



FAMILY HANDBOOK  
2022 - 2023

Wendy Krygier- Director  
54 River Street Woodstock, VT 05091  
Mailing address: P.O. Box 586 Woodstock, VT 05091  
wendy@woodstocknurseryschool.org  
www.woodstocknurseryschool.org  
802-457-7098

**Mission:** At WNS, we focus on supporting the development of the whole child. Teachers work to integrate social and emotional skills in a child led, seasonally fluid curriculum. We encourage peer relationships, exploratory learning, and problem solving to help children build connections, flexibility, and awareness. Art, music, yoga, and mindfulness are a daily part of our schedule, as well as adventures into the community. We regularly explore Faulkner Park, Vail Field, “Butternut Park” and Mount Peg. We value positive reinforcement and continued curiosity to create appropriate behavior supports and modifications.

Cooperative School WNS is a cooperative, private, non-profit organization. Member families share organizational and administrative responsibilities of running the preschool program. This is a wonderful way to keep families involved in their child’s education. Some examples of opportunities for participation include, Board membership, driving on field trips, substitute teaching, or volunteering in the classroom. Sharing these responsibilities helps to ensure the continued success of our school.

**Registration:** Parents may register a new child for the upcoming school year starting March 1st. . Registration includes a completed registration packet which can be found on our website, a \$150.00 registration fee, and the child’s immunization record. Children already enrolled in WNS and siblings will receive priority for next year’s enrollment. Children must be three years of age to enter WNS. The first tuition payment is due September 1<sup>st</sup>.

**Enrollment File:** Parents have access to their child’s records at all times.

**Hours of Operation:** WNS is open M-F 8:00am-1:00pm for preschool with an additional afternoon care offered M-F 1:00pm 4:00pm and follows the same calendar as the Woodstock Elementary School. A school year calendar will be posted in the classroom and can be accessed online via the Woodstock Elementary School website. If Woodstock Elementary School is closed due to inclement weather, WNS will also be closed. If school is delayed, WNS will start at 10:00 AM. Please be sure your phone information is added to the district’s contact list so that you will be addressed ASAP with closing and delay/dismissal information. PROVIDE NUMBER

**Tuition & Payment:** Vermont’s Universal Pre-K law (Act 166) provides families with 10 hours of preschool education per week for 35 weeks. These hours are available to your family if your child is three years old prior to September 1st and you complete the Act 166 paperwork. If your child misses ten

consecutive school days that they are registered for, your child is at risk of losing their Act 166 funding. Families would then be responsible for the tuition normally covered by Act 166.

Families wishing to have additional days will be charged accordingly beyond the 10 hours per week. Tuition is due on or before the 1st Friday of each month. A late fee of \$50 will be incurred for every additional day tuition is late.

Tuition is due monthly, regardless of attendance (sick/vacation days) or closures due to holidays, inclement weather, weather-related or environmental emergencies, or facility/utility emergencies (building safety concern, power, heat, water issues, etc.). It is imperative that payments be made on time as WNS is a non-profit organization and relies on its monthly tuition income to cover operating expenses.

If your tuition is over 5 days late, your child will not be allowed to attend until tuition and all late fees are paid in full.

Withdrawal from our program requires a 10 day written notice and the current and next month's tuition to be paid. WNS reserves the right to terminate a child's placement at any time.

If you have any questions, changes in financial situation or ability to pay on time, please contact the Director, Wendy Krygier and every effort will be made to work out payment arrangements. If a family withdraws their child during the school year, we require a two weeks notice. Families will not be reimbursed if they depart mid month.

**Mornings:** (Includes Act 166 funding)

3 mornings - \$225.00/month

4 mornings - \$450.00/month

5 mornings - \$675.00/month

**After care:**

1 afternoon - \$100.00/month

2 afternoons - \$200.00/month

3 afternoons - \$300.00/month

4 afternoons - \$400.00/month

5 afternoons - \$500.00/month

**Please Note:** If you do not qualify for Act 166, your tuition schedule will be different than above.

**Example Schedule:**

8:00 - 9:30 FREE PLAY, ART ACTIVITY, CURRICULUM ACTIVITY  
9:30 - 10:00 MORNING MEETING/MOVEMENT  
10:00 - 10:20 SNACK  
10:20 - 10:45 CLEAN UP, BATHROOMING, GETTING DRESSED FOR OUTSIDE  
10:45 - 12:00 OUTSIDE  
12:00 - 12:30 LUNCH  
12:30 - 1:00 PACK UP, QUIET PLAY/BOOKS \*PICK UP @ 1:00 PM FOR MORNING PREK  
1:00 - 2:30 REST  
2:30 - 3:00 QUIET PLAY  
3:00 - 3:30 SNACK  
3:30 - 4:00 FREE PLAY/OUTSIDE PICK UP/DISMISSAL

**Arrival/Departure:** The daily program begins at 8:00 AM every day. Please do not drop your child off before this time. Prior to 8:00 AM, the teachers are busy preparing the classroom in order to provide the best possible learning environment for your child. The teachers will not be available to greet children and families properly prior to 8:00 AM.

Upon arrival, please sign your child in with the time you arrived and oversee them putting away their outdoor shoes, putting on their indoor shoes, putting their belongings away in their cubby, and washing their hands.

The preschool portion of the day ends at 1:00 PM and aftercare ends at 4:00 PM every day. Please be conscious of the fact that after dismissal, the classroom needs to either be set up for rest time or cleaned and organized for the next day. Families are encouraged to arrive prior to their pick up time to check in with the teacher, help their child transition and exit the building in a timely fashion. Tardiness in pick-up time will incur a late charge of 10\$ for the first 10 minutes and 10\$ for every five additional minutes. This fee will be added to your next month's tuition. Please be sure to sign your child out at the end of the day pick-up time.

If your child will be arriving late or staying home due to illness or vacation, please call or email as soon as possible to notify the teacher.

Teachers must be notified if someone other than listed on the pick-up list is picking up your child. This person will need to show state identification in order to pick up our child.

**What to Bring:** Children are encouraged to bring a backpack to school to carry their belongings to and from school to help develop a sense of responsibility for their possessions. Your child must come to school every day dressed for play and mess. Although we make every effort to use smocks and do use child-friendly art materials, even these sometimes stain. Please leave special/fancy clothes at home. We will plan to be outside EVERY DAY (even if it is raining, snowing, cold, etc.) so please have your child dress accordingly. For autumn and spring, that means **sturdy shoes**, raincoats, and puddle boots. Rain pants are encouraged. For winter, this means WARM/WATERPROOF mittens and boots, hats, coats, and snow pants.

Please label everything with your child's name! Each child is encouraged to bring a gallon sized plastic zip lock bag with their name on it in permanent marker to be left at school. In this bag, please include a COMPLETE change of seasonally appropriate clothing (yes, this includes socks!). Please provide a pair of indoor shoes that have never been worn outside to keep in the classroom. A pair of slippers or slip on shoes would be perfect.

**Snack/Lunch:** Your child must come to school each day with a healthy snack and lunch from home. Please label your child's snack and lunch items to provide ease at meal times. We do not allow candy, chocolate, juice, or other sugary treats at lunch or snack time. Please make sure your child has enough protein to sustain their activity level.

**Medication:** To administer **any** form of medication, a parent must provide the following 1. A written prescription from the child's doctor 2. The medication in its original container (doctors office will split medication to have one container at home and one at school) 3. Completed medication form to include 1. Name of child 2. Child's date of birth 3. Any medication allergies 4. Name of medication 5. Dosage to be given 6. Time when medication is to be given 7. Time when medication was last given 8. Route of medication (ears, mouth, nose, topical, inhalation) 9. Reason for the medication 10. Start and end dates for administration of the medication 11. Signs to watch out for 12. Emergency contact information

**Toys from Home:** Toys from home may not be brought to school.

**Behavior Management:** The structure of WNS's day encourages children to become independent and successful participants in the classroom environment. We use positive behavior support and redirection to help children learn to function effectively in the classroom and wider community. We do everything possible to maintain consistent expectations as we guide and support children in developing acceptable behaviors.

**Parent/Teacher Communication:** Communication between parents and teachers is extremely important. WNS teachers make every effort to connect with each parent at drop off and pick up. Given the needs of the classroom, teachers can not always spend the needed time with each family. As such, if you need to discuss specific issues, please email or call Wendy at the above contact information. In addition to daily pick-up and drop-off check-ins, there will be two conferences per year, one in the fall and one in the spring, to discuss your child's progress. If you have any concerns, and would like to talk, please feel free to schedule another conference at any time during the year.

**Anti-Harassment Policy:** Woodstock Nursery School is committed to providing a safe environment for all, free from harassment of any kind. To that end, parents, caregivers or designees assigned to drop off and pick up children are expected to treat all employees, fellow parents, and children with dignity and respect. We expect the same from our staff. We take all complaints seriously. Most harassment is unlawful and we will follow up on all reports of any kind, whether unlawful or not.

**Special Occasions** Woodstock Nursery School celebrates birthdays and holiday times in a non-religious manner. Please let us know if your family has special traditions you would like to share with the group - volunteering in this manner can be a great way to get involved in the program. If you would like to bring a treat to share with the class on your child's birthday please let the teachers know in advance.

**Field Trips:** Field trips are arranged by the teachers and transportation is provided by parent volunteers. Car seats are required by law for any preschool age child riding in any vehicle.

**Health and Safety Policies:** Given the recent COVID-19 pandemic, please keep your child home with any sign of illness. This includes cough, fever, rash, stomach ailments, lethargy, discharge from nasal passages, and diarrhea. If a child begins showing signs of illness outlined above, you will be required to come pick up your child. Your child must be fever-free without the aid of medication for at least 24 hours prior to returning to school, and symptoms significantly improved.

There is no smoking allowed on property or any school sponsored events.

The facility's water has been tested and there is no lead in the drinking water and is safe to drink.

**Rest Time:** Please bring in a crib sheet, blanket, and pillow or stuffed animal (if desired) at the beginning of every week. Teachers will send this home at the end of the week to be washed. Children are not required to sleep and will be offered stories on tape, books to read and quiet play after some mindful rest time. Safe sleep practices are practiced by all .

**Exiting the Program:** We do our best to support all the needs of each child. If your child's emotional or behavioral needs exceed the capacity of our staff, we will contact you immediately to discuss options for a model or program that would be more beneficial. If it is decided that your child is not able to participate at WNS safely, you will receive a written letter of the 10 day notification of termination of their enrollment in WNS. Tuition will not be reimbursed.

**Supporting Children with Special Needs and Disabilities:** In the case that your child qualifies for special education services and acquires an Individual Education Plan, services will be provided within the classroom setting as smoothly as possible within our school routine.

**Support Staff and Volunteers:** Any substitute teachers or volunteers will be required to pass a standard background check process, per the state of Vermont. If families would like to come in to lead an activity they will not be required to pass a background check.

**Confidentiality Statement:** Educational and personal information about you or your child will not be shared without the signed consent of the parent/guardian. Parents are permitted free access to their child's file. We assure you and your family that non discrimination and respect for each child's family and culture is maintained.

**Abuse/Neglect Reporting Policy:** Vermont State law requires WNS staff to report all suspected incidence of child abuse or neglect to the Department of Social Services within 24 hours.

**Procedure for Handling Concerns:** The WNS staff is committed to each student and family. In the event that you feel you need to register a complaint about the program in general, or about a specific incident, please begin by speaking with the Director about your concern/complaint. If the problem is not resolved after discussion with the Director, you will be transferred to speak with the WNS Board President.

**Regulations:** For information regarding these regulations and other information about child-development online please review [dcf.vermont.gov](http://dcf.vermont.gov). The Child Care Consumer Line telephone number is (800) 649 2642 option 3.

**COVID-19 Policy:** Woodstock Nursery School follows all Vermont guidelines in regards to managing the COVID-19 pandemic within early education centers. As Woodstock Nursery School is a private entity we reserve the right to provide additional guidelines in which best protect the children and staff in our building.