



PARENT HANDBOOK

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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.
- 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 2018-2019 parent night is Wednesday, September 5th, 2018, 7:00 PM at the Haysboro Community Hall.

This meeting is for adults only and will cover details of the program, opening procedures, parent volunteering, and a chance to ask any of your questions.

Our **Preschool Open House** for all students and their parents is Thursday, September 6th, 2018, 9-11 AM in the preschool classroom.

This will be a chance to let your child(ren) meet the teachers and see the classroom. Parents and children are invited to drop-in at any time and stay for about half an hour.

Children in the 3 year old classes begin with a staggered entry where half attend the first hour and the second half attend the remaining hour. Full classes resume beginning on the second day of school.

Children in the 4 year old classes stay for the full class time beginning on the first day of school.

You will receive a letter from the teachers in August stating which date and time your child will start preschool.

2. Class Schedule and Calendar

Class Times

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

Afternoon class			
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General Class Schedule

Time	Activity	Teacher Job	Volunteer Job
8:45 & 12:45	Greeting and arrival	Welcome	Set up craft
9:00 & 1:00	Circle time	Circle time	Support teacher
9:15 & 1:15	Playtime in activity centres and crafts	Supervise	Craft table
10:00 & 2:00	Clean up, games and songs, snack	Teacher led	Clear craft/ prepare snack
10:45 & 2:45	Outdoor play	Dress kids/supervise	Help dress kids
11:00 & 3:00	Home time		Clean up snack

Class Calendar

Special dates and events:

Special Events	Dates
Thanksgiving	Monday, October 8th
Last day of class before winter break (holiday party during class time)	Thursday, Dec. 13th or Friday, Dec. 14th
Winter break	Monday, Dec. 17 th to Monday, January 7th
After winter break classes resume	Tuesday, Jan. 8th
Teachers convention	Thursday, February 14th & Friday, February 15th
Family day	Monday, February 18th
Spring break	Friday, March 22 nd – Sunday, March 31 ^s
After spring break classes resume	Monday, April 1st
Easter break	Friday, April 19 th – Monday, April 22nd
Victoria day	Monday, May 20 th
Last day of class (end of year party during class time)	Thursday, June 13th or Friday, June 14th

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.

Classroom Cleaning Schedule

The proposed classroom cleaning schedule for 2018/2019 is the following:

Classroom Assigned	Date
3 year old PM class	Friday, November 9th - 6:30-8:30 PM
3 year old AM class	Friday, January 18 - 6:30-8:30 PM
4 year old AM class	Friday, April 5 - 6:30-8:30 PM
4 year old PM class	Friday, June 14 - 6:30-8:30 PM

3. 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 left at school.
3. Children need to leave a **change of clothes** at school. This is for any accidents, potty, paint or otherwise. We will put them into a bin and they will be returned at the end of the school year.
4. 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.
5. All children should be **toilet trained** to enter preschool. Please talk to your teacher with any concerns or in case of special medical circumstance. We understand that children starting

preschool are at different stages. If necessary please send your child to preschool wearing a pull-up.

6. A parent council member or a teacher will contact parents by email if classes are to be cancelled due to extreme circumstances.
7. If you are unable to pick up your child, we require **written permission** for someone else to do so. We also require a phone number for that person in case of emergency.
8. **Parents** are required to assist in the classroom on a rotational basis (during your child's VIP day) and also to help with toy cleaning once or twice a year. You will be notified about both of these responsibilities.
9. Our policies require that any field trips or outings and methods of transportation must be approved by parents in writing. Forms will be sent home prior to these occasions. An example of our field trip is meeting at the zoo. During our zoo field trip, parents accompany their children and provide their own transport.

4. Procedures

Drop Off

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.

Parents are required to escort their children to the classroom. Boots and shoes should be removed upstairs and carried down to the shelf and hook area before entering the classroom.

Children must be signed in and out by an adult that has been identified to the teacher as being authorized to do so. The teacher will have the attendance sheet on a clipboard available at drop-off.

We require parents to stay with their children when dropping them off until the parent volunteer arrives. We ask this to ensure adult child ratio is at 6:1 and to ensure we have a volunteer, if there is no volunteer the children will have to be sent home.

Pick Up

Weather and time permitting, there will be outdoor playtime at the end of class. The teacher 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.

There is a “take-home” bin the teacher will bring to the outdoor playtime. The bin will include the attendance sheet for signing out. After sign-out please check the bin for any artwork, lost and found, or notes.

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 schedule will be published monthly. The VIP child is invited to sit in a special seat at circle time and share a toy or book from home.

On VIP day your family is responsible for bringing a snack for the class and being the volunteer for our classroom. The volunteer must be at least 18 years of age and may be a parent, grandparent, babysitter, or other family member or friend.

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

Should you not be able to attend one of your parent volunteer days, you are responsible for contacting other parents on your class list to arrange an alternate volunteer. Please also inform the teacher.

Volunteer Duties

Duties are posted on the wall in the classroom. See the classroom schedule for approximate duty time.

- 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.
- Write snack on the VIP calendar in hallway.
- Check rotational toy cleaning schedule in the kitchen for cleaning duties.
- Help or run the craft.
- Clean up craft.
- Help with toy clean up.
- Set table for snack.
- Help with hand washing in bathroom. **Whenever possible the teacher will help the children use the washroom.**
- Serve 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 dishes according to instructions located above the kitchen sink.

Healthy Snack Guidelines

As part of our program philosophy of a healthy learning environment, we promote healthy snacks.

Our classroom and kitchen are ***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.

Parents of children with food allergies and/or special diets are asked to provide written instructions of their specific needs. In some cases, parents may be asked to send snacks from home for their child.

HEALTHY SNACK IDEAS: Our guideline for snacks on your VIP day is *at least one serving each from two or more food groups*.

Fruits/vegetables: Orange sections, grapes, watermelon, bananas, berries, cherry tomatoes, carrot sticks, cucumber slices, celery sticks

Grains: Crackers, graham wafers, granola, muffins, banana bread, bread sticks

Dairy: Cheese cubes, yogurt, dips

Drinks: Water is provided. You may wish to bring juice or milk to serve with your snack.

We have a kitchen equipped with cups, water pitcher, napkins, plates and bowls, cutlery, a cutting board and sharp knives.

5. Illness Policy

In order to protect the well-being of all the preschool members, we ask that children please **do not** come to school with the following symptoms:

1. vomiting within the last 24 hours
2. diarrhea within the last 24 hours
3. coughing that is productive and repetitive
4. runny nose that is constantly needing blowing or wiping
5. fever
6. pink eye

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 and 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 a tool to help child 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 website and distributed to all parents via email.

7. 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.

We run a small fundraiser throughout the year through *Scholastic* book orders. The funds raised are used to purchase new equipment and books for the preschool (e.g., a camera). Other opportunities to fundraise for the preschool come through community activities (e.g., Haysboro family skate day) throughout the year.

8. Withdrawal from Program

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 you have paid for the entire year, you will receive a refund for the months not attended after withdrawal.

9. 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 member filling the role for this school year.

Council Position	Current Council Member
Teachers	Ms. Allison Rau Dobson – msraudobson@haysboro.org Ms. Kerry Urban - msurban@haysboro.org
Chairperson	Paula Hillman – preschool@haybsoro.org
Registrar	Meg Kendall – preschoolregistrar@haysboro.org
Advertising	Jessica Wirsche
Secretary	Laura Harrington
Toy Cleaning Organizers (2)	Heather Josefchak
Members at Large	Accepting any interested parties

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

10. Preschool Office

Office Administrator: Fiona Swanson: 403-253-1563

Monday – Friday 10:30 – 5:30

e-mail: info@haysboro.org

<http://www.haysboro.org>

Teacher: Ms. Allison Rau-Dobson: 403-710-7419

email: msraudobson@haysboro.org

Teacher: Ms. Kerry Urban: 403-831-3601

email: msurban@haysboro.org

11. Emergency Phone Numbers

In the case of an emergency **call 9-1-1.**

