

## **APPLE SEEDS PRESCHOOL : PARENT HANDBOOK , 2017-2018**

### **Program Statement**

Apple Seeds Preschool seeks to provide a program of superior quality, which, by its very nature, will provide a warm supportive, stimulating, and creative environment for each child. Apple Seeds Preschool clearly reflects our sincere appreciation of the Christian perspective. Christian principles are interwoven through daily routines and are modeled by staff. It is our belief that each child is created by God as a unique individual. The Preschool accommodates the unique learning abilities of each child.

Our program strives to meet the needs and interests of each child through cooperative learning experiences. Apple Seeds Preschool provides an environment where children can learn through play and exploration by learning to ask questions and making choices and thereby achieving successes. Children are taught to show compassion and respect with each other, at home and in their community.

As you walk into the classroom, you will see these words written on the wall "Belonging, Well-Being, Encouragement and Expression." We have taken these valuable characteristics from the document [How Does Learning Happen, 2014](#) and incorporate these important values into the daily routine of our classroom. We are guided by this document as this is Ontario's Pedagogy for the Early Years as a professional learning resource guide for educators to support pedagogy and curriculum/program development in our Preschool program.

Our program provides opportunities for children to learn through child initiated and adult supported experiences. Most importantly, children need to feel cared for and safe in this environment. Communication is considered as being of paramount importance. Home and Preschool collaborate closely together. We are committed to ensure that the provisions set out in the Child Care and Early Years Act, 2015 will strengthen compliance and health and safety in our Preschool classroom.

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This “How Does Learning Happen” document speaks to four foundations that are important for children to grow and develop in order to reach their full potential.

- 1 **Belonging** refers to a sense of connectedness to others, an individual’s experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.
- 2 **Well-being** addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.
- 3 **Engagement** suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.
- 4 **Expression** or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem solving, and mathematical behaviours. Language-rich environments support growing communication skills, which are foundational for literacy.

These four foundations inform the goals for Apple Seeds Preschool.

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#### Program Development:

The program will be regularly evaluated to reflect the changes within the Child Care and Early Years Act, 2015 in Early Childhood Education. Our teachers use an emergent curriculum style that is posted outside the classroom. This is based on the children’s changing interests and skills. A daily progress report is sent home to let you know how your child’s day went; how long they slept, what they had to eat etc.

A monthly newsletter will be sent home to inform you about Preschool news and upcoming events. Throughout the year our Preschool teachers regularly document and observe each child's progress. We receive annual inspections from the Ministry of Education, which are posted, on our Preschool bulletin board. Any serious occurrences that occur in the program are required to be posted for 10 days and you will be notified immediately.

We actively work with our community partners and refer children that require extra support from the following organizations: Public Health, Speech and Language, Children's Mental Health (Open Doors), Early Integration, libraries and other community resources. We value these connections and believe families are better served with integrated services.

### Preschool Staff

All of our Preschool staff have completed CPR and First-Aid training, a vulnerable sector check, have current immunization and have signed off on all our policies and procedures. Every Preschool class has a Registered Early Childhood Educator. There are monthly staff meeting and ongoing required professional development to keep current with our skills and knowledge about Early Childhood Education. There is a supportive environment in relation to continuous professional learning.

### Special Programs

In seeking to provide a quality program for your child, there will be occasional non-denominational stories geared to seasons, holidays and special themes. These programs will include special stories and songs according to the time of the year, such as the Christmas story and the Easter story.

### Parental Involvement

When leaving your child, it is best to do so quickly and as smoothly as possible. For the first few days, feel free to remain in the building (out of sight) for a few minutes until you feel comfortable leaving.

Please keep us informed of any changes which may affect your child. Your comments are of vital importance to improving our program, so please keep us informed.

### Ages of Children

The preschool has licensed facilities to accommodate 16 children aged 2.5 to 5.0 years.

### Days and Hours of Operation

The Preschool provides half day and full day programs from Monday to Friday. Our morning programs operate from 8am to 11:30am or 12:30pm. Our full day program operates from 8am to 5pm.

### Arrival and Pick-Up

Young children depend on regular routines for their own security. It is therefore recommended that you follow our fixed hours to pick up and drop off your child. **When your child arrives, please notify a member of the staff as to his or her presence.** Similarly when picking up your child, enter the building and make certain the staff knows you're leaving. Unless otherwise arranged, children will not be released to any other person than those who are specified on the registration form.

### Parking

Please use the parking lot when dropping off and picking up your child,

### Nutrition

A nutritious morning and afternoon snack and balanced lunch will be provided by our licensed kitchen staff. The food is prepared in our licensed food premise. Children's special dietary needs and allergies will be posted in the cooking and service areas. Weekly menu plans will be posted for the current and the following week to assist in menu planning at home.

### Health and Administration of Drugs

Prescription drugs that are prescribed by a physician will be administered to any child in the Preschool program. A medical form will need to be completed first. This can be found on the school website: [www.calvaryca.com](http://www.calvaryca.com) under the tab "Our School" and "School forms".

Children should stay at home from Preschool if they have the following illnesses: diarrhea, vomiting, impetigo, influenza, measles, meningitis, mumps, pink eye, German measles, strep throat, scarlet fever and whooping cough. Please see [www.healthunit.on.ca](http://www.healthunit.on.ca) for more details.

### **Please keep your child at home if he or she has:**

1. A fever or has had one in the past 24 hours.
2. Stomach or intestinal disturbances.
3. A fresh cold.
4. Respiratory symptoms.
5. A heavy nasal discharge.
6. Possible communicable disease.

## Clothing and Possessions

Your child should be dressed in clothing appropriate for physical activity, the weather and the season. A second set of clothing should be brought to preschool in case of accidents. All clothing should be labeled with your child's name. If your child is being toilet trained please send in enough diapers and wipes.

## Discipline

Children are disciplined in a positive manner at a level that is appropriate to their age in order to promote self-discipline, ensure health, safety and respect for themselves and the rights of others. If your child is not managing, they will be able to have a "time apart" in the classroom to look at a book and take a moment to self regulate.

## Prohibited Practices

The following behaviours by a staff member towards a child are prohibited:

1. Corporal punishment of a child (e.g. spanking, hitting, shaking, biting etc.)
2. Deliberate harsh or degrading measures that would humiliate a child or undermine a child's self respect (e.g. shouting, yelling, sarcasm, put downs, force feeding etc.)
3. Deprivation of a child of basic needs including food, drink, shelter, clothing, toilet use or bedding.
4. Being confined in a locked room or area or physically restraining a child for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used as a last resort and only until the risk of injury is no longer imminent.
5. Locking the exits of the Preschool for the purpose of confining a child
6. Inflicting any bodily harm on children including making children eat or drink against their will.

## **OPERATIONAL PROCEDURES**

### Registration and Fees

**Tuition is to be paid upon registering your child.** There is a non-refundable \$100 deposit that is applied towards the first month's tuition. Our fees are based on full enrollment and have been evenly divided throughout the year. For everyone's convenience, post-dated cheques on the first day of each month (September to June) are requested. There will be a \$10 charge for every NSF cheque and \$25.00 charge for any subsequent NSF cheques. There will also be a \$5.00 late fee for every 15 minutes you are late picking up your child.

### Admission

A visit can be arranged to familiarize you and your child with Preschool. Upon enrolling your child, the Ministry of Health requires you to provide proof of updated immunization or a notarized letter of exemption. A registration package will need to be completed before your child can start Preschool.

### Withdrawals

A three-week written notice is required when you decide to withdraw your child from Preschool. There will be no partial month refunds. All cheques for subsequent full months will be returned. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Please be aware that there may be circumstances, which could result in your child being asked to leave the program, such as aggressive or disruptive behavior or simply not adjusting to the program. We will do everything possible to avoid this from happening by working together with you.

### Volunteers and Students

We do allow volunteers and students to help in the Preschool program throughout the year. They are required to adhere to our volunteer policy, obtain a vulnerable sector check and are not left alone with the children.

### Holiday Closures

The Preschool will be closed on all statutory holidays and one week over Christmas. Written notice of closing will be posted well in advance. Since fees are based on the total number of days your child is present per year, there will be no adjustment for fees for these days.

### Unforeseen Closing/Emergency Closure

Due to circumstances beyond our control (weather, etc.), any closure will be announced on CHRI 99.1 FM radio station and on the school answering machine: 613-283-5089. If there needs to be an emergency closure, you will be notified by using the emergency contact phone numbers you submitted with your child at registration. Our emergency shelter is located at St. James Centennial Hall on 152 Church Street in Franktown.

### Fire Drills

In keeping with local fire regulations, we will be having monthly fire drills. The staff conducts these drills with a whistle. In the event the building needs to be evacuated, arrangements have been made to take the children to St. James Centennial Hall on 152 Church Street in Franktown. At that time, parents will be contacted to pick up their child.

### Parental Concerns

If you have a concern about the Preschool teacher, Supervisor or program and you have tried to resolve your concerns in person, please submit a letter to our school principal, Tom Bourne. You can bring this letter to the school front office. You can expect a response in a timely manner.

Waiting List

A waitlist will be formed when the center reaches full capacity of enrolment on a specific day.

Children will be accepted into the program on a first come first served basis when spots become available. Priority is established by the date of the tour/application and submitted registration package however siblings of children currently enrolled in our program will be given priority status.

In order to have your child added to our waiting list, parent and child must first have a tour of the center to ensure the centre is a 'good fit' for the family. There is no fee to have your child placed on our waiting list.

When a space becomes available, the family at the top of the waitlist, with a child of the required age, will be contacted and invited to accept a child care spot. If the family accepts the offer we move to the next step. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequence unless they request to be removed.

Monthly Fee Schedule:

	1 day	2 days	3 days	4 days	5 days
Full-day 8am to 5pm	\$ 158	\$ 310	\$ 462	\$ 586	\$ 706
Half-day with lunch 8:00am to 12:30pm	\$ 98	\$ 190	\$ 282	\$ 374	\$ 466
Half-day no lunch 8:00am to 11:30am	\$ 74	\$ 142	\$ 210	\$ 278	\$ 346

Daily Schedule:

8:00-8:45	Arrival – Table top activities
8:45-10:00	Learning Centers/Gross Motor in the gym
10:00-10:25	Clean up and Snack
10:25-10:45	Circle Activities as a group
10:45-11:45	Bathroom and Outside play
11:30	Home time for the morning group
12:00 - 12:20	Lunch
12:20 - 1:20	Quiet/ Optional Nap Time
1:20 - 2:20	Quiet wake up activities
2:20 -2:30	Snack
2:30 -3:00	Circle Time
3:00 – 4:00	Bathroom/Outside Time
4:00 – 5:00	Learning Centers
5pm	Preschool Closed