



Marcellus Parent Nursery School
2014 -2015
Parent Handbook

Parent Handbook 2014-2015

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MPNS EXECUTIVE BOARD 2014-2015

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2013-2014 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. We have added a few staff day closings, see listing below.

Delays:

If Marcellus Schools are delayed at least one hour, MPNS will not hold classes.

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 4 (Thursday)	Parent Open House (6:30 pm – 8:00 pm at school)
September 8 (Monday)	Orientation: (Tues./Thurs.) - 9:30 am-10:30 am (Mon./Wed./Fri.) - 10:30 am-11:30 am
September 9 (Tuesday)	First day of school for Tues./Thurs.: (9:00 am – 10:30 am)
September 10 (Wednesday)	First day of school for Mon./Wed./Fri.: (9:00 am – 11:00 am)
September 11 (Thursday)	Second day of school for Tues./Thurs.: (9:00 am – 11:00 am)
September 12 (Friday)	First FULL day of school for Mon./Wed./Fri.: (9:00 am – 11:30 am)
September 17 (Tuesday)	First FULL day for Tues./Thurs. (9:00am – 11:30 am)
December 4 (Thursday)	Open House/Bake Sale – Marcellus Village Tree Lighting
February (TBD)	Tues./Thurs. Parent -Teacher Conferences – No school for this day
April (TBD)	Mon./Wed./Fri.- Parent-Teacher Conferences – No school for this day
May 8 (Friday)	Mother's day tea (4 year old class only)
June 18 (Thursday)	Last school day for Tues. /Thurs. Class
June 19 (Friday)	Graduation for Mon./Wed./Fri. Class and Picnic for both classes

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

Holidays/No School:

October 13	Columbus Day
October 24	MCS Staff Development Day
November 11	Veteran's Day
November 26-28	Thanksgiving Recess
December 22 –Jan 2	Holiday Recess
January 19	Martin Luther King Day
February 16-20	Mid-Winter Recess
March 20	MCS Staff Development Day
April 3	Good Friday
April 6-10	Spring Recess
May 22	Staff Day
May 25	Memorial Day

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.

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. There are three mandatory fundraisers. Specific information for each fundraiser will be presented as they approach during the school year. Thank you for your commitment and support to MPNS through your participation in these fundraisers.

A copy of the operating budget is available upon request.

Fundraisers:

- ✓ **Fall 2014 – Enjoy the City** coupon books– we will have these coupon books available for sale at the Parent Open House, and during the months leading up to the holidays. Great holiday gift idea and also great to have for your own use. (This is not a mandatory fundraiser).
- ✓ **October 2014 – Pizza Kits** – In partnership with Vince's Gourmet from North Syracuse, we have adopted a new and very successful fundraiser. During the Fundraiser we ask that each family sell or buy at least three (3) items. The best part is that MPNS keeps half the proceeds!
- ✓ **March 2015 – Children's Event** - This will be an event that is fun for the whole family. We sell tickets for the event in advance, organize and hold a bake sale during the event, as well as staff the event to raise money for the nursery school. Each family needs to sell or buy a minimum of four event tickets at \$5.00 each.
- ✓ **April 2015 – Spring Fundraiser**– This event is primarily a social event to build a sense of community amongst the families of MPNS. In the past we have done an Applebee's Pancake Breakfast where volunteers will assist the day of the function to wait on tables, bus tables, and limited kitchen work (no cooking!) In the case of Applebee's, each family is responsible for selling or buying four tickets at \$6.00 each. In the case of a new Spring Fundraiser, details and responsibilities will follow.

Committees

MPNS has a variety of committees to support school activities and maintenance.

Membership in at least one committee is required.

Enjoy the City Books (1 parent)

Pizza Fundraiser Volunteers (4 parents)

Christmas Open House Volunteers (3 parents)

Children's Event Volunteers (5 parents)

Spring Fundraiser/Applebees Volunteers (4 parents)

End of Year Picnic Chair and Committee (6 parents) – Organize and set up end of the year picnic at Marcellus Park

Snack and Birthdays

Snack:

In keeping with what your child will be doing in elementary school, we are having the students bring a small snack to school each day to eat during snack time. This allows you to select foods you know your child likes and will eat, and are healthy and nutritious. The practice of packing and bringing a snack to school will get the children in a routine they will continue in kindergarten. Students may bring a water bottle for snack time if they would like.

Birthdays: Parents can come!

On or near your child's birthday you may send in snack/treats if you wish, and please feel welcome to stay!

For those students that have a summer birthday while school is not in session, the teachers will set aside a date in June 2015 for each class to celebrate these students' birthdays.

Financial Procedures

Tuition:

You may pay tuition ahead of time on an annual or semi-annual basis or make payments 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 at the mandatory Parent Open House Meeting on **Thursday, September 4, 2014** as follows:

M/W/F.....\$195.00 T/TH a.m.....\$160.00 T/TH p.m (new students only).....\$140.00

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

CLASS	MWF a.m.	T/TH a.m.	T/TH p.m. (new students)
Tuition for 9/14	\$125.00	\$90.00	\$90.00
Insurance Fee	\$40.00	\$40.00	\$40.00
Field Trip/Supplies Fee	\$30.00	\$30.00	\$10.00
TOTAL	\$195.00	\$160.00	\$140.00

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. 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:

M/W/F.....\$125.00 monthly T/TH a.m.....\$90.00 monthly
T/TH p.m.....\$90.00 monthly (new students)
T/TH p.m.....\$65.00 monthly (existing students)

The T/TH p.m. class is an additional enrichment class. The class will begin October 1, 2014 and will be held from 12:00 pm to 2:30 pm, with students eating lunch for the first half-hour.

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 **Beth Aupperle**, Enrollment Chair.
- Please keep your child home if there is any doubt about his/her health.

General:

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.

Class Hours:

(The T/Th class has shortened hours the 1st week only - refer to the school calendar page)

Tues. /Thurs a.m.:

Parents may bring their children at 9:00am. Please do not bring your children earlier than 9:00am. Please pick up your child promptly at 11:30am.

Mon. /Wed. /Fri.:

Parents may bring their children at 9:00am. Please do not bring your children earlier than 9:00am. Please pick up your child promptly at 11:30am.

Tues./Thurs. p.m.:

Parents may bring their children at 12:00 p.m. Please do not bring your children earlier than 12:00 pm. Please pick up your child promptly at 2:30 pm.

For ALL Classes:

Tardiness with picking your child up presents tremendous inconvenience to the teachers. If your child remains 15 minutes after the school day ends 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: Please bring by the end of the first week of school.

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:

Very important! Please check the bulletin board and front door inside the school for important notices and sign-up sheets for fundraisers and field trips. Please make sure we have your email address for our monthly e-newsletter!!

Progress Evaluation:

There will be scheduled parent/teacher conferences during mid-year. Either the teacher or parent if desired should arrange individual conferences. 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.

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. If you do need to park at the school, please try not to leave gaps between cars where others cannot fit. Please do not leave unattended siblings in your vehicle during drop-off and pick-up.

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!*



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: _____

Parent's names: _____

Thank You.

