



September 2021

IMPORTANT INFORMATION FOR PARENTS

1. HEALTH FORMS AND EMERGENCY CARDS – All forms must be submitted before school starts. If there are any medical changes during the school year, please let your teachers and administrator know (i.e. new allergies, illnesses, etc.). Your emergency cards should also be completed. We keep them on file in the classrooms in case we need to reach you. If any of your numbers or the numbers of your emergency contacts change, let us know immediately.

ALLERGIES - We take allergies very seriously. Please let us know of any allergies your child has as soon as possible. Food allergies are especially important for us to know so we can alert other parents of items to avoid when sending food items in with their child. If your child has been prescribed an epi-pen and you need us to store this in school to be used in case of an emergency, please alert your teacher and administration. We will call you in the event of a reaction but we want to be able to respond appropriately and quickly to your child's needs.

ILLNESS – In order for your child to be cleared to enter the building for school you must complete and sign the **Health Clearance Form**. If your child displays any symptoms listed on the **Health Clearance Form** they may not come to school. Once a child is in school, and feels sick, a caregiver will be contacted to pick up the child. Please encourage your child to cough into their elbows and to use tissues to wipe their nose. Please email the school to let us know if your child will be absent. If your child comes down with a communicable disease, (ex. lice, strep throat, chicken pox) please call the school. Your name will be kept confidential, but we are responsible for notifying parents of the condition. We do not want to have an outbreak in school. Remember, you are our first line of defense. If your child is unable to attend school for any reason, please send an email no later than 8:45 to:

notifyadmin@gardenmanornurseryschool.org

If we do not receive an email from the parent to report their child's absence and your child is not in school, administration will be contacting you.

Reporting Covid – 19 Related Information – In the event you have Covid 19 related information to share with the school, parents are to notify the Administrative team, Jennifer Barker and Pat Martin at the same email **notifyadmin@gardenmanornurseryschool.org**. All health information is extremely confidential and we ask that you **ONLY** contact the Administrative team, **not the classroom teacher**. This procedure is in place to protect your privacy while at the same time ensuring the safety of our students and staff. Any type of test result, doctor's note or follow up should also be handled the same way.

FOOD Snacks/Lunch

Pre-Kindergarten Class – must be in a disposable bag or container. No lunch box, thermos or Tupperware. Everything will be disposed of in school.

Pre-School Class – Garden Manor will provide snacks for the 3-year-old class for the month of September. Your child's teacher will provide you with further instructions for the rest of the year.

Toddler Class - Garden Manor provides snacks for the Toddler class throughout the school year.

Birthdays Celebrations – If you wish to celebrate your child's birthday in school with an edible treat, please email your classroom teacher to make arrangements and to facilitate the drop off ***Birthday treats must be store bought and sealed (examples include Entenmann's Pop'ems, cookies, small cupcakes)***

Holiday Celebrations - Your child's teacher will organize volunteers to supply treats for designated holiday celebrations. Please follow the birthday guidelines for supplying treats for the holiday celebrations

Goodie Bags – we do not allow or dispense goodie bags. We would appreciate your cooperation in this matter as they have become an increasing problem filled with candy and/or small toys that could cause choking hazards.

2. **ARRIVAL & DISMISSAL**-Upon arrival at school, please bring your child to the appropriate door where he/she will meet his classroom teacher. Please say your quick good-byes and leave. If you need to speak to your child's teacher ***DO NOT DO SO AT DROP OFF OR PICK UP.*** Please email your child's teacher to coordinate a time to speak.

- a. For better transition to school, **please arrive on time.** The doors will be locked after 9:00am, so if you are late, please call the main office at 775-2626 for instructions. Please leave all personal items/toys at home.
- b. At dismissal, we bring the children upstairs (Pre-School and Pre-K classes). The Toddler classes will be dismissed from their classroom. Please wait in the parking lot at the appropriate door and do not call to your child at dismissal. The teachers will release the children as soon as we can.
- c. If someone other than yourself will be picking up your child, ***you must give us written notification*** with the name, address and contact information of the person who is going to pick up your child. They must come into the office before they pick up with valid photo identification with the same contact information listed to register for pick up (Pick Up Drop Off forms which are on our website must be on file in the office).
- d. Do not park in the church lot and observe all parking regulations on the street. Please **do not** allow your child to run over window well grates or play in our neighbor's yards or near the air conditioning units located on the side of the building. In addition, the Memorial Garden is set aside as a quiet place for reflection and prayer. Please do not allow your children to play or throw the stones in that area. Your children are welcome to play in the church yard with parent supervision.

3. **INCLEMENT WEATHER** – For weather related closings, we generally follow Garden City school district for closings (***if there is a delayed opening, we will also have a delayed opening***). On delayed opening days, GMNS will open at 10:00 am. The Toddler class will close at 12:00 pm, the Pre-School and non-extended Pre-K class will be dismissed at 12:30pm and the extended day Pre-K class will be dismissed at 1:00pm.

4. **CLOTHING** – Children should arrive dressed for play. We like to have fun! Please send your child in play clothes and rubber soled shoes, as we will be sitting on the floor and playing outside in the playground. Sandals, flip flops and Croc's are not permitted as these are often the cause of trips. If your child is wearing a dress to school, have them wear shorts underneath their dress. Please send your child in clothing they can attend to their bathroom needs themselves, for example, we cannot help children button or zip their pants.

a. In inclement weather, if your child wears boots, please send in shoes or sneakers to change into. We also suggest mittens instead of gloves for the children because it is easier for them to put on.

5. **TOILETING** – If your child is enrolled in either our Pre-School or Pre-K classes, please make sure your child can take care of their personal bathroom needs. (i.e. be able to pull pants up and down, cleaning themselves, flushing the toilet and washing their hands). We try to encourage self-sufficiency for each child. If your child is in our Toddler class, please work towards full potty training, but if your child is not fully trained, bring them in a clean pull-up.

If they have an accident while at school, you will be called to come and change your child, as we are not able to due to Safe Church regulations

NEW DIAPER CHANGE PROTOCOL – Due to COVID-19, it is our goal to keep visitors to a minimum.

- **Teacher will call parent/caregiver, please make sure someone is available**
- **Upon arrival at school, please call the office and someone will meet you at a designated door where your temperature will be taken and a Health Clearance Form completed. Please advise your child's emergency contacts of this policy**
- **Your child will be brought to the first-floor bathroom where you will meet them to change. Please bring all the necessary items which will be needed ie. Diaper, wipes, changing pad**
- **You will leave from the same door**

6. **COMMUNICATION** – All school forms and email addresses for the entire staff are listed on our website. Teachers and the Administrative staff will utilize our website and email as their primary source of communicating information to parents.

7. **FUNDRAISERS** - Fundraisers are an important way for the school to support special events that your child will participate in. We are hopeful we will be able to have a wrapping paper fundraiser in the fall and an art show fundraiser in the spring featuring your child's work.

8. **PICTURE DAY** – October 20th is School picture day for the Toddler Monday/Wednesday class and our Pre-School class. October 21st is School picture day for the Toddler Tuesday/Thursday class and our Pre-Kindergarten class. More information will be sent home in October.

The Garden Manor Nursery School Staff

GMNS 8/25/21