

Welcome & Parent Handbook 2017-2018 School Year

Thank you for your interest in Bedrock Playschool. Enclosed please find the following information:

Welcome from the President

Important Playschool Information:

- Volunteers, Typical Day
- Arrival and Pick-up, Snack Policy, Show-and-share, Library
- Scholastic, Field Trips, Washroom Policy
- Discipline
- Sick Children/Medication, Emergencies



Parent Helper Day Information

Program Schedule/Schedule of Fees

- Parent Helper
- Tuition, Class Change Fee, Dishonoured Cheques
- Subsidies, Student Withdrawals, Probationary Period

Please keep this handbook in your records for future reference.

In order for your child to be included on the class list, all registration forms and payment are due in full.

www.bedrockplayschool.com bedrockplayschool@gmail.com

Welcome from the President

Dear Parents,

It is my pleasure to welcome you, our new parents, returning parents and preschoolers, to the Bedrock Playschool. I am proud to be a parent at the playschool and am delighted that you've chosen to join our program.

We have a wonderful school, filled with many exciting and innovative programs for our children and their families, as well as a caring and creative staff. We also benefit from our physical connection to the Drumheller community at large.

Your early involvement with your child's education will promote future success in your child's growth and development. We truly pride ourselves on the fact that parent involvement (at any level) is an integral part of our culture. It is a meaningful part of who we are, and not only do the children take notice, but it strengthens our community in a truly meaningful way.

There are many ways for you to be involved at the preschool from volunteering in your child's classroom to helping with special projects and events. Your input is appreciated and encouraged at every level and we appreciate all who help shape the culture of our school community. I invite you to become an active member of our Playschool Board which meets monthly, discussing and developing policies and events for the school.

We are excited to begin this new school year, and your participation and enthusiasm will help guarantee its success.

Warm regards,

Marion Morton
Bedrock Playschool President

Important Playschool Information

Volunteers

The playschool relies on volunteer support. In effort to avoid assigning duties and additional duty fees, parents will have the opportunity to sign up for duties upon registration. Some duties include: classroom representatives, recycling, playdoh parent of the month or emergency parent helper. Thanks for your help!

A Typical Day in the Classroom

A typical playschool day includes the following activities though not necessarily in that order. Activities are planned around themes. The monthly newsletter will be sent through email to keep parents informed of special events and/or any special items the children may need to bring.

Check In:

- Parents and children are expected to take off all outdoor shoes at top entrance
- **Sign in your child on the sign-in sheet**, located outside of classroom (this is a licensing regulation and **must** be done every time you drop your child off).
- Find your child's locker and remove outdoor clothing, put on indoor shoes and name tag

Free play time:

- Free to play at any of the various centres around the room.
- Art table - art related to the day's theme
- Rotating activity tables - featuring math, science, writing or listening activities.
- Water table and bead/sand table - activities may be planned to coincide with theme.
- Paint centre, play-dough table.
- Games, books and puzzles.
- Playhouse, doll house, blocks, building toys, vehicles and animal toys etc.

Circle time:

- Greet the children as they arrive and check attendance
- Show and tell
- Variety of songs or rhymes.
- Talk about the day — themes, special events — combined with a short lesson.

Transition time:

- To ease flow between activities, teachers often sing songs, play group games or do finger plays. This tends to help children move from one activity into the next.

Snack time:

- Time will be allotted for children to have a snack. Parents are to provide a small, healthy, nut-free snack for their child.

Clean-up time:

- Children are encouraged to help put toys and the day's activities away.

Story time:

- Story book is read.
- Music or quiet group game may be played.

Movement activities:

- Indoor activities to include games, music and movement, parachute games.

Arrival and Pick-up

Make sure your child gets the most out of the school day by helping him/her to arrive at school on time, in good health and properly dressed. Once the doors open children can hang up their coats & knapsacks, put on their indoor shoes & name tags, and greet their classmates. Parents should wait to ensure the child is in the classroom and greeted by the teacher or helper parent prior to leaving. A boot rack/mat has been conveniently located in the front door of the building to place outdoor footwear (both yours and your child's). Doors open at 9:00 am for morning classes, and 12:30 pm for afternoon classes.

At the end of the day, your child will be excited to see you and tell you about the events of the day. Parents are asked to wait patiently until the class is over prior to entering the room. The teacher will wait with the child until the parent is there before letting the child leave their care. The parent or caregiver must sign a sign-out sheet (as well as sign-in upon arrival). If any person other than the expected parent/caregiver is to pick up the child, please inform the teacher.

Snack Policy

Each child is responsible for bringing a snack and beverage with them to class each day. **Snacks should be healthy and small.** Snacks must be **PEANUT AND NUT FREE**, labelled and child friendly. The facility is deemed to be "peanut and nut free" and all parents are required to comply with this policy. If a snack is sent that contains peanut or nuts, it is sent home, unopened, and an alternative snack is provided to the student.

Please limit the amount of food sent to a snack that can be easily consumed in less than 10 minutes.

Show and Share

Your child will have a lot of interesting and special things that they will want to share with their teacher and classmates. This day **coincides with the parent's Parent Helper day** to provide the opportunity for parents to watch their child share the item. Students are encouraged to bring in ONE show and share item. The teacher will help the child to share this item with the class by asking questions to help express why the item is important to them. Encourage your child to wait until those special days to bring toys into the classroom. This is meant to be a special day for your child, to show parents/guardians what they do in their day, and get to be a special helper within the classroom themselves.

Scholastic

Scholastic book orders are offered monthly and order forms may be picked up in the hallway outside the classroom. Orders can be given directly to the teachers and payment can be made online or by

cheque.

Library

A love of books is an important element in lifelong learning. In addition to the variety of books, stories and poems shared with the class on a daily basis, the children can access the playschool's library at any time during their session. In fostering this love of books, and in preparing them for a school setting, each child may take home a book to be returned within one or two weeks. Books should be treated well and returned on time. Look for the library borrowing system inside the classroom. The library collection is added to when parents and students buy Scholastic Books and/or make book donations.

Field Trips

In keeping with the themes that are run throughout the year, a variety of field trips may be taken in and around Drumheller. Parents must provide written approval for both regularly scheduled activities that occur off the playschool premises, such as walks and going to the playground, and for specific activities such as field trips. The permission slip will indicate the purpose and requirements for the field trip. Only those children with permission slips will be permitted to go. Extra help is needed on these field trips, so please let the teacher know if you are available. A ratio of one adult for every two or three children is required, depending on the age group.

Due to licensing requirements, siblings are not permitted to attend field trips.

Washroom Policy

. Children attending BPS are required to be completely toilet trained before attending school. This means that the child must be able to communicate their need to use the toilet, take down/pull up their clothing as required, clean themselves after using the toilet, and wash their hands afterward.

This policy is required in order for BPS to be a licensed pre-school program.

Our teachers do assist children in using the toilet in the following ways:

- Offering an open policy for students to use the toilet at any time during the class
- Offering scheduled opportunities to use the toilet throughout the course of the class
- Assisting with attire, if needed, however, we recommend sending your child in clothing that they can take down and up by themselves

Please encourage your child to use the facilities prior to coming to class. There are bathrooms in the hall as well as in the classroom. Send them in elastic waist pants (snaps, zippers and belts are tricky for little hands, especially when they are pressed for time). Communicate to your child at the start of each class that they are responsible for notifying the teacher when they need to use the toilet.

We realize that 3 and 4 year olds will not be 100% accident free.

We ask that you pack a FULL change of clothes – including socks – in the event that your child has an accident. The parents will be called and will be asked to come and clean up their child

Discipline

We strive to prevent difficult discipline problems from arising by providing an environment that is comfortable for children in a group setting and provide activities which allow for freedom of choice. We offer many different play centres and activities which keep children busy and happy and allow them to interact in a constructive and stress free manner. Adults in the classroom will always model acceptable behaviour to children. This is the most basic way in which children will learn how we expect them to behave.

Children do display and will occasionally be exposed to aggressive behaviour. This may take the form of biting, hitting, pushing, or kicking. The staff at Bedrock Playschool uses various techniques to limit and correct such behaviour, but parents must understand that when children are in a group setting, the exposure to aggressive behaviour is greater than it might be at home. The purpose of discipline is to help children learn acceptable behaviour and develop inner controls. When re-directing or guiding a child's behaviour, the age, intellectual development, emotional make-up, and past experiences will be considered and consistency will be maintained in setting rules and limits for children. Corporal punishment is not consistent with this objective and is prohibited at school. The following is a list of some alternative forms that will be used as per our Bedrock Playschool policies:

1. Redirection — when a child is experiencing frustration in a situation, we will direct that child towards another activity where the child may experience more success.
2. Limits — Explaining and defining limits is done in a classroom situation and children are made aware of the behaviour expected towards others. Children will be reminded on an individual basis when warranted.
3. Reinforcement — through praise and encouragement, children will learn that acceptable behaviour is far more rewarding. Young children learn quickly that positive attention is far more fulfilling than negative attention. In a classroom setting, the praise of their teachers and approval of their peers is often the only reinforcement necessary to maintain a high level of self-esteem. We strive to encourage acceptable behaviour at all times and reward that behaviour with praise.
4. Time Away — we may choose to remove a child from a play situation or equipment if the child is having difficulty resolving a conflict with the situation or with another child. This will occur if redirecting the child was unsuccessful. The child will be moved away from the area to discuss the problem and to allow the child an opportunity to regain composure. We do not label this discipline procedure as 'time out' or 'time away'. There is no specific place associated with this procedure such as a chair or corner. The child is given sufficient time to amend the behaviour and no time period is allocated to this.

AT NO TIME will we act aggressively towards a child. A child may be gently held only in a situation where the child, another child, or a staff member is at risk of injury. If necessary the child will be moved to a safer area, until they are reassured and calmed and can be incorporated back into the play situation.

Parents will be called if any disciplinary action is taken with their child. In the case of repeated incidents of aggression and disobedience, the teacher will contact the parents to discuss the child's behaviour problems in the classroom and what action should be taken to remedy the situation. If the child's behaviour problems persist further, the child may be withdrawn from the Program.

LIMITS OF BEHAVIOR:

You may not hurt others.

You may not hurt yourself.

You may not damage school equipment.

All parents must sign the "PARENT CONTRACT" agreement to per Discipline Policy.

As per our policies and bylaw, all new students to our programs including returning students are subject to a 6 week probationary period to evaluate the student's readiness for the Bedrock Playschool program.

At times we use the "light system" to provide students and their parents with a visual indicator of their child's behaviour for the day. A green light represents acceptable behavior during the class. A yellow light indicates caution or a warning and indicates some room for improvement. A red light means a significant behavioural issue has occurred and a parent/teacher meeting is mandatory in order to address the issue.

A parent/teacher meeting will also be called to discuss strategies on the improving student's behaviour and suitability for the Bedrock Playschool program if the student receives the following yellow or red light indications:

For students registered in 1 day per week receive either 3 yellow lights or 1 red light; for students registered in 2 days per week receive 5 yellow lights or 1 red light; and for students registered in 3 days per week receive 7 yellow lights or 1 red light.

Once parents have met with the teacher, there will be a timeline of 4 weeks for the student's behaviour to show progress. If within the 4 week timeline, the student's behaviour stays the same or worsens, the Bedrock Playschool Board will follow up with the parents by letter summarizing the efforts made thus far. The letter will call for a meeting with the parents, teacher, and one or two board members. The purpose of the meeting is to provide the parents with additional resources and recommendations.

Possible resources that may be available to parents include: Program Unit Funding (PUF), Parent Link, Triple P Parenting, Family Support for Children with Disabilities (FSCD), Inclusive Child Care (ICC), Family Literacy, the schools, and paediatricians.

Following the meeting, it will be the expectation of the Bedrock Playschool that parent's follow-up with the resources and recommendations made to them. Failure to do so may result in the expulsion of the student from the program. The Bedrock Playschool will make every effort to assist parents in connecting with any resources or recommendations made. Parents will be given two weeks from the date of the meeting, at which time; the Bedrock Playschool will re-evaluate student readiness for the Bedrock Playschool program. **At any time following the board meeting, parents may wish to withdraw their child from the program without the 30 day notice penalty.**

It is important for Parent Helpers to keep in mind that problems within the classroom are to be kept in confidence. This will ensure the self-esteem of the child or children in question is kept intact.

Sick Children

Sick children should be kept at home. Children are too sick to be at playschool if they have any of the following symptoms:

- Chickenpox (the child can be permitted to return to the program when he or she feels well enough to participate in all activities, regardless of the state of the rash and as long as the child returns to the same group they were with one to two days before the onset of the rash)
- Diarrhea or loose stool (the child should be excluded for 24 hours until symptoms are resolved or assessed by a physician);
- Hepatitis A (the child should be excluded until 14 days after onset of illness or seven days after onset of jaundice);
- Impetigo (the child should be excluded until 24 hours after antibiotic treatment has been initiated);
- Wheezing/Persistent Coughing; (the child should be excluded until assessed by a physician or the symptoms are resolved);
- Measles (the child should be excluded until four days after the appearance of a rash);
- Mouth sores with drooling (the child should be excluded until a physician has determined that the symptoms are non-infectious);
- Mumps (the child should be excluded until nine days after onset of parotid gland swelling);
- Pertussis, or "Whooping Cough" (the child should be excluded until five days after antibiotic treatment has been completed, until three weeks after onset of symptoms, or until the coughing has stopped);
- Purulent conjunctivitis, or "Red/Pink Eye" (the child should be excluded until 24 hours after antibiotic treatment has been initiated);
- Rash, with fever or behavioural change (the child should be excluded until a physician has determined that the symptoms are non-infectious);
- Rubella (the child should be excluded until at least four days after onset of the rash, or up to five to seven days at the option of local health authority);
- Scabies, Head Lice, or other Infestation (the child should be excluded until appropriate treatment has been completed);

- Strep throat or other Streptococcal Infection (the child should be excluded until 24 hours after appropriate antibiotic treatment and cessation of the fever);
- Symptoms of Possible Severe Illness, such as lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing (the child should be excluded until assessed by a physician or the symptoms are resolved);
- Temperature, with a fever of 38.0 degrees C or higher;
- Tuberculosis (the child should be excluded until a physician has approved his or her return); or
- Vomiting – with two or more episodes of vomiting in the last 24 hours.

If a child becomes sick while at school, the child will be kept as far away as possible from the other children while waiting for a parent to come. The child will be directly supervised by a primary staff member/parent helper while waiting for pick up. Please notify the playschool if your child contracts a communicable disease. Whooping cough, red measles and scarlet fever must also be reported to your local health unit.

While Bedrock Playschool will do everything possible to ensure the well being of our participants, parents who enrol a child with a known life-threatening allergy or medical condition must recognize that the responsibility for the safety and well-being of the child lies first and foremost with the parent. Parents must sign a release form, provide documentation from the child's physician (stating the allergy or condition, the name of the medication, the dosage of the medication, and warning signs that indicate when medication is necessary), and ensure that the medication, in its original labelled container, is in the classroom at all times and travels with the child on out of class activities. The teacher must administer medication according to the labelled directions. The teacher will document the administration of the medication including the name of medication, time, dosage, and initials. Medication is stored in a locked filling cabinet or placed in a refrigerator in the locked closet, inaccessible to children and medication that may be needed in an emergency is stored in a place that is inaccessible to children. Without these prerequisites, medication will not be dispensed to any child.

Note: While we appreciate you keeping your ill child home to prevent the spread of sickness, there will not be any opportunity to make-up for missed classes.

Emergencies

The teacher has a first aid certificate and the playschool has a first aid kit. Please ensure that the child's registration form (Registration Package B) is properly filled out indicating the doctor's name, health care number, emergency contact and allergies for use in the event of an emergency. If necessary, an ambulance will be called and parents or family doctor will be contacted. If required, the cost of an ambulance will be the responsibility of the parents.

In the event of an emergency cancellation of classes in progress, parents will be telephoned to pick up their children. Parents will provide the Preschool with alternate addresses and phone numbers in case they are not available at the time of dismissal. These emergency phone numbers are kept in the Emergency Binder and must be kept up to date. In the event of an emergency requiring evacuation of the premises, the children will be taken to the Town of Drumheller Badlands Community Facility. Emergency evacuation procedures will be practised on a monthly basis through fire drills so that children and staff are aware of the plan. The evacuation procedure will also be posted on the bulletin board in the child pick up/drop off areas for parents to view.

In the rare instance of an emergency or evacuation, some class time may be lost. Please note that Bedrock Playschool will not attempt to reschedule the class.

Parent Helper Commitment

We value a gentle, nurturing environment for our children to play. With a parent helper in the classroom we enjoy a lower ratio of children to adults. This ratio allows for more direct interaction with the children.

Parent Helpers bring new and interesting perspectives to the class every day, thus allowing our children to explore these new ideas.

The children love their environment and want to share it with their caregiver; this gives the children a sense of pride in self. The children want their caregiver to be a part of their world; they want to show their caregiver what they do when they are at school.

Parent helpers are an invaluable resource to the Bedrock Playschool. Every family enrolled in the playschool is expected to participate in Parent Helper days. Without the parent helpers, we would not have the environment that so strongly fosters a love of learning and exploration.

We require a bond cheque dated for May 1 (Please refer to Fees section for amount of bond cheque). Depending on the number of days per week your child attends Playschool, a parent and/or guardian who has submitted to their Criminal Record Check and Child Intervention may volunteer in the classroom each semester. The days you choose to volunteer in the classroom will coincide with your child's Show-and-share day. If you fail to attend your parent helper days, your Parent Helper Bond cheque will be cashed in order for us to hire someone to cover your shifts.

ALL CLASSROOM VOLUNTEERS MUST COMPLETE HAVE A Child Intervention Record Check and Criminal Record Check SUBMITTED TO THE BOARD BY SEPTEMBER 30.

These can be done in the RCMP building on the second floor and on the second floor of the Social Services building. These are both free of charge but should be done as soon as possible as there is a wait for your criminal record check. New checks are required every year. You will require a Criminal Record Check letter and a Child Intervention Record Check form from the Playschool to take with you for each of these checks.

Parents are an integral component of the Bedrock Playschool. Their support and interest in the well being of their child and the school is invaluable. The parents take an active role in the classroom by assisting the teacher in carrying out the daily activities. They are also asked to stay behind an extra 15 minutes to ensure the children are discharged safely and the room is clean for the next playschool session.

There are many benefits to being a helper in the classroom. First and foremost, your child is given special recognition. For example, they can bring in a show-and-share item and they are asked to be a special helper to

the teacher. Your child can also share experiences with you throughout the day. As a parent, you can observe firsthand how your child performs at school and interacts with their classmates and teacher. As well, you are able to personally share your enthusiasm, expertise and skills with the class. Moreover, you have an opportunity to meet your child's classmates, other parents, work with the teacher and build relationships with them all. It is a partnership that will prove invaluable to you, your child and the community at large. Due to licensing requirements, siblings are not permitted at parent helper days.

Some of the responsibilities during your parent helper day includes:

- **Before you leave at the end of class, please ensure that the following jobs are done:**
 - ➔ Tables and chairs are wiped
 - ➔ Floors are swept
 - ➔ Juice boxes are emptied, any other recyclable containers rinsed and put into the appropriate recycling bin
 - ➔ The floor under the water table is dried
 - ➔ Centres are tidied
 - ➔ Toys are organized
 - ➔ Sinks are wiped out
- **During centre time you may do the following:**
 - ➔ Read a story to a group of children
 - ➔ Talk to the children about what they are doing
 - ➔ Join in the children's play, whether with your child or others
 - ➔ Encourage children to put things away when they are done with them
- **You can also help with:**
 - ➔ Setting up art area materials
 - ➔ Sitting next to children who are "wiggly" during Circle Time
 - ➔ Helping children stay on task and follow rules; letting the teacher know if more difficult behavior problems arise
 - ➔ Assisting children with their snacks

If you are unable to attend your Parent Helper day, it is YOUR responsibility to find a replacement. Relatives or trusted family friends are welcome to attend if they have completed their completed their criminal record check and child intervention check.

Program Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am-11:30am	4 years	3 years	4 years	3 years	4 years
12:30-3:00 pm	4 years	4 years	4 years	4 years	

Bedrock Playschool will offer several classroom sessions commencing in September. Registration is ongoing provided we have space. The playschool will run in two semesters. The first one runs from mid-September until the end of January and the other from the beginning of February until mid-June. **Please Note:** There will be no registrations accepted after May 1.

The three-year old programs are open to children who are three years old by December 31st, of current year and **potty trained**. **Please note:** If your child is not 3 years of age at the beginning of the school year, a parent/guardian (who has submitted a Criminal Record check and a Child Intervention check) must accompany the child in the class until the child turns 3 years of age to keep with child to adult ratios as per our licensing agreement.

The four-year-old programs are for children that are four years old by December 31st, of current year and potty trained.

Class calendars, class lists and Parent Helper Day schedules will be available on the first day of classes.

Probationary Period

We know that joining Playschool could be an adjustment, and therefore a six-week trial period will be given. If the teacher does not feel your child is ready, or you as the parent does not feel your child is ready for the program, you can withdraw your child at any point during that six week period with remaining tuition refunded (you will not be subject to the one-month notice prior to withdrawal). After the six-week trial, one-month notice applies to all withdrawals done by parents.

Schedule of Fees

Tuition prices:

Available Programs	Tuition
1 day/ week	Yearly - \$800.00 Semester – \$400.00 x 2 Monthly – \$85.00 x 10
2 days/ week	Yearly – \$1300.00 Semester – \$650.00 x 2 Monthly - \$135.00 x 10
3 days/ week	Yearly - \$1700.00 Semester - \$850.00 x 2 Monthly - \$175.00 x 10

Tuition may be paid yearly, semesterly or monthly.

1. **Pay tuition yearly** (both semesters) 1 cheque for tuition dated for August 15th.
2. **Pay tuition by the semester**- 2 cheques for tuition, dated for August 15 and for January 15.
3. **Pay tuition monthly**- 10 cheques for tuition, post-dated for: August 15th, September 15th, October 15th, November 15th, December 15th, January 15th, February 15th, March 15th, April 15th and May 15th.

PLEASE MAKE CHEQUES PAYABLE TO **BEDROCK PLAYSCHOOL**
Please write your child's name on each cheque.

Late Fee

The playschool requires a deposit of **\$30** which will be cashed in the event you are unreasonably late picking up your child from playschool. The monies will be used to compensate the individual(s) who stayed with your child.

Parent Helper Commitment Fee/ Bond

We encourage parents to volunteer in the classroom as much as is available, however there is a minimum requirement:

Bond: We require a cheque per student for a Parent Helper bond dated for May 1. Your cheque will remain uncashed provided you attend your parent helper days. You are required to do 2 Parent Helper volunteer day for each day/week your child attends playschool .

1 day per week	2 days per semester	\$200.00
2 days per week	3 days per semester	\$300.00
3 days per week	4 days per semester	\$400.00

Your cheque will be cashed if you fail to show and are signed up for that day (class lists are provided with phone numbers of other parents to try to fill your day if you are unable). Unused cheques will be shredded. Anyone can fulfil the Parent Helper requirement, as long as they have completed a Child Welfare Check and a Criminal Record Check.

Fundraising

We are currently running an on-going fundraiser of Mabel's Labels. Please visit their website www.bedrockplayschool.mabel.ca to order yours today!

Class Change Fee

A **\$25** fee will be charged if you wish to change the class/date/time that your child is enrolled in. Each change will be subject to review by the Registrar and payment for the change must be paid in full prior to the change being made.

NSF Cheques/ Account Closed/ etc.

There is a **\$25** penalty for returned cheques. Payment of penalty is required within 1 week upon receiving notice. Failure to do so may result in your child's expulsion. If more than one cheque is returned, the board will meet to determine if you will be asked to withdraw from school.

Subsidies

Subsidies are limited, but available for families who demonstrate financial need. Application is done by the parent on-line at www.child.gov.ab.ca, or by visiting the Government of Alberta Child and Family Services office. **SUBSIDIES ARE PROVIDED BY GOVERNMENT OF ALBERTA CHILD AND FAMILY SERVICES AND NOT BY BEDROCK PLAYSCHOOL.** For more information on the stay at home parent subsidies, please visit the above website. Application is done on-line and all information is kept under confidence.

Student Withdrawal and/or Tuition Refunds

One clear calendar month notice is required on vacating a space during the year. Your child may attend school during the notice period. If a place is booked before school commences in September, any cancellation must be made before August 15 to ensure return of September fees. After August 15, the one-month notice applies and September fees are non refundable. No refunds will be issued after November 30 in the first semester or April 30 in the second semester. We will not be giving refunds for any classes that are canceled or missed due to sickness, nature or power outages.