

HAYSBORO



Community Preschool

# PARENT HANDBOOK

# Contents

<b>1. Preschool Program Information</b>	<b>4</b>
Goals and Teaching Philosophy	4
Parent-Run Preschool	4
License and Accreditation	5
General Information	5
<b>2. Class Schedule and Calendar</b>	<b>6</b>
Class Times	6
General Class Schedule	6
Class Calendar	6
<b>3. Fees and Fundraising</b>	<b>7</b>
3 Year Old Program or 4 Year Old Afternoon (2 classes/week)	7
4 Year Old Program (3 classes/week)	7
Late Payment Policy	8
Financial Assistance	8
Withdrawal from Program	8
<b>4. Classroom Policies</b>	<b>9</b>
<b>5. Procedures</b>	<b>10</b>
Drop Off	10
Pick Up	10
VIP Days	11
Volunteer Duties	11
<b>6. Discipline Policy</b>	<b>12</b>
Prevention Strategies	12
Intervention Strategies	12
Time Outs	13
Corporal Punishment	13
<b>7. Illness Policy - COVID-19 Alberta Health Daily Checklist</b>	<b>13</b>
<b>8. Parent Council</b>	<b>14</b>
Council Role	14
Current Council	14
<b>9. Preschool Office</b>	<b>14</b>

# 1. Preschool Program Information

## Goals and Teaching Philosophy

Our goal is to provide a safe and enriched learning environment for three and four year olds to practice appropriate social, emotional, physical and intellectual skills. Our program includes activity centre play, shared time, stories, songs and music, games, movement activities and outdoor play, art and crafts, and sharing a snack. Supplementary activities that appear throughout the year might involve art, music, nature or science themes (e.g., growing a plant).

Our program balances structure and free play by following a consistent routine of activities while encouraging children to choose freely between a range of activity centres or non-directed play.

Participation in a variety of learning opportunities allows for individual development in several areas:

- *Social skills* such as getting along, sharing, and taking turns are learned and practiced at circle time, snack and playtime.
- *Emotional skills* such as empathy and expressing feelings are ongoing as children interact with peers, teachers, and toys.
- *Gross motor skills* including running, jumping, balance and coordination. Outdoor play and gym times provide fun opportunities for gross motor development.
- *Fine motor skills* - using hands and fingers to make things happen - are practiced during crafts and at building and manipulative centres.
- *Intellectual/thinking skills* such as learning routines, recognizing their name, counting, sorting colours, shapes and vocabulary are stimulated during circle time and through play at centres.

## Parent-Run Preschool

Haysboro Community Preschool is a parent run preschool program serving Haysboro and surrounding communities. We rely on your involvement to succeed!

“Parent Run” means:

- We have a parent council composed of the teachers and parent volunteers who run and manage the program. Parent council handles student registration, maintains the website, advertises openings, manages classroom cleaning, communicates to parents on behalf of the teachers throughout the year, and brings your feedback to meetings.
- Each class is run by a teacher and a parent volunteer (the VIP child’s volunteer), this achieves a 6:1 adult to child ratio required by our registering/regulatory body.
- Classroom volunteers must be at least 18 years of age and may be a parent, grandparent, babysitter, or other family member or friend. All volunteers must complete a PIC (Police

Information Check) that is stored on file by the HCA Administrator. Two PIC fees are included with your child's registration. Please have your PIC completed and sent to the HCA Administrator by October 1, 2022.

- We also rely on parents to assist with toy and classroom cleanings, create scrapbooks for the children, and manage scholastic book orders.

## License and Accreditation

Haysboro Community Preschool is a licensed program operating under the province of Alberta Social Care Facilities Licensing Act and Regulations located at Calgary Rocky View Multi-Service Team. We maintain current accreditation by (Alberta Health & Safety). Our teachers hold permanent teaching certificates in the province of Alberta.

## General Information

We hold a **Parent Orientation night in September**. The 2022-2023 parent night is Wednesday, September 7<sup>th</sup>, 2022, 7:00 PM in person or via Zoom, depending on current AHS restrictions. An invitation will be emailed to parents. Open house for students Set

This meeting will cover details of the program, opening procedures, parent volunteering, and a chance for you to ask questions.

The first day of class for your child will be Monday or Tuesday, September 12th & 13th. These first classes will be staggered entries. Half the class will attend for the first hour and the other half will attend the second hour. You will receive an email with this information. This will be a chance to let your child(ren) meet the teachers and see the classroom. Full classes begin on the second day of school.

## 2. Class Schedule and Calendar

### Class Times

Class	Program	Time	Age requirement
3 year old AM	Tues & Thurs	8:45 – 11:00 am	Age 3 by Dec 31 of school year enrolled in
4 year old AM	Mon, Wed & Fri	8:45 – 11:00 am	Age 4 by Dec 31 of school year enrolled in
3 year old PM	Tues & Thurs	12:45 – 3:00 pm	Age 3 by Dec 31 of school year enrolled in
4 year old AM	Mon & Wed	12:45 – 3:00 pm	Age 4 by Dec 31 of school year enrolled in

### General Class Schedule

Time	Activity	Teacher Job	Volunteer Job
8:45	Greeting and arrival	Welcome	Set up craft
9:00	Circle time	Circle time	Support teacher
9:15	Playtime in activity centres and crafts	Supervise	Craft table
10:00	Clean up, games and songs, snack	Teacher led	Clear craft/ prepare snack
10:45	Outdoor play	Dress kids/supervise	Help dress kids
11:00	Home time		Clean up snack

### Class Calendar

Special Dates	Dates
Thanksgiving	Monday, October 10
Remembrance Day	Friday, November 11
Last day of class before winter break (holiday party during class time)	Wednesday, Dec. 14, Thursday, Dec. 15 or Friday, Dec. 16
Winter break	Monday, December 19 to Monday, January 9
After winter break classes resume	Tuesday, Jan. 10th
Teachers convention	Thursday, February 16th & Friday, February 17
Family day	Monday, February 20
Spring break	Friday, March 24 – Sunday, April 2
After spring break classes resume	Monday, April 3
Good Friday and Easter Monday	Friday, April 7 & Monday, April 10
Victoria Day	Monday, May 22
Last day of class (party during class time)	Wednesday, June 7, Thursday, June 8 or Friday, June 9

Note: All holidays coincide with the Calgary Board of Education traditional calendar (<http://www.cbe.ab.ca/registration/calendars/Pages/default.aspx>). The exception is that preschool will have an extra week off in December and will end early in June.

### 3. Fees and Fundraising

The preschool funding comes from both our tuition fees and funds allocated by the Haysboro Community Association. Tuition fees are set by the Haysboro Community Association Board. Small fundraisers might be held throughout the year to raise funds for new equipment and books.

As Haysboro Community Preschool is parent-run we rely on volunteers. Classroom volunteers must be at least 18 years of age and may be a parent, grandparent, babysitter, or other family member or friend. All volunteers must complete a PIC (Police Information Check) that is stored on file by the HCA Administrator. Two PIC fees are included with your child's registration. Please have your PIC completed and sent to the HCA Administrator by **October 1, 2022.**

#### **3 Year Old Program or 4 Year Old Afternoon (2 classes/week)**

##### **Monthly Installment Plan – \$77.25/month**

- 1 payment of \$187.25 (\$60 Registration fee, \$50 Supply fee and \$77.25 June 2023 tuition deposit) due at time of registration
- 9 payments (credit card or post dated cheque) of \$77.25 charged 1st of each month, for the months of September 2022 through May 2023

##### **Single Payment Plan – \$695.25**

- 1 payment of \$187.25 (\$60 Registration fee, \$50 Supply fee and \$77.25 June 2023 tuition deposit) due at time of registration
- 1 payment of \$695.25 charged (credit card) September 1, 2022
- 1 payment of \$660.50 (5% discount) if paid by cheque dated September 1, 2022

#### **4 Year Old Program (3 classes/week)**

##### **Monthly Installment Plan – \$144.20/month**

- 1 payment of \$254.20 (\$60 Registration fee, \$50 Supply fee and \$144.20 June 2023 tuition deposit) due at time of registration
- 9 payments of \$144.20 (credit card or post dated cheque) charged 1st of each month, for the months of September 2021 through May 2022

##### **Single Payment Plan – \$1297.80**

- 1 payment of \$254.20 (\$60 Registration fee, \$50 Supply fee and \$144.20 June 2023 tuition deposit) due at time of registration
- 1 payment of \$1297.80 charged (credit card) September 1, 2021
- 1 payment of \$1232.91 (5% discount) if paid by cheque dated September 1, 2022

## **Late Payment Policy**

### **Dishonoured cheques or missed payments**

- If families miss a payment, they must contact the HCA Administrator to submit a payment within the first 10 days of the month. If two months of payments are missed the child's registration will be cancelled
- Dishonoured cheques will incur a fee of \$40.00 per incident. If two dishonoured cheques are received we will require cash payments for the remaining program fees.
- Family accounts must be in good standing in order for future registrations to proceed. If a family is in arrears at September start, the child will not attend class and registration will be cancelled.
- HCA Administration will send reminder emails for late payments

## **Financial Assistance**

If you are unable to pay all or a portion of the program fees due to adverse financial circumstances, please speak with our program teachers to discuss potential support options that might be available to your family. Government subsidy information can be found at:

<http://humanservices.alberta.ca/financial-support/15104.html>

## **Withdrawal from Program**

The \$60 registration fee is non-refundable.

Our **Refund Policy** requires that:

- Written notice of withdrawal is received by the registrar one full calendar month before the withdrawal occurs. Prepaid fees for June will then be refunded.
- If written notice is not provided one full calendar month in advance, prepaid fees for June will not be refunded and we reserve the right to process a tuition payment for an additional month.
- If you have paid for the entire year, you will receive a refund for the months not attended after withdrawal.
- There will be no tuition refunds for the months of April, May and June for withdrawals made after March 1, 2023 (even with advance notice).

## 4. Classroom Policies

1. We ask that children be dressed in comfortable **play clothes** for school. We will be crawling on the floor, painting, and going outside on a daily basis. Please make sure that they are dressed appropriately for any weather, as we will only stay inside on extremely inclement days. This means hats, mitts, coats, snow pants, boots, rain gear or whatever else you would use at home.
2. All children are required to have **indoor shoes**. This is necessary for fire regulations and safety. These are to be brought to preschool and taken home after each class.
3. All children must bring a **healthy snack** and a **full water bottle** each day. Our classroom is **nut safe** at all times. Please read the labels of any products that have been purchased before sending them for snack. If you are unsure about a product, please bring the packaging to school and we can look at it together.
4. Parents of children with food allergies and/or special diets are asked to provide written instructions of their specific needs.
5. Children need to keep a **change of clothes** in their backpack. This is for any accidents, potty, paint or otherwise.
6. Any child requiring **medication** (Epipen, Inhalers etc.) MUST provide the teacher with the appropriate medication to be left at the school at all times and submit a permission form giving the teachers permission to administer the medication. A copy of this form will be provided by the teachers.
7. All children should be **toilet trained** to enter preschool. Please talk to your teacher with any concerns or in case of special medical circumstances. We understand that children starting preschool are at different stages. If necessary please send your child to preschool wearing a pull-up.
8. A parent council member or a teacher will contact parents by email if classes are to be cancelled due to extreme circumstances.
9. If you are unable to pick up your child, we require **written permission** for someone else to do so. This permission must include: the first and last name, phone number and address of the person in case of emergency.
10. **Parents** are required to assist in the classroom on a rotational basis (on your child's VIP day). You will be notified about this responsibility. \*Due to Covid-19 guidelines, classroom cleaning will take place daily (this will be done by the community centre's custodian). The toy cleaning requirement will be determined.
11. Preschool special events and field trips will be modified or cancelled this year.



## 5. Procedures

### **Drop Off**

1. Complete daily health check before coming to preschool, including taking your child's temperature. If your child has any illness symptoms please keep them home. Please advise the preschool if your child will not be attending, by text, email or phone call.
2. Parent and child will enter the building through the skate room door, maintaining 2 meters distance from other parents and children. Face masks should be worn in the hallway.
3. Parents will help their child remove their mask, outside shoes and jackets and help put on inside shoes and place their water bottle on the kitchen ledge. Each child is given a hook and shelf for day-use to store their outdoor wear and shoes. These will be marked with their names.
4. The teacher will have the attendance sheet on a clipboard available at drop-off. To reduce contact, the teacher will sign children in and out.
5. If possible, your child will enter the classroom on their own. If they are not able to, you may enter with them. You must wear your mask and are only permitted to stay for 15 minutes, per preschool guidelines.

### **Pick Up**

1. Weather and time permitting, there will be outdoor playtime at the end of class. The teachers and the parent volunteer are responsible for getting the children dressed in their outdoor wear. However, to encourage a timely exit, parent help is always appreciated.
2. Again, at pick-up the teacher will sign your child out.
3. There is a "take-home" box the teacher will bring to the outdoor playtime. The bin will include the attendance sheet for signing out, hand sanitizer and first aid kit. You can find missing items in the take home bin as well as on the high shelf above the coat hooks.
4. If the class is not outside at pick-up time, the teacher will bring the children to the front steps of the hall. Each child will be dismissed when their parent is identified.

## **VIP Days**

Students, on a rotational basis (about once every 4-6 weeks, depending on class size), are the VIP for the day. The VIP child is invited to sit in a special seat at circle time and share a **photo** of a special toy from home. (Due to Covid-19 toys cannot be brought for show and tell.)

Your child will have a leadership role on their VIP day. Two frequent jobs they have are line leader and getting to choose the snack time story. The VIP schedule will be published monthly.

On VIP day your family is responsible for classroom volunteers. The volunteer must be at least 18 years of age and may be a parent, grandparent, babysitter, or other family member or friend. All volunteers must complete a PIC (Police Information Check) that is stored on file by the HCA Administrator. Two PIC fees are included with your child's registration.

The volunteer is required to wear a non-medical mask.

### **\*IF YOU ARE UNABLE TO MAKE YOUR VIP DAY**

Should you be unable to attend one of your parent volunteer days, you are responsible to arrange for an alternate volunteer. Families will receive a contact list to help with this. Please also inform the teacher.

## **Volunteer Duties**

Duties are posted on the wall in the classroom.

- Review the discipline policy (see section “6. Discipline Policy”) before attending your VIP day.
- Arrive 15 minutes early (between 8:30 to 8:45).
- Help set up craft.
- Check rotational toy cleaning schedule in the kitchen for cleaning duties. Sign log book.
- Help or run the craft, and clean up the craft
- Help with toy clean up.
- Clean tables for snack
- Help with hand washing in the bathroom. **Whenever possible the teacher will help the children use the washroom.**
- Help supervise snack
- Clear table/wipe table.
- Put up stools/sweep the floor after snack.
- Help children with dressing for outside.
- Help supervise children at the park if necessary.
- Wash up any dishes - instructions are located above the kitchen sink.

## 6. Discipline Policy

We are committed to a model that believes children at this age need a safe environment in which to develop and practice a set of personal and interpersonal skills that will become a foundation for future success. With this in mind, the main emphasis of our discipline policy is to develop these skills through prevention and teaching interventions. The following lists will outline these strategies.

### Prevention Strategies

- Set a good example.
- Meet each child at their developmental level.
- Plan ahead and anticipate possible problems.
- Create smooth transitions between activities.
- Provide an organized and well thought out classroom space.
- Use positive encouragement.
- Set and maintain clear limits.
- Use age appropriate language.
- Encourage actions that are appropriate.
- Explain and use natural consequences.
- Make sure students understand consequences that have been instilled by the teacher.
- Only offer a choice when there is a choice available.
- Use wait time to give the student time to choose an appropriate response.
- Ignore minor incidents.
- Teach self-talk to enable students to work towards solving their own conflicts.
- Deal with the present, not the past.
- Always provide an opportunity for help from an adult.

### Intervention Strategies

- Stay calm and focused.
- Get down to the child's level.
- Label feelings when possible, e.g., happy, frustrated, angry, sad.
- Be sure to identify the behavior as a problem, not the child.
- Redirect and distract where possible.
- Offer alternate activities.
- Provide explicit instruction on strategies that promote self-regulation (e.g. breathing, zones of regulation).

## Time Outs

- Time out would only be used in situations that have become repetitive or where a child is harming his/herself, others or property in the class.
- It would be used as a tool to help children regain control and move toward an appropriate solution.
- It will not be used as a threat and instead will be thought of and discussed as some “time away” or “quiet time.”
- If at all possible, the child should be able to decide when they are ready to return to the group.
- Teacher-directed time outs shall not exceed 5 minutes in length.
- The time following the child’s return should be used to discuss what has happened and generate alternatives for the future.

## Corporal Punishment

At **NO** time will corporal punishment be used in the classroom. This extends to a child’s parent/guardian as well as teaching staff.

Adults will also refrain from using harsh or degrading measures and language, isolating a child, or withholding food, shelter or safety.

**All teachers, aides and parents will be given a copy of this policy. It must be read before becoming part of the classroom. It will be the teacher’s responsibility to make sure that it is understood and to answer any questions.**

*All parents will receive a copy of the policy as part of the parent handbook that will be available on the [haysboro.org](http://haysboro.org) website and distributed to all parents via email.*

## 7. Illness Policy

Our illness policy comes from the Provincial Preschool Guidelines.

## 8. Parent Council

### Council Role

The council is composed of parent volunteers who, in collaboration with the teachers, run the preschool program. The group meets approximately four times per year (October, January, April, June). Involvement ranges from taking on a specific job to providing input at meetings.

### Current Council

Here are the roles and current council members filling the role for this school year.

Council Position	Current Council Member
Teachers	Allison Rau Dobson – <a href="mailto:msraudobson@haysboro.org">msraudobson@haysboro.org</a> Kerry Urban - <a href="mailto:msurban@haysboro.org">msurban@haysboro.org</a> Paula Hillman - <a href="mailto:mrshillman@haysboro.org">mrshillman@haysboro.org</a>
Chairperson	Liz Rabey – <a href="mailto:preschool@haysboro.org">preschool@haysboro.org</a>
Registrar	Kristina Pearson– <a href="mailto:preschoolregistrar@haysboro.org">preschoolregistrar@haysboro.org</a>
Advertising	Vacant
Secretary	Vacant
Toy Cleaning Organizers (2)	Natalie Wallbank and Katherine Reiffenstein
Members at Large	Accepting any interested parties

We welcome you to join us at whatever capacity suits you!

## 9. Preschool Office

Office Administrator: Diane Ward and Cinnamon Burrell: 403-253-1563

Tuesday 10:30 – 3:30 or by appointment

e-mail: [info@haysboro.org](mailto:info@haysboro.org)

<http://www.haysboro.org>

Teacher: Ms. Allison Rau-Dobson  
email: [msraudobson@haysboro.org](mailto:msraudobson@haysboro.org)

Teacher: Ms. Kerry Urban  
email: [msurban@haysboro.org](mailto:msurban@haysboro.org)