

DENFORD PARK PRESCHOOL

PARENT HANDBOOK

2018-2019



4118-41avenue

Director: Kirsty Herbert

780-886-6453

denfordparkpreschool@gmail.com

TABLE OF CONTENTS

Welcome	Page 3
Programs	Page 3
Daily Routine	Page 4
Pick up/Drop off	Page 4
Snacks	Page 5
Duty Days/Cleaning nights/Fundraising	Page 5
Payment Policy	Page 5
Registration Fee/Membership Fee	Page 6
Holidays/Withdrawal from Program	Page 6
Child Discipline Policy	Page 6
Illness	Page 7
Subsidy	Page 7
Newsletters	Page 8
First Day of school	Page 8
School Calendar	Page 9

Welcome to Denford Park Preschool

At Denford Park Preschool we will strive to provide families with a high quality child development program where children acquire a love of learning before entering their formal school years.

Where Teacher, child and parent/care givers work together to ensure that every child achieves success at their individual stage of development.

Where children recognize their independence and are encouraged to continue developing those skills through routines, structure and positive reinforcement.

For each child to feel that they are a valued member of our school.

PROGRAMS

Monday/Wednesday/Friday

4/5 year old program only (must be 4 before march 1st)

8:45am to 11:15am

Price \$180.00 per month

Tuesday/Thursday

3-5 year old mixed age group program

8:45am to 11:15am

Price \$135.00per month

Daily Routine

What a typical day may look like:

8:45-9:00 Drop off, put shoes on and turn in/out name around

9:00– 9:30

Free play activity available like writing letters/numbers, painting, shape recognition, coloring scissors, and playdough

9:30-9:50

Circle time calendar (month, days of the week, counting, patterns, letter of the week, calendar events)

9:50-10:15

Scheduled craft time to correspond with the theme of the month

10:15-10:30

Physical time (outdoor weather permitting, games duck,duck, goose, what time is it mister wolf, red light green light)

10:30-10:45

Wash hands & snack time

10:45-11:00

Story time and songs corresponded with our theme and good bye song

11:00-11:15

Preparing to go home

Pick up and Drop off

Parents are asked to arrive no earlier than 5 minutes before class as the outer door will be locked until this time to let the teachers prepare the classroom.

Due to our classes being in the basement of the community hall we are required by licensing to lock our outer doors while we are in session. If you need access to the preschool at any time there is a doorbell located outside the outer doors. We will make sure that the outer doors are open towards the end of class so you are able to visit the class and teacher. We ask that parents stay outside the downstairs door until all children are dressed and ready to go as this encourages independence in the children (i.e. getting coats on), parents will be welcomed in the classroom at this point.

We ask that you be on time to pick your child up, being late not only distresses the child, and it also detains the teacher and the aid. A penalty fee may be issued if a parent is persistently and unreasonably late.

Snacks

Parents are to provide a healthy snack with their children each day. Parents may be provided with a list of nutritious snacks ideas if necessary.

Children will be given a time to eat their snack during the second hour of their “school” day. Morning class snack will occur at 10:20am.

If children are celebrating a birthday parents are more than welcome to send a treat with the children to share with the class

Duty days/Cleaning nights/Fundraising

We do not have any duty days or cleaning nights

We will be sending home scholastic book orders. This is voluntary and all proceeds of any orders go to the preschool where we can buy new books for the children.

Payment policy

You may pay by posted cheques dated for the first of each month from September to June.

You can pay cash every month given to your teacher. Fees are due for the first of the month. If fees are not received before the 10 of the month there will be a late fee of \$20.

In the event of a returned cheque a charge of \$20 will be added to the monthly fee.

Registration Fee/Membership Fee

Upon Registering all families will require a \$50.00 fee to secure their child's spot; this fee is non-refundable.

To be able to run our program in the Burnewood community hall all families attending our program must purchase a community membership. The cost is \$25 per family. The community league has put together a pamphlet for parents of the many benefits a membership will give to your family.

Holidays/Withdrawal from program

We ask that if parents are taking an extended holiday from school that you inform us of your absence and how long it will be and if you want to keep your spot in the program you will continue to pay the monthly fee.

If you are removing your child from the program we require one month notice.

Child Discipline policy

If there is a situation teachers will re-direct the children to more acceptable behaviour

- Talk to children in a respectful, calm manner and encourage the children to come up with strategies to help them next time
- Encourage children to communicate with each other about how they are feeling and are encouraged to use "I messages": "I don't like when you took my toy away " or "I don't like when you hit me, please stop." We will kneel down to the children's eye level and ask the children to describe what is happening and how they are feeling and encourage the children to talk to each other about the incident and work on possible solutions.

- We will communicate with parents about any issues that may be arising in class and work together. Parents are encouraged to communicate any concerns they may have about discipline with their teacher.

Teachers are not permitted to use any physical discipline methods such as spanking at any time.

Teachers are not permitted to use belittling or harsh language and are not permitted to use time-outs where children are isolated from their peers.

Illness

A child should not attend school if they have a fever, diarrhea or generally unwell

If a child becomes ill the parents will be called immediately, staff members will ensure the child is made comfortable in an area away from the other children playing and will be supervised by the director until the time when the parent are able to pick the child. Parents will be informed of any medical attention that was given to the child.

Parents will be notified immediately by phone from the Director/Teacher of any serious accident or illness.

Teachers do not administer medication to children if your child has a chronic condition i.e.: asthma, allergies please note it on your registration form and discuss with your teacher their specific needs.

Subsidy

Eligible families who have one parent who stays at home or works, volunteers or attends school less than 20 hours per week may qualify for a subsidy of up to \$1,200 per year for each pre-school-aged child who attends a licensed pre-school or an approved early childhood development program. if you would like more information please call 780-644-9992

Newsletters

Every month you will receive a newsletter indicating our theme for the month any school closures that may be happening, any special events like field trips, picture day, please take the time to read this as the teacher may not be able to personally communicate all the information directly to you.

You will also receive a show and tell schedule which will indicate when your child can bring a special toy to school to show their friends. Please limit their selection to 1 or 2 toys so we have time to concentrate on what they have brought.

First day of school

Before your child's first day you may find that you want to spend some time going over the routine with your child so they understand what will be happening, encourage your child that you will return and tell them at what point you will be returning i.e.: after your snack I will be back. If your child is very upset we will call you to come and get them the last thing we want is your child to be so upset they are not enjoying themselves we want this to be a pleasant experience for them.

Please remember to bring with you on your first day

-a pair of shoes that can stay at school (the children need to be able to wear them outside no slippers please)

-small snack

-a change of clothes (just in case)

-a paint shirt (this is optional)

-last but not least a bag to put all your things in to carry to and from school!!

School Calendar For September 2018-June 2019

We will be following the Edmonton Public school calendar and taking the same days off. We will be closed on these days:

Thanksgiving: October 8

Professional Development Day: October 19

Board approved non-instructional day: November 12

Board approved non-instructional day: November 13

Teachers day in lieu: November 14

Professional Development Day: November 26

Winter Break: December 24 – January 4

Professional Development Day: February 1

Family Day: February 18

Teachers' Convention: February 28- March 1

Professional Development Day: March 11

Spring Break: March 25-29

Good Friday: April 19

Easter Monday: April 22

Victoria Day: May 20

Teachers Day in Lieu: May 21