

A 2 ZED LEARNING CENTRE



PARENT'S HANDBOOK
2014-2015

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A 2 ZED Learning Centre

Address
(Tel. no.)

GOVERNING BOARD

TEACHERS



Dear Parents,

Welcome to the start of an exciting year with A 2 Zed Learning Centre! We appreciate that you are entrusting us with your most valuable possession, your child. You, the parents, are an integral part of our team and your child's primary teacher. We encourage you to read to your child/children everyday. Recite nursery rhymes and sing children's songs at home or whilst on the road. Hearing the rhythm of language helps your child develop pre-requisite skills for learning to read in higher learning institutions. Reading, talking and listening to children also provides a physical closeness that helps bond families.

Our staff is a very dedicated group of professionals. They will provide your child with a warm, caring and safe environment to ensure that each child can reach their maximum potential. We are a technology driven early childhood education centre for children aged two to five years of age. Our goal is to understand your child's strengths and needs, and work to build on their strengths. Our higher goal is to meet the needs of your child with an ultimate goal of promoting the holistic development of your child. Our staff is trained to make learning fun!

Your child's classroom teacher and assistant teacher are trained to help your child develop and build on skills through developmentally appropriate activities. Your child will participate in a variety of experiential and play activities that will promote cognitive (thinking), language, pre-literacy, gross/fine motor skills and social skills.

We are all here to support you the parents. Having a young child or children is an exciting time in life, but can also be stressful and exhausting. We will do all that we can to learn about your child's individual needs and point you in the right direction for more help about your child's specific needs if necessary.

We want to help your child develop a love of learning that will be the beginning of becoming a life-long learner. Enjoy each stage your child is at, as they grow up so quickly. Thank you for choosing A 2 Zed Learning Centre as the roots to your child's education. We look forward to an exciting year!

Sincerely,

INTRODUCTION

The information contained in this "Parent's Handbook" will introduce you to the mission, philosophy and organization of the Centre. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience.

We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning.





A 2 ZED LEARNING CENTRE

VALUES

We, the stakeholders of the A-ZED Learning Centre, value:

Developmentally Appropriate Practices

Child Centered Focus

Collaboration with Families

Equal Learning Opportunities

Respect

VISION

To provide innovative learning solutions that are congruent with current best practice and principles, in partnership with families and which contributes significantly to the holistic development of children.

MISSION

A 2 Zed Learning Centre is committed to the provision of quality innovative learning solutions, that can be measured in terms of education concept, practice, curricula quality, interactions with teachers and students and meeting the needs of families and local communities.

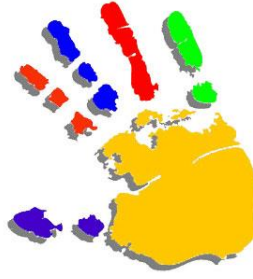
A 2 Zed Learning Centre will continue to develop programmes that reflect:

1. Holistic development for children
2. A sense of belonging
3. Lifelong skills building and the outcomes required to enhance children's learning , including transition to higher learning

A 2 Zed Learning Centre will continue to apply its seven guiding principles. These are:

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1. **Holistic development of the child** (socially, emotionally, physical, cognitively)
2. **Active (Participative) learning** (thinking, investigating, experimenting, discovering and responding)
3. **Interactive learning**
4. **Integrated learning**
5. **Play as an important aspect of learning**
6. **Measurement and Assessment of children's learning**
7. **Building collaborations between the school and home for supportive learning**

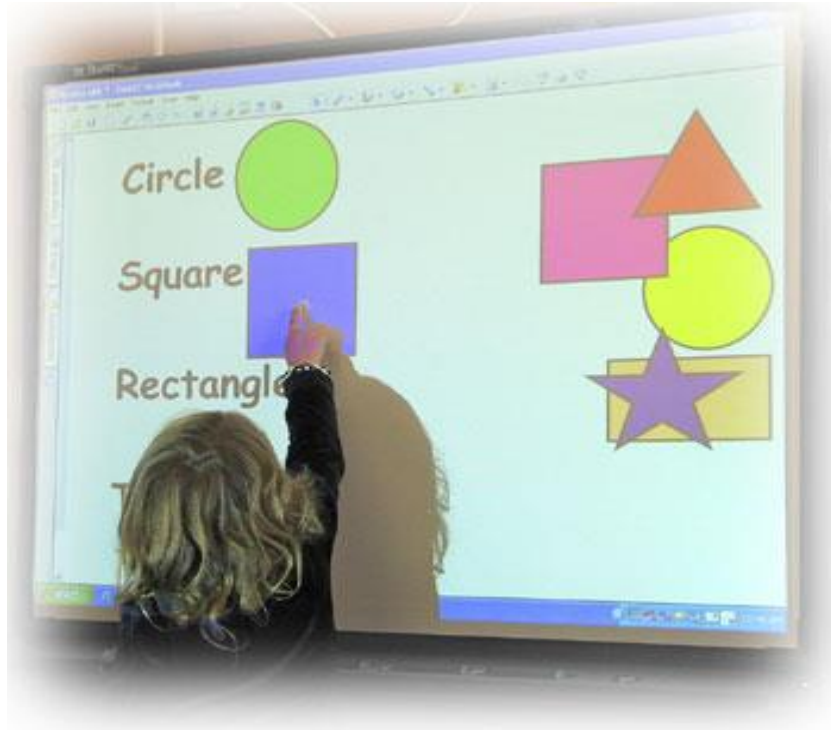


PHILOSOPHY

A 2 Zed Learning Centre is guided by the philosophy that children learn best by doing.

GOALS FOR LEARNING

1. To help children to become enthusiastic learners
2. To encourage children to be active and creative explorers
3. To help children to become independent, self confident, and inquisitive learners
4. To help children to build lifelong learning and the negotiating skills necessary for a lifetime of healthy relationships
5. To encourage children to interact with their teachers and peers both verbally and non verbally to engage in the world around them
6. To encourage children to express themselves and understand their unique identity
7. To help children gain the comfort and confidence to forge trusting relationships, value their individuality and have fun being he/she
8. To promote physical development activities that will ensure your growing child will have a healthy body for a lifetime
9. To help your child build his/her thinking skills by supporting the development of judgment, perception, memory, reasoning, critical thinking and language through a series of age appropriate cognitive activities
10. To educate your child so he/she is able to embrace diverse cultures



OUR CURRICULUM

A 2 ZED Learning Centre provides a balanced approach to learning, giving you the peace of mind that your child will have fun as he/she develops socially, emotionally, physically, and cognitively.

We give your child the tools to become confident and self-aware. In a caring and stimulating atmosphere, our passionate and engaging teachers give your child endless opportunities to grow, learn, and imagine.

While academics play a role in development, we believe there are many other opportunities for enhancing the holistic development of the child.

We recognize that curriculum is more than what appears in documents or a series of activities. We believe curriculum is everything that happens in the classroom, from interactions and meals to singing and playing. We never miss an opportunity to educate.

A 2 ZED Learning Centre teaches children life skills that go beyond reading, writing, and numeracy skills.

- Playing with toys helps develop motor skills and teaches lessons about sharing with friends.
- Singing songs while washing hands instills an interest in the arts while forging social bonds and educating children about the need for good hygiene.

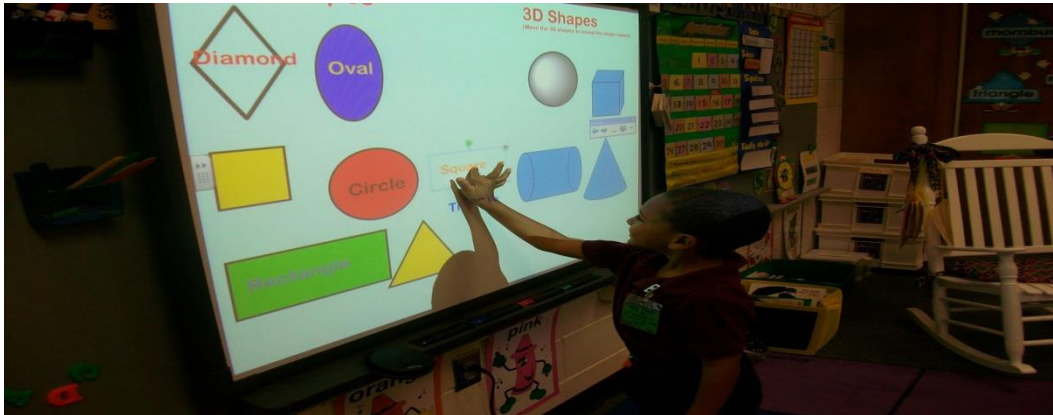
Each activity is designed with a specific lesson or outcome in mind. Through advancements in technology, we also aim to get the parents involved by ensuring access to these lesson plans. This will ensure the parent is kept abreast as to what learning activities his/her child is engaged in.

We provide a balance between choice and structured activities, between group and individual pursuits, and between teacher and child-directed experiences. In keeping with the growing technology age, we aim to infuse the various technological tools and advancements in early childhood education within your child's learning.

The use of technological tools within our centre supports a learner-centered and play-oriented early childhood curriculum and promotes relationship building among children, families, and the wider community.

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A 2 ZED Learning Centre offers a glimpse into the developmentally appropriate use of technology to create purposeful learning experiences for young children. There are endless possibilities for technology integration in the early childhood classroom.



We also teach culturally relevant lessons that promote cultural awareness and relevancy among children.

A strong emphasis is placed on the family-school relationship. If you have any questions or challenges, please contact us immediately. If your family has any needs with which we can help, please feel free to rely on our staff to act as a resource to direct your family to the best possible services available.

At A 2 ZED Learning Centre we aim to offer a programme that is developmentally appropriate and suitable for the holistic development of each child, and provides satisfaction to each family we serve.

ONGOING PROGRESS MONITORING ASSESSMENTS

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. Our teachers observe, record and document children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and the realistic setting that reflects children's actual performance.

Our centre uses a variety of methods such as observations, checklists, rating scales, and individually administered tests. The assessment results are used to benefit children by informing sound decisions about children, teaching, and programme improvement.

When assessments identify concerns, appropriate follow-up, referral or other intervention is used.

Our formal assessments are done **(number of times per year)** a year. All our assessments are kept in the child's portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our programme curriculum and philosophy.

Our families are a part of the assessment process with regular communication, partnership and involvement. Once the formal assessments are completed, parent conferences will be scheduled.

DISCIPLINE GUIDELINES/POLICY

Effective discipline begins with prevention. The learning centre's programmes prevention strategies include the following: demonstrate appropriate coping skills, prepare a safe and age appropriate environment, schedule events with the children's needs in mind and provide clear, consistent and fair rules.

SEPARATION

Separation is a process we go through all of our lives. Though often challenging and exciting, this growth towards independence can be painful and scary, especially for young children. Parents and teachers working together, showing children that they can trust and believe in one another, offers a foundation of support when the world suddenly seems a new and different place. Remember that sometimes staying only makes it more difficult for your child as well as for yourself. Never leave without letting your child know that you are doing so. Feel free to phone anytime during the day to check on your child.



GETTING TO KNOW OUR CENTRE FAMILIES

A 2 Zed Learning Centre builds a positive relationship with our families by being familiar with their unique characteristics, strengths and issues important to each of them.

To develop partnerships with the families we create a welcoming environment and opportunities for involvement.

Our centre gathers information during the enrollment process by asking parents questions and collecting the following information: health history, child's and family background information. All the data is kept strictly confidential and secure. The A 2 Zed Learning Centre only releases your information under your authorization.

In addition we schedule visit days to meet the family members and create a smooth transition for the enrolled child.

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Our centre has an open door policy. Parents and family members are welcomed at all times. Our friendly entranceway provides an attractive and cozy area for families to ease transitional times.

Each family has access to our RenWeb system, with which we will send lesson plans, daily schedules, keep attendance records and keep the communication lines clear between the school and home. We will post quarterly newsletters to keep families up to date in regards to special events and what is happening within the school environment.

COMMUNICATING WITH FAMILIES

In addition to conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child's classroom.

WAYS OF COMMUNICATING WITH FAMILIES

- Daily or weekly bulletins
- Quarterly Newsletters
 - Telephone calls
 - E-mails
- Daily sheets
- Notices

CONTACT INFORMATION

Address:

Phone:

Fax:

Website:

CULTURAL DIVERSITY

The A 2 Zed staff strives to provide the children with a wide range of culturally diversified experiences. We provide this by the use of items such as toys, equipment, books, songs, and posters. We stress to the children that we are all unique and special.

REGISTRATION/ENROLLMENT

Enrollment is determined by a developmental screening, which will include evaluation of your child's ability to follow teacher directions; ability to independently dress, feed and toilet themselves; to appropriately interact with others; to move from one activity to another without difficulty and to verbally express themselves in an age appropriate manner.

All preschoolers preparing to attend the A 2 Zed Learning Centre must complete an online registration before being admitted to the programme. Please take the following information to the school office:

1. Birth Certificate
2. Documented Immunization Record

ADMISSIONS

We accept children regardless of race, colour, or national origin. The only reasons a child will be asked to leave the programme are: if after a consultation with staff and parents it is felt the child will no longer benefit from the programme or is causing a disturbance such that the other children can no longer benefit from the programme. Types of disturbances that may warrant children leaving our programme are: threats to other students and/or teachers, hitting, scratching, biting and other extreme bad behaviour.

ATTENDANCE

Regular attendance at the centre and being punctual for class is both appreciated and expected. If it is necessary for a child to be kept home, please call and report his/her absence to the school office.

HOURS OF OPERATION



HOLIDAYS

A 2 Zed Learning Centre is closed on all major holidays. The following are observed holidays:

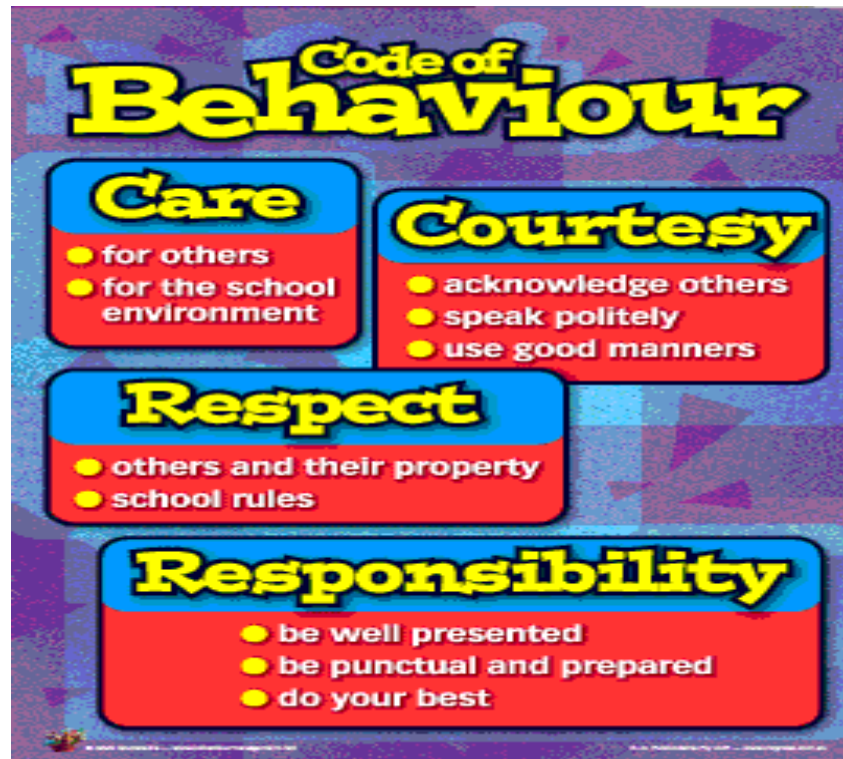
New Years Day – January 1st
Ash Wednesday-
Good Friday
Easter Monday
Labour Day – May 23rd
Emancipation Day- August 1st
Independence Day- August 6th
Heroes Day
Christmas Day –December 25th
Boxing Day- December 26th



STANDARDS OF BEHAVIOUR

We are interested in working with our parents in fostering self-discipline in our students. We want to help the child to control their own behaviour and to learn the consequences of that behaviour. Discipline is a way for the child to learn appropriate social behaviour and develop self-control. We use discipline techniques that encourage the child to work out problems constructively, and develop respect for self, others and the environment. Our centre is child-centered, which means that the environment is set up with the child's interests and abilities in mind. We provide a wide variety of activities and experiences to keep the child active and engaged to eliminate frustration and boredom (which contributes to discipline problems).

There are two main rules that the child must follow at A 2 Zed Learning Centre. The child may not hurt or inappropriately touch another child; and they may not intentionally destroy property. We consistently help the child handle their differences by talking it over. Children often need support in expressing their wants and needs, and our staff is aware and trained in methods to help communicate those needs. We recognize and reinforce positive behaviour by honest praise and encouragement and modeling desired behaviour.



Occasionally a child will need to have some time to think about his/her behaviour and to receive help in problem solving. Parents will be informed about any serious behaviour problems and we will work as a team to help the child toward the goal of self-control and positive self-image. If a child exhibits behaviour that infringes on another person's rights or property one or more of the actions below will occur:

- The child may experience the logical consequences of his/her actions
- The child may be reminded of the rules.
- The child may be redirected to another activity.
- The child may remain with the teacher until control of her/her behaviour changes.
- The parent will be contacted and a conference regarding the child's behaviour will be requested.
- A positive behaviour plan may be developed with parent(s), teacher, Director and other staff as needed.

This programme has been created to keep the safety of all children in mind. At A 2 Zed Learning Centre we believe that home is the first and most important place a child

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learns. We want to work together with the parents to help their children learn how to behave in social situations.

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TUITION/FEES

FEES.

Standard Tuition Fee: \$

Auxiliary Fees: \$

REFUND POLICY. No credit or refund is given for absences.

SIGNING IN AND OUT

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. There is a sign in/sign out sheet posted within each classroom near its entry door.

Parents are welcome to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye.

ARRIVAL/DISMISSAL POLICY

It is very important that parents/caregivers accompany the child to the classroom or meeting area when they arrive at school and not leave the child unless a staff member is present to supervise.

At dismissal teachers will bring the children to the designated drop off/pick-up area to be released. Children will only be released to parents or authorized adults. If an emergency arises, call the school office so that we may reassure your child. We must have either a written note or in-person request to:

- Dismiss your child early.
- Release your child to a caregiver, family member or friend other than specified at the beginning of school. Children will not be released to a minor (anyone below the age of 18).
- You must sign your child in and out at the office for late arrival or early dismissal.

Authorized adults may be asked to show photo identification prior to releasing a child into their care.

MEDICAL CONDITIONS and ADMINISTERING MEDICATION

Parents or guardians of any child enrolled in A-ZED Learning Centre must notify the teacher and school nurse of any medical conditions requiring special attention or consideration, including any known allergies (including food allergies). The child's pediatrician should document any food allergies and the child's teacher should be informed. The parent must provide any substitutions. Children with an infectious disease shall be excluded from class.

Food Allergy Policy

When a child with an identified food allergy enrolls/attends A 2 Zed Learning Centre, the Administrator will provide the family with the Food Allergy Action Plan to be filled out by the child's health care provider. This action plan must be filled out and returned to the Administrator.

Based on the child's Food Allergy Action Plan, teachers will receive training and put into practice:

- Preventing exposure to specific food(s) that trigger allergy
- Recognize symptoms of allergic reaction
- Treating allergic reaction

The child's assigned teacher(s) will promptly take proper steps outlined in Action Plan if a reaction occurs in child care.

- They will notify emergency medical personnel
- They will notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.
- They will take the Action Plan and medication on field trips, including playground or walks, and off-campus activities.

Individual child's food allergies will be posted prominently in classroom and/or wherever food is prepared (care will be given to confidentiality issues).

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EMERGENCY FIRST-AID and ILLNESS

Emergency first aid is given by the nurse. When a student becomes ill at school, a staff member accompanies him to the nurse's office. If it is necessary for the child to leave school, the parent is contacted. The student remains in the nurse's office until the parent or guardian arrives. ***Please cooperate by picking up your child promptly.*** We will not call unless your child needs to be at home.

For this reason, it is of vital importance to keep your child's emergency card up to date, which includes the following.

- Current home address and telephone number.
- Place of employment and phone number of both parents/guardians.
- Name of 4 people who are responsible for the child in the event parents cannot be located immediately if an emergency occurs.

Children who are ill ***MUST*** be kept home from school. ***Children with fever, diarrhea or vomiting in the previous 24-hour period must be kept home from school.*** If your child will be out sick, please call the school office to inform the teacher.

Parents will be notified by letter if there is an outbreak of any communicable disease.

IMMUNIZATIONS

Before entering the A 2 ZED Learning Centre, ***all students must be up-to-date*** with their immunizations. A copy of their immunization record must be provided before your child can attend class.

DAILY ACTIVITIES

Our day will consist of one or more of the following: Use and development of language skills, use of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor and outdoor activities pending the weather, active and quiet play, individual and group activities. This will all help in learning new ideas and skills, be exposed to a variety of cultures, and protection from excess fatigue and over stimulation.

The Value of Play: Play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work very hard at it! From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children's skills, teaches them to relate to their peers, and develop their own personality. Children have a profound need to play, climb, and run, use their imagination, test themselves and challenge others, and above all to enjoy themselves.

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DAILY SCHEDULE FOR 2-3 YEAR OLDS

DAILY SCHEDULE FOR 4-5 YEAR OLDS

LEARNING EXPERIENCES AND PLAYTIME

Attending “A 2 Zed Learning Centre” should be an enjoyable experience for the child as well as the parent. While at the centre, your child will be exposed to many kinds of learning experiences including:

- • Arts and Crafts
 - • Music and finger play
 - • Story and listening adventures
 - • Poems, books, flannel stories
 - • Large and small muscle play
 - • Self initiated play
 - • Numbers and counting
 - • Letter recognition
 - • Social development
 - • Individual play time
 - • Weekly themes
 - • Parents can be confident their children are being well cared for in a cheerful environment.
- Parent involvement is encouraged.

