

La Prématernelle
Les Petits Cailloux



B.P. #160
Jasper, Alberta ToE 1Eo
780-852-1119

Guide des parents et politique

Parent Handbook

and

Policy Guidelines

2014 - 2015

Current Volunteer Parent Steering Committee:

President: Chantal Boucher

Co-President: vacant

Treasurer: Alison Mason

Secretary: Janice Branch

Fundraising Director: Sandra Neuhaus

Sitting members: All parents whose children are enrolled in Les Petits Cailloux are considered members of the volunteer parent steering committee.

Teacher's role on the steering committee is to represent the children and actively contribute to discussion regarding program progress and needs. Any discussion related to her employment will be held in her absence. She will not engage in discussions where conflicts may be perceived.

2014-15 Program Schedule

Monday to Friday mornings: 8:45 am to 11:45 am

Children must be at least 3 years old and toilet-trained by September 1st, 2014 before attending Prematernelle.

Prematernelle will follow Le conseil scolaire du Centre-Nord calendar (attached).

Class lists will be available after the first week of classes.

Fundraising

Participation in fundraising is not mandatory but encouraged. Fundraising activities will be organized throughout the year by a parent fundraising committee. A portion of the proceeds raised through a particular activity will directly benefit the families who participated. Proceeds from fundraising activities will be remitted to parents in a reimbursement cheque at the end of the school year.

Volunteers

The preschool relies on volunteer support. Each family will be assigned a couple of weeks of duties to complete. If the time period in which you have been assigned does not

work for you, it is your responsibility to switch with another parent and let the teacher know ASAP.

Some of these duties may include classroom and toy cleaning and organizing, laundry, shopping, party planning, play dough making, recycling, sewing/mending, or craft preparation.

There may be some days when parents are needed to help out in the classroom:

- 1) on special occasions, when all of the children are invited and the class size exceeds the maximum;
- 2) when a parent offers to lead the class in a special activity or craft;
- 3) if the teacher cannot make it to class and parents are able to volunteer as substitutes.

Notes: For licensing purposes, parent volunteers need to sign in on the daily sign-in sheet. If a parent is volunteering as a substitute for the preschool teacher, the licensing officer must be notified. Any non-parent volunteer must have a criminal record check.

Thanks for your help!

Supporting Your Child's Learning

A Typical Day

A typical preschool day includes the following activities, though not necessarily in this order. Activities are planned around themes. A monthly calendar is prepared by the teacher(s) to keep you informed of daily events and to request any special items the children may need to bring.

Circle time:

- Greet the children as they arrive and check attendance signatures by parents.
- Variety of songs or rhymes
- Talk about the day — themes, special events, weather, moods...

Playtime:

- Children play at any of the various centers around the room.
- Craft table - crafts related to current 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, dollhouse, blocks, building toys, vehicles, animal toys, etc.

Clean-up time:

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

Story time:

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

Snack time:

- Talk about food groups and table manners.

Movement activities:

- Indoor activities include games, music and movement, parachute games.
- Outdoor activities include playground or tobogganing.

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.

Clothing

A cubby has been assigned to your child for his/her coat & backpack. Please clearly mark all removable clothing with your child's name. Backpacks are handy to store extra clothes, weather specific items (hats, mittens, etc.), indoor shoes and to take home crafts, books, etc. at the end of the day. Your child will require clean indoor shoes at all times when in the classroom.

IMPORTANT: Outdoor shoes are to be removed and placed in the assigned area for outdoor shoes, upon entering the building.

Registration Forms

The information you provide is both required by law and is in the best interests of your child. Records are kept on site for referral by the teacher or licensing officers at Ecole Desrochers administration. All records are confidential.

Medical information is collected enabling appropriate care should your child require it while in the care of the Preschool or its employees. Medical records are confidential, except when required by a medical professional.

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. Arriving five minutes early for class allows your child time to prepare for the day: hang up his/her coat & backpack, put on indoor shoes and greet classmates. Parents should wait to ensure the child is in the classroom and greeted by the teacher. A boot rack/mat has been conveniently located in the front door of the building to place soiled or wet footwear (both yours and your child's). The parent or caregiver must sign the sign-in sheet.

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 her care. The parent or caregiver must sign the sign-out sheet.

If any person other than the expected parent/caregiver is to pick up the child, please inform the teacher.

Transfer to Meeting of the Waters By Prematernelle Employee

For families whose children also attend Meeting of the Waters, we will offer to have the preschool teacher dress and escort the children on foot to the day care. A permission slip is required for each child at the time of enrollment. The parents will need to indicate on the daily sign-in / out sheet whether their child is to be escorted to the daycare.

Late Pick-up

Please do not be late picking up your child. There is a \$5.00 fee if you are late in picking up your child, as the teacher will be responsible to stay behind with the child until they are picked up. Students who are picked up more than 15 minutes late will be assessed the late charge. **Parent will sign the late pick-up form and will be billed at the end of the month, payable within one week.

Snack Policy

Each student will come daily with his/her own snack and a bottle of water. Snacks should be healthy and include foods from at least 2 food groups. Snacks must be **NUT-**

FREE and kid-friendly. No food preparation service is provided. Snack time is at approximately 10 am.

Washroom Policy

The preschool is not equipped to attend to diapering children, though the staff is prepared to assist in personal hygiene. Children registered with the preschool must be toilet trained. To prevent frequent classroom disruptions, please encourage your child to use the washroom before arrival.

Licensing Agreement

La Prematernelle Les Petits Cailloux operates within the regulations set out by the by the Province of Alberta. A complete copy of the Child Care Licensing Regulation is kept on-site at the Preschool, it can also be viewed on-line at www.child.alberta.ca - Programs and Services / Child Care / Publications / Child Care Licensing Regulation

The preschool's Program Plan, required by the Province of Alberta's Childcare Licensing Regulation 143/2008 (with amendments in 2012), follows.