

The Family Annex Nursery School
560 West 113th Street
New York, N.Y. 10025
212-749-3271

IMPORTANT INFORMATION

Dear Parents,

Welcome back to returning families and hello to new families. We are looking forward to a year filled with investigations and learning.

Here is a list of some upcoming events and school policies for your information. More in depth information is located in the Parent Handbook.

Meet the Teachers Evening: This is an opportunity to spend time in your child's class and learn about the daily schedule, the philosophy of the school and the way the curriculum is negotiated between the children and the teachers. The meeting lasts approximately 1 hour and will take place on *Thursday, September 16th 6:30 P.M.*

Kindergarten Application Information Session: Parents who went through the kindergarten application process this past year will provide information to parents who will be going through the process this current year. This is designed for current pre-k families but nursery parents may attend. *Tuesday, September 21 6:15 P.M.*

Potluck Dinner: This is the first get together of the year. Parents and children have an opportunity to talk, eat, and have fun in a relaxed atmosphere. Bring your favorite dish and enjoy watching your children interact with old and new friends. The event (weather permitting) has been held outdoors at the 113th Street Playground. The dinner will be held *Friday, September 24th at 6:00 P.M.*

Emergency Contact Form: This is a form that is required by the Department of Health in case of a medical emergency. You must provide the name and phone number of someone who could pick up your child and the name and number of your doctor, as well as the child's parents' phone numbers. All information requested on the front page of the form is important for the school to have. Please sign the form. If there is a change in phone numbers or addresses, please be sure to inform your child's teacher. We want to keep all information up-to-date.

Dismissal Time: Children feel most secure when you arrive in a timely fashion. You may arrive up to fifteen minutes earlier than your scheduled pick-up time. If your pick-up time is 12:45, you may arrive between 12:30 and 12:45, and follow the same schedule of up to 15 minutes prior to pick-up for the other dismissal times. Children who are in

school until 5:45 must be picked up between 5:30 and 5:45. At 5:45 all teachers will be expected to leave the building.

Each semester, a warning will be given for the first late pick-up. Each family will be charged for each late pick-up after this warning. The second time will result in a late fee of \$1.00 per minute; the third time will be \$2.00 per minute, and so on. After 5:45, the teachers receive the late fee due to the inconvenience this creates for their schedules. Please be aware that you are responsible for a family members or babysitter's lateness. The teachers' schedules are arranged to serve the students various schedules, and an orderly procedure helps everyone.

Some weeks you may want to extend your child's time at school. You can buy extra hours by talking to your child's teacher, to see if there is room in the class for your child. Please fill out the extra hours form. The fee is \$15.00 per hour. You can request extra hours up to **10:00 A.M.** on the day you need them. Requests after that time cannot be honored. As much as we would like to accommodate everyone's request, classes are quite full and we need to be sure to let teachers know in advance who will be staying, and see the availability for each day. **To help with billing, payment will be expected on the day that the extended time has been utilized.**

Schedules may **not** be switched to allow for doctor's appointments, vacations, etc. It becomes difficult to juggle everyone's schedule and to maintain the consistency that children require. Please adhere to the hours you requested in the contract.

Illnesses: If your child is not well, he/she is most happy staying at home and resting. Teachers are not permitted to administer medication. We want to be sure that your child receives the attention he/she needs and we also want to be sure that the other children are not infected. If your child appears ill at school and shows symptoms such as a fever, vomiting, diarrhea, etc., we will call you to let you know that it's necessary for your child to be picked up. If your child appears to have a contagious disease, we will also let you know. If the disease is contagious, a note from the doctor is needed for your child to return to class. Please call the classroom when your child will be absent. In the case of a highly contagious disease, such as strep throat, conjunctivitis, etc. a letter will be sent out to families informing them about the occurrence in the classroom.

Forms: Please check with you child's teacher to be sure that you have returned all appropriate forms for this school year. Medical forms must be updated and complete.

Tuition: Tuition is collected by Smart Tuition. They will contact you if there is a problem and you may contact them with questions as well.

Staff Days: There are three staff days scheduled on the calendar. These days are used to provide in-service training for the staff, visit other schools and to discuss curriculum and related school matters. Children are not in attendance on these days.

Committees: Each parent is expected to actively serve on a committee. If you choose not to be on a committee, please submit the \$150. fee per person by October 1st.

Maintenance: The maintenance money that you submit is returned, or rolled over to the next year, after the two maintenances are completed for each year. One parent from each family is expected to serve a shift on the Maintenance week-ends. (One week-end in the fall, and one in the spring). If you choose not to work on the week end, the money is kept so the school may pay outside people to complete the necessary work. The maintenance must be done on the assigned week-ends to receive credit for the work.

Telephone numbers: The office telephone number is: 212-749-3271
The toddler, nursery and pre-k number is: 212-749-3540
Please call or come in if you have any questions or concerns.

Again, we're looking forward to a very productive and happy year!

Sincerely,

Nancy Drescher
Director