTHORIZATION

In case of emergency, I understand every effort will be made to contact me. In the event, that our family physician/pediatrician, or I, the undersigned, cannot be reached in an EMERGENCY, I hereby give permission for Mother Goose Nursery School to call 911 to secure proper treatment for my child as named above.

Parent/Guardian Signature

Date

Getting Acquainted With Your Child

To be filled out by parents to help their child have a happy experience in his/her class

Child's Name _____ Birthday _____ Year _____

Name Child Prefers _____ Pets _____

Favorite Play Materials _____

Family Activities that include child _____

Nursery School or organized group child has attended _____

Opportunities to be with children of own age _____

Does he listen to stories? _____ Music? _____ TV? _____

Special problems: Fears _____ Food _____ Health _____

Words used to indicate toilet needs _____

Special Experiences (trips, etc.) _____

Other children in family: Name _____ Age _____
Name _____ Age _____
Name _____ Age _____
Name _____ Age _____

Other adults living in home besides parents: Name _____ Relation _____
Name _____ Relation _____

Is child living with both parents? _____ Mother? _____

Father? _____ Grandparents? _____ Other? _____

Father's name _____

Mother's name _____

What special help do you hope to receive from the Nursery School for your child? _____

Interest you might share with a group of children? (Music, art, nature, etc.) _____

Additional information: (Please feel free to inform us of anything else that you think may help your child to have a meaningful and happy nursery school experience.) _____

