

## **Our Philosophy**

Gateway Fairport Nursery believes that play is the foundation for learning. Children need to be given opportunities to explore, create, problem-solve, pretend through play. Nursery School is a time for children to learn and explore the world around them while being in a group setting with adults who are not family members. At Gateway you will see both tangible and non-tangible results of your child's learning. All of these things are so important and we want to help nurture and develop the whole child.

### **Tangible Learning:**

- Stronger or more refined fine motor skills
- Knowledge of the alphabet, numbers, shapes
- Ability to share a synopsis of science experiences or daily activities
- Ability to retain songs and poems
- Ability to follow multiple step instructions

### **Non-Tangible Learning:**

- Gained Social-Emotional Confidence
- Gained Self-Control
- Being able to Self-Regulate
- Following simple directions
- Gaining a sense of self and ability to make choices during free time

Throughout the year we will have lots of fun singing songs, making arts and crafts projects, playing in our large motor room, participating in science experiences, having free play time in the classroom centers, having free art creative time, playing with play-doh, working on learning our ABC's and 123's and doing all the fun things that preschoolers should do.

It is the policy of Gateway Fairport Nursery, Inc. not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities, operations, or programs.

## **What Your Child Needs for Nursery School**

Please send your child to school each day with an open canvas tote bag with handles or a back pack. Please make sure that the bag is big enough to fit a folder and a change of clothes (no tiny back packs or canvas bags). If you chose to get a canvas bag (which can be purchased from any area craft store) feel free to decorate it! Whichever bag you choose, please make sure your child's name is on it.

Please include in child's bag a full set of close (underwear, socks, top and bottom). We all know that accident's happen and it's better to be prepared. These clothes can be

kept in a gallon size zip lock bag (labeled with your child's first and last name) in your child's school bag.

Things can get messy at Nursery School. We would encourage you to send your child in clothing that can get messy. We will try our best to contain our messes, but please be thoughtful in how you dress your child for school. We have large motor activity time almost everyday in the fellowship hall, please make sure your child wears closed toe shoes that will allow them to run, jump, skip, hop and play. Velcro shoes are great and allow for independence during the preschool years.

**\*\*\*We would greatly appreciate each child bring in the follow school supplies to the Meet and Greet day.\*\*\***

- 1 package of 8 Elmer's Purple Glue Sticks
- 1 2 Pocket Plastic Folder (Please see back of Gateway School Calendar for Class Color)

**In addition to these items:**

**2's Class:** 1 Box of 8 count JUMBO Crayola Crayons (8 pack) & a package of scent-free (diaper) wipes (we will use these to clean hands as it will be easier than hand washing after projects in the beginning of the year)

**3's Classes:** 1 Box of 16 count Triangular Crayola Crayons

**4's Classes:** 1 Box of 24 count Crayola Crayons & 1 Box of Crayola Fine Tip Markers (10 pack Classic Colors)

## **Drop Off and Pick Up Procedures**

**2's Class:** Two year olds are to be brought into school by their parent (or caregiver) each day. Drop off is at 9:15 am. Please be mindful of the cars in the parking lot as traffic may still be heavy.

**3's Classes:** 9:00-9:10 Drop off at the Gateway Door.

**4's Classes AM:** 9:10-9:15 Drop off at the Gateway Door.

Teachers will get children out of the car and they will be exited down to their classroom. Please make sure your child is on the **PASSENGER** side. Children will not be taken out of the car if they are on the driver's side.

**Pick Up:** This year all children will be dismissed from their classrooms. We would ask that parents wait outside the classroom until dismissal time. Teachers will then send children out to the hallway one by one. Please do not exit from the door you came in. Please walk down the hallway, turn left and take the closed door on the left up the stair to the parking lot.

**3/4's Class PM:** Parents will bring their children down to the classroom and pick them up from the hallway outside classroom.

**Day Care Providers and Parents with Special Needs:** Special arrangements can be made with the teachers to bring children outside to the parking lot in the even of a new baby or a care giver who is picking up several children. If this is something that you are in need of, please speak to your child's teacher and make arrangements. Children will be brought up once all of the other children have been dismissed. Please park as close to the door (near the black mailbox) as possible.

**PARKING:** Please **DO NOT** park in the Visitor/Church spaces. (There are signs allocating those spots.) Please **DO NOT** park in the Handicapped Spots unless you have a handicapped tag and display it.

**Safety is extremely important.** Please follow the below procedures to ensure that everyone remains safe during drop off and pick up.

- Turn onto Filkins St and Drive AROUND the block to South Ave. Please DO NOT block off driveways or streets.
- ENTER ONLY from South Ave as our driveway is ONEWAY only.
- Please DO NOT ENTER South Ave from 31F (West Church Street) due to safety and traffic congestion on the main road.
- Please pull up to the teachers and they will gladly help get your child out of the PASSENGER SIDE of the car. This is mandatory for drop off. If this is something that you are not able to do, you will need to walk your child into school each day. This is for your child's safety.
- Please make sure your child has their backpack near them so it is easily accessible to the teacher helping to get your child out of the car.
- If you would prefer to walk your child into the building, you must still follow the drop off procedures and drive past the teachers and park. You may also park on a side street and walk over; please just be mindful of the side street parking signs.

We appreciate your help and patience with drop off. The first week or two it may be slow or confusing, but it will get better and more efficient as the days go on.

## **Late Pick Up Fees**

If you find that you are running late to pick up your child, please call! Children get worried when they are the last child to be picked up and all of their friends are gone. There will be a \$10 last fee per child for the first 15 minutes. If you are more than 15 minutes late, after that the fee will be \$10 plus a dollar a minute until you arrive to pick up your child. This MUST be paid at drop off the next day of school.

Please know that our staff must stay with your child until you arrive and they may have other plans right after school. Please honor their time commitments after work. If there seems to be a pattern of picking up late, the Director will arrange a meeting.

## **Medication Policy**

Gateway does not administer medication. If your child has a medical need that would require them to receive medicine at school please contact the Director to discuss. If

your child requires an epipen, please let the Director know so that they may set up training for the staff.

## Injury or Illness at Nursery School Procedures

In the event of a minor injury at school (cut, bump, scrape, etc) Gateway will provide minimal first aid treatment (pending you have given permission to do so) including but not limited to washing the injury out, bandaid, and/or ice pack. Parents will be notified before or at pick up of the injury.

In the event of an illness at school (vomiting, fever, lethargic, not acting themselves, etc) a parent will be called and asked to come and pick up the child as soon as possible.

## Sick Policy

Children must stay home if they are sick. In order for your child to return to school they must be symptom free and medication free for AT LEAST 24 hours. If your child has seasonal allergies, please bring in a doctor’s note for the child’s file. As we all know COVID symptoms are very similar to seasonal allergy symptoms.



**People with Known Exposure to COVID-19 Who Do Not Have Symptoms<sup>1</sup>**  
 “Quarantine”

	Under Age 2 years or unable to wear a well-fitting mask	Age 2 – 4 years	Age 5 years - Adult				All Ages
			Up-to-Date Fully Vaccinated and Boosted with recommended booster(s)	Up-to-Date Fully Vaccinated, not yet eligible for 1 <sup>st</sup> booster or received 1 <sup>st</sup> booster and not yet eligible for 2 <sup>nd</sup> booster if recommended	Fully Vaccinated, eligible for 1 <sup>st</sup> or 2 <sup>nd</sup> recommended booster but not yet boosted	Not yet Fully Vaccinated	
<b>Quarantine, Duration</b>	Yes, 10 days (masks not recommended for children under age 2)	Yes, 5 days	No	No	Yes, 5 days	Yes, 5 days	No
<b>Attend/work at school and eligible childcare programs, (includes transportation)</b>	Yes, on days 6-10 if completely asymptomatic and negative test if feasible	Yes, if undergoing recommended testing, or (for childcare/early childhood education settings) on days 6-10 if completely asymptomatic and negative test if feasible. <sup>2</sup>	Yes	Yes	Yes, if undergoing recommended testing.	Yes, if undergoing recommended testing.	Yes
<b>Testing</b>	Test on whichever comes first: at least 5 days after last exposure (testing recommended but optional if unable to test) or if <a href="#">Symptoms</a> develop If positive, isolate for: at least 5 days from symptom onset or (if no symptoms) date test was collected						No test needed. Test if <a href="#">Symptoms</a> develop.

1. See specific guidance for individuals in congregate settings and for furlough for healthcare workers.  
 2. See exceptions in guidance for K-12 schools and childcare programs (including pre-K) and for children in childcare and early childhood education settings.

COVID Policy is listed on the previous page. This is the latest COVID Guidelines as per the May 31, 2022 by the Monroe County Department of Health Guidelines. Please note that the COVID policy may change at any time based on local, state or federal requirements.

## **Communication To and From School**

Each week teachers will send home a newsletter via email. Newsletters will be a quick summary of the week and let you know about the upcoming week. This year we will be sending out monthly calendars so that you and your child have an idea of what they can look forward to during the upcoming month.

If at any time you have any concerns please reach out to your child's teachers and or the Director. In the event that something is going on in your family that may impact your child's day to day behavior or emotions, please reach out and let one of the teachers or the Director know. We understand that sometimes sharing personal information can be difficult, but if it sheds light on why a child may be sad or having separation issues it is important for our teachers to know how they may best serve your child. Please know that the teachers will hold your family's personal information with the strictest confidential standards.

Conferences will occur in January. If you have concerns before then, please reach out.

If your child will be absent, please call the school at 585-223-0510 and leave a message for your child's teacher.

## **Behavior Policy**

Behavioral problems do not often happen during school, however if they do the teachers will use the following approaches to work through the problem with the child.

- Redirect the child
- Separate children if they are not getting along (move them from being in the same center together or table, etc.)
- Speak immediately to the child regarding their actions. Discuss the behavior with the child and how their behavior may have impacted others in the classroom.
- Remove child from the area or activity (but not from the room. IE... If the child is hitting another child at circle time, that child may be removed from the circle and be asked to sit at the table for the remainder of circle time.)
- The teacher or Director will discuss the situation with the parent.

If the child exhibits multiple behaviors that could be harmful to themselves or others (kicking, hitting, biting, spitting) a conference will be set up with the parents, teachers and director in order to address the concerns.

## Snacks at School

We do not serve snacks during the school time (with the exception of birthday). If you would like to send your child in with a reusable water bottle to use throughout their time at school please feel free to do so. Children can leave it in their cubby and access it as needed.

## Field Trips

Gateway typically takes 2 field trips during the year for children who are in the 4 year old classes. Field trips will take the place during normal school hours. Gateway will NOT provide transportation for children to and from these activities.

All fees for the field trip are the responsibility of the parent. We will post information about the field trip a couple of weeks prior to the event. We do allow younger siblings to attend field trips if there is space and if the field trip is age appropriate.

## Toys From Home

There may be an occasion or two throughout the year when a teacher may ask that the child to bring in a special toy or item from home, other than those specific times, we ask that toys from home stay at home.

## Pacifier Policy

While we understand that pacifiers are a sense of comfort and security for many children we would ask that you please work with your child to leave them at home or in the car. If it is too difficult, please speak to the Director regarding how we can help make the transition easier. This policy is for the two year old class.

## Toilet Training

**Two Year Olds:** During the two year old class, children will only be changed if they have had a bowel movement. Please make sure you supply in your child's backpack (school bag) with several diapers (or pull ups) and wipes.

**Three Year Olds:** While it is our hope that all three year olds are toilet trained by the start of school, we realize that may not be the case. If your child is not fully potty trained we would ask that you please send them in a pull up and make sure they have additional pull ups in their backpack (school bag) and wipes. Pull ups are much easier for the staff to use and manage. And it allows children to be more independent about putting them on/off. If your child is not toilet trained by the start of school and they poop each day or frequently at school, you may be subject to a \$5.00 per day "Poop Fee". We do not have extra staff that can help cover as the teacher needs to take care

of the situation. Dietary choices are not an exception. If your child has a medical issue, please speak with the Director. Most importantly please continue to work with your child when they are not at school. Consistency is key. (Please know that this policy has been in place for YEARS at Gateway. It is not often needed to be enforced but is there just in case.)

## **Celebrating Birthday's**

We love celebrating birthdays! If you would like to celebrate your child's birthday with their class by bringing in a special treat, you may do so. Please speak with your child's teachers to arrange the celebration. If your child has a summer birthday you can choose to celebrate their half birthday or a day in the spring towards the end of the school year. Please make arrangements with your child's teachers.

**Please make sure that all treats are STORE BOUGHT and must be NUT FREE.**  
(We will not be able to serve home made treats.)

## **Inclement Weather/Emergency Closure**

**Gateway will close for inclement weather if Fairport Central Schools close.**

Gateway will be listed on WHAM 13 and WHEC 10. You will **NOT** get a phone call to notify you that we are closed.

In the unlikely event that we would need to close school due to an emergency (water main break, no heat, etc) the teachers will call or text each family so that they are aware that we will have to close for the day.

## **Safety at Gateway**

It is our policy not to release your child to anyone but the primary pick up person, whether it is a parent or a babysitter, etc. If anyone other than a parent (or the daily babysitter) is to pick up your child from school, we ask that you please send in a note with the date, stating who will be picking up your child. Tell that person that we will ask for a PHOTO ID unless it is someone that the teacher has met before. If you forget to send in a note, you may also call Gateway at 585-223-0510 and leave a message for the staff.

Once we have finished bringing children in from drop off, our door will be closed and locked. If you need to pick up your child early, please ring the doorbell outside the Gateway door and someone will let you in.

Both doors that lead into Gateway are locked and closed. The elevator down to our floor is only accessible by an assigned code. This is an added security feature that does not allow anyone to access the program without being given specific permission.