



## **Bertha Agor Memorial Nursery School**

### **Parent/Guardian Handbook**

#### **Welcome**

Thank you for choosing Bertha Agor Memorial Nursery School (BAMNS) for your child's preschool learning environment and thank you for trusting our staff with your child. We hope this handbook answers all your questions and concerns. If there is a topic that we didn't cover, please do not hesitate to reach out to any of our staff.

#### **School Hours/Drop-off and Pick-up**

All classes are in session from 9:00am to 11:30am. School doors will remain locked until 8:55am, at which time parents and caregivers are welcome to walk children to the classroom. Children will be dismissed from their classrooms at 11:30. School doors will be unlocked at 11:20 for parents and caregivers picking up BAMNS students. Please call the school phone or notify your child's teacher regarding late arrival or early dismissal. Staff must be notified **in writing** if someone other than the known parent/guardian will be picking a child up from school. Photo identification will be required for a child to be released to said adult.

## **Parking**

Please enter the BAMNS parking lot on the right side of the building and make the loop to exit from the driveway on the left. This is a **ONE WAY** lot. During school hours, a safety zone for walkers will be marked by orange traffic cones. Cars are not permitted to drive or park within this area. Drivers are asked to please drive with extreme caution as children and families may be in the parking lot at any time throughout the morning.

## **School Safety and Security**

Doing all we can to ensure the safety of our BAMNS students will always be of utmost importance. Our staff is committed to proactive procedures to maintain a safe, secure environment for our young learners.

- School doors will be unlocked **ONLY** during drop-off and pick-up times – from 8:55am to 9:10am and from 11:20am-11:30am.
- While classes are in session, visitors, volunteers and support professionals must ring the bell and be let in by a BAMNS staff member. Individuals will be required to sign-in and provide a valid photo ID before entering the classroom.
- Periodic fire drills will be conducted to allow children and staff an opportunity to practice safe evacuation from the school building. Children will receive guidance and instruction prior to drills in the beginning of the year to help understand the process and alleviate any possible anxiety.

## **Home/School Communication**

**BAMNS School Phone: (585)223-0380**

Staff are in the building by 8:30am, Monday through Friday. Messages for teachers may be left at any time and will be returned as soon as possible. Classroom teachers will provide their own personal email and phone contact information to families with guidance as to how to best reach them both during the school day and before/after class.

The school registrar and treasurer may also be reached at the school's main number or via email provided in your orientation folder.

## **Absences/Illness/Injury**

Please call the school or contact your child's teacher directly if your child is absent for any reason.

Little ones often have an especially hard time in the classroom when they are not feeling well. To minimize the spread of illness, we ask that children with an upset stomach, vomiting, diarrhea, fever (100.4 F or higher), extreme cold symptoms or any known contagious illness be kept at home until their health improves. Children returning to school after an illness should be symptoms and fever-free for 24 hours **WITHOUT** fever-reducing medication.

In the event of illness or injury during the school day, parents and guardians will be contacted by classroom staff. Please be sure that your emergency contact card, provided by your classroom teacher, is accurate and kept up to date.

## **Allergies/Medical Conditions**

Children will be served snacks as part of their daily schedule. Please alert your classroom teacher to any allergies or dietary restrictions they should be aware of. A Medical Action Plan form from your doctor will be required for any student needing an EpiPen, Benadryl or inhaler to be kept on hand for school use. Please provide a signed copy/consent form from your child's doctor giving permission to dispense such treatments, as well as directives for your child, in case of emergency.

Families are required to provide an updated immunization form and attestation from their child's physician, affirming they are deemed healthy to participate in school activities prior to the start of school.

## **Support Staff**

BAMNS recognizes the value of support staff in the classroom setting for our young learners and is committed to working cooperatively with special education teachers and therapists. If your child will be receiving services throughout the school year, please notify your classroom teacher **prior to** support staff beginning at BAMNS.

## **Classroom Celebrations**

We love to celebrate birthdays as a class, and parents or other special adults are always welcome to join in the fun! Please check with your classroom teacher for any specific celebration guidelines. Edible birthday treats must be store-bought and packaged with a nutrition label to allow staff to check for allergens. Families are also welcome to send in non-food treats as an alternative or choose to spend some time in class to read a story, play a game, etc. Teachers will provide opportunities throughout the year for families to donate items for other classroom celebrations. Your generosity and willingness to help is much appreciated!

## **Playground/Gym Time**

BAMNS students enjoy at least 30 minutes each day in our school gym or, weather permitting, on our private playground. Please ensure that your child has shoes that will allow them to safely navigate stairs, utilize climbing equipment, and take part in other gross motor activities. Rubber-soled shoes or sneakers are highly recommended. Please also be sure to send your child in appropriate clothing for outside play and label any coats, boots and bags with first and last names. Children will not go outside daily in cold or inclement weather. Classroom teachers will notify families of winter outside days.

## **School Closings**

In the event of inclement weather and/or temperatures, BAMNS will follow the Fairport Central School District for school closures. In the case of a weather-related **delay** in Fairport, BAMNS will hold classes at regularly scheduled times. Classroom teachers will reach out to confirm any closures, so please be sure to check email and phone messages for updates.

Families will receive notice from classroom teachers if closings or delays due to utility failures or building issues are necessary.

## **Parent-Teacher Conferences**

BAMNS teachers highly encourage consistent and open home-school communication throughout the school year. While formal parent-teacher conferences will be held each spring to discuss individual progress, questions and concerns may be addressed at **ANY TIME**. Our teachers are always willing to schedule an in-person meeting or phone call to connect.

**2026-2027 Staff**

Robin Voelxen – 3's Teacher: 315-200-5548

Kim Seigfred – 3's Teacher Assistant

Annie Johnson – 4's Teacher: 585-755-4600

Kristen Ballister – 4's Teacher Assistant

Marj Scherlein – 4's Teacher: 585-732-1922

**School Phone:** 585-223-0380

**Registrar/Tuition:** 585-354-7532