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September 2020 Parent Handout

Dear Children and Parents,

WELCOME TO PLAYSCHOOL!! We hope that everyone had a great summer and is ready to start this school year. We are very excited to have you as part of our school this year.

Attached is a package with all sorts of information about the playschool; what to expect, contact numbers, and more.

Please read the pages and keep this handout for future reference.

Please feel free to contact any of the Teachers, Administrator or Parent Committee members with questions, comments, or concerns that you may have.

Watch your Inbox for exciting information on upcoming events and activities.
And ... have a GREAT year!

Sincerely,

Your Teachers and
Parent Committee Members

CLASSROOM PROCEDURES

The playschool is open from 8:45 a.m. to 11:30 a.m. and then again from 12:15 p.m. to 3:00 p.m. Monday to Thursday except for school holidays.

DROP-OFF

Please park on the street. We do not want vehicles backing out of the driveway when other kids are being dropped off.

Drop off times are:

- 3 year old AM class 8:45
- 4 year old AM class 9:00
- 4 year old PM class 12:30

If the STOP sign on the door is facing the outside, please wait until someone leaves before entering as we can only have 6 parents at a time in the building.

Please have your child sit on one of the smiley faces on the benches to maintain physical distancing between parents as much as possible. Help your child change into their indoor shoes and hang up their jackets and backpacks on the hooks provided. You can take them to the bathroom if needed but you cannot walk them to the classroom this year. You have to say goodbye at the red line.

Janique will sign your child in.

PICK-UP

If the STOP sign on the door is facing the outside, please wait until someone leaves before entering. At the end of the class the children will be brought to the boot room area for dismissal as their parent comes in. Children will stay in the classroom until their parent is here. Make sure you pick up anything that is in their cubby. Again, sit on a smiley face to change into your outdoor shoes. Take your indoor shoes home with you.

Pick up times are:

- 3 year old AM class 11:00
- 4 year old AM class 11:30
- 4 year old PM class 3:00

LATE PICK UP

If you have an emergency and cannot pick up your child on time, please call the school at (403) 901-1700 and explain your situation.

SCHOOL CLOSURES

The Playschool will be closed on all statutory holidays and follows the Golden Hills School Division calendar for seasonal breaks. Exact dates of school closure are published in advance in the calendar and on the bulletin board at school.

In the event of inclement weather, etc., a class may be cancelled at the discretion of the Playschool Parent Committee and Teachers. If this situation does happen, parents will be notified as soon as possible. It is the parent(s) and/or guardian(s) responsibility to ensure that the Playschool has a current daytime telephone number, whether that is for home, caregiver or other alternate. There will be no refund or class rescheduled in these circumstances.

TEACHERS & AVAILABILITY

Lea Ann and Tanya are very approachable and happily available to discuss any questions or concerns you have about your child's development; however, due to time restrictions between classes, we may need to schedule a time for you to meet with your child's teacher. Our teachers will always do their best to make themselves available to you after class or at a different time.

ADMINISTRATOR

Janique Lagacé is responsible for the day-to-day operations, administration, and communications at the playschool. Feel free to contact her with any questions or concerns you may have.

SNACK

You are responsible for providing a nutritious snack and drink for your child each day. Please avoid foods that are commonly found to cause allergies, keep this in mind when planning your snack. NO NUTS or nut products.

PLAYSCHOOL FEATURES

WEBSITE

Please visit our website at www.strathmoreplayschool.ca . The website includes information on programs, registration, payment and contacts.

FACEBOOK

Please "Like" and follow our Facebook page. We will be posting pictures and sharing information throughout the year. <https://www.facebook.com/Strathmore-District-Playschool-132101313534369>

BOOK CLUB

The Playschool is involved with the Scholastic Canada Book Club. Reading with your child every day is one of the most important keys in preparing your child to learn to read. This book club provides a wide selection of reading material that you can enjoy together with your child. The Playschool receives free children's books with your orders. You can order online and the books will be delivered to your house or you can submit your paper orders to Janique. Please note, **only cheques will be accepted, NO CASH**. Please make all cheques payable directly to Scholastic Canada Ltd. You can also pay online.

PHOTOGRAPHS

Student photographs are scheduled for September 23rd and 24th, 2020. Darren will start at 9 in the morning and 12:30 in the afternoon. Individual pictures and Class Photos will be taken by Image Works Photography and will be available for purchase. You need to bring your order from with you on Picture day.

PARENT COMMITTEE MEETINGS

Our playschool is a parent run not-for-profit organization. Input and involvement from our families is vital to our operation. The Parent Committee holds meetings every second month on a Thursday evening at the Playschool or online. All enrolled Playschool Parents are welcome to come and encouraged to attend. Dates will be posted on the bulletin board and reminders will be sent by email. For more information please contact anyone on the Parent Committee.

CASINO

Our last casino ran in October 2017 and went smoothly, despite the snowstorm, thanks to all the parents who volunteered their time. We won't have another one until 2021. Casino funds keep our Playschool operating by

paying our utility bills and part of our teacher's salaries. We don't know yet when we will have our casino because they just reopened, and they have to reschedule a lot of charities. We will definitely need volunteers. We will let you know if it is before the end of this school year.

GOALS AND OBJECTIVES

FOR THE CHILD

1. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
2. To provide appropriate play experiences that contribute to the developmental needs of the child.
3. To provide opportunities for meaningful play based on the child's individual needs, interest, and abilities that will build important foundations for future skills.

FOR THE PARENT

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interest and needs of the pre-kindergarten child.
2. To provide opportunities to grow in the understanding of child development through a planned education program and by working under supervision as a classroom assistant.

FOR THE COMMUNITY

1. To help meet the need of the community for an early childhood education facility.
2. To contribute to the wholesome growth and development of young citizens.
3. To enhance the role of parents as an integral part of the community.
4. To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.

“A SUCCESSFUL PLAYSCHOOL'S GOALS AND OBJECTIVES”

A successful playschool will fulfill several needs that our children have. The children should be able to participate in activities at which they can succeed yet should contain an element of challenge. Through group interaction they should benefit from a developing awareness of other's needs, a respect for the moods, preferences, likes and dislikes of others so that they may learn to play and work together. As well, each child should have the opportunity to pursue his/her own interests, express his/her own feelings and indulge in individual activities. He or she should be presented with a variety of interesting occupations and be taught to choose wisely and to use time in a way that will keep him/her interested and happy. The program should be carried out in a relaxing atmosphere, congenial to the activities and expressions of three and four-year-old children.

The emphasis will be on learning through the child's natural medium which is play. Provision will be made for learning opportunities, utilizing all the senses to reach all children and their favourite mode of learning.

The Teacher is a facilitator of learning and creativity rather than as an instructor. She will, at some time during the school year, draw from outside agencies or individuals to assist her in offering an interesting and varied program.

The main goal and objective of the Strathmore and District Playschool is to provide opportunities for being with

other children in a setting conducive to the development of wholesome social relationships and furtherance of individual development for each child.

We aim at developing confidence and willingness to try rather than having acquisition of a specific set of skills as our goal. We must foster the development of the whole child – social, emotional, mental, and physical – in an atmosphere that provides challenge & rewards.

PROGRAM STRUCTURE

Our daily program will consist of three main parts:

1. Free Play

The actual physical set up may be several centres from which the children may choose one and then move to another as they desire. Suggested centers are: play dough, painting, colouring, toys, blocks, dress up, kitchen, books, puzzles, etc.

2. Teacher Initiated Activities

During these activities, the Teacher will encourage either small groups or all the children to participate at the same time. Some concessions to the individual's mood and preferences will be allowed if that child is engaged in some other meaningful activity. Here the Teacher must use her own discretion. A variety of activities must be offered which spark the interest of the children. Emphasis here will be on encouraging all the children to join in. Examples are carpet time, story time, craft time, etc.

3. Snack Time

This is an opportune time for the children to develop manners ('please' and 'thank-you') and language skills. They may be asked simply to describe what they did yesterday, relate an experience or be encouraged to take part in a discussion, thus learning to express their thoughts and feelings and to listen without interruption to the thoughts and feelings of others.

The length of time devoted to each will be based on the Teacher's plan for the day. On any given day, the structure may vary to accommodate a special activity e.g. music teacher, etc.

PROGRAM CONTENT

Our program will consist of three main parts:

1. Citizenship

The aim is to develop in our children a sense of pride concerning their surroundings both immediate and far reaching. For example, the children could be encouraged and praised for picking up after themselves at home as well as at school. The Teacher and Parents should make a conscious effort to let children accept as much responsibility as they are able. Children might also assist the Teacher in taking out or setting up equipment as well as be encouraged to clean up toys and equipment.

Qualities such as independence, respect for property (their own and others), general courtesy and sharing will be encouraged and rewarded throughout the program and be an integral part of all activities. Children will be encouraged to take off their own coats and hang them up, to say "please" and "thank you" at appropriate times, to take turns with toys and in conversation, etc. Having their work displayed will help to instil respect of their own efforts as well as the efforts of others.

2. Health and Safety

Children will be made aware of their responsibilities for their own health and safety. They will be regularly encouraged to dress for the weather and to wash their hands after using the washroom and before a snack. In addition, lessons could be taught by the Teacher and Parent volunteers in such areas such as street safety, etc.

3. Creativity – Drama / Art / Music / Movement

In the arts, emphasis will be on the process of creating rather than on the final product. Drama and music will be introduced to encourage, stimulate, and challenge the child's creative and artistic expression rather than working towards a performance as the end goal.

DISCIPLINE POLICY

The children are to be directed in their behaviour kindly and calmly by the staff, by using positive reinforcement and guidance and by helping the children handle negative feelings through acceptable outlets.

Children will not be punished for negative and disruptive behaviour but WILL be helped to learn positive behaviour and will always be treated kindly and calmly with an emphasis being placed on the positive attributes of each child.

Limits will be set by all staff members with the children's safety, general welfare, and the protection of the rights of others being their guidelines. These limits will be clearly defined and consistently maintained by all the staff at all times.

The staff will always be calm, speak quietly and manage their own feelings acceptably when encountering difficult situations and will always set a positive example for the children to follow.

It will be the responsibility of each staff member to seek understanding as to why issues are arising and make every effort to remedy that cause or causes.

PUBLIC HEALTH POLICY

1) Parents are responsible for informing teachers of any medications being administered at home in case of a reaction during the day.

2) Allergen medication (Epi-Pen) must be kept with the child while he/she is at the Playschool.

A picture of your child with the name of the specific allergen is to be posted in the classroom on the first day of school. Parents must give authorization to the teacher or assistant to administer medication.

3) Parents are required to keep their child at home if they are displaying any of the following symptoms:

- a) Any fever (38°C or higher especially if the temperature is high or persistent)
- b) Diarrhea/vomiting *within the last 24 hours*
- c) Undiagnosed rash/skin condition, pink eye.
- d) Communicable disease (other than mild respiratory tract infection; cold)
- e) Obviously infected discharge (thick and coloured, especially green or red/brown)
- f) Lethargy and irritability
- g) Persistent pain
- h) Cough (frequent bouts – 3 to 5 times per hour, especially if choking or vomiting)

A receiving staff member who notices any of these symptoms when a child arrives will ask that the child be taken home or to a doctor for a note confirming that the child is healthy and not contagious.

If a child begins displaying any of the above symptoms at the Playschool, the child will be isolated from the other children and the parent or emergency contact will be called to come pick up the child.

4) This year, we ask parents to screen their child for COVID symptoms every day BEFORE coming to school. If you answer YES to any of the questions, we ask that you keep your child at home that day. A copy of the questionnaire has been sent home on the first day of school and can also be found on our website.

POLICIES

Please see the 'Policy Binder' in the office if you would like to read the following 15 policies:

- ▶ Accident or Illness Policy
- ▶ Administrative Records Policy
- ▶ Children's Records Policy
- ▶ Potential Health Risks Policy
- ▶ Discipline Policy
- ▶ Emergency Procedures Policy
- ▶ Health Care Policy
- ▶ Incident Reporting Policy
- ▶ Medication Policy
- ▶ Nutrition Policy
- ▶ Off-Site Activity and Emergency Evacuation Policy
- ▶ Portable Records Policy
- ▶ Smoking Policy
- ▶ Supervised Care for Sick Children Policy
- ▶ Supervision Policy and Practices

FINANCES

1. A non-refundable fee of \$50.00 will be paid upon registration.
2. The Playschool reserves the right to drop an enrolled family for reasons of non-cooperation, delinquency in payment of fees which consists of two (2) consecutive NSF payments or the inability of the child or his/her parent to adjust to the school program as determined by the Parent Committee.
3. There will be a \$25.00 fee on all NSF cheques returned. If the Playschool receives TWO returned cheques from one member/parent, that person will be asked to pay the remaining balance of the year in full or withdraw their child from the program. REMEMBER YOUR POST-DATED CHEQUES and ETRANSFER DATES.
4. The Playschool requires one full month's written notice if your child is being removed from Playschool. If less than 30 days' notice is received, one additional month's payment will be kept in lieu of early withdrawal.

COMMENTS, CONCERNS AND GRIEVANCES

If you have any questions or concerns regarding the Playschool that you are not able to have addressed or resolved by your teacher or administrator, please contact the President, Lindsay Brandon at (403)992-2534 or Lindsay.m.brandon@gmail.com or Caley Deeg, Vice President at 403-934-8718 or caleyjhome@gmail.com to discuss and if necessary, arrange to provide your written comments. Grievances will be addressed by the Parent Committee in writing or may require in person attendance at a Parent Committee meeting and must be part of the agenda.

Please remember that our teachers have an 'open door' policy and everyone involved with the playschool wants to help make it a positive experience for each child. Feel free to talk to any Teacher, Administrator or Parent Committee member at any time.