

Abbott Nursery School, Inc.
800 Abbot Road
East Lansing, MI 48823
517 351-7410
www.abbottnursery.com

History in Brief

Abbott Nursery School, Inc. was established in the fall of 1967 by a group of interested parents who wished to provide a wider range of choices for their nursery school children. Abbott was one of the first nursery schools in the greater Lansing area that was independent, non-cooperative, and professional.

Staff

Each of our three classes is staffed with two teachers and one teacher aide. All of our teachers are state certified. Our staff continues to grow professionally through participation in continuing education programs and workshops. They have been chosen for their training, experience, character, and ability to relate well with young children and parents.

Additional Staff Certification

Abbott Nursery School staff has CPR and first aid certificates that are updated yearly. They also have Blood-borne Pathogens training. All staff and regular volunteers are checked through the State of Michigan Police (ICHAT) and The Bureau of Children and Adult Licensing.

Philosophy

The program reflects the philosophy that the preschool years should be fun and that a great deal of learning and discovery happens through play. Our program recognizes that growth is a sequential and orderly process through predictable stages of development: physical, social, emotional, and intellectual. Our responsibility is to understand these developmental stages and to offer a preschool program that will nurture and facilitate the growth of each child to his or her highest potential.

Goals

The program at Abbott Nursery School aims to foster individual development of the child through his or her own activity and discovery. Our goals are to:

- *help the child gain an awareness of his/herself and a respect for the rights and feelings of others,

- *provide a developmentally appropriate environment for learning, a safe place for self-reliant work and contented play,

- *stimulate and direct the child's natural curiosity to acquire knowledge.

We feel these goals are best accomplished by following a unit plan of study in a stimulating, age appropriate environment.

Curriculum

Our curriculum is comprised of a balance of individual, small group, and large group activities. Quiet listening, problem solving, and vigorous, large muscle experiences are provided daily. Children are offered a wide range of activities suited to their own abilities and interests. They are exposed to a weekly unit of study (transportation, weather, shapes, colors, authors...). Everything that we do is planned with one underlying goal in mind: to allow each child the freedom to grow and explore through first hand experience in a warm, secure, and stimulating environment.

The following curriculum areas are examples, but not exclusive, of the curriculum program presented throughout the year:

Language and Communication

- *Follows simple oral directions
- *Discriminates rhyming words and words with the same beginning sounds
- *Identifies rhyming words and words with the same beginning sounds
- *Identifies oral story sequences and story detail
- *Verbalizes in creative play through role playing, puppetry, and drama
- *Formulates questions
- *Develops an awareness of fact and fantasy
- *Observes rules and is a courteous listener

Pre-reading Skills

- *Recognizes his/her own name printed
- *Identifies colors by name
- *Discriminates between same and different objects and pictures
- *Identifies details in pictures
- *Identifies upper and lower case letters
- *Begins to use "top left to right" progression on a printed page
- *Begins to use "top to bottom" progression on a printed page
- *Recalls a story sequence of events
- *Enjoys a variety of books, CDs, puppets, flannel board stories, and

poetry

Pre-writing Skills

- *Manipulates fasteners on clothing
- *Controls the use of materials (crayons, scissors, paint, clay, glue sticks...)
- *Grasps writing implements correctly
- *Uses stencils, patterns, and templates
- *Reproduces lines - straight, slanted, and curved
- *Prints own name
- *Prints upper and lower case letters - if interest is shown
- *Prints numerals - if interest is shown

Pre-Mathematics

Shapes and Measurement:

- *Matches and identifies basic shapes
- *Classifies objects with common properties - color, shape, size...
- *Classifies by size and quantity - big/little, long/short, heavy/light...
- *Shows an interest in the clock as a measurement of time
- *Shows an interest in the calendar as a measure of time
- *Shows an interest in the thermometer as a measurement of

temperature

- *Shows an interest in the scale as a measure of weight

Number-Numeral Associations:

- *Uses fingerplays which involve numbers
- *Counts and uses concept of "how many"
- *Recognizes printed numerals
- *Identifies sets - empty set, equal set, unequal set

- *Identifies position using ordinals - first through fifth
- *Uses measurement and counting in preparation of snacks

Physical Education

- *Participates in games and individual activities involving running, jumping, hopping, galloping, skipping, and marching
- *Participates in large muscle activities such as: bean bags and targets, tumbling mats, tunnel, climbing and sliding using a horizontal ladder, bouncing and catching large rubber balls, teeter totter, swings...
- *Rides/pedals large muscle equipment outdoors on playground
- *Emphasizes good health and safety habits

Music

- *Participates in activities through singing, rhythm instruments, and CDs
- *Develops an awareness of musical sounds and rhythms
- *Responds to rhythms with appropriate body movements
- *Explores creative movement
- *ANS has a weekly music program conducted by Miss Wanda Degen

Art

- *Explores and creates with various art media: easel painting, finger painting, cutting, gluing, chalk, crayons, markers, colored pencils, water colors, sponge and straw painting, gadget printing, collages...
- *Develops a means of self-expression through a variety of art projects

Science and Social Studies

- *Shows an interest in living things - dogs, cats, fish, plants...
- *Observes and collects leaves, seeds, flowers, rocks...
- *Participates in simple experiments
- *Observes changes in the weather and seasons
- *Increases awareness of family, friends, and community
- *Increases awareness of other nationalities, cultures, and customs
- *Observes and celebrates holidays and birthdays
- *Participates in field trips where observation and discussion are encouraged
- *Develops ability to share, take turns, play, and work cooperatively

Discipline

Limits are set for the children to ensure their security and safety.

Discipline is positive and instructive: the teachers serve as role models and give the children explanations to help them develop self-control, self-direction, and self-esteem. Children may also be offered incentives, such as stickers and cards for good behavior. Positive discipline involves:

- *Telling the child about the inappropriate behavior
- *Stopping it
- *Guiding the child toward appropriate behavior through clearly defined suggestions and examples
- *A child may be removed from a crisis situation and given a "time out" (not to exceed one minute per year of child's age)
- *If aggressive behavior continues a child may need to be dismissed from the program

Physical punishment is not used at Abbott Nursery School. All staff members comply with the State of Michigan's licensing rule which requires that "at no time will a staff member spank, hit, bite, yank, pinch, tie, confine, or isolate a child." The shaming, humiliating, or labeling of a child or his/her behavior is not tolerated at ANS either.

Parent/Teacher Conferences

ANS has "formal" parent/teacher conferences in the fall and spring. Parents and teacher have ten minutes to discuss each child's progress. If a parent prefers, the teachers can also set up a phone conference. The teachers are available to parents on a daily basis. We can be reached by phone, e-mail, or in person (with an appointment) before school starts each morning.

Graduation

Abbott Nursery School conducts a graduation ceremony in May for those children attending a traditional kindergarten program the following fall. The school may be public, private, or home school. Children attending a traditional kindergarten program will attend first grade the following year. If you have any questions about your child's particular situation, please do not hesitate to ask a teacher.

Health Care Plan

Health practices and procedures:

- *Hand washing
 - Hands must be washed with soap under running water
 - No hand sanitizers or cleansing wipes
- *Handling bodily fluids/Universal Precautions
 - Blood-borne pathogen training
 - Development of an exposure control plan
- *Cleaning and sanitizing of equipment, toys, and surfaces
 - Wash surface or article vigorously with soap and water, rinse, wipe or spray with a sanitizing solution
 - Dress up clothes and doll clothes will be laundered in hot water with detergent
- *Resources
 - Immunization information
 - www.michigan.gov/immunize www.cdc.gov/vaccines
 - Local Health Department 517 887-4326

Things to Look for During the School Year

Please note the following list grows during the school year:

- *Year calendar of activities
- *Monthly Newsletter and Calendar - sent via e-mail unless a hard copy is requested. Also available at our website www.abbottnursery.com
- *Parent Teacher Conference information
- *Notes from teachers - attached to the outside of backpacks
- *Snack Schedule - in Newsletter
- *School Directory - sent via e-mail
- *Notes from room parents regarding parties - backpack and e-mail
- *Scholastic Book Orders
- *Notes regarding family events and fundraisers
- *Precious artwork from your child

Daily Schedule for Abbott Nursery School

Morning

9:00-9:10 a.m.

9:10-9:30 a.m.

9:30-9:55 a.m.

9:55-10:55 a.m.

10:55-11:00 a.m.

11:00-11:15 a.m.

11:15-11:20 a.m.

11:20-11:30 a.m.

*Weather permitting

Afternoon

12:30-12:40 p.m.

12:40-1:00 p.m.

1:00-1:20 p.m.

1:25-2:25 p.m.

2:25-2:30 p.m.

2:30-2:45 p.m.

2:45-2:50 p.m.

2:50-3:00 p.m.

Arrival/Drop-off Time

Outdoor Play*

Large Group

Free Choice/Open Snack

Clean Up

Story/Music

Dress/Prepare for home

Dismissal/Pick-up Time

Arrival and Dismissal

Arrival time is from 9:00-9:10 a.m. for the morning sessions and from 12:30-12:40 p.m. for the afternoon class. A teacher will be available to personally greet each child at the car and assist him/her out to the playground or in the building, during this drop-off time. If it is an indoor play day, a teacher will greet your child in the hallway and in the classroom.

Please bring your child on time for each session. Children who arrive late find it difficult to become involved in the large group opening activities. Also, children who arrive early cannot be properly supervised as staff is preparing for the session's activities.

Dismissal takes place from 11:20-11:30 a.m. for the morning sessions and 2:50-3:00 p.m. for the afternoon session. A teacher will deliver each child to his/her parent, care giver, or car pool driver. Under NO circumstances will a child be released to anyone who is not listed by the parent(s) on the State of Michigan Child Information Record.

Late Fees

A late fee of \$10.00 is assessed if a child is picked up after 11:30 a.m. or 3:00 p.m. Please remember that this is an Abbott Nursery School Board of Directors policy. The teachers have no discretion when it comes to reporting late pick ups. Families, who are late to pick up their child, will receive a red envelope. Payment of the late fee is due by the child's next class.

Drop-Off / Pick-Up Details

We attempt to keep the car line moving for parents who are on lunch hours, heading to appointments, or who need to pick up other children at other schools. The car line is in the shape of a horse shoe - starting at the entrance closest to Burcham Rd (south) and exiting at the opposite end of the parking lot (north). Please pull forward and park to finish fastening children's safety belts or to have discussions with other parents. You are also welcome to park your vehicle and walk in the building to retrieve your child. Teachers will not allow children to cross the car line without an adult.

Absence/Illness

Please remember to contact Abbott, 351-7410, if your child is unable to attend class. If your child is ill, please keep them home. Children must be fever free for 24 hours. They also must be on an antibiotic for 24 hours before returning to school. If they have a runny nose, the discharge must be clear. If your child is exhibiting flu-like symptoms, he/she must be symptom-free for 24 hours before returning to school. If your child has a condition that is contagious (head lice, pink eye, fifth disease...) please contact the school immediately.

School Bags and Clothing

Each child is expected to have a school bag/backpack, approximately 14x16, which he/she brings to school each day. It must have the child's name on it and be decorated in a way that the child can easily identify it. The bag will be used to carry the child's art projects and communications to and from parents. In the winter, the bag will also be used to transport snow pants and boots. Each child should have a complete change of clothing, in a labeled, gallon size Zip-Loc bag, in their school bag at all times.

Snack (Provided by Parents)

Snack time is an important learning and social time during each class session. Abbott Nursery School emphasizes a variety of food experiences, good nutrition, relaxed conversation, good eating habits, appropriate table etiquette, participation in passing, serving, pouring, and food preparation. Specific snack items will be requested via the Newsletter. Parents will be asked to supply an item once every two months.

No child will be deprived of snack. A child with special dietary needs will be provided a snack as agreed upon by the ANS staff and the child's parents. *All food allergies must be reported to the staff at the time of the child's enrollment.*

There are times when a family may wish to bring a special snack. So as not to overlap, the staff asks that these special occasions be scheduled in advance.

Birthdays

Birthdays are a special time for preschoolers. Please let ANS staff know your plans for your child's birthday celebration. Cupcakes, cake, cookies, fruit, popcorn, ice cream bars, special cups and napkins, and games are a few suggestions to consider for your child's special day. You are also welcome to come and prepare a special treat with us. We have a refrigerator, freezer, oven, microwave, and toaster available to us.

A very nice tradition has developed over the years at Abbott Nursery School. Children often like to give a gift to ANS as a part of their birthday celebration. In the past it has usually been a book, but recently, parents have asked for additional ideas. Listed below are some ideas that teachers feel would make a fine addition to our school.

- CDs
- Dress-Up Clothes
- Stamps and Stamp Pads
- Cars and Trucks
- Puzzles
- Baby Dolls
- Games for Non-Readers
- Puppets
- Child's Personal Favorite

PLEASE REMEMBER THIS IS AN OPTIONAL ACTIVITY

Field Trips and Special Visitors

We take two field trips per year. One trip is in the fall and one in the spring. Children are transported to and from the field trip site by a parent(s) and an adult must remain with the enrolled child during the field trip program. We also have several special visitors throughout the year; Harris Nature Center, East Lansing Police and Fire Departments, Potter Park Zoo, storyteller Miss Karrie Korroch. We LOVE having parents, grandparents, siblings... come to our classroom to share a special talent (playing an instrument, reading a story, cooking) with us.

Substitutes

During the school year we may need to have a substitute aide due to illness or vacation time. We always try to have staff members sub for each other. However, on occasion, we may need the help of a parent substitute. You do not need to be a certified teacher to sub at Abbott. If you enjoy working with children, and can sometimes be called last minute, please let a teacher know of your interest. You would only be asked to sub in the session your child attends.

Room Parents

In each of our classes we have parents that volunteer to plan class parties for the holidays or special occasions. It is the room parents' responsibility (and joy) to organize the party (snack, game/activity, and art project). The room parent can call, email, or send a note home requesting party items and volunteers. Furthermore, the room parents must remember that the children need simple and fun activities that will only last one hour. If you would like to be a room parent, you do not need to have previous experience. The teachers can give you guidance or other parents will help you along the way.

Emergency Procedures

Serious Accident, Injury, or Illness

The child's emergency card, hanging by the main classroom entrance, is checked. If the parent has signed the permission form on the back of the

card, the East Lansing Rescue Squad (911) is called first and then the parents. If the card is not signed, the parent(s) are called first and asked what procedures they want the ANS staff to follow. ANS has a first aid book and kit on the first shelf of the white snack cabinet. ANS staff is CPR and First Aid trained. Emergency numbers are listed by the green room phone.

Fire

One teacher blows the whistle located on the side of the large, white cabinet identified by the sign, "Fire Whistle". The teacher will go to the exit door in the green room and the children will quickly line up behind. The other teacher counts the children and follows at the end of the line, closing the door after everyone has exited. The teacher aide will carry the emergency cards, and attendance book. The children and adults will walk down the hall facing west and exit the front doors (Abbot Rd.) walking away from the building to the playground area. If this exit is blocked, they will proceed down the hall facing north; go up the stairs and exit the east door (Grove St) walking away from the building going south and into the circle drive area. There is a telephone in the green room with emergency numbers listed. Fire extinguishers are located in the green room, yellow room, cloak room, undercroft, kitchen, boiler room, and across the hall from the lounge. The building also has an interconnected smoke alarm system. The teachers and children practice fire drills four times each year.

Tornado Warning

One teacher blows the whistle located on the side of the large, white cabinet. The teacher will go to the exit door in the green room and the children will quickly line up behind. The other teacher counts the children and follows at the end of the line, closing the door after everyone has exited. The teacher aide will carry the emergency cards, and attendance book. The children and adults will walk down the hall going north, turn left (west) and continue west to the hall area away from the windows. All will be seated in this area and will wait until the all clear signal is given over the radio. If a parent arrives, the teachers will release his/her child if requested.

Enrollment/Registration

Enrollment and class membership will be determined by placement on the Membership Chairperson's class list or waiting list. Preferences will be given to currently enrolled children returning for another year, siblings of currently enrolled and/or formerly enrolled students, provided the child's name has been placed on the waiting list prior to open enrollment. All classes are limited to 22 children by licensing and are balanced, as much as possible, by age and gender.

Children must be three years old by December 1st to attend the morning sessions and four years old by December 1st to attend the afternoon session. Receipt of an enrollment fee by the designated date and Membership Chair approval will reserve class placement for your child(ren). Enrollment of children with special needs will be determined on an individual basis by the teachers and ANS Board of Directors.

The registration fee for each child is determined by the ANS Board of Directors. The fee is NOT refundable, transferable, or part of the first month's tuition. Also, children may not begin school until a copy of their immunizations/waivers is received.

Class offerings:

Tuesday and Thursday a.m. (T-Th)

This class is typically a child's first structured group experience. Most children move from our T-Th class to M-W-F or M-Th the following year. Children enrolled in our T-Th class acquire and refine the necessary social and classroom skills that provide the foundation for learning. We use a thematic curriculum that focuses on developmentally appropriate activities.

Monday, Wednesday, and Friday a.m. (M-W-F)

Our M-W-F class is a unique opportunity for your child. This class is comprised of a mixture of ages. Children are 3,4, and occasionally 5. We have both first-time students and returning preschoolers. This diversity allows us to provide peer modeling, varying developmental levels, and a wider range of activities. Our curriculum is theme-based and provides an array of developmentally appropriate activities. These students may be ready for the afternoon program or kindergarten the following fall.

Monday through Thursday p.m. (M-Th)

Our afternoon class is our pre-kindergarten program. A preschooler attending the afternoon class attends four consecutive days each week. This allows for continuity of our curriculum and themes. This age group experiences a wide range of developmentally appropriate readiness activities. All children work on letter books, early writing, and basic math skills.

Special Offering

Summer Camp

Camp dates are set in late spring and the format of the camp mirrors a typical school day. Camps are a fun time for the children and teachers to come together and explore "summer" themes for the week. Camp is held for four consecutive days (M-Th or T-F) from 9:00-11:30. There is only one camp group per week and children from all three classes (ages 3,4, and 5) attend together.

Siblings are welcome to attend as well as alumni children who attended kindergarten in the past year. Depending on age, teachers may welcome a new student who will start school the following fall.

Tuition

Yearly tuition is payable monthly, quarterly, or in one lump sum. If necessary, special arrangements can be made with our business manager (please make arrangements in advance). Parents will receive an email reminder if a tuition payment is not made within seven (7) days of the designated due date. A second reminder will be emailed for tuition that is fourteen (14) days past due. A late fee of \$25.00 will be applied to accounts that are thirty (30) days past due. Failure to respond after sixty (60) days will result in the child being dropped from membership. At that time ALL overdue amounts are due.

All withdrawals must be made in writing to the Membership Chairperson, at least two (2) weeks before the child stops attending. Unused tuition will only be refunded if the vacancy can be filled with no tuition loss to the school. In the event of a prolonged absence, the tuition for the first month of absence must be paid. After that, tuition may be stopped and the child's name placed at the top of the waiting list. However, those persons wishing to hold their child's class position, while on extended vacations, must continue to make tuition payments.

The Abbott Nursery Board of Directors

The ANS Board of Directors is made up of current parents, with priority given to parents that will be at the school for several years to assist with continuity of the program. The board plans special activities for the year, sets tuition and fees, markets the school, assists with licensing, plans playground clean up, and coordinates fundraising. Interested parents should contact one of the teachers.

Pest Management Program

Abbott Nursery School will notify parents via email and a printed note (attached to your child's backpack) if pesticides are going to be applied in or around our building. This advance notice will contain information about the pesticide: target pest, purpose of application, application location, and date of application. Liquid spray applications must occur when the classrooms or building will be unoccupied for the amount of time required by the pesticide label. A minimum of four hours is required for any application.

The toll free number for the National Pesticide Information Center is 1 800 858-7378. Their email address is npic@ace.orst.edu