

INFORMATION FOR PARENTS

Neerlandia Pre-school Program 2020-2021

The Neerlandia Christian Education Society (NCES) operates the Neerlandia Pre-school program so that children in our community can have a safe place to learn and play and be introduced to Christian education. The pre-school license is retained by the Neerlandia Christian Education Society (NCES) and overseen by Alberta Human Services - Child and Youth. The teacher submits a monthly report to the NCES regarding the pre-school. The NCES meets monthly during the school year and is able to discuss and deal with any issues that arise with the pre-school.

Parents or interested community members can contact the Program Coordinator/Teacher Jessica Nanninga at 780-284-2074 or by e-mail jessnanninga99@gmail.com if they have any questions about the program. The school office phone number is 780-674-5581. Following is some information for parents taken from the Administrative Policies and Procedures manual. For a complete copy of the manual please ask the teacher.

About the Program

The Neerlandia Pre-school is an early childhood education program focusing on learning and play in a Christian setting. We celebrate Jesus' birth at Christmas and His death and resurrection at Easter.

The Pre-school program will try to instill a positive school experience for these first time learners. The developmental needs of the children will be met through a variety of activities. Children will spend time exploring play centers and making their own choices for participation. They will also learn to co-operate, share, take turns, and listen to others during group times such as carpet time, singing, and clean up. Stories will help expand their knowledge of the world. Play and the social skills which accompany it will help them learn what a classroom setting is like. Creative skills will be developed through art activities and opportunities for tactile learning. Fine motor skills will be used in art activities and the use of toys with smaller pieces. The children will also gain skills in literacy as each lesson will be based on a letter of the alphabet, and there will be an opportunity to practice beginning name printing and cutting skills. Good manners and healthy habits are encouraged at snack time. Children will also participate in physical activity and games through the use of the gym and the outdoor playground.

The Pre-school program follows the school calendar in regards to holidays, Christmas, and Spring Break, as we share the room with the Kindergarten class. We will base our year on an alphabet theme, looking at one letter each week. The emphasis of the letter sound will be on the short vowel sound, for example "a" as in apple.

Qualifications

- § Pre-school children who are 4 years old by December 31st.
- § Children must be toilet trained.
- § The class maximum is 17 children. The pre-school program will not be offered unless 8 or more children are registered.
- § Should the class size exceed the maximum number, first priority will be given to children from families that plan to send their child to Kindergarten at NPCCS.
- § Registrations will be confirmed by June 30th, 2020.

Time and Days of Operation

- § The program runs on Monday and Wednesday mornings from October to April for 52 sessions. (A detailed schedule will be available in October)
- § Classes start at 8:15am and end at 11:15am.
- § Parents must bring their child into the classroom at 8:15 am, and pick them up promptly at 11:15am.
- § The program does not run during Christmas or Spring break.
- § The Pre-school will not operate if the school buses are not running. The program teacher will notify parents if pre-school is cancelled.

Payment Policy - Cheques are made payable to the *Neerlandia Christian Education Society*

- § Payment options include cash or cheque , and should be given to Debbie Fisher, the school secretary upon the start of the pre-school year in October
- § Full payment for the year is \$950.00, or 7 post-dated cheques of \$136.00/month (payable the first of the month)

Parental Involvement

Parent helpers are needed for each pre-school class. Government regulations require another adult in order to maintain the proper child to adult ratio in the class. The number of parent helpers will be adjusted based on the number of students enrolled and student need. The "parent/guardian of the day" schedule is made up of parents who will be put on a rotational list (roster). The parent may be needed for a particular project or to circulate among the children offering assistance and encouragement while supervising for safety throughout the morning. It is also their duty to remain in class until all the children have been picked up by their proper parents/guardians. If you cannot make it on your scheduled day please ensure that you trade places with another parent. Please do not bring additional children to class on your scheduled day.

What to bring to pre-school:

1. Indoor running shoes (non-marking soles): These are mandatory for fire regulations, and for safety in the gym. These shoes will be taken home each day.
2. A bag or backpack for your child to carry their shoes, snacks, and projects in.
3. A healthy small snack and drink
4. To be prepared for any unexpected accidents or emergencies, it may be wise to put a full change of clothes in a plastic grocery bag at the bottom of your child's backpack.

On every pre-school day, please:

1. Arrive on time. This helps settle your child and starts the day on time.
2. Remove outdoor shoes and place them on the marked boot rack by the entrance. The Pre-school entrance is through the front doors of the school building.
3. Change into indoor shoes.
4. Take off your child's coat and backpack and place them in the locker with their name card.
5. Pick-up your child on time.
6. Sign your child in and out on the attendance sheet

Note: *The teacher will release your child only to an authorized person previously designated by you.*

Participation in Activities

Parents will sign a form on registration day which grants permission for their child to participate in activities in the gym, on the playground and the kindergarten room throughout the pre-school year. There are no off-site activities or field trips.

Child Discipline

The root of effective discipline is “disciple.” Therefore all discipline seeks to disciple, or teach children to grow (academically, socially, physically, creatively, emotionally, and spiritually). Classroom rules encourage children to be responsible, listen to others, respect others, respect property, and use manners. Daily routines provide a variety of activities for children and ensure appropriate use of space. The classroom rules and routines are the first component of discipline. The teacher addresses inappropriate behavior by talking with the children involved, removing them from the situation, and/or redirecting them.

All disciplinary actions taken will be reasonable in the circumstance and the teacher will discuss ongoing concerns with the parents. At no time will the teacher inflict or cause to be inflicted any physical punishment, verbal or physical degradation, or emotional deprivation; deny or threaten to deny any basic necessity; or use or permit the use of any form of physical restraint, confinement, or isolation.

Evaluation & Improvement

The teacher will post information and updates about the program during the course of the year on a private facebook page, as well we will give you a Newsletter for each month. Parents are invited to contact the teacher through e-mail, phone, text, a meeting, or a note, should they have any concerns, comments, or questions. On the last day of class an evaluation form is handed out to parents for them to complete. Information collected on these evaluations is then used to assist in the planning for the following year.

The pre-school is licensed to the Neerlandia Christian Education Society (NCES). The teacher submits a monthly report to the committee regarding the program. The NCES meets monthly and is able to discuss and deal with any issues that arise with the pre-school.

Emergency Evacuation Procedure

1. Fire bell rings. Children line up in single file.
2. Program teacher takes the record book and leads children to the nearest exit. The children proceed outside.
3. The parent helper does a room sweep, closes the doors, and shuts off the lights.
4. When out of the building and in a safe place, a head count is done.
5. Children proceed to the East side of the parking lot.
6. Instructions from Neerlandia Public Christian School staff or Fire Department will be followed with regards to re-entry into the building.
7. Relocate to Neerlandia Christian Reformed Church in the case of an actual emergency.

Fire Drills

Throughout the course of the pre-school year there will be a number of fire drills. This is required by the fire inspector and is meant to prepare children for an emergency situation. The teacher will discuss it with the children beforehand and will use a battery operated smoke detector as an alarm. The children will have to stop what they are doing and quickly line-up at the door. The teacher will take the record book and lead them outside. The parent helper is to do a room sweep, close the doors, and shut off the lights.

School Cancellation

The pre-school only operates on days that students attend Neerlandia Christian Public School. The program does not run during Christmas or Spring break. The Pre-school will not operate if the school buses are not running. Notices of school closures due to inclement weather are broadcast on the Neerlandia Public Christian School's website. The pre-school teacher will

notify parents directly if pre-school is cancelled. If pre-school is cancelled due to inclement weather there will be a "make-up class" offered, most likely after the last scheduled class

Illness, Accidents, & Communicable Diseases

- § Children who are ill must remain at home. Parents should call to inform the teacher of their absence.
- § Children who have symptoms of vomiting, diarrhea, fever, new unexplained rash or cough or other symptoms which pose a health risk must be symptom free for 24 hours before they return to pre-school. They should no longer pose a health risk to staff or other children.
- § Children who have a communicable disease (e.g. chicken pox) are required by childcare regulations to remain at home.
- § Parents will be asked to remove their child from the program immediately should their child be suffering from a communicable disease as written in Schedule 1 of the Communicable Disease Regulations.
- § The teacher is also required to report an incident of communicable disease to Alberta Health Services.
- § If a child becomes sick while at pre-school, the teacher will call the parent/guardian to pick them up immediately. The child will be separated from the group as far away as reasonably possible and supervised by the primary staff.
- § In the case of an accident first aid will be administered and if necessary an ambulance/911 will be called. The teacher will ensure the child receives medical attention as necessary and the parent/guardian will be called immediately.
- § In the case of a serious accident/incident/illness a report will be written by the teacher and given to the Neerlandia Christian Education Society, the parent, and Alberta Child and Youth Services licensing staff.

Medications

- § Medications need to be stored inaccessible to children in a locked cabinet, in the original labeled container and administered according to labeled instructions.
- § Emergency medications will be stored inaccessible to children in the original labeled container or packaging.
- § Medicine will only be administered in an emergency situation where parents have provided the medication (e.g. epi-pens) and a signed individual medication record. To administer medication the medication form template must be followed as to the administering guidelines.
- § The name, time, and the amount of the medication administered, as well as the initials of the person who administered the medication will be recorded.

Emergency Medical

In case of a medical emergency the teacher will attempt to give first aid, but will call an ambulance should it seem necessary. If an ambulance is needed, this would be at the parent's expense. Parents will be called immediately in a medical emergency. The local licensing office will also be contacted should emergency medical services be required for a child and/or the child requires overnight hospitalization.

Health Care

The teacher may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

Incident Reporting

Should there be an emergency evacuation; program closure due to an emergency; an intruder on the program premises; a child removed from the program without parent/guardian consent; an illness or injury requiring emergency health care and/or requires the child to remain in hospital overnight, an error in administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid; the death of a child; an unexpected absence from school (i.e., a lost child); an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer; the commission by a child of an offence under an Act of Canada or Alberta; and/or a child left on the premises after operating hours it will be reported immediately to the regional child care office staff using the prescribed form. There will be a written documentation of the incident which is then also submitted to the Neerlandia Christian Education Society.

Smoking

No person is to smoke on the program premises. No staff member shall smoke at any time and in any place where child care is being provided.

Nutrition

Parents are to pack a healthy snack and drink for their child that they can eat during the scheduled mid-morning snack time. Parents are encouraged to avoid packing snacks with nuts in order to create a safe environment for those with allergies.

Administrative Records

Parents will be required to sign their child in and out daily for attendance records. These attendance records will be kept for two years. A copy of the teacher's current first aid certificate and child care certification will be posted in the classroom by the current operating license. Other Administrative records including the criminal record check will be kept in a binder on the program premises.

