



# RUSH NURSERY SCHOOL

## PARENT HANDBOOK

RUSH NURSERY SCHOOL  
50 WARD HILL ROAD  
HENRIETTA, NY 14467  
334-0664

[www.rushnurseryschool.org](http://www.rushnurseryschool.org)

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## INTRODUCTION

Rush Nursery School, Inc. is a non-profit organization which is chartered by the state of New York. We are dedicated to helping each enrolled child have the best possible preschool experience.

Nursery school acts as a supplement to the home and can provide your child with a variety of creative, intellectual and social activities within their own age group. Through exposure to new experiences, situations and ideas, children are encouraged to explore their environment and expand their present concepts.

Our goal is for your child to grow in self esteem, confidence and social skills.

**REGISTRATION:** Applications for Rush Nursery School are available in January for the following school year. Currently enrolled families have the opportunity to register before the general public. Universal Pre-K process, through the Rush Henrietta school district, begins in January for the following school year. There will be a meeting in November for parents of 3 year olds who would like more information.

**CLASSES:** RNS operates separate classes for two, three, four and five year old children. Two year old classes are full with 12 children. Three year old classes are full with 16 children. Four and five year old classes are full with 20 children. Each full class is staffed by a teacher and one or two aides. Class size for the school district's UPK program is determined by the school district. In order to maintain consistency with the public school system, RNS uses the same cutoff date for admission, December 1.

**REQUIRED FORMS:** Personal Information forms which are provided by the school must be complete and up-to-date when

your child enters school. The immunization form, as required by New York State, must be provided by your child's physician.

**SESSION TIMES:**

Morning class 9:30AM-12PM

Afternoon class 12:30PM-3PM

Two Year old program 9:45-11:45AM

**ABSENCES:** If your child will be absent for any reason, please call the school at 334-0664 to inform our staff. If your child has a communicable disease (ex. Strep throat, chicken pox, measles), health notices will be sent home to students in the class.

**SICK CHILD POLICY:** A child should not be sent to school if they present any of the following symptoms: vomiting, diarrhea, fever (should be fever, vomiting and diarrhea free for 24 hours), heavy, persistent cough or a runny nose with thick mucus.

**SCHOOL CLOSINGS:** We will notify you of closings through the local TV and radio stations.

**MAKE UP POLICY:** If classes are cancelled for one class more than the number of times the class meets per week, make up sessions will be scheduled.

**POINTS TO REMEMBER**

**PARKING:** Please park your car in the upper parking lot. Never drive on the driveway in front of the main entrance unless you have a handicap parking sticker.

**ARRIVAL/DISMISSAL:** Children should be escorted from the parking lot to the main entrance of the school. For safety's sake, keep hold of the children you are escorting. They will be greeted by their teacher outside their classroom door. In the winter, help in removing the children's boots and putting on their shoes is

expected so that we may keep our floors dry and safe. Per NYS law children under ten years old cannot be left in a car unattended. We are obligated by law to report any violations. Parents who are late picking up their children at the end of class will be charged a \$10.00 late pick up fee.

**BUILDING SECURITY:** All doors to the building will be locked at 9:45 after the arrival of morning classes. They will be unlocked for dismissal at 11:45. They will be locked again at 12:45 after the arrival of afternoon classes. They will be unlocked for dismissal at 2:45. If you need to enter the building during these periods, you must be buzzed in. Please ring the doorbell located to the right of the main doors and a Rush Nursery School staff member will admit you.

**TOTE BAGS:** Each nursery school child should bring a tote bag daily, large enough to hold art projects and notices. A tote bag will be given to a parent of each student at Parent Orientation.

**APPROPRIATE DRESS:** Dress your child in comfortable, “can get dirty” clothing appropriate for indoor and outdoor play. Rubber sole shoes are mandatory for gym day and recommended for everyday play. Please label all clothing. During the winter, send boots, snow pants, hats and mittens every day, as outdoor play is an integral part of our nursery school program. Such outdoor clothing should be brought in a **separate bag**.

**NEWSLETTERS:** Teachers’ newsletters will be emailed home on a regular basis and posted on the RNS website. These are an important means of communication to keep parents informed of school activities. All correspondence can be found at [www.rushnurseryschool.org](http://www.rushnurseryschool.org).

**CAR POOLING:** Please notify your child’s teacher in writing of car pool arrangements so that she knows in whose care to place

your child when school is dismissed. Please call the school if your usual transportation plans need to change.

**TEACHER'S NAME:** Please use the name of your child's teachers frequently at home and encourage your child to call their teacher by name.

**GYM:** On gym day, the large muscle equipment is set up in the large room (sanctuary) for the children to use in small groups accompanied by an aide. It is necessary for all those participating to wear sneakers or rubber soled shoes so as not to slip and fall.

### **EVERDAY EXPERIENCES**

The following is a typical day's schedule at RNS.

- Gathering and Calendar Time
- Free Play – a variety of activities are offered
- Clean Up, Bathroom and Rest Time
- Finger plays and Story Time
- Circle Time – Large group activities such as songs, using musical instruments, dramatizations, flannel-board activities
- Indoor and Outdoor Games of Play

### **LIBRARY**

**HISTORY:** The RNS Children's Lending Library was started in the 1983-84 school year for the enjoyment and enrichment of our children. It is supported by donations from the families and friends of the RNS.

**PROCEDURE:** Once a week, on your child's gym/library day, your child will choose a book to take home for a week to enjoy with you and your family. Remember to return the book by the next gym/library day to ensure that there will be enough books for all children.

## **SPECIAL EXPERIENCES**

**FIELD TRIPS:** When a field trip is planned, a permission note will be sent home for parents to sign.

**VISITORS:** The children always enjoy visitors to the classroom. If you have a job or talent children would find interesting and you are able to share with us, please contact the teacher.

**BIRTHDAYS:** Birthdays are a lot of fun for children. We feel that birthday celebrations do not have to include sweets to be fun. There are other ways of showing the importance of the day. We ask that the birthday child bring in whatever snack they choose from the approved snack list and as their special treat for the class, birthday napkins and plates are suggested. Some children enjoy giving a wrapped gift to the school on their birthday. Suggestions include: Crayola markers, colored glues, glitter, a gift certificate, glue sticks, or a book for the library.

## **PARENT PARTICIPATION**

**PARENT BOARD:** The parent board meets about once a month with the director of RNS to decide policy and budget matters as well as plan events.

**PARENT ORIENTATION:** This mandatory meeting is held in August. One parent must attend in order for the child to be admitted to school. Any request to be excused from this meeting shall be referred to the director.

**FATHER'S SATURDAY:** A time for dads to spend part of Saturday morning with his nursery school child at school.

**MOTHER'S SATURDAY:** A time for moms to spend part of Saturday morning with her nursery school child at school.

**OPEN HOUSE:** Each spring an open house is held so that each child can share their school with family, neighbors and friends.

**CLASS PICNIC:** At the end of the school year during the last class, a picnic is held. The entire family is invited to attend.

**INFORMAL INPUT:** We value your opinion. Please feel free to contact the director or a parent board member with concerns or suggestions regarding program policy or services.

## **COMMUNICATION**

Two-way communication is important for a good nursery school experience. At RNS, one of our major goals is to promote healthy self-esteem. Therefore, please assist us by notifying your child's teacher in the event of a family crisis, a change of living situation or if you notice a change in your child's attitude towards school.

**CONVERSATIONS:** If you need to speak with your child's teacher, please arrange a mutually convenient time. This could be done either as an in-school conference or as a telephone conference. Our teachers cannot hold long conversations at arrival or dismissal time because their major responsibility at that time is to care for their class.

**CONFERENCES:** A scheduled parent conference is held once each school year. However, a parent or teacher may request a conference at any time during the school year. The 2 year old class does not hold parent conferences, but can be requested if necessary.

## HOW PARENTS CAN HELP AT HOME

As parents you have been responsible for the early teaching of your child. Although they are now in nursery school, you are still the most important teachers in your child's life. Here are some ways you can further help your child in school.

- Promote good health and safety habits
- Talk about everyday experiences
- Praise your child for things well done
- Plan family activities
- Read stories
- Watch children's television shows with your child
- Provide materials for cutting, coloring and building
- Help your child start a collection
- Teach your child to take care of toileting needs, to dress in outdoor clothing and to put toys away
- Take advantage of hearing, language, speech and sight screenings which are available within the community

# Rush Nursery School Play Dough

1 cup flour

½ cup salt

½ teaspoon cream of tartar

Mix dry ingredients together.

1 cup water with food coloring

1 ½ tablespoons oil

1 teaspoon vanilla

Mix and stir into flour mixture

Cook over medium heat stirring constantly until lump forms. Do not overcook, store in a covered container.

## SNACKS

The RNS staff feels that helping children develop good food habits is an essential part of our program. We want to make snacks count by offering only nutritious food at snack time. Foods for snack time can be interesting and fun to eat even though they may not be cookies, cakes or prepackaged foods that are high in sugar content.

On a rotating basis, each child has the opportunity to provide snack for the class. The children look forward to this special and fun day. This also gives families an opportunity to plan a snack together and talk about eating nutritious food. The following is a list of snack foods the staff of RNS

has compiled. Please choose a snack and drink from this list when it is your child's snack day. We welcome ideas and suggestions for additions to this list. Snack requirements may vary from class to class based on children's needs.

**PLEASE NO PEANUTS OR TREE NUTS.**

**SNACK LIST**

**DRINKS:**

½ gallon of juice    OR    Milk

**FRUITS:** Fruits should be cut up and ready to serve.

½ apple per child  
½ orange per child  
½ banana per child  
applesauce  
pineapple chunks

**VEGETABLES:** Vegetables should be cut up and ready to serve.

The following may be served by themselves or with a dip:

carrot sticks (not baby carrots)	zucchini slices
celery sticks	cucumber slices
cauliflower florets	mushrooms
broccoli florets	pepper slices
pepper slices	
celery	

**BREADS AND CEREALS: Please note that all snacks must be purchases from a store. A list of ingredients must be provided.**

Cereals  
Pretzels  
Graham crackers  
Muffins – bran, blueberry or corn  
Bagels – ½ per child with cream cheese or jelly  
Saltines, Ritz or Hi-Ho crackers

Variety of breads (banana, pumpkin, etc.)

MISCELLANEOUS:

Cheese and crackers

Ice Cream

Yogurt

Puddings

Goldfish crackers

Pizza (frozen or from pizzeria)

## TEACHER WISH LIST

We are providing a teacher wish list if you are interested in helping out the school or are out shopping and see something that would be helpful. We are grateful for all donations and appreciate your support. Please give donations to your child's classroom teacher.

Old Newspapers, no ads	Glue Sticks
Color Wonder Paper and Markers	Markers
Paint with water paints	Tissues
Paper Towels	Poster board
Craft spoons	Google eyes
Computer paper 8x11	Painting paper 11x16
Colored dry eraser markers	Magnetic strips
Gift card for printing pictures	Brads (brass fasteners)
Lamination sheets (Scotch brand 8 1/2 x 11)	Card stock
Foam stickers (Halloween, Christmas, Sports, etc.)	
Stickers for birthday crowns (holidays, seasons)	