

Tyndall Park Playschool



Nursery School Program

Parent Policies

The History of Tyndall Park Playschool

The Tyndall Park Playschool Program opened in 1978. In 1988 the program was going to close down. Parents were encouraged by the outgoing director to get together to discuss the means of continuing to provide this much needed preschool service to the community. From among these parents, an interim board was elected and a fundraising committee was formed. In the months that followed, these volunteers worked diligently in order to be ready to open that September.

A co-operative was formed as the most effective way of organizing and running the program. Employees were hired and preparations were made to ensure a smooth running and successful playschool.

With hard work and dedication, parent volunteer on the board and staff, the program has been a resounding success.

The Parent Policy Handbook

This manual is for you, because as members of a co-operative, you have the opportunity of making decisions on how our Playschool will operate and the responsibility for carrying out these decisions.

Reading the handbook is mandatory for each family of the Playschool. It is a great resource to refer to for information about our program. Also, when it is your turn as our 'Volunteer' in the classroom, it has pointers on what to expect and/or what to do.

As members of Tyndall Park Playschool Cooperative, it is your involvement and volunteering in the classroom, attending our Annual General Meeting held in September, and participation with our fundraising events, that make our Playschool a success. Your ideas and active support make this program exist and make it real.

Playschool staff can be reached at (204)633-9027 or at tyndallparkplayschool@hotmail.com, Monday to Thursday, 8:00 - 3:30, Friday 8:00-12:00.

We also a webpage: <https://tyndallparkplayschool.com>

Welcome to Tyndall Park Playschool Co-operative

Our Playschool program is a non-profit community organization. The Board of Directors, a team of volunteers made up of Playschool parents and community members along with the program Director, make administrative decisions.

The Playschool Program

Playschool is both a structured and play based nursery school. By structured and play based, it is meant that the program has an underlying design, which consists of both free play and organized adult directed activities.

A large amount of time during the session will be devoted to free play, which is when children get to freely choose the activities they wish to do and where they would like to play. Our classroom has various learning centres for children to participate in such as: sensory table, block area (with cars, ramps, and animals), art area (full of craft materials, paper, glue, scissors, colouring tools), quiet area (stories, puppets, comfortable chairs, stuffed animals), dramatic play area (dress-up, babies), living area (play kitchen and living room), music, puzzles, science toy and math toys, etc. During the sessions, children will also gather for group time such as story time, music time, circle time, craft time, gross motor activities and snack time. Every session we have a look at the calendar and learn the day of the week, the month and number for the day. We have fun songs that help us remember the order of the days of the week.

Our Philosophy

Our basic philosophy is that children learn best when they feel safe and secure with in their environment. The Playschool is a safe, warm and enriched environment where children can feel secure to explore and participate in a variety of stimulating activities. The Playschool setting helps your child(ren) develop social skills, co-operative skills, language skills, motor coordination, intellectual growth, self-esteem, self-identity and self-confidence. Through exploring and expanding these skills and abilities, your child is learning to be an independent individual, to do things alone and in a group setting. Emphasis is placed on the creating, participating, exploring, and experiencing an activity rather than the quality of the product that it produces.

First Days

Here at the Playschool, we understand that attending "school" for the first time may be an overwhelming experience for both the child and the parent. This is why the first class is a mini class for you and your child to attend together. After the first class, we ask that you prepare your child that they are going to have fun, and be safe, and to keep your goodbye quick and to refrain from coming back in and out. As this is hard on children's emotions as they feel uncertain if you are really leaving or if you are staying. This allows our staff the opportunity to support your child and a chance to start forming a bond with your children to help them feel safe and secure in our care. Please remember that this transition can take time and we understand how to support the needs of children to help them feel secure and confident at our Playschool. If we see necessary that your child may require more support, we will let you know and work out a plan for a smooth introduction to our centre with your help.

Transportation Policy

Tyndall Park Playschool is not responsible nor do we provide any transportation of children to or from school. It is the parent's responsibility to make arrangements so their children are able to attend Playschool.

Tyndall Park Playschool assumes responsibility for children on arrival once they are welcomed into the classroom, signed in on the attendance form, and parents have said their goodbyes.

Tyndall Park Playschool is not responsible for children once they have been dismissed to their parent/care giver, and signed out on the attendance form.

Morning class time is 8:45a.m. to 11:15a.m.

Afternoon Class time is 12:45p.m. to 3:15p.m.

Throughout the duration of our class time Tyndall Park Playschool Coop Inc. is responsible for all children.

SAFETY PLAN

A Safety Plan is available for you to read; please ask a staff member if you would like to read our Safety Plan. The plan outlines a variety of emergencies and our response to them. Should an evacuation occur our place of safety is Tyndall Park Community Centre located at 2255 King Edward Street, 204-632-4916 and you will be notified by phone.

Morning Session

Daily Schedule

Afternoon Session

8:45 - 9:45	Arrival and free play (come and go craft, or science activity is offered during this time)	12:45 - 1:45
9:45 - 10:00	Welcome circle (we sing a good morning song, learn about the Calendar and talk about our learning theme)	1:45 - 2:00
10:00 - 10:25	Planned activities (structured planned activity, involves a song, story, or game followed by a craft)	2:00 - 2:25
10:25 - 10:45	Snack Time (all children bring snacks in from home, snacks must be peanut/nut free)	2:25 - 2:45
10:45 - 11:05	Gross Motor Activity	2:45 - 3:05
11:05 - 11:15	Clean-up and Home Time Circle	3:05 - 3:15
11:15	Home Time	3:15

Our program is inclusive to meet the needs of all the children. We believe that each child has a right to maximize their optimal learning at their own level.

We also try to run our program using minimal transition times for children. Transition times can be hard on children and having too many can also affect the depth of play children are able to acquire, we believe during play is in fact where optimal learning for young children occurs. A lot of our activities are offered but not forced. We find when given opportunities with choices children are more willing to try something new, and feel less anxiety as they can come join where they are ready too.

Classes Offered

3-4-Year-Old Mix Classes Offered

Morning Class (8:45am to 11:15am), Options are...

- 2 sessions per week (Tuesday and Thursday)
- 3 sessions per week (Monday/Wednesday/Friday)
- 5 sessions per week (Monday to Friday)

Afternoon Classes (12:45 to 3:15)

- 2 sessions (Tuesday and Thursday) 4-year-old's enrolled in Monday/Wednesday can also add on Tuesday and Thursday afternoons.

4-Year-Old Only Class (must be potty trained and turn 4 by December 31 of the current year)

- 2 sessions (Monday and Wednesday Afternoons (12:45 to 3:15)

Parent Volunteers **Please note in class Volunteers is on hold due to Covid******

Volunteers are a very important asset to our program because without you, we would not be able to operate smoothly, and be able to offer our many activities. Playschool enjoys the benefits of enthusiastic parent volunteers. Parents volunteer during class time and help with prepping for activities and special events, and sanitizing our toys. While others help by taking home laundry to wash, sewing when needed, and help with fundraisers, and bake sales.

There is also an opportunity to volunteer your time to be on our Board of Directors. This a board made up of parent volunteers and community members that work with the Program Director to make decisions for the Playschool. Board members are elected at the Annual General Meeting. We welcome anyone with a desire to volunteer some of his or her valuable time. No experience necessary.

As part of a Cooperative, fundraising is important for our program to meet the needs of the children and the facility. Families are greatly encouraged to participate in fundraisers.

Parents of the program are also asked to sign up to volunteer, we ask parents only sign-up for a maximum of two times per month, to leave opportunities for everyone to have a chance. A sign-up sheet will be posted outside the classroom door. It is your responsibility to remember the days you have signed up for. There is also a calendar of volunteer days sent out in the newsletter, so be sure to save this in your e-mail for a quick reference at home.

Your Volunteer Day

On the volunteer day you've signed up for you are responsible for staying for the entire class and as our volunteer. Should you be unable to fulfill this role on your designated day, please be sure to let the staff know, and you can pick another day that will work for your schedule, or offer to take home some cutting.

We understand that volunteering might be difficult due to other children in the family; you are welcome to bring siblings with you on your volunteer day, and we just ask that you keep an eye on them if they are little and could potentially harm themselves.

Guidelines for your day (All days vary depending on what is needed)

1. Enjoy yourself!! This should be a fun and special time to share with your child.
2. Sign in, we have a sign-in book, where you print your name, your child's name and the date.

3. Assist staff if needed with things such as table activities, cleaning toys, and preparing activities etc.
4. Help with craft time by helping the children with what they need and writing their names on their creations and paintings. Encourage children to play, share, clean up and have fun!
5. Place any of the children's projects of activities on their locker to take home.

Playschool snack:

Parents provide snack for their children. In order to meet regulations, we ask that their snacks include at least two items from the four food groups, and always include a fruit or vegetable.

We are a fish/peanut/nut free program. Snack examples:

1. Grapes, and muffins
2. Cucumbers, crackers and cheese
3. Carrot sticks, pretzels and yogurt

Enrollment

****Class size disclaimer, we require at least 7 children enrolled before we will start a class****

Children who will be 3 years old by December 31st can be enrolled as early as September. If a child turns 3 after December 31, that child may begin Playschool the month that he/she turns 3 years old, providing there are spots available. Children who are eligible for kindergarten will not be accepted into the program. Exceptions may be made on a case-by-case basis and will be decided by the Board of Directors and with approval from our Coordinator.

In cases where there is a waiting list for placement preference will be given in the following order:

1. Have siblings already attending the program
2. Previous members
3. First come, first serve

The only way to be accepted for a spot is to bring in all the forms filled out, signed and dated along with your Registration fees and first month's fees. If you are wanting to register to your child in advance; in order to 'hold' your spot, you are required to start paying fees until your child starts the attending the program.

Fees

All fees are due by the dates provided on our payment schedule. Registration and the first month's fee are due at time of registration.

All fees are determined by the Board of Directors. Playschool is financed by class fees, government grants and fundraising. Our expenses include: salaries, materials for the classroom, insurance, rent, etc. At the time of registration, payments must be made by e-transfer, cash or cheques (preferably post-dated cheques for the year). There will be a \$20.00 charge for cheques that come back N.S.F.

N.S.F. Cheques

When a parent is notified that we have received a N.S.F cheque, payment must be made by the following class, or your child may not attend the program until the cheque amount and the additional \$20.00 NSF charge has been paid.

There is a \$85.00 non-refundable registration fee that must be paid at the time of registration.

Late Fees

If your class fees are not paid by the date provided on the payment schedule, children will not be able to attend class until fees are paid, or arrangements have been made. Any missed classes due to late payments will not be deducted from the months total.

Please make all cheques payable to Tyndall Park Playschool

There will be no refunds if a child is absent from school due to illness or vacation. If a child is withdrawn from the program for a short amount of time, example: 1 or 2 months, your child's spot will not be held unless that spot is paid with regular monthly fee.

Withdrawal

We require a written notice (by e-mail or on paper) of at least a minimum two weeks prior to your child's last day they will be attending. Advance notice will include a refund of any prepaid days after their last day. If advanced notice is not given fees will only be reimbursed starting two weeks from when notice was given. We rely on our fees to be able to operate and run smoothly, less than two weeks does not give us a sufficient amount of time to fill the space your child is occupying.

Tax Receipts:

Childcare tax receipts will be given to parents by February 28th, for the months of September - December and in again in June for the months of January - June. You are able to use these tax receipts on your income tax as child care. If you misplace these receipts and need copies, there will be a \$10.00 fee.

Illness

We ask parents that if your child is not feeling so well, are not being their usual busy, silly self that parents keep children at home. This helps our centre stay healthy and can help prevent the spread of colds and flus from going around our centre.

If your child has a fever or has been vomiting, they cannot attend the Playschool. They need to be fever free and not vomiting for at least 24 hours.

Please inform the staff when your child is sick with an illness that is contagious. We keep all information confidential but will notify other parents of what is going around and what symptoms to watch for. Together being a proactive community helps keep us all healthy.

Drop off, pick up and parking

Morning classes are 8:45 - 11:15 and afternoon classes are 12:45 - 3:15.

At drop off time we ask that parents wait outside the class room with their children until the teachers open the door to allow the children in. Class starts at 8:45 and 12:45, children will be accepted into the room no earlier than our class start time, as we are not licensed to have children in our care outside of our class time.

Pick up times are extremely important! We ask that you are on time for picking up your child, as staff have just enough time to tidy the room and sanitize before their shift is over. If you are going to be late, we ask that you call the centre to let the staff know so that they can ensure your child that you are on your way. There is a late fee of \$5.00 for every 5 minutes that you are late. Even in the event that you call to inform us of a late departure late fees will still be applied.

Please park in the community centre parking lot or on the street. The parking lot near the school is assigned for the teachers of Tyndall Park Community School. If you are parked in

these areas you may be ticketed or towed. Tyndall Park Playschool does not have any control over tickets or any other parking issues. It is parent's responsibility to bring their child(ren) into the building and to come inside at dismissal. Parents or assigned guardians must drop off and pick-up children at the classroom and will remain in the hallway until the teacher opens the classroom door. No child will be permitted to meet a parent in the parking lot. Please be prompt when dropping off or picking up your child(ren).

At the time of registration, you will be requested to provide a list of people authorized to drop off and pick up your child. Please advise the staff if one of the authorized individuals will be picking up.

For the wellbeing of the children, the staff will dismiss the children as we see the parent or guardian, please do not call your child to leave the classroom and run out to you. If someone different is picking up your child, and you have not informed us; we are not allowed to release a child to this person with out calling and getting permission from the child's legal Mother or Father, or Guardian. If we are unable to reach you, our license and regulations state we need to keep the child in our care until we are able to get a hold of a legal guardian. Late charges may apply.

Holidays and Breaks

Please be aware that our holidays and breaks correspond with the Winnipeg School Division dates for Winter, Spring and Summer breaks.

The centre is closed for all statutory holidays, but will remain open when schools have in-service days. The centre may close up to two times a year for Professional Development Days.

Clothing

At Playschool we like to let the children be creative with paint, water and crafts. When participating in these activities they may get dirty or wet. Please send your child in clothes that are Playschool friendly. We ask that all children bring each day a pair of indoor running shoes, and full change of clothes (pants, shirt, underwear, socks, colder months also include a sweater).

Walking Trips

When we go on walks there is always a teacher at the front leading the group and a teacher at the back, when possible a parent or another staff in the middle. Children walk with a partner

holding hands, or using our grab and go walking rope. Safety is our main concern; parents will be advised of excursions off of the school's property. Authorization forms will be provided.

Weather and Playschool Closures

If the weather conditions leave room for any doubt, listen to the radio station for Winnipeg School Division #1. Remember that if the schools are closed due to weather, Playschool will also be closed.

Custody Issues

Tyndall Park Playschool Co-op requires a legal document signed by a judge if parents are in conflict over custody issues. Without legal documents we are not able to withhold children from a maternal or paternal parent.

Photography

We know that starting Playschool is an exciting time for children and their parents and that some of you like to capture these moments through the use of photography. We ask that pictures are not taken in our regular class time. If pictures are taken at our special events such as the Christmas concert and graduation, we ask that those pictures are **not** posted on the internet or any social media sites (if other children are in the photo). Thank you in advance for your cooperation.

Code of Conduct

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

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre

Guiding Principles for Appropriate Behaviours

- Be Respectful-We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment, and materials.

- Be Safe- We work and play safely to help keep ourselves and others from getting hurt.
- Be Cooperative- We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.
- Be supporting of Learning- We learn to the best of our abilities and support the learning of others.

Proactive Strategies

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

- Having realistic and developmentally appropriate behaviour and reduce potential for inappropriate behaviour
- Setting up an environment and materials to encourage appropriate behaviour and reduce protentional for inappropriate behaviour
- Planning a program that is developmentally appropriate for children and adaptable for all stages of learning
- Establishing consistent yet flexible schedules and routines that help children gain trust, security and self-control

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

- Developing positive relationships, including making time to talk and listen
- Establishing clear, consistent, simple limits
- Stating limits in a positive way and periodically reminding people
- Providing explanations for limits
- Working together to solve problems
- Modelling and encouraging appropriate behaviour

Appropriate Use of Technology

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

Tyndall Park Playschool Inclusion Policy

- Children of all abilities are accepted into our program.
- Indoor and outdoor areas are arranged so all children can move freely and make choices based on their abilities, interests and needs.
- We make changes to our daily program to meet the needs of each child.
- Opportunities are provided for all children to participate and succeed in social free play and routines throughout the day.
- We believe that each child deserves an environment and experiences that promote growth in all areas of his or her development.
- We respect and value input from parents and encourage them to be part of the decision-making process for their child.
- We work with parents and professionals who have valuable knowledge and expertise to share with us and each other.

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 and consequences of inappropriate behaviours.

Behavior Management

Our program will do what we can to support all children and families to be able to attend our classes with success, support and guidance. When children are experiencing unregulated behaviours, that become harmful to themselves, or others;

Staff will remain with the child and offer support, and understanding of their emotions until the child is able to self-regulate. Once calm and ready to play again staff will stay with the child and talk about the behaviour and help them re-enter play and problem solve.

If children are experiencing unregulated behaviours more often than not, we will ask parents to come in and meet with the director to work out a plan together on how we can best support the child.

When children have a disagreement:

Staff will talk to both children, offer support of and label how they are feeling and help children understand their emotions. We will also work with both children to problem solve and come up with a solution to their disagreement.

Children requiring Additional Support

If we are unable to meet the individual needs of a child; we may request for a family member to attend class with the child until we can provide additional support staff. If the family is not able to attend class with the child, the child will not be able to attend our program until we have the support staff in place to ensure the safety of the child and all children in our program.

Physically Aggressive Behaviour

When a child displays continued physically aggressive behaviour towards another child or staff, these are the steps the centre will follow. (Steps may vary based on the behaviours displayed, and how often the behaviours are reoccurring).

1. After first occurrence we will work with the child to help self-regulate and understand their emotions. We will provide comfort and support for all children involved, and problem solve for the future. We will also notify parents as what has happened and our plan for dealing with the situation, with a date to revisit this conversation and see how things are going.
2. If we are finding that this physically aggressive behaviour is continuing after trying to utilize the tools we have at place, we may request to have a child development professional to come in and observe your child to help guide our team how to support your child's needs. This may also require applying for additional support funding if the child is now requiring to have a staff at arms length to keep themselves and other safe while at our program.
3. If a support staff is required, we may request a parent to volunteer during class time to stay close with your child until we are able to have a support staff in place. If a parent is not able to come in and help, we may ask that you keep your child at home until we can have the staffing in place to keep your child and the other child safe, and supported.

Disruptive Behaviour – Parent

It is important that all adults model appropriate behaviour. Parents/Guardians are asked to conduct themselves in a fashion in keeping with the philosophy of the Playschool. Respect towards all children, staff and families are essential at all times. We will always try our best to work with and understand when parents feel concerned or have questions. Our team is here to help anyway we can, but do ask for kindness and respect in return. In the case that the

Playschool Director and/or the Board of Directors deem a parent's behaviour unacceptable or unmanageable, one of the following will occur:

1. The parent will be requested to designate an alternative individual to drop off and pick up their child(ren)
2. The family will be asked to leave the program.

In any of the above situations, the family in question may appeal the decision in writing to the Board of Director.

We are here to provide a safe and nurturing program for you and your child(ren). We welcome parents to participate in our program and to feel apart of our Playschool Family. We are excited to see new families and have our returning families. It is very rewarding for us, when we are able to build a healthy relationship with children and their families.

Parent Policy Agreement

A child will not be admitted unless all the following requirements are met and the parent policy is signed. By signing this form, you are in agreeance with the following,

- At time of registration payment of the first month's classes and the non-refundable \$85.00 registration fee is due to hold your spot
- I have read and understand the Parent Policy Manual and agree to follow the policies and understand the practices of Tyndall Park Playschool Coop Inc.
- Tyndall Park Playschool requires written notice of two weeks should I withdrawal my children. I understand that I will be expected to pay for two full weeks after the date my notice is given.
- A registration form has been completed and submitted
- Photo Media Consent Form has been filled out, signed and submitted
- COVID Policy has been read and I have submitted the last page signed and dated

Mother/Guardian Signature: _____ Date: _____

Father/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____