



Our Little Friends/Les Petit Amis Playschool

“Where children learn through fun
and creativity”

PLAYSCHOOL HANDBOOK

| 2021 |

Welcome to Our Little Friends/Les Petit Amis Playschool

This handbook should answer any questions you may have. We know putting your child into school for the first time can seem very daunting. If something is not covered in this handbook please feel free to ask either Mrs. G or Teacher Jill.

Our program's philosophy is to develop a child's sense of cooperation, independence, socialization while at same time, for les petites amis students, introduce a second language. This will be accomplished by providing an environment that is safe, calm and caring. We want our students to feel comfortable and accepted in class, therefore our teachers will gently encourage and stimulate them with an emphasis being placed on enjoyment. Within their structured day, there will be various times in which they will be encouraged to use their own decision making skills. They will need to decide whether they wish to play independently, or to interact with others amongst our various play centers. These include the library, kitchen, block center as well as a various other activities. The development of social skills and independent thinking will be fostered through the use of positive reinforcement and encouragement. . We are lucky to have three separate parks within walking distance of the school, one being a spray park that we love to utilize as often as possible which encourages gross motor play. Our goal is to provide the mental and physical stimulation necessary to develop the skills, knowledge and behaviours required for future learning success.

Supplies

Your child will require a medium sized backpack, indoor shoes and a full change of clothes. I know it is fun to purchase a cute small backpack but between art work, warm clothes and lunch kits/water bottles it can be a challenge to fit it all in for the students. This year we ask that each parent provide a paint shirt that will be kept in their backpack. Please mark all items with your child's name in permanent ink. In order to have a successful day at school please dress your child for success, clothing that allows them to dress themselves. Easy to slip on shoes and boots as well as limiting buckles, zippers and strings will allow your child to dress independently which we always encourage. Other supplies may be requested throughout the year at the discretion of the teachers.

Health and Safety

Our student's wellbeing is of the utmost importance as such we have strict health and safety policies. They include cleaning and sanitation, evacuation safety, COVID health checks, medication administration and missed classes. If you would like any additional information please see our policy and procedure documents.

Nutrition

For each day of class, parents are asked to send a nutritious, easy to eat, healthy snack in accordance with the Canadian Food Guide. Water is available for the children to drink, but parents may send a healthy beverage alternative. Snack is eaten at approx. 10:00am/1:30pm No snack sharing takes place. ***Just a reminder we are a nut-free program.***

Parental Involvement

With two teachers in the classroom we do not require any classroom helpers but are always looking for enthusiastic board members! What does that actually mean? As a non-profit organization the school is under the guidance of a board comprised of parent volunteers who will work together along with our teachers to make the preschool a success. Parents who volunteer are actively involved in the decision making process of the preschool, such things as teacher's wages, bill payments, and fundraising all fall under the board's purview. Serving on the board provides the parents with the opportunity to participate in a democratic process while building, managing and improving the preschool in many areas. Throughout the year the board will meet bimonthly. We acknowledge that this is a commitment of your time but we assure you the benefits are worth it. The teachers will be available to assist you through any growing pains there may be. We also welcome parents into the class for a portion of the class on their students "special day" or in the event of special occasion parties. Field trips are another opportunity to spend time with the class.

Off Site Activities

Parents will be notified of activities/ field trips via newsletters, email, and/or Facebook. This information will include the location of the off-site activity/field trip and the expected time of departure. When leaving the playschool we always take a first aid kit, Kleenex and the portable student information records. You will sign a one time consent form for parks, walks and playing in the field however a separate form will be required for additional field trips.

Fees/ Refunds/Missed Class

Fees for all of our programs are \$135/student per month due by the 1st. A onetime non-refundable registration fee is due at the time of registration. Fees can be paid via E-Transfer to ourlittlefriendspayments@gmail.com (auto deposit) or via cheques made payable to Our Little Friends/Les Petit Amis Playschool. Please note that we charge a \$25.00 NSF fee. If you need to withdraw your student for any reason we require one months' notice in order to issue any refunds. In the event of a school closure refunds for the month we are currently in will only be issued if it is before the 15th of the month, at which point the refund will be prorated to reflect the time spent in class. Classes will only be canceled if the local buses are not running (minus 40 Inc. wind-chill) or

extreme weather. The playschool will be also be closed for all Elk Island Public School holidays and in the event of school closures. If more than two classes are missed in a single month attempts will be made to reschedule the missed classes or a credit may be issues at the digression of board. The scheduling of the make-up classes will be at the discretion of the board and teachers. Unfortunately we cannot offer make up classes if your student misses due to illness, vacation or unforeseen circumstances

For a more in depth look at our policies and procedures please see our website at www.ardrossanfrenchplayschool.ca If you have any questions or concerns please do not hesitate to speak with any one of the teachers.