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780-791-7979

[www.thickwoodheightspreschool.com](http://www.thickwoodheightspreschool.com)

thickwoodheightspreschool@hotmail.com

Facebook: Thickwood Heights Preschool

Thickwood Heights Preschool Association

2022-2023

Handbook

## FORWARD

* Thickwood Heights Preschool has been operating since 1980. The Preschool was formed as a cooperative by concerned parents seeking an exceptional Preschool Curriculum.
* Thickwood Heights Preschool Association is a **NON-PROFIT** cooperative of parents and interested supporters.
* An Executive of volunteer members is elected annually to operate the Preschool.
* The Preschool is licensed through Provincial Law and strictly adheres to the established operating criteria set forth by the Licensing Agency.
* It is necessary and required for parents to attend at least one duty day per month per child.
* The following information should answer any questions you may have regarding the Preschool. If you require additional information please call one of the Presidents, the Vice-President, or Registrar.

## MISSION STATEMENT

* The philosophy of Thickwood Heights Preschool Association is learning through play and encourages mighty learners. The image of a child as citizens of our classroom practices.
* Under the supervision of qualified teachers and helping parents, the children can have enriching experiences with others their own age.
* We encourage the growth of the whole child; socially, emotionally, physically, intellectually, and culturally.
* The children can work and play as freely as they like with respect for the rights and feelings of others.

## PROGRAM

* The program is based on Flight, which is Alberta’s Early Learning and Care framework.
* The classroom is designed to allow freedom of movement.
* As preschoolers mature at different rates it is important to cultivate the child’s natural desire to learn by allowing the child to learn through choices and perfecting the utilization of the learning tools available.
* Children learn more progressively by working together and this is encouraged at our Preschool.
* Our goal is to promote the growth of the whole child; socially, emotionally, physically, intellectually and culturally.
* With our awareness of our responsive environments of time, space, materials and participation
* Fine and gross motor activities are included.

## GENERAL INFORMATION

* **Location:** Centerfire Place
* **Teachers:**

 Deanne Morris

 Mandy Skaronek

**Executive:**

The Executive consists of volunteer parents elected at our Annual General Meeting. This year our Executive Members are:

Martina Gulevich 3 Day Co-President

Allison Gorgichuk 2AM………………………...Vice President

Kim Lampreau 2AM…...……..……..………Secretary

Dianne McCarthy Treasurer/Registrar

Theresa Van Warmerdam 2am Roster Parent

Stacey Greeley .2pm Roster Parent

TBA 3Day Roster Parent

Terrin Leclair 3 day……………….……..Lead Fundraiser

TBA 2PM………………………… Fundraiser

 TBA 2AM………………......... Fundraiser

**Age of Children:**

* To enter the 2 Day Program, children must be 3 before September 1st of that year.
* To enter the 3 Day Program, children must be 3 1/2 before September 1st of that year.
* Children must be potty trained and able to tend to their own toileting needs.
* **(No Pull-ups allowed) We have a 3-strike policy when it comes to potty training accidents**.

**Probation Period:**

* Each child is subject to a six week probation period to determine his or her suitability for the program; the same holds true for the parents determining suitability of the program for their child(ren).

**School Days and Times:**

* 3 AM CLASS 3 morning classes (Mon., Wed., Fri.) 9:00 a.m. - 11:30 a.m.
* 2 AM CLASS 2 morning classes (Tues., Thurs.) 9:00 a.m. - 11:00 a.m.
* 2 PM CLASS 2 afternoon classes (Tues., Thurs.) 12:30 p.m. - 2:30 p.m.

Please arrive as close as you can to the start and finish times. The classroom doors are closed until the teachers are ready for arrival and dismissal.

**School Year:**

* The Preschool runs from mid September to the end of May unless otherwise determined by the Executive.
* The Preschool follows the Public School Board Calendar and will notoperate during the week of Teacher’s Convention. **We do not follow PLF Fridays.**

**Orientation Days:**

* Orientation day will be set up through Sign up Genius and parents must attend the full class that day with their child.
* Siblings are not allowed during orientation day.

**Late Registrations:**

* Parents wishing to enroll their child(ren) during the school year will be required to spend the first class with their child(ren) for orientation.

**Parent volunteer responsibilities:**

* Volunteers will be under the supervision of certified child development assistants and workers of the program to help with various small tasks assigned to them.

**Signup Genius:**

* Signupgenius.com is our on-line sign up tool that coordinates all of our volunteer requirements, Duty Days, Casino, and Cleaning Nights.
* Instructions: Go to www.signupgenius.com, select login and create an account. The email address that was provided to the preschool at registration will be entered into the system and once you have set up your login you will be able to view “signup”.

**Duty Days:**

* Parents are requiredto attend **at least** **one duty day per month**.
* Two duty days may be required in the 3 Day Program, depending on enrollment.
* During your duty day you will assist the staff with the daily events of the Preschool, participate in the activities and be able to observe your child(ren)’s interaction with the other students.
* The Roster Parent for your class will post a calendar for duty day schedules on SignupGenius.com on the 20th of each month.
* It is your responsibility to sign-up online at a first come first serve basis.
* No siblings are allowed on your duty days.
* Any parent who has two children in the same class is required to work two duty days per month.
* Please make note of any schedule changes on the calendars the teachers have outside the classroom and on-line.

**It is your responsibility to find a replacement if you are unable to attend your scheduled duty day. Your Roster Parent should be contacted only as a last resort. Class lists of parent’s names and phone numbers will be issued for your convenience. If at any time there is a person missing, class is cancelled and parents are notified.**

* Any parent who does not fulfill their Duty Day obligation will receive written notice from the Executive. If, after 30 days, the parent is still not meeting this obligation, their child will be removed from the program.
* Please arrive **15 minutes** prior to the start of class on your duty day.Duty parents should be prepared to stay for 10 - 15 minutes following class or until the floors have been swept and the carpet vacuumed.

**Cleaning Night and Casino Shift:**

**Parents are required to attend 1 Cleaning Night through out the year and 1 Casino Shift on November 25th or 26th per child in addition to their monthly duty days.**

Cleaning Night and Casino Shift dates will be available for sign up on-line at SignupGenius.com.

For Cleaning Nights please wear old clothes, as we will be working with bleach.

Casinos provide an excellent source of funding to our preschool for both replacing and updating equipment and supplies, as well as maintaining our current student fees. ***It is critical that parents or their designate attend their scheduled shift, as the casino will not open if all scheduled volunteers do not show up.***

If you are unable to attend your scheduled date, it will be your responsibility to find a replacement. A $500 deposit is required for this item and will be returned upon performance of requirements. The $500 deposit will be cashed if the above is not fulfilled.

**Telephones:**

The Preschool phone number is **780-791-7979. If it is an emergency please email thickwoodheightspreschool@hotmail.com or message in messenger.** Messages will be checked on the phone before and after class. The Centerfire Place Main Office does nottake messages for the Preschool.

**Transportation:**

* Parents are responsible for getting their child(ren) to and from Preschool.
* If someone other than yourself will be picking your child up please notify the staff of this at the beginning of class to avoid any mix-ups.

**Weather Policy:**

The Preschool will be closed at the teacher’s discretion if the weather seems unfit for transporting children. The roster parents/teachers will call parents by 8:00 am on the morning of school.

**Clothing:**

* Please dress your child(ren) appropriately for play activity.
* Children will be doing “messy” work with paint and paste and although we try to ensure that they are wearing a paint smock, accidents are all too common.
* Please also consider the ease with which your child can use the washroom facilities (while tights on girls and belts on boys may look nice, they often have difficulty manipulating them.)
* **Children also require a pair of non-marking indoor running shoes with Velcro fasteners only.** These shoes must be brought to class each day due to a lack of storage.

**Backpack:**

* Your child’s backpack should be large enough to hold their shoes, lunch bag, and large pages of artwork.
* Please remember to check the mailbox after each class to see what surprises are waiting to be brought home for you. Your child’s work will be in the slot **UNDER** their name.
* Include a change of clothing in a plastic bag inside the backpack for emergencies.

**Lunch Bag:**

* Your child requires a lunch bag, which is separate from their big backpack. Please ensure that their **name** is on the lunch bag as well as on any plastic containers that you send in.

**CLEARLY MARK ALL OF YOUR CHILD(REN)’S BELONGINGS TO AVOID MIX-UPS!!!**

**Snacks:**

* Parents must provide their child(ren) with snacks that are **small and nutritious.**
* Please keep in mind that this is only a snack and the size of portions should be appropriate for snack time, which will take place approximately 1.5 hours after start of class.
* Snacks are to be **nutritious:** fruit, veggies, cheese, crackers, milk or juice.
* Snacks that are high in sugar such as chocolate snack bars, simulated fruit snacks or fruit roll ups, cookies, puddings etc. will be sent home with the child.

Due to life threatening allergies and choking hazards: peanut butter products and products which may contain traces of nuts ARE STRICTLY PROHIBITED. Grapes and small tomatoes must be cut in half, length ways and other snacks that are choking hazards such as popcorn and small fruit snacks are prohibited.

**Party Days:**

* Healthy snacks are still required.
* Parents will be asked to contribute to the party by signing up on Signup Genius.
* Licensing requires us to have all the ingredients used listed on the food that is brought in for party days.
* Please label all of your containers so they may be returned to you.
* Parents of children with **severe food allergies** will be required to send in a special snack for their child.

**Birthdays**:

* We love to celebrate your child’s special day at preschool! The program has a NO FOOD POLICY in regards to special treats being brought in from home.

**Immunization Policy:**

All children enrolled in our programs must have up to date immunizations.

**Illness Policy:**

The program will require parents to pick up their sick child from the program premises immediately after being contacted by a staff member. It is very important that you have an emergency contact person listed on your child(ren)’s registration form that can be contacted in the event you cannot be reached. A Staff member will remove the child from the program as soon as possible when staff knows or have reason to believe that a child may be suffering from a disease or illness. The staff member will assess the child with a thermometer (in their ear) for a fever and talk to the child about how he/she is feeling. That child does not return to the program until the license holder/ staff member is satisfied that the child no longer poses a health risk. Acceptable evidence may include a child is symptom free for at least 24 hours or a parent has a physicians note.

**Health Policy:**

If your child (ren) is showing signs of illness we ask you to keep him/her at home:

**A sick child is defined as a child who is unable to participate in the childcare program because he/she has any of the following symptoms:**

**Vomiting**

**A fever (38 degree Celsius)**

**Diarrhea or and**

**New unexplained rash**

**New unexplained cough**

**If a child requires greater attention than can be provided without compromising the care of other children in the program; or displays any other illness of symptom that a staff member knows or believes may indicate the child poses a health risk to persons on the program’s premises they will be sent home.**

**In the event a child becomes sick or injured while school is in session the child will be cared for in a separate room on a sick bed with the teacher/assistant teacher available to care for the child. Staff member will be record all the sick child’s information on our illness form. Parents will need to read and sign the illness form before taking the child home. The form will include the name of the child and date, the date the child was observed to be ill, name of the staff member who identified the child that was ill, time the parent was initially contacted, name of staff person who contacted the parent, time the child was removed from the program and the date the child returned to the program, symptom of the child illness, temperature reading taken and outcome. We will keep the illness files at the preschool for further reference.**

**Accident policy:**

Accident forms are filled out by a staff member then is discussed with parent when the parent arrives to pick up the child. If child must be removed from the program for further medical attention a parent will be contacted immediately and 911 will be called. We will care for the child in a separate room on a sick bed (if we are able to do so)until parents or medical attention arrive directly supervised by a primary staff member. The forms are signed and dated by the parent soon as possible (the same day). The forms have the following information child’s name, birthday date, what happened, was first aide needed, a description of how the teacher handled the accident, teacher and parents must sign and date each form. They forms are kept on file at the preschool site for further reference.

**Administration of Medicine:**

A health form signed by the parent and doctor accompanies medicine (epi-pens) and is kept in the storage area labelled “First Aid”, not accessible to children. The form includes what symptoms to look for before administering and directions to follow as to how to administer epi-pens. The epi-pen is labelled with child’s name and dosage directions. With our 2.5 hour program we do not administer any medicine other than for emergency situations. If any exceptions occur, then all medicine needs to be labelled with child’s name and dosage; and stored in a locked cabinet, not accessible to children. Where administration must be administered to a child, the name of the medication, the time of administration, the amount administered and the initials of the person who administered the medication must be recorded.

**Health Care:**

The license holder may provide or allow for the provision of health care to a child only if the written consent of the child’s parent has been obtained, or the health care is provided in the nature of first aid.

**Smoking:**

No smoking around children, on site, during field trips, etc. No staff member or other person will smoke on or around premises at any time. Signs are posted inside and outside of the building. We are in a no smoking **building.**

**Arrival and Dismissal:**

* Children may enter the classroom when the preschool door has been opened.
* Duty Parents who arrive early please knock to be let in.
* Children are dismissed one at a time after the class is all ready for home. Parents are asked to wait in the foyer at arrival and dismissal to ensure that all children are safe and accounted for.

**Discipline:**

* The teachers will set specific guidelines at the beginning of the year so children are aware of their limits.
* The preferred method of discipline is redirection, removal and discussion.
* There will be no physical discipline. Disciplinary action will be reasonable in the circumstances.
* Physical punishment, verbal or physical degradation or emotional deprivation is not allowed.
* We will not deny or threaten to deny any basic necessity. We will not use or permit the use of any form of physical restraint, confinement or isolation.

Inappropriate behavior and its resulting consequences will be dealt with at the discretion of the teacher(s). Discipline will be discussed with parents directly and parents will be expected to support the teacher(s)’ actions/decisions.

* The preschool does have a three strikes policy with regards to hitting other children, teachers or parent volunteers.
* First hitting incident results in a warning and parents will be told at dismissal time.
* Second hitting incident results in student being sent home with a note from the board.
* Third hitting incident results in being expelled from the program.

**Field Trips:**

* The program includes some outings and field trips during the school year. Parents will be asked to sign a consent form.
* Portable records and epi-pens will be taken to all off-site activities.
* For many of these trips we require extra parents to assist with supervision and/or transportation.
* The preschool is not insured for carpooling and as a note to parents, be aware of your own personal coverage for carpooling insurance.

Fundraising Commitment

There is a $50 Fundraising commitment, which will be collected in September. This money will be used to buy gift cards for 1 raffle throughout the year. **Parents/Families are required to sell raffle tickets up to 250 dollars.** We encourage families to participate in fundraising activities brought forward by the fundraising team. Without fundraising the preschool would not be able to keep fees low and provided such a wide variety of activities to the children.

**FINANCIAL POLICIES**

**Registration Fees:**

* The registration fee includes an administration fee plus the first months fees, payable at the AGM. **This complete amount is NON- REFUNDABLE**. (ie $400 is Non Refundable for the 3 day program and $370 is Non Refundable for the 2 day program).

**Fees:**

* Fees are payable by post dated cheque or direct withdrawal it will be collected on orientation day. Cheques are payable to Thickwood Heights Preschool Association and must be dated for the first of each month (no exceptions.) **After March 1st NO REFUNDS will be processed.**

**Cleaning/Casino Night Deposit:**

* A$500 deposit is required for each child and is payable at registration. This will not be deposited and the cheque will be returned following completion of this requirement. Two Cleaning Nights or One Casino shift is required per year per child.

**Fundraising Commitment:**

* A $50 fundraising commitment will be collected in September. **Parents/Families are required to sell raffle tickets up to 250 dollars.**

**Cancellations:**

* One month’s written notice is required to cancel your child’s enrollment. Cancellation before the 1st day of school (Orientation Day) must be received in writing before September 1st and your monthly fees from October to May will be returned. No refunds due to Covid closures, cancellations, sick time or quarantine.

**This refund does not include the registration fees (as stated previously).**

**NSF Cheques:**

* Standard bank charges will be levied on any and all offenses. If after notification of an NSF cheque the Executive does not receive a new payment plus NSF fee within fifteen (15) days the Executive may consider expulsion of the child from the program until payment is received.

**Monthly Payment of Fees:**

|  |  |
| --- | --- |
| 3 Day Program If Pre-Registered | **2 Day Program** If Pre-Registered |
| Registration fees paid at AGM. $400 received (non-refundable).Eight $200 postdated cheque or PAD form for the first of each month for October through to May.**OR**$800 PAD form or cheque postdated October 1st for the months of October, November, December and January.$800 PAD form or cheque postdated for February 1st for the months of February, March, April and May | Registration fees paid at AGM. $370 received (non-refundable).Eight $170 postdated cheque or PAD form for the first of each month for October through to May.**OR**$680 PAD form or cheque postdated October 1st for the months of October, November, December and January.$680 PAD form or cheque postdated for February 1st for the months of February, March, April and May |

## YOUR CHILD AT SCHOOL

Preschool is usually a child’s first regular experience away from home unless your child has been in Day Care. You should expect that he/she will need some time to adjust to his/her new surroundings. Your child’s age and individual needs will be the measure as to how long the adjustment will take. Your awareness of the following may make the transition easier for your child.

1. Prepare your child for this new experience by talking to him/her and explaining what different activities he/she can expect. Explain about the staff (teachers), the duty parents, the other children, the toys, and the activities such as painting, crafts, circle time, etc.
2. Be prepared to stay with your child until he/she is comfortable enough for you to leave. Depending on your child’s needs you can discuss the duration of your stay with staff**. Usually a hug and kiss and a promise to be back soon is better than long lingering farewells. You can rest assured that if a teacher is unable to comfort your child that you will be called.**
3. Do not expect your child to adapt to new children without any apprehension. It is perfectly okay to have your child ease into the situation by sitting back and observing the interactions of the class.
4. Do not expect your child to jump into each and every activity. He/she may first want to observe the other children and when your child is ready he/she will participate. The teachers will encourage each child to attempt new things as they appear to be ready to meet the challenge.
5. When your child comes home from school show an interest in the day’s activities. Encourage your child to discuss the day’s events. If your child doesn’t have much to say that is okay as well.
6. When your child brings home a piece of “ART” refrain from asking what it is. It is better to ask your child if he/she would like to tell you about the picture. Quite often it is the process and not the “product” that your child has been learning from.
7. Do not become alarmed if your child acts up on your Duty Day. This is normal as the child feels much more secure and may feel that any and all actions are appropriate. He/She will outgrow this attitude and will adapt to sharing you with the other children. Above all, it is good to let your child know that when you have a Duty Day that you are there to help the teachers and the other children so that your child doesn’t expect you to play with him/her.
8. Do not hesitate to discuss any concerns regarding the class, your child, or anything related to your Duty Days with the staff.
9. Please discourage your child from bringing toys or objects from home to Preschool. The Teachers will let you know what their specific policies are on this.