



**THE WILLIAMSBURG
NEIGHBORHOOD
NURSERY SCHOOL**

**PARENT HANDBOOK
2023-24**

THE WILLIAMSBURG NEIGHBORHOOD NURSERY SCHOOL
54 South Second Street, Brooklyn, NY 11249 · 718-782-4181
www.wnns.org · info@wnns.org

BASIC INFORMATION

School phone number: 718-782-4181

General email: info@wnns.org

Address: 54 South 2nd Street, Brooklyn, NY 11249

Director: Sarah Brown MS Ed

sarahbrown@wnns.org

Business Manager: Jennifer Dopierala

School hours:

2s Blue Class:

Arrival 8:55am

Half Day Dismissal: 12pm

Full Day Dismissal: 3:30-4pm

2s Green Class

Arrival 8:55am

Half Day Dismissal 12pm

Full Day Dismissal 3:30-4pm

3s Orange Class:

Arrival 9:05am

Half Day Dismissal 1pm

Full Day Dismissal 4pm

3s Yellow Class:

Arrival 9:05am

Half Day Dismissal 1pm

Full Day Dismissal 4pm

4s Red Class:

Arrival 9:05am

Half Day Dismissal 1:00pm

Full Day Dismissal 4pm

ARRIVAL- At the beginning of the school year, arrival will be in the classroom at WNNS. We ask that one grownup join your child for arrival each day. Please do not linger in the hallway, to avoid congestion. Feel free to spend a few minutes with your child before saying goodbye in the classroom.

PICKUP- front door of WNNS

Families must arrive promptly at their child's pick up time, listed in the schedule by age above. As pick ups are staggered, timeliness is important in helping this time of day go as smoothly and efficiently as possible. Thank you for your support!

The Emergency Contact Form includes a place to list persons authorized to pick up your child. For occasional changes, please email Sarah at sarahbrown@wnns.org

Please also email your teacher with the change.

NOTE: We will not allow your child to leave WNNS with any adult (including other parents from the program) without your written permission.

ATTENDANCE-

Please let us know if your child will be absent from school for any reason. The NYC Department of Health requires that we contact you within one hour of your child not arriving at school as expected.

LATENESS-

Please do your best to arrive regularly on time, during your class's 10 minute arrival window. In all age groups, important curriculum work happens first thing in the morning, and it can feel disconcerting and confusing for children who regularly arrive late. In the case of an occasional late arrival, please let us know by email/phone when possible.

BIRTHDAYS-

You are welcome to send in fruit, cookies, muffins, or small cupcakes to celebrate your child's birthday at school. Please no candles, balloons, or party favors. Birthdays are celebrated at morning snack time. At this time, families will not be admitted to the school for a birthday snack.

CLOTHING-

There are many messy activities at school each day. Children should come to school 'dressed for a mess' in comfortable, washable clothes that can get dirty, and shoes appropriate for active play outside.

All children **must have 3 complete changes of clothes at school in case of accidents** (including one pair of extra shoes!). Additionally, in colder months, children should have an extra "school set" of both a hat and gloves/mittens to store in their cubbies.

Please label all children's belongings. Costumes and "light up" shoes or accessories are not permitted.

If you wish your child to wear a mask while at WNNS, please also provide 5 extra masks to stay in your child's cubby.

FOOD-

PLEASE LET US KNOW IF YOUR CHILD HAS FOOD ALLERGIES! The children share a common snack, typically mild crackers or dry cereal, and water. We welcome prepared contributions of 'special snack' for the group. Check with your child's teacher to learn more about allergies in your child's class or the school.

All WNNS children should bring a personal water bottle to school each day. 3s, 4s, and full day 2s additionally bring their own lunch to school each day. We recommend that your child's lunch include about 3 items to eat. As with all things, we encourage children to be as independent as possible when eating lunch, so please choose containers and food items with this in mind. **Please: no soda, candy, or glass containers.**

FORMS-

All children are required to have and up to date Medical Form, Consent for Emergency Care, and Emergency Contact Form in order to attend school.

HOLIDAYS-

We do not celebrate any religious holidays or secular holidays at school. We may celebrate school milestones by celebrating on the last days before winter and spring breaks, and family picnics on the last days of school.

ILLNESS-

Germs spread quickly in nursery school! This fall, the NYC Department of Health stipulates that children *must* stay home from school if s/he has any of the following symptoms, which may potentially be COVID related:

Fever or chills
New Cough
Shortness of breath or difficulty breathing
New loss of taste or smell

If your child exhibits the above symptoms, they will need a Negative Covid Test, and their symptoms must clear before they return to school.

Children and staff must also stay home if they exhibit any of the following symptoms:

Fatigue
Muscle or body aches
Headache

Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

If your child exhibits any of the above symptoms, they must stay home until symptoms are resolved.

If your child is too ill to participate in and enjoy school, with or without medication, please keep her or him at home. Please let us know if your child has been diagnosed with a communicable disease or condition (e.g.

chicken pox, conjunctivitis, strep, lice, etc.). To help abate the spread of germs, we ask that all children wash their hands upon arrival, and children and teachers will wash hands well and often throughout the school day.

We will call you or a caregiver if your child becomes ill during the school day. Should this occur, they will be promptly removed from the group and stay with a teacher or director in a designated space until their adult arrives. A child who is symptomatic with covid symptoms may be encouraged to wear a mask (provided by WNNS) while they wait for pickup. Please be prepared to pick up your child at school promptly, should they become sick or symptomatic during their school day.

TOYS FROM HOME-

The NYS Department of Health strongly discourages toys from home in the classroom setting this year- please help support us in following this health guideline. If a child brings a toy from home, it must remain in their cubby during their day at school. In the case of a true lovey/security object (i.e, one specific item that a child sleeps with and brings with them consistently for comfort,) a child may bring the item and use it individually. Please let your teacher know if your child uses a lovey for separation and security purposes.

IMMUNIZATIONS-

Children who attend WNNS must be up to date on scheduled immunizations, per order of the New York City department of health. At this time, only medical exemptions are accepted, in the form of a current letter from your child's pediatrician.

Please refer to this link with questions about immunization requirements.

<https://www.schools.nyc.gov/school-life/health-and-wellness/immunizations>

Children are required to receive a flu vaccination to attend NYC childcare/preschool settings- flu shot records are required to be submitted by Dec 31, 2023 this year, and a child without this vaccine on file by this date may be prohibited from attending school.

NOTES HOME-

Teachers and Directors will send notes home periodically to parents. Notes will be delivered to you at dismissal time, or occasionally may be placed in

a conspicuous place in your child's lunch bag or backpack. Please check bags each day.

PARENT-TEACHER COMMUNICATION-

Each class has websites and/or newsletters to keep families abreast of classroom developments. Parents and teachers meet for formal conferences once in the fall and once in the spring. School is closed for conference days, and the conferences last ½ hour for each student. Additional meetings may be scheduled during the year. If you have specific questions for your child's teachers, you may email them or the school to request a meeting or a phone conversation before or after school.

We recognize that changes, major and minor, in your child's life can have an impact on his or her behavior. Reactions may be clear and immediate, or may show up later in more subtle or obscure ways. We will do our best to keep you informed about your child's school experience. It is helpful for us to know about any important changes in your child's life outside of school (Separation or divorce, moving, parent traveling, toilet training, serious illness or death in the family, weaning, new baby on the way, change in sleep arrangements, visitors in the home, family travel, etc.)

PARKING-

Parking is extremely scarce in our neighborhood. With the uptick of construction in the neighborhood, even double parking can present a challenge. If at all possible we recommend walking, biking, scooting, or taking public transportation to school. If you do drive and need to double park in front of the school, we ask that you keep your drop-off routine very short! There is a fire department on our block, and we need to keep the street clear. Additionally, the NYPD will ticket.

In the Case of a Positive COVID-19 Test, Within School or a Child's Immediate Family

- In the case of a positive COVID-19 test within the school, the school community will be notified at large within the same business day as we receive word, that a case has been confirmed. If the case is in your own classroom, you will be notified of such information.

- If a teacher or child presents a positive COVID-19 test, all children and teachers within that individual classroom will be considered direct contacts, and will need to mask for 5 days. They should test on the 5th day.
- If a parent or immediate family member of a child tests COVID-19 positive, said child must mask at school for a 10 day period, and should test on day 5. If possible, the household member should isolate from the child and mask in their presence.
- If a parent/caretaker exhibits symptoms or tests COVID-19 positive, they may not pick up their child at WNNS, and should seek alternative means (another family member, emergency contact, etc) to pick up their child.
- WNNS will immediately notify the Department of Health upon being informed of a positive COVID-19 case amongst children or staff, according to DOH requirements.
- In the case of an employee, parent/guardian, or child testing positive, WNNS must cooperate with the state and local health department as required to trace all contacts at WNNS, and the state and local health department where the site is located must be notified of all individuals who entered the site dating back to 48 hours before the employee, parent/guardian, or child first began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.

Conditions for COVID Related School Closure

- WNNS reserves the right to independently make the decision to close, if the school's director and Board of Directors deems it unsafe to continue to hold school in person due to a shift in circumstances that are COVID-19 related.
- In the case of a closure, families would be notified as soon as possible.

Other Conditions for School Closure

- SNOW DAYS: WNNS follows the lead of the public school system in regards to snow days and other closures due to inclement weather deemed too dangerous for travel. In the case of a Snow Day Closure,

there will not be remote school offered- we value the time honored tradition of a true Snow Day!

- In addition to public school closures, WNNS reserves the right to close school in inclement weather, including air quality, we judge as too dangerous for families and staff