

Gibbons Preschool Association

Parent Manual



2016-2017

Box 826 Gibbons, AB, T0A 1N0

5115 - 51 Street

2nd Floor of Gibbons Community Cultural Centre

www.gibbonspreschool.com

info@gibbonspreschool.com

GIBBONS PRESCHOOL ASSOCIATION

LOCATION:

5115 - 51 Street
2nd Floor of the Gibbons Community Cultural Centre
Gibbons, AB, T0A 1N0

MAILING ADDRESS:

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Box 826
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DEFINITION OF WHO WE ARE

Our school originated in 1984 through the collective efforts of parents of preschoolers. Being a parent-run organization, parents get a chance to observe the growth and development of their child. In this way, parents have input on what and how their child is learning in these precious and formative years from 3 to 4 years.

PHILOSOPHY & PURPOSE

*The **Gibbons Preschool Association's** primary purpose is to aid in, and contribute to, the development of three and four year old children. This is accomplished by providing opportunities for the child to develop socially, mentally, emotionally and physically in an atmosphere that is interesting, stimulating and fun. We also accept 5 year old children on their non-Kindergarten days.*

The Preschool provides a creative play and learning environment through which each child may develop at their own pace and according to their own capabilities in the following areas:

Emotional - the child learns to accept temporary separation from parents; develops a positive feeling about themselves; becomes a part of a peer group where new friends are made.

Social - the child learns through play and learning alongside other children; is introduced to such concepts as "sharing" and "waiting ones turn" and meets community members (police, dentist, fire department, and librarian).

Physical - the child develops both large and small motor skills by taking part in games and crafts.

Intellectual - the child begins to learn numbers and alphabet along with language and listening skills; learns to think for him/herself; shares ideas with others.

ADMINISTRATION

AGE REQUIREMENT:

Children are to be 3 years old by September 1st. A child may be registered if they will be three years of age within two weeks of the classes commencing in September. If this is not the case, the parent/guardian is to attend all classes with the child until that child has turned three.

REGISTRATION:

Registrations will be accepted throughout the year provided space is available. If classes are full, a waiting list is kept by the President. Registration is complete when fee payment, Registration Form, and Health Form have been submitted.

CLASS SIZE:

There are 2 classes each with a maximum of 16 students. One Teacher and one Roster Parent supervise each class. The number of classes depends upon enrolment.

CLASS SCHEDULE:

Morning Class - Monday, Wednesday and Friday Mornings 9:00am - 11:30am

Afternoon Class - Monday, Wednesday and Friday Afternoons 12:00pm -2:30pm

*Please note that if registration numbers are low, all children will be placed in the Morning Class. Parents/guardians are responsible for their child's transportation to and from school. Children are to be dropped off no more than 5 minutes before class (if you do bring your child earlier than 5 minutes before class, then you must wait with your child) and picked up no later than 15 minutes after class ends. There will be a \$5.00 charge for every fifteen minutes late after that time.

FEES:

There is a \$25 registration fee due at the time of registration. **You have 2 options for monthly fees.**

Option 1: \$100 per month and take a volunteer roster rotation on a date that works in your schedule.

Option 2: \$125 per month and opt out of rostering.

Subsidy is available. Please see the attached information sheet on how to access subsidy.

Fees are payable by cheque or email transfer to info@gibbonspreschool.com - due on the first of each month. Cheques should be made payable to the Gibbons Preschool Association on the first of the month. It is recommended to provide post-dated cheques from September to December and then January to May. A fee of \$15 will be charged for all NSF cheques.

If fees are not submitted by the third class of the month the child will not be able to attend classes until the monthly fee is paid. NO EXCEPTIONS.

The teacher is an employee of the Preschool and cannot receive payments. All monthly dues paid should be given directly to the Treasurer, or left in the Treasurer's Box in a sealed envelope with the parent/guardian and child's name.

Fees for children missing school due to illness or vacation will not be reimbursed for missed days.

Late starters (partial month) may enrol as: \$100 for the month, or \$55 if enrolment occurs after the 15th of the month.

WITHDRAWING YOUR CHILD:

If you choose to withdraw your child from the Preschool, a written letter or email to info@gibbonspreschool.com stating the withdrawal must be given to the President. If no letter is submitted, your child then is still considered to be enrolled in the Preschool and you will be responsible for fees due. There will be no fee refunded for the month of May.

The Executive Committee of the Board will review special circumstances (e.g. three children in one family or foster children). The committee may consider arrangements such as the first two children of one family at full price and the third at a reduced rate.

SCHOOL YEAR:

The Preschool runs from the second week of September until the end of May. We follow the Sturgeon County School Division calendar and are closed for all statutory holidays.

CONSENT & WAIVERS:

At the time of registration you will be asked to sign a consent form allowing your child to participate in field trips and to have their picture taken. You will also be asked to sign a waiver form prior to each field trip. If you require any clarification regarding these two forms, please contact the President.

CHARITABLE STATUS:

The Gibbons Preschool Association is registered Canadian Charity through the Canada Revenue Agency, Government of Canada. Charitable receipts can be issued for donations to the Preschool. Please speak with the President or Treasurer for more information.

INSURANCE:

The Gibbons Preschool Association carries general liability insurance.

LICENSE:

The Gibbons Preschool Association is licensed under the Child and Family Services Authority with the Government of Alberta.

MONTHLY MEETINGS/ANNUAL GENERAL MEETING:

The Board of Directors for the Preschool meet on a monthly basis with all parents/guardians being invited to attend. As a parent/guardian you are encouraged to participate in these meetings to help keep you well informed of the activities of the preschool. These meetings are an excellent opportunity to stay up to date regarding the operation of the preschool and matters that are important to you. The Preschool is a parent co-operative and in order for our school to be successful, parent/guardian input is essential.

An Annual General Meeting will occur in the second quarter (April/May/June) where all parents/guardians, supporters and community members are invited to attend to review the years past events, the Preschool's financial position and to potentially elect the upcoming Board for the next school year. Notification of this meeting will be sent out well in advance of the meeting date.

ATTENDING PRESCHOOL

PRESCHOOL ATTIRE:

We ask that each child keep a pair of shoes at the Preschool that can be worn during class time. As part of our licensing agreement, each student and adult present must wear shoes at all times. White soles or non-marking shoes are preferred.

We also ask that you ensure your child is properly clothed for indoor and outdoor activities. Please dress for the weather conditions, this is especially important for field trips (such as walking from the town library to the local dentist office).

SNACK TIME & SPECIAL EVENTS:

A healthy snack and beverage is to be sent with your child each day for snack time. Some examples would include, fruit, veggies, a sandwich, cheese and crackers, yogurt, along with a juice box or other beverage.

****PLEASE NOTE:** Due to NUT allergies, we ask that your child's snack does not include products that may contain nuts/traces of nuts or nut products. Please read the labels of your chosen snacks carefully, items that say "may contain nuts or nut traces" are also not allowed.

From time to time, the Preschool holds a special event (Halloween Party, Valentine's Party, etc.) where parents/guardians will be asked to contribute to the overall lunch for all of the students. A sign-up sheet will be posted in the entrance way at the Preschool.

WEATHER ALERTS:

The Preschool will be cancelled if the temperature is below -30C or if the temperature and wind chill combined is below -30C. If the Sturgeon County Busses are not running, then the preschool will be closed.

SCHOOL PHONE:

As it currently stands, the Preschool has access to a phone for emergency use only. For example, a parent/guardian is unavoidably delayed and will be late to pick up their child, or a child becomes ill at school. The Teacher's phone number is 780-909-7316. Please do not use this phone number during regular class times unless it is an emergency. You may also contact the Roster Coordinator to advise of an absence. Please note that this may change in the future.

VACCINATIONS:

Currently the Gibbons Preschool Association does not require your child to be vaccinated. However in accordance with our licensing agreement with the Province of Alberta, we are required to know whether or not your child is vaccinated. If there is a possible outbreak of a communicable disease at the Preschool where your child will be at risk, we can notify you immediately so any necessary precautions can be taken.

DISCIPLINE POLICY:

In the event that an unacceptable behaviour occurs, the child will be spoken to respectfully about their behaviour. If they persist after the unacceptable behaviour has been brought to their attention twice, the Teacher will then take aside the child and talk to them one on one. If the child is willing to respond in a positive manner they will re-join the group. At no time will a child be taken out of the class and they will always be facing the group. Under no circumstances are the children to be disciplined by yelling, spanking, or other forms of corporal punishment. Problems with continuous disruption of the class by an individual student will be discussed with the parents of the student as to what action will be taken, (i.e. Referrals to an alternate program or testing by recommended professionals).

MULTICULTURALISM:

If you are interested in sharing an aspect of culture that is important to your family, we would love to hear from you. Please contact the Teacher about scheduling your special ideas.

ROSTERING

You have the option of paying the \$125.00 a month fee to opt out of rostering. Or, you can continue to pay the rate of \$100 a month and roster as required. A Monthly Rostering Schedule will be set by the Roster Coordinator. If you have any special requests for which day you would prefer to roster, please notify the Roster Coordinator and he/she will try to accommodate you. The preschool cannot operate without a roster parent volunteer. Licensing requirements state that a 1:7 ratio of adult/child be maintained. **You may be asked to roster twice per month**, due to different class sizes. Please note that if you miss or fail to cover your required roster shift, you **MAY BE ASKED TO CHANGE TO THE MONTHLY FEE OF \$125 A MONTH TO COVER THE ROSTER. WE WILL NOT CHASE AFTER PEOPLE IN ORDER TO OPERATE.**

If you are unable to roster on your scheduled day, we ask that you first try to trade a shift with another parent from your child's class. If you are unable to trade, then contact an Emergency Roster Parent that are found on the bottom of the Monthly Rostering Schedule.

ROSTERING DUTIES:

- o Arrive approximately 5 minutes before class, this allows for time to be briefed by the teacher as to what activities are planned.
- o Assist with crafts or other activities
- o Wipe tables before and after snack and as needed.
- o Assist when children do clean up. Ensure toys are placed in appropriate places.
- o Ensure children's crafts are in backpacks or mailboxes if they are to take them home.
- o Assist children in getting ready for home time, help with shoes/boots, coats, mitts, etc.
- o Sweep and mop the floor after children have been picked up. Ensure that all sand, dirt and crumbs are all swept up in the entire classroom.
- o Vacuum rugs if required as per Teacher
- o Clean bathroom
- o Take garbage out and replace the bag for next class.

It is important that these responsibilities be completed each class. Plan to stay an extra 15 minutes after children leave to clean up. If supplies are getting low, please let the Teacher know.

Please note: siblings and other children not registered in the Preschool are not allowed to attend school with you when you are rostering.

FUNDRAISING

At the start of the year, a "Wish List" of necessary classroom items will be posted. This is a voluntary program, where you can choose to purchase an item for the classroom or not. The hope is to help decrease the amount of fundraising necessary to operate.

As a non-profit charitable organization, fundraising is key component to the day to day operations of the Preschool, and in order for our efforts to be successful, the full support of all families is needed. The monthly school fees contribute to the salary for the teacher, rent and operating costs, insurance, and utilities. Fundraising provides us with the ability to provide additional activities, new supplies and updating educational toys, as well funding field trips, renting of school buses for outings and admission fees.

We require a post dated cheque dated for December, or the enrolment date (whichever is later) to be written upon enrolment, in the amount of \$250.00. This cheque will NOT be cashed unless you do not participate in fundraising activities. If you do not participate (buying items does not qualify) then the preschool will cash your cheque for \$250.00 in May.

If you do not fundraise:

It is not fair that your child/children get to enjoy all the same activities that cost extra money. Other parents who are contributing end up putting extra effort to cover your volunteer role and funds for your child. It is not the Executive's job and not worth the hassle of chasing folks down for money in May. This is a business with day to day operational costs and you wouldn't expect a free service from any other business in town. If you choose to not write the cheque, then your child will not be able to attend "extra" functions that cost extra money - examples are the Christmas party, field trips, year end party, etc.

EMERGENCIES AND MEDICAL EMERGENCIES

EMERGENCY EVACUATION PROCEDURES:

The Gibbons Preschool Association operates under Licensing Regulations which came into effect July 1, 1978 and requires the implementation of an emergency plan. A fire drill will be conducted once per month.

Evacuation Procedures:

- o Upon discovery of a fire, students will be directed to the appropriate exits.
- o As students leave the building in single file and in an orderly fashion, the Roster parent will take a quick head count.
- o The students will be taken across the street from the school.
- o As the above is being carried out the Teacher will take a check of the classroom and then leave the building with the attendance register and parents/guardians phone numbers.
- o The Teacher will take attendance and confirm the number of students with the roster parent.
- o Parents will then be contacted by cell phone to pick up their children.

Should the class be unable to re-enter the building following a major building emergency and the weather outside is poor, the class will walk to the Gibbons School. It is located at 4908 51 Avenue (across from the Post Office). Parents will then be contacted by cell phone to pick up their children from the school. The Roster Parent and Teacher will stay until all children are picked up.

EMERGENCY MEDICAL PROCEDURES:

- o Make the child as comfortable as possible
- o Depending on the severity of the medical emergency, the teacher will evaluate if 9-1-1 should be contacted for an ambulance.
- o If necessary, an ambulance will be called, then the parent/guardian will be contacted.

ACCIDENT/INCIDENT/SERIOUS ILLNESS POLICY:

- o In case of an accident/serious illness in the classroom: tend to the child's needs, if warranted call 911 for the ambulance, notify parents or guardians. If possible obtain child's personal information from the registration binder to provide to the emergency response.
- o Minor cuts, bruises etc. (depending on severity) administer first aid. For mild cuts or bruises, etc., notify parents/ guardian at the end of class. In the case of a more moderate or severe cut or bruise, contact the parent/ guardian immediately. Administer first aid as much as possible.
- o In the case of a fall, etc., where extent of injury is unknown, call an ambulance immediately, and then contact a parent/guardian.
- o Child must be under supervision until parent/guardian arrives.

COMMUNICABLE DISEASE POLICY:

- o The local health unit must be advised by staff of all suspected communicable diseases (scarlet fever, lice).
- o A form must be filled out for all the above incidents and filed in the preschools documents
- o Please notify the teacher if your child has been in contact with, or has lice, or a communicable disease (red measles, scarlet fever, mumps, chicken pox, etc.). The teacher is required to report this to the local health unit. All parents will be notified of this as well.

MEDICATION POLICY:

- o Prescribed medicine shall be in the original container and labelled showing the name of the physician, child's name, and date of issue, instructions and time period between dosages.
- o The medicine record shall be signed by the parent/guardian and is to include:
 1. Date
 2. Full name of child
 3. Date and time medication is to be administered
 4. Amount of medication to be administered
 5. Date and time the medication was ACTUALLY administered
 6. Name and amount of the medication administered
 7. Signature of the Teacher administering the medication

- o The administration of any medication not authorized by the parent/guardian is prohibited. This includes patent drugs (Tylenol, cough syrup).
- o All medications must be locked up.
- o Medications for emergency situations shall be stored inaccessible to children, but do not need to be locked. (Epipen, Acupen, Adrenalin Based medication (Anaphylactic kit).
- o The preschool strongly suggests that medication be given prior to or after school, unless absolutely necessary.

ILLNESS AT SCHOOL POLICY:

Should a child become ill while at school, the Teacher will be responsible for contacting the parent/guardian or the alternate contact individual. The teacher will explain the symptoms and the parent will be asked to come and pick up their child as soon as possible.

The roster parent will make the child comfortable and cover them with a blanket until a parent/guardian arrives.

Please do not bring a sick child to school. Germs spread quickly to other children through coughing, sneezing and running noses. All of the children play with the same toys and share germs. For the health of your child and all the children in class; we ask that you exercise good judgement in deciding if your child should attend class. If a child has been brought to school ill, the parent/guardian will be asked to take the child home again.

If the child is sick on the day you are rostering, please arrange for another parent to roster for you. If you know your emergency contact person is unavailable, please leave alternate names and numbers of another person with the teacher.

REPORTS:

The teacher must make a written report on any accident/incidents that occur. The President and/or Vice president) will be notified after any incident/accident.

Keep this Parent's Manual handy and review it periodically. Please remember that this is YOUR Preschool, and we need everyone's cooperation, input, ideas and volunteer effort to provide the best possible facility for our children.