

# **WEST HILLHURST COMMUNITY PRESCHOOL 2010-2011 PARENTS' HANDBOOK**

## ***PHILOSOPHY***

### **PLAY BASED**

The philosophy of the West Hillhurst Community Preschool (the Preschool) is to create a warm and caring environment that is stimulating and challenging to meet the developmental needs, including social, physical, intellectual, creative and emotional needs of each individual child through a program based on play. In an unstructured play program the child chooses their centre of interest. They explore and experiment on their own, developing their minds and imaginations by trying new things and learning from their experiences. We endeavour to make our classroom a warm and caring environment.

## ***THE PRESCHOOL***

The Preschool is run under the auspices of the West Hillhurst Community Association (WHCA). Although the WHCA has the ultimate responsibility for the operation of the Preschool it is organized and operated by a Parent Advisory Committee (PAC) which is headed by an Executive Committee. The Co-Chair (Exec) acts as a liaison between the PAC and the WHCA. The Executive Committee and other volunteer positions are composed of interested parents appointed or elected in May, for the school term, who assist in all major areas of preschool operation.

The Preschool is governed by the policies and procedures agreed upon by the WHCA and the PAC. These are reviewed each year by the PAC Chairs. They are amended as required. A copy of the current policies and procedures are available on request.

The Preschool is funded by monthly tuition fees. Parental involvement results in lower operating costs including fewer salaried staff. Money raised by fundraising activities is used to purchase new equipment for the Preschool. Your participation ensures quality equipment is maintained.

## **GENERAL MEETINGS**

PAC Meetings will be held as required approximately every second month. Meetings are held in the Preschool Room. The Agenda will be distributed to parents in advance. At the meeting, reports are given by the Teacher and Executive and any issues arising from operations will be discussed. Every parent is welcome - you have a say in the way the school is operated!

## **IMPORTANT DATES**

### **CLASS SCHEDULE**

Three year old AM program: Tuesdays and Thursdays  
9:00 to 11:15am

Four year old AM program: Mondays, Wednesdays and Fridays  
9:00 to 11:30am

Afternoon Three/Four year old program Monday, and Wednesday and Thursdays  
12:30-3pm

**PARENT HELPER ORIENTATION:** September 7, 2010 at 7 pm in Preschool Classroom.

### **FIRST DAY OF SCHOOL**

We start our Preschool after the CBE starts their so parents can attend first days for all of their children.

3's: half of class – September 7, 2010; remainder – September 9, 2010  
4's: half of class – September 8, 2010; remainder – September 10, 2010  
Afternoon Class half of class: - September 8, 2010; remainder – September 9. 2010

(Parents are contacted by phone and email to assign start day usually in the first week of September.)

### **HOLIDAYS**

We Follow the Calgary Board of Education's traditional calendar for holidays. However, we only have two professional days in February.

There will be **NO SCHOOL** on the following holidays

October 11, 2010	Thanksgiving
November 11, 2010	Remembrance Day
Dec 20, 2010 – Jan 3, 2011	Christmas Break
February 10, 11, 14, 2011	Professional Days & Family Day
March 28 – April 1, 2011	Spring Break/Easter
May 23, 2011	Victoria Day

Last Day of school will be around the second last week of June 2011. The date (to be determined) will be marked by an end of year party! We end one week before the CBE to help those parents whom have children in the school board.

## **FEES**

### **TUITION FEES**

	<u>Discounted</u>	<u>Regular</u>
3's: September – June	\$75/month	\$95/month
4's: September - June	\$95/month	\$115/month
Afternoon Class	\$95/month	\$115/month

- Tuition fees are payable by cheque made out to the WHCA Preschool. Post dated cheques are required for each month of the Preschool term. Credit card slips for each month are also possible. Please fill these out in the WHCA office.
- Each family is also **required** to hold a current WHCA membership. This is nonrefundable in case of withdrawal. The cost is \$21 for those within the WHCA boundaries and \$31.50 for those outside the boundaries.
- Parents who wish to pay the discounted fees must undertake to work six (6) Arena Concession shifts or three (3) bingo shifts. Shifts will be booked on the day of registration. You must sign up for your shifts to receive the discount. A guarantee cheque/visa dated for each of your shifts (bingo \$75, Concession \$37.50) will be required. Once your obligation has been filled your cheque or visa receipt will be destroyed. This is WHCA policy.
- There will be a \$20 service charge for all NSF cheques. The Treasurer will write a note to the parents requesting a new cheque plus the \$20 fee.

### **WITHDRAWAL FROM PRESCHOOL**

1. Thirty days written notice to the Registrar is required to withdraw students from the Preschool. The balance of fees will be refunded. After February 1, no fees will be refunded unless the vacant position is filled.
2. The Teacher and Executive will work hard with all parents to make Preschool an enjoyable experience for all children. However, should we feel that a child is not working well in our program we have a right to withdraw that student. Should such an event happen all fees for that current month and all future fees will be returned.

### **ELIGIBILITY**

- Children must be 3 by Dec 31, 2010 to register for the 3 year old program or Afternoon Class.
- Children must be 4 by March 1, 2011 to register for the 4 year old program.
- Children entering the program must be toilet trained.

## ***PARENT HELPERS IN CLASSROOM***

Every parent is **required** to help in the classroom a number of times a year. If your volunteer requirements are not fulfilled then the Preschool has the right to withdraw your child from the program.

Should you not be able to attend one of your parent helper days, you are responsible for contacting other parents on the class list to arrange an alternate helper. By law, we have to have two parent helpers in the 3 year old program and at least one parent helper in the 4 year old program. However, our Preschool policy is to have two parent helpers in both classes.

### **TIME COMMITMENT**

3's approximately 8-10 times a year. This may be more if you choose to attend special event days or if we do not have a full class.

4's approximately 11-14 times a year. This may be more if you choose to attend special event days or if we do not have a full class.

### **BASIC DUTIES**

- Play and mix with the children.
- Help out teacher with craft and other activities.
- Bring healthy snack for all children in the classroom.
- Find substitute parent should you not be able to attend.
- Arrive early to help with set-up.
- **For more information see Parent Helper Handbook.**

## ***CLASS PROCEDURES***

### **REQUIREMENTS**

1. Children should be dressed appropriately for class, with separate indoor shoes (not slippers or socks). In the winter, footwear should be adequate for outdoor wear in case of a fire or fire drill. You may also wish to include a change of clothes in your child's backpack in case of 'accidents'.
2. Parents cannot leave the classroom until the volunteer arrives (this is necessary to maintain our adult/child ratio for our license). Volunteers should arrive ten minutes early to help in setting up.
3. Please show consideration for the teacher by picking up your children on time. If this becomes a problem, a late fee may be enforced.
4. Parents must be willing and able to commit their child to regular attendance of the program.

## **HEALTH**

1. If children are sick, they must be kept at home to ensure others remain healthy. Parents will be contacted to pick up any children who become sick while at school. Please ensure that children are fully recovered (24 hours after a fever and 48 hours after first dose of antibiotics) before returning to school.
2. All communicable diseases must be reported to the teacher (chicken pox, pink eye, mumps, measles, strep throat, etc.) It is the parents' responsibility to check with authorities for information regarding these diseases and the period of time children must remain at home after contracting them. Should your child suffer from a communicable disease they must be removed from the school until they are healthy.
3. Health Records shall be completed at registration time. Parents must inform the teacher of any changes in their child's health. Please inform the teacher of any food allergies your child might have.
4. The teacher and parent volunteers will not administer prescription or other drugs to children. Parents of allergic children are to discuss options with the teacher.

## **SAFETY**

1. In the case of an accident, every attempt will be made to contact the parents and the child's alternate emergency contacts. If medical attention is required, children will be taken to the Alberta Children's Hospital. All costs will be paid by the parents of the child.
2. If it becomes necessary to evacuate the building, the children will be walked to the relocation site at Queen Elizabeth Elementary School. Parents will be contacted at that time.
3. As a parent volunteer, please become familiar with emergency evacuation procedures.
4. All accidents/incidents will be reported to parents.

## **ALLERGY POLICY**

1. Snacks are listed on the refrigerator daily. Parents and caregivers can view the snack provided. All snacks are served with the children seated together at the tables and care will be taken to ensure the children are not sharing food, however, the WHCA Preschool is not responsible for any child consuming food that has not been specifically prepared for him or her.
2. For new children joining the WHCA Preschool with moderate allergies, a list of food items and reactions must be provided to the WHCA Preschool in writing, from the parents, for the child's file. Any treatments or doctor prescriptions must also be provided. If the allergen cannot be avoided easily with common children's snacks, we ask that the parent provide the child with their own snack daily to ensure their safety.
3. For children with severe or life threatening allergies, the WHCA Preschool requires a list of all allergies, along with a signed Doctor's Certificate and recommended treatment for each separate allergy for the child's file. Parents with children requiring Epipen treatment must provide an Epipen to the WHCA Preschool teacher to be kept in proximity to the child at all times.

The Preschool teacher has been trained in the use of the EpiPen, and the provided EpiPen will become part of the First Aid kit that resides in the classroom. We ask that the child's parent or caregiver accompanies the child on any field trips outside of the Centre to ensure the child's safety. Completion of a form giving the Preschool permission to administer the EpiPen will be required. Again, if the allergen cannot be avoided easily with common children's snacks, we ask that the parent provide the child with their own snack daily to ensure their safety.

4. Although the WHCA Preschool makes every attempt to limit food allergens, we cannot guarantee an environment free of all possible allergens. The WHCA and its staff cannot be held responsible for any allergic reactions suffered by children in its care -- whether at the facility or outside the facility -- caused by contact with any allergen.
5. Parents with children who suffer from allergies are asked to sign a Consent Form to be kept in their child's file acknowledging the WHCA Preschool Allergy Policy and accepting the terms and limitations of liability within.

## **NOTICES**

1. Check the bulletin boards and your child's mailboxes regularly for notices to parents.
2. Make sure the Registrar has a current and often checked email address. Notices and important information will also be emailed.

## **DISCIPLINE POLICY**

The appropriate behavior management methods for discipline to be used are prevention and intervention. Preventative methods increase the acceptable behaviors while intervention methods are applied to cease or redirect unacceptable behaviour when it occurs.

## **PREVENTATIVE DISCIPLINE POLICY**

Although discipline is ultimately a parent's responsibility, at times disciplinary actions are required by the teacher in order to ensure that the school operates fairly for all children. The teacher is responsible for setting clear expectations with respect to acceptable and not acceptable behaviour in the classroom (based on principles of health and safety, and respect of others and their property), and the consequences of inappropriate behaviour. The Teacher will act in a consistent fashion to encourage and enforce these expectations in appropriate ways.

Discipline will be administered through a series of escalating actions as follows:

1. Allow the children a reasonable length of time to solve the problem on their own, with zero tolerance for violence (hitting, biting, kicking, scratching, etc.)
2. Teacher intervention may involve distraction, redirection or separation of the children, if necessary.

3. For unmanageable disruption or incidents that interfere with the well-being of others, the teacher will contact the parents of the child(ren) involved, as well as the Co-Chairs and Teacher Liasion, to discuss the behaviour problem(s) and what actions may be taken to remedy the situation. Together, an action plan will be formally written up.
  - a. An action plan is short and simple, but defines: a. observed (unacceptable) behaviors of the child;
  - b. Sets method(s) of approach to deal with this and indication from all parties of their support of this approach
  - c. Schedules for follow up meetings. If an action plan is created, teaching staff will write down a simple log of observations (positive and negative) on a regular basis so that the situation can be more objectively assessed.
4. If, after reasonable efforts on the part of the teaching staff and parent, a child cannot cope within the guidelines of the program, he/she will be asked to leave the program. This will be evaluated by both the Teacher and the Executive, based upon the written action plan and the observations / evaluations with respect to the child's behaviour since the creation of the action plan.

### **CORPORAL PUNISHMENT**

Physical punishment of children, including hitting and spanking must never be used in Preschool. Harsh or degrading measures that humiliate or affect a child's self esteem are also not acceptable. Appropriate behavior management methods are to protect and enhance a child's self esteem. Everyone has a right to dignity and respect.

### **UNDER NO CIRCUMSTANCES WILL ANYONE ...**

Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation. Deny or threaten to deny any basic necessity. Use or permit the use of any form of physical restraint, confinement or isolation.

**WEST HILLHURST COMMUNITY ASSOCIATION  
PRESCHOOL REGISTRATION FORM**

PLEASE PRINT

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Registering for which program?

3-year-old \_\_\_\_\_ 4-year-old \_\_\_\_\_ Afternoon program \_\_\_\_\_

**To be eligible for the 3 year old program children need to be 3 before  
December 31 of the school year.**

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Address: \_\_\_\_\_

Work Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency contact (if mother or father not available):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

HEALTH INFORMATION

Food, drug or other allergies: (please read attachment)

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Previous health history:

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Regular medication(s): \_\_\_\_\_  
Should medication need to administered please ask for and fill out a Medical Authorization Form.

Immunizations:

Are your child's immunizations up to date? Yes \_\_\_\_\_ or No \_\_\_\_\_

**Continued on the next  
page**

# RELEASE FORM

I hereby grant permission for my child to leave the classroom to participate in group activities (i.e. gym, arena, playground, firestation).

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understood the regulations as listed in the Handbook. I agree to abide by them. I understand my parent helper commitments and realize that if I do not fulfill my commitments my child may be withdrawn from the program.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understood the regulations concerning children with allergies, and even if my child is allergy free I agree to abide by the policy and help keep the classroom safe for all children.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

## IN THE CASE OF EMERGENCY

Should a medical emergency arise with your child, other than First Aid, we require written consent of a parent to allow for provision of health care. Health care is considered to be care of a physical nature over and above what would normally be provided in a Preschool environment. By signing this consent you agree to allow the staff to contact emergency services and that you be responsible for any cost incurred.

I have read and understood and so here by give permission to the staff of WHCA to contact emergency help should it be deemed necessary. I also agree to pay any cost that my child may incur in the process.

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_