

The background is a teal color with a dense, repeating pattern of white line-art icons. These icons represent various educational fields: science (microscope, globe, atom, DNA helix, test tubes), mathematics (calculator, ruler, compass, geometric shapes, equations like  $x + (1-y) = ?$  and  $2+2=4$ ), arts (pencil, paint palette, musical notes), and general school supplies (backpack, books, paper airplane, lightbulb). The word 'IDEA' is also scattered throughout the pattern.

# PHNS Orientation

2024-2025

# Parent Handbook

This Orientation slideshow is essentially a highlight of information and procedures that are found in our Parent Handbook.

If you have not yet had a chance to read our Parent Handbook, we strongly encourage you to do so – it answers a lot of questions and has information that will help you and your child have the best experience at school!

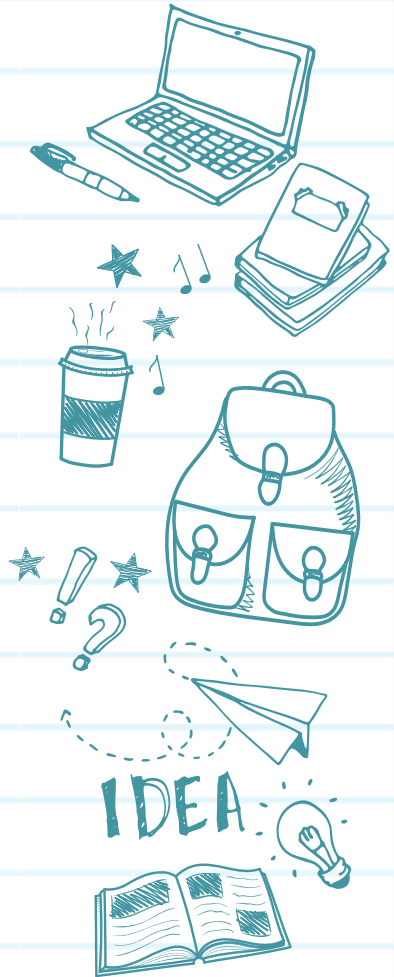
[Handbooks \(plymouthhousenurseryschool.com\)](http://plymouthhousenurseryschool.com)



# School Communication

There are several ways to get in touch with us at school!!

- 1) Give us a call at 508-875-1001 (sometimes we are busy with our little friends, so if we don't answer, please call again or try us another way below)
- 2) Send a message on ProCare
- 3) Send an email
  - 1) Miss Jenn's email: [Director.phns@gmail.com](mailto:Director.phns@gmail.com)
  - 2) Miss Chrissy's email: [Office.phns@gmail.com](mailto:Office.phns@gmail.com)
  - 3) Classroom emails: [Roomone.phns@gmail.com](mailto:Roomone.phns@gmail.com) (Bunnies)  
[Roomtwo.phns@gmail.com](mailto:Roomtwo.phns@gmail.com) (Caterpillars)  
[Roomthree.phns@gmail.com](mailto:Roomthree.phns@gmail.com) (Penguins)  
[Roomfour.phns@gmail.com](mailto:Roomfour.phns@gmail.com) (Frogs)



# What Else Does ProCare Do?

Along with being able to send messages in ProCare, we use ProCare for:

- Photos
- Billing
- Attendance
- Calendar events (check out the Calendar tab each month)
- Snow Day Alerts (sent through Messages)
  - We follow FPS for all snow day closures. If FPS closes, we are closed. If FPS has a delay, we are closed for the day. We do not have delayed openings. We will send our own message each time; though FPS announcements are usually faster and you can plan to follow them as well! We reserve the right to call for an early closure ourselves in the event of weather that begins during the school day.



# What Does Your Child Need At School?



- All clothing and gear that is needed for outdoor play depending on the season (i.e., sweatshirt, jacket, hats, mittens, snowpants, boots, raincoat, sun hat)
- Closed-toe shoes that have supportive backs, remember our playground has woodchips – Crocs are usually not comfortable for the children
- Extra full change of clothing, labeled in a Ziploc bag. *We will remove this from your child's backpack and keep it at school.*
  - If in underwear but still actively toilet training: several extra pairs of underwear, pants/shorts and socks
- Diapers; Wipes are only needed if you want your child to use a specific brand other than BJ's Brand Unscented Wipes (school supplies this brand)
- Water bottle (LABELED)
- If staying past 11:45am: Lunch (we are a nut-free school)
- If staying past 1:00pm: Crib sheet or Towel, Blanket, One “sleeping friend” or “lovey”
- If staying past 2:30pm: Sunscreen bottle to keep at school (early fall, late spring)
  - Please note: We are not able to use aerosol sunscreens; must be lotion and/or stick

**Label Everything!!!**



# Still Need to Purchase Labels?

Our School partners with Mabel's Labels for fundraising!! For every order placed with Mabel's Labels, PHNS will earn a percentage.

On their website, find "Support a Fundraiser" and then search for Plymouth House Nursery School – easy peasy!

We recommend using your child's full name on labels, or at minimum their first name and last initial.

'Mabels Labels: Support a fundraiser



**We're  
Fundraising  
with Mabel's Labels!**



**mabel's labels**  
FUNDRAISING

Go to [campaigns.mabelslabels.com](https://campaigns.mabelslabels.com)  
and choose our organization from the list!  
Then shop and your labels will ship directly to you with FREE shipping!

# What is Car Line?

- Car Line happens on the side of the building, in our “Car Circle.” Car Line is simply an option available to you, and is not required. Please continue to read about Drop-Off and Pick-Up on the following slides to see what the options are!
- We offer Car Line Drop-Off in the mornings between 8:30-8:45am.
- We offer Car Line Pick-Up at the end of the morning program between 11:30-11:45am.



**Your family will be receiving a “Car Tag” on your First Day.**

**The “Car Tag” is a piece of cardstock paper with your child’s name on it.**

**We have them color-coded by classroom as well.**

**Please plan to use this “Car Tag” for pick-up at the end of the morning program starting on 9/9, regardless of which pick-up option you choose. It is still helpful for us to see from the sidewalk.**

**If your family needs a second or third “Car Tag,” please let Miss Chrissy know by ProCare or email to [office.phns@gmail.com](mailto:office.phns@gmail.com)**

# What are the Car Line rules?

- Please stay in your car until you see a teacher walking towards your car, both at drop-off and pick-up.
- The teacher will walk your child all the way to you. Please do not approach the stairs – we keep the stairway area clear for safety reasons.
- If your child is having a difficult time in the morning at drop-off, we ask that you park in a lined space in the parking lot and walk inside instead. **Teachers are asked to not carry children up the stairs.**
- Please do not pull around the car in front of you. Stay in line until you are the front car to be able to turn around the Circle. We try to move as quickly as we can and appreciate your patience.





# Drop-Off Options

- Early Drop-Off begins at 8:00am
  - Park and walk your child to the Room 3 door (side door where the Car Circle is)
  - Mrs. Burns and Ms. Laurel are the Early Drop teachers
- Regular Drop-Off begins at 8:30am
  - Car Line available from 8:30-8:45am, use your Car Tag, OR
  - Park in a lined space in the parking lot and walk to the front door, go inside lobby, ring doorbell (this is only option that would be available after 8:45am)
- We ask that all children arrive at school by 9:00am whenever possible; this gives them the most time to settle in and begin their day!



# Tips for Drop-Off

- Be sure to tell your child you are leaving. Say goodbye and leave, even if your child is crying. **It is harder for your child if you “sneak away.”**
- Feel VERY comfortable handing your child off to a teacher. We are here to help. Linger only prolongs the goodbye and is stressful for you and your child. We give all the hugs and quickly get your child engaged once you leave. You are ALWAYS welcome to send a message or call and check in! We are here for you just as much as we are here for your child!
- Make your drop-off routine as positive as possible. It can be hard for children to say goodbye, even if they love school. They take their cues from you and your body language. If you are positive and confident, they will feel better about being at school.



# Pick-Up Options

- Morning Pick-Up begins at 11:30am
  - Car Line, use your Car Tag, OR
  - Park your car in a lined space in the parking lot, and walk to the corner Sidewalk, holding your Car Tag if possible
    - Please stay at the Corner and do not approach the stairs; We will walk your child all the way down to you!
  - Late Fee begins at 11:45am
    - Invoiced on ProCare
- Stay Day (Extended Day) Pick-Up
  - Pick-up options available at 1:00pm, 2:30pm & 3:30pm
  - Park in a lined space in the parking lot and walk to the front door, enter lobby, ring doorbell
  - Late Fees begin at each time
    - Invoiced on ProCare



# Stay Day Information

- Our main Stay Day teacher is Mrs. Regan!
- Stay Day begins at 11:30/11:45am. Typically children will have additional time outside, though if the weather is not cooperating we either play downstairs, or in the classrooms!
- Lunch is from 12:30-1:00pm.
- Bathroom and book time happens from 1:00-1:15pm, followed by Rest time.
- After Rest time, children will have afternoon snack and end the day by playing outside, or inside depending on the weather!

To sign up for Early Drop-Off or Stay Day, please call, email, or send a message on ProCare **at the latest the day before.** Miss Jenn or Miss Chrissy need to approve extended program availability!



# “First Days” of School



- When your child comes for their “First Day,” during the week of 9/4-9/6, it will be just like a typical school day for them (8:30-11:30/11:45am) but in smaller groups.
- You will walk inside the building, help your child find their hook in the hallway to hang up their belongings, and bring them into their classroom!
  - We will not have Early Drop-Off, or Car Line Drop-Off this week.
- You will also come inside for pick-up between 11:30-11:45am.
  - We will not have Stay Day, or Car Line Pick-Up this week.
- The first Full Day of School, including Early Drop-Off, Stay Day, and the full class, is on Monday, September 9<sup>th</sup>.

# Absences & Alternative Pick-Up

- If your child will be absent, please call, email, or send a ProCare message
- If someone is dropping off or picking up your child outside of typical arrangements, we ask that you please notify us in writing (either through ProCare or email), *even if they are on your authorized list.*
  - If the person is not on your authorized list, we ask that you both add them to the list on ProCare *and* send us notification in writing.
- When we are meeting someone for the first (and sometimes second) time, we will ask for their photo I.D. before releasing your child.





# All Things Food!

- Snack
  - Provided by the school
  - Menu will be sent home in the monthly newsletter
    - You will see two snacks listed each day; the first is the morning snack, and the second is the afternoon snack for those children who stay for Stay Day
  - If your child does not like what is on the menu for that day, we always give them something else!!
- Lunch
  - Lunch is provided by families / sent in from home
  - **We are a nut-free school!!**
  - Please have your child practice opening their lunchboxes, opening containers, etc. We encourage independence around lunch-time skills!
  - If there are things that need to be cold, please pack an ice pack in their lunchbox. We do not refrigerate lunches.
  - If there are things that need to be hot, please use a thermos. We are not able to heat food for the children.
- Birthday Celebrations
  - We love to celebrate birthdays at school! Please check in with your child's teacher to arrange a birthday treat. Treats must be nut-free, and it is preferred that they are store bought so that we can clearly read all of the ingredients to ensure allergy safety.



# Specialists & Events

- We have different “Specialists” throughout the week. We are still working on finalizing these for this school year. We typically begin “Specials” at the end of September / early October. You will receive a calendar each month in the monthly newsletter!
- School Events are published on the calendar for the 2024-2025 school year (found on our website). Please save the dates and more information will be sent closer to each event!

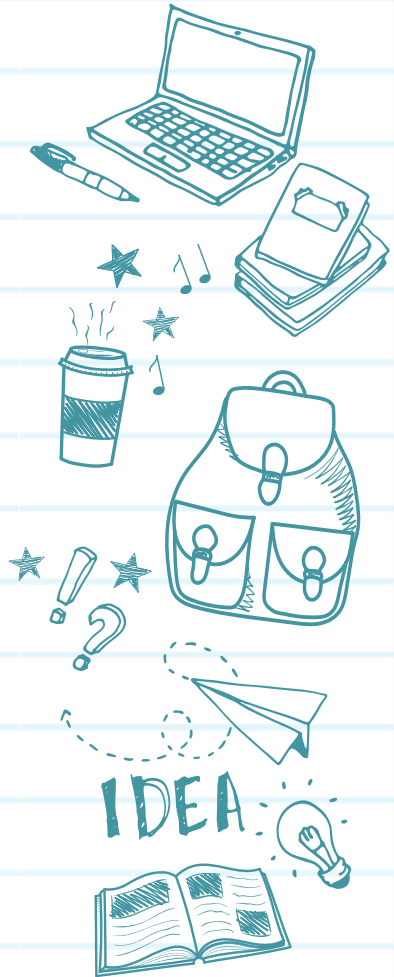
[Calendar | Plymouth House Nursery School | Framingham, MA](#)



# Health Policies

- Please familiarize yourself with all of our health policies – found in our Health Care Policy Handbook on our website.
- Essentially, if you have any concerns that your child may not feel well, **they should stay home.**
- We will always send home a notice regarding any communicable disease such as COVID-19, flu, strep, pink eye, etc.

[Handbooks \(plymouthhousenurseryschool.com\)](http://plymouthhousenurseryschool.com)



# Tuition & Late Fees

- Monthly tuition is invoiced in Procare – you should receive an Invoice on the 1<sup>st</sup> of every month. If enrolled in Autopay, the deduction will be made on the 5<sup>th</sup> of the month. You do not need to actively do anything when you receive the invoice (ignore the Pay Now button!).
  - It is very helpful to our school if you are enrolled in Autopay and allow the deduction on the 5<sup>th</sup>; we are charged less in processing fees if payments occur on the same day 😊
- Late Fees are invoiced on ProCare for any late pick-ups throughout the school year
  - A pick-up for the morning program is considered late after 11:45am
  - A pick-up for the Stay Day program is considered late after the time that your child is enrolled until – 1:00pm, 2:30pm, 3:30pm
  - Families should allow enough time to gather their children's belongings, talk with educators if needed, and get their child ready to go home, prior to the child's contracted dismissal time
  - Late pick-ups will be charged a penalty of \$5 per minute per child



**Any Questions? Call or Email –  
no question is too small!**

