



Cazenovia Community Preschool Handbook

Mission Statement

Our mission is to provide a well-rounded and nurturing learning experience for our children of Cazenovia and surrounding areas, regardless of income or ability, with the goal of supporting the full development of each child's potential. The program's curriculum emphasizes language, cognitive, social, physical, emotional, and creative development.

Our Location

CCP is located at 49 Burton Street, on the corner of Burton and Clark Street. The school phone number is 315-815-4320. Should you reach the voicemail, kindly leave a message and we will return your call. Teachers do not answer the landline phone while teaching. Each teacher and the director will provide the best way to contact them during instructional hours if you need immediate assistance.

Calendar

The Cazenovia Community Preschool calendar follows the Cazenovia Central School District Calendar in observance of holidays, closures, and vacations.

Orientation

The first week of school is considered an orientation period for all students. During the first week, students have a 45-minute session designed to allow children to explore the classroom and learn routines in small groups while providing a gentle transition into preschool. The child's parent/guardian will attend the child's first session.

22-23 Staff

Director: Nicole Maggio

Lizard: Nicole Maggio, Karola Puffer, and Bonnie Warner

Caterpillar: Karola Puffer and Laura McClintock

Honeybee: Laura McClintock and Star Reed

Class Schedules

Four-Year-Old Lizard Class:

Monday – Friday class meets from 9:15-12:00

Four-Year-Old Caterpillar Class:

Monday, Wednesday, and Friday class meets from 8:30-11:15

Three-Year-Old Honey Bee Class:

Tuesday and Thursday class meets from 8:30-11:00

Three-Year-Old Honey Bee Class:**

Monday and Wednesday class meets from 8:30-11:15

***For 2023-2024, in addition to our regular Tuesday and Thursday Honey Bee Class, we will be offering a Monday and Wednesday Honey Bee class in order to meet community needs. This Monday and Wednesday Honey Bee class will be running concurrently with the Caterpillar Class and will share the same start and end times. Learners in these classes (Honey Bee M + W, and Caterpillar) will have separate curriculums, their own lead teachers, and separate developmentally appropriate morning circle times.*

Tuition

There are a total of 10 tuition payments for the CCP school year that are due on the 15th of each month. The first is due on July 15th (there is not an August payment), on September 15th the second installment is due, etc. Tuition can be paid monthly, in two installments (5 payments at a time), or in one payment. Monthly payments may be made via check or electronically through PayPal available on the CCP website.

Cazenovia Community Preschool believes all children of Cazenovia and surrounding areas should have access to a well-rounded and nurturing learning experience, regardless of income. Cazenovia Community Preschool offers a need-based tuition assistance program to families enrolled at CCP. For more information about this program at any time during the year, please contact our director for a confidential application.

Installment 1- July 15th

Installment 2- September 15th

Installment 3- October 15th

Installment 4- November 15th

Installment 5- December 15th

Installment 6- January 15th

Installment 7- February 15th

Installment 8- March 15th

Installment 9- April 15th

Installment 10- May 15th (final payment)

*In the event of short-term shutdown tuition will still be due and students will receive remote learning opportunities and instruction. In the event of a long-term shutdown, remote learning and tuition collection would cease.

*If a student or students are required to quarantine due to exposure or illness, tuition is still due. The staff will make materials available during that time.

Arrival/Dismissal Procedures

Children will be greeted at the front gate of the building by their teacher who will bring them into the classroom to ensure their safe arrival at the preschool.

*As teachers are setting up lessons and activities before student arrival, students will not be welcomed into the building until their designated start time.

Please wait outside the front gate for your child to be formally dismissed by their teacher. Students are dismissed individually outside the building to ensure each child is with their grownup and necessary information is relayed.

Please arrive promptly for dismissal. Children often worry when their caregivers are late. Teachers also have other school-related responsibilities after dismissal. If you are running late or foresee a late arrival to dismissal, please alert your child's teacher.

A written dismissal authorization form is required to arrange for an alternate person to pick up your child. Until the teacher can determine that this person has the parent's permission to pick up the child, the teacher cannot release the child. There will be an authorization form given to parents at Orientation. On days when an authorized person will be picking up your child, please indicate this on the clipboard located by the entrance door.

Parking at Cazenovia Community Preschool

There is **no parking** directly in front of Cazenovia Community Preschool. Please be aware of the signs posted there indicating no parking from 8 a.m. – 6 p.m. Monday – Friday.

The drop-off parking zone for students will be in the Burton Street bus loop. Please be mindful of this throughout the duration of the school year, since the Cazenovia School District has been gracious to permit the use of the bus loop. Please do not block the sidewalk at any time and **ONLY** park on the right side. (This allows for emergency vehicles to fit through if needed at Burton Street.)

Please inform anyone transporting your child to and from Cazenovia Community Preschool about the parking procedures.

Snow Days, Delayed Openings, and Half Days

CCP will follow the Cazenovia Central School District regarding school closings for weather or any other reason. It is the responsibility of CCP parents/guardians to check for Cazenovia Central School District closings and delays. **Please note: CCP programs are CANCELED for both Cazenovia Central School District two-hour delays and snow days.**

Cazenovia Central School District One-Hour Delay: Honeybee and Caterpillar will begin at 9:30 (one-hour delayed start time), and Lizard will begin at 9:15 (normal start time).

Cazenovia Central School District Two-Hour Delay: All CCP classes will be canceled.

Cazenovia Central School District Cancelled: All CCP classes will be canceled.

When Burton Street Elementary has a scheduled half day, CCP classes will operate on a normal schedule. Teachers in classes affected (Caterpillar and Honeybee) may elect to change the pick-up procedure during that day due to the bus loop being occupied.

Clothing

In addition to being comfortable and appropriate for the weather, clothing should be easy for the child to manage by themselves. Our classroom environments encourage independence and the child's clothing should support their success. Examples: Elastic waistband pants instead of buttons or snaps. Tights can also be tricky for preschoolers to pull up independently after using the restroom.

Outdoor play will take place, weather permitting, at and above 20 degrees. **Children should be appropriately dressed for outdoor play.** Boots, hats, mittens, and snow pants are a must in snowy weather. A reusable grocery bag works well for transporting bulky snow gear to and from home and allowing for independence.

We ask that parents/guardians bring in a set of spare clothing including socks and underwear in a labeled zip-lock bag. Soiled clothing will be returned at dismissal with an explanation and request for a replacement. We encourage students to be active; normal wear and tear, as well as accidents (involving water, art, and bathroom), occur throughout the day. **All spare clothing and all outdoor clothing must be labeled with your child's name. Children do not always recognize their own clothing. The school cannot be responsible for lost clothing.*

All students are asked to keep a spare pair of sneakers, shoes, or slippers at school to change into upon arrival. Our students frequently utilize the floor space for activities; Changing shoes helps us to provide a clean environment for student play. For this reason, **no outside shoes are allowed in the building.**

Personal Belongings

Your child should bring a backpack or reusable grocery bag to each class so they can bring home their artwork, clothing, and papers.

Toys should remain at home. Even in the backpack, these are often a distraction for learners as they frequently check to make sure things are still there and bring other students over to see. Children will have many opportunities to verbally share experiences, nature discoveries, etc. Storybooks and science/cultural artifacts from home are welcome, as these are experiences all enjoy and can participate in.

If your child brings home any unfamiliar objects (e.g. a pocket of small counting plastic bears) please send them back and let your child's teacher know so they can make sure they are returned to the proper person or place. Thank you for your assistance in helping us keep our replacement costs down.

Health

*****In order to maintain a safe environment for all of our staff and students, proof of physicals and up-to-date immunization records are required prior to the first day of school.**

All children entering Cazenovia Community Preschool **must** be toilet trained. Exceptions for medical conditions should be discussed with our teachers.

Parents/guardians should keep children home from school if they have a communicable illness, such as a runny nose (that is not clear), active cough, skin rash, vomiting throughout the night, etc. A child should be without fever for 24 hours without medication before returning to school. Please keep the student home for 24 hours after diarrhea or vomiting.

Snack

Snack is a special time in the class in which children have the opportunity to observe manners, sit, enjoy conversation with peers, and practice independence skills like pouring water and throwing away trash.

Food allergies are very common. Parents/guardians should notify the school in writing of any food allergies. It is the parents'/guardians' responsibility to educate their child about specific, personal food allergies so that he/she may be protected. Teachers will do their best to ensure that children do not eat food they are allergic to. ****A student with severe allergies should bring their own snack from home to each class.*

Birthday

Birthdays are a special day for many students. Students, who desire, will receive special recognition in the classroom. The recognition is simple and not intended to be a formal birthday party. Children may provide a store-bought birthday "treat" for their class. Summer birthdays will be celebrated in spring.

Please do not give out birthday party invitations at school unless all children are invited. In addition, we request that children's play dates be handled sensitively, so that no child may feel excluded. We appreciate your understanding in this matter.

Separation Anxiety

Going to school for the first time is an exciting but also a potentially anxious time for children and parents alike. It is important to everyone that the transition from home to school be safe and comfortable for all children.

Our orientation program is designed specifically to minimize separation anxiety by gently introducing children to our school and its routine in a fun shortened session. Most children will settle in comfortably and quickly as they become accustomed to the school routine.

After our initial parent/guardian and child orientation session, parents/guardians will no longer enter the classroom and will instead say goodbye at the gate where they will be greeted by their teacher. We have found this method makes the separation and transition much easier for the child.

Generally speaking, it is the school's policy to keep goodbyes quick, light, and simple at the gate. If a child appears to have difficulty, we will work with families on an individual basis to make their transition from home to school as comfortable as possible.

Field Trips

All signed field trip permission forms must be returned to the school during your child's individual orientation. Please note that an admission fee may be required depending on the destination.

Individual families will be responsible for transportation to and from field trip destinations. The decision to carpool to a field trip is up to each family.

We will request parent volunteers to stay for our trips.

Communication and Conferences

Cazenovia Community Preschool believes that communication is essential in our partnership with families. Teachers will send out a weekly newsletter detailing the learning occurring in the classroom.

At dismissal, the teachers' priority is ensuring each child is safely returned to their appropriate caregiver. For this reason along with student privacy, teachers will not be able to discuss student concerns at this time. Teachers are happy to set up a time to speak with parents/guardians before or after school. We ask parents/guardians to contact the teacher to schedule a time.

Conferences can be scheduled at any time during the year and serve to not only keep parents/guardians informed of their child's progress but also to keep teachers aware of family changes or concerns. All conferences are confidential.

Student Class List

A class list of enrolled children along with his/her phone number and email will be provided to parents after the beginning of the school year. You will receive a release form at orientation to give permission to include your child on the list.

Behavior

Each child is different and reacts to the classroom with a variety of behaviors, some of which can be challenging. Most of the time, these challenging behaviors are part of the developmental learning process and do not interfere with the preschool experience.

At times, teachers assess that a child in their classroom is exhibiting behaviors that are obstacles to either the child's growth or to the learning environment. In these cases, teachers contact parents/guardians and ask that the parents/guardians, teachers, and director have a meeting to identify what the teacher is observing and develop a plan for how the behavior can best be addressed. There may be a need to meet periodically to discuss progress.

At CCP, the safety of our learners is of the highest priority. If there is a repeated pattern of behavior that poses a significant safety risk to the learner or others in the classroom, a family will be asked to pause enrollment until a plan is put into place.

Extra Supports

Each child is unique and develops differently. In some circumstances, a referral for additional assessment may be necessary. CCP asks that parents/guardians collaborate with teachers on completing and following through with referrals so that learners can access services and supports to help them reach their full potential.

When a child has been identified with a special need, they may be eligible for an Individualized Education Plan (IEP) through the public school system's Committee on Preschool Special Education (CPSE). If an IEP is put into place, CCP requests that it receive a copy and that a meeting is scheduled with the child's parents/guardians to discuss how the plan will be met.

As a small, private, not-for-profit school, CCP may be unable to supply extra resources (e.g. special equipment and staff) that may be needed as part of an IEP. CCP will work with parents to determine how to best support the child at CCP. If the plan cannot be safely and effectively

supported at CCP, the school will work with parents/guardians to explore other options for the child's education.

If at any time you have questions or concerns, please feel free to contact your child's teacher or the Director and we will assist in any way we can.