

HAPPY TIME NURSERY CO-OP INC.

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January 2020

Parent Handbook

This handbook outlines Happy Time Nursery Co-op Inc.'s Policies & Procedures. You will be asked to sign the form at the back of this handbook declaring you have read, understand & agree to the policies.

If you have any questions or concerns, please contact the Executive Director at 204-268-3247.

Please keep this handbook for future reference.

Happy Time Nursery Co-op Inc.

2020 PARENT HANDBOOK

BACKGROUND

Happy Time Nursery Co-op Inc. (HTNC) was incorporated May 3, 1974.

We are licensed for twenty spaces by the Province of Manitoba & are a member of the Manitoba Child Care Association.

On August 2003, HTNC moved into the Beausejour Early Years School (BEYS), located at 900 James Ave. Beausejour, Manitoba. Although we are located in the school, we are a separate entity and are not part of Sunrise School Division, or the neighboring Beausejour Kids Centre Daycare.

OUR MISSION STATEMENT

Happy Time Nursery Co-op Inc. is a preschool for three & four-year-old children meant to foster early educational development. The purpose of HTNC is to enhance children's social, physical, intellectual & emotional well-being through the provision of early childhood education, play learning & fun. As well, HTNC is meant to help prepare the pre-school child for kindergarten.

OUR PHILOSOPHY

Happy Time Nursery Co-op Inc. understands that each child is a unique individual with rights for love, respect & quality care. We believe children should have optimal experiences for physical, social, emotional & intellectual growth & should be encouraged to develop creativity, self-confidence, intellectual growth & a positive self-image. We promote problem-solving & decision making opportunities to help preschoolers overall development & encourage independence. Since children are active learners, HTNC strives to provide a safe, stimulating & fun environment where preschoolers can explore & experiment with their surroundings & foster a love of learning through play.

OUR GOALS & OBJECTIVES

Happy Time Nursery Co-op Inc.'s goals are to develop preschooler's positive self-image, help them grow in independence, & cultivate the ability to cope with the world around them through demonstrated friendships & acceptable expressions of emotion. Through creativity & participation in fun, active learning, HTNC strives to help preschoolers develop physically (i.e., large & small muscle use) & intellectually (i.e., development of self-help, language, listening, decision making, & problem solving). To attain these goals, HTNC provides an environment that fosters independence, coping, increased opportunities to develop friendships, & encourages socially acceptable behaviour. Our active learning environment offers positive fun activities & presents intrigue & imagination through the use of age appropriate language, role modeling, allowing little voices to be heard & offering choices in decision-making & problem-solving processes.

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CONFIDENTIALITY POLICY

All information provided by parents/guardians is treated as confidential & due to government regulations, is kept for three years after which it is destroyed. Early Childhood Educators (ECEs) have access, on a need-to-know basis, to confidential information & court papers (if applicable) held under lock & key. At no time can staff, volunteers or board members communicate any information including telephone numbers & last names without parent/guardian consent. Additionally, parent/guardians of children at HTNC shall not, at any time, divulge personal information regarding staff, board members, or other children via any means of communication. This includes verbal, written, & electronic format (i.e., email, face book, twitter, texting, or any type of social networking, etc.). Breach of this confidentiality policy is considered a serious matter & will be subject to disciplinary action such as loss of enrollment at HTNC.

Parents/guardians are reminded that what goes on at HTNC is private between staff & individual students & their families.

Inspectors & the Childcare Co-coordinator make periodic visits. Authorized inspectors can consult files to determine that all information is complete. Parents/guardians may access their child's file by written request, however, files remain the property of HTNC. No information regarding a child or their family shall be released to anyone, except in an emergency where medical information is required or when subpoenaed by the courts.

EMERGENCY INFORMATION

Keep emergency numbers up-to-date & inform HTNC as to where you can be reached at all times. In the event of a fire or other emergency where HTNC must be evacuated, the place of shelter will be:

Recreation Office (first door to the left as you enter the Sun Gro Centre)
Sun Gro Centre
360 Community Lane
204-268-9266

All staff will evacuate children through an appropriate exit. Either the Executive Director or designated person in charge will check the building. Staff will escort children out of the building & will meet outdoors ensuring all children & staff are in attendance.

In the event staff & children are unable to re-enter the building, staff will proceed to walk the children to the Sun Gro Centre at 360 Community Lane.

Fire Drills

In accordance with provincial regulations, HTNC conducts monthly emergency evacuation procedures in each of the four sessions.

During a fire drill, all staff & children will immediately vacate the premises. The first priority is to get all the children out safely from the building. No personal articles, clothing, or shoes will be taken or put on before going outside in the case of an emergency. Attendance will be taken once outside the building.

Fire drills are required so staff & children are aware of procedures that must be utilized to ensure everyone's safety in the event of a real emergency.

Intruder Drills & Severe Weather Drills

HTNC participates in these drills with BEYS. Our safe place is in the washroom – away from all windows. HTNC has an Enhanced Safety Plan conveying all aspects of school, personal, & health related safety issues. Copies are available at the school for your perusal. Please ask the Executive Director for a copy.

Minor Medical Incidents

All staff & assistants are certified Emergency First Aiders. Minor incidents (including scrapes & minor cuts) will be dealt with by first aid certified staff, incident information will be recorded in the daily log, & parents/guardians will be notified of the incident upon pick-up of the child.

Staff is aware of the precautions for handling blood &/or bodily fluids for the safety of themselves & the children.

HAPPY TIME NURSERY CO-OP INC. ORGANIZATION

Happy Time Nursery Co-op Inc. operates as a co-operative.

Co-operative Membership

- When a child enrolls at HTNC, each family will be assessed a one-time \$5 co-operative membership Fee.
- Membership expires after 10 years.
- Membership entitles members the right to vote at Annual General Meetings & Special Resolution Meetings & to run for office on the Board of Directors.

Annual General Meeting

An Annual General Meeting (AGM) will be called within six months of the fiscal year end – June 30th.

Financial statements of the prior year's operation are presented at this time, along with a copy of the proposed budget for approval for the current year.

The AGM is open to all interested parties with HTNC memberships. Date & time of the AGM will be posted in the newsletter, on-line and at the school. Attendance is strongly recommended.

General Board Meetings

General Board meetings are held on a monthly basis. Members are welcome to attend these meetings; however, we suggest that if you are planning to attend a meeting, you should contact the President on the Board of Directors to be placed on the agenda. Elections for the seven offices of the Board of Directors takes place at the June General Board Meeting.

Completing HTNC Registration Form

The registration form serves 4 purposes:

1. Application for membership to the Happy Time Co-op Inc. co-operative.
2. Provides specific information which accompanies students in session, outdoors, & on field trips, etc.
3. Provides medical information along with your signature agreeing to emergency medical transportation & treatment should it be required.
4. Receipt of payment for HTNC membership & registration fees.

Please complete this form in full, including when information is not applicable to your particular family circumstances (i.e., indicate N/A in spaces provided), ensuring there are three (3) copies.

If your child has severe allergies, asthma, feeding or any other health care concerns, the Unified Referral & Intake System form (URIS) accompanying the registration form, must be completed. This form will be sent to the Sunrise School Division URIS nurse & an individual health care plan will be made. Staff will then be trained on the specific health care need by the URIS nurse.

INTRODUCTION TO NURSERY SCHOOL

A Big Adventure

Nursery school is one of your child's first big adventures into the world outside of the home. We hope that this experience will be a positive one for both you & your child. Parents/guardians are encouraged to visit whenever you wish, ask questions about our program & to share your concerns about your child. Any input we receive from home to better understand your child will be greatly appreciated.

Separation Anxiety

By the second month most children will have settled into our program. Growing up is not an easy, uninterrupted process for children. They need your support & encouragement through each step. Some children will require a gradual separation from you. Others may have a “delayed reaction” in a few weeks or even a few months when they realize that they have given up some of their time with you in exchange for their good times at Nursery School. Separation anxiety can also occur after your child has been absent due to illness or after an extended vacation period.

What can you do to ease this anxiety?

- Try to convey the idea that it is not you leaving your child but your child leaving you
- Convey confidence in your decision to enroll your child in a Nursery program
- Stay with your child as long as YOU feel it is necessary – 2 minutes to 2 ½ hours, but when you decide to leave, go with an air of certainty & self-confidence. We can handle the aftermath of your departure, which, in most cases, is short-lived. However, we cannot come between you & your child when you are undecided whether they should go or stay (you can always call us later to ease your mind)
- Sometimes a change of routine can solve separation anxieties – try having Dad take your child to Nursery School or perhaps the parent/guardian of a friend

- Try having an alternate time to spend alone with your child, especially if there is a baby, older children or a new job taking up much of your attention

Dropping Off & Picking Up Your Child

1. When dropping off or picking up your child, please park in the area directly north/west of the yellow door entrance to James Avenue. We share this drop off & pick-up space with the BEYS & Daycare, making it a very busy place. Please be careful as young children may dart out from behind parked cars. Please **DO NOT PARK** in staff parking (north of the chain link fence or northeast of the yellow door)– these are paid spots. Thank you for your understanding & patience with this important issue.
2. Happy Time Nursery Co-op Inc.'s door opens at 8:50 AM & 12:35 PM.
3. Please enter HTNC through the North door (beside the chain link fence). Staff will open the outside main entrance North door at 8:50AM/11:20AM & 12:35 PM/3:05 PM for HTNC parents/guardians to enter. The "open sign" will light up when the doors are open.
4. One family member per child (ren) enrolled in the program will be allowed entrance into the building for the first week of classes for new children entering into the 4 year old and the 3 year old program. (subject to change depending on the direction from the school). Once on the premises, children become the responsibility of HTNC.
5. Each child (ren) enrolled in the program will be assigned a drop off & pick-up time. There will be no particular order, the Executive Director will assign times alphabetically. If you are having someone else drop off or pick up your child, please make sure this person is aware of the drop off and pick up times for your child. **** Very Important****. Please wait in your vehicle until it is your time to drop off/pick up your child. We would like for parents/guardians not to be standing outside the building.

6. A hand washing routine has been implemented at HTNC & is to be completed as soon as your child arrives. **Staff will assist your child with hand washing using soap & water before they begin playing.**
7. Children must stay inside HTNC & must be picked up by a parent/guardian or designated adult. Happy Time Nursery Co-op Inc.’s responsibility ends when the parent/guardian & child leave the premises.
8. **Children must be picked up promptly for their designated pickup times.**
9. If there should be an unexpected closure during the day, parents/guardians will be notified & told to pick up their children. If building evacuation is required, pick up will be at the Sun Gro Centre.

Late Pick Up Policy:

There will be a five (5) minute “grace period” to allow time to pick up your child.

Pick-ups after 5 minutes will be charged \$5 for every 5 minutes late.

Time	11:35am/3:20pm	11:40am/3:25pm	11:45am/3:30pm	11:50am/3:35pm	11:55am/3:40pm
Fee	Grace Period	\$5	\$10	\$15	\$20

If a parent/guardian does not appear at pick-up time (11:30am or 3:15pm), they will be called by HTNS staff, followed by emergency contacts if necessary. In the event that no one can be reached within one (1) hour of the end of class and there are no obvious extenuating circumstances (ex. Severe weather), then Child and Family Services (CFS) will be contacted.

The requirement of a late fee payment will be noted by the teachers and followed up by the Treasurer. Late fees need to be paid either the day of or within the end of the week the late pick up occurred. Payments can be handed in to the Executive Director. If you do not pick up your child from school, please advise your family or caregiver of this policy.

Children's Cubbies

The children's cubby is divided into three sections. The top section will be for artwork, the middle section is for lunch kits, mitts, toques, etc. & the bottom section has a hook for a jacket & a backpack.

Happy Time Nursery Co-op Inc.'s Daily Schedule

Sessions are held:

- Tuesday & Thursday 8:50 – 11:20 AM &/or 12:35 – 3:05 PM for children who will be (3) three years old before December 31st.
- Monday & Wednesday 8:50 – 11:20 AM &/or 12:35 – 3:05 PM for children who will be (4) four years old before December 31st.

School/Home Communication

Each child (ren) will be provided with a communication bag on the first day of class for notes and other important information that will be sent back and forth with your child. It is important that you check your child's communication bag after each class.

Supplies required for Class

Each child (ren) is required to have the following supplies for first day of class:

soft pencil case, pencil, pen, eraser, scissors, liquid glue bottle, glue stick, box of crayons, package of pencil crayons, paint smock or old T-shirt, Indoor Velcro shoes, snack bag or lunch box, and water bottle. Please make sure all supplies are labeled.

SESSION (AM / PM)	ACTIVITY
8:50 / 12:35	DOORS OPEN FOR SESSIONS
9:00 / 12:45	ACTIVE FREE PLAY <ul style="list-style-type: none">- Gross motor – walks around the neighborhood, movement songs, jumping jacks, outdoor play (weather permitting), etc.- Dramatic play – dress-up role playing; housekeeping centre (changed monthly)- Play dough & water play- Art – children are encouraged to join in the daily planned project- Fine motor – puzzles & manipulative toys (changed weekly)- Floor toys (changed once a month)- Library – books changed weekly
9:55 / 1:40	CLEAN UP
10:00 / 1:45	THEME TIME <ul style="list-style-type: none">- Music – group participation is encouraged; fun & enrichment activities; promotes a lengthened attention span; reinforces theme study- Concepts – presenting colours, shapes, ABC's, name recognition, etc.- Stories – story books, puppets, felt board stories or pictures for discussion are all related to the weekly theme- Visitors – at times we invite “special” visitors to lead our theme circle (i.e., nurse, RCMP officer, Librarian, etc.)
10:15 / 2:00	BATHROOM BREAKS & WASHUP FOR SNACK TIME
10:20 / 2:05	SNACK TIME <ul style="list-style-type: none">- Parent/guardians are responsible to provide a nutritional snack for every day of school for your child. All lunch kits/paper bags must be

SESSION (AM / PM)	ACTIVITY
	<p>labeled. Plates, spoons and cups will be provided. Healthy snack suggestions include:</p> <ul style="list-style-type: none">▪ Yogurt▪ Cheese & crackers▪ Sandwich▪ Muffin▪ Vegetables▪ Fruit (fresh or canned)▪ Apple Sauce <p>– Please do not send candy, cake, cookies, chips, marshmallows, chocolate bars, fun fruits, etc. Remember this is a snack not a treat after breakfast/lunch.</p> <p>– Water will be provided every day for a beverage.</p> <p>– Snack sharing is not permitted. Exceptions will be made for special event parties including Halloween, Christmas, Valentine’s Day, & the Year-end Wind-up. Menu sign-up sheets will be posted for these special event parties.</p> <p>– There may be children in our program who have severe, life-threatening allergies. Staff will advise parents/guardians of all allergies in the Orientation Newsletter provided to each family prior to the start of sessions. HTNC is <i>PEANUT, NUT and FISH FREE</i>.</p>
10:35 / 2:20	<p>LIBRARY and/or FREE PLAY</p> <ul style="list-style-type: none">– Children are encouraged to look at a book in the library area or engage in free play.
10:40 / 2:25	<p>SPECIAL ACTIVITIES & OUTDOOR PLAY (weather permitting)</p> <ul style="list-style-type: none">– Outdoor play or walks– Sand play– Blocks

SESSION (AM / PM)	ACTIVITY
	<ul style="list-style-type: none">- Large muscle activities such as trampoline, or balance beam- Art (self-directed)- Discovery of science (hands on learning materials)
11:15 / 3:00	CLEAN UP / STORY TIME (A staff member reads a book to the children)
11:20 / 3:05	CLOSING ACTIVITIES/PICK-UP

Clothing & Supplies

Please make sure that your child's clothing is comfortable & washable. We have "messy" art activities, painting, & play dough which may stain their clothing.

Children **MUST have Velcro running shoes** for safety reasons, and for teaching the children independence to put their own shoes on and off.

Shoes & boots must be **LABELED**.

Please dress your child appropriately for the weather as we will be taking every opportunity to go outdoors if time permits.

Potty Trained

Children **MUST** be able to use the toilet with minimum intervention by our staff, and be in underwear (**fully potty trained**). Prompting for use and wiping is acceptable. Pull-ups and diapers are not allowed at Happy Time Nursery Co-op Inc. due to licensing and facility constraints. Since "accidents" do happen, please have a complete change of clothes in your child's backpack at all times. If regular accidents occur, 3 or more times, your child's enrollment in the program will be suspended until full potty training occurs. At that time they'll be re-instated so long as space is available.

Newsletters

Happy Time Nursery Co-op Inc. monthly newsletters containing weekly themes, special visitors, field trips, planned activities, re-scheduled sessions, etc. are emailed to parents in the program or hard copied if requested.

Illnesses & Communicable Diseases

According to Manitoba Human Rights Commission, people have the right to keep information regarding his/her health confidential however; if your child is infected with a communicable disease it is our hope that you would inform HTNC. We will inform parents/guardians of the number of cases we are currently aware of (e.g., “we have two confirmed cases of chicken pox” or “we have one confirmed case of pink eye”, etc.). A list of communicable diseases is available on the HTNC website & posted at HTNC, including symptoms & school re-entry procedures.

Only medicines indicated on the URIS form will be administered to children (e.g. epipen, inhaler etc). Other prescription medicines that are not on the URIS form, every effort should be made for medicine to administered by a parent/guardian to child outside of HTNC class time (e.g. penicillin etc). All non-prescription medicine will not be administered by HTNC staff. If non-prescription medicine is needed, a parent/guardian will be called to pick up child (e.g. Tylenol, Benadryl etc).

Your child must be able to participate in all the regular activities, including outdoor play. If your child is too sick to go out to play then he/she is too sick to be in attendance. Your cooperation is for the benefit of you, your child as well as the rest of the children & staff.

If your child will be absent due to illness please contact HTNC at 204-268-3247.

School Closures

Happy Time Nursery Co-op Inc. will be closed on:

1. **Statutory Holidays** – will be re-scheduled to the Friday of the same week the statutory holiday falls on. Information will be posted in the newsletter, on-line & at the school regarding rescheduling these days.

Storm Days/School Closures – In the event of a snowstorm or school cancellation in our area, you will receive a message on the Remind App, as well as an email. A good rule to follow is that if **SUNRISE SCHOOL DIVISION** is closed, the Nursery School will be closed as well. Updates can also be heard on CJOB 680 or can be found on the Sunrise School Division website or Happy Time Nursery website (www.happytimenursery.com) No reimbursement or make-up days will be given for cancellations due to snowstorms or school closures. Happy Time Nursery is following the lead of many other programs around the province.

Behaviour Management Policy

Happy Time Nursery Co-op Inc. staff shall not permit, practice, or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of any physical necessities to any child in attendance at HTNC.

Physical punishment includes striking a child directly or with an object, shaking, shoving or spanking. It also includes forcing a child to repeat physical movements; force-feeding or any other action carried out which results in physical injury to the child.

Verbal or emotional abuse includes any harsh, belittling or degrading response by an adult in the centre, which would humiliate or undermine a child's self-respect.

The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding, or toileting.

Behavior Management Procedures

1. Limitations are based on two main principles:
 - children must not do anything to harm themselves, &
 - children must not do anything to harm another person.
2. Limitations are clearly explained to students.
3. Stop – then re-direct unacceptable behavior.
4. Staff will praise appropriate behavior.
5. Teach appropriate ways to handle emotions, including:
 - help the child verbalize how he feels,
 - help the child understand how others feel about his/her action, &
 - encourage children involved in a dispute to reach compromise.
6. Remove child from the group for a short period if negative behaviour persists & if staff s' attempts to “talk” it out has failed, stay with the child & as soon as the child is able to listen, restate the reasons for stopping unacceptable behaviour & then allow the child to rejoin the group if he/she feels able to do so.
7. Always maintain a professional, calm manner.
8. An emotional outburst from a child will be explained to the rest of the group so that they understand what is happening to their playmate.
9. Analyze the program for problems if the group, in general, appears to be frustrated or if staff must continually stop similar unacceptable behaviour.
10. If the child has several unacceptable behaviour tendencies, staff will concentrate on changing one at a time. If the child’s behaviour continues to remain unmanageable, disruptive or abusive, the following course of action will be implemented:

- A referral will be made to the Child Care Coordinator for assistance, such as, providing a one-on-one worker to work with the child.
- The child would be required to be withdrawn from the program.

Happy Time Nursery Co-op Inc. has an obligation to provide a safe & protected environment to both our students & teachers. In the event that a student creates a situation that endangers other children or staff members, either physically or emotionally, steps will be taken by HTNC to correct the problem. If the problem cannot be rectified, the child will be unable to attend HTNC.

NOTE: If parents/guardians are concerned about the behaviour of children in their child's session, please refer to page 14, Complaint Procedures of this manual.

FEES, SERVICES, & FINES

Administration Fee

A annual administration fee of \$20/family will be collected at the time of registration. This holds the space for your child for the school year. This fee is non-refundable.

Eligibility Requirement for

3 Year Old Program

Children must be three (3) years of age on or before December 31st.

4 Year Old Program

Children must be four (4) years of age on or before December 31st.

Proof of age must be presented at time of registration.

Session Fees

Fees are assessed at a rate of \$5.00 per 2.5 hour session. Payment must be received prior to beginning. Payment is due on the 1st of the month. All e-transfers **MUST** include the child's name & class in note. Payments received without this information will not be applied to the child's tuition. As a result, late fees may apply to all account showing in arrears.

- Full payment may be made by cash, cheque, or E-Transfer.
- If you wish to pay in installments, you must provide 2 postdated cheques (September, February) or make arrangements for E-Transfers.
- If you wish to pay monthly, you must provide 10 postdated cheques (September – June) or sign up for Pre-Authorized Debit (PAD). Families who register late must make arrangements to pay in full, complete a PAD form or provide 10 post-dated cheques (September – June) with their registration form.

EXAMPLE OF FEE CALCULATION: If there were 75 sessions in a school year, calculation of the monthly fee would be determined as follows: \$5 per session multiplied by 75 sessions (\$375) divided by 10 months equals a monthly fee of \$37.50.

Late Fees

A late fee of \$25.00 will be assessed if payment is not received by the 5th of the month. In addition, a \$5.00 per day fee will accrue for each subsequent day that payment is late. On all accounts, money received shall be applied to fines first, then fees. HTNC will not allow any child to attend HTNC if fees are left unpaid for 15 days.

EXAMPLE: If February fees were not received by the end of the month, the child would not be allowed to attend starting March 1st. However, the child could return to HTNC once the fines, February (the outstanding month) fees, & March (the current month) fees were paid in full.

Late Registration

Enrollment after January 1st, will be at the discretion of the Executive Director. You and your child will be scheduled to meet the Executive Director and staff. You will be assigned to, rather than choose a class, as classes are already established. A prorated monthly tuition rate will be calculated prior to start date if enrollment starts mid-month.

Some children may not be ready to cope with a school situation. If a child does not appear to have adjusted after 6–8 sessions, the Executive Director will discuss with the parents the benefits of withdrawing the child. When a mutual decision is made during the probation period, all remaining monthly fees will be returned to the parents/guardian.

If removal of a child is based on any other reason, withdrawal policy will be followed.

Methods of Payment

Full-Time Enrollment

Payment methods accepted are: cash, personal cheques, or E-Transfers (for full payment) & post-dated cheques & Pre-Authorized Debit (for monthly payments). Post-dated cheques must be dated for the first of the month.

Cheques Payable

Cheques should be made payable to Happy Time Nursery Co-op Inc. Any NSF payments will be charged a fee of \$20.00. If payment is not received, Happy Time Nursery reserves the right to terminate enrollment.

Receipts

Receipts will be issued by the end of February (for September to December paid attendance) & June (for January to June paid attendance). Happy Time Nursery Co-op Inc. session fees are tax deductible as childcare expenses only when the child is sent to HTNC in order to allow the parent/guardian to go to work, or school (according to Canada Customs & Revenue Agency). It is your responsibility to keep your receipts. If duplicates have to be issued, a \$20 fee will be levied before duplicate receipts are issued.

Subsidy

All families are entitled to apply for subsidy. Parents/guardians are responsible to apply & fill in all the necessary paperwork & to keep it up to date upon expiry date (more information is available from Manitoba Family Services & Labour). If Manitoba Family Services & Labour has not contacted you or informed HTNC of your eligibility or approval, parents/guardians are responsible for paying accumulated fees until a decision is reached. Parents/guardians receiving subsidy will be required to pay any charges that are over & above that of subsidy, including Administration fee, Registration fee, & HTNC membership fee.

Subsidy forms are available at www.gov.mb.ca/fs/childcare , select families, subsidy.

Email: cdcsubsidy@gov.mb.ca **Phone:** 204-945-8195, 100-114 Garry St, Wpg, MB, R3C 4V4 **Toll-free:** 1-877-587-6224 , Monday – Friday 8:30am-4:30pm

Children who qualify for the Manitoba Subsidy Program will be required to submit a \$20.00 CASH retainer to HTNS upon acceptance into the subsidy program. Due to the nature of the program, only a certain number of missed classes are covered by the Manitoba Government. Thus, in an effort to maintain fairness, families in the program will be asked to cover the cost of missed classes that are not covered by the Manitoba Government. If the child misses more than 4 classes ($4 \times \$10.00/\text{class} = \40.00), the family will be contacted and a new \$20.00 retainer will be requested. If partial or whole sums remain at the end of the school year, it will be refunded to the family.

Notification of Withdrawal:

Happy Time Nursery Co-op Inc. is licensed for 20 spaces per session. We periodically have waiting lists for certain sessions. As a result we require a **TWO WEEK WRITTEN NOTIFICATION** of your intention to withdraw your child. Fees will be assessed for the days enrolled until the end of the two week period. If written notification is received during a month for which you have paid fees in full, you will receive a refund of the fees for the period **FROM TWO WEEKS AFTER NOTIFICATION IS RECEIVED UNTIL THE END OF THE MONTH.**

Parental/Guardian Involvement Programs

HTNC encourages parents/guardians to become involved in the preschool. Tasks can vary from volunteering on special party days and/or field trips, fundraising events, or sitting on the board.

Volunteers

Volunteers may be requested on special party days and special event/field trips, or for fundraising assistance such as; sorting items, picking up items, etc. Special party days can include: Halloween, Christmas, Valentine's, and Year-End parties. In these cases, advanced notice will be given.

Board of Directors

The HTNC is run by a parent-managed committee, known as the Board of Directors. Every member in good-standing of HTNC is eligible to become a member of the Board of Directors. Some of the Board of Directors responsibilities include;

- employing and paying staff
- managing the preschool finances
- ensuring that the preschool follows policies that help it provide high quality childcare and education
- creating a working partnership with the children's parents

Positions on the Board consist of:

- **President** – Running of monthly meetings, & employing of staff, etc.
- **Vice President** – Duties include: looking for grants, & running of meetings when president not available.
- **Treasurer** – Auto debiting funds & staying in contact with schools bookkeeper on financials of school.
- **Secretary** – Recording of the minutes of the meeting for record keeping.
- **Publicity** – Putting ads in newspapers & placing Happy Time posters within the area.
- **Fundraising Chair** – Coming up with new & exciting fundraising ideas for the school year.

Parents are welcome to attend meetings if they have any questions, concerns or new ideas. Please let the President know if you wish to attend.

Note: Criteria to be a Director are outlined in the Happy Time Nursery Co-op Inc. By-Laws, available at HTNC and on the website. A description of position duties is available at HTNC and on the website. If you are interested in volunteering on the Board of Directors, please contact the Executive Director, or President for more information.

Fundraising

HTNC operates as an independent, registered charity. It relies on parental fees, a small government grant, as well as monies obtained through fundraising projects to provide a rich program of play, learning and support to children. The fundraising done by families involved in the HTNC is a huge help to our preschool. The additional funds allow the purchase of supplies, supplement extra activities, and help to cover the cost of extra staff. At the beginning of the year, an extra staff member is hired to help out the 3 year old program children adjust to the school setting.

Complaint Procedures:

The Board of Directors sincerely hopes this will not be necessary. However, should you have a complaint regarding any aspect of the operation of HTNC, you should:

1. Discuss your complaint with the Executive Director, &
2. If you are still dissatisfied, a formal complaint be made in writing to the President of the Board of Directors who will discuss the matter at the next board meeting (or sooner if considered necessary). A reply will be made in writing no later than 10 days after the next board meeting.

SUMMARY

These policies & procedures are in place to ensure your children have a safe & positive pre-school experience. This handbook is reviewed annually by the Executive Director & the Board of Directors. Any changes will be brought to parents' attention. Parents/guardians are encouraged to visit whenever they wish, ask questions about our program & to share ideas on how to improve it.

We thank you for the opportunity to be a part of your child's pre-school experience & hope that it will be a positive one for both you & your child.

APPENDICES

Appendix A: Code of Conduct

CODE OF CONDUCT

At Happy Time Nursery Co-op Inc., we strive to provide a safe, caring, learning environment for children, staff & families. We believe in the equality & respect diversity.

The following people are expected to behave in a respectful manner & comply with this code of conduct:

- board of directors & staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre

Guiding Principles for Appropriate Behaviour

Be Respectful

We are respectful of ourselves & other people. We are respectful of the ideas & feelings of others. We are respectful of the environment, equipment & materials.

Be Safe

We work & play safely to help keep ourselves & others from getting hurt.

Be Cooperative

We solve our problems by talking & listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

Be Supportive of Learning

We learn to the best of our abilities & support the learning of others.

Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour & consequences of inappropriate behaviour.

Appropriate Use of Technology

All children, parents/guardians, staff & others involved in our centre must use e-mail, electronic devices & the Internet according to our policies. This protects people's privacy & the confidentiality of information.

Children, staff & all others using HTNC's computer & electronic devices must:

- respect & protect the privacy of others
- respect & protect the integrity of all electronic resources
- respect & protect the intellectual property (ideas, creations & copyrights) of others
- communicate in a respectful manner
- report threatening or inappropriate material

Inappropriate use includes:

- intentionally accessing, transmitting, copying or creating material that:
 - violates the confidentiality of children, parents/guardians, staff or the centre
 - violates the centre's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
 - is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- using the technological resources for personal use without the centre's permission

Supervision & Monitoring

Authorized employees of the centre have the right to monitor the use of information technology resources & to examine, use & disclose any data found. They may use this information in disciplinary actions, & release it to the police if it is criminal.

Staff, Volunteers & In-class Volunteers Use of Cell Phones & Other Personal Electronic Devices

- cell phones & other personal electronic devices are not used when they care for & supervise children
- all contact to staff, volunteers & in-class volunteers during working hours occurs via the centre's phone number
- data collected on personal cell phones or other devices to photograph or videotape children (with permission of the centre & parents/guardian) is downloaded to the centre's computer & deleted from personal phones or devices
- information about children, parents, staff & the centre (including photos or videos) is not to be posted on:

- A staff members personal web space
- Social networking websites (for example blogs, MySpace, Face book, etc.)
- Public networking or file sharing sites (like Photo bucket, Flickr, YouTube, etc.)
- Any other type of internet website
- acceptance of children as “friends” or “buddies” when using social networking sites such as Facebook or MSN is not permitted

Unacceptable Behaviours

The following behaviours by children, staff, parents/guardians & others involved in our centre are unacceptable:

- all forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful & repetitive
- harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital & family status, source of income, political belief & physical or mental disability
- actions that put another person at risk of harm, including violent physical acts (with or without a weapon) & threatening someone

Proactive Strategies

We actively strive to create an environment that supports the health, safety & well-being of the children by:

- having realistic & developmentally appropriate expectations for behaviour
- setting up the environment & materials to encourage appropriate behaviour & reduce potential for inappropriate behaviour
- planning a program based on children’s interests & developmental needs
- establishing consistent yet flexible schedules & routines that help children gain trust, security & self-control

We create a positive environment for children, parents, staff & others involved in our centre by:

- developing positive relationships, including making time to talk & listen
- establishing clear, consistent, simple limits
- stating limits in a positive way & periodically reminding people
- providing explanations for limits
- working together to solve problems
- modelling & encouraging appropriate behaviour

Consequences for Inappropriate Behaviour

We will consistently respond to inappropriate behaviour by children, parents, staff & others involved in our centre by:

- reminding people of expectations & limits
- using a respectful approach to explain why a behaviour is inappropriate & what behaviour is expected
- talking only about the behaviour, not labelling the person
- responding sympathetically & acknowledging feelings
- establishing natural, logical consequences

Depending on the severity & frequency of the behaviour, we will consider further steps such as:

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour & how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns & to develop an action plan to encourage appropriate behaviour in the future
- developing a written contract with an adult or older child that outlines specific expectations & consequences
- giving a written warning that outlines specific concerns & consequences if the behaviour continues
- accessing outside resources for help, such as:
 - a behaviour specialist or other professionals to help staff understand & reduce a child's inappropriate behaviour
 - child & family services to access parenting supports
 - mediation services to resolve conflicts between adults
 - the Manitoba Human Rights Commission for information & advice to resolve an

issue informally or to make a formal complaint if the behaviour involves discrimination or harassment

- the police to assist with threatening behaviour

In extreme cases, we will take additional steps such as:

- suspending or dismissing a staff member
- suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour
- in the case of a visitor, not allowing the person to return to the centre
- contacting the police and/or child & family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person.

Appendix B-1: Enhanced Safety Plan

Happy Time Nursery Co-op Inc. has an Enhanced Safety Plan conveying all aspects of school, personal & health related safety issues. Copies are available at the school for your perusal.

Appendix B-2: Scent-Free Policy

Ecole Beausejour Early Years School (BEYS) is a *SCENT-FREE* facility. Perfumes, colognes, some laundry soaps, etc. are triggers for asthma and/or sinus attacks.

We thank you in advance for your consideration in making the nursery school environment safe for all children & staff.

Appendix C: Inclusion Policy

Inclusion means children of all abilities have equal access to & participate meaningfully in child care programs. When children are together as part of the group, their development is enhanced & positive social attitudes are fostered.

In an inclusive program the nursery school is responsive to the individual abilities & needs of each child. Opportunities are provided for all children to learn through play with their peers, supported by knowledgeable staff.

Inclusion ensures active, meaningful participation by every child in our program & with one another. All children should be valued, have friends & feel they belong.

Benefits for children:

- Better understanding & appreciation of individual differences
- Acceptance & respect for & from others
- Learning with & from others
- More opportunities for socialization with peers
- Preparation for full participation in the community, including the transition to school

Benefits for families:

- Access to child care
- Better understanding & appreciation of individual differences
- Learning with & from other families & professionals in the field of early childhood

Benefits for Nursery School staff:

- Better understanding & appreciation of individual differences
- Learning with & from all of the children & adults
- Strengthening skills by working with a variety of abilities

Principles of Inclusion

The principles of inclusion are: **access, participation & support.**

ACCESS describes community inclusion & the inclusive environment.

- Children of all abilities are welcome & accepted into our Nursery School program.
- Our program supports the full inclusion of children who require additional support because of a physical, cognitive, social or emotional need.
- The pre-registration list identifies children with additional support needs to ensure supports are in place upon enrolment.
- Children identified as requiring additional support will be placed on a waiting list until appropriate support can be arranged. This is to ensure that full support is provided to children in order to have the best opportunity for success in the program. Appropriate support is defined as having a Child Care Assistant, or Early Childhood Educator employed to assist the children. **HTNC will endeavor to meet the specific needs of children, however acceptance into the program is conditional to securing funding for a Child Care Assistant or Early Childhood Educator, or Individual Program Plan Funding.**
- We keep in contact with our child development counselors who refer families with children with additional support needs to our program.
- We arrange our learning centre so that all children move freely & make choices based on their abilities, interests & needs.
- Our furniture is arranged to allow for wide enough pathways to allow for a wheelchair or walker.
- We observe the children closely so we understand & meet their needs such as shortening planned activities when needed so that all children can be successful.
- Adaptations are made to equipment & furniture to reduce or remove barriers for children, such as adjusting table heights, adapting chairs with footrests & seatbelts.

PARTICIPATION encourages the development of real relationships, a sense of belonging for all children & respect for dignity & equality.

- The Individual Program Plan goals for children with additional support needs are carried out during play experiences with peers.
- Opportunities are provided for children to play together so they develop relationships with others & develop routines throughout the session.
- We believe that each child deserves an environment & experiences that promote growth in all areas of their development.
- Field trips are planned so that all children can attend & participate in the activities of the trip.

SUPPORT describes collaboration among parents, child development professionals & staff. Each child is unique with a range of abilities & variety of needs.

- All staff is aware of each child's developmental goals.
- We observe & document children's play to identify the abilities & needs of each child.
- We limit the number of large group activities throughout the session so all children can actively participate in the experiences provided.
- We offer sensory toys for children to use during circle time & we shorten the length of the activity when children show signs of disinterest. We leave the box of sensory toys out in the room, so children can find them during the session when needed.
- A private space (the manipulatives area, or the library area) is accessible for the children to use when they feel they need time alone.
- Upon receiving approval from the parents, we consult with early intervention professionals.

Collaboration among Partners

- Parents are recognized for their understanding of their child. Professionals are recognized for their experience & knowledge of child development.
- The supervisor & inclusion worker attend individual program plan meetings with the parents/guardians with additional support needs. We respect & value input from parents/guardians & encourage them to be part of the decision making process throughout the year.
- The desires of the family, the needs, abilities & interests of the child & the knowledge of professionals are used to create the individual program plan. This plan is shared with all staff.
- During visits to the facility, the early intervention service provider &/or therapist & the early childhood educator decide together on the best strategies for the group setting to support the child.

Staff Supports

Staff needs training & resources to be effective at including all children while meeting individual needs.

- Staff are required to complete at least 24 hours of professional development each year. Some of these hours are devoted to inclusion.
- We have Unified Referral Intake System (URIS) forms for all children. All staff are trained on these procedures by a registered nurse or other health care professional on an annual basis.

Appendix D: Curriculum Statement

Happy Time Nursery Co-op Inc. is a theme based centre providing opportunities for growth in the main child developmental areas of cognitive, emotional, social & physical development.

Upon arriving at HTNC, a staff member will greet each child by name creating a sense of belonging. The staff will assist the children in washing their hands before free play.

Happy Time Nursery Co-op Inc. provides a 50 minute block of time for free play. Free play is very important for learning. It enhances every aspect of children's learning & development. Free play provides opportunities for problem-solving, practicing language skills, decision making, setting boundaries & learning new skills. Play fosters creativity & flexibility in thinking. There is no right or wrong way to do things. There are many possibilities in play. The uninterrupted, spontaneous length of free play gives children the opportunity to fully engage in their experiences by choosing any or all of the nine centre's – water, play dough, puzzle, library, floor toys, housekeeping, manipulative shelf, paint easel, or art table.

This self-directed play choice allows the child the opportunities to role play familiar scenes or explore new ones. A child was heard entering the housekeeping area, "Honey, I'm home" & then worked with another child to choose play food items (including a variety of multi-cultural items) from the child sized fridge for supper. This helps build the child's confidence, language, and self-esteem & allows the child to take on a leadership role.

Children at the play dough table were heard discussing crop selection (soybeans or sunflower seeds) as they were molding & flattening the play dough when another child suggested digging a drainage ditch before "we plant." This sensory experience allows children opportunities for creativity as well as developing fine motor skills.

Puzzles & manipulatives are partially set up inviting the children to play. This gives children a sense of accomplishment & pride at completing the task at hand. To enhance their cognitive learning, we provide some challenging puzzles for their choices.

Floor toys are set up ready to play providing the children with the props to start & continue in a play activity. A house with people of varied backgrounds provides the opportunity for social interaction, sharing, & turn taking. A child was heard saying, "come over for coffee" as another child placed four toy figures in a car & drove the play car to the play house.

A toy airport was the scene of a child reliving their trip to Disneyland – "the plane went fast." We have a variety of toys that provide play opportunities to enhance children's learning & development with experiences that are relevant to the children.

A toy castle with knights, dragons, prince & princesses develop imaginary play.

The library offers a quiet place to enjoy a variety of books – nature, fantasy, multi-cultural, children with disabilities, or theme related books. Exposing children to such books allows children to see differences & similarities, building acceptance & understanding of others.

The water table allows three children at a time to discover pouring, sink or float items, fishing, water wheel fun or a variety of items to manipulate. At times we will add bubbles for washing things or food color to change the experience.

The art table offers an area for up to two children at a time to create their own work of art during first free play. A variety of theme related items may help create a collage or items such as finger paint, "magic mud" or shaving cream allow for hands-on creations. Children are introduced to a variety of mediums during the year (i.e., glue (sometimes colored), glue sticks, tape, crayons, pastels, chalk, pencil crayons, markers, and/or scissors). The art table activities help develop fine motor skills as well as creativity.

The paint easel is available for most of the session. Colors (2 or 3 per side) are changed weekly. The size, shape & color of the paint paper available changes at time during the year – pumpkin shapes, Christmas tree shapes, bell shapes, candy cane shapes, heart shapes, egg shapes, brown paper, corrugated cardboard, newsprint, or white paper. The paint easel provides an open-ended activity where the children learn

to explore mixing colours (science), fine motor skills, creativity, imagination & confidence.

We have a variety of toys that provide play opportunities to enhance children's learning & development with experiences that are relevant to the classroom. Some materials & learning environment are changed & rotated on a schedule, while some are added from watching the children & seeing where they are in their development & interest.

A song is sung indicating clean-up is approaching. This makes the transition smoother by allowing children time to finish their activities. Although our schedule is consistent we are flexible by allowing children to complete their activity while others are cleaning up or we will often put a toy or item away for a child to play with after library time.

A countdown clock is displayed on the smart board for children to visualize the time remaining in free play before clean-up will take place. Children & staff work together, co-operating to clean up the room. Staff encourages & praise children for their efforts at cleaning up.

“Willably Wallably Woo it's circle time for you” is sung by staff inviting children to circle. Action songs (such as Head & Shoulders, Monkeys Jumping On The Bed, or Shake Your Sillies Out), group hand holding songs (such as Ring Around The Rosie, or The More We Get Together), & finger plays are sung and/or said by children & staff. The weekly theme is displayed on the smart board to discuss with the children. The smart board provides different forms of media to the children such as: photographs, illustrations, and educational games for the weekly theme. The smart board also offers children an opportunity to share, and participate through drawing, touching, and writing. Our themes are planned on a yearly basis with relation to the four seasons, a variety of concepts, to what may be happening in our community, educational, physical, and/or to holiday celebrations. We are flexible to add or subtract a theme if something comes up. Hands-on sensory items (wasp's nest, smelly jars, winter sport items, are a few examples) on a variety of topics that expose children to new language & social skills such as turn taking & sharing.

For snack preparation, children will have a bathroom break and wash their hands. Children then choose a spot to sit in. Snack time gives the children time to eat, socialize with their peers, & learn to wait their turn on drink refills or opening their snack containers.

When children are finished snack, the children have the option of looking at books in the library or to choose free play activities.

During second free play time the children have many of the first free play choices as well as the block area & sand play are introduced. The block area has often become a “town” or “castle” or a “road” as cars, people and/or arches (for example) are added. Building with blocks & accessories give many opportunities to practice fine motor skills, cognitive development & develop an understanding of balance while building. They can experiment with a variety of building structures on their own or with other children.

The sandbox has spots for four children. The children share a variety of trucks, loaders, shovels, sieves, trowels, baking utensils and/or molds. Many roads are built, mountains are piled high, hands disappearing under mounds of sand, holes dug, & sand hauled to other spots are some of the skills being practiced. Children learn to take turns & to share in this sensory activity.

Weather and/or time permitting we go outdoors to play on the Beausejour Early Years School playground. The children are encouraged & praised for their efforts in dressing. They learn self-confidence, self-help skills & practice following instructions (ski pants first) as they dress themselves. The outdoor play is social as children play running games & taking turns on the slide & climbing structures. It provides opportunities for noisy, boisterous & vigorous physical active play.

We return to the classroom for story time (time permitting) and to join in singing our good-bye song. A staff member is at the door saying good-bye to each child, sharing a story about the session and/or reminding parents/guardians of any upcoming events. We often ask a child to tell their parent/guardian about the special visitor at circle time, or their favorite puzzle/book, or what they were building with the blocks,

etc. This gives the child the opportunity to re-tell what they enjoyed about the session.

We have a monthly newsletter that informs parents/guardians of upcoming themes & activities. Parents/guardians are encouraged to share their time & talents if they would like to assist during a specific theme such as dance, transportation, about our town, specific holiday traditions, etc.

The four year old children have a checklist of preschool readiness skills we observe & record. The parents/guardians are asked to read, comment on, sign the forms & return them to us. These checklists are done on each child twice a year. Each three year old child has a progress report done twice a year.

Happy Time Nursery Co-op Inc. also involves the community with monthly visits to Beausejour Early Years School Library to partner HTNC 4 yr old classes with a Grade 3 class for Reading Buddies.

Happy Time Nursery Co-op Inc.'s 4 year old children have visits from local businesses during the year such as the dentist office, or the Co-op Grocery store (dependent on schedules), as well as a visit from local ambulance attendants & an ambulance tour, and fire personnel & fire truck tour (dependent on scheduling availability).

The staff at HTNC are trained in child development & provides a safe environment for all children to socialize with their peers, practice their language skills, participate in a variety of physical activities & are given positive reinforcement during the session.

Staff support children's learning by using open ended questions such as "what would happen if...", "tell me about your...", "what would you like to...", or "what do you think?"

Staff (as we are able) get down to the child's level &/or sit on the floor during free play (often becoming co-players) & at circle time. There are many opportunities for building relationships with the children. Asking questions such as "tell me about your new puppy" or "what are you & Grandma going to do after school" (if Grandma is visiting) or "What are you doing in skating lessons or swimming or soccer?"

Happy Time Nursery Co-op Inc.
4 Year old - Kindergarten Readiness Checklist

Child's Name:

Age at primary report:

Age at secondary report:

Date of primary report:

Date of secondary report:

The purpose of the Kindergarten Readiness Checklist is to give parents an understanding of where their child's strengths lie, and where additional attention may be needed to further enhance the development of their child's school readiness. Kindergarten has a lot of expectations, and the main goal of Happy Time Nursery Co-op is to assist children through early childhood education, and offer them a base of development that will help to further enhance the rest of their school years.

The primary report evaluates the child at the beginning of the school year. The secondary report evaluates the child at the end of the school year, and fully determines their Kindergarten readiness at this point.

This checklist is not meant to replace developmental testing, it is meant to be a **"guideline only"** to help in the preparation of children for their kindergarten experience. Developmental testing, if indicated, is the responsibility of your health care provider.

<u>Fine Motor Skills:</u>	<u>Primary</u>	<u>Secondary</u>
1. Hold scissors correctly (1 thumb, 2 fingers)	Yes / No	Yes / No
2. Is able to cut with scissors	Yes / No	Yes / No
3. Holds pencil/crayon properly (non-fisted)	Yes / No	Yes / No

Comments:

<u>Social Skills:</u>	<u>Primary</u>	<u>Secondary</u>
1. Plays/shares with other children	Yes / No	Yes / No
2. Waits his/her turn	Yes / No	Yes / No
3. Parts easily from Mom/Dad/Caregiver	Yes / No	Yes / No

Comments:

<u>Self Help Skills:</u>	<u>Primary</u>	<u>Secondary</u>
1. Tries to dress for outdoor play (i.e. ski pants, boots, jacket, hat, & mitts)	Yes / No	Yes / No
2. Can use the bathroom independently	Yes / No	Yes / No
3. Knows his/her first name	Yes / No	Yes / No
last name	Yes / No	Yes / No
4. Knows how old he/she is	Yes / No	Yes / No

Comments:

Academic Skills:

Primary

Secondary

- | | | |
|---|--|--|
| 1. Recognizes Shapes
(recognized shapes highlighted) | square, circle, triangle
rectangle, star, heart,
oval | square, circle, triangle
rectangle, star, heart,
oval |
| 2. Can name Colours
(recognized colors highlighted) | red, blue, yellow, green
purple, brown, pink, black,
white, orange, | red, blue, yellow, green
purple, brown, pink,
white, orange, black |
| 3. Identifies some Alphabet Letters: (recognized letters are highlighted) | | |
| Primary | a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z | |
| Secondary | a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z | |
| 4. Knows how to print <u>all</u> or a <u>few</u> letters
in his/her first name | Yes/No | Yes/No |
| 5. Recognizes his/her first name in print | Yes/No/Sometimes | Yes/No/Sometimes |
| 6. Counts from 1 to 10 | | |

Comments:

Language Skills:

Primary

Secondary

- | | | |
|--|------------------|------------------|
| 1. Uses words, not physical action
when angry or disappointed | Yes/No | Yes/No |
| 2. Speaks clearly so an adult can
understand him/her | Yes/No/Sometimes | Yes/No/Sometimes |
| 3. Expresses needs and wants verbally | Yes/No/Sometimes | Yes/No/Sometimes |
| 4. Understands and follows routine, shows independence | Yes/No/Sometimes | Yes/No/Sometimes |

Comments:

Any additional concerns or information noted by the Happy Time Nursery Co-op staff will be brought to the attention of the child's parents/caregivers. In situations where additional assessments or developmental testing are necessary, suggestion referrals to Public Health, Family Practitioners, or other related agencies will be made. It is the sole responsibility of the parent(s) / caregiver(s) to follow-up with these referrals once they occur.

PLEASE SIGN AND RETURN THIS FORM SO WE CAN CONTINUE TO WORK ON YOUR CHILD'S SKILLS.

Primary Report Parent signature _____

Staff members _____

Secondary Report Staff members _____



3 Year Old Progress Report (December & June)

Early Childhood Educator's:

Evaluation Key: Y = Yes L = Learning N = Not Yet

Child's Name: _____

Social Skills:

- _____ I can follow Instructions
- _____ I can use my words to express myself
- _____ I can help clean-up
- _____ I am kind to my friends
- _____ I can take turns/sharing
- _____ I can participate in classroom activities

Fine Motor Development:

- _____ I can draw a face
- _____ I can string beads onto a string
- _____ I can use glue
- _____ I can complete an insert puzzle

General Knowledge:

- _____ I know my first name
- _____ I can count from 1 to 10

I know shapes

- _____ circle _____ Heart _____ Oval _____ Triangle
- _____ Star _____ Square _____ Rectangle

I know colors:

- _____ Red _____ Blue _____ Green _____ Yellow _____ Purple
- _____ Orange _____ Black _____ White _____ Brown _____ Pink

Happy Time Nursery Co-op Inc.
Parent Handbook Declaration

I/We (**print names in full**)_____

declare that I/We have read & understand the Happy Time Nursery Co-op Inc. Parent Handbook & Code of Conduct & agree to abide by the policies & procedures therein.

Mother/Guardian Signature

Date

Father/Guardian Signature

Date

Please remove, sign, date page and return to the Executive Director or any staff member at HTNC by the first day of class.

Thank you