



St. Paul Education

Two Hills School Preschool Parent Handbook



Introduction

Welcome to Two Hills School Preschool in Two Hills School. Our preschool is a provincially licensed play-based early learning opportunity for children 3-5 years old and is operated by St. Paul Education.

St. Paul Education early learning teams provide a supportive and enriching environment that fosters each child's social-emotional, cognitive, language and physical development.

The underlying philosophy of Two Hills School Preschool is that children learn through play, and the goal is to provide a variety of play experiences, supporting each child's progress at his or her own pace.

Preschool programs are delivered at two school sites, Ecole Mallaig School and Two Hills School.

Please take some time to review our handbook. We are excited to have the opportunity to work with your child and we would like to take this opportunity to welcome you to our school community.

Two Hills School Preschool Early Learning Team

Preschool Instructor: Danielle Hanson

Principal: Collin Kupchenko, Principal of Two Hills School
Kara Matiaszow, Asst. Principal of Two Hills School

Director: Sha Tichkowsky, Director of Inclusive Education and Early Learning

Other possible team members: TBD

Registration and Fees

Date and Times of Operation

Classes will run on Monday, Wednesday and Fridays from 8:30 to 11:30am (3 hours). A full calendar will be provided in September. Please ensure to drop off and pick up your child on time.

Registration

In order to register, the following eligibility requirements must be met:

- The child must be between the ages of 3 and 5 years of age. (Children must be three years of age on or before September 30 of that school year)
- The child must be fully toilet trained.
- Completed registration forms must be received before attending the preschool program. A non-refundable deposit is due upon registration. Payment can be made at the school or via KEV online payment. Payment for the year can be made in full or in 5 equal installments.

In order to ensure a space for your child in our program, a non refundable \$100 payment must be received at the time of registration. Please note that this will not be refunded if you withdraw for any reason after the payment has been made. This fee is recorded at payment towards program fees and will be subtracted from the yearly registration fee.

Fees are as follows;

*\$1120.00 for the year.

With the \$75.00 a month [Affordability Grant](#), the parent portion of fees works out to be \$370.00 a year or \$37.00 per month.

Subsidy is also available. Please see the Child Care website at

<https://www.alberta.ca/child-care-subsidy.aspx> form more information.

*dependant on enrollment, there may need to be adjustment to the fee schedule

Parent Helper Bond Cheques

Two \$50.00 undated bond cheques are due upon registration prior to your child beginning the program. In the event that you do not fulfill your parent helper or toy washing duties, your cheque(s) will be cashed.

Withdrawals

If a parent or guardian is asked to withdraw their child due to non-compliance of policies, a refund will be offered.

Refunds

Please note that there are no exceptions to our refund policy. Refunds are also not given for sick days, holiday/vacations and/or cancelled classes.

Parent Volunteers

Parents are an important part of the success of any preschool program. Their support and interest in the well-being of their child is invaluable. Parents are required to volunteer in two roles in Two Hills School Preschool.

- Parent Helper-in class support. This is on a rotating basis. One parent must be present at each class. We ask that they arrive 15 minutes prior to the start of class (8:15am) and remain until all children have been picked up at the end of the program. If you can not be present on your scheduled day, it is your responsibility to find a replacement and to notify the instructor of who that will be. Please note that additional children/siblings are not able to attend preschool with the parent helper.
- Toy Washing. Monthly toy washing will take place and attendance at the scheduled toy washes are mandatory. If you are unable to attend, it is your responsibility to find a replacement. Children are not permitted to attend toy washing sessions. Depending on enrollment, this may be on a rotating basis as well.

Supplies from Home

Please provide the following for your child at the school.

1. Indoors only shoes that the child can take off and on independently (velcro)
2. Labeled ZipLoc bag with a complete change of clothes (in case of emergencies).
3. A box of Kleenex
4. A snack bag/lunch kit to transport their daily snack.
5. Water bottle
6. Backpack or school bag large enough to transport finished items and winter clothing.

Lockers will be available to store clothing. Please label your child's items.

Snacks

It is the responsibility of each parent to provide a healthy snack for their child. This should include a healthy drink option as well. Please do not send candy, gum or popcorn. Sweets will be reserved for special occasions. Please talk to your preschool instructor in regards to special occasions.

There may be children with life threatening allergies. Please be sure to follow instructions from the preschool instructor at your site in regards to allergies to provide a safe environment for all children.

Relevant Information

The following list summarizes some of the various procedures available in our policies and procedures handbook.

1. Age Eligibility: Children must be 3 years old to enter preschool. Exceptions are for children who qualify for Early Intervention Services (PUF).
2. Non Attendance days: Two Hills School Preschool will follow the St. Paul Education calendar. Preschool will be closed during the major school holidays and on PD days. Please see the attached school calendar.
3. Inclement Weather Policy: Two Hills School Preschool will follow the St. Paul Education [AP 131 Inclement Weather](#) policy.
4. Photography and Videography: Two Hills School Preschool may have events that families are invited to participate in. Please only take photos or videos of your own child(ren). Posting video or photos of other children on private social media sites is strictly prohibited. Posting on the public school social media sites will only occur if the family has chosen to consent to photos and/or video under the Freedom of Information and Privacy Act (FOIP) rules.
5. Toileting: Children must be completely toilet trained and be able to use the bathroom independently prior to enrolling in the program. Exceptions will be made for children who qualified for Early Intervention Services (PUF) or have other special needs.
6. Drop off and pick up: Arrival can begin 10 mins before the child program starts. Parents must remain with their child until the preschool instructor has welcomed them into the classroom. At Dismissal time, we ask that parents remain in the hallway until the classroom door is opened by the instructor. Children are to be picked up promptly at the end of class. Please sign in at arrival and sign out at the departure of your child.
For the safety of the children, unless picked up by a parent or guardian we ask that you send **written permission** for your child to leave the premises with another adult. Preschool children will not be released to youth under the age of 18.
7. Parent Helpers: Parents are required to be a parent helper on a rotational basis in the classroom. Parents will be scheduled on a rotational basis. Every parent must do their assigned helper duties as required. Parents will be required to submit two \$50 undated cheques which will be cashed if the parent helper/toy washing duties are not fulfilled. It is the parents responsibility to find a

replacement if they are unable to attend on their scheduled day. Classes may have to be cancelled in the event that there is no parent helper available.

8. Toy washing: Toy washing will be done once per month. Attendance at the toy washing is mandatory, similar to the parent helpers. If you are unable to attend, it is your responsibility to find a replacement. Children are not to attend the toy washing sessions.
9. Volunteering: Parents are welcome to become involved in their child's education through volunteering in the preschool. Please speak to the preschool instructor in regards to opportunities and times.
10. Transportation: Parents are responsible for the safe escort to and from the preschool classroom. If there is to be an alternative to the parent or guardian for drop off and pick up, the preschool teacher must be notified **in writing** in advance. Preschool children will not be released to youth under the age of 18.
11. Room safety: Medications must be in a locked cabinet and out of children's reach. Personal items of the instructor and parent helpers must be inaccessible.
12. Children are to have footwear on at all times.

Guidance for Behavior

Each child will be treated with respect and dignity. Behavioral guidance will be proactive whenever possible. We believe a positive approach works best to help children learn and express their feelings and resolve conflicts and solve problems in socially acceptable ways. Staff use many techniques to support children's social development based on the children's developmental levels, temperament and abilities. Children will be given time to work out problems and the staff will support them through a problem-solving process as needed.

At Two Hills School Preschool, we will never:

- Inflict or cause to be inflicted any form of physical punishment (including spanking, verbal degradation or emotional deprivation)
- Deny or threaten to deny food or any other basic necessity
- Use physical restraint, except in instances when the child is at immediate risk of injuring him/herself or others

Intervention Techniques:

- Redirection: provide options for what can be done rather than what can not
- Natural Consequences: Children will be given opportunities to experience natural consequences when it is safe and appropriate. Teachers point out and reinforce natural consequences as they occur in a non-judgmental way. Children see the results of their own behavior and begin to modify it accordingly.

- Non-Judgmental Explanations: Children are provided with explanations as to how their behavior affects themselves and others.
- Logical consequences: Logical consequences relevant and appropriate for the situation are used. For example, if a child spills sand on the floor, he is encouraged to sweep it up with help from the teacher as required.
- Passive intervention: Teachers give children time to work through their own problems, but are there to support the children as required.
- Problem solving & Conflict Resolution: Children are encouraged to work together to solve problems and conflicts. Caregivers will model and support the children as required.
- In circumstances where behaviour difficulties arise and warrant more specific strategies, a child may be removed from the activity with a staff member to discuss and reflect on the situation and to allow time for the child to calm down and settle before rejoining the group
- Parents will be notified of any significant situations at the earliest opportunity. If warranted, a parent and instructor meeting will be organized to develop goals and strategies for moving forward.

It is important that all situations within the classroom are to be kept in confidence. This will ensure that the self esteem of the child will be kept intact.

Illness

Each child must be in a state of good health to attend preschool. They should be able to go outdoors and take part in active play. If your child is sick, they should remain at home. Please let the instructor know if your child will be absent for the class.

If your child should become ill during class, the parents and guardians will be notified promptly and the child is to be picked up. The child will be removed to a quiet area to rest until a parent or guardian arrives.

Communicable Illnesses

If a child has or is suspected of having a communicable disease (e.g., pink eye, measles, mumps, chicken pox, etc) must not attend preschool. If the child is at preschool and exhibits any of symptoms, the parent or guardian will be notified and the child is to be picked up immediately. Alberta Health Services may be contacted to provide guidance and support in how to ensure the safety of other children. Please notify the instructor if your child has a communicable disease.

