Brentwood’s

**Learn and Play**

Playschool

2021-2022

Parent Handbook



Welcome

Dear Parents and Guardians,

Welcome to Brentwood’s Learn and Play Playschool! We are pleased to be able to offer you and your family a quality child care option that is available throughout the school year.

We take our job of caring for and educating your children very seriously. When you walk into our playschool program, you will see our staff interacting with children, working with them on projects, and engaging them in fun activities. Our program staff are committed to establishing relationships with both our students and their parents/guardians, in order to bridge the gap between home and school. We believe that the partnership between children, parents and our child care providers is essential to the healthy growth of your children and your family. We understand that parents need to have peace of mind, knowing that their children are in a safe, nurturing environment that fosters healthy development. We strive to provide such an environment.

Photos, program updates, important calendar dates, and other information will be shared with you from our program staff in a variety of ways. All of the information you need regarding the program, which operates as an extension of the École Brentwood Elementary School experience, can be found in this handbook.

Thank you for selecting Brentwood’s Learn and Play Playschool as your family’s choice for child care.

Sincerely,

Brentwood’s Learn and Play Playschool Team

CLASSROOM PROCEDURES

Brentwood’s Learn and Play Playschool runs from 9:00 a.m. to 11:30 a.m. Monday to Thursday except for school holidays.

3 year old program runs Tuesday and Thursday.

4 year old program runs Monday and Wednesday.

First day of classes for the 21/22 school year will be on September 13th and will run until June 17th.

DROP-OFF: Doors will open no earlier than 8:50 a.m. Please do NOT use the school's main door, it is for emergencies only. The playschool is located in the South portible of Ėcole Brentwood Elementary School, families will enter through the doors facing the bike racks. Watch for balloons the first week of school. We will have hooks right outside our door, please help your child find their name, change into their indoor shoes and hang up their jackets and backpacks on their hooks. The kids can bring their lunch kits in and put them on the designated shelf. Parents will be required to sign their child in each day and help them answer a quick “WH” question.

PICK-UP: Doors will open for pick up at 11:20 p.m. Parents/guardians will enter the school using the same door as drop off. We ask that you refrain from visiting in the hallways as there are classes in session next door. Children will stay in the classroom until their parents or an approved adult are here to sign them out. Indoor shoes may be stored neatly on their designated spot on the shelf. Please make sure all items are labeled with your child’s first and last name, especially their shoes.

LATE PICK UP: If you have an emergency and cannot pick up your child on time, please call École Brentwood Elementary at (403)-934-5013, they will patch you through to our room. Please only call this number in the event of an emergency between 9-11:30. We do charge a $1/min late fee to those that continue to show up late. After 30 mins with no contact Brentwood’s Learn and Play will call the police.

SCHOOL CLOSURES: The Playschool will be closed on all statutory holidays and follows the Golden Hills School Division calendar for seasonal breaks. Exact dates of school closures are published in advance in the calendar attached and on the bulletin board at school. There will be no refund or class rescheduled in these circumstances.

TEACHERS & AVAILABILITY: Ms. Sam will be our teacher for the 2021 school year. Ms. Sam grew up in Strathmore and was with Ėcole Brentwood Elementary for 5 years before venturing off and opening the before and after program two years ago. She is very approachable and happy to discuss any questions or concerns you have about your child’s development. When possible we ask that you make an appointment in advance to ensure we have adequate time to discuss your concerns.

ADMINISTRATOR: Ms. Sam is also responsible for the day-to-day operations, administration, and communications at the playschool and our Before and After program. Feel free to contact her with any questions or concerns you may have.

SNACK: You are responsible for providing a nutritious snack and drink for your child each day. Please refrain from sending candy or soda. Brentwood’s Learn and Play Playschool will be a nut free environment. If we have any further allergies in the class we will share them at the beginning of the year.

WEBSITE and SOCIAL MEDIA: Please visit our website at

[**https://brentwoodslearnandplay.godaddysites.com/**](https://brentwoodslearnandplay.godaddysites.com/)**.** The website includes information on programs, registration, subsidy and contacts. Please "Like" and follow our Facebook page. We will be posting pictures and sharing information throughout the year. We have also recently joined Instagram so be sure to find us there as well, Brentwoods.Learn.and.Play.

PHOTOGRAPHS: To be announced

PHILOSOPHY:

Brentwood’s Learn and Play believes that every child matters and when provided with the opportunity to explore, discover and play, children will excel. We aim to provide a safe, healthy and stimulating environment where children can play, discover and socialize with their peers by taking part in a wide variety of creative, educational and recreational activities. Brentwood’s Learn and Play strives to spark a love for learning, reading and playing with others! Our relationship and effort doesn't stop with the children either, we are here for our parents as well, to support them in any way possible. We like to think of our families as part of the family.

PROGRAM STRUCTURE: Throughout the day your child will participate in activities such as free play, gross motor or outside time when weather permits and teacher instructed time. Centres include a writing centre, science/math centre, building centre, sensory centre, dramatic play area, art and library as well as a few open ended toys for the children to enjoy. We will be doing themes throughout the year as we follow the Pocket of Preschool curriculum.

DISCIPLINE POLICY:

Our classroom rules are;

* Students must respect themselves
* Students must respect others
* Students must respect our environment.

Brentwood’s Learn and Play believes in taking a positive approach when dealing with behaviours. Students will be taught different strategies that help us deal with our big emotions. If needed we have a safe zone where students can take time to themselves to regulate their body. When possible we will be proactive in preventing behaviour by ensuring our program is developmentally appropriate for the child yet challenges them daily, providing down time when needed and limiting transitions. Although we do not believe disciplining a child is developmentally appropriate we do believe in learning from our mistakes. Children will be provided with developmentally appropriate consequences in some cases. For example if a student breaks a toy on purpose we will role play with the child safer ways to deal with our emotions. The child will then be asked to take the toy home to fix it. We do not expect this to be perfect or even returned in usable condition, it is for learning purposes only.

MEDICATION: It is up to the parent to inform the teacher of any medications your child may be on at any given time. If your child requires emergency medication, such as a puffer or epi pen we require a medication form to be filled out by the parent. If possible it is best to have a spare emergency medication just for school. All medication must have the original label with directions for administering by the pharmacy/doctor. We CANNOT administer expired medication so it is important to keep all medications up to date. Please do NOT send medication in your child’s backpack.

SICK POLICY: Parents are required to keep their child at home if they are displaying any of the following symptoms:

* Fever (38’C or higher especially if the temperature is high or persistent).
* Diarrhea/vomiting within the last 24 hours.
* Undiagnosed rash/skin condition.
* Pink eye
* Communicable disease (other than mild respiratory tract infection; cold)
* Obviously infected discharge (thick and coloured, especially green or red/brown)
* Lethargy and irritability
* Persistent pain
* Cough (frequent bouts – 3 to 5 times per hour, especially if choking or vomiting)

If a staff member notices any of these symptoms when a child arrives they will ask that the child be taken home or to a doctor for a note confirming that the child is healthy and not contagious. If a child begins displaying any of the above symptoms at the Playschool, the child will be isolated from the other children and the parent or emergency contact will be called to come pick up the child. If your child will be away please email, call or text (403)-901-3591 with the reason for the absence.

EMERGENCY: If you have an emergency **during school hours only**, please call École Brentwood Elementary (403)-934-5013. They will be able to patch you through to our room. We may not be able to answer the program phone (403)-901-3591 during school hours.

FINANCES: A non-refundable fee of $100.00 will be paid upon registration. We require the first and last month’s payment ($240) to be made no later than Sept. 1st. For every month after, please pay $120 by the 1st of each month. Brentwood’s Learn and Play prefers etransfers, which can be sent to brentwoodlearnandplay@gmail.com. Password will be your child’s name. If you prefer to pay by check please note there will be a $25.00 fee on all NSF cheques returned. If the Playschool receives TWO returned cheques from one member/parent, that person will be asked to pay the remaining balance of the year in full or withdraw their child from the program. Brentwood’s Learn and Play Society requires one full month’s written notice if you wish to withdraw for any reason. If we receive notice less than 30 days last month’s payment will be kept in lieu.