

PARENT HANDBOOK



Playtime Learners Preschool

Owner/Operators: Hampton Alliance for Lifelong Learning

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Preschool Educators: Sue MacDonald and Sarah Edwards

"It takes a whole village to raise a child"



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PHILOSOPHY

HALL Playtime Learners Vision:

Through a cooperative community spirit, parents and children participate in learning experiences that embrace the importance of the parental and community role in fostering the value and importance of early learning, thus preparing each child to learn and succeed in school and throughout all aspects of his/her life.

HALL Playtime Learners Mission:

Our preschool mission is to provide a carefully designed, inspiring environment which encourages children to develop within themselves the attitude, behaviours, abilities and ideas vital for a lifetime of independent thinking and learning.

Guiding Principles:

HALL values:

- each child as an individual and realizes, appreciates and respects their unique capacities.
- the parents/ child learning relationship as the first and most influential
- celebrating children and families
- a quality, holistic, learning environment that is enjoyable and rewarding

Key Objectives:

For the Child:

- Develop self-worth, self-confidence, self-control, and self-esteem
- Experience success in as many areas as possible by learning to play alone and cooperatively
- Learn to respect the rights and differences of others
- Become aware of the feelings within themselves and others
- Learn to express feelings in appropriate ways
- Share experiences, ideas and resources
- Respect authority and accept help from adults
- Be inquisitive, think critically, learn problem solving skills and act independently
- Develop foundational skills for literacy and mathematics

For the Parents:

- To recognize their key role in their child's learning
- Gain insight into child behaviour
- Learn that perceived misbehaviors and mistakes are part of a child's learning
- Learn through observation how other adults handle various situations
- Become more aware of how their child learns in a peer group setting
- Share experiences and expertise with others while working together in a cooperative setting
- Recognize the importance and the benefits of volunteering
- Develop a social network for both parents and children

For the Community:

- Families will feel more engaged with the community and may become more involved in some capacity with the community.
- The children will enter school more prepared to learn and will thrive in school as well as life
- Businesses and agencies will be better connected with families living in and around their community.
- Community will be aware of the importance of early learning



PROGRAMMING

Our Program

Playtime Learners Preschool delivers the New Brunswick Early Learning and Child Care Curriculum in English and provides a quality learning environment to encourage a love of learning. All children are accepted as individuals and are encouraged to develop and grow at their own rate.

Learning will take place in a play-based setting which may include centres such as dramatic play, art, blocks, small manipulative, a library corner, music and science. Materials will be made available to the children in response to their interest and focus.

The role of our teachers is to encourage learning by developing topics with the children in response to their interests. Parents are welcomed to support their children's interest by volunteering, providing materials and/or supplies.

VALUES:

- Zest for Living and Learning
- Imagination, Creativity, and Play
- Spirituality
- Communication
- Aesthetics
- Inclusiveness and Equity
- Compassion and Caring
- Individuality and Independence
- Living Democratically
- Social Responsibility

Goals for Early Learning and Care:

Our goals are to help build a child's sense of well being; encourage their play and playfulness; develop and support their communication and literacy skills; as well as develop diversity and social responsibility.

We will encourage a child's well-being by providing a safe and caring environment that will help develop a child's sense of self and others. We will build open and respectful relationships to support a child's sense of belonging. We will help children to take responsibility for personal care, learn about food and nutrition, and investigate their body and movement.

Our daily activities intentionally encourage children to discover and explore their creativity, problem solving skills and healthy attitudes in a play and playful environment. Children will test their limits, form relationships, build communication skills and expand their thinking through interaction with each other and adults. Learning together will encourage children to appreciate their own uniqueness and respect each others differences.



HOURS OF OPERATION / FEE PAYMENT SCHEDULE

HALL OFFICE HOURS

Tuesday, Wednesday and Thursday 9-1pm

Playtime Learners Preschool follows the Anglophone South School District school schedule and storms days.

When Hampton Elementary school is closed, Playtime Learners Preschool will be closed.

Playtime Learners Preschool 2.5 hours \$100.00 / month

Operating Structure:

<u>Class:</u>	<u>Hours:</u>	<u>Ages:</u>	<u>Max # of Children</u>
Monday & Wednesday	9-11:30am	3 & 4	15
Monday & Wednesday	12:30 -3pm	3 & 4	15
Tuesday & Thursday	9-11:30am	3 & 4	15

Daily structure (Morning Classes):

8:20 am	*Set up	10:30am	Free Play at Learning Centres or a planned activity
8:55 am	Preschool opens and children are welcomed	11:00 am	Closing Circle
9:00 am	Program begins-Outdoor/Indoor Free Play	11:30 am	Program Ends
10:00 am	Snack	11:45am	*Clean up
		12:20pm	*Closed
			* Staff only

Daily structure (Afternoon Classes):

11:50 am	*Set up	2:00pm	Free Play at Learning Centres or a planned activity
12:25 pm	Preschool opens and children are welcomed	2:30pm	Closing Circle
12:30 pm	Program begins-Outdoor/Indoor Free Play	3:00pm	Program Ends
1:30 pm	Snack	3:15pm	*Clean up
		3:50pm	*Closed
			* Staff only



Preschool Fees

Payments are to be made on the first (1st) of each month (except for the September preschool fee which is due at the time of registration). All scheduled days are owed regardless of attendance. For Example, if your child leaves early one day or doesn't attend on a scheduled day, the full amount is owed for the month. NSF cheques will have a \$30.00 return fee and no further cheques will be accepted. HALL can accept cash, cheque or e-mail transfer sent to HALLfinancial@outlook.com, security question answer should be preschool

Payment Schedule

Class month	Cost	Paid by
September	\$106 (non-refundable)	Day of registration
October	\$106.00	Oct 1, 2021
November	\$106.00	Nov 1, 2021
December	\$106.00	Dec 1, 2021
January	\$106.00	Jan 1, 2022
February	\$106.00	Feb 1, 2022
March	\$106.00	Mar 1, 2022
April	\$106.00	Apr 1, 2022
May	\$106.00	May 1, 2022
June	\$53.00	June 1, 2022

A **Preschool Student Supply Fee of \$25** will be due in September. This will be used to pay for materials such as paper, paint, playdough, Kleenex etc. over the course of the school year.



ENROLLMENT AND DISCHARGE PROCEDURES

Playtime Learners Preschool is licensed through the New Brunswick Department of Education and Early Childhood Development for a maximum of 15 children per class. Children must be a minimum of three years old on the day they begin preschool. While not necessary, we strongly encourage children to be potty trained prior to attending preschool due to staffing limitations.

Each year we will host an Open House Meet and Greet evening where you can meet the teachers and view the classroom. You will be required to complete and submit to the Playtime Learners Preschool the following forms: Registration form, Child Profile; Consent Form; Immunization Record or signed waiver. **As per our licensing requirements, ALL paperwork needs to be completed and returned before your child can enter into our program.**

The open house provides you the opportunity to read through and complete the material with our staff available should you have any questions or concerns.

Should you wish to withdraw your child, a minimum of one month's written notice is required.

HALL reserves the right to terminate for the following reasons (but not limited to):

- Failure to pay or pay on time, NSF cheques
- Failure of child to adjust to the Preschool after a reasonable amount of time
- Our inability to meet the child's needs

If we can no longer provide care for your child, we will give you at least a two-week notice, and will do our best to give you a full month's notice in writing.

SHARING OF INFORMATION

Our Parent information Board is located by the classroom door. The children's coat hooks will be located just outside the classroom.

GUIDANCE PRACTICES

At Playtime Learners Preschool discipline is all about learning. Our staff recognizes that all children are learning skills and need to be taught and guided during their own "learning process". The best discipline is based on mutual respect and consideration for others. We believe strongly in Ron Morrish's "Secrets of Discipline" approach and our discipline practices support those guidelines and approaches when dealing with child behaviour and attitude. The book "Secrets of Discipline" can be signed out FREE from the HALL Resource Library or purchased at your local bookstore for an approximate cost of \$20.00.

Teacher will praise and encourage positive behavior and interactions with peers and adults. We work with the children to help develop skills to help them resolve disagreements, share and respect others and property. Guidance practices are used to teach a child, not punish.

Should behavior become an on-going difficulty, or of a severe nature, a meeting will be scheduled with staff and family to determine intervention strategies. We recognize that children are learners and some need more practice time than others in building their skills. Therefore every effort will be made to allow your child to continue to participate in our program. However if we are unable to meet your child's needs we may be required to ask your child to leave the program.



Inclusion Policy

ACCESS

HALL Playtime Learners Preschool accepts any child into our program on a first come first served basis. All children are welcome to attend regardless of ability, need, culture, religion, gender or economic circumstances. Our hope is that the children of HALL Playtime Learners Preschool reflect that of the people within our community and teach children to embrace the similarities and differences in each other. We at HALL Playtime Learners Preschool will work with the children, families and other organizations whenever necessary to promote this inclusive practice.

At HALL Playtime Learners Preschool we encourage families to share information about their child on an ongoing basis as to what supports they think their children may need. We will ask the parents to decide what their priorities are for their children and through a partnership approach, we will try to help them through the process of referral and support options so that the child's needs can be met. Because the needs of every child and family are different, in some cases, children may need to wait until support services are in place prior to beginning our program. We will always strive to maintain a balance so that the needs of all of the children are being met while still including children who may need additional support.

All of our preschool families are given the same Parent Handbook and are offered five hours of preschool per week in one of our classes. All families have access to the same program options providing we can ensure the safety and security of all children present.

Our interest areas and activities are accessible to all children so that materials in each area can be accessed and reached by all. Interest areas and activities will be modified whenever necessary to facilitate inclusion of all children. We will ensure that our furniture and equipment can be used by all the children. There will be a written record of any changes made and why.

PARTICIPATION

We at HALL Playtime Learners Preschool will be sure to provide an individualized plan whenever necessary which includes participation with the other children in their preschool class. We will plan group activities that include all the children if they choose to participate. We will ensure that the toys and books in the classroom are representative of all the children in the class. If we hold a pot luck supper for the families, we will ensure it is held in an accessible location that allows participation by all the children as well as all their family members.

At HALL preschool we will identify the strengths and needs of the children so as to create an individualized plan. HALL will make every effort to support all the needs identified. We suggest the children use the library area within the classroom as a quiet place if they want, we will provide toys that reduce tension and promote calmness. We will ensure children do not have to sit for long periods of time. We provide toys that provide sensory stimulation. We teach children the elements of the "Fun Friends" program so that they learn the skills to self-regulate their emotions as well as "Secrets of Discipline" to promote positive behaviour.



SUPPORT

The HALL preschool staff will partner with the parents and with whoever will be working with the child to provide support. We will discuss goals and share knowledge, resources and expertise so as to provide the best care for the child.

We will meet together whenever needed to make a plan and will revise the plan as needed. We will document and discuss how the child is moving forward in their development.

If we perceive that a child has additional support needs, our administrator will come and observe the child, have a discussion with us, and work with us to develop a plan to meet those needs. Should additional support staff be required, the administrator will take the necessary steps to hire and receive funding for a support worker. The administrator will bring the information to the board of directors so that they may support the family and staff. The administrator is available to support staff in the preschool to enhance inclusion whenever needed.

The HALL board of directors supports us when we engage in professional development activities and workshops concerning inclusive practices. We will be continuously learning about inclusion. If we are unsure about an exceptionality, we need to research it and also get information from the family first-hand about their child's particular support needs.

Should challenges become an ongoing difficulty, or of a severe nature, a meeting will be scheduled with staff and the child's family to determine intervention strategies. We recognize that children are learners and some need more practice time than others, therefore every effort will be made to keep the child actively participating in the program. In some cases we may need to reach out to external supports to ensure active participation. Should it become evident that a child can no longer participate; the decision will be made along with the educators, administrator and family of the child and only as a last resort.

We encourage parents to book their children for the EYE-DA as part of their kindergarten registration. Parents are welcomed to share the results with us so that we may work with the child in areas that may need additional support such as using scissors or writing their name. We are also available to hear any suggestions from parents or organizations as to how we may help the children with these transitions.

For more information please refer to the "Supporting All Children" document located on our parent information board.



ARRIVALS / DEPARTURES

Please as this is a two and a half hour program we urge you to arrive on time. Adults must accompany the child to the classroom door. To avoid disturbing other classes in session at HES, parents are asked to use the entrance closest to our classroom at the center doors in behind the school when entering or exiting the school. We ask that you park at the playground end of the school as well, to avoid any congestion in the area. We ask that children **not** arrive before 9AM (for morning classes) or 12:30pm (for afternoon class). Children must be picked up no later than 11:35 AM (for morning classes) or 3:05pm (afternoon). There will be a \$10.00 charge for late pick up. For the protection of your child, **only** those individuals authorized on your Child Profile form will be permitted to leave the facility with your child. We may ask to see photo identification. Please have your child dressed appropriately for outdoor play upon arrival as they will be going directly outside. This may include a visit to the bathroom before arrival. If your child wears a diaper or pull up, please ensure that they are wearing a cleaning one upon arrival. These measures will ensure that your child is getting the most out of their short time at preschool.

SNACKS

Good nutrition makes happy, energetic children therefore we ask parents to pack a nutritional snack for their child for snack time. Snacks should include two food groups (ie: crackers and cheese) and real juice, milk, or water. We would also like to encourage you to use reusable containers for snacks whenever possible in order to help promote environmental responsibility. As our Preschool is located at Hampton Elementary school, we will be introducing families to Anglophone South School District Nutritional Policies to help with home-to-school transition. Also please note that as HES is a nut-free school every care must be taken to ensure snacks are nut free. Apologies for any inconvenience this may cause.

TRANSPORTATION / FIELD TRIPS

It is the responsibility of the parent to transport their child to and from our facility as well as any field trips requiring transportation. We have access to natural areas that we are able to explore. Special outings may consist of a picnic or going on a nature walk. All outings will be done on foot as the exercise will be good for everyone.

PERSONAL BELONGINGS

Please send the following with your child:

- Healthy nut-free snack
- Indoor foot wear (sneakers are preferred)
- Change of clothes in case of accident. To be kept in your child's book bag
- Appropriate clothing and preparation for the weather in order to facilitate outdoor play and activities (ie: sunscreen, snow pants, rubber boots, mitts and hats)

Please do not send the following items with your child:

- candy, gum, chocolate bars , potato chips and cheezies
- electronics such as phones and tablets
- medication unless it is accompanied by the necessary paperwork such as an Essential Routine Services and Emergency Plan form



ADMINISTRATION OF MEDICATION

We ask that any medication be given at home when ever possible. However, should it be necessary for the medicine to be administered while he/she is at our preschool, the medicine must be in the original container and labeled with your child's name, doctor's name, name of medication, dosage, and when to be taken. We will also have a form for you to sign giving us permission to give the medication to your child.

ILLNESS

The following information is in accordance with the Child Day Care Facilities Operator Standards issued by the Province of New Brunswick.

Please do not send your child when he or she is sick.

1. the illness prevents the child from participating comfortably in activities
2. the illness results in greater care needed than staff can provide without compromising the health, safety, and care of the other children
3. the child has any of the following conditions
 - temperature over 101 (38.5) in the mouth or 100 (38) armpit, accompanied behavior signs or other symptoms of illness (tiredness, crying, etc)
 - uncontrolled diarrhea - in the last 24 hours
 - vomiting - in the last 24 hours
 - any infectious diseases such as measles, chicken pox, mumps, etc.

Please inform the Preschool Teacher that your child will not be attending as soon as possible by calling or texting 651-7642 prior to 9:00 AM

EMERGENCIES

Please be aware that Playtime Learners Preschool performs regular fire drills to familiarize the children with basic fire safety rules. Fire drill routines are posted in the preschool room. Due to an emergency situation and / or should the Preschool centre need to be closed, parents or emergency contacts will be advised to pick up children at the Hampton Middle School Gym.

PARENT INFORMATION

Our Parent Information Board is posted on the wall at the entrance of our classroom where you can find program information and notices posted. We ask parents/care providers to view our Parent Information Board for updates on program activities, up coming events and the staff on duty. Notices may be sent home via email or voice mail from time-to-time.

CONCERNS OR ISSUES

We have an open door policy and welcome any suggestions, comments or concerns you may have. If there are any concerns or grievances address them to the HALL Administrator or one of the parent representatives on the HALL Board of Directors. If parents do not feel that their concerns are being adequately addressed, please contact the licensing staff of the Department of Education and Early Childhood Development. Please refer to the parent board at the preschool classroom for contact information.



CHILD ABUSE AND NEGLECT

It is the legal responsibility of every citizen to report any suspicion of child abuse. Should it be necessary, preschool staff will report any indication that a child may be or has been abused to Department of Social Development.

REVISIONS TO PARENT HANDBOOK

We reserve the right to make changes in rates and policies contained in the Parent Handbook. Parents will be notified of changes by email or written notice sent home with their child.

QUESTIONS OR CONCERNS

If you have any concerns or questions about the policies and procedures in this Parent Handbook or on any other topic concerning the facility, please forward them to the Playtime Learners Preschool Teacher. We look forward to hearing from you.



Marlene Burdett & Sue MacDonald
Playtime Learners Preschool Educators

Kristin Mitchell
Administrator for Hampton Alliance for Lifelong Learning

We remind you that smoking is prohibited on any school premises.