

Little Koala Care

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"We pass our koalafications on to your child"

PARENT HANDBOOK

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Dear Parents :

Welcome to Sun Pillars Preschool Academy!

Please be guided on the following policies and safety rules for fiscal year, 2016-2017.

- The door is open at the start of class time. Each child is provided with a locker. Please help your child with his/her jacket, shoes and backpack, etc.
- The attendance logbook is located on top of the children locker. Please do not forget to sign in and sign out. Fill up the permission note if ever you have somebody to drop off and pick up your child.
- There is a Parent Communication book if you have special concern or instruction about your child or the teacher.
- The Child's Daily Record is provided to see the progress of the learning patterns and behavior of your child. Please read and sign the record every day or before you pick up your child. You can write some comments or suggestions if you want.
- It is recommended that parents should leave the preschool immediately after dropping off their children.
- Parents are allowed to stay at the reception area 10 minutes before the class dismissal to give them time to check the Child's Daily Record and to sign out their children.
- The teachers will assist the children with their back packs, jackets and shoes after the class. All of them will be seated at the center of the classroom. The child's name will be called to make it easy for the parents to pick up their child.

Our Philosophy

The philosophy of the Sun Pillars Preschool Academy, Inc. (SPPA) is anchored on “given the right foundation, stimulated play environment and positive learning experiences – the preschoolers are mentored, secured and nurtured.” We cater to every child’s developmental needs and cultural diversity knowing each one’s uniqueness. Individual differences are respected and recognized then and dealt with accordingly.

SPPA integrates all structured/ unstructured tasks of the children emphasizing on the discovery approach and learning through play. We believe that children learn the most by being actively involved in either child- initiated or teacher - initiated play activities. The play area, well- arranged with clearly defined theme- based centers for literacy, reading, numeracy and science, provides various relevant activities that stimulate child’s capacity to think, reason, inquire and problem solve.

Program Schedule and Fees

Class	Days/ Fees/ Class time
Sunrise A	M/W/F- 9:00 am – 12:00 noon (3 hours) \$230.00/ month
Sunrise B	M/W/F- 12:30pm – 3:00pm (2.5 hours) \$215.00/month
Sunshine A	T/TH – 9:00am – 12:00 noon (3 hours) \$180.00/ month
Sunshine B	T/TH – 12:30pm – 3:00 pm (2.5 hours) \$165.00/ month
Sunlight A	M-F – 9:00am – 12:00 noon (3 hours) \$350.00/ month
Sunlight	M-F – 12:30pm – 3:00 pm (2.5 hours)

B	\$315.00/ month
Sunspot A	SAT- 9:00am – 11:30am (2.5 hours) \$90/ month
Sunspot B	SAT- 12:30pm – 3:00pm (2.5 hours) \$90/ month

- ❖ Subsidy is available for those who qualify
- ❖ Hours of Operation: 8:30am to 4:30pm

Preschool Holidays

The Sun Pillars Preschool Academy shall follow the school calendar of the Calgary Board of Education (Modified and Traditional). Please be guided on the following preschool closures and holidays:

- September 7, 2015 Labour Day
- September 18, 2015 Non Instruction day
- September 25, 2015 Non Instruction Day
- October 9, 2015 Preschool Closed
- October 12, 2015 Thanksgiving Day
- October 30, 2015 Non Instruction Day
- November 11, 2015 Remembrance Day
- November 20, 2015 Non Instruction Day
- December 4, 2015 Non Instruction Day
- December 17, 2015 Start of Christmas Break
- January 4, 2016 Classes resume
- January 22, 2016 Non Instruction Day
- February 1, 2016 Non Instruction Day

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| • February 11-12, 2016 | Teacher's Convention |
| • February 15, 2016 | Alberta Family Day |
| • March 17, 2016 | Last day of school |
| • March 18- April 1 | Spring Break |
| • April 4, 2016 | Classes resume |
| • April 22, 2016 | Non Instruction Day |
| • April 25, 2016 | Non Instruction Day |
| • May 20, 2016 | Preschool closed |
| • May 23, 2016 | Victoria day |
| • June 3, 2016 | Non Instruction Day |
| • June 10, 2016 | Non Instruction Day |
| • June 23, 2016 | Graduation and last day
Of classes |

Themes and Special Occasions

The preschool program is based on interest- related themes. Most of the themes are associated with the different seasons and holidays.

- Back to School
- Fall season
- Halloween
- Winter
- Community Helpers
- Kinds of transportation
- Sports
- Pets
- Mother's day
- Safety
- Thanksgiving
- Christmas

- Healthy food
- Five senses
- Valentines
- Life skills
- Father's day
- Farm animals
- Easter
- Flowers

Clothing and Footwear

Each child must bring his/her own pair of labeled indoor rubber-soled shoes. Please remove wet footwear and jackets before entering the carpeted area. Please dress your child according to the weather as we occasionally have off-site activities. Provide your child a change of clothes at all times.

Toilet Policy

All the children must be toilet – trained. It is advised to encourage your child to use the washroom before coming to school. If in any case a child needs to change his clothing (e.g. loose bowel movement accident), the parents will be called.

Birthdays

If you wish to celebrate your child's birthday with his/her classmates, a nut- free snacks is recommended to bring in by the parents. It is celebrated during snack time and please coordinate with the teacher for the list of allergies and the number of the children. Please provide disposable plates, spoon or fork and glasses. Finger foods are fine. Do not hesitate to contact the teacher if ever you need assistance.

Child Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions

from adults and others, they develop good self-concepts, self-control, problem solving abilities and self-discipline.

Some preventive measures, we do

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

We do not

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.

- Use or withhold physical activity as a punishment.
- Shame or punish a child if a washroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.
- allow physical punishment, verbal or physical degradation or emotional deprivation
- deny or threaten any basic necessity
- permit the use of any form of physical restraint, confinement or isolation

Conferences will be scheduled with parents if particular disciplinary problems occur. Any child disciplinary action taken must be reasonable in the circumstances.

If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Child disciplined policy is communicated to the following:

- The parents must read and sign them upon the registration of their child at the preschool. It will be kept in the child's file. There is a discussion on the policy during the pre-school orientation.
- All the staff members will receive a thorough orientation on the Child discipline policy. They must read and sign them before they start working at the preschool. A copy will be provided and a review of the policy will be done every staff meeting.
- When the child is engaged in an unacceptable behavior, his/her attention is called right away. The staff will talk to him/her in a calm manner and make him/her aware of his behavior. Redirection to a new activity is advised. The parent will be notified

if in case the child would not adhere to the discipline policy. The parents are encouraged to share their own experiences and techniques to help the child.

Off- site Activity and Emergency Evacuation

The program includes field trips and other off-site activities in order to provide the children the first hand learning experiences. The scheduled field trips for the month will be posted on the Parent Information board. This includes:

- the place, time and purpose of the trip
- group assignment of the children and the teachers
- the rules to be followed during field trips
- suggested packed snacks and lunch of the child
- the name of the bus and the sitting assignment
- list of the parent volunteers

The parents will receive a letter and they are required to sign a permission form before their child/children will be able to participate in the activity. The school will provide the children a BLUE T-shirt with Sun Pillars Preschool print.

The director will bring the Portable First Aid Kit, Record of the children, the Off-site Premises and Consent form.

Emergency Evacuation

In any type of emergency situation on site, physical safety of the children and families is the primary concern. When an ALARM sounds, or emergency evacuation of the building is required, the responsibility for the children and families lies with the Sun Pillars Preschool Academy.

Sun Pillars Preschool Academy will be familiar with all fire, lock-down and other emergency plans in place at the school. The school staff will follow all the instructions and participate in all school training and drills.

A copy of the school's emergency procedures and Evacuation plan must be kept in the classroom, reception area and the two exits.

Procedures will be practiced on a monthly basis with the

Emergency Relocation

In the case of an emergency relocation, the staff members will escort the children, and volunteers to the parking lot in front of the Academy

Once accounted for, the staff will escort the children and volunteers to the final meeting place – the Mac's Convenience Store which is located in front of Preschool and within the commercial plaza.

Parents or emergency contacts will be notified that the children are being released early. The parents or guardians will be contacted to pick up the children at the emergency site location.

The school staff will remain with the children until all the children have been picked up.

Accident/ Illness

The following symptoms may prevent the child from attending school:

- Vomiting or nausea
- having a fever,(a temperature over 38°C or 100°F)
- Diarrhea
- Runny nose with colored discharge
- Unexplained rash
- Severe coughing (whooping)
- Difficult or rapid breathing
- yellowish skin or eyes
- Runny, crusty, red/ pink eyes.
- Head lice (child may not return until no more spotted lice)

If any of these symptoms is observed in a child, The parents shall be notified immediately and advise to .keep the child at home until the child's condition improves

and if symptom free for at least 24 hours or parent has a physician's note that the child no longer poses a health risk to person on the program premises.

In the event that a parent is unable to arrange for the immediate removal of a child, school staff will ensure supervised care for the child in a space separate from other children until the child can be removed from the facility.

Potential Health Risk

Parents will be informed of the program's management for children with illness through Incident/Illness form, Parent Communication book and Staff Communication book. Information about the specified illness - its signs and symptoms will be posted in the monthly newsletter and the Parent Information board.

If an accident or onset of serious illness should occur, or where a school staff knows or has reason to believe a child is exhibiting the signs or symptoms of illness, the staff will:

Incident reports must be completed by staff members involved in any accident or onset of illness. A copy of the report will be forwarded to the Preschool Director; copy given to the parents/caregivers as required. The original will be kept on the Preschool's file. The following information must be included.

Supervised Care for Sick Children

All personnel of the Sun Pillars Preschool Academy will be familiar with the proper procedures for handling child illness or accident to ensure an appropriate level of care for all children. There is a designated area for the care of sick children. A primary staff member will ensure supervised care for the child in a space separate from other children until the child can be removed from the facility.

Administration of Medicine

Administering medications should be limited to that which can be provided when the resources are available in school. These include the personnel who have received

explicit instructions from the attending physician and/or the parents of the child with the medical condition. Only medications ordered by a physician will be administered.

Medication will only be administered if written Medication form has been completed by the parents/caregivers. Medication will only be administered according to the labelled directions. The medication must be given directly to the teacher by a parent/guardian after filling up the Medication Record.

Smoking Policy

Smoking is not permitted on program premises. Non- Smoking sign will be posted in front of the preschool to ensure that no person smokes on the program premises. Staff who chose to smoke must do so at scheduled breaks and must leave the premises.

Nutrition Policy

This is a NUT FREE school.

- Parents are required to provide healthy snack for their child. The container or bag for snacks is labeled. Food preparation is not allowed inside the preschool.
- Canada Food Guide is posted in the bulletin board to give ideas to the parents in preparing a healthy snack. The following are prohibited foods: nuts and seeds, nut oils, peanut butter, hard candies, caramels and toffee, chewing gums, popcorn, gumdrops, jelly beans, M & M candies and food containing toothpicks and skewers. Parents are advised to read labels carefully to avoid disappointment.
- Children will be seated at the tables and encouraged to eat their own snacks and NO SHARING.
- Provisional snacks will be kept on hand by the program, to be offered to children who do not have a healthy snack. Water will be served to children.

Supervision Policy and Practices

The staff member shall use the preventive and intervention method in dealing with appropriate behavior in both indoor and outdoor play activities. The approach is to provide a predictable daily routine to install sense of security.

Some of the preventive methods are as follows:

- show a good example by modelling appropriate behavior illustrating respect, love, patience and understanding of the children's thoughts and actions
- plan a program that meets the developmental and individual needs of the children. Give clear directions.
- provide a variety of appropriate experiences to keep their interest and enthusiasm to learn
- ensure a smooth transition between activities. Give children notice before a change in activity occurs. Whenever possible let the children finish what they are doing in their own time
- encourage independence among the children. Avoid doing for the child what she/he can do for herself/ himself. Keep an eye on any child who displays aggressive behavior towards other children
- organize the indoor space of every learning centre to reduce large free flow traffic areas.
- ensure a balance of:
 - Indoor and outdoor play
 - Quiet and active time
 - Large and small group activities
 - Child and adult initiated activities

Intervention Methods are as follows:

- Stay calm and relax. Bend down to the children's level.
- Move close to the child to gain his/her attention. Call him/her by his/her name
- Establish eye contact and listen to his needs
- Focus on the behavior as unacceptable, not the child

- Be firm and consistent. The tone of your voice shows kindness while you follow through with appropriate action that indicates firmness and consistency.
- Deal with incident that has just occurred and do not dwell on past problems.
- Reinforce positive behaviours with praise and encouragement.

Ways in applying intervention methods:

- Remind the child of rules and limits in a simple and straight forward language
- Encourage the child to respond positively and establish consequences
- Redirect the child. Give him/ her a new activity
- Offer a choice of appropriate alternative activities. Help the child get interested and settled into a new activity
- Engage the child in a varied activity so he/ she can experience substituting acceptable behavior for unacceptable behaviour
- Be attentive and alert at all times.

Prior to the scheduled outdoor activities and field trips, the staff members should have a preliminary visit to the place to ensure safety. This includes how long is the travel, the safety rules in the place and the personnel that they are going to meet. The following must be observed:

- All the volunteers are screened. Field trips T-shirts will be provided to the children and staff.
- The parents sign the Offsite permission and Consent form
- Transportation arrangement and pick up time
- Explain to the children where they are going, what they have to do, who they will see and what group they belong
- What to bring for packed snacks/lunch, extra clothes and hat
- Observe “buddy system” among the children at all times and to follow the order of the line when leaving the program premises. They must understand that they are responsible to their “buddy”. Holding hands are emphasized at all times.

The outdoor or field trip policy:

1. Arrangement for the vehicle to be used will depend on the number of kids, staff members and parent- volunteer that will participate in the activity. Location and proper time of arrival and departure must be observed.
2. The parent shall inform the director if in case the child maybe late or cannot participate in the activity to avoid delays. The staff member will record the absences during field trip.
3. In case of late participants to the field trip, the preschool will give an allowance of 15 minutes. The parents are given the option to keep the child or advised them to bring the child to the location of the activity. The staff will then accept the child and check the attendance indicating the time of arrival of the child. The parent's signature is required beside the child's name.
4. The parent shall be provided with a parent handbook upon registration.
5. All staff members shall be provided with a staff handbook