



Discovery Preschool Parent Handbook 2019/2020

Discovery Preschool
Located in Hugh Cairns V.C. School
2621 Cairns Avenue
Saskatoon, SK S7J 1V8

HCVC
Happy Children Vibrant Community

A message from the Discovery Preschool Board

The mission of the Discovery Preschool is to provide a developmentally appropriate, safe and serene environment for children to enrich their own uniqueness. We strive to enhance a child's social, emotional, intellectual, and physical development by means of exploration. We endeavor to create an atmosphere of discovery, curiosity, opportunity, and cheerful stimulation through play, active learning, new experiences, and excursions. Our goal is for a child to love to learn and to be excited about discovering the world around them.

"Curiosity, Explore, Discover"

The Discovery Preschool endeavors to

1. Develop a love of learning for all our children
2. Create a comfortable learning environment where our children can learn and discover
3. Help our children develop a sense of their role in the community
4. Help our children develop a love of nature
5. Help instill confidence in our children so that they will attempt new things
6. Help our children follow routines
7. Develop a sense of exploration in our children
8. Help our children initiate friendships through social interactions

Hello Discovery Preschool Members!

We have compiled a parent handbook to provide all the information needed to prepare your child (and you) for a great year of preschool.

To help the children get adjusted to the preschool environment, we will be staggering their starting dates. This means that only half of the students will be coming to each session during the first week. With a smaller amount of children, it is a little less overwhelming. Regular programming will begin the following week with your child attending on his/her registered days. A schedule with the staggered start dates will be given at our Parent Orientation night.

A Message from our Teacher

Dear Preschool Parents,

My name is Sheila Renauld and I will be starting my fifth year as the teacher with Discovery Preschool. I am excited to start off another new school year.

I am looking forward to being your children's teacher and I have lots of fun and exciting activities planned for the upcoming year. Our activities will be centered around how our little ones learn, through play and exploration. There will be a wide range of opportunities for children to experience and explore new ideas and activities such as creative art, block construction, physical activity, and music. We will put our imaginations to work with all the amazing materials in our class. We will be learning about everyday life events such as health, food, and nature. We will also focus on social interactions with our classmates, older children through our care-partner program, and adults to foster a sense of self, self esteem and enhance language and social skills. I am looking forward to many new adventures both in the school and in the Saskatoon community. We plan on taking many fun and exciting field trips throughout the year. I will keep you informed through monthly newsletters and a calendar of events. Open communication is very important therefore I welcome discussions with you either at preschool or at home. I am looking forward to getting to know you and your children.

Class Times

Preschool will begin on **September 3, 2019** and end **May 29, 2020**.

Class sessions will be 2 hours and 15 minutes. The times are as follows:

Mon/Wed/Fri Mornings (9:15 to 11:30 am)

Tues/Thurs Mornings (9:15 to 11:30 am) or

Tues/Thurs Afternoons (1:00 to 3:15pm)

The preschool classroom will be opened at 9:15am and 1:00pm.

Please wait in the preschool entrance way, near the gymnasium, if you are early. We do not want to disturb other classes that have already started. The teacher will open the classroom door when she is ready to begin class.

At no time should you leave your child unsupervised.

Children must be picked up promptly at dismissal time.

If you are the designated parent helper for the day please enter the classroom with your child at 9:00am or 12:45pm to assist the teacher in preparing the classroom for the day.

Parent Helpers

Once a month, one parent of each child is required to act as a parent helper in the classroom. This is a great opportunity to be part of the class and see your child in the preschool environment.

Parents are responsible for placing their name on the schedule. The schedule will be posted in the classroom by the teacher. If you do not sign up you will be contacted by the teacher and/or your name will be added to the calendar on a day where a helper has not yet been scheduled.

Please sign up at least once per month, children of parent helpers are the class leader for the day.

The duties of the parent helper are as follows:

1. **Arrive with your child at 9:00am or 12:45pm** to talk with the teacher about the plans for the day and acquaint yourself with your duties.
2. Greet the children as they arrive and assist in the process of putting their belongings away, changing shoes, etc.
3. Assist the children in the bathroom as necessary. All children enrolled in the preschool should be fully toilet trained. Ensure that children wash their hands. Children are not to attend the bathroom by themselves. We have a single bathroom especially for preschool and kindergarten children to use. The helper may stand outside the door if the child does not require assistance.

4. Interact with the children at different play centers, follow directions of the teacher, and assist teacher when needed. Help clean up after playtime.
5. Help children wash up before and after snack time. Watch over snack time and wipe down the tables when snack is finished.
6. Help with craft time, and possibly refill craft supplies as needed.
7. Help children prepare for home time and join in closing circle.
8. Have fun and enjoy watching your child in this new and exciting environment.

If you cannot come on your duty day, it is your responsibility to switch with another parent or find a responsible replacement. The preschool requires a \$100 post dated cheque for April 1, 2020. This cheque will be cashed at the Executives discretion ONLY if your family does not meet the once per month helper responsibility or has NOT previously bought out for that month. A \$25.00 buy-out fee per month for any parents who are unable to assist in the classroom will be offered. This fee is due with the monthly tuition at the beginning of each month, and is to be included with the registration package.

Parent Helper's Role in Discipline

Parent helpers may encounter difficult situations in the classroom. Like the teacher, the parent helper's role is to guide the children, showing them how to treat others with respect and reminding them that hitting, pushing and name-calling are not acceptable. Parent helpers can personally deal with conflicts by:

- lowering your voice to sound calm and quiet
- keeping eye contact with the child
- acknowledging the child's feelings
- redirecting the child's attention
- suggesting alternatives and other options
- reminding the child of the rules for appropriate behavior

Arrival and Dismissal

1. Enter Discovery Preschool from the doors on the North Side of Hugh Cairns School (located on MacKenzie Crescent). These doors are the ones closest to the gymnasium.
2. There are boot racks available at the entrance for the preschool children. Please be sure to remove wet or muddy footwear at the entrance and set them on the racks. There will be a basket of indoor shoes at the entrance each morning. It is preschool policy that all children wear shoes. **Please wait outside the gymnasium area before and after class, until the door is opened.** When coming to and from school please encourage your child to be quiet in the hall, as other classrooms will still be in session.
3. The parent/legal guardian or designate responsible for picking up

children from the preschool needs to be there when the class is over. If a child is not picked up or if a parent/legal guardian or designate is more than 15 minutes late the parent/legal guardian will be contacted by one of the members of the preschool Executive to discuss the situation. If this happens more than twice, unfortunately the child will need to be withdrawn from the preschool and fees for that month will be forfeited. We understand that incidents may arise that cause someone to be late however, the Executive reserves the right to discuss any problems with the parent/legal guardian(s) and require the child to withdraw from the preschool as indicated above.

Sign In/Sign Out Procedures

Parents must record the attendance of their children in and out of the preschool. The sign in/out sheets will be located in the classroom. Please mark your initials beside your child's name under the day's date. Do not sign in and out at the same time. Please share any unusual or pertinent information regarding your child's attendance with the teacher before the class starts. If the person picking up the child/children is someone other than a parent/legal guardian the designate should have their name on the **Dismissal Authorization Release** form that the preschool has on file.

There will be a place on the sign in/out sheet where one can make note if someone other than the parent/legal guardian is picking up the child.

Proper Dress

Please ensure that your child is properly dressed for the weather. Children will be going outside for playtime, even during the winter months. Warm boots, mittens, hats and ski pants should be sent to school with your child. We ask parents to encourage children to dress by themselves. Trying to get all the students dressed and undressed can be very difficult without the students doing some of the dressing on their own. However, our teacher and the parent helper will always be there for assistance. This also applies to children learning to put on their shoes at the beginning and end of the day. Indoor shoes with non-slip and non-marking soles are required to be worn at all times at school.

Potty Training Policy

Please ensure that your child is fully potty trained. A child having accidents frequently or wearing pull ups would not be considered potty trained. We do understand that accidents happen, but parents may be called to pick up their children if the teacher or the situation itself deems it necessary.

Snack Policy

We use snack time to provide nutritious snacks in promotion of healthy eating habits and a positive lifestyle for the children. Parents are responsible for providing a healthy snack and water **only** for their child. Two snack items are plenty. Please try and send re-useable snack containers and water containers. Also please refrain from sending chocolate products and Halloween candy. The Hugh Cairns V.C. School wants to remind everyone that it is a **“Nut Alert”** school. Please do not bring nut products to preschool. Also, please remind your child not to share his/her snack with others

Field Trips

The preschool plans on taking 7 fieldtrips (1 per month, excluding September and December). Participation is left to the discretion of the parent/guardian. A parent volunteer list will be posted to facilitate the fieldtrip. We require 1 parent to assist for every 3 children. Siblings may not attend fieldtrips unless a letter is sent home stating otherwise for a particular fieldtrip. There is an authorization form for fieldtrips in the registration package that must be signed before your child is allowed to go on the fieldtrips. Some of the field trips in previous years include: The U of S Geology Building, Home Depot, The Western Development Museum, Kopperud Taekwondo, Serendipity Catering, Pooh Corner, The Mendel Art Gallery, Marian Gymnastics, The Fire Hall, Kinsmen Park, The Forestry Farm/Zoo, Children's Discovery Museum, Champetre County, Wet Paint Pottery, and Chaplin Farms.

Social Functions

The preschool recognizes special events and holidays such as Easter, Christmas, Halloween, Valentine's Day and birthdays. We recognize that children come from diverse backgrounds; therefore we welcome/encourage learning of other traditions/holidays. If you have any ideas or suggestions please discuss with the teacher and perhaps they can be included in a class. A child's participation in the preschool social functions will be left to the discretion of the parent/guardian.

Holidays

All preschool holidays will follow the Hugh Cairns V.C school calendar through the Saskatoon Public School division including PD days. The holiday calendar can be viewed online at www.spsd.sk.ca. Consult our preschool calendar posted in the classroom each month to confirm.

Newsletters

The teacher will provide a monthly newsletter describing the theme(s) and activities taking place in the class that month. All other important information for the month will be included in the newsletter as well. **Please read our monthly newsletters.**

Grievances/Feedback

Parents are asked to put all concerns in writing and submit them. We have a lock box in the classroom marked Executive. We appreciate the opportunity to hear parents concerns. Problems that exist at the school need to be resolved and the sooner we are aware of these concerns the sooner we can begin to help solve them. All Feedback is welcome throughout the school year. Recommendations are considered and whenever possible will be included in the Discovery Preschool plan. If you have any suggestions please let us know.

Medication or Medical Treatment/Medical Emergency

We ask that every effort be taken to administer medications at home. The only medications that may be on a child's person or in their backpack are an epi-pen and asthma inhalers. All other medication will not be administered by the teacher. This includes any medical testing of any kind, including but not limited to, blood sugar testing. For life threatening medical conditions a medical alert form will also need to be filled out and will be posted in the classroom. The teacher will provide these forms.

The teacher will treat and administer First Aid as required, if necessary 911 will be called. The teacher will provide any medical information to the paramedics and then contact the parents/legal guardians or emergency contact person. The teacher will relay hospital information to the parents/legal guardians and make record of the accident/injury.

Illness

Please do not send your child to school if he/she is ill. Any communicable diseases should be reported to the teacher. Parents please do not work in the classroom if you are ill.

Absenteeism

If your child will not be attending class, please call the classroom number. **The preschool phone number is (306) 955-1007.**

School Cancellation

Class cancellation due to weather or other unforeseen circumstances will be determined by the teacher and/or the Executive. Notification of cancellation will be given to parents/legal guardians as soon as possible. The teacher or designate will make every effort to contact parents/legal guardians by phone. There will be no make-up days.

Emergency Evacuation and Fire Drills

During the evacuation the teacher will be responsible for bringing the attendance sheet for that day. St. Martin's Church is designated for emergency relocation in the event that the preschool is evacuated. Fire drills will also be practiced with Hugh Cairns V.C. School several times during the school year.

Fees and Registration

Along with the completed registration package, parents are expected to include 9 post-dated cheques (dated for the 1st day of each month from September 2019 to May 2020). Also a \$25.00 non-refundable registration fee must be included with the current date. The following list is an explanation of fees owing based upon the session your child is registered in.

Mon/Wed/Fri (3 days) - \$75.00/month

Tues/Thurs (2 days) - \$60.00/month

Non-refundable Registration Fee - \$25.00

(Please note that parents of twins or triplets only need to pay one registration fee for both or all three children)

Children with Special Needs

Discovery Preschool does not have the training nor specialized expertise required to support children with additional special needs. Please contact the Executive if you are unsure of whether or not the Preschool would be a suitable choice for your child and the Executive, along with the teacher, will review your situation and advice accordingly.

Fundraising

Discovery Preschool is a non-profit organization. We rely on fundraising to meet the financial needs of the preschool. We pride ourselves in doing as much as we can for our students and our teacher. Fundraising will also greatly assist us

in providing both fun and educational field trips for the children throughout the year. Field trips are a substantial cost to the Preschool.

Each child is expected to raise \$100. Our fundraising committee will keep track of each child's total. If you choose not to participate in fundraising a non-refundable \$100 buyout will be offered. This can be paid in one lump sum due September 1st, 2019 or 2 separate cheques dated September 1st, 2019 for \$50 and January 1st, 2020 for \$50.

In fairness to those who opt for the buyout should you choose to participate in fundraising we will require a \$100.00 post dated cheque for April 1st, 2019 with your registration. Once fundraising obligations have been met your cheque will be returned to you. If obligations are not met the cheques will be cashed and the difference will be returned to you.

NSF Cheques

There will be a **\$10.00 NSF charge for all NSF cheques.**

Upon receipt of an NSF cheque, the treasurer will contact the parent/guardian and request a new cheque be given to the preschool prior to the 1st of the next month.

Upon receipt of a second NSF cheque, the treasurer will contact the parent/guardian and request a certified cheque, cash or money order be given to the preschool prior to the 1st of the next month. The Executive will only allow the child to attend the preschool on the 1st of the next month if payment has been received.

Upon receipt of a third NSF cheque the Executive will no longer allow the child to attend the preschool. A letter will be given to the parent/guardian to this effect.

Withdrawals

Withdrawal of a child prior to the start of the school year will require written notice to the Registrar to be provided on or before August 15th. This will result in all of the post dated cheques being returned with the exception of the registration fee which is non-refundable.

Withdrawal between Aug 16th and August 31st will result in cheques being returned with the exception of the registration fee and the month of September. Withdrawal on or after September 1st, will result in cheques being returned with the exception of the registration fee and September tuition. Withdrawal of a child during the school year will require written notice to the Registrar by the 1st of the month prior to the month of withdrawal in order to receive a refund in tuition.

Example: If you wish to withdraw your child starting March 1st, notification must be received by February 1st in order to receive a refund.

If written notice of withdrawal is not received by the 1st of the previous month the following month's tuition will be forfeited. The remaining post dated cheques will be returned once written notice has been given to the Registrar, with the exception of September. (An e-mail is sufficient written notice).
Discovery Preschool Executive reserves the right to withdraw any child from the preschool for health, discipline or other reasonable cause at any time.

Executive Decisions Regarding Withdrawal

The goal of the Executive and of the teacher is to ensure a happy and safe environment for all children attending the preschool. The Executive reserves the right to require the withdrawal of a child from the preschool if, upon careful review of the situation and after consultation with the teacher and his/her parents/guardian, that the child remaining in the preschool is causing or potentially could cause, any of, but not limited to, the following situations, harm to him/herself, harm to other children, excessive time required to attend his/her particular needs, behavioural issues which cannot be rectified, medical needs which cannot be adequately addressed by the teacher or not being potty-trained as per the above-noted requirements.

Executive Members 2019 - 2020

Director –
Co-Director - Kristin Pollon
Registrar – Dusty Robinson
Fundraising Director – Shoshana Sewell
Treasurer –

We may have vacancies on our Executive for the upcoming school year. Without these positions the Preschool cannot operate to its full potential. This also leaves extra work for those covering other positions. Please consider volunteering for one of the above positions. Our Board generally meets once per month for 1 to 2 hours. The meetings are very informal and a great way to meet others in the community. We do not meet in June or July. Everything is set up and well organized.

We will be having an **Open House on Wednesday, February 12th, 2020 from 6:00 to 7:30pm.** It will be held in the preschool classroom. It will be an informal come and go, meet the teacher (Mrs. Renauld), and the Executive members. All children are welcome. Please use North doors of school located on Mackenzie Crescent. **If you plan to register your child at the Open House please bring cheques.**

Parent Orientation/AGM

Parent Orientation/AGM night will be held on **Wednesday August 28th,2019 at 6:00pm.** The meeting will be in the library at Hugh Cairns V.C. School. We count on full attendance, as this is when all the details of the preschool will be explained including parent helper obligations, fundraising, staggered start schedules and other basic information. As well it is an opportunity to ask questions. Please mark it on your calendar and plan to attend with your day timer or calendar. This orientation is for parents only; we kindly ask that children are left at home (if at all possible).

We have an email address that we can be contacted at:

hcvcdiscoverypreschool@sasktel.net

We also have a website: www.discovery-preschool.com

The Discovery Preschool is an autonomous group, separate from and not affiliated with the Saskatoon Public School Board.

We are very excited about Discovery Preschool and cannot wait to meet all of the new students and their parent/legal guardian(s).

We hope you have a fantastic year.