



Farms, Furbabies & Friends Preschool

2021/22 Parent Handbook

Office Hours:

Monday: 8:30am-4:30pm

Tuesday: 8:30am-4:30pm

Wednesday: 8:30am-4:30pm

Thursday: 8:30am-4:30pm

Friday: 9am-4:00pm

Contact:

Phone & Voicemail: 403-505-7758

Website: www.FarmsFurbabiesFriends.com

E-mail: FarmsFurbabiesFriendsInc@yahoo.com

Facebook Page: Farms, Furbabies & Friends Preschool

Location: Calder School, Sunnybrook Farm Museum
2879 Botterill Crescent, Red Deer, AB T4R 0T9

Farms, Furbabies & Friends Preschool

Where kids can be kids!!!

Let me introduce you...

Farms, Furbabies & Friends Preschool... a program that combines an outdoor animal and agriculture journey, with an indoor classroom structure that facilitates hands-on learning. This unique program combines preschool activities with animal and agriculture husbandry. This "one-of-a-kind" program offers a supportive, nurturing, and safe experience for little people and boasts a vast space to move around and grow.

2021/2022 START DATES:

Class		Days	Start Date
Adventurous Apples:	4-6-year-old	Mon & Wed:	Sept 8 th , 2021
Brilliant Bumble Bees:	3-4 year-old	Mon & Wed:	Sept 8 th , 2021
Curious Critters:	4-6-year-old	Tues & Thurs:	Sept 7 th , 2021
Discovery Ducklings:	3-4 year-old	Tues & Thurs:	Sept 7 th , 2021

Last Day of Classes:

Monday & Wednesday: **May 30th, 2020**

Tuesday & Thursday: **May 24th, 2020**

CLASS TIMES:

Adventurous Apples:	Monday & Wednesday:	9:00 AM to 12:00 PM
Brilliant B. Bees:	Monday & Wednesday:	12:30 PM to 3:30 PM
Curious Critters:	Tuesday & Thursday:	9:00 AM to 12:00 PM
D. Ducklings:	Tuesday & Thursday:	12:30 PM to 3:30 PM

Classes will be added or deleted based on the enrollment needs of the program.

AGE REQUIREMENTS & LIMITATIONS:

This program is licensed for children 3 to 6 years of age.

Children enrolled in a 3yr old program must be 3 by September 30th

Children enrolled in a 4yr old program must be 4 by December 31st

All children **must** be toilet trained and meet the above listed age requirement.

PARENT ORIENTATION MEETING & SITE TOUR:

September 2nd, 2021 @ 5:30pm-7:00pm

Reminder notices will be sent out by email in **August**, so please keep an eye out for these details.

FEE SCHEDULE:

Application Fees: **\$50.00 (Non-refundable) Application Fee**

Tuition Fees:

First Month's Fee: \$185.00

Monthly Fee to follow: \$170.00/month

Payment Options:

1. E-transfer: payable to FarmsFurbabiesFriendsInc@yahoo.com
2. Cheques: payable to Farms, Furbabies & Friends Inc.
3. Credit Card Processing: TBD
4. Cash

REFUNDS:

Refunds are not given for holidays, society events, or events that are beyond the control of Farms, Furbabies & Friends Preschool i.e. Emergency evacuations, snow days, and utility issues involving power, sewer, gas and/or water. Every attempt is made to keep the preschool open, however situations sometimes occur that do not allow us to do so. ☺

Refunds are only issued for SERIOUS medical reasons. A child that is unable to participate in the program for several weeks due to an injury or serious illness can request a refund with the submission of a Doctor's note.

WITHDRAWAL FROM PROGRAM:

Those wishing to withdraw from the preschool must give at least **one full month's notice in writing**. Please see your teacher to receive a formal withdrawal notice.

LATE PICK-UP FEES:

Late Pick-up Policy: Farms, Furbabies and Friends Preschool reserve the right to charge a late pick-up fee if the teacher feels the situation warrants it. Parents will be made aware and a standard fee of \$10.00 every 10 minutes will be charged and directly applied to your account.

OFFICE HOURS:

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Tuesday: 8:30am-4:30pm

Wednesday: 8:30am-4:30pm

Thursday: 8:30am-4:30pm

Friday: 9:00am-4:00pm

Saturday & Sunday: Closed

SNOW DAYS & SCHOOL CLOSURES:

The preschool will be closed when temperatures fall below -35°C . Farms, Furbabies & Friends Preschool staff will make every attempt to notify parents of these closures.

- A. Class Emails will be sent out immediately with updates.
- B. Please listen for RADIO announcements after 7:00am to the following radio stations:
 - 1. CKGY: 95.5
 - 2. Big 105: 105.1
 - 3. Sunny FM: 94.1
- C. Please follow us on our Facebook Page:
Farms, Furbabies & Friends Preschool
- D. Please check our Website: www.FarmsFurbabiesFriends.com

EMERGENCY PROCEDURES:

- 1. In the event of an emergency that requires a preschool evacuation, the following procedures will take place:
- 2. The children will be told to line up immediately at the most appropriate exit. Parent helpers/staff will be asked to gather up personal items (footwear & coats). Children will be evacuated to:
Bower Mall: North Entrance (Closest to Toys R Us)
- 3. When it is safe to do so, Parents or Emergency Contacts will be notified to immediately pick up their child.

DROP-OFF & PICK-UP

- 1. Please be prepared to submit your child's temperature to their teacher.
- 2. Drop-off will take place at the North entrance of the building. We ask that only one parent drop-off their child in an acceptable..., socially distanced manner. A staff member will ask for your child's temperature, and if cleared will be signed into the preschool by the parent. At this time, adults will be asked to exit the preschool.
- 3. Children will continue independently into the preschool to set their footwear on mats and place outdoor clothing and backpacks in storage cubicles. Children then immediately line-up to wash their hands in the washroom.
- 4. They proceed to place their nametags on and sit down at designated tabletop activities. They will remain at the tables until their teacher begins the class.

PICK-UP: Covid Regulations

- 5. Pick-up will take place at the North entrance of the building. We ask that only one parent pick-up their child. The child will then be signed out of the preschool by the parent. At this time, the parent and child will be asked to exit the preschool.



CHILD GUIDANCE POLICY:

Positive reinforcement will be used to foster sharing, kindness, following directions and listening. In summary, the following conditions apply:

1. Any disciplinary action must be reasonable in relation to the circumstance
2. Physical punishment, verbal or physical degradation or emotional deprivation is not allowed
3. A child will not be denied or threatened to deny any necessity.
4. Any form of physical restraint, confinement or isolation is not allowed.

All children will be spoken to in a quiet manner to encourage them to behave appropriately. If the children are having difficulties with behavior and need corrective guidance, they will be given 2 opportunities to change the behavior, and if there is a third occurrence, then a time-out is issued. After the time-out, the children can return to the group activities. Children are always given positive feedback after any problem-solving situation or disciplinary action. Ongoing inappropriate behavior will be discussed with the child's parents.

If the teacher feels that a child is disruptive to the point that learning or enjoyment of other children is being affected on a recurring basis, the preschool director will develop an action plan with the parents, identifying the time frame in which improvement must occur. If the disruptive behavior continues, the parent will be asked to withdraw the child from the program.

Forms of punishment that are strictly prohibited:

1. Verbal abuse (shouting insults etc.)
2. Physical abuse or punishment (spanking, etc.)
3. Emotional deprivation is not allowed

It is important to note that all concerns or issues that occur within the classroom are to be kept in **strict confidence**.

ILLNESS POLICY:

When a child has symptoms of an illness that might be spread to others, it is important that the child be sent home as soon as possible, to prevent illness in other children and staff.

If any of the following symptoms are observed in a child, the parent will be contacted, and the child will be sent home:

1. Fever
2. Unexplained Rash
3. Cough
4. Runny Nose
5. Sore Throat
6. Shortness of Breath
7. Pink Eye
8. Diarrhea
9. Vomiting
10. Other clusters of unusual symptoms

If a child has been injured and is not able to fully participate in the preschool program due to physical limitations... i.e. broken bone, past surgical procedure, etc., this child will not be allowed to attend the preschool until such circumstances have resolved and the child is recovered.

Fees will be refunded for the days the child is absent. Please refer to our refund policy outlined earlier in this booklet. If you have any further questions, please feel free to contact your program director.

PARENT HELPER POLICY: (Not allowed during Covid-19 Pandemic)

Parent helping opportunities become available in November, after the children are more settled in their routines. Sign-up sheets will become available in October.

All parent helpers must have a criminal record check, which includes a vulnerable sector search, dated no earlier than 6 months prior to the date of commencement, and every 3 years after that date.

Your child's siblings are not allowed to be with you when you are acting as a parent helper. This guarantees that the parent has complete attention and ensures the safety of your child and the other children in the class.

PARENT HELPER SIGN-UP PROCESS: (Not allowed during Covid-19 Pandemic)

Please limit your volunteer time to one class/month. This gives equal opportunity for all parents to help in the preschool. You may reserve your date by writing your name and your child's name in the parent volunteer calendar. This will be located on the upright sign located just inside your child's classroom. If you are unable to attend, there is no need to notify the preschool.

PLAYSCHOOL HELPER DUTIES: (Not allowed during Covid-19 Pandemic)

1. Parent Helpers are NOT allowed to assist children in any unsupervised capacity (i.e. washroom breaks)
2. In case of a fire drill or fire, parent helpers will assist staff by gathering up personal belongings and opening exit doors for evacuation.
3. Parent helpers help supervise and help children participate safely outdoors and in the preschool.
4. During special events, parent helpers help clean up after activities.
5. Help remove nametags and hand out materials

FOOD POLICY:

Parents are encouraged to provide a healthy snack that will be eaten by their child during the classroom portion of the day. This snack should be an easy-to-open snack that can be eaten in 5-10 minutes. Please write the child's name on the front of the container and on the handle of the lunch kit, which is easily read by staff members.

FOOD ALLERGIES will be addressed on a class-by-class basis.

HOME BAKED GOODS cannot be accepted for special events or parties.

BIRTHDAYS: (Special Covid-19 Pandemic Instructions)

At this time treats cannot be accepted due to the Covid Pandemic response plan outlined by the Government of Alberta. Please speak with your teacher if you have any further questions.

FUNDRAISING: (Not allowed during Covid-19 Pandemic)

Preschool pictures are a fantastic way to take home cherished memories of the time spent at Farm, Furbabies & Friends Preschool. Local photographers come to the Sunnybrook Farm Museum to take outdoor activity shots while capturing the child's excitement and memories. We will be hosting in Fall and again in Spring for Graduation pictures. Participation in our preschool fundraisers are very much appreciated as every amount goes directly to the preschool and the programming that we can offer. Thank you so much for your commitment!

Thank you for being a part of our Farm Family!

