



Parent Handbook

Philosophy:

We believe that children are gifts from God. We believe that when children feel safe, respected, encouraged and loved they will thrive. Our aim is to help children understand how precious they are as children of God and we'll do that through: Stories, songs, crafts and play time that will also meet their developmental needs.

Noah's Ark Playschool will provide children who are 3-5 years of age, with an age appropriate play based and play choice learning environment.

Objectives:

Play is a central and necessary part of a child's development. Play is also a major avenue for learning and providing a natural opportunity for children to add to their knowledge, learn new skills, and to practice familiar ones. Noah's Ark Playschool endeavors to provide play situations where children can observe, discover, reason and problem-solve.

In so doing, children will grow, mature and develop at their natural pace. As this developmental process takes place, they will demonstrate age-appropriate concepts and an ability to apply them which will ultimately equip them with the skills and self-esteem to transition into progressive learning environments.

Entrance Requirements:

Noah's Ark Playschool is a ministry of the First Christian Reformed Church. Clearly defined as a Christian Playschool, it will be a service to the community. Registration will be accepted on a first-come first-serve basis. Church membership is not required. Children must be 3 years of age by enrollment date, and fully independent in toilet habits, exceptions will only be considered if child has special needs and attends class with a designated aid or staff member who is not in ratio. Children currently registered will have pre-registration opportunities for the following year, which will be confirmed with a completed form and fees by May 31.

Registration and Fees:

-Registration fee of \$50.00 must accompany registration form. This fee is non-refundable.

- September and May fees are to be paid in one cheque (total \$260). October through April require cheques in the amount of \$130 each (no cheque required for the month of May). Cheques to be made payable to First CRC.

- It is your responsibility to inform Noah's Ark Playschool of changes to any registration information.

*** Your child will not be considered registered until all post-dated cheques are submitted, registration fee is paid, and all fields of the Registration form are filled in.

Withdrawing from the Program:

-One month written notice is required should you withdraw your child from the playschool program. The first cheque (\$220.00) includes playschool fees for Sept and May. Should you withdraw your child from the program anytime during the year, May's fees, which have already been paid, will cover your last month of attendance from the time of notice. (Postdated cheques for the remaining months will be returned to you)

- There will be no refund for withdrawal in March or April.
- There will be no refund for days child is absent, or holidays.
- Cheques returned NSF would be dealt with individually. Normal bank fees will apply.

Parent/Guardian Involvement:

To maintain reasonable fees, parents, guardians and/or others are required to volunteer in class approximately once per month. A volunteer schedule/signup sheet will be posted on the bulletin board in advance of each month. Parents can choose a time that is most suitable. After the 25th of the previous month, the playschool will assign unscheduled parents as needed.

Parents/Guardians are responsible to find a substitute if they are unable to attend on their volunteer day.

Parent/Guardian volunteer duties include:

1. help with hand-washing
2. help with snack
3. general clean up duties including spraying and wiping all tables with a bleach solution, sweeping floors
4. general classroom assistance
5. various tasks as directed by teachers

If/when you are Parent Volunteer please be open to allowing the teacher to guide your child's behavior and implement behavior guidance policy.

Parents/Guardians must respect confidentiality of children's behavior, behavior guidance, and progress.

Parents/Guardians must respect all children regardless of sex, race, color, and/or religious beliefs.

Parents/Guardians are to provide snack for their own child, keeping in mind that 2 different food groups should be included in your child's snack. All snacks are to be NUT FREE. Please see page 5 for recommended snack foods. Noah's Ark Playschool will provide water for a beverage.

Sign-In Sheets:

All children must be signed in/out each day. In addition, the name of the person picking up the child must be entered on the sheet.

Please respect classroom time. Morning class begins at 9:00am and ends at 11:30am. Afternoon class begins at 1:00 and ends at 3:30pm. Your promptness enables your child to benefit optimally from classroom time. The door will be opened at the end of each class, with each child being released to their parents in an orderly fashion. At that time, you are welcome to come in, after you have signed your child out.

Medication Policy:

We will only administer medications the child takes on a regular basis for illnesses like asthma, epilepsy, heart disease and allergies. Parents must give written authorization, by completing the Medication Form in ink. Only teachers will administer medications. If your child becomes ill, parents will be contacted first, and emergency contacts secondly if a parent cannot be contacted.

A child will be considered ill when:

1. Temperature registers 101 F or higher.
2. Undiagnosed rash is evident.
3. Communicable disease is suspected.
4. Severe and persistent diarrhea is present.
5. Vomiting is present.

Medical/Emergency Procedure:

Staff of Noah's Ark Playschool will have current and updated First Aid Certificates. In the event of an injury or medical emergency an incident/accident report will be filled out. Emergency treatment will be activated to protect your child; however Noah's Ark Playschool and/or First Christian Reformed Church will not be held responsible for costs incurred or further injury upon treatment.

An Incident/Accident report shall be recorded when:

1. A child is physically hurt by objects, equipment or another child during class time.
2. When a child becomes extremely upset or frightened.
3. When a child arrives with an untreated injury (i.e. excessive bruising).

Evacuation Procedure:

In the event of an emergency, when children and adults must evacuate, senior staff will proceed as follows:

- Jane will direct children and volunteers to nearest exit, as defined by posted emergency evacuation plan.
- Anita will take portable records, sign in sheets, and turn off light switches, close doors and do bathroom checks.

Designated meeting place will be at the green area off Mc Vicar Street, after all children/adults are accounted for, we will proceed to walk to:

Maryview School
3829 39 Street
Red Deer, AB
Phone number (403) 347-1455

Parents will be contacted immediately and be expected to arrange for pick up as soon as possible. This information will be in the handbook to ensure parents understand procedure. Emergency evacuation plans will be posted on parent board and in each room by door.

Fire Drills:

Monthly fire drills will be scheduled the 1st week of each month in order to remain organizationally consistent.

General:

Please remove outdoor footwear. Ensure that your child has indoor shoes, preferably non-marking runners. This is a multi-use facility; your child's indoor shoes should be taken home in a backpack each day.

A complete change of clothing should also be included in backpack. Label all children's belongings. Noah's Ark Playschool will not be responsible for lost or misplaced items. Children are encouraged to keep their toys at home (exceptions are show/share time). Please dress your child appropriately for comfortable play and 'weather conditions.

Behavior Guidance Policy

Noah's Ark Playschool seeks to create a positive learning atmosphere in the classroom. Children's behavior will be guided to encourage self-respect, respect for others, respect for property of others, and safety.

Staff will model appropriate classroom behavior in order to help the children know and understand the following 5 classroom rules or "good friend" rules.

A good friend:

1. is a good listener
2. is a good helper
3. is polite
4. shares
5. co-operates

- When behavior guidance is required; teachers will review the "good friend" rules and behavioral expectations as stated above. Any disciplinary action that is taken will be reasonable in the circumstances.
- If the problem continues, the child will be distracted or re-directed to another area, or activity (the incident(s) will be dealt with as quickly, quietly, fairly, and as privately as possible).
- Ongoing behavioral concerns will be discussed with parents. If the behavior continues and is hurtful to other children, the parent may be asked to remove child from program.
- Staff of Noah's Ark will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation, or emotional deprivation. Nor will they deny, or threaten to deny, any necessity or use, or permit the use of any form of physical restraint, confinement or isolation.



Snack Policy

Noah's Ark Playschool is an **Allergy Aware Space**, and therefore all snacks must be **Nut- Free**. Below, you will find a list of foods that are suitable and healthy, along with a list of prohibited foods for this age group.

Licensing regulations require that snacks contain at least 2 of the 4 food groups.

Also, if you are planning to bring a snack for special occasions that all the children will share, please inquire first with the teachers as some children may have specific food allergies. Also include an ingredient list with any snacks that are brought to share. Please note: Cupcakes and cake are known to contain excessive amounts of sugar and empty calories. We encourage you to make a more nutritious choice. Try bringing in your child's favorite vegetable or fruit. Fruit and vegetable kabobs are an easily distributed snack fun to eat and quick to clean up. Dips add to the kabob experience too!

Suitable Snack Ideas:

- Fruit
- Cheese
- Vegetables (cut up)
- Pudding
- Bread
- Rolls
- Yogurt
- Apple Sauce
- Crackers
- Rice Cakes
- Dried Fruit

ALL NUTS AND NUT PRODUCTS ARE PROHIBITED

Additional Foods that are prohibited:

- All nuts and seeds*
- Caramels & Toffee*
- Hard Candies*
- Chewing Gum*
- *Popcorn*
- *Gumdrops*
- *Jelly beans*
- *Any snacks made with toothpicks or pointed skewers (blunted tips ok)*

SNACKS WITH THE FOLLOWING PHRASES ON THE PACKAGE ARE
NOT OKAY AND SHOULD NOT BE BROUGHT TO
PLAYSCHOOL

- "May contain nuts or traces of nuts"
- "Packaged in a facility that processes nuts"