



Farms, Furbabies & Friend's Preschool

2022/23 Parent Handbook

Hours of Operation:

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 & Friend's 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.

2022/2023 START DATES:

Class	AGE	Days	Start Date
Adventurous Apple:	4+ year-old	Mon & Wed:	Sept 7 th , 2022
Brilliant Bumblebee:	3 year-old	Mon & Wed:	Sept 7 th , 2022
Curious Critter:	4+ year-old	Tues & Thurs:	Sept 6 th , 2022
Discovery Duckling:	3 year old	Tues & Thurs:	Sept 6th, 2022

CLASS TIMES:

Adventurous Apple:	Monday & Wednesday:	9:00 AM to 12:00 PM
Brilliant Bumblebee:	Monday & Wednesday:	1:00 PM to 3:30 PM
Curious Critter:	Tuesday & Thursday:	9:00 AM to 12:00 PM
D. Duckling:	Tuesday & Thursday:	1:00 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 – 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.

FAMILY ORIENTATION & SITE TOUR: The whole family is welcome to attend.

August 23rd, 2022 @ 5:30pm-7:00pm

Reminder notices will be sent out by email in early **August**. Please add our email address to your “**Safe Sender List**”. If you haven’t received this notice, please check the spam folder of your email, or contact us at 403-505-7758.

FEE SCHEDULE:

Registration Fee: **\$50.00 (Non-refundable): Supply Fee**

Tuition Fees:

First & Last Months Tuition Fee (due August 15, 2022)

4yr-old Program: \$190.00/month

3yr-old Program: \$150.00/month

Monthly Fees to follow:

4yr-old Program: \$95/month

3yr-old Program: \$75/month

All monthly fees are due on the **First Day of each Month**

Please print & retain **Paypal** receipts for your records

Other tuition fee payments will be issued a receipt in September and the months to follow.

Payment Options:

1. Credit Card: Pay Pal – www.FarmsFurbabiesFriends.com (FFF Website/Payment Options)
2. E-transfer: payable to FarmsFurbabiesFriendsInc@yahoo.com
3. Post Dated Cheques: payable to Farms, Furbabies & Friends Inc.
4. Cash: Arrangements can be made with Miss Robin

Subsidy:

The Government of Alberta offers a monthly subsidy to preschool families in the amount up to and including \$125.00/month to help offset the cost of programming tuition. Families with a household income of up to \$180,000 may qualify. Eligibility requirements must be met to be approved. For your convenience, an online application portal is provided. If you are interested, please check-out this link for details: <https://www.alberta.ca/child-care-subsidy>

REFUNDS:

Refunds are **not** given for holidays, society events, or events that are beyond the control of Farms, Furbabies & Friend's 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 when a child cannot attend class due to a **SERIOUS** medical issue. A child that is unable to participate in the program for 4 weeks or greater, due to an injury or serious illness can request a refund with the submission of a doctor's note. Example: broken bone

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.

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 & Friend's Preschool
- D. Check out our Website: www.FarmsFurbabiesFriends.com

EMERGENCY PROCEDURES:

1. In the event of an emergency that requires an offsite 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.
Children will be evacuated to:

The Bower Mall: North Entrance Alcove (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.
4. **AFTER HOURS PHONE #: (403)505-7758**

IMPORTANT DROP-OFF & PICK-UP INFORMATION

- Before leaving your home each day, please screen your child for symptoms of Covid 19. Please reference the [Child - Alberta Health Daily Checklist](#), which is found on our website.
- At this time parents are not allowed to enter the preschool with their child during drop-off or pick-up. Parents should stay 2 metres away from staff and other children. Maintaining

appropriate distance will limit the number of close contacts required to quarantine in the event of a positive Covid case.

- We ask that only **ONE** parent drop-off their child in an acceptable, socially distanced manner.
- Your child must be signed-in and out daily by the parent or guardian.

DROP-OFF:

1. Drop-off will take place on the **North Side Entrance** of the Calder School Building.
2. Parents must sign-in their child every day. Children will independently place their belongings in the provided cubicles, then continue to the washroom where they will immediately line-up to wash their hands. Following, they will proceed to their designated tabletop activities. They will remain at the tables until their teacher directs them to their next activity.

PICK-UP:

1. Pick-up will take place on the North Side entrance of the Calder School building.
2. Your child must be signed-out of the preschool by their parent or guardian. We ask that **ONE** parent pick-up their child in an acceptable, socially distanced manner.
3. The Sunnybrook Farm Museum is closed to the public during our Preschool Season. Please exit the parking lot once your child is safely secured in your vehicle. Thank you 😊

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 his/her physical limitations... i.e. broken bone, past surgical procedure, etc.; this child will not be allowed to attend our preschool until such circumstances have resolved and the child is fully 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.

CHILD GUIDANCE POLICY:

1. This information is made available to our parents at the time of registration, and to staff members at the beginning of the school year.

Positive reinforcement will be used to foster sharing, kindness, following directions and listening. The teacher or assistant sets out the rules for the children to follow and sets the pattern for classroom management. The parent helpers are to follow their examples in managing the behavior of the children. In summary, the following conditions apply:

1. Any disciplinary action taken must be reasonable in the circumstances
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 basic need or necessity
4. Any form of physical restraint, confinement or isolation is not allowed.

The teacher/assistant cannot be in all places at once and it may become necessary for the parent helpers to become directly involved. The children are encouraged to work out the problem on their own. If necessary, assistance will be given on verbalizing their feelings, using suggestions on non-destructive problem-solving alternatives. All children will be spoken to in a quiet manner to encourage them to behave appropriately. All discipline must be reasonable in all circumstances. Children are always given positive feedback after any problem-solving situation or disciplinary action. On-going inappropriate behavior will be discussed with the child's parents.

If the teacher/assistant feels that a child is disruptive to the point that the learning, enjoyment, or safety of other children are being compromised on a recurring basis, the preschool staff will first develop an action plan with the parents, identifying the time frame in which improvement must occur. The action plan will be shared with the child. If the disruptive behavior continues, the parent may 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

All concerns and situations that occur within the classroom are to be kept in confidence. This will ensure self-esteem and confidence of the child/children in question are kept intact.

PARENT HELPER POLICY: Criminal Record Checks are Required! (November Start)

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: (November Start)

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 near the entrance inside your child's classroom. If you are unable to attend, there is no need to notify the preschool.

PLAYSCHOOL HELPER DUTIES:

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:

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 one photo opportunity in the 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 offer. Thank you so much for your commitment!

Welcome to our Farming Family!

