



**L'École Des Petits
Playschool
4904-50 Avenue
Beaumont, Alberta**

**Parent Handbook
2016-2017**

Playschool Phone: (780) 929-5445

**Please refrain from calling during class times unless it is an emergency.
Thank You!**

WELCOME TO L'ECOLE DES PETITS

L'Ecole des Petits Playschool is an established non-profit organization providing introductory French through play since 1981. L'École des Petits meets the needs of socializing by allowing children in the community to meet, play and learn together in a French immersion environment.

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PHILOSOPHY

L'École des Petits strives to provide a dynamic learning environment in which children will be exposed to the French language. The playschool allows the children to interact with their peers and helps them develop skills needed for entering school. L'École des Petits works in partnership with the parents to enhance a child's growth and development socially, physically, intellectually, creatively and emotionally. The interaction between teachers, classmates, parents and others in the community plays an important role in a child's development. Children will learn to:

1. Cooperate and share with others.
2. Respect the rights and property of others.
3. Accept direction from adults other than their parents.
4. Express their creativity in a socially acceptable manner.

PURPOSE

L'École des Petits is a non-profit organization providing introductory French through play.

LICENSING REQUIREMENTS

The playschool is licensed for a maximum of:

- 18 children per 3 day class with a ratio of teacher to student 1:12
- 16 children per 2 day class with a ratio of teacher to student 1:12

HOURS OF OPERATION

2 DAY PROGRAM	Tuesday and Thursday	9:00 to 11:00 OR 12:30 to 2:30
3 DAY PROGRAM	Monday, Wednesday and Friday	9:00 to 11:30 OR 12:30 to 3:00

STUDENT ELIGIBILITY

2 DAY PROGRAM

Children must be three years of age by the first day of classes and potty trained, with the following exception:

A maximum of 3 spots per class will be available to children who turn three years of age after the first day of classes and before December 31st of the current year.

3 DAY PROGRAM

Children must be four years of age by December 31st of the current school year and potty trained.

FEE STRUCTURE

Registration Fee:

\$125.00* (non-refundable). You will receive a \$20 refund if you attend the Annual General Meeting (time/date to be announced) and \$50 of Registration Fee will be applied toward the last month's fees.

Monthly Fees:

\$110.00* per month for the 2-day program (4 hours per week)

\$145.00* per month for the 3-day program (7.5 hours per week)

All monthly fee cheques are to be post-dated for the 1st of the month. All cheques must be provided before the start of the school year at the “Parent Sign-Up and Orientation Night”. We do not offer a reduction or rebate fees for temporary absences or holidays.

Fees must be in good standing every month for child to attend classes

*Fees are subject to change upon Executive Board approval.

Mandatory fundraiser is a box of chocolates which are to be paid for and given to each family at Parent Orientation night.

RETURNED CHEQUES

NSF cheques will be assessed a \$20.00 fee plus the original amount of the cheque.

CASINO YEAR

On casino years (occurs every 3 years), a mandatory sign up of 20 parents is required on Parent Orientation night.

SUBSIDY PROGRAM

L'École des Petits has been approved to participate in the Stay at Home Parent Subsidy Program. The Childcare Subsidy Program helps eligible low and middle income parents of preschool children with the cost of childcare. Parents can find more information on the program and complete an application online at www.child.gov.ab.ca/childcaresubsidy. Once applications are assessed, both the parents and L'École des Petits are notified of the results.

Please note: L'École des Petits requires the post dated cheques for monthly fees until the school is notified of an approval status from Children's Services with regards to the Subsidy Program. The school also requires the cheques to be held in trust listed with Other Fees.

WITHDRAWAL FROM THE PLAYSCHOOL

One month's written notice is required when withdrawing your child from the playschool.

EXPECTATIONS AND RESPONSIBILITIES OF PARENTS

- 1) Meet and communicate with your Teacher or President. They will be your contacts for any of your concerns.
- 2) Keep informed of what is happening at the playschool by reading the monthly newsletters, Facebook page and posted notices. The minutes from the Executive monthly meetings are posted along with the newsletter and any notices on the Parent Board (on the east wall of the front entry of the playschool and on our website).
- 3) Take home your child's crafts and creations each day. Discuss with your child any craft or art project they have made. Your child will love to hear some favorable comments on their masterpieces.
- 4) Be prepared for occasional field trips. Parents will be asked for written permission for their child to attend field trips. Your assistance may be required.

- 5) You are welcome to attend and are encouraged to participate in the playschool's monthly Executive meetings. Please use this time to suggest improvements regarding the program.
- 6) Be prepared to participate in fundraising events to help defray costs. Be willing to volunteer your time.
- 7) **Please be prompt** when dropping off and picking up your child at the playschool. Due to the short time frame between classes we ask that visiting be done outside.

***Parent involvement is an integral part of the success of this program!!**

TEACHER'S DAILY ROUTINE

A day at L'École des Petits playschool incorporates all aspects of child development through programming and the use of themes and various play centres. The Teacher's program adapts to the needs and abilities of the children in each class. A typical day in the classroom involves:

- Free play in theme-related centres
- Circle time which may include calendar, show and tell, stories, song and dance, introduction of French vocabulary (such as colours, shapes, numbers, and the alphabet)
- Development of structured routines such as raising hands, taking attendance, lining up, hand washing, snack time
- Craft time or other structured learning activities

L'École des Petits incorporates a number of themes and special events, which may include seasonal themes such as Halloween, Christmas and Easter, as well as other themes that children may find interesting, such as Dinosaurs, Community Awareness, Fire Safety and many others. Many field trips are planned in relation to the themes so that children may extend their learning to a new environment.

LEARNING OBJECTIVES

	2 Day	3 Day
1) Fine & Gross Motor Skills: scissors grip, pencil/crayon grip, lacing and play dough.	*	*
2) Printing Skills: Learning to make straight and diagonal lines, circles, proper writing technique- top to bottom, left to right, learning to print their name using uppercase letters.		*
3) Printing Skills: Learning to write letters of alphabet in uppercase letters.		*
4) Math Skills: Counting orally numbers 1-10 in French and English.	*	
5) Math Skills: Counting orally numbers 1-30 in French and English, identifying and writing numbers 1-10.		*
6) Identifying Shapes: Identifying shapes orally (circle, square, rectangle, a triangle) in French and English.	*	*
7) Developing Sorting and Classifying Skills: Introduction to weather concepts.	*	

8) Developing Sorting and Classifying Skills: Calendar (days of the week a months), weather.		*
9) Experimentation with Craft Centers: cutting, pasting, tracing, stamping and painting.	*	*
10) Other Skills: introduction to letters of the alphabet orally in French and English, developing French vocabulary through song, reading during circle time, listening skills by audio/teacher	*	*

* Parent/Teacher interviews are not conducted. If you have any **concerns or questions** regarding your child's progress the Teacher is always willing to discuss this with you.

CLASSROOM DISCIPLINE POLICY

Programming at L'École des Petits offers the children a stimulating and creative environment in which to interact with other children. This type of environment minimizes behaviour problems. Should an unacceptable behaviour occur, the following guidance strategies will be used:

- 1) Gain child's attention in a respectful way.
- 2) Use proximity and touch - teacher will move closer to child.
- 3) Acknowledge child's feelings then clarify and reinforce limits.
- 4) Model problem solving skills.
- 5) Offer appropriate choices.
- 6) Use natural and logical consequences.
- 7) Redirect if the above strategies are ineffective.
- 8) Provide an opportunity for child to make amends.

These guidance strategies are in place to assist children in developing self-control, self confidence and sensitivity in their interactions with others. If there is a major discipline problem, such as a repeated misbehaviour and the issue remains unresolved after the above steps have been taken, the school's discipline policy goes into effect.

L'ECOLE DES PETITS DISCIPLINE POLICY

- 1) The teacher will confidentially inform the parents that the behaviour is occurring and methods of dealing with the behaviour will be discussed. This discussion will be documented.
- 2) In extreme cases, a parent may be notified and the child sent home.
- 3) If the behaviour continues with no improvement and if it is disrupting the class, the teacher will make recommendations to the executive to have the child withdrawn from the playschool.

IDEAS FOR NUTRITIONAL SNACKS:

Snack time at the playschool is used to teach about food groups and nutrition. Junk food and treats have no place in the program. Please help the teacher meet nutrition goals by providing a healthy, well balanced snack for your child(ren). Please do not send a drink, as water will be provided. Below are some ideas of what to bring for snack. Be creative and have fun with it.

Snack ideas:

<u>Fruits & Vegetables</u>	<u>Dairy</u>
<ul style="list-style-type: none"> • Raw vegetables with dip • Fresh fruit • Dried fruit 	<ul style="list-style-type: none"> • Cheese • Cream cheese • Cottage cheese • Yogurt

Grains <ul style="list-style-type: none"> • Bread • Bagels • Crackers • Cereal • Muffins 	Proteins <ul style="list-style-type: none"> • Cold meats • Sausage • Hard boiled eggs
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Parties may be planned for special occasions for both 2 day and 3 day classes and parents may be asked to contribute snacks for the party. All party food must be prepared at the playschool and must be sealed in the original package when brought to the school. Remember that any item containing **NUTS, PEANUTS, and 'may contain traces of'** are **"NOT"** allowed. Review your class list for any **ALLERGIES** in your class. Cutlery, plates, bowls, cups, serving trays are available at the school.

DRESSING YOUR CHILD FOR PLAYSCHOOL

- 1) Provide your child with a change of clothes (to be left at the school), indoor shoes, and a school bag to bring home their latest creations and notes. All belongings must be clearly marked with your child's name. **Shoes** should be rubber soled for safety reasons.
- 2) Dress your child appropriately for play every day. When outdoor activities are planned please dress them for the weather conditions.
- 3) Please provide sunscreen and hats in the warmer months.

SAFETY DRILLS

Fire drills occur every 4-6 weeks. In case of an emergency in which we are forced to vacate the building, the children will be taken to the Beaumont Animal Clinic @ 4814-50th avenue. The phone number is 780-929-6107.

Roles and Responsibilities in a Fire Drill are as follows:

- | | |
|------------------|--|
| Parent: | <ol style="list-style-type: none"> 1. Open and close exit doors 2. Guide children |
| Teacher: | <ol style="list-style-type: none"> 1. Collect the name file 2. Guide and accompany children 3. Do role call 4. Reassure children |
| Children: | <ol style="list-style-type: none"> 1. Follow the teacher's directions 2. Remain quiet 3. Line-up immediately 4. Follow the teacher out of the playschool |

ADMINISTRATIVE INFORMATION

The playschool is a non-profit organization operating under the auspices of The Beaumont Society of L'École des Petits.

The executive board is responsible for the affairs of the playschool and will be elected at the time of the Annual General Meeting in the Spring. The volunteer Playschool Executive has full control and management of L'École des Petits and shall set policy and guide the operation of the school. The executive serves in an advisory/consultative capacity to the teachers and is accountable to the Membership, the parents. The guidelines, program decisions, and policies may be made by a majority vote of the executive at an executive meeting. Parents will be informed of any changes through written notice.

Any proposed bylaw changes will be presented to the members and held for vote at the Annual General Meeting.

CORE EXECUTIVE POSITIONS

President – Katie Forre
Vice-President - Niki Dionne-Nielsen
Treasurer – Patricia Roepel
Secretary – Theresa Robinson
Registrar – Erin McCall
Newsletter/Website – Zinnie Breitkreutz

PROTOCOL FOR HANDLING ISSUES OR CONCERNS

We want your playschool experience to be a happy one for both your child and your family. If you have concerns or issues regarding your child, the teachers, or the program, please bring them up for discussion by following the outlined protocol:

1. Make an appointment to meet with the teachers outside of class time. This will allow teachers to devote their attention to the discussion of the issue or concern. Express issues or concerns respectfully while keeping confidentiality in mind. The teachers may be able to provide another viewpoint to a situation. Remember, they are the ‘expert’ in child development and the playschool environment.
2. If things are unable to be resolved between parent and teachers, please contact the President for assistance. A meeting may be necessary to help generate strategies and solutions. The President will help mediate the problem solving process.
3. If the problem is still unable to be solved, the President will need to take the situation to an executive meeting for resolution. Both parent and teachers will be informed before this action is taken.

This protocol is in place to help maintain a positive and respectful environment in our program. We also want to ensure the confidentiality of the children and their families is maintained at all times.

BYLAWS

1. Monthly meetings will be held for the Executive. The sub-committee members and all other interested parents are welcome to attend. General meetings will be held as necessary. No meeting will be held unless a quorum is present (half of the Core Executive).

2. 2 DAY PROGRAM

Children must be three years of age by the first day of classes and potty trained, with the following exception:

A maximum of 3 spots per class will be available to children who turn three years of age after the first day of classes and before December 31st of the current year.

3 DAY PROGRAM

Children must be four years of age by December 31st of the current school year and potty trained.

4. Due to L'École des Petits' insurance policy restrictions all parents who wish to volunteer in the classroom must obtain and turn in a criminal record check at the Parent Sign-Up and Orientation Night or the first day of the Playschool current year, whichever comes first. The criminal record check will be honored for a period of two years.

5. Children must be accompanied to and from playschool by an adult. Car pools and babysitting pools can be arranged among parents. It is the parents' responsibility to provide instructions, in writing, as to who is allowed to pick-up the child. Be sure the teacher is aware if your child is in a car pool.
6. If your child will not be attending the playschool anymore you must to give the playschool one month's written notice prior to the date and all fees will be returned to you for the remaining school year.
7. Three people on the CORE EXECUTIVE will have signing authority for the playschool. Preferably the President, Vice-President, and Treasurer.
8. The playschool will be open **fifteen minutes** before class commences. Please do not drop off your child earlier than this. If the Teacher, or Teachers assistant are not there when you come to drop off your child, remain with your child until they have arrived.
9. The playschool is licensed for the defined adult to child ratio 1:12. Any children over that amount could result in the loss of our license. **Please do not bring extra siblings or children with you when you are Parent Helper.** An exception may be made for special parties provided extra parents are present. Please confirm arrangements with the Teacher.
10. Class times: 2 DAY PROGRAM 9:00-11:00am AND 12:30-2:30pm and the 3 DAY PROGRAM 9:00-11:30am AND 12:30-3:00pm. Please pick-up your child promptly after the class is finished. If the child is not picked up within 5 minutes of the end of class, the parent will be fined one dollar for every minute the teacher is left to supervise your child. This fee is due before your child attends their next class and is payable to the Teacher.
11. Days of operation are approximately mid-September until mid-June (dates to be confirmed). The playschool follows the Black Gold Calendar. There may be make-up days added to the end of the term for days missed due to extenuating circumstances (i.e. Relocation, weather).
12. Children that are sick or have communicable diseases should NOT attend playschool on the days of their illness and playschool should be notified. Please use common sense and be considerate of the health of the other children.
13. Each parent is responsible for providing a nutritious snack for their child. Parents are asked **NOT** to send treats as a snack for their child or for their class. The school will purchase cupcakes on the last school day of the month to celebrate all birthdays occurring in that month. .
14. L'École des Petits is a peanut/nut free playschool. Please take into consideration of any other food allergies that the children in your child's class may have.
15. On special occasion, party days may be held. Parents may be asked to contribute snacks for the party days. All party food must be clearly labelled with ingredients in case of allergies.
16. L'École des Petits will be closed if the weather is forecasted to be -35 C before the wind chill is factored in. A teacher will be at the school for one half hour at the start of each class to make sure that no student and/or parent arrives. It is solely the Teacher's responsibility to check the weather and contact the Communications Coordinator who will then, along with the Teacher, to manually PHONE all parents in their respective classes. If the school is closed for more than 2 class days, any reimbursement to parents will be at the discretion of the Executive Board.
16. An evaluation will be handed out to each parent every year in the spring. This is used to help improve the program, and allows parents to voice their feedback.
17. One mandatory fundraiser (a box of chocolates) will be given to each family at the beginning of the school year and must be paid for a Parent Orientation night. Optional fundraisers will be held throughout the year.

18. Any amendments to the bylaws must be presented at the Annual General Meeting and voted on by all in attendance.

We, the Executive would like to thank you, the parent, for your interest and your support.

A cooperative playschool thrives with the work of the parents!

Remember—if you have fun, your child will have fun!

Have a Great Year!