



THIRD STREET PRESCHOOL
Parent Handbook
2019-2020

THIRD STREET MUSIC SCHOOL SETTLEMENT
235 East 11th Street · New York, NY 10003
Phone: (212) 777-3240 · Fax: (212) 477-1808
www.thirdstreetmusicschool.org



2019 - 2020 CALENDAR

First Day of Preschool

Monday, September 9

Last Day of Preschool

Friday, June 12

First Day of Toddler Program

Monday, September 16

Last Day of Toddler

Friday, June 12

Parent Meetings

Preschool Parent Orientation, 6 p.m.

Thursday, September 5

Toddler Parent Orientation, 6 p.m.

Tuesday, September 10

Preschool Curriculum Nights, 6 p.m.

Wednesday, October 16 (2s, 3s, 3/4s AM & FD)

Wednesday, October 23 (2/3s, 3/4s PM, 4s)

School Closings

Rosh Hashanah

Monday & Tuesday, September 30 & October 1

Yom Kippur

Wednesday, October 9

Columbus Day

Monday, October 14

Parent/Teacher Conferences

Tuesday, November 5

Professional Development

Monday, November 11

Thanksgiving Recess

Wednesday-Friday, November 27, 28, & 29

Winter Break

Monday, December 23 – Friday, January 3

Martin Luther King, Jr. Day

Monday, January 20

Admissions Playdates

Tuesday, January 21

Mid-Winter Break

Monday- Friday, February 17 – February 21

Spring Break

Thursday, April 9 – Friday, April 17

Parent/Teacher Conferences

Thursday, May 7

Memorial Day

Monday, May 25

Preschool Camps

February Fun Camp

Tuesday-Friday, February 18- February 21

Summer Camp

Monday-Friday, June 22- July 31

Early Dismissal / Enrichment Fridays: Preschool closes at 2:00pm for faculty meetings –

September 27, October 25, November 22, January 31, February 28, March 27, April 24, May 29

EMERGENCY SCHOOL CLOSING: In case of emergency, heavy snow, ice, etc., we follow directives issued by the Department of Education. If the public schools are closed, we are closed.

FACULTY & STAFF
Third Street Preschool

Administrator / Teacher	Class	Room Location,	Email
Elaine Winter Preschool Director		Ext. 16	ewinter@thirdstreetmusicschool.org
Kirstin Aadahl Assistant Preschool Director		Ext. 48	kaadahl@thirdstreetmusicschool.org
Nancy De Jesus, Lead Teacher	Full-Day Fours	Lower Level	ndejesus@thirdstreetmusicschool.org
Jean LaPointe, Associate Teacher	Full-Day Fours	Lower Level	jlapointe@thirdstreetmusicschool.org
Logan Morgan, Associate Teacher	Full-Day Fours	Lower Level	lmartin@thirdstreetmusicschool.org
Cathy Guy, Lead Teacher	Three/Fours	2nd Floor - 2A	cguy@thirdstreetmusicschool.org
Eileen Doster, Associate Teacher, Gardening and Art Specialist	Three/Fours PM	2nd Floor - 2A	edoster@thirdstreetmusicschool.org
Maite Castillo, Associate Teacher	Three/Fours AM	2nd Floor - 2A	mcastillo@thirdstreetmusicschool.org
Susan Taliaferro, Associate Teacher	Three/Fours AM	2nd Floor - 2A	susantaliaferro@thirdstreetmusicschool.org
Marini Pickering, Lead Teacher	Twos & Two/Threes	2nd Floor - 2B	mpickering@thirdstreetmusicschool.org
Alexandra Fresne, Lead Teacher	Twos & Two/Threes	2nd Floor - 2B	afresne@thirdstreetmusicschool.org
Kim Wurster, Associate Teacher	Twos & Two/Threes	2nd Floor - 2B	kwurster@thirdstreetmusicschool.org
Jennifer White, Lead Teacher	Threes	1st Floor - 1A	jwhite@thirdstreetmusicschool.org
Honora Dearie, Associate Teacher	Threes	1st Floor - 1A	hdearie@thirdstreetmusicschool.org
Janelle Diaz, Associate Teacher	Threes	1st Floor - 1A	jdiaz@thirdstreetmusicschool.org
Crystal Bock, Lead Teacher	Toddlers, Toddler Tots	2nd Floor 2F & Dance Studio	cbock@thirdstreetmusicschool.org
Naydelyn Nieves, Associate Teacher	Toddlers	2nd Floor 2F & Dance Studio	nnieves@thirdstreetmusicschool.org

Mik Manenti	Movement Teacher		mmanenti@thirdstreetmusicschool.org
Michele Wolfson	Preschool Music Teacher		mwolfson@thirdstreetmusicschool.org
Ashley Byers	Toddler Movement Teacher		abyers@thirdstreetmusicschool.org
Shannon Chapman	Movement Teacher		schapman@thirdstreetmusicschool.org

OUR PRESCHOOL MISSION

The mission of Third Street Preschool is to instill in young children a deep curiosity about their world and equip them with the tools they need to explore it. We encourage preschoolers to grow as creative thinkers and problem solvers, as risk takers with ever-changing interests, as caring classmates and imaginative playmates. Our goal is to inspire a lifelong love of learning through thoughtful exploration of the arts and the environment.

OUR PHILOSOPHY

OUR PROGRESSIVE PROGRAM is founded on a deep understanding of child development. It is on this understanding that teachers shape curriculum and design meaningful classroom experiences.

At Third Street Preschool we know that:

- young children learn best through concrete experiences and imaginative play
- young children benefit from firsthand engagement with the arts and the world around them
- young children thrive in an atmosphere of trust, warmth and good humor

Through concrete exploration, shared play and engagement in the arts, preschoolers develop new interests, new friends and new skills. Young children are busy learners. As they sing, move, build, pretend, cook, plant, paint, invent, organize, write, and draw, they learn about themselves and expand their world view. With their teacher's guidance, preschoolers enjoy an emerging sense of competence, independence and respect for one another.

Regular participation in the arts sparks children's imaginations and provides avenues for self-expression. Preschool includes a range of rich arts-related experiences, from music classes to instrument study and movement. Children meet with Third Street musicians and explore the visual arts with a practicing artist.

Planting, harvesting, cooking, tasting ... the natural world offers preschoolers a wealth of opportunities for new understanding, appreciation and growth. Each week includes a visit to the Third Street Treetop Garden or the west garden at St Marks.

At Third Street, we believe that a joyful preschool experience is the best form of ongoing school readiness.

ARRIVAL & DISMISSAL

Sign-In: We ask that parents and caregivers sign in and sign out each day on the sheets outside of the classroom when they are dropping off or picking up their child. This is a Department of Health requirement for all NYC preschools.

Arrival: Please arrive 5 minutes before school begins. On-time arrival enhances your child's experience. Arriving late can leave them feeling disoriented, not sure what they may have missed. Children are welcome to enjoy the courtyard or gather with classmates in the hallway before school begins. They should not run in the hallways or spend time on iPads or other devices. We request that parents and caregivers actively engage with their children before school begins, saving text conversations for later in the day.

Dismissal: With only rare exceptions, your children will be dismissed from their classrooms. Please arrive on time as children often grow anxious when their grown-up arrives late. Drop-off and pick-up are natural times to touch base with your child's teacher. For extended conversations, it is best to schedule a conference outside of class hours.

Please let the school know if someone new will be picking up your child. Children will not be dismissed to a new person without their parent's explicit permission. Notify us via email if possible.

Absences: Please notify Assistant Director Kirstin Aadahl at ext. 48 if your child will be absent, particularly if s/he has a contagious illness, or if the absence is due to a significant family event.

PARENT/TEACHER COMMUNICATION

Please bring any questions or concerns you may have directly to your child's teacher. If you need further assistance, Elaine is happy to speak with you. Remember that teachers will not be available during the school day.

Do not text or phone your child's teacher while school is in session. Should you need to contact them, you may do so through Kirstin (ext 48) or Elaine (16).

- **Weekly Newsletter:** You may expect to receive a weekly newsletter from your child's teacher and occasional letters from Elaine.
- **Parent-Teacher Conferences:** Conferences are scheduled twice a year, in November and May, and typically run for 20 minutes. They are a wonderful opportunity for you to understand your child's classroom participation, and for teachers to learn a bit about your child's home routines. In addition, conferences can be scheduled at any time with the teacher and/or the Director. Childcare is available.
- **Parent Coffee Hours:** Four times a year, parents have the opportunity to meet with expert presenters on issues related to parenting and child development. Coffee Hours are free and open to all preschool and toddler parents. Childcare is available.

PARENT PARTICIPATION

Preschool parents participate in the life of the school with classroom support, as Parent Reps and as Committee Members.

As Parent Reps: Each class has two Parent Reps who help to coordinate preschool events and community service initiatives and share updates from their classrooms. Reps meet on the first Tuesday of each month. It is an active and important contribution!

As Committee Members - Committee participation is key to our community life. To volunteer for one of the five listed below, please reply to Kirstin at kaadahl@thirdstreetmusicschool.org:

- **Halloween Concert Committee:** Help us plan for this year's musical Preschool Halloween Party on Sunday, October 27!
- **Gardening Committee:** New this year is our second floor Treetop Garden that will permit year round planting and harvesting. Additionally, St. Mark's west garden remains a rich and beautiful natural resource for the fall and spring. Please help us to keep things green and growing.
- **Diversity Committee:** Central to our community ethos and reflective of the school's values is the diversity committee. Among other initiatives, this committee hosts the Diversity Potluck Brunch in March.
- **Admissions Committee:** Greeting prospective parents on their Wednesday or Friday morning tour is the perfect way to make them feel welcome. If you are able to commit fifteen minutes on one or two mornings this year, it would be greatly appreciated.
- **Gala Committee:** Third Street Music School hosts an annual Spring Gala that raises funds for tuition aid. Preschool parents are key participants in the planning of this fun event.

HEALTH AND SAFETY

- **Hand Washing:** Help your child to wash their hands *before* entering the classroom. Teachers will reinforce hand-washing procedures throughout the day.
- **Infectious Illnesses:** If your child exhibits any of these symptoms, please keep them at home: fever, diarrhea, vomiting, sore throat, severe coughing, conjunctivitis, a severely runny nose or any contagious illness. Let the school know if your child has a contagious illness such as strep throat, coxsackie, or flu so that we can alert the other parents. **Please keep your child home until s/he has been symptom-free for 24 hours.**
- **Head Lice:** Head lice is a problem that affects many schools and can be very difficult to control. Please let us know immediately if you detect nits or lice in your child's hair.
- **Allergies:** Third Street is a nut-free school. Do not send in foods that contain nuts or seeds.
- **School Emergency Policy:** Children are required by law to have a signed emergency treatment consent form on file in order to attend school. If your child becomes sick at school, you or your emergency contact will be called. We will make every effort to make your child feel comfortable until you arrive.

If a child needs immediate professional medical attention, we will use the emergency room facilities of Beth Israel Hospital.

- **Medical & Emergency Forms**: As mandated by the Department of Health, all students must have fully completed and signed medical and emergency forms on file in order to attend school. These must be renewed annually.
- **Allergies & Medication**: Each classroom maintains an allergy list. Please be sure your child's teachers are aware of any allergy and the appropriate response should a reaction occur.
- **Epipens**: All parents of children requiring Epipens should provide an Epipen to their child's teacher along with a written note allowing Third Street Preschool with to use it should it be needed.
- **Vaccination Requirements**: All preschool children are required by the Department of Health to be fully immunized or to present a letter of medical exemption. Unless we receive a letter from your pediatrician, your child must be immunized in order to attend school.

SNACKS, TOYS & CLOTHING

Snacks: The tradition at Third Street is that parents contribute two weeks of class snacks during the school year. Your child's teacher will schedule your snack weeks and explain the process to you. We encourage you to let your child participate in selecting healthy, nutritious foods. Thank you in advance!

Toys: Please do NOT send your child in with toys from home. There are many reasons for this, most important one being that classrooms have so many materials to choose from. If your child travels to school with a special toy, ask them to return it to you at drop off. You will take care of it while they are in school.

Clothing: Please dress your child in clothes that are comfortable and easy to put on and take off. This is a great time saver during bathroom visits. Dress your child in clothes that can be easily laundered. Choose comfortable, rubber soled shoes. We know how preschoolers like to run! Finally, each classroom has its own lost and found, but we suggest labeling everything. Many kids' items are similar.

PRESCHOOL ENRICHMENT

Classroom experiences are made even richer by outside enrichment.

- **Toddler Music Classes** are an important part of each toddler session. Their teacher is Ashley Byler.
- **Preschool Music Classes** take place on Wednesdays and Fridays and are taught by Mik Manenti and Michele Wolfson.
- **Sing-Alongs** take place once a month for children and are led by Michele Wolfson. We invite you to join us for four Family Sing-Alongs. You will receive advance notice of these dates.
- **Preschool Instrument Program** (PIP) offers discounted instrument lessons to students in the Threes/Fours and Full-Day Fours. Classes take place during the school day; instrument instruction includes piano, violin and flute.
- **Preschool Gardening** in the west yard of St. Marks Church-in-the-Bowery brings classes together for planting and garden care. This year, year-round planting will

be available on our second floor terrace, where the Learning Garden has just been constructed. Gardening initiatives are led by EiLeen Doster.

- **Art Farm and the Nature Company** visit each year, bringing children a group of small animals to learn about and touch. (If they want to...)
- **Author Visits**: We love to welcome visiting children's authors and poets.
- **Instrument Explorations** allows children to meet selected Third Street instructors who present their music and instruments in active, child-friendly ways.
- **Parent Participation**: If you play an instrument, know a song, or would like to share art, cooking or another medium, please speak with your child's teacher. This is the best of all enrichment opportunities!

BIRTHDAYS & HOLIDAYS

- **Birthdays!** We love celebrating children's birthdays and hope you will join the class for cupcakes and singing. Summer birthdays will be celebrated during the last two weeks of school. If you have a home party for your child, please invite just a few children or else the entire class, so that no one feels left out.
- **Halloween**: Each year, Third Street Preschool hosts a Halloween celebration. This year's party will take place on Sunday, October 27. Please join us in making this year's celebration the best ever! Please do not send your child to school in a costume on October 31.
- **Holidays**: December is a hectic month. Third Street believes school should be an oasis for children during this time. We sing, cook, read and discuss the holidays, but we do not celebrate them. Teachers view holidays as opportunities to explore the cultures represented in our community, and we encourage you to talk with your child's teacher about sharing a family tradition. Holidays are times for children to broaden their world view and to demonstrate care and respect for others.

SEPARATION

Please arrange to have a parent or caregiver on hand for the first days of school. We begin the year with a gradual phase-in and encourage you to follow the guidance and recommendations of your child's teachers. Here are few tried-and-true tips:

- Be a positive model. Your own feelings are probably the most important factor in how your child handles separation. The more relaxed, calm and confident you are, the easier the process will be for your child.
- Your presence in the classroom may be important during those early days. Please remember that you are there for comfort, not entertainment or problem solving. Try to remain busy, but responsive. The more often your child is able to interact with her teacher, the easier her transition will be.
- When leaving, tell your child where you will be and when you will return. It often helps children to be able to visualize where you are. You might describe an errand that you can share with your child when you return, such as shopping for cookies.
- Say good-bye to your child, even if they are busily engaged. Your child needs to trust that separation is a safe experience.
- Speak with your teachers as often as you need to. They're eager to support the process in every way possible.

PREPARING LUNCH

- We are a nut and seed free program; do not send your child to school with peanut butter, hummus, granola bars, seeded bagels and such.
- Prepare a lunchbox lunch, clearly marked with your child's name on each container.
- Include a freezer pack as lunches will not be refrigerated.
- Send food you know that your child likes; avoid "new foods" or unfamiliar leftovers.
- Send easy-to-eat foods. Finger foods are great!
- Think healthy! In lieu of sweets, send fruit or yogurt.
- Pack a quantity you believe your child will eat; don't over-stuff that lunchbox.
- Make it fun; draw a heart on the napkin or use a cookie cutter for a shape sandwich.
- So that you can gauge what works best, uneaten food will be re-packed.
- Children will not be permitted to share their lunches.

TODDLER GUIDELINES

Third Street Toddlers enjoy the support of their accompanying loved one along with their teachers. If you are participating, please:

- Turn your cell phone off when you enter class
- Pitch in as needed during classroom transitions and clean-up times
- Know that your child will get messy as she plays and dress her appropriately
- Enjoy this happy experience with your toddler!

COURTYARD & LOBBY

Families are welcome to use both the courtyard and lobby before and after school. These spaces are great for lunch, outdoor play and socializing; please take advantage of them!

- Park your child's stroller in the lobby area.
- Accompany your child at all times. Please do not send your child indoors to get a drink or use the bathroom on their own.
- If snacking in the lobby or courtyard, please clean up afterwards. An outdoor garbage can is located beneath the fire escape.
- Encourage your child to keep noise to a minimum, as classes will be ongoing.
- Remind your child to stay clear of the stairwell doors on the ground floor – often these doors open quickly and people may not see that a child is behind them.
- During the lunch hour, teachers often store outdoor equipment in the courtyard. Your children are welcome to play with the balls, but please do not use building and climbing equipment.

RE-ENROLLMENT

- **Re-Enrollment** occurs in January for preschool and toddler families. At that time, you will receive a re-enrollment contract for the following 202/21 school year.
- **Siblings:** We are a family school and look forward to welcoming siblings through the Early Notification Process established by ISAAGNY. Please see Elaine for further information.

MUSIC TO GROW ON

Created by the music faculty of Third Street Music School, Music To Grow On introduces young children to the joy of early music, movement and dance participation. Drawing inspiration from the very best approaches to early childhood music education (Kodaly, Dalcroze, Orff and Suzuki), Music To Grow On offers young children and their parents a range of musical experiences to share and enjoy. Children love taking one, two or three classes simultaneously, creating their own musical menus. Classes are designed for infants through five-year-olds. Register for the full year or by semester. Visit us at <https://thirdstreetpreschool.org/music-movement-dance-classes/>

WELCOME TO THIRD STREET PRESCHOOL!!!