



Westview Education Society

Rise and Shine Preschool

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PARENT HANDBOOK 2019/2020

Statement of Philosophy

We believe in God who reveals Himself through His only Son, Jesus Christ, and who gives us wisdom for sound living in His word, the Bible.

The Westview Education Society operates a Christian Preschool (**Rise and Shine Preschool**); open to all who share our desire for a high quality, early childhood, Christian education. We endeavor to nurture the growth of the whole child including spiritual, physical, social and emotional parameters.

While the nurturing and development of the child is primarily the concern and responsibility of parents, we as the Westview Education Society (WES) also believe we have a responsibility to serve and teach. Therefore, as parents, teachers and the leadership of WES, we endeavor to do this cooperatively for the sake of our children and as a service to the families of our community.

We believe that young children learn about God, themselves, and others and about the world they live in through God's Word and by interaction with people and things in the world God has created.

Mission Statement

Rise and Shine Preschool is committed to the enhancement of the whole child. It is our goal for each child to develop and demonstrate achievement in his/her spiritual, intellectual, physical, social, emotional and creative development.

General Policy Statement

The Westview Education Society under the management of the WES Board operates Rise and Shine Preschool. The management of the Board is by the Chair whose contact information is available in the church office at 403-239-1114.

The staff of the Rise and Shine Preschool must be committed Christians with a passion for teaching preschool age children. They must be in agreement with the Statement of Faith for the Westview

Education Society; the mission set forth by the WES Rise and Shine Preschool, and meets the qualifications set by the Province of Alberta.

Rise and Shine Preschool is self-supporting in regard to paying for staff salaries and all program supplies.

WES has a contractual arrangement with the Westview Baptist Church Society for providing and maintaining suitable facilities for Rise and Shine Preschool including utilities and maintenance services.

Rise and Shine Preschool will strive for excellence in training and equipping the staff and providing equipment, materials and support.

Admission

Rise and Shine Preschool is open to all children who wish to attend and whom we can accommodate. Enrollment numbers are limited to provide greater care and attention for each child and to conform to Alberta Government regulations.

Children will be considered for admission based on:

- their enrollment in the previous year
- any enrolled siblings or previously enrolled siblings
- first come – first served and a waiting list to be maintained.

Students may register in our ages 3 and 4 year old morning classes. Children must be 4 years old by December 31st to enroll in our 4-year-old program and they should be 3 years old by November 1st to enter the 3-year-old program.

It is expected that each student will be toilet trained by the time they enter class, however we understand that 3 and 4 year olds are still in the process of being fully toilet trained and should have a change of clothing in their backpack.

Registration

At the time of registration participants must submit an \$80.00 (\$70 for returning alumni) non-refundable registration fee plus a non-refundable tuition fee to cover the last month of Preschool. Post-dated cheques for the school year are required upon registration. Cheques should be dated September 1 to May 1 and made payable to Westview Education Society. If your child is receiving services from an outside agency or if your child may require access to services such as speech, occupational therapy or PUFF funding, please call the office prior to registration. We limit the number of children being serviced in each classroom.

Tuition

Westview Education Society operates as a self-supporting and educational non-profit agency that is funded primarily by tuition receipts.

Tuition fees are determined by a per pupil cost. For the term September to June, tuition for each child is:

- 3 yr AM - \$160 per month for 2 classes per week
- 4 yr AM - \$195 per month for 3 classes per week

Fees are not adjusted for non-attendance. **Any and all N.S.F. cheques will result in a \$45.00 penalty fee.**

An Alberta Government Child Care Subsidy is available to eligible parents who are working or going to school and have a preschool child enrolled in a licensed day care or preschool program. For more information, visit humanservices.alberta.ca/financial-support/15104.html or call 1-877-644-999. You must open the website using FireFox.

Withdrawal

Thirty days written notice to Westview Education Society Preschool is required when withdrawing your child from the program in order to get full refund of tuition fees for the remaining months. Rise and Shine Preschool fees are based on capacity enrolment. Please submit withdrawal plans to the Administrative Secretary in the church office. Full tuition fees apply for the one-month withdrawal period. There will be no refunds after May 1 of the current school year.

Program

Rise and Shine Preschool provides two classes for students:

- **3 year olds (classes Tuesday and Thursday mornings)**
- **4 year olds (classes Monday, Wednesday and Friday mornings)**

All classes are from: 9:00 – 11:15 am. **If you are late picking up your child, a late fee may be charged.** Please contact the main office if you have questions. The school year is from September to June inclusive. Start and end dates are determined yearly. Notice will be sent to parents of these dates.

Holidays

All statutory and some Calgary Public school holidays will be observed (including Teacher's Convention). A calendar of dates is provided. If public schools are closed due to weather conditions, our Preschool will also be closed (see Cold Weather Policy). There will also be 7 days of closure for teacher organization days that will be included in the calendar.

Cold Weather Policy

There may be occasions when the roads are extremely dangerous with ice and snow or the temperatures are severely cold and travel could be deemed as unwise for families with young children. At such time the teacher has the authority to decide to cancel classes for that day. In such cases the families will be notified

immediately by phone or email and no students will be accepted into class that day.

Privacy Policy

Rise and Shine Preschool is dedicated to protecting the privacy and safeguarding the personal information of its members and others. This Privacy Policy applies to all the activities and undertakings of the Society and Preschool. Information collected by the Preschool will be used by the school personnel requiring the information for such purposes as administrative or program planning. Questions about this policy can be directed to the Administrative Secretary at 403-239-1114.

Activities

Our students learn through play. We teach the love of Jesus through Bible stories, songs, rhythms and more. Rise and Shine students participate in a variety of creative activities planned around specific themes that are enhanced by Christian concepts.

Our students explore through creative play experiences: i.e. sand and water, playing with puppets, games, looking at books, building with blocks, painting pictures etc. Group activities include: physical activities, games, discussion, singing and drama and listening to age-appropriate stories. Christian songs, stories and poems will be included in the daily routines as they fit into the themes. The class will say a prayer of thanks before each snack time. Children's questions about God will be answered in a manner they can understand. Christmas and Easter will be celebrated around God's immense love for all of us shown by His birth and resurrection.

Outdoor Activities

Weather permitting, the children and teachers may go outside during class time to play games on the grass in front of Westview Baptist Church's property. Please ensure your child is prepared by providing appropriate outdoor clothing and footwear.

Fieldtrips

For insurance reasons Rise and Shine Preschool does not plan any field trips for students off of Westview Baptist Church's property.

Clothing

It is preferable that children wear durable, washable play clothes at preschool. Aprons are provided for painting and water play but accidents happen. Please provide a change of clothes and a plastic bag for wet or soiled clothes.

Children are required by health and safety regulations to wear clean running shoes or non-slip slippers indoors. Please provide your child with a pair of indoor shoes, which come to class with them each day in their backpack.

Please label all clothing that may be taken off and ensure that appropriate outdoor clothing is worn.

Toileting

It is expected that each student will be toilet trained by the time they enter our program, however we understand that 3 and 4 year olds are still in the process of being fully toilet trained and should have a change of clothing available in their backpack. Appropriate supervision is given to children using the bathroom. Teachers cannot change diapers or pull-ups that are soiled, so parents will be contacted if necessary. Accidents that happen on a regular basis will be discussed between teacher and parents.

Snacks

Please provide a nutritious snack with a small juice box or water for your child. The snack should contain one or more of the four food groups. These four groups are vegetable & fruits, grains, milk & alternatives and meat & alternatives. Ensure that the snack is sent in an appropriate container or bag which is clearly labeled and that can be easily opened by your child. Please do not send gum or candy.

Caution:

To help reduce the risk of choking, some foods must be modified for children under four years of age. For example, cut grapes lengthwise, shred or chop hard vegetable pieces, remove pit from cherries.

Please DO NOT send any peanut butter or products containing nuts of any kind. Please read labels and avoid labels that say “may contain traces of nuts” and look for the “peanut free” symbol on packages.

Arrival

Rise and Shine Preschool is located on the second floor of Westview Baptist Church. Please enter through the main front doors.

An adult must bring each child into the building. Please try to arrive no earlier than ten minutes before class time. The classroom door will remain closed until school starts.

Please do not leave your children alone in the building or allow them to run in the halls. No supervision is available for them until class begins. If you are unable to wait, please arrange for another parent to supervise your child. Parents are expected to remain with their child until a Rise and Shine Staff member is present in the room.

Each child must be signed in on the attendance sheet, which is located upstairs on the desk beside the elevator.

Pick-up

Your child will not be released to anyone except a parent or someone designated by a parent. If someone else (other than a parent or the designate) will be picking up the child a written note or phone call or text (403-690-6197) must be made. Sign them out on the same sheets as noted above. If you will be late in picking up your child due to an emergency, please phone or text the teacher (403-690-6197).

Our teachers will ask that you wait until the classroom door is opened before greeting your child or waving to them through the windows. Our students are excited to tell about all they did and it is difficult to keep their attention during our closing time if they notice your presence or see you through the windows.

To ensure the safety of all students, please note that your children become your responsibility when you arrive for pick-up.

Late pick-up

Please be prompt! If you know you are going to be late, a phone call or text to the preschool staff would be appreciated, the number is **403-690-6197**. Continuous late pick-up will be addressed by the WES Board Chair and a late fee may be charged.

Parking Lot Safety

For the safety of all the children please do not drop off or pick up your children at the front doors of the church. Use the parking spaces provided and walk your children into the church. **Do not leave any children unattended in your vehicles.**

Absences

If the child will be absent for any reason, the parents are asked to notify the school prior to class time. Please call **403-690-6197** or text the preschool staff.

Medications

Because classes are under 3 hours, Rise and Shine Preschool teachers will not administer medication, neither prescriptions nor non-prescription medications.

It is recognized however, that your child may require emergency medication (e.g. for severe allergic reaction such as Epi-pen or asthma inhaler). Please make us aware of this. A "Consent for Administering Medication Form" will need to be filled out and signed by the parent that gives instructions for the medication's use and when to use it. Also, provide us with the medication in the original container and PLEASE make sure your child's name is clearly marked on the medication. Please check the expiry date to ensure the medication is still current.

All medications will be kept in the First Aid cupboard, which is out of reach of any children and clearly marked.

Illness

Children must be symptom free for 24 hours before returning to school after being sick. This includes vomiting, diarrhea and fever.

Any child with a significant communicable disease cannot attend class and will be sent home immediately from class. These diseases include: Pink Eye, Stomach Flu, Strep Throat, Impetigo, Measles, Lice and Chicken Pox. Additionally, children with fever, diarrhea and other serious illness should not attend class.

If your child has a contagious disease (Chicken Pox, Measles) your family doctor or Public Health Nurse at 811 Health Link should be contacted. Their recommendations should be followed regarding your child's return to class. A letter from your family doctor or Public Health Nurse maybe required before your child is allowed back in class to ensure the well being of the other children.

Should a child become ill during class, everything will be done to make him/her comfortable. The child will be isolated from the other children and supervised in a quiet area where he/she can rest. Parents will be contacted to have the child picked up as soon as possible.

Accidents

If an accident occurs during class, the severity of the situation will dictate the appropriate response. The following procedures will be followed:

1. If the accident requires immediate emergency treatment, one of the teachers will proceed with the child by ambulance to the Emergency Department. His/her parents or emergency contact person will be contacted immediately and the teacher will remain until they arrive. The cost of the ambulance will be the responsibility of the parent.
2. If the accident does not require emergency medical attention, a teacher trained in First Aid will attend to the child. His/her parents or emergency contact person will be telephoned.
3. For less serious incidents, a teacher trained in First Aid will attend to the child. Parents will be informed of any bumps, bruises, etc and an incident report will be completed if First Aid is administered.

For all three situations, an accident/incident report will be completed and given to the parents at their arrival at the end of class. The teacher and parent are required to sign it and a copy will be attached in the child's file. For situations (1) and (2) the WES Board chair will be notified, the file reviewed and Licensing informed as required.

Emergency Evacuation

Fire Drills: children are taught how to evacuate the building if necessary. They participate in fire drills and are taught to exit the building as quickly and safely as possible.

Emergency Evacuation: In the event of an Emergency Evacuation, the proper procedures will be followed and parents will be notified and directed to pick their children up at Calgary Health Services, Ranchlands Square.

The details of these procedures are in the Child Safety and Security Policies attached to this Handbook.

Child Behavior and Discipline

Rise and Shine Preschool believes in positive reinforcement of desirable behavior. Parents and teachers will work together to help the child develop a feeling of self-worth and responsibility for his/her actions.

It is expected that children will treat adults and their classmates with respect and politeness and that the adults will set the example in this regard.

We will handle behavior problems or conflict by re-directing the child to different acceptable activities. All rules and routines will be stated clearly to the children.

Encouragement to use behavior that makes everyone happy and positive reminders will be used such as “walking feet” and “inside voices”. Praise for good behavior will be given.

If necessary, one of the following discipline methods will be used. (All child disciplinary action taken will be reasonable in the circumstances.)

- a privilege will be withdrawn
- the child will be asked to move to a “quiet” area with a teacher to talk and work out a solution to the conflict and reaffirm the rules and routines in the classroom
- the child will be asked to apologize for their part in the conflict and the teacher will help the child to understand how the other student felt during the conflict to encourage empathy in the classroom.

Children will be given positive feedback after each disciplinary incident to reassure them that they are loved and cared for.

Parents will be notified of any persistent problems.

Discipline methods **not** accepted in our preschool include:

- physical punishment, verbal or physical degradation or emotional deprivation
- denying or threatening any basic necessity
- use or permit the use of any form of physical restraint, confinement or isolation.

If behavior indicates that a child is not adjusting to the program, parents may be asked to withdraw the child from the school.

Teacher – Parent Communication

We encourage you to speak with the teachers about how your child is doing both at school and at home. If you have suggestions, concerns or worries, please do not hesitate to bring them to the teacher’s attention. Please ask to make an appointment to talk to the teacher without the children present. This allows our teacher to devote her full attention to the problem and its solution. The Teacher can also be reached through email contact.

Additionally, the teacher would appreciate being informed of any joy (i.e. birth of a child) or trauma (i.e. death of a grandparent) that has occurred at home which may affect his/her behavior. This information will

help the teacher handle any situation that may arise. It will assist the teacher in finding a suitable activity should your child appear uncomfortable during an activity or discussion.

Parents are welcome to direct any concerns throughout the school year to the Rise and Shine Board Chair whose contact information is in the church office at 403-239-1114.

Newsletters and Bulletin Boards

Information will be sent home through the newsletters from the teachers. Other important information may be found in your child's mailbox, on the table with the sign-in sheets and through email. Also watch the bulletin boards near the classroom for other information and our website.

Parent Volunteers

All parents are welcome to come and be involved. If you are planning to volunteer, please arrange for child care for your child's siblings, as no extra children can be accommodated in the classroom. If you are interested in participating, please sign up on the volunteer calendar located on the wall behind the classroom door.

Plan to visit or participate in the classroom at least once before and after Christmas. It will help you identify with your child and his/her world, and enrich both of your lives.

We ask that parents help us through these activities:

Play Dough Persons: take a turn in rotation to make play dough bi-weekly (recipe and supplies available in preschool).

Sewing Person: make repairs to dress-up and doll clothes as needed.

Scholastic Books Person: be responsible for placing the Scholastic book orders.

Toy & Equipment Washing Persons: be available to help wash toys and equipment on a regular basis.

Handy Person: willing to do some light maintenance around the classroom including pumping up rubber balls and light wood working to fix a broken piece of play furniture.

Emergency Contact Person – in the event of an emergency, be willing to coordinate a phone fan-out list for your child's class. One person is needed for each class.

If you would like to review our Child Safety and Security Policies, there is a copy in the classroom and in the office for you to view at anytime.