



## Cazenovia Community Preschool Handbook

### **Mission Statement**

Our mission is to provide a well-rounded and nurturing learning experience for our children of Cazenovia and the surrounding areas, regardless of income or ability, to support 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. The CCSD calendar can be found at <https://www.cazenoviacsd.com/districtpage.cfm?pageid=3504>

### **Dates to Note:**

CCP Orientation week- September 8th-12th

The regular CCP class schedule begins September 15th

October 13th-Columbus/Indigenous Peoples' Day, CCP closed

November 4th- Election Day, CCP Closed

November 5th- M/W/F Honeybee Class and Lizard Class School Picture Day

November 6th- Tuesday/Thursday Honeybee and Ladybug Class Picture Day

November 11th- Veterans Day, CCP closed

November 26th-28th- Thanksgiving Recess, CCP closed

December 22nd- January 2nd- Holiday Recess, CCP closed

January 19th- MLK Jr Day, CCP closed

February 16th-20th- Winter Recess, CCP closed

March 20th- CCP closed

March 30th-April 3rd- Spring Recess, CCP closed

May 22nd- 25th- Memorial Day weekend, CCP closed

June 17th- M/W/F Honeybee Class Last Day of School

June 18th- T/Th HoneyBee Class and Lizard Class Last Day of School

\*On the evening of June 18th, the Lizard Class will have a graduation ceremony

### **Orientation**

The first week of school is considered an orientation period for all students. During the first week, students have a 35-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. The 2024/2025 school year orientation schedule will be provided to you in an email from the director.

### **2024-2025 Staff:**

Director: Lindsay Maine

Lizard Class Teachers: Courtney Barnard and Bonnie Warner

Honeybee Class Teachers: Star Reed and Beth Alton

Ladybug Class Teachers: Beth Alton

Honeybee Afternoon Class Teacher: Beth Alton

### **Class Schedules**

#### **Four-Year-Old Lizard Class:**

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

#### **Three-Year-Old Honeybee Class:**

Monday, Wednesday, Friday 8:30 am-11:00 am

#### **Three-Year-Old Afternoon Honeybee Class:**

Tuesday and Thursday 10:45 am-1:15 pm

### **Tuition**

There are a total of 10 tuition payments for the CCP school year. Payments are due on the 15<sup>th</sup> of each month. The first is due on July 15<sup>th</sup> (there is no payment due in August), on September 15<sup>th</sup>, the second installment is due, etc. Tuition can be paid monthly, in two installments (5 payments at a time), or one yearly payment. Payments may be made via check payable to Cazenovia Community Preschool or through invoices sent to your email via Square. You may choose to set up automated payments through the Square invoice you will receive in your email. Tuition invoices and reminders will be sent through Square.

Cazenovia Community Preschool believes all children of Cazenovia and the 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.

All tuition payments must be paid in full by the end of the school year. Any outstanding balances will impact registration and/or enrollment for the following school year. Accounts that are 2 months or more past due will be turned over for review by the Board of Directors.

**Installment 1-** July 15<sup>th</sup>

**Installment 2-** September 15<sup>th</sup>

**Installment 3-** October 15<sup>th</sup>

**Installment 4-** November 15<sup>th</sup>

**Installment 5-** December 15<sup>th</sup>

**Installment 6-** January 15<sup>th</sup>

**Installment 7-** February 15<sup>th</sup>

**Installment 8-** March 15<sup>th</sup>

**Installment 9-** April 15<sup>th</sup>

**Installment 10-** May 15<sup>th</sup>(final payment)

\*In the event of a 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.

\*Because teachers are preparing for the school day before students arrive, students will not be welcomed into the building until their classes' 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 caregiver 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. An authorization form will be 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 indicating no parking from 8 a.m. to 6 p.m. Monday through Friday

The drop-off parking zone for students will be in the Burton Street bus loop. Please be mindful of this throughout 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 take a moment to review the attached parking map and inform anyone transporting your child to and from Cazenovia Community Preschool about our 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:* The Honeybee class will begin at 9:30 (one-hour delayed start time), the Ladybug Class will begin at 9:30 am (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 Canceled:* 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 (Ladybug and Honeybee) may elect to change the pick-up procedure because the bus loop will be occupied.

### **Clothing**

In addition to being comfortable and weather appropriate, 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. An example is 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, above 20 degrees. **Children should be appropriately dressed for outdoor play.** Boots, hats, waterproof mittens, and snow pants are necessary in snowy weather. A reusable grocery bag works well for transporting bulky snow gear to and from home.

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, or accidents (involving water, art, or bathroom) may occur throughout the day. *\*All spare and outdoor clothing must be labeled with your child's name. Children do not always recognize their 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 floor space for activities; Changing shoes helps us 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 backpacks, these can be distracting for learners as they frequently check things are still there and bring other students over to see. Children will have many opportunities to share their experiences, toys, and discoveries. 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 before the first day of school.**

Parents/guardians should keep children home from school if they have a communicable illness, such as a runny nose (that is not clear), fever over 100.4, 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 can 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 snack from home to each class.*

*Due to severe nut allergies, we are a nut-free facility.*

### **Birthday**

Birthdays are a special day for many students. For students, who desire, we will provide a

birthday treat and special recognition in the classroom. The recognition is simple and not intended to be a formal birthday party. 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 playdates be handled sensitively, so that no child feels excluded. We appreciate your understanding in this matter.

### **Separation Anxiety**

Going to school for the first time is exciting, but potentially an 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 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 the initial parent/guardian and child orientation session, parents/guardians will no longer enter the classroom. Parents will say goodbye to their children at the gate, where their teacher will greet them. This method makes the separation and transition into the building much easier for the child.

It is CCP'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 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 to ensure children are safely returned to their caregiver. For this reason along with student privacy, teachers will not be able to discuss parent's 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 for these meetings. Conferences can be scheduled at any time during the year and serve not only to keep parents/guardians informed of their child's progress but also to keep teachers aware of family changes or concerns. All conferences are confidential.

**Board of Directors:** Along with contacting teachers and the Director, you may contact the CCP Board of Directors with questions, concerns, and suggestions. The Board of Directors'

Email address is: Cazcommunitypreschoolboard@gmail.com

### **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 permit your child to be included 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.

Teachers may assess a child in their classroom exhibiting behaviors that create obstacles to the child's growth or 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 at their own pace. In some circumstances, a referral for additional assessment may be necessary. CCP requests 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.

