



Parent Handbook

“Start your child’s education off with
T.L.C.”

2019-2020

“Encouraging Children to Laugh, Love and
Learn through Play”

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Why is Preschool Important?

Studies have shown that preschool is a positive first step into the world for a child. Preschool develops social, cognitive, gross and fine motor skills. Working and sharing helps prepare a child for team playing and group encounters later in life. Children learn a lot through play. Play for children is their work. Play provides a natural opportunity for young children to learn new skills and practice familiar ones. Preschool assists in an easier transition into kindergarten. Preschool provides an opportunity for young children to strengthen socialization skills, learn to compromise, be respectful to others, and problem solve. Preschool provides a place where a child can gain a sense of self, explore, play and build confidence.

School Motto

“To encourage children to Love, Laugh and Learn through Play”

Preschool Philosophy

TLC preschool creates a safe and nurturing environment for children to learn and grow. Our program promotes the physical, social, emotional and cognitive development of young children.

We believe children learn through play and interacting with their environment. We try to make the most of a child's natural inclination to play by providing many planned activities and learning materials to enhance their development through play and exploration.

Our program is designed to provide children with experiences that encourage growth in all areas of development by involving them in an environment in which they can:

- * Add to their knowledge, physical, social, and emotional development by observing and interacting with peers, adults and materials.

- * Increase their knowledge of and ability to become involved in making sense of the world by doing, interacting, exploring and experiencing.
- * Increase their skills in problem solving, negotiations, social interactions and independence.

Our goals are to help facilitate the development of creative thinkers, problem solvers, self confident and independent beings who will grow up to be caring, happy and productive adults.

Classes and Tuition

3-Day a week class

104 instructional days 20 additional operational days.

Monday Wednesday Friday morning or Monday Wednesday Friday afternoon class \$2600 a year or \$260 a month paid with pre-authorized debit.

2- Day a week

75 instructional days and 20 additional operational days.

Tuesday Thursday morning or afternoon class \$2000 a year or \$200 a month paid with pre-authorized debit.

5-mornings or afternoons a week \$4550 a year or \$455 a month.

A non refundable deposit of \$100 is required at time of registration, (this will come off your June school fees).

A non refundable registration fee of \$40 is required at time of registration.

A set up for Payment (PAD) of tuition fees for the school year must be received at time of your child's registration. Any NSF'S will be charged a \$50 fee and fees are due immediately. After 10 days in arrears of the school tuition your child maybe removed from the program.

Cancellation/ Withdrawal

If you need to withdraw your child from the program we need a minimum 30 days written notice prior to the start of the next month. The deposit and registration fee is non-refundable.

Attendance and Health Policy

Please call if your child will be absent or late to the program so teachers can be prepared.

For the health and well-being of your child and of others at the school please keep your child home for the following reasons:

- Fatigue, lethargic behaviour.
- A fever (a child should remain at home for 24hrs after the fever has gone away) Or administered antibiotics for 24 hours before the child returns to school.
- Sore throat.
- Nausea, vomiting, diarrhea (child should remain home for 24hrs after last episode).
- Red, crusty, itchy eyes (conjunctivitis or pink eye is very contagious) The child must be kept at home for 48hrs while being treated with antibiotics and should only return to school if there is no discharge from the eyes.
- A runny nose if there is coloured nasal mucus.
- Can not contain their sneeze or nose, where it is being spread.
- Lice**, please treat with a treatment from the pharmacy or prescribed by your doctor. A full treatment must be completed and NO eggs can still be in the child's hair before a child can return to school. **(Please let the school know as soon as this is discovered).

A parent or a person on the emergency contact list must always be available by phone during the school hours. It is the parent's responsibility to have someone available who can come to the school for emergencies or for a sick child.

Please call if your child has a communicable illness or infection, such as and including; chicken pox, conjunctivitis, pin worms, fifth's disease, mites or head lice so we can exercise additional control methods and notify parents. Your child's identity will be kept confidential.

Emergency Procedure

The teachers will take whatever steps may be necessary to obtain emergency medical care for a child if needed.

Teachers will attempt to contact parents, emergency contacts, child's physician. If no one can be contacted and the emergency requires it, teachers will call an ambulance.

First Aid

First Aid will be administered by a qualified teacher holding a valid first aid certificate. Teachers and aides are required to have up to date first aide.

Medication

The school will not administer any medications to any child in the preschool except if the child requires an Epi-pen for a life saving treatment or an inhaler for an asthma attack. If your child requires an Epi-pen or inhaler parent's must sign a waiver. The Epi-pen or inhaler must have clear instructions and be visible in the classroom at all times the child is present.

Care of a Sick/Injured child

If a child becomes ill or injured teachers will attempt to contact parents or emergency contacts to pick the child up early from school. Until the parents arrive the child will be asked to lie down in an area removed from the other

children. Other children will be redirected to play in an area away from the child so he/she can rest and to ensure the health of other children.

Emergency Evacuation Procedure

The school will conduct routine fire drills so that teachers and children can learn the emergency evacuation procedure.

At the warning signal, Teachers will accompany children to the nearest exit. One teacher will check all areas of the school as another teacher takes attendance. Teachers will have the emergency contact with them in a portable form, including all contact information for the children. Everyone will proceed to the far side of the parking lot. If needed everyone will cross the street to the soccer field. Teachers will contact the fire department, gas company and children's parents.

First Day of School

We will have an orientation time for you and your child to come into the class room and meet the teacher. This will be a shorter visit to the classroom, allowing your child time to see where he/she will be attending. Parent's will stay with their children for this orientation. The teacher may go over any outstanding paper work, school fees, etc. Your date and time will be given to you prior.

Parent/Child Separation

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a similar situation. Be encouraging. Your smile, eyes and body language communicates a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents then the child.

Daily Routine

Children arrive

Play centres open

Circle time- Calendar, weather, music, theme discussed, stories

Movement singing

Clean up

Wash hands

Snack

Quiet reading on carpet

Craft time

Gross motor skills -(ie; go outside, yoga, dance, movement)

Clean-up

Goodbye circle, story time

Get Ready for Home

Times will vary depending on class sizes and themes. This is a basic daily class room routine. Teachers will work with the class to optimize the time. For example; craft some days may come before gross motor time as we will be outside for gross motor time.

School Calendar

We follow the Rocky View School Districts Calendar. All holidays will be observed in accordance with this school year calendar unless otherwise states. School fees reflect days off and holidays and are evenly divided over the 10 month period.

School Closure (Snow Day)

If bad weather forces the Rocky View School District schools in Cochrane to close then the preschool will be closed as well. Please listen to the radio or news if you suspect it maybe a "Snow day". If the temperature is below -40c with windchill typically school will be closed. This policy is to keep our students, the parents and our staff safe. Although this is rare, if Rocky-view School division deems the day to be unsafe for children to be out in the weather we will follow their recommendations. Many times the RCMP have also encouraged families to stay home unless its an absolute necessity. We have had children stranded on poor weather days at school and this is a precaution to hopefully prevent this from occurring. As well we want to keep everyone safe on these bad weather days.

Drop-off /Pick-up

When dropping off your child please help your child hang up their jacket and back pack on their hook, and put on their indoor shoes. Encourage them to use the bathroom if need be. If you need to communicate with the teacher please try to before class starts by calling the school or giving a note, if not please be quick with communication as to not delay class starting. After the drop off time is over the school doors will be locked for security reasons, if you will be late or picking up your child early please let the teachers know ahead of time so they can unlock the doors.

When class is over the door will be unlocked and opened so you know its time to pick up your child. Please be prompt when picking up your child. A child whose parent is late can experience great anxiety and worry's. We do understand emergencies happen, if this is the case please call.

We will charge a \$1.00 a minute for any late pick-ups.

Times-Drop off / Pick up

Class times are laid out at the beginning of the school year and we ask that these times are upheld as best you can. We do understand that things occur and you maybe running late or your child may have an appointment during class times. We ask that this is only occasional and does not occur every class. When children come in late or leave early they will miss activities and disrupts the classroom routine. Due to this we will not be able to accommodate late drop off or early pick-up's on a continuous bases.

Dress

Please label all sweaters, jackets, coats, school bags, backpacks etc. with your child's name. Often a child can have a garment identical to someone else's in the classroom. Dress your child comfortable, practical clothing for painting or playing outdoors. Send your child each day for outside play. Indoor shoes are required, running shoes are preferred, as dress shoes have slick soles, sandals and flip flops are dangerous and inappropriate for active play. Running shoes are best for outside play as well. Please send a second full set of clothing that is labeled for your child incase of a spill or accident.

Children's clothing should uncomplicated so that they can easily use the bathroom themselves.

Potty Policy

If a child has an accident, we will change them into dry clothing. If the accident is a poop accident we may contact parents to come and assist the child in cleaning up. If it is diarrhea the child will need to be picked up from school immediately.

Birthdays

Birthdays are special to children. Every child's birthday is celebrated during the school year. You can bring a special snack to celebrate your child's birthday if you like. Please be aware of allergies if you choose to do this. We ask that cupcakes are not sent in please, as they are very messy and many children will not eat them.

Food Allergies/Sensitivities

We often have snacks brought in for special occasions, class parties etc. If your child has an ALLERGY please let us know what you will allow your child to have. Some students can have dairy on special occasions if they take a lactose pill ahead of time for example. Please communicate with us about your child's food allergy or sensitivity and how we should proceed at those special occasions and parties. When we ask for treats to be brought in we will ask for consideration of allergies and sensitives from parents.

Snack Time

Each day the children have a fun time together around the table as they eat snack. Sack time teaches patience, manners, independence, language development and nutrition. Please involve your child when choosing the snack. Please send healthy snacks for your child. We suggest giving a snack to your child that comes from two of the four food groups. A reusable juice or water container is recommended.

Due to NUT allergies we ask that you read the labels carefully on any item you might be considering. Any products containing nuts or manufactured in a facility that handles nuts products can not be brought in the school.

Some Snack suggestions:

Cheese	Fun Fruits	Pretzels	Ritz
Graham Crackers	Popcorn	Cheeze its	Saltines

Raisins	Fruit	Mini Bagels	Carrots
Rice cakes	Fruit Roll up	Fruit cups	tomatoes
Small Sandwich	Yogurt		

Sharing Time

Teachers will designate a sharing time for each month. You will know ahead of time when your child can bring something to share with their peers. Please do not send any aggressive toys (guns, swords, weapons, etc.) We encourage sharing time to be in relationship with our letters, theme, family life or educational. Please label all items with your child's name before sending it to school.

Discipline Policy

You will have an opportunity to read and sign the school discipline policy in your registration package. Here is a copy of that.

T.L.C. Preschool discipline policy is as follows;

Within every preschool setting appropriate guidelines must be set to ensure the safety and well being of all the children. Our intent at T.L.C. Preschool is to provide a positive approach to discipline. The learning process involves teaching children to resolve their difficulties in a positive manner and develop self-control. We encourage positive and appropriate behaviour in the classroom.

There will be occasions where a child will be having trouble controlling his/her behaviour and will interfere with another child's work or disrupt a group's activity. At this time the teacher will attempt to redirect his/her attention in a firm, kind and flexible manner by offering choices of other activities and/or behaviour. If the child continues to misbehave, a discussion between teacher and child to discuss appropriate behaviours will occur. If the child does not respond positively to the choices offered, the

teacher will separate the child from the other children to a table and chair. The child will remain there until he/she has settled and he/she feels ready to rejoin the group.

If a child has significant problems cooperating with peers or teachers, his/her parents will be contacted and a mutually satisfactory approach will be agreed upon.

It is important to respect children's feelings and to be sensitive to the children's emotional state. Some children may misbehave due to illness, being over tired, or some event at home. We as teachers need to know of any problems arising in your child's life, which will affect your child's performance.

Unacceptable Discipline

Physical punishment is not acceptable and is not allowed to occur in the school. We do not believe in punishing children we believe in discipline. The following are examples of the unacceptable discipline in our school. Hitting, pinching, kicking grabbing a child with intent to harm. Verbal Abuse is also unacceptable. Children will be spoken to with respect.

Field Trips

We will plan field trips through out the school year to place in the community. Parent Volunteers will be needed for most of these field trips. We will let you know ahead of time the days and times we will be having the field trips and how many parent volunteers are needed.

Special Visitors

We encourage parents with special talents such as fire fighters, police officers, doctors, dentists, etc. come and visit our classrooms during the year.

Parent Volunteering

All parents volunteering in the classroom or on field trips require a police security clearance. A volunteer police clearance letter will be given to you at the beginning of the school year.

At T.L.C. Preschool we do not have a mandatory parent volunteer schedule. We have an open door policy and parents are always welcome. We have field trips through out the school year and ask for as many parent 14volunteers as we can get for these off site activities. We have times through out the year where we will ask for help cutting items for craft, sewing items for school, extra help with some major cleaning, assistance in the classroom with students, assistance when staff maybe away and assistance with special projects, and help setting up for school parties through out the year. We appreciate your willingness to help us out.

Smoking

Please note there is no smoking allowed on the school premises. No smoking is allowed in the stair wells or hallway of the building. No smoking will be allowed anywhere the children will be in care, including when children are outside on field trips. Teachers, staff, volunteers can not smoke around the children at anytime.

Day Home Providers/ Nannies

Although many children will be brought to school by a day home provider or a nanny, we ask that all important communication go through the parents. All information regarding your child is to come from a parent, including illness, pick up times or drop off times changing, family information etc. If you give your day home or nanny permission to communicate for you please send a letter in stating this.

TLC Preschool Therapy Team

At TLC Preschool we are strong believers in the importance of early childhood learning. Children learn so much in their first 6 years of life and is a core foundation for future learning years. We want to work with all children with where they are currently at and strengthen their skills in intellectual, social and emotional development. We offer support in the classroom and in home for children needing the extra assistance. Some programs will be offered in small groups and some to the whole class, this will assist all of the children to strengthen their skills. The Alberta Government has offered funding for the early learning years to assist children who are mildly, moderately, or severely delayed in some or all areas of development. Alberta Education understands the importance of the skills learnt in a pre-K environment and is giving the additional support during this critical learning time in a child's life.

The TLC's therapy team will be in the classroom in September observing and screening students. If there is any concerns with your child's development the classroom teacher and /or therapist will be in touch. We will discuss with you at that time different options and supports to strengthen your child's skills. If you have any concerns about your child's development please let us know. This is a huge opportunity to strengthen your child's skills and help them to soar in future years to come. Please speak to the teacher further with any questions about this opportunity.