

Highland Village Nursery School  
P.O. Box 713  
Highland, NY 12528  
(845) 691-8599  
highlandvillagenurseryschool.com



## **Registration Checklist**

- \_\_\_\_\_ Application
- \_\_\_\_\_ Registration Fee
- \_\_\_\_\_ Registration Agreement Form
- \_\_\_\_\_ Medical Authorization
- \_\_\_\_\_ Most recent Physical and Immunization Records
- \_\_\_\_\_ Bathroom Policy
- \_\_\_\_\_ Student Photograph on Website Release Form
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Class List Consent Form
- \_\_\_\_\_ June 2023 Tuition
- \_\_\_\_\_ 2 recent pictures (one for registration file, one for class cubby)
- \_\_\_\_\_ Complete change of clothes (in gallon size Ziploc bag marked with child's name)
- \_\_\_\_\_ COVID-19 Form (to be signed at orientation)

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Student Name

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Class (2 Day or 3 Day)

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**Application**  
**2022-23 School Year**

Date \_\_\_\_\_

**Two-Day Class (Child must be 3 on or before December 1<sup>st</sup>)**  
**Three-Day Class (Child must be 4 on or before December 1<sup>st</sup>)**

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Home

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate Emergency Contact (and Relationship to Child) if You Cannot Be Reached:

\_\_\_\_\_ Phone: \_\_\_\_\_

Name of Pediatrician or Family Physician to Be Notified in Event of an Emergency:

\_\_\_\_\_ Phone: \_\_\_\_\_

Other Children at Home and their DOB: Relationship to Child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Comments on Emotional or Social Behavior of Child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Registration Agreement**  
**2022-23 School Year**

I (we), \_\_\_\_\_, the parents of \_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ hereby agree to become General Members of Highland Village Nursery School (HVNS), a parent cooperative. HVNS does not discriminate on the ANY basis in the administration of policies. The school is non-sectarian and is organized as a non-profit corporation.

By signing this agreement, I (we) agree to enroll the above-named child in HVNS and to abide by all of its rules, regulations and policies, and to participate in all activities as scheduled by the teacher and/or the Board of Trustees. The rules, regulations and policies are detailed in the ***Parent Handbook***. Further, it is understood that the acceptance of this Agreement constitutes a binding contract with HVNS.

I (we) further agree to:

- **Mandatory** participation in all major fundraising activities.
- Pay tuition by the first day of each month as follows: 2 Day Class = \$185.00, 3 Day Class = \$290.00. ● If payment is not received by the 7<sup>th</sup> of the month, a fee of \$25.00 will be added to the month's tuition. If the payment is 60 days late, your child will be subject to suspension as determined by the HVNS Board. No deduction or refunds will be given for illness or absence. All fees, including Registration, Cleaning fees, and Fundraising Non-participation fees are non-refundable.

- Parent-teacher conferences at the request of either party.

● Ensure the enrolled child/children are completely toilet-trained upon admission to HVNS. ● Contribute to a positive experience for the students by being generous with your time and efforts. Your signature(s) below acknowledges that you have received and understood this Agreement and your commitment to Highland Village Nursery School.

Parent(s)/Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

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**Medical Authorization Form**  
**2022-23 School Year**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Child's

Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Please check

below if your child has any of the following medical conditions:

Diabetes \_\_ Epilepsy \_\_ Heart Disease \_\_ Asthma \_\_ Food Allergies \_\_ (**Must have a food allergy action plan from doctor or allergist**)  
Other \_\_\_\_\_

Please describe in detail your child's history with any of the above:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Physician \_\_\_\_\_ Date : \_\_\_\_\_  
**(Needed only if child has one of the conditions listed above.)**

Is your child on any medication which the school should be aware of? If so, please list.

\_\_\_\_\_

## Authorization

I (we) hereby state that we are the legal parent(s)/guardian(s) of the child indicated above and authorize the adult(s) named below to grant consent for emergency medical treatment, diagnostic tests and procedures, anesthesia, hospital care, and medical or surgical treatment to render the child under the general or special supervision and advice of a physician or the medical staff at Vassar Brothers Medical Center and/or MidHudson Regional Hospital of Westchester Medical Center, located in Poughkeepsie, New York, when such treatment is required and efforts to contact me (us) are impractical or unsuccessful during the school period from September to June. In this event, the expense of such medical treatment will be accepted by me (us).

\_\_\_\_\_  
Name of Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian(s)

Print

\_\_\_\_\_  
Street Address City State Zip Code

Print Name(s) of adults who are authorized to give consent. Please include addresses and phone numbers

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**Bathroom Policy**  
**2022-23 School Year**

\_\_\_\_\_ I (we) give permission for the teachers at the Highland Village Nursery School to assist my (our) child in the bathroom when necessary. This would include help with wiping, snapping, buttoning, and zipping.

\_\_\_\_\_ I (we) expect my (our) child to be fully responsible for him/herself in the bathroom. I DO NOT want my (our) child to be provided assistance by the teachers.

Signature(s):

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ **Change**

**of Clothes Permission Form**

\_\_\_\_\_ I (we) give permission for the teachers at Highland Village Nursery School to change my (our) child in the event of an accident during school hours.

\_\_\_\_\_ I (we) prefer to be called to come to school to change my (our) child in the event of an accident during school hours.

Signature(s):

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

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**Student Photograph on Website Release**  
**2022-23 School Year**

During the course of the school year, the Highland Village Nursery School may use pictures of the children on our website at highlandvillagenurseryschool.com. As parent(s) or guardian(s), you may choose to give or not to give permission to HVNS to utilize images of your child(ren). If permission is given via your signature(s) below, and a photo is used, we will follow the guidelines:

- For safety purposes, the full name of the student will not be used. We will use the first name only. In some cases, as in the case of a group of students, names will not be used at all.
- Photos will not be given out to anyone without your permission.

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I (we), \_\_\_\_\_, parent(s) or guardian(s)  
of \_\_\_\_\_, have read and understand the guidelines for use of my child's photo  
on the school website.

For the current school year, I DO \_\_\_\_ / DO NOT \_\_\_\_ want my child's photo to be used on the school  
web page. If I want this agreement altered at any time, I must contact the school directly to amend this  
form. I understand that this document will remain on file for one school year.

Parent's Name (please print): \_\_\_\_\_ Student's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Class List Consent Form**  
**2022-23 School Year**

At the beginning of the school year, a class list will be distributed which includes the children's names, birthdates, addresses and phone numbers, along with their parent(s)/guardian(s) names and email address(es). The purpose of the class list is to make it easier for parents to arrange birthday parties and/or playdates with your child's new friends. You also have the option of not having your child's information appear on the class list.

I (we) \_\_\_\_\_, parent(s) or guardians(s) of \_\_\_\_\_,

\_\_\_\_ *Do* want my child's information to appear on the class list

\_\_\_\_ *Do Not* want my child's information to appear on the class list

Parent name(s) (please print): \_\_\_\_\_ Student's Name: \_\_\_\_\_

Parent's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

# Highland Village Nursery School Parent Handbook



## 2022-23 School Year

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### A. PARENT COOPERATIVE

We are a PARENT COOPERATIVE. This means that the school requires the participation of ALL families in the following:

- ***Participation in the School's Fundraisers***
  - Highland Village Nursery School is a non-profit organization. We fundraise to keep the nursery school stimulating, enriching, and safe for our children and to keep the cost of tuition down.
  - All families are **REQUIRED** to participate in every major fundraising activity. Failure to participate in fundraising activities will result in a Non-Participation Fee being added to your child's account. The amount of the Fee is determined by the Board of Trustees.
  - Suggestions for fundraising activities should be brought to the Vice President's and/or Member-at-Large's attention.
- ***Assisting the Teachers***
  - Help out in the classroom if teachers are sick or if there is a special project going on and helping hands are needed.
- ***Helping Out with Parties and Celebrations***
  - Assist in preparation of holiday parties (bringing in goodies, paper goods, setting up and cleaning up, etc.).
- ***Providing Snacks for the Class***
  - Supplying healthy, allergy-friendly snacks on your child's designated snack day.
- ***Joining the Board of Trustees and/or other Committees***
  - The Board governs the functioning of the school. There are seven positions on the Board, and these MUST be filled in order for the school to continue to operate. Please see your class Member-at-Large for more information about serving on the Board.
  - Graduation, Memorial Day Parade, local events.



- ***Maintaining the Classroom and Playground***

- Participate in clean-ups throughout the year or be subject to an additional maintenance fee determined by the Board of Trustees.

The school is organized as a non-profit and is governed by a set of By-Laws. Each parent/guardian of an enrolled student is considered a **General Member**. A copy of the By-Laws is available to General Members upon their request. General Members may serve on the **Board of Trustees** as long as they have a student enrolled in the school. The seven (7) member Board of Trustees operates the school on behalf of the Membership as a whole. Trustees include: President, Vice President, Treasurer, Secretary, Registration Officer, 3 Day Parent and 2 Day Parent. Detailed position descriptions are available.

## **B. ENROLLMENT**

### ***1. Student to Teacher Ratio***

Each class will not exceed sixteen (16) children, therefore, the ratio of students to teacher will not exceed eight (8) to one (1).

### ***2. Eligibility***

- The 2 Day Class is open to children who will be three (3) years old before December 1<sup>st</sup> of the school year.
- The 3 Day Class is open to children who will be four (4) years old before December 1<sup>st</sup> of the school year.
- All children must be fully toilet trained before the beginning of school and must be able to come to school without pacifiers and/or bottles.

The final decision concerning eligibility lies with the Board of Trustees.

### ***3. Application***

- **2 Day Class**

Applications for the 2 Day Class will begin to be accepted at Open House/Registration and will continue until the end of the school year on a space available basis. A non-refundable application fee must accompany the Application. All proper documentation is required prior to admission, including a recent physical examination report and immunization record. The Registration Officer shall receive all Applications for membership.

- **3 Day Class**

Application forms will be distributed to the current 2 Day Class at least one month prior to Open House. Students already in the school have a reserved spot for the upcoming school year, provided the required paperwork and fees are received by the designated date. We require updated paperwork each year.

- **Siblings of Current Students**

At the time of registration, if a younger sibling of a child already enrolled in HVNS meets the eligibility requirements for the upcoming year, he/she will have a reserved spot in the 2 Day Class. An Application, along with the Application Fee, must be received by the Registration Officer **PRIOR** to the Open House for the upcoming school year to guarantee the spot. All fundraising requirements will be the same as having one child in HVNS. Siblings of students, who

are enrolled in HVNS, are only allowed to attend school on their designated school day.

- **Alumni Policy**

At the time of registration, if a sibling of an HVNS alumnus meets the eligibility requirements for the upcoming school year, they will have a reserved spot in the appropriate class. An Application, along with the Application Fee, must be received by the Registration Officer **PRIOR** to the Open House for the upcoming school year to guarantee the spot.

- **Open House/Registration**

Open House/Registration will be held together each year. On this day, HVNS will be open to the public. Board Members and teachers will be present to answer any questions regarding the school. Prospective students and their parents are encouraged to come and meet our teachers and explore the school during Open House or through prior arrangements with the Board Members and teachers. Appointments, other than Open House, must be set up in advance with the Registration Officer to coordinate the class activities and teachers' schedule. During the Open House, applications for registration will be accepted if eligibility requirements are met. A non-refundable application fee must accompany the application form. If the parent accepts entrance to our school, they must submit a non-refundable deposit equivalent to one month's tuition by June 1<sup>st</sup> or lose their spot.

- **Waiting List**

Once classes are full, we will maintain a waiting list. Upon an opening in either class, the Registration Officer will contact the parent/guardian at the top of the list. If that parent/guardian declines entrance to the school, their name will be removed from the list. If the parent/guardian accepts entrance to the school, they must submit a non-refundable registration fee and deposit equivalent to June's tuition within five (5) working days of their acceptance or they will lose their place.

## C. SCHOOL HOURS

### ***1. Hours***

**2-day Class:** School hours are from **9:00am** to **12:00pm**

**3-day Class:** School hours are from **9:00am** to **2:00pm**

- The door will be opened by 8:55am for drop off. Children must be dropped off at the classroom door.
- Pick-up is at 12pm (2-day) or 2pm (3-day) **SHARP**. Frequent late pickups will result in a fee in order to compensate the teaching staff for their time.

### ***2. Weather Closings/Delays***

Highland Village Nursery School follows the Highland Central School District school calendar.

- If the Highland Central School District is closed due to weather conditions, HVNS will also be closed.
- In the event of a snow delay, either 1 or 2 hours, HVNS will open at **10:00am** and pickup will be extended for the **2-day class only** to **12:30pm**
- Information regarding closings/delays can be found on the Highland Central School District web page and/or on HVNS's Facebook page.

### ***3. Attendance Policy***

Encourage regular attendance unless your child is ill. The Health Rules guidelines provided in the Welcome Packet may help you to determine when your child should stay home from and/or return

to school after an illness.

If your child is absent for any reason, please call the school at 845-691-8599 **PRIOR TO 9AM** and leave a message on the school's answering machine to let the teachers know.

## D. COMMUNICATION

### 1. Questions/Concerns

- All questions or concerns regarding your child should be directed to the teacher or assistant teacher. Feel free to address questions and/or concerns **by appointment** so that your questions/concerns can be given the teachers' full attention.
- If you have any questions regarding the operation of HVNS, please contact your Member-at-Large. Any and all ideas are welcome!

### 2. Announcements and News

- Please check and empty your child's folder on a daily basis, sending it back with them their next class day.
- Upcoming events, announcements, news, signups and the like are often, but not always, cross-posted between the bulletin board, student folders and the Facebook pages. Please check all regularly to stay up to date on the latest.

### 3. Conferences

- We offer conferences once a year in January, during which parents will receive a progress report. The teachers will be happy to meet at other times during the school year by appointment.

## E. FIELD TRIPS AND SNACK DAYS

### 1. Snacks

- Highland Village Nursery School is, and has always been, a nut-free facility. Because of this, snacks to be provided must be both nut-free AND tree-nut free and not made in facilities that process peanuts or tree-nuts. Your Member-At-Large will provide a partial list of safe snacks along with the monthly calendar, but for the most up-to-date and complete information on safe snacks, please visit [www.snacksafely.com](http://www.snacksafely.com).
- Because of our nut-free status, we are unable to accept homemade food or baked goods in order to avoid the possibility of cross-contamination with allergens.
- If your child is absent on their snack day, it is your responsibility to make other arrangements for snack, such as switching with another student. Please notify the teacher and Member-at-Large of any change.

### 2. Field Trips

- Parents/guardians are required to chaperone all field trips. Please make alternative arrangements for your child if a parent or family member is unable to attend.
- With the exception of the December field trip, students should wear the **blue Highland Village Nursery School shirt** they received on their first day of school. The shirts identify them as part of our group and increase their visibility in a crowd of children
- Please sign up for field trips as soon as possible after a sign-up sheet is posted so the 3 Day Parent has an idea of how many are expected.
- If a field trip requires payment, we appreciate that payment be made in cash, as an exact amount. Please place the money in an envelope with your child's name on it before turning it in.
- No animals are allowed on field trips or in school.

## **F. WHAT TO WEAR**

- Dress your children in play clothes. We use messy materials everyday and play outside often. ● Send appropriate clothing for the weather. The teachers try to take the children outside if it is warmer than 35 degrees.
- Please label ALL coats, sweaters, boots, shoes, snow pants, etc.
- Send a complete change of clothes, including underwear and socks, in a clear gallon size Ziploc bag with your child's name on it. Make sure to include a long and a short-sleeved shirt. Accidents happen and life can be messy.

## **G. BEHAVIOR / EXPULSION POLICY**

The purpose of this policy is to protect the interests of all families and children who attend Highland Village Nursery School.

### **1. STUDENT**

- It is the objective of the school to have the parents socialize and discipline their young children so that violent and/or disruptive behavior is not present when they enroll their children in school. In the event that a student exhibits negative verbal or physical behaviors that affect other children on a continuous basis and in a disruptive, fear-inducing manner, a conference will be held between the disruptive child's parents or guardians and the teachers. Following the conference, if the behavior continues, the parents will be notified of subsequent unacceptable behavior on each occasion citing the specific conflict. After the parents have been notified in writing on three (3) occasions of continued disruptive, menacing or physically violent behavior, they will be requested to remove the child from Highland Village Nursery School. After three (3) such notices, the parents or guardians, prior to expulsion, upon their request, may appear before the Board to discuss the unacceptable behavior. If the matter is not resolved at that point, the child's parents shall remove their child from Highland Village Nursery School. Such removal shall be considered an expulsion.

### **2. PARENT**

- A parent or guardian of a child currently enrolled in Highland Village Nursery School engages in unlawful harassment or discrimination, the Board will take appropriate corrective action. Including but not limited to:
- The adult will be asked to leave the premises. Any staff member who witnesses or is the subject of inappropriate behavior has the authority to ask the adult to leave. The adult will be banned from further contact with HVNS. If it is a parent with enrolled children, the adult will be issued a letter of termination of their child's enrollment in HVNS. Further legal action may be taken to prohibit any contact with the school and its employees. The family will be responsible for any fees or tuition.
- This applies to school sponsored activities as well as on campus. If the adult refuses to leave, the police will be called to have the person removed. In the case of gossip, slander or defamation, legal action may be initiated. In the case of extremely harmful behavior or disruptive behavior such as but are not limited to: physical violence, entering the campus under the influence of alcohol or drugs, jeopardizing a child's safety, etc; HVNS reserves the right to terminate contact with the family and bypassing all the options listed above.

## **H. SAFETY POLICIES**

### ***1. Authority of the Teachers***

Please be advised that, for insurance and safety purposes, all parents must recognize and respect the teacher's and teacher assistant's authority. This authority encompasses daily routines, discipline, or any

situation involving the students while on school premises. If you have concerns regarding your child, please bring it to the attention of the teachers.

**2. Siblings**

Siblings are not to enter playground or use classroom or gymnasium toys or equipment. Siblings should not be left unattended in any part of the school building. Siblings who attend the school should only do so on the days that they are scheduled to attend.

**3. Use of Facilities**

Students may not remain in the classroom, gymnasium or playground area after dismissal.

**4. Arrival and Dismissal**

Students must be accompanied by a parent/guardian to and from the classroom. Students should not be permitted to run to or from for their safety.

**5. Dismissal to Other Parties**

If your child is to be picked up from school by anyone other than a parent, the teachers must be notified of this change. Proper identification must be present or the child will not be released.

**6. Social Media**

It happens frequently that on field trips and at events, several children will appear in a single picture with your child. Please refrain from posting pictures of other people’s children on social media without their permission. Many people consider this a safety issue as well as a privacy issue. Before uploading, please make sure that parents are ok with their child’s picture being put online.

**I. HOLIDAYS**

We enjoy celebrating several holidays each year in a non-sectarian way. We welcome any traditions you wish to share.

**J. TUITION**

Tuition is to be paid the first (1<sup>st</sup>) day of every month. After the seventh (7<sup>th</sup>) of each month, a \$25.00 late fee will be assessed if payment has not been made. Payment is to be made every month beginning in September and ending in May. Payment for the last month of the school year is to be paid in advance and is due by June 1 of the previous year. September’s tuition is due on or before the first class day. Tuition is non-refundable except in the case of the child’s withdrawal from HVNS; in such situation, June’s prepaid tuition may be refunded. Checks should be made out to Highland Village Nursery School and placed into the mailbox marked “Tuition”, which is located to the left of the front door of classroom. Tuition may also be prepaid. There is a \$25.00 charge on all returned checks.

**K. TIDBITS**

- Smoking is not permitted in the building or anywhere on school grounds.
- Parents should limit unplanned appearances during class time since they tend to be disruptive to the class.

**L. TUITION AND FEE SCHEDULE FOR THE 2022-23 SCHOOL YEAR**

**1. TUITION**

June2023 Tuition for 2 Day Class, due 6/1/22.....\$185.00

2 Day Class Tuition, September 2022 through May 2023.....\$185.00 per month  
June2023 Tuition for 3 Day Class, due 6/1/22.....\$290.00  
3 Day Class Tuition, September 2022 through May 2023.....\$290.00 per month

**2. FEES**

Registration Fee for both 2 Day and 3 Day classes..... \$50.00 per child  
Late Pick-Up Fee.....\$20.00 per incident Maintenance Fee  
(assessed for skipping both cleaning days).....\$25.00 per incident

Fundraising Fee (assessed for not participating in fundraising activities) is determined by Board of Trustees on an annual basis; may vary annually

*Your child's nursery school experience will lay the groundwork for future learning. We look forward to working together with you toward a successful and enjoyable year for your child at Highland Village Nursery School.*