



September 2023

## GMNS PARENT REFERENCE GUIDE

**HEALTH FORMS AND EMERGENCY CARDS** – If there are any medical changes during the school year, please let your teachers and administrator know (i.e., new allergies, illnesses, etc.). Emergency Cards are kept 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.

**PERMISSION FOR PICK-UP FORMS** – If your child will be picked up by anyone other than parents, these forms must be on file with all names listed. Attached to the form, must be a copy of each person's photo id.

Your child will not be released to anyone other than the parents without this information on file.

**ALLERGIES** - Please let us know of any allergies your child has. 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.

**ABSENCES AND ILLNESS** – Please email the administrative team of the school as early as possible if your child will be absent for any reason at: [notifyadmin@gardenmanornurseryschool.org](mailto:notifyadmin@gardenmanornurseryschool.org)

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

We will advise your child's classroom teacher of their absence. If your child comes down with a communicable disease, (ex. lice, strep throat, chicken pox, covid) please email the administrative team as well. If your child is not feeling well or displays any symptoms of any illness, please keep him/her home. This includes vomiting, diarrhea, or fever within the past 24 hours. 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. All health information will be kept confidential.

**ARRIVAL & DISMISSAL**- Please arrive on time and take 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. The doors will be locked after 9:00am, so if you are late, please go to the main door of the school and ring the bell. Please leave all personal items/toys at home.



- b. At dismissal, we bring the Pre-School children upstairs. Please wait in the parking lot at the appropriate door and do not call your child at dismissal. The teachers will release the children as soon as we can. The Toddler classes will be dismissed from their classroom.
- c. If someone other than yourself will be picking up your child, ***you must give us written notification*** with the name, address, contact information and photo id of the person who is going to pick up your child (**SEE ABOVE**) Pick Up Drop Off forms were already provided to families; they are also available on our website. If this information has not been previously provided to us and there is a need for someone other than yourself to pick up, you can send an email with the name of the person who will pick up. They must come into the office prior to pick up with a valid photo identification which we will photocopy for our files.
- d. **PARKING** - Please do not park in the church lot and observe all parking regulations on the street.
- e. **CHURCH/ SCHOOL GROUNDS** - Since the parking lot is an active area, for everyone's safety please exit the church property as soon as children are dismissed. Please **do not** allow your child to run over window well grates or play in the church gardens, our neighbor's yards, or near the air conditioning units located on the side of the building. The Church Memorial Garden located near the office door is set aside as a quiet place for reflection and prayer and is not a play area. Please do not allow your children to dig or throw stones from the Memorial Garden.

## **FOOD We are a NUT FREE school**

### **Snacks -**

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

**Pre-School Class** – Students must bring a small snack and drink to school (lunch box or disposable bag)

**Birthday Celebrations** – Your child's teacher will reach out to you during the month of your child's birthday. Together you and your child's teacher will arrange to celebrate your child's birthday in school. If you decide to send in an edible treat, please be advised that **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.

**INCLEMENT WEATHER** – For weather related closings, we generally follow Garden City school district for closings. If Garden City schools have a delayed opening the GMNS schedule will be determined by the administrative team, and you will be notified accordingly by email.

**CLOTHING** – Children should arrive dressed for play. 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 so they can attend to their bathroom needs themselves, for example, we cannot help children button or zip their pants. 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.



**TOILETING** – If your child is in our Pre-School class, 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 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.**

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.**

### **DIAPER CHANGE PROTOCOL**

- **Teacher will call parent/caregiver, please make sure someone is available.**
- **Upon arrival at school, please ring the doorbell at the Office door. 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 i.e., Diaper, wipes, changing pad**
- **You will leave through the office door.**

**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. 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.

**FUNDRAISERS** - Fundraisers are an important way for the school to support special events that your child will participate in. Traditionally, GMNS has a fall and spring fundraiser. More information to follow.

**PICTURE DAY** – October 24<sup>th</sup> is School picture day for the Toddler Tuesday/Thursday class. October 25th is School picture day for the Toddler Monday/Wednesday class and our Pre-School classes. More information will be sent home in October.

*GMNS 9/7/2023*