

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.

Tuition Two Year Old Program

| | | |
|------------------|--------------------|---------------|
| Tuesday/Thursday | 9:00 am - 11:00 am | \$195 a month |
|------------------|--------------------|---------------|

Three Year Old Programs

| | | |
|-------------------------|---|---------------|
| Monday/Wednesday/Friday | 9:00 am - 11:45 am Drop off Curbside at Gateway Door From 9:00 am - 9:10 am | \$225 a month |
| Tuesday/Thursday | 9:00 am - 11:45 am Drop off Curbside at Gateway Door From 9:00 am - 9:10 am | \$195 a month |

Four Year Old Programs

| | | |
|-------------------------|--|---------------|
| Monday/Wednesday/Friday | 9:10 - 11:45 am Drop off Curbside at Gateway Door From 9:10 am - 9:20 am | \$225 a month |
| Monday - Friday | 9:10 - 11:45 am Drop off Curbside at Gateway Door From 9:10 am - 9:20 am | \$320 a month |

- Tuition is due on the 15th of each month (August - April).
- Tuition is technically paid one month in advance. You will pay August 15 for September. September 15th for October. October 15th for November etc. April will be the last month that you will pay tuition even though our program will go through most of May.
- Please send **August's** tuition check to:
 - Gateway Fairport Nursery, Inc.**
 - 31 West Church Street**
 - Fairport, NY 14450**
- Please make tuition checks out to **Gateway Fairport Nursery, Inc.**
- Exact cash is also an acceptable form of payment.
- If you would like to pay your child's tuition for the entire year you may do so at any time.
- There is a \$5.00 per month discount for each sibling that is attending the program.
- Please place monthly tuition checks in the lockbox located inside the Gateway hallway just inside the locked door at the bottom of the steps.
- When paying with check, please write your child's first and last name in the memo section.
- Cash may also be placed in that box, but make sure that you place it in an envelope and put your child's name on it. You may also give cash payments directly to Wendy

Tomé (Director/Owner) and she will provide you with a written receipt of payment if needed.

- There is a \$15.00 late fee that will be applied to your account if your tuition check is not received by the 25th of the month.
- If tuition has not been received by the 30th of the month, the child will no longer be allowed to attend the program until tuition is paid or payment plan has been made with the Director.
- Any bank fees that result from Insufficient Funds will be the responsibility of the parent to reimburse Gateway for fees accrued.
- Venmo is accepted @GatewayFairport. Parents are responsible to pay a \$5.00 service fee per class tuition that you are paying for. (For example if you have 2 children in classes, you must pay their tuition and an additional \$10 to cover Venmo Fees).
- A 30 day written notice is required to withdraw from the program.

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.

In July, prior to your child attending Gateway, we will send each family an email with the school supplies that your child will need for the school year. Each child will need a backpack and/or a canvas bag with handles and a folder. Other items may include glue or markers, but that information will not be solidified until closer to school starting.

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. Please be mindful of the cars in the parking lot as parents will be dropping

off 3 and 4 year olds at the same time. Please walk your child down the stairs and to their classroom. Please exit the program by going down the hall towards the gym and turning left and taking the door on at the end of the hallway on the left. (This is the same exit you will use after you pick up your child.)

3 and 4 Year Old Classes:

- Drop off is from 9-9:15 am
- If you arrive after 9:15 am you will need to bring your child into school yourself.
- Teachers will get children out of the car and they will walk 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.
 - If the child is not seated on the passenger side, it is the responsibility of the parent or drop off person to go and park and walk their child over to the Gateway Door.
 - Another option is to pull up to the 3 handicap parking spaces just beyond the Gateway door, park the car, get the child out, and bring them to the sidewalk area by the Gateway Door. We HIGHLY encourage children to be on the passenger side of the car.
- Please DO NOT get out of your car while in line and try to get your child out of the car. Many people access the church parking lot at all hours of the day (some cutting between South Ave and Filkins Street, some dropping off clothes to the donation box). We cannot control who is entering the parking lot and who may go around our car drop off line. It is for your safety and your child's safety to stay in the car and to exit in a safe manner.

Arriving at Gateway in the morning for Drop Off:

- 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. If we have traffic that interferes with West Church Street the town reserves the right to terminate our morning car drop off.
- 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.
- If your child's car seat is on the driver's side of the car, please pull ahead of the edge of the sidewalk/drop off and get your child out of the car. Bring your child around the car to the sidewalk and hand them off to a staff member.
- 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 parents are coming from West Church Street, they will be asked not to by a Teacher or the Director. If parents fail to follow the proper procedure, the town may take away our ability to offer drop off.
- 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.

- If your child is showing signs of distress (uncontrollable crying, kicking, hitting) we ask that you please park your car and walk your child down to their classroom. It is not safe for our staff or your child and we do not want anyone to be injured.

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.

Pick Up:

This year all children will be dismissed from their classrooms.

- A Gateway Teacher will open the locked door at approximately 11:45 am. We would ask that parents line up outside their child's classroom and wait outside the classroom until dismissal. 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.

Safety is of utmost importance. These rules are in place for you, your child's and the staff's safety.

Day Care Providers and Parents with Circumstances:

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 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.

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. Please do not send your child to school with a green runny nose, a terrible cough or in the event that that they have had a fever or have thrown up. Pink eye must be seen by a Doctor and the child must have three doses of the eye drops prior to coming back to school. Children must be illness free (fever, vomit, etc) for 24 hours before returning the school. Please do not send your child to school on medication to lower a fever.

In the event that your child will be sick, we ask that you please call the school directly at 585-223-0510 or contact your child's teacher directly.

COMMUNICATION TO AND FROM SCHOOL

This year we will be using the SeeSaw App for each of our classes. Teachers will provide information as to how to join the App. This will be the main form of communication between teachers and families. If you do not have access to a smart phone to download the app, please let your child's teacher know.

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 for children in the 3's and 4's classes. 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 or message the teacher in the app.

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. At this time a behavior plan may be set up in an effort to help your child through the difficulties they are having.

The Director/Owner has the right to terminate care at any point if the child poses a danger to the other children and or staff.

Tips To Help Your Child Be Successful at School

Preschool is a time to help foster independence.

3 Year Olds:

- Walking down steps independently
- Taking folders in and out of back packs
- Taking off boots putting on shoes with velcro.
- Taking off and putting on coat by self
-

Outside Providers

If your child is receiving speech, physical, occupational or any other therapy and will need an outside provider to come in during their time at Gateway, please let your child's teachers know. We ask that you provide Gateway with a copy of your child's IEP (or IFSP).

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 during the day 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.

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. Most importantly please continue to work with your child when they are not at school. Consistency is key.

Four Year Olds: While we realize that every child develops at a different speeds, we do require that four year olds be potty trained in order to attend either of the four year old classes.

If children are struggling with potty training and having messy poop diapers (pull ups) at school on a consistent basis, we reserve the right to contact the parents to come and change their child. We do not have adequate staff to cover while a teacher leaves the room to change a messy diaper for a 3 or 4 year old.

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 as each classroom may differ in how they celebrate birthdays. 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.

If you are bringing in a treat for your child's birthday please make sure that you supply any paper items that will be needed for the treat (napkins, forks, plates). If you are bringing in cupcakes, we ask that they be MINI cupcakes not full size.

Please make sure that all treats are STORE BOUGHT and 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.

Teachers will try to email, but 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 send an email or update the classroom app with closing information.

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 on the wall to the right of the Gateway door and someone will let you in to pick up your child.

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.

Closing Thoughts

We are thrilled that you have chosen Gateway for your child's preschool experience. We believe that parents are the first and most important educators for their child. Our teachers are here to partner with you to help provide your child a preschool experience that will be the foundation for a life long love of learning. Our teachers understand and value the importance of a preschool experience and are here for your child. If you need anything along the way, please reach out. We are here to partner with you and to advocate for your child. Thank you for entrusting us with your child's first school experience.