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September 2019 Parent Handout

Dear Children and Parents,

WELCOME TO PLAYSCHOOL!! We hope that everyone had a great summer and is ready to start this school year. Attached is a package with all sorts of information about the playschool; what to expect, contact numbers, and more.

Please read the pages and keep this handout for future reference.

Please feel free to contact any of the Teachers, Administrator or Parent Committee members with questions, comments, or concerns that you may have.

Parent involvement is extremely important in helping our Playschool program run smoothly. Much of what we accomplish could not be done without the help of volunteers.

Watch your Inbox for exciting information on upcoming events and activities.
And ... have a GREAT year!

Sincerely,

Your Teachers and
Parent Committee Members

CLASSROOM PROCEDURES

The playschool is open to parents and students from 9:00 a.m. to 11:30 a.m. and then again from 12:30 p.m. to 3:00 p.m. Monday to Thursday except for some school holidays.

Please help your child change into their indoor shoes and hang up their jackets and backpacks on the hooks provided.

A 'Sign-In Sheet' in a binder is located on the south ledge of the boot room. The child's parent must sign-in the child and provide a contact number for the duration of the class.

DROP-OFF

The Snack Parent must record on the 'Sign-In Sheet' what snack and beverage is being provided for the class that day. Please advise anyone who will be dropping off or picking up your child in your place, to sign your child in and out. **We need to stress that your child must not arrive any earlier than 5 minutes before classes start.** This is so the Teachers can prepare for classes without any distractions. The start time for the morning class is 9:00 am, and afternoon class is 12:30 pm. **THE PARENT HELPER CAN PARK IN THE DRIVEWAY.** If it is not your day, please park on the street. We do not want vehicles backing out of the driveway when other kids are being dropped off.

PICK-UP

At the end of the class the children will be brought to the boot room area for dismissal where at that time the parents must sign out the children. Please do not go to the classroom to pick up your child.

LATE PICK UP

There will be a late fee of \$10.00 if you are 10 minutes late and \$5.00 for each additional 5 minutes. If you have an emergency and cannot pick up your child on time, please call the school at (403) 901-1700 and explain your situation.

The Playschool will be closed on all statutory holidays and follows the Golden Hills School Division calendar for seasonal breaks. Exact dates of school closure are published in advance in the calendar and on the bulletin board at school.

In the event of inclement weather, etc., a class may be cancelled at the discretion of the Playschool Parent Committee and Teachers. If this situation does happen, parents will be notified as soon as possible. It is the parent(s) and/or guardian(s) responsibility to ensure that the Playschool has a current daytime telephone number, whether that is for home, caregiver or other alternate. There will be no refund or class rescheduled in these circumstances.

TEACHERS & AVAILABILITY

Lea Ann and Tanya are very approachable and happily available to discuss any questions or concerns you may have about your child's development; however, due to time restrictions between classes, we request that you limit your time with the teachers after classes. If you require more time with the teacher, please approach her to set up an appointment for a more suitable time for both parties.

ADMINISTRATOR

Janique Lagacé came on board with the Playschool in November 2011. She has taken over much of the administration duties and will be providing continuity from year to year. Feel free to contact her with any questions or concerns you may have

PARENT PARTICIPATION

Snack/Helper Parent

You are responsible for providing a **nutritious snack** and drink for the entire class on your designated day. We ask that you bring a litre of juice or milk (not Kool-Aid, NOT JUICE BOXES, they are too much for a snack). Make the snacks small enough for the children to finish them. **Please avoid foods that are commonly found to cause allergies, keep this in mind when planning your snack.** Before the start of class when signing in your child please record the beverage and snack to be served on the top of the 'Sign-In Sheet'.

Some suggestions for snack are:

- apple slices, crackers and milk,
- veggies and dip with juice,
- small muffin and milk,
- fruit and fish crackers
- yogurt and small muffin
- cheese, meat & crackers

- ▶ Stay for the duration of the class and assist the Teacher with any activities; helping and guiding the children with their play and creative activities.
- ▶ At snack time please help the children wash their hands prior to eating and bring out cups and napkins (provided by the Playschool) with your snack and drink. Assist your child with handing out the napkins, snack and drink cups and then you pour the drink.
- ▶ Assist in the preparation of the art/craft activity and help the children work on their project. Clean paint cups and brushes, if necessary and other craft related items.
- ▶ Assist with getting the children ready for pick up by making sure that they have their artwork and crafts to take home. Each child has been assigned a symbol to identify his/her artwork and crafts and this symbol corresponds with a shelf designated for them in the boot room. Please sort the children's artwork and crafts and place on the appropriate shelf.
- ▶ After class, please wash tables and chairs, sweep and vacuum the floor. Do a general tidy of the classroom and bookshelves. Some duties can be done during carpet time and snack time. **It is required that you remain after class until all duties are completed.**

Although we are NOT an "allergen-free" facility we ask that you please avoid foods that are commonly found to cause allergies as many of the children attending our school may not have been exposed to these foods. (ALL nuts)

As it was previously mentioned, we cannot run the program smoothly without parental involvement and we appreciate all the efforts parents put into the Playschool. Snack/Helper Parents are required to stay for the entire class. There are strict government regulations regarding adult/child ratios in the class so **please find alternative care for siblings**. If you cannot come on a day when you are scheduled to be a Snack/Helper Parent, **please make alternative arrangements to fill the position**. You can ask a grandparent, aunt, uncle, babysitter, etc. to come in your place. If you are sending someone in your place, please ensure that their duties have been explained to them and please remember to notify the teacher, so she is aware of who is supposed to be showing up. You may also trade your day with another parent in the class. You have been given a snack/helper parent schedule during the first week of classes. On this schedule, you will notice that there will be 'emergency numbers' noted with a star. These are parents who have said that they are able to come in on short notice or are available to switch; however, please go through the entire list of families in your child's class before contacting the playschool to tell us that you were not able to find someone to switch with you. If we do not have the proper adult/child ratios we are forced to cancel the class for that day. This is not fair to everyone else. Detailed Snack/Helper Parent duties are included in this handout as well as posted in each classroom.

SNACK/HELPER PARENT NO SHOWS

Our playschool has a Zero Tolerance Policy for failure to show up on your scheduled snack/helper days. There will be a charge of **\$40.00** for those parents who fail to show up as Snack/Helper Parent on their scheduled day. If you miss 3 Snack/Helper Parent shifts, you will be asked to withdraw your child from Playschool. Please remember that these policies are in place because we cannot legally operate without the correct number of adults in the classroom. Thanks for your understanding.

SHOW AND TELL

Each child can bring one show and tell item on the special day when their parent is the Snack/Helper Parent.

CASINO

Our last casino ran in October 2017 and went smoothly, despite the snow storm, thanks to all the parents who volunteered their time. We won't have another one until January 2021. Casino funds keep our Playschool operating by paying our utility bills and part of our teacher's salaries.

PLAYSCHOOL FEATURES

WEBSITE

Please visit our website at www.strathmoreplayschool.ca . The website includes information on programs, registration, payment and contacts. Our website also highlights our students in their classroom; pictures are uploaded regularly.

BOOK CLUB

The Playschool is involved with the Scholastic Canada Book Club. Reading with your child every day is one of the most important keys in preparing your child to learn to read. This book club provides a wide selection of reading material that you can enjoy together with your child. The Playschool receives free children's books with your orders. Please watch for new monthly catalogues. **Only cheques will be accepted, NO CASH.** Please make all cheques payable directly to **Scholastic Canada Ltd.** You can now also **pay online** on the Scholastic Canada website. Please give your order directly to Janique or order online, we will be notified when you place an order!

BIRTHDAYS

We try to schedule the parents Snack/Helper day as close as possible to your child's actual birth date. If you wish to provide a special snack (cupcakes) for that day, please feel free to do so.

PHOTOGRAPHS

Student photographs are scheduled for September 25th and 26th, 2019. Darren will start at 9 in the morning and 12:30 in the afternoon. Individual pictures and Class Photos will be taken by Image Works Photography and will be available for purchase.

PARENT COMMITTEE MEETINGS

The Parent Committee holds meetings every second month on a Thursday at 7pm at the Playschool. All enrolled Playschool Parents are more than welcome to come and get involved, or just see what goes on behind the scenes. Dates will be posted on the bulletin board and reminders will be sent by email. For more information please contact anyone on the Parent Committee.

GOALS AND OBJECTIVES

FOR THE CHILD

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contribute to the developmental needs of the child.
3. To provide opportunities for meaningful play based on the child's individual needs, interest, and abilities that will build important foundations for future skills.

FOR THE PARENT

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interest and needs of the pre-kindergarten child.
2. To provide opportunities to grow in the understanding of child development through a planned education program and by working under supervision as a classroom assistant.

FOR THE COMMUNITY

1. To help meet the need of the community for an early childhood education facility.
2. To contribute to the wholesome growth and development of young citizens.
3. To enhance the role of parents as an integral part of the community.
4. To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.

“A SUCCESSFUL PLAYSCHOOL’S GOALS AND OBJECTIVES”

A successful playschool will fulfill several needs that our children have. The children should be able to participate in activities at which they can succeed yet should contain an element of challenge. Through group interaction they should benefit from a developing awareness of other's needs, a respect for the moods, preferences, likes and dislikes of others so that they may learn to play and work together. As well, each child should have the opportunity to pursue his/her own interests, express his/her own feelings and indulge in individual activities. He or she should be presented with a variety of interesting occupations and be taught to choose wisely and to use time in a way that will keep him/her interested and happy. The program should be carried out in a relaxing atmosphere, congenial to the activities and expressions of three and four-year-old children.

The emphasis will be on learning through the child's natural medium which is play. Provision will be made for learning opportunities, utilizing all the senses to reach all children and their favourite mode of learning.

The Teacher is a facilitator of learning and creativity rather than as an instructor. She will, at some time during the school year, draw from outside agencies or individuals to assist her in offering an interesting and varied program.

The main goal and objective of the Strathmore and District Playschool is to provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships and furtherance of individual development for each child.

We aim at developing confidence and willingness to try rather than having acquisition of a specific set of skills as our goal. We must foster the development of the whole child – social, emotional, mental, and physical – in an atmosphere that provides challenge & rewards.

PROGRAM STRUCTURE

Our daily program will consist of three main parts:

1. Free Play

The actual physical set up may be several centers from which the children may choose one and then move to another as they desire. Suggested centers are: play dough, painting, colouring, toys, blocks, dress up, kitchen, books, puzzles, etc.

2. Teacher Initiated Activities

During these activities, the Teacher will encourage all the children to participate at the same time. Some concessions to the individual's mood and preferences will be allowed if that child is engaged in some other meaningful activity. Here the Teacher must use her own discretion. A variety of activities must be offered which spark the interest of the children. Emphasis here will be on encouraging all the children to join in. Examples are carpet time, story time, craft time, show and tell time, etc.

3. Snack Time

This is an opportune time for the children to develop manners ('please' and 'thank-you') and language skills. They may be asked simply to describe what they did yesterday, relate an experience or be encouraged to take part in a discussion, thus learning to express their thoughts and feelings and to listen without interruption to the thoughts and feelings of others.

The length of time devoted to each will be based on the Teacher's plan for the day. On any given day, the structure may vary to accommodate a special activity e.g. music teacher, etc.

PROGRAM CONTENT

Our program will consist of three main parts:

1. Citizenship

The aim is to develop in our children a sense of pride concerning their surroundings both immediate and far reaching. For example, the children could be encouraged and praised for picking up after themselves at home as well as at school. The Teacher and Parents should make a conscious effort to let children accept as much responsibility as they are able. Children might also assist the Teacher in taking out or setting up equipment as well as be encouraged to clean up toys and equipment.

Qualities such as independence, respect for property (their own and others), general courtesy and sharing will be encouraged and rewarded throughout the program and be an integral part of all activities. Children will be encouraged to take off their own coats and hang them up, to say "please" and "thank you" at appropriate times, to take turns with toys and in conversation, etc. Having their work displayed will help to instil respect of their own efforts as well as the efforts of others.

2. Health and Safety

Children will be made aware of their responsibilities for their own health and safety. They will be regularly encouraged to dress for the weather and to wash their hands after using the washroom and before a snack. In addition, lessons could be taught by the Teacher and Parent volunteers in such areas such as street safety, etc.

3. Creativity – Drama / Art / Music / Movement

In the arts, emphasis will be on the process of creating rather than on the final product. Drama and music will be introduced to encourage, stimulate, and challenge the child's creative and artistic expression rather than working towards a performance as the end goal.

a) Drama – stimulation might take the form of introducing a few props. For example, a combination of a carpenter's sawhorse, a red plank and an old blanket may be turned into a tent, a slide or a fire engine as children see fit. Drama may also take the shape of information "creative dramatics" with the aim of getting inside a subject to relate better. For example, making a human popcorn ball after popping to appropriate music.

b) Art – challenge and stimulation will be provided by a wide variety of materials, media, approach, and technique. For example, the children will explore a wide variety of things that can be used to paint with before they become stereotyped to think only in terms of paint and brushes (e.g. fingers, sponges, Popsicle sticks, etc.). They could also experience such approaches as “Here is a paper with a hole cut into it. See if you can build a picture or design around the hole”. In this way, the children are provided with direction and stimulation without emphasis being on a particular product.

c) Music – will be experienced through rhythm, song, and instruments. Emphasis will be on enjoyment and experimentation. For example, the children might be encouraged to move as the music makes them feel with a silk scarf as a visual aid. Or, a music conversation will be created with a variety of rhythm instruments. Group singing can be enjoyed separately or as part of other activities. Our Music teacher will come once a month, but our Teachers will also teach music every week.

d) Movement- This is to help your child with balance, coordination, and body awareness. The children will work on mats and low balance beam, with balls, scarves, bean bags, etc.

DISCIPLINE POLICY

The children are to be directed in their behaviour kindly and calmly by the staff, by using positive reinforcement and guidance and by helping the children handle negative feelings through acceptable outlets.

Children will not be punished for negative and disruptive behaviour but WILL be helped to learn positive behaviour and will always be treated kindly and calmly with an emphasis being placed on the positive attributes of each child.

Limits will be set by all staff members with the children’s safety, general welfare, and the protection of the rights of others being their guidelines. These limits will be clearly defined and consistently maintained by all the staff at all times.

The staff will always be calm, speak quietly and manage their own feelings acceptably when encountering difficult situations and will always set a positive example for the children to follow.

It will be the responsibility of each staff member to seek understanding as to why issues are arising and make every effort to remedy that cause or causes.

PUBLIC HEALTH POLICY

1) Immunizations must be current.

2) Parents are responsible for informing teachers of any medications being administered at home in case of a reaction during the day.

3) Allergen medication (Epi-Pen) must be kept with the child while he/she is at the Playschool.

A picture of your child with the name of the specific allergen is to be posted in the classroom on the first day of school. Parents must give authorization to the teacher or snack / helper parent to administer medication.

4) Parents are required to keep their child at home if they are displaying any of the following symptoms:

- a) Any fever (38°C or higher especially if the temperature is high or persistent)
- b) Diarrhea/vomiting ***within the last 24 hours***
- c) Undiagnosed rash/skin condition, pink eye.
- d) Communicable disease (other than mild respiratory tract infection; cold)
- e) Obviously infected discharge (thick and coloured, especially green or red/brown)
- f) Lethargy and irritability
- g) Persistent pain
- h) Cough (frequent bouts – 3 to 5 times per hour, especially if choking or vomiting)

A receiving staff member who notices any of these symptoms when a child arrives will ask that the child be taken home or to a doctor for a note confirming that the child is healthy and not contagious.

If a child begins displaying any of the above symptoms at the Playschool, the child will be isolated from the other children and the parent or emergency contact will be called to remove the child if necessary.

POLICIES

Please see the 'Policy Binder' in the office if you would like to read the following 15 policies:

- ▶ Accident or Illness Policy
- ▶ Administrative Records Policy
- ▶ Children's Records Policy
- ▶ Potential Health Risks Policy
- ▶ Discipline Policy
- ▶ Emergency Procedures Policy
- ▶ Health Care Policy
- ▶ Incident Reporting Policy
- ▶ Medication Policy
- ▶ Nutrition Policy
- ▶ Off-Site Activity and Emergency Evacuation Policy
- ▶ Portable Records Policy
- ▶ Smoking Policy
- ▶ Supervised Care for Sick Children Policy
- ▶ Supervision Policy and Practices

FINANCES

1. A non-refundable fee of \$50.00 will be paid upon registration.
2. The Playschool reserves the right to drop an enrolled family for reasons of non-cooperation, delinquency in payment of fees which consists of two (2) consecutive NSF payments or the inability of the child or his/her parent to adjust to the school program as determined by the Parent Committee.
3. There will be a \$25.00 fee on all NSF cheques returned. If the Playschool receives TWO returned cheques from one member/parent, that person will be asked to pay the remaining balance of the year in full or withdraw their child from the program. REMEMBER YOUR POST-DATED CHEQUES and ETRANSFER DATES.
4. Members may withdraw prior to the end of the semester for the following reasons:
 - a) Serious illness of the child.
 - b) Permanent removal from the community.
 - c) Delinquency in payment of fees.
5. The Playschool requires one full month's written notice if your child is being removed from Playschool. If less than 30 days' notice is received, one additional month's payment will be kept in lieu of early withdrawal.

COMMENTS AND GRIEVANCES

If you have any questions or concerns regarding the Playschool please contact the President, Nicole Gordon at (403)901-8641 or nicole.td.gordon@gmail.com or Caley Deeg, Vice President at 403-934-8718 or caleyjhome@gmail.com and arrange to provide her with your written comments. Grievances will be addressed by the Parent Committee in writing or in person at a Parent Committee meeting and must be part of the agenda.

Please remember that our teachers have an 'open door' policy and everyone involved with the playschool wants to help make it a positive experience for each child. Feel free to talk to any Teacher, Administrator or Parent Committee member at any time.