

Parkland Preschool

Parent Handbook 2015/16

Located in:

Parkland Community Hall

505 Parkvalley Road SE

Calgary, AB T2J 6M4

Telephone: 225-0083

www.parklandpreschool.com

Our Philosophy of Learning

In a caring and positive atmosphere, we create a warm and happy place for preschoolers to learn. As we bridge the gap from home to school, we guide children to a continued good self-image while building skills in a school setting.

Sensory, motor, perceptual and language skills are introduced through materials and activities which are both child centered and teacher directed. Work is planned which emphasizes *the process rather than the product*, fostering a sense of accomplishment and pride.

Based on the theory that *children learn through play*, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed to balance structure and free choice, as well as active and quiet times.

Recognizing that children grow in predictable stages, we treat each child as an individual, working from the level each child attained and moving forward a step at a time. We teach a *love of learning* by allowing children to experience their own stage of development and helping them to feel *success without pressure*.

We value the involvement of parents in our program, and they are always welcome in the classroom. Special Helper days enable the children to see their parents as important and concerned members of the school environment. It provides parents with opportunities to view their child with teachers and other children.

Parents may gain valuable insights and techniques from the expertise of the staff; and, at the same time, they may be able to share their own interests and opinions to maintain the excellent quality here at Parkland Preschool. School then becomes a shared experience which hopefully will continue throughout each child's educational process.

Daily Schedule

Table Time:

Each class begins with table time. "Small motor" activities are set out on the tables so that the children can begin immediately upon arrival. These activities include puzzles, writing materials, pegboards, stacking and sorting games and small building pieces. The children have a chance to work independently or together while they chat with their friends and teachers.

Circle Time:

During this group time, we discuss our theme and special events. The "special helper" updates the daily calendar and the weather chart. We read a story that is usually theme related. We also work on basic concepts such as colours, shapes, numbers and letters.

Arts and Crafts:

The children have the opportunity to work with a variety of different craft materials in an open-ended fashion. We focus on the process, not the end product, so what they make is not as important as the creative process itself. The children will experiment with paper and scissors, paint and glue, crayons and dozens of different kinds of craft materials.

Learning Centers:

The children are welcome to move freely around the room to choose any of the games, equipment, or to play with their friends. This period of socialization is a very important part of the program. The children learn to share, cooperate and build friendships. Our learning centers include a dramatic play center, reading area, listening and science center, painting easels, water table, building blocks, rice table, and rotating theme center.

Snack:

After tidy up time, the children wash their hands in preparation for a snack, which the special helper has provided for the class.

Gym/ Games:

Each day, the children have gym/game time. They participate in group games and activities, both indoors and outdoors when possible, using a variety of equipment.

Music:

We wind down our day with music. Over the course of the year, the children are exposed to many songs, games and musical activities with voice, picture books, instruments and recorded music.

Snacks

Each child is requested to provide a nutritious snack for his/ her classmates on their special helper days. You may choose convenient days by signing up on the snack calendar on the front bulletin board. **Snack should consist of 3 items from different food groups.**

Important:

- **Please - No Peanut or Nut products (or popcorn)**
- **Please - No Cupcakes!!**
We suggest cookies instead for birthday celebrations
- Health Services recommends pre-packaged foods when possible
- **GRAPES** need to be cut in half
- Preschool keeps some basic snack foods on hand
- Preschool serves ice water, but you are welcome to send juice
- We like to encourage HEALTHY SNACKING.

Healthy Snack Suggestions:

- Cheese, crackers, fruit pieces OR juice

- Rice krispie squares with fruit or veggies
- Nacho Chips & salsa with fruit
- Mini yogurts & graham crackers (bring spoons) and fruit
- Fruit roll ups & cheese slices and crackers
- Cream cheese cracker sandwiches with fruit or veggie
- Cereal mix with dried fruits and yogurt
- Raisin bread & cheese slices
- Apple sauces & oatmeal cookie and salami
- Banana Loaf with fruit cocktail and veggie sticks
- Muffins with fruit or veggie
- Pepperoni chunks plus two other foods
- Egg salad sandwiches or cheese sandwiches plus two other foods
- Chocolate milk with mini muffins and fruit
- Celery & cheese whiz with pretzels
- Pudding, crackers and veggies
- Jello with cream cheese and crackers

Birthday Celebration Suggestions:

- **Please - No Cupcakes!!**
We have many birthdays and they are too messy!
- Decorated cookies plus two other foods
- Mini donuts, plus two other foods
- Marshmallows dipped in chocolate and decorated with smarties
- Rice krispie squares, possibly in form of a cupcake

According to the Calgary Health Region:

“Parents of children attending a social care facility may provide food for other children of the facility if the food is nonperishable or if perishable is kept below 4 C, prepared in an approved food establishment, and is provided to the facility in its original container.”

What this means is any cutting or preparation of food must be done at the preschool. For example, grapes or any other fruit must be washed and cut at the preschool, cheese must be cut up at the preschool, any sausage must be cut up at the preschool. Home baked goods are fine, as long as any slicing or cutting of the baked goods is done at school. Anything that must be spooned out must also be done at the preschool. Any perishable food such as yogurt tubes, milk, cheese etc. must be kept in the fridge in the kitchen of the preschool.

Although this may seem cumbersome the rationale behind this is the health and safety of all the children.

If you have any questions please feel free to contact one of the staff.

Special Helper

Each child will get to be special helper on his or her snack day. Along with bringing in the snack, the special helper can bring in a toy or something neat to show and tell the class about. The special helper will have many little duties to perform for the teacher and it is usually an exciting experience for them and some children may have a hard time falling asleep the night before.

The special helper can also bring in mom or dad or a grandparent to spend the day with them. This is a great opportunity for the adults to observe the children at their play and maybe even join in on the fun. (reading books, fantasy play, building, having lunch in the play kitchen). The teacher will also have a chance to talk with parents about how their child is doing at preschool and answer any questions or concerns.

We have parents ask if they can bring along a younger sibling when they come for the special helper day. The answer is yes. Siblings are invited to come into class provided the parent watches them very closely. The parent is solely responsible for the sibling's safety. The preschool insurance policy does not cover any siblings. We would expect the parent to remove a sibling to another room if they do cause a disturbance, especially while the children are in the listening room. Some parents find it more relaxing not to bring in the sibling so they can better enjoy the day with the special helper.

Discipline Policy

In the event of a discipline problem, it is our policy to interact with the children in the following way: Ask the child(ren) what has happened. Discuss what should have happened and try to decide together what could be done to rectify the situation. Decide what could be done in the future to avoid another such circumstance.

Ask the child to choose another area for play. Sometimes a center will be closed for a particular child for a few minutes until he/she is settled.

Remove the child to a quiet area for discussion.

If the safety of another child is at risk, the parent will be notified and be asked to pick the child up for the day. This is only required in rare and special circumstances.

No physical punishment, verbal or physical degradation or emotional deprivation will be administered by the staff of Parkland Preschool. Nor will any staff member deny or threaten to deny any basic necessity, or use any form of physical restraint, confinement or isolation.

Consistent and fair limits help children control their own behaviour. Whenever possible, the best discipline method is to encourage children to think of alternative solutions and possible effects of taking those alternatives. Through problem solving, children develop a sense of responsibility for their actions, begin to understand other's needs, and strengthen their decision making skills. Just as in setting limits, children who participate in the decision making process are more likely to adhere to their decisions.

Communicable Disease, Potential Health Risk and Supervised Care for Sick Children

Parkland Preschool follows the Child Care Licensing Regulations concerning communicable diseases in order to protect the health and safety of all children and staff members. A child, who may be suffering from a disease in Schedule 1 of the Communicable Disease Regulations or exhibits any of the following symptoms within the past 24 hours, will not be permitted to be in attendance at preschool:

1. Diarrhea
2. Fever
3. Vomiting
4. New or unexplained rash or cough
5. A child requiring greater care and attention than can be provided without compromising the care of the other children in the program

Children should be symptom free and/or on medication for 24 hours before returning to school or until the license holder is satisfied that the child no longer poses a health risk to persons on the program premises. The above does not apply if the child's parent provides written notice from a physician indicating the child does not pose a health risk to persons on the program premises.

If a child becomes ill while at preschool, or where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness, the child will be separated from the class and made comfortable with a pillow and blanket where appropriate.

The parents/guardians will be notified and are expected to arrange the IMMEDIATE removal of the child from the premises.

If the parents/guardians can not be reached the emergency contact will be notified and is expected to pick up the child immediately. A primary staff member will directly supervise the sick child until removed from the program.

When a child becomes ill at preschool staff will complete a "Child Illness and Removal" form which includes the date, child's name, name of attending staff member, time the parent was initially

contacted, name of staff who contacted the parent, when the child was actually picked up and removed from the program and when the child returned to the program.

Supervision Policy and Practices

At Parkland Preschool all staff constantly scan the classroom observing the children's play and behaviour both indoor and outdoors. Staff join in with the children during play where appropriate and constantly physically move around the classroom observing the children and monitoring behaviour.

When necessary, staff will interact with the children to reinforce positive behaviour. Attendance is taken as children enter the class at the beginning of the day, with the time of arrival marked on the attendance sheet. Throughout class time a loud door bell is activated making staff aware each time the main door is opened. Children are monitored throughout the class with no child leaving the room without a staff member or parent. All children are again physically accounted for at snack time.

Attendance records are updated with departure times at the end of the program daily. If a child is picked up during class time the time of early departure is recorded on the attendance list.

When outdoor play occurs staff are outside with the children, monitoring play, the children and the environment at all times. Attendance records are taken outside along with the first aid kit. A head count is taken prior to going out and performed immediately upon entering the premises after outdoor play. A staff member also scans the outside play area before entering the premises to make sure all children are safely indoors. As a precaution, the children are taught that when they hear the whistle they are to stop whatever they are doing and come to staff immediately. This procedure is used every outdoor play time. Whenever children leave the premises one staff member leads the children and one staff member is at the end of the line/group thus ensuring all children stay together and are accounted for.

General Stuff

Fees

Fees should be paid by ten (10) post-dated cheques, which are submitted on the orientation day. A \$35.00 registration fee is required in order to secure your child's spot. Please note: a completed registration form without registration fee does not constitute enrollment.

Holidays

We observe the same holidays as the Calgary Board of Education. There is no school on statutory holidays or during Christmas break, Spring break and teacher conventions. Our monthly fees take into account these holidays and the shorter months.

Refunds

Two weeks notice is required for withdrawal from the program. We regret that we cannot give refunds to students who have missed days due to personal holidays or illness. If two weeks written notice is not given one months fees will be forfeited.

Notes
