

Priddis Early Learning Program

Parent Handbook

September 1, 2018



STATEMENT OF INTENT - I

1) Program Philosophy

For children, the preschool years are a time of wonder, questions, curiosity and extensive social, emotional and physical learning. The philosophy of the Priddis Early Learning Program is:

POSITIVE EXPERIENCES THROUGH PLAY AND GUIDED INSTRUCTION

In keeping with this philosophy, the program is designed to offer children the freedom to choose from a variety of experiences. Play, art and craft time, and circle time provide stimulating and interesting opportunities to expand their knowledge and skills, as well as build confidence at their own individual pace.

The teacher plans these activities to further the children's learning by encouraging them to use their skill and develop their imagination while providing a happy and stimulating environment.

All children need unconditional love and acceptance in order to develop a sense of personal worth. Viewing your children as worthwhile individuals and encouraging them to choose from and succeed at various activities helps develop the feeling of confidence and self-acceptance.

It is the Program Policy to provide a quality program for children, rich in variety and opportunity, while always keeping in mind that kids can be kids.

2) Program Objectives

The primary purpose of the Priddis Early Learning Program is to aid in the development of the four year old child socially, emotionally and physically in a happy and fun environment. In so doing, we will prepare the children to enter a Kindergarten setting the following year.

The following section describes the objectives in each developmental area:

a) Social Development

- i) Be responsible for their own belongings
- ii) Be co-operative and share with others
- iii) Be courteous, prompt, friendly and helpful
- iv) Have a sense of community and feel a part of that community
- v) Be respectful of others

Working within a group necessitates sharing, waiting one's turn and, in general, politeness and respect. Children learn from each other, co-operating to form new ideas and accomplish tasks.

b) Emotional Development

- i) Adjust and be happy in a group away from home
- ii) Overcome shyness and make new friends
- iii) Control temper and tears
- iv) Feeling of self-worth and satisfaction in what they do
- v) Cope with feelings of anger, jealousy etc.

The child's self-reliance is encouraged through dressing and undressing of outerwear upon arrival and departure from Preschool. Making crafts and general clean up time, etc., promotes individual expression and feelings of self worth.

c) Physical Development

- i) Gross motor skills are learned through games and physical activity time
- ii) Fine motor skills are developed through tracing, the use of scissors, painting and other such activities with materials provided by the Program.
- iii) Desirable hygiene habits such as washing hands before meals, etc. are reinforced.

d) Intellectual Development

- i) Develop communication and listening skills
- ii) Increase awareness of the community and the people around them
- iii) Able to think independently and share ideas with a group
- iv) Develop curiosity, creativity and imagination
- v) Introduction of letters, numbers, shapes, opposites and rhyming
- vi) Gradually prepare for Kindergarten.

e) Creative Development

- i) Offer toys that allow children to interact and use them in more than one way
- ii) Present activities at the level of each child in order to foster a love for arts and crafts and allow them to be successful

- iii) Allow children plenty of time for creative activities each day in order to help them to learn to communicate and express their feelings
- iv) Offer activities that allow the children to work on their fine motor skills
- v) Use a variety of creative activities as a way to develop the children's thinking and problem solving skills

In short, all activities are multilevel learning experiences for the children. The Program provides positive opportunities within the program that foster success and fun. The children will have a positive experience through play and guided learning.

PROGRAM GUIDELINES - II

1) Preschool Activities

- a) Free time to play and share toys, puzzles, blocks, etc.
- b) Story time and songs using actions and music
- c) Crafts, finger painting, colouring and cutting
- d) Physical activity in gymnasium space or outdoors
- e) Show and tell discussion groups
- f) Celebrations for Halloween, Christmas and Graduation

2) Preschool Year

The Priddis Early Learning Program (PELP) year will run from the 2nd week of September to the middle of June. Holiday dates will be announced at the beginning of each school year. These dates will coincide as much as possible with the holiday dates of Red Deer Lake School.

3) Miscellaneous

- a) Classes will be held Monday, Wednesday, and Friday mornings from 9:00 to 11:30 for the 4 year old program, and on Tuesday and Thursday mornings from 9:00-11:00 for the 3 year olds.
- b) Days of the week, start times and duration of the school year is at the discretion of the PELP Board and the teacher. They will be set each year prior to registration for that particular year.
- c) A ratio of 1 teacher to 12 children must be maintained at all times, according to licensing policies. In the event where there are children under the age of 3 present, a ratio of 1:6 must be maintained. A parent volunteer is required in class each day to maintain the ratio in case of circumstances wherein an adult must accompany a child outside of the classroom, (eg. Bathroom, etc.).
- d) Any suggestion or comments concerning the Preschool can be addressed to the acting director of the Preschool during that particular school year or to the Preschool teacher. The acting director's and the teacher's contact information will be provided at the beginning of each school year.

Preschool Teacher: Lindsay Flynn 403-813-3263; lindsaykflynn@gmail.com

Program Director: Kate Berkan; 403-808-3988; PELPPreschool@gmail.com

PRESCHOOL CONDUCT - III

1) Discipline

- a) To facilitate discipline, children are made aware of what is expected of them in advance. Rules and routines are explained or demonstrated in the first days of class.
- b) Unacceptable behaviour is defined as any behaviour that is disruptive, destructive or harmful to the child or to those present. Some examples of unacceptable behaviour are: hurting, pushing or hitting others; intentionally damaging Program property; screaming, etc.
- c) The children are rewarded for acceptable behaviour with praise, thanks or some privilege.
- d) Under NO circumstance will the teacher or any volunteer hit or spank a child.

- e) Discipline problems are to be drawn to the attention of the teacher who will act according to the following Program Policies and Procedures:
 - i) The teacher will explain to the child that such behaviour is inappropriate
 - ii) The teacher may require the child to leave the group area until he or she is ready to demonstrate proper behaviour
 - iii) The teacher may require the parent to remove the child from the class for the rest of the day.
 - iv) The teacher may determine that the child is not ready to attend Preschool. If such a determination is made and a parent is asked to remove their child from the school, a prorated refund will be issued.
 - v) The teacher will notify the parent of any continuing discipline problems in person or by phone.
 - vi) Children will not be reprimanded for accidents such as spilling paints, breaking a toy or bumping someone.
 - vii) As per the legislation, there shall be:
 - (a) No form of physical punishment, or verbal or physical degradation.
 - (b) No form of emotional deprivation
 - (c) The teacher shall not deny or threaten to deny any basic necessity
 - (d) The teacher shall not use or permit the use of any physical restraint, either physical or isolation
 - viii) The parents will be made aware of the discipline policy in the Parent Handbook.

2) Injury and Illness

- a) In the case of a minor injury or illness, the teacher applies First Aid as required, completes an Incident Report and informs the parents upon pick up.
- b) In the case of more serious injury or illness:
 - i) The teacher will perform First Aid.
 - ii) Parents will be contacted and requested to pick up the child to obtain medical attention. If a parent is not immediately contacted, an emergency contact person will be contacted by phone.

iii) If unable to contact the parent, a board member or volunteer will call 911 as the situation warrants.

iv) If the situation is more serious and cannot wait for Parent arrival, an ambulance will be called. An adult will accompany the child.

As soon as the Parent can be reached they are to assume responsibility for the child's treatment.

c) Accidents will be recorded by the program staff, and if serious enough are reported on the Incident Reporting Form. The program staff and director will review accidents in order to identify any trends or issues that need attention.

3) Facility Emergency

In an emergency, all children and adults will be evacuated out of the classroom door, down the hall, up the stairs and exit out the doors at the top of the stairs. If this exit is unavailable, the north window will be used. The teacher will take the emergency folder if possible before organizing and leading the children out of the hall and to Jane's Cafe on foot. The Parent volunteer will check bathrooms, rooms, close all doors and windows, turn off lights and will follow the last child out. The Teacher will take attendance and will be responsible for phoning the necessary emergency services while the parent supervises the children. This evacuation procedure is posted in the preschool classroom area, and is discussed with the children on a monthly basis. As per municipal fire regulations, a minimum of 6 fire drills must be conducted throughout the school year - 3 in the fall, and 3 in the spring. Fire drills are recorded in a specific file to be kept on hand and provided for fire inspections.

REGISTRATION - IV

- 1) A waiting list may be maintained on a yearly basis and all those on the list must be in compliance with all registration policies.
- 2) All children must be toilet trained.
- 3) All parents will be required to fill out and sign the relevant sections of the Pick up Authorization form.
- 4) All parents will be required to sign a Waiver of Liability.
- 5) All parents who are registering a child with an on-going medical condition that requires the administration of medication are required to sign the Medical Authorization.

- 6) All persons volunteering in the Preschool Program are required to complete a Police Security Check with the Priddis Early Learning Program prior to assisting in the classroom or on any classroom sponsored event. The Program must receive the police check 24 hours prior to the applicant volunteering.
- 7) Should any of the information provided at registration time become outdated, parents are responsible for informing the Program Director and Teacher.
- 8) Refunds will be issued at the discretion of the Program Director if there is a cancellation once the school year has started until and no later than March 1st.
- 9) Any sibling of any child presently registered in the Program will be given first opportunity for pre-registration for the next year.
- 10) The teacher reserves the right to refuse enrolment or request the removal of any child at any time in order to preserve the well-being of all the children. The parents has the right of appeal to the Program Director for mediation, however, decisions regarding children's welfare in the classroom are the teacher's jurisdiction.

FEES

- 1) The Priddis Early Learning Program registration fee is \$50 and is non-refundable. Fees for the 4 year old program are \$165 per month, and fees for the 3 year old program are \$115 per month.
- 2) Payment of the monthly fees is due on the first day of the month.
- 3) Preschool families must be members of the Priddis Community Association (\$25/year).
- 4) Post-dated cheques must be approved by the Program Director.
 - a) **All cheques are to be made payable to Priddis Early Learning Program (PELP).**
- 5) Any returned cheques will be subject to a service charge of \$25.00 and failure to immediately replace the cheques will result in cancellation of the child's registration. This service charge also applies to all cheques written for fundraising items.

VOLUNTEERS - V

The Priddis Early Learning Program is dependent on the parents of the children to make this program work. Parent participation is an integral part of the success of this program.

1) VOLUNTEER FUNCTIONS

We require one volunteer in the classroom daily.

Classroom Volunteer Duties

- Please try to arrive 10 minutes or so early to assist in initial setup and prepping for the day. *Ask what needs to be done.*
- Assist in set up of centres, crafts or activities as directed by the teacher.
- Interact with the children during playtime and craft time and encouraging them to tidy up at the appropriate time.
- Set out snack time, snack table and chairs (both seat and back) are to be wiped with bleach solution after snack time.
- At the end of class the parent volunteer is to help in class clean up by vacuuming all carpeted areas, sweeping the floor, putting away any remaining toys, puzzles, books, art supplies etc. (Not all of these need doing every day, please ask Mrs. Lindsay what needs doing on your volunteer day.)
- Parent volunteer may be asked to escort and/or supervise student to washroom, please encourage them to wash their hands well following toileting. The volunteer is NOT to assist in toileting.

Please be aware that it is the parent volunteers duty to make arrangements (eg. switching) in the event that they cannot make their scheduled day.

Program Volunteer Duties

As this is a community based program parents will also be called upon to assist with tasks outside of the actual program including: fundraising events, cleaning and maintenance of preschool toys, classroom and playground, craft preparation, local field trips and other duties as determined by the Program Director and Teacher. As well, in early September a quick meeting will be held to set up the program's parent board. Positions that need to be filled at that time are:

PELP Director

Clean-Up Leader

Website Development

Fundraiser/Grant Crew

Scholastic Books

Volunteer Coordinator

Please consider taking on one of these positions or assisting someone else. All these positions can be shared!

2) VOLUNTEER CONDUCT

- a) Volunteers will perform the duties and responsibilities as outlined in the Program Policies and Procedures.
- b) Volunteers are asked to arrive 5 minutes before class time and not to leave until the children have all been picked up.
- c) Suggested attire is clothing suitable for messy kid activities, indoor soft-soled shoes with no heels. The Priddis Early Learning Program does not accept responsibility for damaged clothing.
- d) Duties are determined by the teacher and may include helping with set up, clean up and preparation, serving and clean up of snack, assisting the children and supervising bathroom use.
- e) Preschool volunteers must stay in the classroom at all times unless their assigned duties take them out.
- f) If the volunteer is unable to attend a scheduled day, it is his/her responsibility to contact another volunteer to replace or trade days with. It is the volunteer's responsibility to inform the teacher of any change.
- g) When correction of the children is required, the volunteer will bring it to the attention of the teacher. Volunteers are requested not to take disciplinary measures themselves.
- h) Volunteers are to conduct themselves in the classroom in the following manner: accept tasks assigned by the teacher with a smile, always speak in a normal voice, never argue with other adults in the classroom and confine all conversations to the Preschool activity currently being performed.
- i) Volunteers in the classroom, or within hearing distance of the children registered in the Program, are to conduct themselves at all times in keeping with the basic premise that the children are there to learn through fun and play. Parents need to be cheerful and smile, set the children at ease, and do whatever they can to encourage a happy environment for the children.
- j) Volunteers are to familiarize themselves with the Program Policies and Procedures and to consult with the teacher or Program Director when unsure of the proper procedure or policy.

PARENT RESPONSIBILITIES - VI

1) TO AND FROM PRESCHOOL

- a) In accordance with Ministry of Child Services requirements, each child will be signed in and out of the Program daily. The register is located near the classroom entrance and is to be signed by the person dropping off and by the person picking up the child. Any special instruction for that day in regards to each child must be brought to the teacher's attention.
- b) Children are to arrive 5 minutes before start time and the parent or guardian must remain with the child until the teacher is ready to start. Parents are requested to leave promptly.
- c) Parents are required to notify the teacher should their child be unable to attend or arriving late.
- d) Parents are requested to have their children go to the bathroom before class starts so there is less disruption to their child's learning.
- e) Parents are required to pick up their children in a timely manner. No child will be released to any individual without written authorization.
- f) If someone other than the parents will be picking up the child on a regular basis, the parents are required to fill out and sign the Authorization for Non Parent Pick Up.
- g) If the parent knows that they will be unable to pick up the child or, may be late to pick up on a particular day, and they have made alternate arrangements, they must inform the teacher as to who is authorized to pick up the child in their place.
- h) If the parent cannot pick up the child at the proper time and no other arrangements as outlined above have been made, the child will be taken home by the teacher or volunteer as per the Pick Up Agreement. A message will be left at the preschool as to the address and telephone number where the child may be picked up. The Program Director may ask parents to reimburse caregivers for time spent with the child and meals provided.

2) PARENT VISITORS IN THE CLASSROOM

- a) There is no smoking allowed in the classroom or while caring for the children.
- b) Under special circumstances siblings are allowed in the classroom while their parents are volunteering. Under these circumstances, the parent is responsible for the care and control of that child and is required to keep distractions to the class at a minimum.

3) APPROPRIATE CLOTHING

- a) Children must be dressed in play clothes.
- b) Children must be dressed in clothing appropriate to the weather. Please include necessary outdoor clothing to play in the playground.
- c) Children will not be playing outside in the playground if it is raining or if the temperature is below -15 degrees Celsius.
- d) Each child is required to have a clean indoor pair of soft-soled non-scuff shoes, such as running shoes with Velcro straps.
- e) The Priddis Early Learning Program is not responsible for any damage to clothing.

4) ITEMS BROUGHT TO PRESCHOOL

- a) Parents are required to provide for their child a school bag for taking treasures home as well as shoes and any other items that go back and forth.
- b) Children are asked NOT to bring any toys or books to Preschool unless it is a special day when the teacher has asked for items to be brought for show.
- c) The Priddis Early Learning Program is not responsible for any items brought to Preschool
- d) Children may not bring candies, chocolates or gum.

5) SNACKS

- a) Snacks are given to the children during each class. The parents of each child will be scheduled to provide a snack on a rotational basis by the teacher.
- a) Priddis Early Learning Program is a Peanut Aware Preschool. When preparing snack, please take care to ensure that items have not been contaminated by nut products (i.e. peanut butter or oil on a knife, cutting board or counter. Avoid cross-contamination of food products and utensils. We love home-baked treats as long as they are NUT FREE (including nut oil). Please read labels to ensure this. Be NUT AWARE. If there are no children with allergies for the school year, the parents may vote to allow nuts for snack time. This is a yearly decision depending on the children attending and the parents wishes.
- b) When cutting food, keep in mind that a child's windpipe is about the size of your pinkie finger. Please cut items lengthwise (carrots and grapes especially).

- c) Please bring enough snacks for the number of children in the class including a fruit or vegetable or dairy product, and a carbohydrate. No juice boxes please. Cups & napkins are provided, however, we do appreciate parent donations of these items (the Dollar Store is a great place to find them!)
- d) Snack suggestions include:

grapes/ watermelon/ strawberries/ oranges/ bananas/ carrots/ yogurt tubes/ cheese AND crackers/ cereal bars/ cereal/ rice cakes/ animal cookies/ arrowroot/ Teddy Grahams/ pretzels/ banana bread/ muffins/ cookies/rice crispy squares/ puffed wheat squares.

6) HEALTH

- a) If a child has an on-going medical condition, the parent must complete a Medical Authorization form.
- b) If a temporary condition arises, the parent is required to inform the teacher and make special note of specific instructions to the Program Director and to the teacher.
- c) If a child should contract a communicable disease, it is required that the parents withdraw the child from the group until he or she is recovered. The teacher is to be notified at once and will notify all parents of any potential problem. Please see addendum for added information regarding to illness.
- d) Children who are not well are asked not to attend Preschool. The teacher may require a parent to remove the child from class or, if unable to contact the parent or alternate, may ask the Program Director to make arrangements for the removal of the child to a more suitable environment.
- e) If an emergency arises, the teacher and volunteers are required to follow the Emergency Procedures previously outlined.

Waiver of Liability

I _____ have read the Priddis Early Learning Program Parent Handbook and understand the following:

- Children must be toilet trained to enter the program
- There will be no refund due to vacation or illness
- One month written notice must be given to the director prior to a refund being issued for withdrawal
- Refunds will not be granted for withdrawals after March 1st
- Our program relies on volunteers to assist the teacher and bring a nutritious snack every day. Each family is expected to sign up for volunteer shifts that meet the frequency outlined by the teacher for that particular school year
- Through the year parents are expected to participate in one fundraising and one cleaning event

While due care will be taken for the students at all times, The Priddis Early Learning Program and its teacher, Lindsay Flynn, accept no responsibility nor can they be held liable for any accident or injury sustained while on Preschool property.

Child's Name _____

Parents Name _____

Date _____