

Archer Cooperative Nursery School
37 East Allendale Avenue
Allendale, NJ 07401
201-327-6016
www.ArcherNurserySchool.com
August/September 2011 Newsletter Volume 46, No. 1



Please read carefully and save this newsletter.
This is the only communication you will have prior to the
CLASSROOM ORIENTATION
and
FIRST MANDATORY GENERAL MEETING,
which will be held on
Tuesday, September 6, 2011.

Classroom Orientation Schedule

Classroom orientation **PRIOR** to the General Meeting begins at 7:00 P.M.
as follows:

Mommy and Me classes – Narthax
2½ year-old classes – MW and TT (Room 26)
3 year – old classes – MWF, TTF (Room 23)
4 year/4 day AM Smithuysen (Room 14)
4 year/4 day AM Hull (Room 24)

THE GENERAL MEETING IS MANDATORY AND BEGINS AT 8:00 PM
IN THE SANCTUARY AFTER CLASSROOM ORIENTATION.

IMPORTANT REMINDERS

First Day

- All health forms are due by August 31. If you have not submitted your health form, your child will not be admitted to school. Return the completed health form (attached to the newsletter) to the Director.
- ARCHER NURSERY SCHOOL WILL PROVIDE A SCHOOL BAG FOR EACH NEW CHILD ENROLLED THIS YEAR. RETURNING STUDENTS MAY USE THE ONE THEY RECEIVED LAST YEAR OR PURCHASE A NEW ONE.
- Please send in a snapshot of your child's family. Label and give to his or her teacher.
- Each child must have at school a complete change of clothing. These may be old clothes, but of the correct size. They should be individually labeled and enclosed in a plastic bag with the child's name clearly visible. Please bring this on the first day of school.
- All of your child's outer clothing must be labeled.
- Return a completed Personal History Form (attached to the newsletter) to the Director.
- Return a completed Emergency Information Form (attached to the newsletter) to the Director.

Safety

1. Children must be accompanied all the way to the classroom.
2. Please do not, for any reason, take a child from the classroom or play area without notifying the teacher. If anyone other than the parent should want a child dismissed early, he or she MUST have a note from one of the child's parents asking the teacher to excuse the child. Mothers who are carpooling should advise teachers which children they are transporting. **THIS IS FOR YOUR CHILD'S SAFETY.**
3. All communicable diseases must be reported to the school Director—201-327-6016.
4. The barricades in the school's driveway are for the safety of your children. Please do not block them or pass them—park in the lot, not in the driveway.

EMERGENCY PARENTS

What do you do if, on the morning you are scheduled to work at Archer, something happens that makes it impossible to come to school that day? You can phone an emergency parent in your class and ask him or her to switch with you. Emergency parents are people who are often able to switch work dates at the last minute. They are parents who no longer have small children at home or have very fortunate baby-sitting arrangements that allow them flexibility. The emergency parent designation does not change the ultimate number of days anyone works. It is merely an attempt to identify those parents who are most likely to be able to switch workdays on short notice. We need emergency parents in all classes. If you have some flexibility in your schedule and can help out, please call your class scheduling parent.

STARTING SCHOOL: FROM THE STAFF

“Summer time and the living is easy” - vacation, day at the shore or lake, afternoon get-togethers, late nights, sleep-in mornings, and families having plain old summer fun.

But...

As September approaches, the atmosphere of school-age families begins to shift, and for those of you with nursery school-aged children, so do concerns of handling the first major separation of

parent and child. Age, personality of the child, and personality of the parent can determine the method of adjustment. Most children find adding something new to their lives both exciting and difficult. A child may feel stimulated and excited on one hand or frightened, tense and anxious on the other. Some children have abilities that they use as tools for successfully meeting new situations; others simply cannot handle a new situation due to an interruption in their babyhood, be it a close arrival of a sibling or an unhappy previous experience, and need more time to adjust. Others may give the initial impression of adjustment and break down later. To help minimize the anxiety of this problem, the teachers at Archer offer some tried-and-true guidelines.

1. **Visit the school before it opens.** Driving by or stopping by to see the outside playground can reassure that school is a place of fun and excitement.
2. **Meet the teacher.** This can be done before school ends or starts, and it gives the child a chance to place a new name with a new friendly face.
3. **Fill out your Personal History Form and return it as soon as possible** so that the teacher has an idea of what helps the child relax and enjoy and what may bother him/her. If there is a unique concern, talk with the teacher.
4. **Have a positive approach.** A parent's body language and choice of words can help make or break a separation. Enter the classroom happily, look around, give a hug, and try not to linger. Do not get dismayed if this course of action brings tears, as long as there are periods of happiness and success as well.
5. **Try to have a schedule.** Going to bed at a set hour and waking and having breakfast or lunch at a set time is most helpful. Remember that some children are over-fatigued by the strain of too many activities or school itself and need "downtime."
6. **Carpool.** Joining a car pool allows a child who hasn't adjusted to separation to do so in a more secure atmosphere. Riding to school with a child who is happy may reinforce for the more anxious child that school is fun.
7. **Be on time.** Activities before circle time allow the child to absorb the day's activities and make daily social connections. Being picked up on time eliminates worry about the parent's whereabouts.

Each of our age groups requires a different period of adjustment and additional suggestions. Our staff has years of experience and ideas, from a kiss on the hand from a parent or a squirt of familiar perfume to a family picture, favorite blanket, or special toy placed in a school bag. We are here to help.

Helping a child adjust to nursery school requires patience, a refusal to be discouraged, and a trust in the staff's philosophy that your child's happiness is one of the most important responsibilities of our job.

Suggested Books for Parents

The Guidance Nursery School, by Evelyn Goodenough Pitcher and Louise Bates Ames

The Preschool Years, by Ellen Galinsky and Judy David

Fun Books for Children

The Berenstain Bears Go to School, by Jan and Stan Berenstain

Grover Goes to School, by Dan Elliot

School Days, by B.G. Hennessy

Where Does the Teacher Live?, by Paula Feder

What Will Mommy Do When I'm at School?, by Dolores Johnson

Morris Goes to School, by B. Wiseman

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2011-2012 SCHOOL CALENDAR

September 6	Tuesday	Back to School Night/General Meeting
September 12	Monday	Classes begin
September 29	Thursday	School Closed – Rosh Hashanah
October 10	Monday	School Closed – Columbus Day
November 10/11	Thursday/Friday	School Closed – NJEA Convention
November 23	Wednesday	School Closed – 12 N Thanksgiving
November 24/25	Thursday/ Friday	School Closed – Thanksgiving
December 22 - January 2		School Closed – Holiday Recess
January 3	Tuesday	School Reopens
January 16	Monday	School Closed – Martin Luther King Day
February 20-24		School Closed – Winter Recess
March 20	Tuesday	School Closed – Staff Professional Day
April 6	Friday	School Closed – Good Friday
April 9-13		School Closed – Spring Recess
May 23/24	Wed./Thurs.	Last days of school
May 29	Tuesday	Summer Fun program begins (optional)

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SEPTEMBER CALENDAR – 2011

September 6	Tuesday	GENERAL MEETING- 8:00 PM ORIENTATIONS – 7:00 SEE PG. 1 OF NEWSLETTER
September 7 or 8	Wed./Thurs.	Brief classroom visits – times TBA by your child’s teacher at orientations
September 12	Monday	3-3 AM MWF – ½ class - “Split Schedule” 4-4 H, 4-4 S – all children – “Regular Schedule” Extended day 3’s- children will start the week of September 19 th Extended day 4’s – 11:30-1:00
September 13	Tuesday	2 ½ TT all children – 9:00 – 10:00 3-3 AM TT – ½ class - “Split Schedule” 4-4 H, 4-4 S– all children – “Regular Schedule” Extended day 3’s – children will start the week of September 19 th Extended day 4’s – 11:30-1:00 Mommy and Me classes begin
September 14	Wednesday	3-3 AM MWF – ½ class - “Split Schedule” 4-4 H, 4-4 S – all children – “Regular Schedule” Extended day 3’s- children will start the week of September 19 th Extended day 4’s – 11:30-1:00
September 15	Thursday	2 ½ TT all children – 9:00 – 10:00 3-3 AM TT – ½ class - “Split Schedule” 4-4 H, 4-4 S– all children – “Regular Schedule” Extended day 3’s – children will start the week of September 19 th Extended day 4’s – 11:30-1:00

September 16	Friday	3-3 MWF and 3-3 TTF – all children – “Special Schedule” 4 F – all children – “Regular Schedule” Extended day 3’s – children will start the week of September 19th
September 19	Monday	Regular class schedule begins for all classes
September 29	Thursday	School Closed – Rosh Hashanah

First Week of School Class Time Schedule:

“Split Schedule”	9:00-10:00; 10:30-11:30
“Special Schedule”	9:45- 11:30
“Regular Schedule”	9:00 – 11:30

Regular Weeks of School Class Time Schedule:

Mommy and Me classes	9:00-10:00, 10:30-11:30
2 ½ year –old classes	9:00-11:15 AM
3 and 4 year-old classes	9:00-11:30 AM
Extended day 3 year-old classes	11:30-1:00 PM
Extended day 4 year-old classes	11:30-2:00 PM

ARCHER COOPERATIVE NURSERY SCHOOL
SCHOOL STAFF

Karen Miller	Director	201-327-6016
Lorraine Smithuysen	Head Teacher – 4’s	201-493-0125
Caroline Hull	Teacher – 4’s	201-236-1754
Betty Frueh	Teacher – 3’s	201-327-7341
Elyse Roller	Teacher – 2 ½’s	201-391-6564
Elaine Dube	Teacher – Mommy and Me Assist/ Teacher 2 ½’s W/Th	201-327-9245
Susan Radleigh	Assist. Teacher – 2 ½’s M/T	201-825-3557
Brenda Cary	Assist. Teacher – 3’s	201-934-9189
Ann Donohue	Assist. Teacher – 4’s	201-934-9078
Irene Tibbs	Assist. Teacher – 4’s	201-934-1502

To all of you I extend a sincere welcome to the beginning of the 45th year at Archer Cooperative Nursery School. Each new school year brings excitement and enthusiasm with it. I look forward to working with all of you and meeting your children.

I am delighted to welcome back the staff who will skillfully guide and nurture your children for the coming year: Mrs. Brenda Cary, Mrs. Ann Donohue, Mrs. Elaine Dube, Mrs. Betty Frueh, Mrs. Carrie Hull, Mrs. Susan Radleigh, Mrs. Elyse Roller, Mrs. Lorraine Smithuysen, and Mrs. Irene Tibbs. All of us eagerly await the start of the year to meet your children and assume our responsibilities. I trust that this will be a very good year for all of our children.

Please be advised that the “Paid Substitutes” are available to all of you again this school year. These participating parent substitutes will work on your assigned day upon pre-arrangement with them. It is your responsibility to contact your substitute, to make arrangements to pay that person directly (\$25.00 per session), and to provide the juice and snack as scheduled. If you would like to be paid for substituting for another parent’s participating session—in your class or in other classes—please call me. Currently available substitutes are:

Barbara Clinton	201-447-2261	All sessions except Tuesday AM
Elaine Dube	201-327-9245	All sessions except T and Th AM’s
Michelle Gangi	201-934-6679	All sessions
Sue Radleigh	201-825-3557	All sessions except T and F AM’s
Margaret Ricciardone	201-251-9447	All sessions

You will read several times in this newsletter the request to return your completed HEALTH FORMS to school BEFORE SCHOOL BEGINS. Your child will not be permitted to attend class, even the first day, without his/her 2011-2012 form on file. ALL children need a completed current health form on file whether the child is new to the school or returning. Thank you for your cooperation in this matter.

Please continue to return your finger printing and background check forms. Thank you.

Your parent participation continues to make Archer better each year by the enthusiasm and willingness you bring with you to our school. You help make our program grow and blossom with your ideas. You contribute your time and energies to make your child’s preschool years the best possible. I encourage your continued comments on all aspects of our program. Posted in the office is a copy of the school’s Constitution and By-Laws, as well as copies of all of the school’s policies. Available to you by appointment are our licensing records, financial records, and complete curriculum. The cooperative idea of education promotes communication. The door is always open to you. Please stop and share your thoughts. My office hours are Mondays, Wednesdays and Thursdays from 8:30 A.M. to 12:45 P.M. and Tuesdays from 8:30 A.M. to 2:15 P.M.

Welcome to a new year at Archer! I look forward to this year at Archer as your President and working with the board to make this a spectacular one.

My daughter, Riley, will be in Mrs. Smithuysen's class this coming year, so feel free to stop me in the parking lot or in the hallway if you have questions or concerns. I can also be reached via email or at the number above.

The board that has been assembled this year is ambitious, professional and dedicated - not to mention a nice group of people who are readily approachable and happy to help. The beauty of the cooperative is that this is YOUR school. Should you have comments or questions, please take them to Karen Miller, any board member, or place a written comment/question in the tuition box outside Karen's office.

When you return to Archer in September, you'll notice how incredible our school looks. Our new playground, entrance way, and classrooms truly reflect the warmth of our school. Big thanks to Jamie Brisby (our Building and Maintenance Board Member) and all of the parents who participated in the summer work sessions. Lots of painting and reorganizing went on during the summer work sessions and our little nursery school looks fabulous! I would also like to thank Renna Harvey, mom of 4 year old Rose, for donating many hours of her time and unbelievable artistic talent to give our entrance way a warmer welcome. If you are looking to add some creativity and/or organization to your home, please contact Renna at 201-376-2816 or Renna.Harvey@verizon.net. I would also encourage you to visit Renna's website at www.rennaharvey.com. Once again, thanks to Jamie, Renna and all of the parents for their hard work this summer.

Please note, the **September General Meeting is preceded by a classroom orientation** with your child's teacher, where you will be given an overview of the coming year and will be advised what to expect during the days that you participate in the classroom. *Please see the first page of this newsletter for the time and place of your classroom orientation.*

This newsletter also contains other important and helpful information. For example, **the schedule for the first two weeks of school may be found toward the end of the newsletter.** As you will note, we try to ease both new and returning children into the school year. Therefore, for the first week, your child will have a shortened school period and possibly less than a full week of school. He or she may attend school with only half of his/her class. Find your class and **note any special drop-off or pick-up times.** Please also note if you are the designated working parent for your class on any of these days, and keep in mind that you are responsible for the class snack and juice on that day. (You will receive the classroom-parent schedule for the first half of the year during your classroom orientation on **September 6th.**) If you have any questions or concerns regarding the schedule for the first two weeks of school, please contact **Amy Ledlow** directly at **(201) 857-2355.**

Look forward to seeing you all on **September 6th.** Enjoy the remainder of the summer!

From the Vice President/Registrar

Stephanie Canariato (201) 788-7412

sjcanariato@optonline.net

Welcome to all new and returning families! I hope you all had a wonderful summer and are ready for another fun and exciting year at Archer!

We've had a busy summer and our enrollment for the upcoming school year has been building! We have only limited openings in many of our classes. However, our 2s and Mommy & Me classes are still in-need. Our enrichment classes are mostly full, but, if you are thinking of signing your child up for an enrichment day, please let me know and I'll send you the change form. I would encourage you to put your name on the waitlist for the days that are convenient for you. As families settle into their fall routine, schedules are likely to change, freeing up the availability of the enrichment days! Please email or call me with any questions.

Just a friendly reminder, all health forms are due before the start of school. Please submit completed health forms to Karen's office, Attn: Health Officer - JoAnn Del Gatto.

Please be sure to notify me should any of your contact information change during the year. We want to ensure our records are accurate.

NOTE: Any classroom movement (excluding new adds or adding/changing enrichment days) after August 1st for any reason other than to obtain your first choice will result in a charge of \$50.

From the Secretary

Tiffani DeLorenzo (201)787-7461

tiffanic77@aol.com

Welcome to all new and returning Archer families! I hope everyone enjoyed their summer and is looking forward to a wonderful new school year.

I am very excited to be serving as Secretary and to be taking over the Sunshine Program. This program sends notes of cheer, congratulations, thanks or condolence to our Archer families. Please let me know of any member of our school who might benefit from knowing that we are thinking of them. Feel free to contact me anytime via the information above.

I look forward to seeing everyone in September!

Welcome to all new and returning Archer families! As the Publicity Coordinator I will be overseeing the Publicity Committee. The Committee is responsible for press releases, advertising, the Archer website, as well as organizing all school and community events.

Please **save the date** for our first event of the school year - the Archer Ice Cream Social on Friday September 23! Details will be sent home the first week of school.

Throughout the year, you will see lots of press coverage in our local newspapers, thanks to the hard work of our in-house paparazzi – our Publicity Committee. If you are in your child’s classroom and happen to take a picture that you would like for us to submit to the local papers, please send it to me via email, along with the children’s first and last names, their class, and if possible the town they live in. The Publicity Committee will check the names against our list of children that are not to be photographed for the local press, prior to submission to the papers.

It is important that parents are familiar with our current “Press Release Policy,” which reads as follows:

“Archer Cooperative Nursery School releases photographs of Archer students or functions to the local newspapers on a regular basis. The photographs are released in an effort to keep Archer Cooperative Nursery School in the public eye. If you do not wish for your child’s photograph to be released, you must notify the Director, Karen Miller, in writing, of your wishes. The names of these students will be kept in the Director’s office and strictly adhered to.”

Anyone who does not want his or her child’s photo submitted to newspapers, please request the **“Opt Out of Publicity”** form from **Karen Miller before Tuesday, September 13, 2010, otherwise we will assume your child can be photographed.** Forms will also be available at the General Meeting.

There is a publicity mailbox in Karen Miller’s office. If you have any suggestions or happen to clip a picture of an Archer submission from the paper, please feel free to drop it in the mailbox. I look forward to seeing everyone in September!

Hello to Archer families old and new! Committees are nearly complete! If you do not know what committee you are on please contact me as soon as possible. If you did not work in the June work session, you must either work the August 20th work session or pay the opt out fee of \$125.00. If any member or chairperson has any problems or question, please don't hesitate to call or email me. Please remember that participation on your committee is essential to Archer! It's also a great way to connect with the school and its members!

*******REMINDER*******

**Attendance for the General Meeting is MANDATORY!
Tuesday, September 6th at 8pm
(meeting with classroom teachers start at 7pm)**

Our bylaws require full attendance at each of our two general meetings to approve or reject motions made by the board which affect how your school is run. The September meeting is preceded by a meeting with your child's teacher. You will be given an overview of the coming year as well as what to expect during the days you participate in the classroom.

Excuses must be called in to me ASAP. The FINE is \$50.00 for non- attendance. You may submit a written excuse by mail, if you prefer. If something unexpected happens the night of the meeting, please contact me as soon as possible.

Hoping that everyone has a great year at Archer!
See you at the meeting!

From Fundraising

Chelise Ashworth

cheliseashworth@gmail.com

We're kicking off the new school year with 2 great fundraisers:

KIDSTUFF COUPON BOOKS! We will be sending home a family-friendly KidStuff Coupon Book for you to see the valuable coupons! Use the coupons and save more than the \$25.00 cost of the book. Archer earns a 50% profit of \$12.50 per book!

MIXED BAG DESIGNS! Super cute and fun, reusable tote bags, lunch bags, ipad covers, car storage bags, cosmetic, duffle and garment bags-all at fantastic prices. Preview the line at www.mixedbagdesigns.com

Thank you to all for participating in our Fundraising Events! We have lots of fun things planned for the year and appreciate your support for Archer!

From Building and Maintenance

Jamie Brisby (201) 739-3602

mamabrizz@yahoo.com

I would like to thank all of the parents who participated in the summer work sessions! We got a lot done and really helped to get the school ready for a fabulous new year!! A special thank you to Amy Cosgriff and Nicole Schwartz for helping to organize the work sessions...I really appreciate your help!!

Just a reminder, each Archer family is responsible for participating in one of the work sessions throughout the year. If you did not attend either of the summer work sessions, please send me an email letting me know! Thank you and have a wonderful year!!

From the Scheduling Chairperson

Amy Ledlow (201) 857-2355

ledlowboys@yahoo.com

Below is a list of scheduling parents responsible for assigning parents to work in the classrooms:

<u>Class</u>	<u>Teacher</u>	<u>Scheduling Parent</u>	<u>Contact Information</u>
2s	Mrs. Roller	Salina McLaughlin	201-934-4185 Salinavmcl@hotmail.com
3-3 MWF	Mrs. Frueh	Cathy Cassidy	201- 652-1715 Jcass109@optonline.net
3-3 TTF	Mrs. Frueh	Regina Regan	201-962-2004 reginaregan1@me.com
4-4 H	Mrs. Hull	Anne Kay	917-750-7005 aakay@Verizon.net
4-4 S	Mrs. Smithuysen	Lissa Favata	201- 962 2594 lisullmann@aol.com

Each class will have its own scheduling parent. You will be hearing from the scheduling parent from your child's class soon. The first set of schedules runs from the end of September through December, and the second set runs from January through May. Be sure to keep your scheduling parent informed if your schedule changes for the second half of the year. **Once the schedules are made YOU are responsible for arranging a change, not the scheduling parent.** Please contact your scheduling parents with future conflicts as soon as possible.

SCHEDULE FOR THE FIRST TWO WEEKS OF SCHOOL

For the **first week** of the school year, each age level has different time schedules.

- Mommy and Me will begin on Tuesday, September 13th.
- The 2 year old class will be on a "**split**" time schedule (9 – 10 and 10:15 – 11:15). The class will be divided in half so teachers may meet students in smaller groups for shorter periods of time.
- The 3 year old classes will be on a "**split**" schedule (9 – 10 and 10:30 – 11:30) the first two school days and a "**special**" schedule on Friday (9:45 – 11:30). The first two days, the classes will be divided in half so teachers may meet students in smaller groups for shorter periods of time. The children will attend together on Friday. Extended Day (Lunch Bunch) will start Monday, September 19th.
- The 4 year old classes will be on "**regular**" schedule (9 -11:30) and all students will attend together. Extended Day (Lunch Bunch) will run 11:30 – 1:00.

The **second week** of school is a "**regular**" schedule for all classes. 2 year old class: 9 – 11:15 and 3s/4s classes: 9 - 11:30; Extended Day (Lunch Bunch) will run on the "**regular**" schedule as well.

If there are any scheduling issues regarding the **first two weeks of school only, please make every effort to switch with another parent.** In the case of an **EMERGENCY** situation or if you are unable to resolve an issue, please contact **Amy Ledlow at 201-857-2355** or via e-mail at ledlowboys@yahoo.com.

The following schedules indicate the time and days your child will attend school and the parent class work assignments. **The assigned parent will be responsible for working in the classroom for the duration of the class and bringing in the drink and snack for the class.** Please keep the snack/drink simple for the first week since the class time is shortened.

Enjoy the rest of your summer and I look forward to meeting you all in September!

Parents of 2s and 3s:

Please note the time your child will attend class the **first week** of school.

Mrs. Roller: Tues/Thurs 2s

9:00 – 10:00

Brisby
Buttenmuller
Farinella
Foye

10:15 – 11:15

McLaughlin
Palumbo
Paradiso
Tsuji

Mrs. Frueh: M/W/F 3s

9:00 – 10:00

Canariato
Cassidy
Cho
Del Rey
Harrington

10:30 – 11:30

Antonelli
Lowry
Pappas
Prasad
Rossi

Mrs. Frueh: T/Th/F 3s

9:00 – 10:00

Ashworth
Daniello
Drummond
Giaccio
Ledlow
McCarthy

10:30 – 11:30

Mulvey
Ramiza
Regan
Simmel
Stevinson
Subrani