

# Hicksville Nursery School

## Handbook for Parents

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## **History of Our School**

The Hicksville Nursery School is a non-profit, non-sectarian co-operative nursery school, located at the United Methodist Church at 115 West Cherry Street in Hicksville. Hicksville Nursery School is chartered and registered by the Board of Regents of New York. Our school was founded in 1967 and pioneered by a small group of enthusiastic parents who wanted to give their children an early learning experience that they could share in. We have been sustained since then by the continued efforts of many enthusiastic parents who have felt the same way. Through the years, our school has offered hundreds of children their first school experience with a positive, friendly, and stimulating program, resulting in consistent growth and fueled by the highest professional standards.

## **Our Goals**

We have three main goals: to offer the young child an environment in which he/she can grow emotionally, socially, intellectually, and physically, under the careful supervision of a fully trained staff; to offer parents the opportunity for better understanding of the needs and developmental patterns of young children through educational articles and regular participation in the classroom; and to offer the community the best possible preschool at affordable rates.

We accomplish this by hiring talented, professionally trained teachers and assistant teachers, combined with the efforts of all our parent members.

## **Philosophy of Learning**

In a caring and positive atmosphere, we create a warm and happy place for preschoolers to learn. As we bridge the gap from home to school, we guide children to a continued good self-image, while building social skills in a school setting.

Sensory, motor, perceptual, and language skills are introduced through materials and activities which are both child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed with a balance of structure and free choice, as well as active and quiet times.

We treat children as individuals, working from the level each child has attained and moving forward one step at a time. We teach a love of learning by allowing children to experience their own stage of development and helping them to feel success without pressure.

We value the active involvement of parents in our program, both through committee and classroom participation. This enables children to see their family members as important concerned members of the academic environment. School then becomes a shared experience between parent and child.

## **Why Become a Member of a Co-Operative Nursery School**

Because a co-operative school is a family oriented, parents have a unique opportunity to share in the daily formal education of their child. Volunteering monthly in the classroom enables parents to see their child interact with their teachers, play with other children, and be a part of their academic experience.

By joining the board, chairing a committee, or being a committee member, you contribute to the success of our school. Studies have shown that when a child sees their parent involved in their education, it demonstrates to them the importance of learning.

Volunteer support from parents also help keep administrative expenses low and tuition affordable.

And because not everyone is able to volunteer, we offer families the option not to participate. For those parents who are unable to volunteer, there is an additional monthly fee. Offering this option enables families to utilize our co-operative educational program, with the best teachers at an affordable rate.

## **Our Program**

Our program provides varied activities with an abundance of materials and opportunities for free creative expression under the guidance of skilled, professionally trained, Early Childhood teachers. Art, music, language arts, math, science, story time, dramatics, manipulative toys, and gym are all part of the daily program. A mid-session snack is incorporated into each daily program.

Twice a year, the children go on field trips to broaden their understanding of the world in which they live. This is also done through additional activities in the classroom. For example, this year the children observed a butterfly habitat, watching as the caterpillars grew, made chrysalis, and then became butterflies. The children then set the butterflies free; and you can see the excitement on every child's face.

The **ABC's of Mommy & Me (for ages 15 months- 2 years)** is a 1½ hour class for children and their parents to enjoy together. The children read stories, sing songs, dance and create beautiful art. They enjoy arts & crafts using paint, glue and stickers. They begin to develop fine motor skills as they mold with play dough, large motor skills as they dance and jump to music, and listening skills as short stories are read aloud. The toys in the classroom are especially for toddlers and supervised by a trained teacher. This upbeat atmosphere is a great beginning for every toddler.

The **Playgroup (for ages 2-3)** offers children many hands-on experiences. They learn by observing and doing through play, art, story time, singing songs, and participating in creative movement activities. As the children begin to get used to a school routine, they learn their colors and shapes, sorting and matching, manipulating, constructing, and experimenting with material. Separation and socialization are important goals in this class. By interacting with teachers and other children in the class, they learn about kindness, friendship, sharing, taking turns, and cooperation. They learn about the weather, seasons changing, and nature and holiday celebrations. Development of fine and gross motor skills are an important part of their days along with listening skills, as the children listen to short stories each day.

In the **Nursery Class (for ages 3-4)** social skills are an important aspect of their development. We focus on sharing, communication, interaction, and following directions. Learning experiences are coordinated with appropriate seasons and times of the year; for example, in the fall they learn about apples, autumn

leaves, pumpkins, and Halloween. Math, science, language arts, music, and art are applied through these experiences. Children begin to recognize letters in their first name, spell their first name, and recognize their last name. They learn basic concepts including up, down, on, off, behind, in front, above, below, and size perception like small, medium, large, bigger, and smaller. Music each day involves singing nursery rhymes and songs that relate to the stories they are reading and the art they are making. They learn the month, day, and date, as they take turns doing the calendar. They begin to learn their address, telephone number, and 911. Children are also introduced to the four seasons, weather, holidays, and the five senses.

In the **Pre-K Class (ages 4-5)**, our main focus is preparing the children for kindergarten and promoting their confidence to explore and try new things. Our class builds on the skills they have already learned by introducing math, science, reading, and writing readiness skills. As the children begin to listen to stories and poems for longer periods of time, they recall basic narrative facts, place events in the story in the correct order, answer simple questions, and recognize rhyming words. They are introduced to sounds letters make. They learn to print their first name and begin to understand that print communicates information. Reading will be introduced by teaching sight words and easy reading books. Drawing helps the children to write more easily, effectively, and confidently later on. In math, the children continue to count higher and recognize numbers; they compare things like more or less, same or different, bigger or smaller. Social skills develop further as they continue to work with others, take part in group activities, sit quietly, pay attention and understand the importance of sharing and taking turns. Students use glue in art, mold with play dough, copy letter and cut with scissors to hone their fine motor skills. Large motor skills continue to develop as the children play each day in the gym, running, throwing, and kicking balls, climbing and pedaling their bikes.

## **Discipline Procedure and Policies**

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

### **Our discipline procedures will consist of the following strategies:**

- Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
- Redirecting behavior when this seems potentially effective.
- Separating a child from the group (Time-Out) – one minute away for each year of age.
- Counselling children individually about their behavior.
- Making parents aware of disciplinary concerns.

### **The following behaviors are considered disruptive:**

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

### **Discipline Procedures for disruptive behavior:**

- Disruptive behavior will be addressed in an incident report. This will be completed to document any inappropriate behavior that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Preschool Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the parent to stay in the classroom with their child or removed from the preschool program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At Hicksville Nursery School, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school.

### **Management of Our School**

Hicksville Nursery School is a co-operative organization in which participating parent members assist with all aspects of running the school. The Board members – President or Co-Presidents, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer – who together with the Director and Committee Chairs, constitute the Board of Trustees. The Board of Trustees share in the administration of the school. This includes creating a budget, paying invoices, receiving tuition, maintaining records, advertising, promotion of the school, and fundraising. Monthly board meetings are held to discuss school business and make decisions on administrative needs.

Participating parents serve on committees as needed and volunteer on fundraisers for the school. The school depends on the active participation of each parent to maintain its high standards.

Although some parents opt to not volunteer due to other obligations, they are always welcome to attend meetings and assist when they can.

### **Participating Parents Membership Responsibilities**

Each participating parent is required to volunteer in the classroom twice each month, once as the participating parent and the other as the alternate parent. On both of those days it is the parents' responsibility to set up the gym in the morning and put the gym away at the end of the day. As the participant, you are required to bring a snack and drink for the class. *See information below regarding classroom participation details.* As the alternate, you must be on call in case the participating parent isn't able to volunteer that day. The participating parent should call the alternate as early as possible to let them know that you will not be able to assist in the classroom that day.

**Setting up the gym and putting everything away:** On your day as participant or alternate please be sure to arrive at 9:15 in the morning to set up the gym and return at 11:50 to put everything away. Parent volunteers for the 2-year-old class do not have to put the gym away because the children have a shorter

day and leave the school at 11:15, so only volunteers for the 3 and 4-year-old classes will be there to put the gym toys away at the end of the day.

**Classroom participation:** Each parent member is required to participate in the classroom approximately once a month to assist the teacher on their child's "special day." Parents of twins or with more than one child in the school are required to participate each month for each child; so you will be a participant and alternate twice every month. If you are not able to participate in a month that is short due to holidays and/or vacation, make sure you chose your day for following month right away. Please note that for insurance liability reasons, we cannot allow **siblings to be in the classroom on the day you are participating**. For any parents who are unable to participate when scheduled, there will be a \$50 non-participation fee, so please try to switch days with your alternate or another parent in the classroom. If you are unable to find coverage for your day, you will be responsible for the fee. That fee will be used by the school to pay for the coverage needed in the classroom. If you do not participate for two consecutive months, your membership status will automatically become that of a non-participating parent and those tuition rates will apply.

We apologize for having to do this, but we need to be sure that all school members take this responsibility as serious as we do. Three adults are needed in the classroom on certain days for the safety of the children.

**Snack:** On the day you participate, the parent is required to bring a snack and drink for the children in the class. A list of peanut-free snacks is included with this handbook. When choosing a snack, please refer to the list and check the labels on any item you bring in. **We are a nut free facility, so it is important that no snacks have nuts or were processed in a facility that processes nuts.** Any other allergies of children in the class will be posted.

**Assisting in the classroom:** On your child's special day, you are requested to act like a teacher assistant. During free play, assist the children in getting involved in activities. See what a child wants to play with and encourage other children to join in. If you can help a child who seems to be having a bit of trouble getting comfortable, his or her parents will be forever in your debt. Let the teacher know if a child needs to go to the bathroom, they will assist the children.

During circle time, sit with the class and watch and listen to the activities planned by the teacher. This is a time for the parent to be quiet and observe. You will be amazed at all that your child is learning as they read the month, day, and year, and tell you what the weather is outside.

During snack time help the teacher hand out napkins, snacks, and beverages to the children. When the children are done, please wash the table and brush any crumbs from the chairs. As the children leave the room to move on to their next activity, vacuum the carpet in the room. (The teacher can tell you where the vacuum is kept.) Then meet the class at their next activity.

During art class, help the teacher setup for the project they are doing that day, wash the children's hands on painting days, and pick up when the children are done. After the project of the day is completed, the children spend time playing with play dough, at the sand table, or water table. When class is over, sweep up any sand and play dough off the floor and clean brushes if needed.

During gym help supervise the children while they play. Try to ensure that all toys on the mats stay securely on help prevent falls. As the children ride bikes and cars, please pay attention to the speed they

traveling and the proximity they are to other riders to help avoid collisions. It is important that we help supervise the children to prevent any accidents. **You should not be sitting on the steps or having conversations with others.**

**Committees/Chairpersons:** Each participating family is required to join a committee, be a committee chairperson, or serve as a board member for each child they have enrolled in the school. The committees are broken into categories: Fundraising, Housekeeping, and Class Parent. The Chairperson categories are: Fundraising, Health, Housekeeping, Membership, Newsletter, Participation, and Scholastic.

You will be asked to sign up, and indicate your first and second choice. Every effort will be made to place you on the committee of your first choice, but please hand in your forms as soon as possible, as it is a first-come first-serve basis.

*Class Parent:* Responsible for ensuring the monthly participating calendar is filled, making sure that anyone who was not able to sign up one month, is signed up for the next. Distribute calendars. Collect money for holiday and end-of-year gifts for teachers and assistant teachers. The class parent is also the liaison between the parents and Executive Board, and must attend the monthly board meetings.

*Chairperson-Fundraising Chairperson:* Responsible for coordinating fundraising activities, collecting all monies and keeping an accurate record of sales, expenses, and income from each fundraiser.

*Fundraising Committee:* Assist the Fundraising Chairperson in distributing materials to parents, collecting order forms and payments, and promoting fundraisers. Fundraising is a very important part of keeping the school moving forward. The money raised helps us maintain the school and purchase items needed for the classroom, gym, and art room.

*Health Chairperson:* Responsible for notifying members of any communicable diseases in the classes by posting a notice on the school bulletin board or calling parents depending on the seriousness of the illness. Maintain active health record files for every child enrolled and supply an "Emergency Health Card" for the telephone file box. Responsible for coordinating health programs during the school year, e.g. vision screening.

*Housekeeping Chairperson:* Coordinate with committee members to make sure the art room, and toys in the classrooms and gym are cleaned regularly.

*Housekeeping Committee:* Help clean art room, and classroom and gym toys once a month (frequency will vary depending on number of people on the committee.)

*Membership Chairperson:* Prepare and receive membership applications. Interview applicants for membership into the school co-op. Explain by-laws, schedule and attend open houses, induct new members, receive registration fees and deposits, receive notices of withdrawal, and maintain membership records. Attend local fairs to promote school. Duties are performed in conjunction with the Director and Participation Chairperson.

Newsletter Chairperson: Responsible for collecting articles and materials for the monthly newsletter; edit, layout, copy, and distribute newsletter to membership.

Participation Chairperson: Responsible for the establishment and execution of the monthly participation calendars prepared by the class parent for each class; meet with class parents to explain their responsibilities and supervise them during the school year. Duties are performed in conjunction with the Director and Membership Chairperson.

Scholastic Chairperson: Coordinate the Scholastic Book Club. Distribute flyers, collect and place orders, and make sure children receive their books. For every purchase, the school earns points for free books. Using points, work together with the teachers to purchase books for their classrooms, and with the Fundraising Chairperson to buy books for a raffle basket for Family Night.

**Executive Board:** Positions are as follows: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary and Financial Secretary.

The President is responsible for calling the monthly meetings, preparing the agenda, and overseeing the Executive Board to make sure that the school policies are being followed. This person can perform the tasks of the Treasurer if they are unable.

The Vice President shall act as an aid to the President. In the absence, disability, resignation, or failure to maintain status as a parent member, the Vice President shall perform the duties of President.

The Treasurer is responsible for keeping accurate and detailed records of the receipts and expenditures of the school, distributing funds in accordance with the budget, balancing the checking account monthly, and reporting at each monthly meeting a statement of account comparing the budget to actual expenditures.

The Financial Secretary is responsible for keeping an accurate and detailed records of all receipts including tuition, registration fees, and fundraising income. He/she shall make all deposits at the bank regularly and give deposit tickets to the Treasurer. Keep an accurate record of all members, making sure tuition is paid on time. If tuition is late they need to contact the parent notifying them to make a prompt payment. If payment continues not to be paid, then contact the President to make further contact with the member.

The Recording Secretary is responsible for keeping records of all meetings of the Board of Trustees including minutes and attendance; and being the custodian of these records.

The Corresponding Secretary is responsible for advertising, preparing news releases to local newspapers, radio and television stations, attending local fairs for promoting the school, and updating the school's website.

A list of positions available for this school session will be distributed and anyone interested in a position should contact the President of the Board

### **Non-Participating Parent Membership**

In many families, parents may be unable to participate due to other responsibilities. Because of this, our school offers families the option to not participate. This allows parents to forego the responsibilities listed above. But you are still members and maintain all other member rights including being present at board meetings, voting rights etc. Monthly tuition for non-participating is slightly higher because of the members not assisting with the administration of the school.

### **General Information**

**Tuition Payments:** A deposit of one month's tuition is due prior to the start of the school year. This deposit is to be applied to the June tuition for the current school year. Tuition is due the first of the month. There is a 10-day grace period; after the 10<sup>th</sup> of the month, the member will incur a \$20.00 late fee. If the monthly tuition and late fee are not paid by the end of the month, your child will not be allowed to return to school the following month, until all tuition and fees have been paid in full.

**Diaper Friendly Policy:** We are a diaper friendly school, so don't be concerned if your child is still in diapers. In the 2-year-old class, one of our assistants will change your child's diaper. If your child is in the 3 or 4-year old class, we will contact you to come to the school to change them. If you are in the 2-year-old class and choose to have a staff member change your child's diaper, you must sign a diaper waiver.

**Photography / Videography in the Classroom Policy:** Photography and videography is permissible in the classroom within reason. Teachers and Assistant Teachers reserve the right to request that parents stop taking photos and videos if it becomes a distraction or is disruptive to the class.

**Referral Policy:** The best advertising is the referral of a happy member, so if you're happy with our school, refer a friend and you will receive \$25.00 off one month's tuition when that new student enrolls in a class.

**Refund Policy:** the one month security deposit will be refunded when a member withdraws from the school for any of the following reasons:

1. Serious or prolonged illness
2. Permanent removal from the community by family
3. Inability of the child to adjust, as determined by the director/Head Teacher

Should a member withdraw during the year for reasons other than those listed above, the one-month security deposit will be refunded at the discretion of the Board of Trustees.

**School closing:** In the case of inclement weather, if the Hicksville School district is closed, then we will be closed. But in some instances, we may still be closed even if the school district is open. In this case, we will contact parents by email, and post a notice on our website and Facebook.

Thank you for choosing Hicksville Nursery School. With your cooperation and the loving efforts of our staff, we are sure your child will have the opportunity to practice and develop their many emerging skills

in a safe and loving environment. Please remember that although our doors are always locked; we have an open-door policy. If you have questions or an issue you would like to discuss, please feel free to contact any member of the Board or the Director. We are always here to help.

## **Allergies Policy (including Nut & Food Allergy)**

### **Statement of Intent:**

This policy is concerned with a whole preschool approach to the health care and management of those members of the preschool community suffering from specific allergies.

Hicksville Nursery School is aware that children who attend may suffer from food, or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Hicksville Nursery School's position is not to guarantee a completely allergen free environment, rather: to minimize the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Hicksville Nursery School must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's Enrollment Form, which is submitted before starting preschool.

**AIM:** The intent of this policy is to minimize the risk of any child suffering allergy-induced anaphylaxis while at preschool. An allergic reaction to nuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimize the student, staff, parent, and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the preschool community:

- School Staff
- Parents / Guardians
- Volunteers
- Students

## **Definitions**

**Allergy:** A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

**Allergen:** A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**Anaphylaxis:** Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

**Epipen:** Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

**Minimized Risk Environment:** An environment where risk management practices (e.g. Risk assessment forms) have minimized the risk of (allergen) exposure.

**Health Care Plan:** A detailed document outlining an individual student's condition treatment, and action plan for location of Epipen.

## **Procedures and Responsibilities for Allergy Management**

### **General**

- The involvement of parents and staff in establishing individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plans to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

### **Medical Information**

- The school will seek updated information via medical form at the commencement of each calendar year.
- Furthermore, any change in a child's medical condition during the year must be reported to the school.
- For students with an allergic condition, the School requires parents/guardians to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The School Director will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- Teachers, Teacher Assistants of those students, and key staff are required to review and familiarize themselves with the medical information.
- Action Plans with a recent photograph for any students with allergies will be posted in relevant rooms with parental permission.

### **Medical Information (EpiPens)**

Where EpiPens (Adrenalin) are required in the Health Care Plan:

- Parents/ guardians are responsible for the provision and timely replacement of the EpiPens.
- The EpiPens are located securely in relevant locations approved by the School Director.

**Parent's role:**

**Parents are responsible for providing, in writing, ongoing accurate and current medical information to the school. Parents to send a letter confirming and detailing the nature of the allergy; including:**

- The allergen (the substance the child is allergic to), the nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, a healthcare plan must be completed and signed by the parents.
- It is the responsibility of the Parent to provide the preschool with up to date medication/ equipment clearly labelled in a suitable container.
- In the case of life saving medication like EpiPens, the child will not be allowed to attend school without it.
- Parents are also required to provide up-to-date emergency contact information.
- Snacks can be brought into pre-school by the child's parent if needed.
- It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking)

**Staff's role:**

**Staff are responsible for familiarizing themselves with the policy and to adhere to health and safety regulations regarding food and drink.**

- If a child's Enrollment Form states that they have an allergy then a healthcare plan is needed. It must be in place before the child starts attending sessions. A risk assessment should be carried and any actions identified to be put in place. The assessment should be stored with the child's healthcare plan.
- Upon determining that a child attending preschool has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the school Director and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time is monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.
- However staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- As part of the staff first aid course, EpiPen use and storage has been discussed.
- We may ask the parent for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and any food-related activities.

**Actions****In the event of a child suffering an allergic reaction:**

- We will delegate someone to contact the child's parents.
- If a child becomes distressed or symptoms become more serious, telephone 911.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the Medication Policy.
- If parents have not arrived by the time ambulance arrives, a member of the staff will accompany the child to hospital.

**Role of other parents**

- Snacks brought to the preschool by other parents should be peanut and nut free and must be in sealed and store bought with labels.
- The preschool will ensure that parents are regularly reminded and will monitor the contents of snack.

## Hicksville Nursery School Updated Nut Free Snack List

Hicksville Nursery School is a nut safe school. In order to provide a safe environment for children with nut allergies, we ask that all snacks be selected from our approved list. Please contact the Director or your child's teacher if you have any questions. Thank you!!

### **Frito Lay Brand**

Rold Gold Pretzels  
Braided Twists

### **Herr's Brand**

Thin Pretzels  
Circles

### **Sunshine**

Cheez-it-Crackers

### **Nabisco Brand**

Teddy Grahams (all flavors)  
Honey Maid Graham Crackers  
Honey Maid Graham Sticks  
Barnum's Animal Crackers  
Wheat Thins  
Wheat Thin Toasted Chips  
(Original, Multigrain, Cheddar)  
Cheese Nips  
Premium Saltine  
Ritz Crackers (regular)

### **Keebler Brand**

Wheat & Cheddar Sandwich Crackers  
Club Crackers (Original, Multigrain)  
Club & Cheddar Sandwich Crackers  
Club Cracker Snack Sticks  
(Original, Honey Wheat)  
Grahams  
Townhouse

### **Kraft**

String-um Cheese

### **Sorrento**

ShapeSters  
StringSters

### **Pepperidge Farms**

Goldfish (Cheddar, Original, Pretzel)

### **Yoplait**

Yogurt/Go-gurt (all Varieties except the Muesli selection)

### **Annie's Organic**

Cheddar Bunnies  
Cheddar Classic Crackers  
Buttery Rich Classic Crackers  
Saltine Crackers  
Pizza Snack Mix  
Cheddar Snack Mix  
Cinnamon Graham Crackers  
Honey Graham Crackers

### **BIRTHDAY CELEBRATIONS**

Oreos (original/golden)  
Mini Cupcakes (Please check to assure they  
made in a nut free facility e.g. Stop & Shop)

**\*\*FRESH FRUITS ARE WELCOME \*\***

**They must come in seal packaging and cut up in school with school knife!**