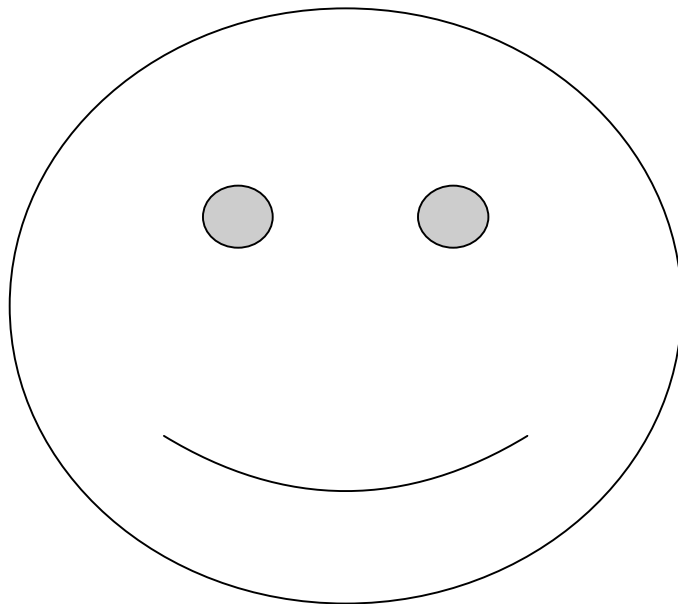


HAYSBORO COMMUNITY
PRESCHOOL

PARENT HANDBOOK

2011 - 2012



Haysboro Community Association Phone
403-253-1563

Preschool Phone
403-253-6524

Index

1	School Schedule	3
2	Teachers and Parent Council 2011/2012	3
3	General Information	4
4	About the Preschool Program	5
5	Parental Expectations.....	6
6	VIP Days.....	6
7	Snacks.....	7
8	Room and Toy Cleaning.....	8
9	Sickness Policy	8
10	Discipline Policy.....	9

1 School Schedule

School Year: September 12th or 13th, 2011 until the second Friday in June

Days and Hours of Operation:

Program	Days	Time	
3 year olds	Tues & Thurs	8:45 – 11 a.m.	Age 3 by Dec 31, 2011
3 & 4 year olds	Tues & Thurs	1:15 – 3:30 p.m.	
4 year olds	Mon, Wed & Fri	8:45 – 11 a.m.	Age 4 by Feb 28, 2012
	OR Mon, Wed & Fri	1:15 – 3:30 p.m.	

Holidays:
 Thanksgiving: Oct 10/11
 Remembrance Day: Nov 11/11
 Christmas break: Dec 9/11 – Jan 8/12
 Teachers Convention: February 16 & 17/12
 Family Day: Feb 20/12
 March Spring Break: Mar 24- April 1/12
 Good Friday: April 6/12
 Easter Monday: Apr 9/12
 Victoria Day: May 21/12

(All holidays coincide with the Calgary Board of Education calendar. The exception is that preschool will finish one week early at Christmas and in June. The reason for this is that small children and families tend to become overwhelmed at these times of year.)

2 Teachers and Parent Council 2011/2012

Jane Turk Monday, Tuesday, Wednesday AM
 Lorraine Rohs Wednesday PM, Thursday, Friday

Parent Council

Chair Person: Darcy Calkins
 Registrar: Cinnamon Burrell
 Advertising: Vacant
 Treasurer: Miriam Mitchell
 Secretary: Lesley Ruault
 Toy Cleaning: Diane Ward

Please contact any of the above mentioned if you have questions or concerns.

3 General Information

This program operates under the Province of Alberta Social Care Facilities Licensing Act and Regulations located at Calgary Rocky View Multi-Service Team

1. We have a **parent orientation night in early September (date TBA)**. This is for adults only and will cover all details of the program including parent volunteering. You can ask any questions that you may have.
2. Our **preschool open house** during the first week of school is for all students and their parents. This is a chance to let your child(ren) meet the teachers and see the classroom. Parents and children are invited to stay for about 30 minutes.
3. Children should 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, boots, raingear or whatever else you would use at home.
4. All children are required to have **indoor shoes** that stay at school. This is mandatory for fire regulations and safety. Please bring the first day of school and collect the last day of school in June.
5. Children need to leave a **change of clothes** at school. This is for any accidents, potty, paint, or otherwise. Please mark the bag with your child's name and class. They will be returned at the end of the school year.
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. As well, a letter giving the teacher permission to administer this medication in case of emergency must be provided.
7. A Parent Council member or a teacher will contact parents if classes are to be cancelled due to circumstances beyond our control.
8. ALL children must be **Toilet Trained** to enter any of our programs. For special medical circumstances please talk to the individual teacher involved.
9. **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.
10. 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.
11. **Parents** are required to assist in the classroom on a rotational basis and also to help with toy cleaning once or twice a year. You will be notified about both of these responsibilities. (see *section 5 & 8*)
12. Permission for field trips or outings and methods of transportation must be approved by parents in writing. Forms will be sent home prior to these occasions.

4 About the Preschool Program

Time	Activity	Teacher Job	Volunteer Job
8:45-9:00 AM & 1:15-1:30 PM	Greeting and circle time	Circle time	Set up craft
1 hour	Playtime in activity centers, and crafts	Supervise	Craft table
45 minutes	Clean up, games and songs, calendar, snack	Teacher led	Clear craft/snack
15 minutes	Outdoor play	Dress kids/supervise	Help dress kids
11:00 AM & 3:30 PM	Home time		Wash dishes, wipe table and stools, sweep

Haysboro Community Preschool is a **parent run, volunteer based** preschool program serving Haysboro and surrounding communities.

We provide a safe learning environment for three and four year olds to practice appropriate social, emotional, physical and intellectual skills through center-play, shared time, stories, songs and music, games, gym and outdoor play, art and crafts, and snack.

Children participate in a variety of open-ended learning centers that allow for individual development.

Social skills such as getting along, sharing and taking turns are met by circle time, snack and playtime. Emotional skills such as expressing feelings and talking about how we feel are an ongoing process. Emotional responses are stimulated by a variety of experiences. Gross physical skills are practiced during gym times and outdoor play. Fine motor skills are used at craft times and at building and manipulative centers. Intellectual skills such as recognizing their name in print, counting, colours, shapes and vocabulary are focused on during circle time and at centers.

Basic activity centers include dramatic play/housekeeping, books/library, building center, art, small manipulative toys, sand/water, and puzzles. Supplementary centers include gross motor, puppet area, and science/nature.

We have an open environment, set up to accommodate the above-mentioned centers. Children are allowed to choose freely between the activity centers.

5 Parental Expectations

Haysboro Community Preschool is a **parental run, volunteer-based** preschool. In order for the school to be successful and to keep our tuition fees low, parents are expected to contribute to the preschool in three ways:

1. Providing the adult volunteer for your child's VIP day
2. Providing snack for your child's VIP day
3. Participating in one or two room/toy cleanings as discussed in section 8

6 VIP Days

Students are arranged on a rotational basis so that they receive a VIP day every 12 school days (assuming 12 children in the class). The VIP schedule is handed out and posted prior to each month. On this day your family is responsible for

1. bringing a snack for the class
2. bringing something for your child to share (book or toy or treasure)
3. providing the parent volunteer for our classroom (this may be a parent, grandparent, babysitter, other family member, close friend – must be at least 18 years of age)

7 Snacks

Parents provide a healthy snack on their child's VIP day. The preschool asks that you follow Canada's Food Guide with at least one serving each from two or more food groups must be provided daily, in accordance to the policy manual.

The classroom provides cups, napkins, spoons, cutting board and sharp knife.

Healthy snack suggestions:

Orange sections	graham wafer & honey	grapes
Juice/milk	yogurt	bread sticks
Fruit cocktail	celery sticks	cheese cubes
Banana	processed cheese	cauliflowerettes
Dried fruit	cherry tomatoes	cheese and crackers
Tomato	granola	strawberries
Carrot sticks	coleslaw	muffins
Dates	cucumber slices	Graham crackers
watermelon	raisins	
Raisin bread	cantaloupe	vegetables and dip

** Our classroom is ***nut free*** at all times. Please read the labels of any products that have been purchased before sending them for snack. If you are unsure, bring them to the preschool and we can look at them together.

Parents of Children with food allergies and special diets are asked to provide written instructions of their specific needs and may also be required to provide their children with snacks.

8 Room and Toy Cleaning

As required by our license from the City of Calgary Public Health Department, the room and toys must be cleaned and sanitized on a schedule. It is expected that every family participate in a room cleaning at least once per year. If a parent cannot make it, it is expected that they make arrangements to send an adult representative in their place. The parent council member responsible for room cleaning will remind parents prior to the scheduled cleaning, and will provide instructions at the room cleaning. All cleaning supplies including gloves are provided at the preschool.

The room cleaning schedule is as follows with exact dates to be determined:

November: 4-year old morning class

February: 4-year old afternoon

April: 3-year old morning

June (weekend after school finishes): 3-year old afternoon

In the case of a sickness outbreak, we will have an extra room cleaning and parents will be contacted to participate when needed.

There may be other opportunities to volunteer with the preschool as well. Notices will be sent out throughout the year with other jobs that require volunteers. If you would like to help out, please talk with the teachers or contact a parent council member.

9 Sickness Policy

In order to protect the wellbeing of all the preschool members, we would ask that children **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

10 Discipline Policy

We are committed to a model that believes that children at this age need to practice many skills including those that develop into self-discipline. 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.

10.1 Prevention Strategies

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

10.2 Intervention Strategies

1. Stay calm and focused
2. Get down to the child's level
3. Put a name to the feelings when possible ex. Frustrated, angry
4. Be sure to identify the behavior as a problem, not the child
5. Redirect and distract where possible
6. Offer alternate activities

10.3 Time out

- ✓ Time out would only be used in situations that have become repetitive or where a child is endangering the safety of others 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 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.
- ✓ Time outs will not exceed 5 minutes in length.
- ✓ The time following the child’s return should be used to discuss what has happened and alternatives for the future.

10.4 Corporal Punishment

At **NO** time will corporal punishment be used in the classroom. This extends to a child’s parent as well as the 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 written 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 distributed at the parent orientation night.