



# Family Handbook

Preschool Program Director / Owner:  
Theresa Shepperd  
306-292-7299  
[littlepeoplespreschool@outlook.com](mailto:littlepeoplespreschool@outlook.com)

www.littlepeoplespreschool.net  
Also find us on Facebook and instagram

*The mission of this preschool program is to provide an environment of patient encouragement where children are free to learn and grow through play and exploration, thereby equipping them with the necessary social and educational skills required to ease their transition into kindergarten.*

**Locations:**

St. Angela School 302 Russell Rd. Saskatoon, Sk.  
Silverwood Heights School 403 Silverwood Rd. Saskatoon, Sk.  
École Sister O'Brien School (*Introductory French program*) 451 Silverwood Rd. Saskatoon Sk.  
École St. Paul Elementary School (*Introductory French Program*) 1527 Alexandra Ave. Saskatoon Sk.

## U-Pick Program

Parents choose to register their child from one day a week to five days a week. Morning OR Afternoon. You may choose to have your child in both a morning program and an afternoon program but NOT in the same day.

- **Morning Class time 9:00-11:30**
- **Afternoon Class time 12:50-3:20**

*\*See table below for Tuition Rates*

## Registration Fee

\$50 annual non-refundable registration fee. This fee reserves your child a spot at Little People's Preschool and helps to cover added costs.

## Tuition Fees

Tuition fees are structured on an annual basis and are broken down into ten monthly payments. The first payment is due September 1<sup>st</sup> of the school year and the last payment will be June 1<sup>st</sup> of the subsequent calendar year.

# of Days	Annual Tuition	Monthly Tuition
One	\$750.00	\$75.00
Two	\$1,150.00	\$115.00
Three	\$1,450.00	\$145.00
Four	\$1,700.00	\$170.00
Five	\$1,950.00	\$195.00

- Please provide full payment, partial payment or *ten* postdated cheques with your registration fee.
- For any cash or e-transfer payments the **first and last month** tuition payments must be paid prior to program start date.
- All payments are to be paid on or before the **1<sup>st</sup> of each month**.
- Tax receipts will be issued in February.

*\*Tuition fees are subject to change\**

## NSF & Payment Issues

If your cheque payment comes back NSF, the preschool fee is **\$25.00** plus the outstanding tuition amount. After **3 NSF payments**, the student will be dismissed from the preschool program.

Payments must be received on or before the 1<sup>st</sup> of each month. A late fee of **\$10 per day** will be charged until the tuition fee has been received. After **three months of late payments**, the student will be dismissed from the preschool program.

## Missed days due to illness or vacation

No refunds or make up days will be provided.

## **In the event of unexpected school closure**

No refunds will be given for the month of the closure as well as the following month. Tuition for the month of closure and the following month will be used to pay staff wages and other preschool costs. If school is closed for a longer period of time any prepaid tuition will be reimbursed and postdated cheques will be returned.

## **Saskatoon Preschool Foundation Tuition Subsidy**

If your family has been approved for the tuition subsidy, they will pay a portion of the yearly tuition charged by Little People's Preschool. They **DO NOT** cover the registration fees. Any outstanding balance after the subsidy has been approved, will be the responsibility of the student's parent/guardian.

## **Withdrawal**

Please inform staff in writing of any withdrawal from the program **before the 1<sup>st</sup> of the month prior to withdrawal. Provided one month notice has been submitted** any remaining cheques or pre-payments will then be returned to the parent or guardian.

***Little People's Preschool has the right to remove any student at any time.*** In such an instance, all remaining postdated cheques or pre-payments will be returned.

## **Missed Classes**

From time to time children become ill, families go on vacation and life happens where students miss class. **NO REFUNDS WILL BE GIVEN FOR MISSED DAYS.** You have registered that spot for our child and your payment is what keeps that's spot from being filled. We do request you inform our staff of any days your child may miss.

## **Class Sizes**

No Class shall exceed 20 students; with a Student, adult ratio of 10:1

## **Requirements**

- Children must be three years within the month of Registration
- All children must be **potty trained.** - No Pull-ups
- Staff will **NOT** wipe bums. Staff will encourage the children to do the best job they can on their own.
- **Bowel movement accidents at school will result in the parent/guardian being called to take the child home to clean them up. Little People's Preschool Staff do not clean poop accidents.**
- Children are always required to wear shoes in accordance with fire regulations.

<b>School Supplies</b>	<ul style="list-style-type: none"> <li>• <b>Please refer to attached itemised list</b></li> <li>• Parents are required to provide their child with a <b>nut free</b> snack (please only 1 or 2 items) <b>AND</b> a leak proof water bottle. <b><u>(No Juice boxes please)</u></b>.</li> <li>• Please provide your child with a Book bag large enough to carry snack bag, a change of clothes, crafts, and notes</li> </ul>
<b>Class Dojo</b>	We ask that ALL families join our class dojo app. This is where we post about happenings in our location specific classes, as well as whole preschool notices. All newsletters, monthly calendars and updates are posted there.
<b>Attendance</b>	<p>As a courtesy, please notify the teacher or administrator if your child is unable to attend class.</p> <p><i><b>Please remember that children can spread germs quickly, and should not be sent to school if they suffer from any of the following:</b></i></p> <ul style="list-style-type: none"> <li>• Diarrhea, nausea or vomiting in the last 24 hours</li> <li>• Scabies, impetigo</li> <li>• Head lice</li> <li>• Strep throat</li> <li>• Any contagious disease (measles, mumps, chickenpox, etc.)</li> <li>• Fever</li> <li>• Conjunctivitis (<i><b>pink eye</b></i>) – if you suspect pink eye please keep your child home or consult your doctor.</li> <li>• Severe colds (especially if their secretions are discoloured)</li> <li>• have been treated by antibiotics or medication for less than 24 hours</li> <li>• Covid</li> </ul>
<b>Early Drop Off / Late Pick Ups</b>	There is a fee of \$20.00 charged for every 10 minutes early or late.
<b>Staffing Substitutes</b>	A substitute may be required from time to time
<b>Birthday Celebrations</b>	All children receive recognition for their birthday. We celebrate as a class. We sing Happy Birthday, each child receives a birthday certificate, and sticker, as well as the opportunity to choose a birthday prize from the birthday box. <b>If you wish to send treats for the class, we ask you to send an ingredient list, and all treats will be sent home for their adult to decide if the child is able to have it.</b>
<b>Volunteers</b>	Little People's Preschool is non-cooperative, you as parents/guardians are in no way obligated to volunteer. If you would like to spend a day in preschool please make prior arrangements with your preschool staff.

- Field Trips** All Field trips are Family days. If you wish for your child to partake in a family day a family member or caregiver must provide transportation and accompany their child to the activity.
- Toys** **Children should not bring any toys to preschool.** As they may get lost or mixed up with Preschool toys
- Appropriate Dress** Please ensure your child is dressed appropriately for the weather
- Winter- Toque, mitts, ski pants
  - Spring- Jacket rubber boots when needed
  - Spring/Summer months - Sunscreen and hat
  - Proper jacket / coat according to weather
- Discipline** When interacting with children instances arise where things seem unfair, feelings get hurt or an offense takes place. Little People's Preschool Staff will try to deal with such circumstances in a way where we can learn together positive conflict resolution and empathy for those offended.
- Rules** The students and staff at Little People's Preschool are expected to use kind words, gentle hands and our best manners. The students and staff will be required to provide an environment of caring and sharing, where every student is welcome and *expected* to participate.
- Goals** Some goals we plan to achieve with your child through the Play and Exploration program guide are:
- Identification of Individual Names
  - Identification of the Alphabet
  - Identification of Numbers (1-10)
  - Names of the Months
  - Days of the week
  - Basic Shapes
  - Colours
  - Development of Oral language
  - Development of Fine Motor Skills
  - Development of Gross Motor skills
  - Introduce children to New and Exciting Experiences
  - Development of Good Listening and Observation Skill
  - Social and Emotional Development

***\*\*Ecole St. Paul and Ecole Sister O'Brien will experience an introduction to the French language.\*\****

**Free Play**

Free Play is a very important part of your child's daily routine. This is the time when children choose their own activities and interact with their classmates. A lot of social development occurs as children discover the ins-and-outs of sharing, who has the same interests as them, and how to verbalize their wants in a manner that is most effective in getting those needs met.

**Circle Time**

Circle Time is when the children will learn good listening and observation skills. They will also learn about respect for those talking, turn taking, and patience. During Circle Time, children will sing songs, be introduced to letters and numbers, and learn about the various themes we will study. Little People's Preschool will try to provide children with as many different opportunities as possible to learn educational concepts. We plan to explore math, language arts, fine arts (drama, drawing, and painting), science, physical education, health and well being to name a few.

**Gym Time**

Gym time aids in the development and improvement of gross motor skills. The students play games, explore the gym equipment, practice listening, following directions and taking turns.

**Snack Time**

Snack time provides the opportunity for children to practice their table manners and for social interaction in a relaxed atmosphere.

- ***Please be sure to only send 1 or 2 items AND a leak proof water bottle (no juice boxes)***

**Table Time/  
Craft Time**

Table time is when the students work on building their fine motor skills. Activities include:

- Table Top Toys
- Pre-printing
- Scissor skills
- Puzzles
- crafts

**Star Student**

Star Student is the perfect opportunity for students to take center stage. This is a special time for students that they enjoy very much. A child's self-expression, as well as their social awareness are awakened during this time. Star Student also offers the student audience the opportunity to formulate questions about the Star Student's likes or dislikes or to give compliments to the Star of the day. *A schedule for Star Student will be posted monthly on class Dojo. (there is no star student in the months of September, December and June)*