

Parent Handbook

*Growing Together Pre-school
Précolaire Grandissant Ensemble*

With

Pamela Molnar-Paul ECE

And

Sara Hanson B.A., B.Ed

*Located in École Wilfrid Walker School
2102E Wagman Dr.*

*E-mail: growingtogether@sasktel.net
www.growingtogetherpreschool.com*

*Phone: (306) 352 - GROW
352 - 4769*

Introduction

Bienvenue, to Préscolaire Grandissant Ensemble/Growing Together Pre-school. Both partners in this pre-school, Pam Molnar-Paul and Sara Hanson have several years of early childhood education experience. This parent handbook may seem lengthy and detailed, but our past experience has helped us to learn that communication between home and school is so important. If after reading this parent handbook you have any questions, please do not hesitate to phone or e-mail us and we will answer your questions.

We will be teaching a theme-based curriculum focusing on kindergarten academic, social preparation and incorporating French into the lessons.

The number of students we will enroll will be 64 students in 4 classes of 16. Class numbers may be adjusted at the teacher's discretion.

About Us

Pamela Molnar-Paul Early Childhood Education -- SIAST Regina

Pam is a mother of two children. She has her Early Childhood and has been working with children for over 10 years. She has worked in daycare for many of those years and then received a position as an Educational Assistant with the Montessori School of Regina. She was employed at Montessori for 4 years. Following this she received an Educational Assistant position with the Regina Public School Board for two years. She enjoyed positions at Elsie Mironuck, Dr. Perry and Henry Janzen School. She opened a daycare in her home from 2006-2007.

Sara Hanson Bachelor of Arts --University of Regina
 Bachelor of Education --University of Saskatchewan

Sara is mother of two children. She also has many years of working with children. She worked as a Substitute teacher with the Regina Public School Board from 1998-2000 and then moved on to a career with Saskatchewan Learning. She decided to stay home with her children and run a daycare out of her home from 2004-2007.

We both decided that pre-school was the business for us. It fulfills our dreams of teaching outside our homes and still having the time to spend with our own children. We are so excited about our pre-school!

Registration Information

Registration will be done by contacting the pre-school by phone or e-mail. A registration package will be sent out to families by e-mail or regular mail.

Children who are 3 by December 1st and are potty trained are eligible to attend pre-school. All classes will be 3, 4 and 5 year olds. There will be a maximum of 18 children in each class.

A \$40.00 non-refundable fee is due at the time of registration with monthly tuition paid by post-dated cheques. All cheques need to be made out to **Growing Together Pre-school**.

Class times

Class times will run as follows:

Monday/Wednesday 9:15-11:15
Monday/Wednesday 1:00-3:00

Mon/Wed/Fri 9:15 -11:15

Tuesday/Thursday 9:15-11:15
Tuesday/Thursday 1:00-3:00

Tues/Thur/Fri 9:15 -11:15

Pre-school will run from September to June each year.

Fees

A \$40.00 non-refundable fee **MUST** accompany registration. This fee will include your child's school supplies.

Postdated cheques for each month made out to **Growing Together Pre-school** **MUST** also accompany registration forms. Fees can also be paid for the full year in one lump sum or split in two.

There will be a \$25.00 charge for cheques returned NSF.

Cost per month is as follows:

2 mornings/week \$120.00/month

2 afternoons/week \$120.00/month

2 mornings + Friday AM \$160.00/month

2 afternoons + Friday AM \$160.00/month

4 morning/week \$240.00/month

4 afternoons/week \$240.00/month

4 mornings + Friday AM \$280.00/month

4 afternoons + Friday AM \$280.00/month

Cheques will be dated as follows:

September 1st, 20__

October 1st, 20__

November 1st, 20__

December 1st, 20__

January 1st, 20__

February 1st, 20__

March 1st, 20__

April 1st, 20__

May 1st, 20__

June 1st, 20__

We require one month's notice in writing if you are withdrawing or changing classes. A One-month notice must be given by/on the first of the month. Missed classes will not be made up. You will be required to pay the full month fees if one month's written notice is not given.

Pre-school Philosophy

We will provide a safe, nurturing, child friendly environment where children can learn and grow physically, emotionally, intellectually and socially at their own pace. The self-confidence of children is of great importance. Children learn through play and activities provided will stimulate sensory motor development, language development and social interaction.

Objectives

The main goal of pre-school is to prepare children for kindergarten, by giving them an early school experience. We have chosen to be located within in a school to ease that transition from pre-school to kindergarten. We believe strongly that children learn through play. All teaching will be theme based with a variety of activities and will help your children learn in a fun and positive way.

Communication

Good communication is the key to keeping a good relationship. We always welcome your comments or concerns. We will be available to speak to you when dropping off or picking up your child. Please be aware that these may be hectic times for us and we will do our best to accommodate your needs. If you have a confidential matter to discuss, feel free to call the school or e-mail and we can discuss this matter or arrange a time to meet when there is not a class going on.

You may call the pre-school at any time at (306) 352-4769 or e-mail growingtogether@sasktel.net. Please let us know if your child will be absent from class. We will check our voice mail and e-mails frequently and get back to you as soon as possible. Please be aware that during class times we may not always be able to answer the phone, but we will check the message at the end of class time so we are able to respond to any urgent matter.

We will be emailing out monthly newsletters and calendars at the beginning of each month. Important reminders/updates are sent through e-mail, if you do not have access to e-mail please let us know and we will make sure that we pass along the information to you! Progress reports will be done at parents request for children going into kindergarten.

Daily Schedule

- Group Time/Circle Time
- Learning Centers
- Large Table Time (extension of concept taught at group; cut/paste/trace, coloring, craft, etc.)
- Gym/library
- Snack Time
- Book time
- Wrap up Circle Time

Parent helpers/volunteers

We will not need parent helpers/volunteers on a regular basis. We will need parent helpers for certain activities, field trips and if necessary to substitute for teachers. Any volunteer who helps at school must complete a Police Criminal Record Check before they help at school.

Holidays

We will follow the Regina Public School Board elementary school calendar for all holidays and non-school days. They will be posted on the monthly calendars and we celebrate all seasonal holidays.

Snacks

Children will need to bring a healthy snack daily, 1 or 2 items. We ask that you send a bottle of water with your child each day. No juice please and we are a **Nut Free** school and no nuts or nut products will be allowed into our school. Please inform us of any food allergies your child has and please put your child's name on water bottles, containers etc.

Arriving and Departing

Class starts at 9:15 or 1:00 and ends at 11:15 or 3:00. Please do not bring your children before 9:10 or 12:55. This allows for the children attending regular classes at Wilfrid Walker School to be in the school before the pre-school children arrive. If you arrive before 9:10/12:55 please wait in the front area of the school until we open the classroom doors this keeps from disturbing the classes that are in progress. Pick up will be at the front entrance of the school. We will bring the children down at 11:10/2:55. If by chance you are running late for pickup we ask that you please let us know so we can make last minute arrangements for our own children, appointments etc.

Please do not park in staff parking stalls or in front of the school in the "No Stopping Zones", the city will fine you if you disregard the signs. You can bring your child in the front door of the school, remove outer foot wear and put them on our boot shelf located to the left and proceed down the hall to room 5. When your child arrives, please help them to get settled. This means taking off their outerwear and putting it away and if necessary help him/her to find their name card on the large table and put it on our "Je suis ici" wall, this is to help the children recognize their name and an attendance for the day. They will then need to go to the group area and take out a circle for them to sit on and choose a book to look at. This allows time for the other children to arrive and for the teacher to come to group.

It is normal for children to experience some anxiety when being separated from their parents. This is not a problem, but simply something that some children will go through. We have seen this happen in so many different ways in our experience working with young children. Please try to be brief during drop off times. In our experience the longer you prolong the departure the harder it is. We have found that a routine that remains the same can be what helps the child to settle in.

As mothers of young children who have gone through this, we understand that this can be so difficult. If your child needs you a little longer to help him/her settle, you might tell him/her that you will stay until circle time and/or until they are playing. We are more than willing to work through this with you until you feel comfortable. Never worry about what we are feeling, we have been through this before and we are prepared for these situations.

The most important thing to remember is to be positive with your child. Tell them that school is going to be fun and that you know they can do this. Often something special from home will help your child feel more secure. In our experience, often the child will eventually just leave their special something at home or in their backpack.

Behaviour/Discipline

We believe in preventing problems whenever we can. Although children are kept very busy during our 2 hours together, there is still the potential for problems to arise. If a child is using inappropriate behaviour, we will remind them of what is expected. If their behaviour does not stop, the child will have a “time out” away from the group. A time out is a place where a child can go to deal with how they are feeling. Time outs are self-timed and the child will be welcomed back when they are ready to join the group and behave appropriately. We are sensitive to the needs of all children so there will not be a time out chair etc. The purpose is not to embarrass the child, but to give them the space they need. Time out at Growing Together Pre-school simply means time away from the group in another part of the room.

If a child is violent, having a tantrum or being disrespectful to anyone, they may be removed from the room (with teacher supervision) to be allowed the opportunity to calm down. Once the child has calmed down and we have discussed what has happened, that child will then be guided to rectify the situation. An example of this is to offer a sincere written or verbal apology or some other form of restitution with the other person involved. If unacceptable behaviours continue a discussion with parents will become necessary.

Illness

Your child must be able to participate in the normal pre-school day in order for him/her to be well enough to participate in pre-school. Often our child does not have any of the symptoms listed below, but is just not feeling well and needs the kind of one on one love and attention they can get at home.

It is important that we respect the rights of all other children and families to come to a healthy pre-school environment.

Symptoms requiring a child to stay away from pre-school:

Fever: A child needs to be fever free without the aid of Tylenol/Advil etc.

Diarrhea

Vomiting: Child must stay home for 24 hours after last incident.

Red or Pink eyes: This requires verification from a doctor that condition is not contagious.

Excessive Coughing

Lice: Child may return to school when clear

Chicken Pox: Blisters must be dry with no new blisters for 24 hours.

Fifths Disease: This is not contagious once the rash appears so child may come to school.

Hand and Mouth disease: Please keep child at home until the rash and blisters settle.

Please let us know if your child has any childhood illness such as chicken pox, pink eye, measles, fifths disease, hand and mouth etc. We will inform all parents so they can watch their own children for symptoms.

Outings

We go on at least 2 field trips a school year, we ask for parent volunteers. We take the children outside as much as we can so children must be dressed appropriately for the weather. **Also, please be advised that if the temperature reaches – 45 C with or without the wind chill our policy is to cancel school. An email will be sent by 8:15 AM that day so you are able to make arrangements for your child.**

What to bring

We will provide all crayons, glue and scissors. Every child will be required to carry a backpack to and from school (large enough to hold a library book) that contains a change of clothes in case they get wet during water play etc. a water bottle and snack. Indoor shoes may be left in locker or carried in backpack. Please clearly label all of your child's belongings. Outdoor footwear goes on our boot rack that we have at the front of the school. (Please do not put in your child's lockers)

Please discourage your child from bringing toys from home. Toys from home can cause disagreements and accidents.

“Etoile de la Semaine”

Your child will have an opportunity to be Étoile de la Semaine (star student). We will be using “Sophia the First” and “Paw Patrol” as part of our pre-school program. At the beginning of each week we will have a helper for that week. That child will be the leader in all activities and put up our number on the calendar, a show and tell and bring a nut free snack for his/her class if you so choose. At the end of their 1st helping day your child will take home the special backpack with special items in it. Included will be a doll, DVD and book. The backpack must be returned during the following week so the Étoile de la Semaine scheduled for that week will be able to take our special friends home.

The day your child brings the backpack back to school they will have the opportunity to share their experience with Sophia or Paw Patrol. This fosters self-confidence as your child realizes their ability to talk in front of their peers in a safe and caring environment. Children who are shy or uneasy about this experience will have all the help they need from the teachers.

Birthdays

Your child's birthday is important to us. On your child's birthday (or the school day closest to it) they will be given the royal treatment! We do not provide cake or cupcakes. You are more than welcome to bring a special NUT FREE treat on your child's birthday day. Please let us know if you plan to do this.

Graduation

Graduation will be held in the middle of June each year. Every student will graduate even if they will be returning next year. This will be a special celebration for the children and we will ask that every family bring a food item, this makes it even more special for the children.

Please note that we will make changes to this handbook or registration forms as we need to and will inform you of any changes.