

Progressive Academy



Junior Kindergarten

Parent Handbook

2011-2012

(Revised May 30, 2011)

Welcome

Welcome to our center! We are a team of professionals who are dedicated to providing quality child care to three and four year olds. We are an accredited center committed to practices which enhance continuous improvements and advancement in early childhood development. We are proud of our ethnic diversity and support children's differences within our program. We encourage you to join us at any time and chat with your child's teacher regarding your child's development, programming and any concerns that you may have. It is

important to keep the lines of communication open between us. Working together, our goal is to help you provide a strong foundation for your child's happiness, self-esteem and security.

This handbook contains information about the program. Please keep it handy for your reference.

Progressive Academy School Mission Statement

The school strives to strengthen individuality and increase the ability and cultural level of the student.

The school strives to achieve a demonstration of competence by the student in effecting positive changes in his or her life and environment.

Progressive Academy's Child Centre Mission Statement

We acknowledge that children are growing and learning about their world and how to interact in it. We accept children for who they are. We recognize children's developmental abilities and needs.

Our Centre provides opportunities for children to develop positive self esteem, self control, responsibility, confidence and independence while learning within a stable and stimulating environment.

Philosophy

We believe:

- Children learn through play within a safe, secure, nurturing environment.
- Children learn by experimenting and exploring their world. By seeing, hearing, touching, tasting and smelling variously objects, and through observing people and events in their environment, children can learn first hand about the world they live in. This is why we bring the natural world into the classroom.
- Children's programs are developmentally appropriate. The program encourages children's growth and development while treating each child with respect. This allows each child the ability to express individual feelings and emotions. The whole child is developed with respect to their physical, social, cognitive, cultural and emotional areas. Each child is encouraged to develop responsibility, independence, self-reliance and self worth while developing at their own pace.
- Families are the primary social and educational units and are important to our program.
- Children and teachers call each other by their first names lending an air of informality to the classroom setting. Equality among people in our school is symbolized through the use of first names, enabling children to sense that they are important and respected members just as are teachers.
- Children are taught to read and write through an early systematic phonics program.

Contact Information

School Address: 13212-106 Avenue
Edmonton, Alberta
T5N 1A3

School Phone: (780) 455-8344

Fax: (780) 455-1425

School E-mail: info@progressiveacademy.ca (Executive Director)

office@progressiveacademy.ca (Office Assistant)

School Website: progressiveacademy.ca

Who to Call

| | |
|------------------------------------|------------------|
| Executive Director | C-Anne Robertson |
| General Inquiries | Ellie Anderson |
| Early Childhood Director | Jenette McLennan |
| Early Childhood Assistant Director | Janet Guindon |

Junior Kindergarten Entrance Requirements

Progressive Academy accepts children who are 3 years old by August 30 who can toilet independently and who can separate from their parent without excessive anxiety. If a child has started our program and it is found that the child is not able to toilet independently or separate without excessive anxiety, we will cancel your registration until such a time as your child is ready.

To enter the Senior Kindergarten program in September 2011, a child must be 4 years old before March 1st, 2011.

Registration Procedure

Students already attending or who have siblings attending the school are accepted before students on the waiting list.

We do not presume your child will attend the school in subsequent years; parents must complete a yearly registration process. Students are only considered to be registered when the required forms and fees have been returned to the school office. Parents with children attending the school this year must register by December 2011 to ensure placement for their child in the next school year.

Registration Fee

All registration fees are non-refundable and must be paid at time of registration.

Full time program for Junior Kindergarten: \$250.00

Cancellation Policy

A 30 day written notice is required from the first day of the month for cancellation from the program.

Students are considered registered for the entire school year (September to June). If circumstances require a student to withdraw from the school, written notice of one month is required. Fees are due and payable for the month in which the notice is received. No tuition refunds will be given after March 1st.

2010/2011 Junior Kindergarten

Tuition Fees:

Full time: 8:30 a.m. – 4:30 p.m. \$820.00/month

(Classroom instructional hours are 9:00 a.m. – 3:30 p.m.)

Out-of-School Care Fees:

(Registration Required)

7:30 a.m. – 8:30 a.m. \$90.00/month

4:30 p.m. – 5:30 p.m. \$90.00/month

The fee for drop in service is \$10.00/hour. Parents wishing to access this service must phone the office to make the necessary arrangements.

Junior Kindergarten children who are accepted for extended child-care are cared for in the Junior Kindergarten Sunshine room.

For any parents who would like to inquire with regards to childcare subsidy, information can be accessed at www.child.gov.ab.ca/childcaresubsidy. Current families interested in registration for the Junior Kindergarten 2011/2012 program have until December 19th to secure their place. After this date, registration will be open to the public.

An increase in fees is reviewed annually by the Board of Directors.

Rally and Early Dismissal

The first Thursday of each month is rally and early dismissal day. The school wide rally commences at 11:00. Families are encouraged to attend these monthly events. The school is dismissed at 12:00 on these days for our monthly staff meeting. After school care can be acquired for your child, on this day, by contacting the school office.

Late Pick Up Fees for Junior Kindergarten

Any parents arriving later than 5:30 p.m. to collect their child will pay \$1.00 for every minute after 5:30 p.m. This is payable to the staff member.

Students Arriving Late or Absent

If your child is going to be late or absent, please notify the school before 8:30 a.m. or send a note in advance. Regular attendance and punctuality, on the part of the student, is an important part of the learning process.

Parent Responsibility

Parent involvement is an important part of our program

Our program considers families to be the centre of our programming. Parents are continually encouraged to come into the classrooms. All staff are open to having parents in their classrooms at all times during the day.

YOUR CHILD WILL NEED:

- **Complete school uniform including black shoes (Velcro or slip-on)**
- One tissue box to be shared by all the students.
- An old adult shirt or heavy duty T-shirt, long or short sleeved, to be used as a paint shirt.
- A complete change of labeled street clothes to be kept at school (shirt, pants, underwear, socks).
- One computer/CD player headset. They should be the over-head type.
- One container for water.
- One pump bottle of hand soap.
- Appropriate outdoor wear
 - In warmer weather- a hat and labeled sun screen.
 - In colder weather – snow pants, jacket, mittens, boots, and a hat.

PLEASE discuss with your child's teacher any other items that are specific to your child's class.

Parents will need to:

- Pay tuition fees on the first working day of the month or provide the Centre with post-dated cheques. A series of ten post dated cheques dated for the first of each month would be appreciated.
- If your family is subsidized, please ensure your subsidy is always kept up to date. Subsidy renewal forms are available on line.
- Bring your child to the centre by 9:00 a.m. or notify the office by no later than 9:00 a.m. if your child will be late or away.
- Provide two nutritious snacks daily and a lunch from the four food groups as described in the Canada Food Guide.
- Deliver your child to a staff member and inform us of any important information concerning your child.
- You must sign your child in and out each day and then sign the sheet at the end of the week. The Child Centre needs you to complete this daily to comply with day care regulation 28(2)(G).
- Provide written consent when someone other than the parent will be picking up your child, unless that person has been designated as an emergency contact. In emergency situations, a phone call will suffice: in all circumstances, photo identification will be required.
- Please keep the office up-to-date on any changes to your address, phone number, emergency contact numbers, etc.
- Provide at least one month's notice of termination.
- Please keep the staff abreast of events that occur that may affect your child. We will do the same in return. We encourage open communication. Keep in touch by reading the parent board and check your child's cubby/basket daily for other notes and information.
- Adhere to the Centre's policies as outlined in this handbook.

Procedure for Handling Complaints

If a complaint should arise during the school year, please address the child's teacher of your concerns. If further discussion is needed to resolve the issue please bring your concerns to the Director.

Child Guidance Policy

The Progressive Academy's Child guidance policy is based on encouraging and ensuring positive self esteem. Our focus is on positive behaviour rather than the negative behaviour. Our goal is to ensure that children develop a positive self image, independence and caring nature towards others. Children are accepted for who they are. Families are consulted about their child's likes, dislikes, hopes, fears, beliefs, cultures and traditions so that a bridge between home and school is established. Feelings of respect, trust, honesty and security are established and worked on a daily basis.

- 1. Supervision:** It is the responsibility of every Progressive Child Care staff to ensure that all children in their programs are supervised at all times.
 - Staff are continually engaged in supervision and observation. They anticipate actions from the students.
 - Staff should always know how many children are in their care and should be completing head counts regularly.
 - Staff are positioned so they can scan the entire play area while being involved with children in their immediate area.
 - Staff should always be within range to easily communicate with children without the need to raise their voice.
 - Volunteers and older students are never to be left alone with children under any circumstances and they cannot be included in the ratio count as a teacher.
 - If it is necessary for a child to be separated from a group, make arrangements with another staff to accompany the child.
 - When children are using the washroom, staff is required to position themselves in close proximity without impeding the privacy of the child.
 - When children are taken outside, it is important that staff position themselves in order to appropriately supervise the children at all times.

- 2. Organization:** It is the responsibility of the staff to plan for positive outcomes and to anticipate issues.
 - Staff always plan experiences based on the interests of the children. Allow and encourage new play opportunities to be added at any given time. Always have a backup plan and remember that it is okay to change your plan in the middle...
 - Plan developmentally appropriate activities and ensure that children experience success.
 - Staff will have their equipment and materials prepared in advance to avoid unnecessary waiting.
 - Staff will provide for small group experiences.
 - Staff will offer choices and provide enough material for each child to participate. Choices should be realistic and support the child's personal safety and esteem. Choices should be mutually accepted by the staff and the child. Include the child in determining choices when possible. *"Do you want to pick up the blocks or put the cars on the shelf?"*
 - Children will be given time to finish an activity they are involved in.
 - Staff will pay close attention to children who tend to require more guidance and intervene before situations arise.

- 3. Safe Environment:** The Preschool and Out-of-School Care staff provides a safe child centered environment that reflects developmentally appropriate practices and supports children's natural curiosity.
 - Play materials and opportunities match children's age, abilities and interests.

- Plan interesting experiences based on the observed interests of children to keep them actively engaged.
- Children are provided with changes to their environment in response to their needs and interests.
- Plan for transitions. Transitions are opportunities to support children to make changes during the daily routine. Children are given adequate preparation time.
- Limits and expectations are established to keep children safe.
- Children are encouraged to make choices and age appropriate decisions.
- Children are supported to play alone or together by providing sufficient play materials.
- Staff sits with children during meals and snacks to allow staff time for discussion with children and to encourage social interaction.

4. **Behaviour:** Staff demonstrates appropriate behaviour in interactions with children, parents and fellow co-workers. Feelings of mutual respect, acceptance and caring among children and adults are enhanced.

- Staff projects a cheerful, professional attitude by laughing with the children, showing that they enjoy being with the children and appreciate the funny side of things.
- Staff will role model desired behaviours they want to see more of, especially pro-social skills. *“Thank you for sharing with ____.” “Thank you for mopping up the spilled water. Now we won’t slip and fall.”*
- Staff will treat every child as an individual by responding to each child differently because they are unique. The staff will spend time with each child and get to know them, and be sensitive to their cultural and religious needs.
- Staff will communicate using words and phrases the child will understand. They will make requests using clear, concise and simple terms such as *“Chairs are for sitting on.”*
- Staff will give genuine praise, compliments and encouragement by giving a smile, nod or pat on the shoulder or by telling children when they have done something well. *“I like it when you put all of the markers in the container.” Or “It seems to me that you look really proud of your work.”*
- Staff will recognize their own emotions and remove themselves from a situation when they are feeling angry or frustrated.
- Logical consequences for inappropriate behaviour are set. Consequences must be immediate, natural, reasonable, respectful and related to the child’s behaviour and individual needs.
- Staff communicates regularly with the child and with his family. Using information gained from the family, child and educational training, staff will use their professional judgment and will be required to make educated, informed and professional choices to guide each individual child’s behaviour.
- Children are encouraged to resolve conflicts with other children. Staff ‘actively listen’ to acknowledge children’s feelings and to help them express their feelings and understand those of others.
 - Staff promotes discussion for problem solving and conflict resolution. Let the children ‘own’ their problems. If there is a dispute, give the children room to work it out on their own. If necessary, intervene by facilitating a discussion. Help children learn to talk and listen to each other and generate solutions, or staff can offer solutions.
 - Allow children personal space. If a child demonstrates the need for personal time to “cool off” or cry, allow him/her the opportunity to do so. Ensure you adhere to supervision expectations.
 - A “time out” should never be used to direct children’s behaviours. It is prohibited practice to exclude children from participation in activities. If they continue to behave in an unacceptable manner such as throwing blocks, then the staff should offer appropriate choices such as, *“I’m scared someone will be hurt when you throw blocks. You can use the blocks for building or you can choose another activity.”*
 - THE FOLLOWING WILL NOT BE USED AT OUR CENTRE
 - Using any form of physical punishment or neglect.

- Making harsh, belittling, degrading statements or threats, or discussion of a child or their family during program time.
- Withdrawing or withholding a child's needs and comforts such as food, shelter, personal liberty (washroom use), or participation in activities.
- Removing or isolating the child from the group (time out) as punishment.
- Any form of restraint
- Leaving a child unattended or unsupervised
- Smoking on or within sight of participant and families
- Discussing personal and private activities while supervising children
- Locking exits for the purpose of confining a child
- The use or possession of inappropriate or pornographic material/websites The use of personal cell phones or text messaging for personal use while working
- Intervention strategies
 - Eye level, calm controlled voice, proximity & touch (moving close, in between children, putting arm around) helps to calm children
 - Reminders – *"The sand stays in the sand box."*
 - Acknowledging feelings – *"It's hard to wait for a turn."*
 - Setting limits – *"I can't let you hurt _____."*
 - Logical consequences –
 - Limiting use of equipment used as a last resort when kids are uncooperative about using it safely.

Bullying Policy

Progressive Academy has zero tolerance for bullying. We respect the need that children have the right to an environment where safety, security, praise, recognition and opportunity for taking responsibility are available. Each individual has feelings and views.

Bullying is a conscious, willful, deliberate and repeated hostile activity marked by an imbalance of power, intent to harm, and/or a threat of aggression. Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, pushing, pinching, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, gestures and stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Bullying will not be accepted or condoned. All forms of bullying will be addressed.

- Staff listens to and support children in expressing their feelings with each other in respectful ways.
- Staff assists children to develop conflict resolution skills by modeling respectful interactions with adults and children.
- Rules and expectations are age and ability appropriate.
- Staff are aware of, and assists children in, the recognition and development of problem solving skills.
- Staff intervenes promptly when aggressive actions occur.
- Staff encourages children to participate in the development of program planning, routines and rules.

Emergency Evacuation Policy

An emergency procedure is in place to ensure the safe evacuation of students and staff. The following procedure will be used in case of an emergency which requires an evacuation of the center.

- Staff encourages children to participate in the development of program planning, routines and rules.

- The Director or person in charge at the time will advise of the emergency. In the case of fire, upon discovery the person will activate the alarm.
- Children will be directed to stop playing and to line up quietly to exit the building. Evacuate the building taking the attendance records, emergency cards and first aid kit.
- Shut down: ensure that all the windows and doors are closed but not locked. Staff is to close any fire doors adjacent to their room.
- A designated staff is to check the boys and girls washroom.
- Staff needs to take attendance: cross the street and do a careful roll call to ensure that all students are accounted for. The supervisor will notify the school director or person who is acting Director of the attendance.
- If the evacuation is because of a fire, the Director or acting Director should telephone the fire department.
- If it is safe to do so (as directed by the Fire Department) the building may be re-entered. During a fire drill the administrator or office staff will turn off the alarm and then notify all of the teaching staff that it is safe to re-enter the building.
- If it is not safe, students and staff will proceed to West minister Jr. High School, 13712-104 Avenue. In the event of an area evacuation, students will be relocated to the east Safeway entrance at Westmount Mall, Groat Road & 111th avenue.

Administration or office staff will notify the parents.

Children's Medication

The staff are trained to provide an environment that promotes healthy practices to ensure the children's optimal nutritional and medical concerns are met while at the centre. With regard to medication the following applies:

- Previous dosages administer by parent must be recorded by the parent on a daily basis.
- Patent Medications
 - Patent medications are those which can be purchased "over the counter" without a prescription.
 - Patent medications shall be in the original container and labelled with child's name and dosage.
 - Previous dosages administer by parent must be recorded by the parent on a daily basis.
- Prescription Medication
 - Prescribed medications are those that are purchased with a physician's prescription.
 - Prescribed medicines shall be in original container and labelled showing the name of the physician, patient's name, and date of issue, instructions and time period.
- Patent medications are those which can be purchased "over the counter" without a prescription.
 - Patent medications shall be in the original container and labelled with child's name and dosage.
- Administration of Medication
 - Patent or prescription medication may be administered to a child only where:
 - The written consent of the parent has been obtained
 - The medication is in the original labeled container, and
 - The medication is administered according to the labeled directions.
 - Medication must be hand delivered from parents to staff and vice versa. Medication must never be sent to school or home in the lunch box or in the child's personal belongings.

- At school medication must be properly stored. Inaccessible to children and refrigerated when needed.
- The classroom teacher must administer the medication with respect to the directions.
- The administration of medications must be appropriately recorded at the time of administration. Medication that has been given prior to admission by the parent or guardian must be recorded as to the time administered to the child by the parent/guardian upon arrival at school on a daily basis. The form for recording is attached.

Supervised Care for Sick Children

To ensure the childcare environment remains healthy, a child that is sick is to be removed from the group until his/her parent(s) are able to take the child away from the center. The child is provided a quiet space away from the group, by being placed in the Early Childhood Director's/Executive Director's office. The child is to be provided with a mat, pillow and blanket and to be supervised by either Director's. When the Directors are unable to supervise the child, a certified staff will be substituted. When the child is removed from the center, the mat must be sprayed and wiped with a disinfectant, the pillow case and blanket washed.

Hand washing

To ensure that our environment is healthy and to stop the spread of communicable diseases hand washing is encouraged: before we eat, when our hands are dirty, after we handle money, before we handle food, after blowing our nose (student/staff), after we sneeze or cough into our hands, after playing with a pet, before we handle food and before using the water table, play dough, or other specified materials.

Toy washing

To ensure a safe and healthy play area toys are washed on a regular basis and documented on a toy washing checklist sheet found in each classroom.

Accident or Illness

At registration the parents are required to fill in a consent form for the administration of health care as required. Health care is to be "first aid" administered by trained staff which is then documented and the parents notified.

In case of an accident or illness involving a child, a staff member will notify the child's parents. The child will receive medical attention as necessary. An incident report will be filled out and signed by staff and parents.

Communicable Disease

Progressive Academy is committed to providing educational programs that work towards effective hygiene practices (hand washing/toy washing) and communicable disease prevention). We will treat students in a compassionate manner and respect their right to privacy. Parents are encouraged to notify the daycare of any illnesses. When two cases of similar illness are reported within a 48 hour period, the centre must notify the Public Health Unit. By law the names of the child who have similar symptoms, their date of birth, parent's names and phone number must be released to the Public Health Department. Parents may receive a call from the health department in an effort to reduce the spread of illnesses.

- When to exclude a child?
 - Child has symptoms of a "severe illness" (Fever/lethargy/irritability/persistent crying/difficulty breathing/other manifestations of possible severe illness/diarrhea/stools that contain blood or

- mucus/vomiting two or more times during the previous 24 hours/rash with fever behaviour change/impetigo/conjunctivitis/strep throat/mouth sore with drooling)
- Illness prevents child from participating
 - Illness needs greater care than staff can provide
 - Public Health advises director of facility that a particular child must be excluded

Medical Emergency

All of the teaching staff has a current First Aid certificate and they will attend to any minor cuts or bruises. Should a more serious medical emergency occur, e.g., a broken bone, the child's parent will be contacted and requested to take the child to the doctor. If the parents cannot be contacted the teacher will call for an ambulance, at the parents cost, and will accompany the child to the hospital. The school's office staff will continue to try to contact the child's parent.

It is important you keep the school informed about any medical concerns or conditions that your child may develop over the school year.

Safety Procedure

The welfare of students and staff are paramount. Classrooms are set up to ensure the physical safety of the learners and staff within them.

- Students are supervised at all times with consideration of staff/students ratios
- A minimum of one in every two of staff have a certificate in first aid
- Updated First Aid kits are in the classroom and always accompany the class
- Emergency information is listed in registration form and always accompanies supervisor
- School rules and discipline reflect safety
- Students practice fire drills using main and alternative routes
- Emergency Contact Numbers are clearly displayed in the room

Nutrition Policy

The program outlines to families the Canada Food Guide and encourages those children's snacks and meals meet these standards.

- Parents are requested to provide food from Canada's Food Guide for snacks and lunch.
 - Snacks should contain a minimum of two food groups from the Canada Food Guide.
Some examples are:
 - Sliced cheese and crackers
 - Apple and a slice of whole wheat bread and butter
 - Yogurt and sliced fruit
 - A slice of cooked meat and cracker or bread
 - Cottage cheese and fruit
 - Lunch should contain foods from all four of Canada's Food Guide groups. Some examples are:
 - Sandwich with cheese or meat and sliced vegetables and yogurt dip
 - Vegetable soup with crackers and cold cut meat. Milk to drink.
 - Stir fried rice and vegetables with chicken and orange slices
 - Chili with a whole wheat bun, sliced vegetable or salad, banana and yogurt dip.
- Please send your child's water or milk in a spill proof, reusable container. Also limit fruit juice to once or twice a week.

- To prevent the risk of choking all vegetables should either be cooked, chopped or grated. Fruits should have pits removed and grapes have to be sliced lengthwise. Fish should have bones removed and hot dogs need to be sliced lengthwise. Do not send snacks made with skewers or toothpicks.
- Foods not allowed at school are
 - Nuts or nut products
 - Any form of candy or chocolate bars
 - Pop
 - Chips
 - Chewing gum
- If a child's snack/lunch does not contain healthy choices or a sufficient quantity on a consistent basis then a note is sent home to the parents to encourage them to follow Canada's Food Guide.
- The eating area is cleaned prior to eating with a disinfectant and appears pleasant. (Addition of table centre pieces/tablecloths is encouraged).
 - Students and staff must wash their hands before meals/snacks.
Staff and students participate together during snack/lunch and everyone is required to stay seated until they are completely finished chewing.

Field Trips

A part of our program involves providing the students with a variety of activities for observation and participation. This necessitates excursions or field trips. Our centre organizes field trips through out the school year which we deem appropriate and educational to our students. Parents are a necessary part of the field trip acting as both supervisors and educators. Your child's classroom will notify you of upcoming field trips.

Communication with Parents

Parents will receive a monthly newsletter from their child's teacher and school newsletter from the Executive Director's office. Each classroom has a small notice board located outside of their room. Posted on these boards will be information regarding upcoming field trips, recent inspection reports, fund raising and special events.

There will be three reporting periods during the school year. The first reporting period will be in the form of a parent teacher interview. The Junior Kindergarten classes will host a Celebration of Learning during the second reporting period. Our third reporting period will be in the form of a documentation portfolio highlighting your child's journey and learning throughout the school year.

Workshops for Parents

During the school year a number of information/workshop evenings are planned for parents. The purpose of these workshops is to give you information and advice that will help you to help your child with their learning.

Parent Parking

When dropping off and picking up your child, please park on the street or in the designated spots provided for your use in the schools parking lots.

Telephone Calls

Parents may leave messages for their child's teacher with the office staff. The teacher will return the call as soon as possible.

Please read and sign the following form and return this page to your child's classroom teacher.

We have read the 2010-2011 Parent Handbook and agree to abide by the policies set forth in this handbook.

Parent's names _____

Parent's Signatures _____

Child's Name _____

I give permission for my child to be administered the Nipissing Developmental Screening checklist. The checklist will assess some of your child's developmental skills (ie. fine motor, gross motor and verbal skills). The results of the checklist will assist your child's teacher's in developing a well rounded program to meet all the needs of the children.

Parent's names _____

Parent's Signatures _____

Child's Name _____

Our centre would appreciate our families to comment on the policies which we have enclosed in our parent handbook. Could you please respond to the following questionnaire and return it to your child's teacher.

| | | |
|---|-----|----|
| The policies were written so that they were easily understood | YES | NO |
| The policies are relevant to the needs of families and children | YES | NO |
| The policies ensure that the children are in a safe environment | YES | NO |

Please comment below if there is anything that we need to further consider or change in the policies of our center.

Thank you for your response.

Sincerely,

The staff of Progressive Academy Junior Kindergarten Program



