



PARENT HANDBOOK

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WELCOME

Welcome parents and children to Seedlings Early Learning
We are very happy to have your child in our program.

SCHOOL PHILOSOPHY

We believe that:

The impact of the environment during a child's first years of life has a life-long lasting impact.

All children have an enormous potential and in order for it to be developed they should be provided with a rich, fun and loving environment.

GOALS AND OBJECTIVES

To provide your child an excellent environment in order to support and nurture the creative, emotional, intellectual, physical and social development of your child.

SPANISH PROGRAM

Provide Spanish as a Second Language to children from non-Hispanic backgrounds.

Support Spanish-speaking families in fostering and preserving the Spanish language capabilities in their children.

PROGRAM DETAILS - PROJECT BASED & REGGIO INSPIRED

Seedlings philosophies and methods are drawn from the Reggio Emilia approach. Children learn through an emergent, dynamic and interactive curriculum in which projects, in different areas of learning, reflect the interests of the children. This approach is not only tremendously motivational, but also allows children to develop their creativity and love of learning through what is termed "the 100 languages of the child."

The projects are mainly developed through the use of science and art. We emphasize the beauty and usefulness of natural and recycled materials and the desirability of protecting natural resources and the environment.

PROGRAM DETAILS - SPANISH IMMERSION

The program provides Spanish immersion, however, no previous knowledge of Spanish is required. For children who may be learning Spanish as a second, or even third language, Seedlings will initially use both English and Spanish when talking directly to these children and then gradually eliminate the use of English.

Each child as an individual, will progress at his/her own pace. While almost all other preschools in Calgary have a 1:12, Seedlings has a unique Teacher to Child ratio. This 1 : 5 Teacher - Child ratio allows each child individual attention as well as allowing them to fully participate in all the activities

PROGRAM DETAILS - CLASS ACTIVITIES

The activities completed in each class are such that they are related to the project and contribute to its development.

Class Components:

1. Free Play
2. Music
3. Development of the Project (Art & Science)
4. Snack
5. Physical Activity
6. Development of the Project (Art & Science)
7. Story time

Additionally, individual or small group work is also done throughout the class. Again, this work relates to and supports the project development and reinforces Spanish language learning, pre-mathematics, and fine motor skills. During the week each child will have a one on one time session (at least 30 min) with a teacher.

HOURS AND DAILY ARRIVAL AND DEPARTURE

Students should arrive at school as close to the start time as possible and **be picked up on time**. In case of more than 10 minutes delay at pick-up time there will be a late fee as detailed below.

Arrival and Pick up at preschool

In order to have an organized and safe drop off and pick up of children we ask parents to:

Sign in and out

If you need to communicate with the teachers you can talk to the teacher at the door while she is not engaged in an activity with the children, or leave a note in the communication book, which the teacher will check every day at the beginning of the class. The teacher may be unavailable to talk during drop-off, as teachers are busy at this time getting the kids settled and organized in their first activity.

Please say a quick good bye to your child at the door on the main room and a teacher will receive the child and their belongings. For the safety of the children we will keep that door closed.

If you need to pick up your child early please leave a note in the communication book so the teacher will have your child ready.

When picking up your child please sign out and pick up your child's belongings. You can again use the communication book at this time and the teacher will check it before she leaves. For the safety of the kids please try to pick up your child(ren) quickly. Be aware that once your child leaves any of the two rooms at pick up time their safety is your responsibility.

Please mark all your child's belongings with his/her name. Unlabeled lost and found items will be placed beside the sign in/out folder.

Please arrange to be on time for pick up. It is stressful for the kids to see their friends leaving and then have to wait more for their parent/caregiver. The teachers also need to start putting all the preschool equipment and educational materials away and leaving everything ready for the next class, and we have limited time to do this.

Late Pick Up

We would appreciate if you could please notify the center director as soon as you are aware that you are going to be late to pick-up your child.

Late fees of \$1.00 per minute will apply to families arriving to pick-up children more than 10 minutes after the dismissal time.

ADAPTATION TO THE NEW ROUTINE

The first day of preschool, even for "experienced" students, is not always easy. Kids love to play, share with friends, sing, do art and learn but sometimes have a hard time with the change in routine and getting used to being away from their parents.

For some kids, the first week is challenging and then they are just ready to come into the classroom and have fun. For other children, it is not the first week but even the third or fourth week that is challenging as the novelty of preschool wears off, and they realize that it is a permanent change that the parent will not be with them during preschool time.

In order to make this a very positive experience we ask parents to please bring your child to all his/her classes as long as they are healthy. We also recommend parents have short good-byes, which work better and are easier on the kids than drawn-out goodbyes. We ask parents not to remain in the classroom, however, you are welcome to stay in the building if you wish. If required, the teachers will get in touch with you or may advise to bring the child for a shorter class during the adaptation period.

WHAT TO BRING TO PRESCHOOL ON THE FIRST DAY

- Two photos of your child (passport size)
- A family photo.

(Photos do not have to be printed on photo paper: they can just be printed on regular paper. The passport size photos do not have to be exactly passport size, small photos work just fine.)

SNACK

Due to the increasing number of children with severe and potentially life threatening peanut allergies. **Seedlings Early Learning is a NUT-FREE environment.**

Snacks should be nutritional in value and sufficient in quantity.

Staff will be responsible for making sure that the children wash their hands before and after snack.

Each parent is required to provide medical information, including food allergies on the Medical Information Form.

Parents of children with food allergies are requested to provide written instructions on how to proceed in the unlikely event that your child has a reaction .

The preschool will be offering juice boxes on special occasions to the children, Parents should inform the preschool if you prefer for your child to not have it offered to them.

All snack containers, water bottles and lunch kits must be labelled with the child's name.

BIRTHDAY CELEBRATIONS

Families are welcome to send NUT FREE cake/cupcakes in order to celebrate their child's birthday.

Seedlings will provide a NUT FREE cake on the last week of classes to celebrate July and August children's birthday.

If you do not wish us to celebrate your child's birthday please notify the Center director or make a note of it in the registration form under the section "Knowing your child".

PERSONAL BELONGINGS & LOST AND FOUND

Lunch boxes, water bottles and containers should be labelled.

Seedlings encourages families to label their children's clothing. Unlabeled lost and found items will be placed beside the sign in/out folder. The preschool is not responsible for the loss of any belongings.

FIELD TRIPS

Seedlings does not usually organize field trips. If a field trip is organized parents will be notified

OUTDOOR ACTIVITIES

Seedlings believes that time outside is a fundamental part of childhood, and allows children to appreciate nature. However in the interest of the children's safety: outdoor activities will only take place if the outside temperature, combined with the wind chill, is warmer than -15 degrees Celsius according to the Weather Network. (The information will be checked just before the activity takes place). If the temperature combined with wind chill is below 0 degrees Celsius the activity will be limited to a maximum of 30 minutes.

Half day and full day students will participate in nature walks limited to the Community Center property.

(Students at Strathcona Community Center will participate in physical activity in the fenced green area built specifically for that purpose)

Full day students will under normal conditions have daily outdoor activities.

APPROPRIATE CLOTHING

Children will participate in art and gross motor skills activities every day.

We ask parents to please bring your child in comfortable casual clothes. We encourage children to wear aprons provided by Seedlings when participating in art activities. Please send along a change of clothes every day in case that it is needed.

It is the parent/guardian's responsibility to make sure that the child wears to school appropriate clothing and footwear for all weather conditions.

If, at the discretion of the Center director, the child does not have the appropriate clothing for outdoor activities the child will not be able to participate in the activity. The parent/guardian will be notified at pick up time.

ABSCENCES AND ILLNESS

When a child is going to be absent, please notify the school by email at: seedlingsspanish@gmail.com or during school hours by calling the center director.

When children are sick, please do not bring them to school.

If a child has had fever within **the last 24 hours prior** to the class please don't bring him/her to school. If your child catches a contagious disease, such as chicken pox, whooping cough, measles, etc. please let the teacher know as soon as possible as we will attempt to inform the parents of the other children possibly exposed to the disease. The child may return to the program if the child is symptom free for at least 24 hours or a parent has a physician's note stating that the child does not pose a risk to other people.

If your child has an allergy, it is the parent's responsibility to let us know before his/her first day of school.

EMERGENCY PROCEDURES

Evacuation procedures will be explained to all staff prior to commencing classes and to children where developmentally appropriate.

In the event of a fire/emergency situation, the children will be evacuated. Teachers and children will relocate to a designated spot outside of the building in the community center property.

If required, the teachers will relocate the group to the emergency evacuation site outside the Community Center property.

Parents/guardians will be notified of the event as soon as possible and will be asked to pick up your child at the evacuation site.

Emergency procedures and phone numbers are posted in the information board at the entrance of every center.

In the event that a center is not able to open, or needs to close due to an emergency situation, (ie. extreme bad weather) parents/guardians will be notified by email.

PHOTOGRAPHS AND VIDEO

A fundamental component of the Reggio approach to education is documentation. Pictures and videos taken during class or special events are valuable tools for education, including for internal program evaluation and training purposes. Seedlings also shares some pictures with preschool families and staff as well as on our website and social media. Please indicate your consent or consent withheld in the media release form.

SUBSIDY

Seedlings Preschool is approved for families to participate in the Alberta subsidy program. Subsidy approval is a family responsibility. Families are responsibly for paying any fees not covered by the Alberta program.

WITHDRAWAL POLICY

In the case of withdrawal of a child, 2 months written notice is required for Pre-Authorized Debit (“PAD”) agreement termination. (This means, that monthly fees will be withdrawn from the account following 2 months after cancellation)

There will not be cancellation of PAD agreements after May 1 of the school year.

There will be a partial monthly refund for the last debited month when a 60 days termination agreement is submitted before May 1st and no refunds will be given after May 1st

No rebate of fees will be given for temporary absences.

Monthly fees are the same every month irrespective of months with holidays. Cancellation of PAD agreement will be effective with a signed PAD cancelation form. (Please refer to PAD agreement form: I/We may revoke this authorization at any time, subject to providing two months written notice. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.)

RETURNED OR LATE TUITION

Returned or late fees will be subject to an additional \$35 fee added to the monthly tuition.