



# Parent Handbook 2016/2017

@ St. Barnabas  
1040 Hilliard St. Peterborough, ON  
705.927.1348

@ Mark St.  
90 Hunter St W, Peterborough, ON  
705.927.1347

[www.kinderschoolptbo.ca](http://www.kinderschoolptbo.ca)

[info@kinderschoolptbo.ca](mailto:info@kinderschoolptbo.ca)



# Kinderschool

*Where fun and learning become one!*

## WELCOME

Welcome to the 2016/2017 Kinderschool Program. We hope that by working together, we can make this a rewarding year for you, and your child! Kinderschool maintains a high quality preschool program where we create a rich environment for children to learn through every day experiences and play. Kinderschool's organization are both licensed and inspected yearly by the Ministry of Education.

Kinderschool is a participant in the Raising the Bar on Quality initiative in The City of Peterborough Early Learning and Care Community. We also act as a training facility for students attending Sir Sanford Fleming College's, and Loyalist's Early Childhood Education program and also accept volunteers from community partners.

## STAFF

Kinderschool believes our quality program starts with quality staff. All of our teachers have between 5 years and 25 years of childcare experience. Every teacher, upon hire is required to do a health and criminal reference check. Staff continually upgrade by participating in professional development. All of our ECE teachers belong to the College of Early Childhood Educators, and adhere to the Code of Ethics and Standards of Practice set out by the College. From time to time we welcome volunteers and students in our programs. All students and volunteers are supervised and mentored by our teachers. At NO time is a student or volunteer allowed to have unsupervised access to children in our program, nor are they counted in our ratios. Our qualified Early Childhood Educators and Educational Assistants use specialized skills to meet the needs of the group of children as a whole, yet maintain a focus on the needs of the individual child. Our staff enhance their skills and knowledge through ongoing professional development, monthly staff meetings and evaluations.

## PHILOSOPY AND PROGRAM STATEMENT:

We provide a stimulating and challenging program designed to meet the needs of each child in an environment where love and concern are the foundation. Kinderschool is 'Play Based' learning centre – play offers opportunities for the child to acquire information that lays the foundation for additional learning. By providing a positive learning environment, we can help your child reach his or her optimum level of development in all the following areas: Self-identity, Engagement, Expression, Social skills, Co-operation and Planning skills, Sense of Wonder, Self-Regulation, Nutrition and Fitness, Large and Small Muscle, and a Sense of Belonging. We continually observe what the children are interested in our program and plan activities in response to that interest and curiosity. We value children as competent and capable in making decisions and leading their learning. Teachers are reflective in their practice and observations and ensure children are represented in the classroom. Providing a positive start in a warm, growth-enhancing environment is the most wonderful gift we can give a child.

*"CHILDREN LEARN WHAT THEY LIVE!"*

## COMMUNICATION

The key to a good relationship between families and Kinderschool is open communication. It is only by working together that we can provide the best environment for your child. Each month a newsletter is distributed electronically, or hard copy. We hope that you find it informative about school happenings and special days. All the programming and daily observations are documented via photos and learning stories, and will be posted on the boards outside the classroom periodically throughout the year. Please take time to have a look at the

documentation, it will allow you to build a home connection and discussion with your child about their day. Various forms and notices will frequently grace your child's art file or be posted in the hallway. Please also take the time to read these as they often contain important information. Kinderschool teachers are also available at the beginning and end of the day for discussions about your child. Throughout the year we post information on our school website [www.kinderschoolptbo.ca](http://www.kinderschoolptbo.ca), on our Facebook page or our Twitter account. If you have Facebook and/or Twitter, please 'like and/or 'follow' our page(s) for continual updates.

As part of our licensing requirement we post a copy of our license by the teacher's desk, as well as any other inspections or important information for parents to be aware of, are located on the 'Parent Info Board' outside the classroom doors. If any serious occurrences occur, we will inform parents by posting a notification on the Parent Info Board.

At no time in a child's life is a close relationship between home and school more important than during the early years. All families of Kinderschool will be given on-going support by teachers who are empathetic and non-judgmental. We hope that we will become an integral part of your child's life. To ensure that your child feels secure and happy at Kinderschool it is important that you feel confident about the programming that they receive. Please do not hesitate to ask questions and discuss any concerns that you may have with your child's teachers.

### **PROGRAM AND ORIENTATION**

We recognize that many children enrolling at Kinderschool have never separated from their parents and this transition of starting in our program can be overwhelming for many of them. We want to make this transition as comfortable as possible for all children. In doing so, we have adjusted our first two weeks slightly to make this an easy transition for both parents/caregivers and children;

#### **WEEK #1 (12<sup>th</sup> to 16<sup>th</sup>)**

**Child's first day of school:** Please bring your child for a one hour period only. At this time we ask that you remain with your child. This allows the child to explore their new surroundings and share this experience with you.

**The remaining days of the first week of school:** The program will be two hours long (AM: 9:00 to 11:00, PM: 1:00 to 3:00). If your child feels secure, he/she may be left for the full period.

#### **WEEK #2 (19<sup>th</sup> to 23<sup>rd</sup>)**

School will begin with our full two-and-a-half hour program.

We are a theme-based program. The month of September we start off with Welcome to School and Getting to know you!

\* Parents are encouraged to stay as long as they would like and drop in anytime during the first couple weeks.

We have an 'OPEN DOOR' policy at Kinderschool.

### **AGES OF CHILDREN**

Kinderschool is licensed by the Ministry of Education.

**Kinderschool @ St. Barnabas** has the facilities to accommodate 24 preschoolers, 2 ½ years to 5 years old, in a morning and afternoon program. (May include three children 2 - 2 ½ years in each class)

**Kinderschool @ Mark Street** has the facilities to accommodate 18 preschoolers, 2 ½ years to 5 years old, in a morning (May include three children 2 - 2 ½ years in each class)

### **DAYS AND HOURS OF OPERATION**

#### **Morning**

2, 3, 4 or 5 day program

Monday, Tuesday, Wednesday, Thursday (@ St. Barnabas) Friday (@ Mark St.)

9:00 a.m. to 11:30a.m.

#### **Afternoon**

2, 3, or 4 day program Monday, Tuesday, Wednesday and Thursday

\* Afternoon program ONLY @ St.Barnabas 1:00 p.m. to 3:30p.m.

### HOLIDAYS AND SCHOOL CLOSURE

Kinderschool follows the Public and Separate School Board holidays - Please take note of the followings days that the school is CLOSED for HOLIDAYS:

Christmas Vacation is December 22<sup>nd</sup>, 2016 to January 9<sup>th</sup>, 2017

Spring Vacation is March 10<sup>th</sup> to March 17<sup>th</sup>

St. Barnabas Nursery School also observes the following holidays and is closed:

Thanksgiving Monday, Family Day, Easter Monday, and Victoria Day.

### CHILDREN'S PORTFOLIOS

Kinderschool values documenting children's learning and development. We will provide a portfolio for each child. When your child starts school, we ask that they return the 1st Page of the Portfolio that is included in the 'Welcome Package'. This page is an activity for you, and your child to complete together. It should include pictures of your child, their family, pets, things they like to do, etc. It's an "All About Me" page. This will help bring your child's world at home and their world at school together. Then throughout the year, your child's teachers will add photos, and documentation to your child's portfolio.

This portfolio will be used over the year(s) your child attends Kinderschool. You can take it home over the summer months to look at and then bring back the next fall, or show your child's teacher at their next school. This is a very special keepsake for you and your child to enjoy for many years.

### REGISTRATION/ENROLLMENT & SERVICE TERMINATION

The Open House in the Spring, or private appointments are offered to familiarize you and your child to the preschools, answer questions and complete *admission* forms prior to enrollment. A non-refundable registration fee is also required at that time. The *immunization records* are required in a licensed nursery school such as Kinderschool as well as the Health Unit. **Please provide this information prior to, or on your child's first day of school.** ***Written notice of permanent withdrawal must be given two weeks in advance.*** If notice is not received, the program monthly fee will be charged. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. If necessary, your child would be placed on a waiting list. Kinderschool may terminate service, if policies are not followed or fees are not paid.

### ILLNESSES AND ABSENTEEISM

You will be reassured to know that all of the teachers at Kinderschool have training in First Aid/CPR and are up-to-date on all immunizations.

Prior to admission to our school each child must have a signed medical form and up-to date immunizations. It is your responsibility to ensure that we are informed of any updates or changes to your child's immunization schedule or health.

As a licensed facility we are required to follow the health guidelines set out by the Peterborough County City Health Unit and our licensing agency; the Ministry of Education. These guidelines are designed to ensure that your child is cared for in a safe and healthy environment. You can feel confident that the teachers are aware of/and practice appropriate food preparation techniques and that hygiene standards are in place. All change tables are disinfected after each child is changed, toys are disinfected regularly and teachers and children wash their hands thoroughly and frequently.

In the best interest of your child and others at our school, children must stay at home when they have any of the following symptoms:

\*A persistent fever of 101 or over.

\*Two loose bowel movements in 24 hrs.

\*Vomiting

\*Fluid or mucus from the eyes or ears.

\*An unexplainable rash.

\*Any other symptoms that indicate that your child is not going to be able to participate in our regular program and will need special care. This includes lethargy or sleepiness.

If your child develops any of the above symptoms while at our school, you will be called to pick them up. Your child may be isolated from the other children until they are collected. These rules are in accordance with Child Care and Early Years Act, are aimed at providing optimum health in Kinderschool.

Health restrictions prevent us from allowing sick children into the program. The following is an outline of common illnesses and our policies for exclusion from the program. Please note that this is just a sample and there may be other illnesses not listed here that could also be cause for exclusion from the program.

\* Diarrhea/Vomiting/Fever - Child must remain at home until they have been symptom free for 24 hours.

\* Pink Eye- Child may return 24 hours after beginning treatment with eye drops.

\* Chicken Pox- Child is excluded for 5 days after the appearance of blisters and/or until all blisters have crusted over.

\* Head lice- Child may return after first treatment is completed, and child is nit free. (A teacher will examine child's scalp.)

\* Strep Throat/Infections- Child may return 24 hours after starting antibiotics.

In order to ensure an optimal healthy school environment please be reminded that NO SMOKING is permitted on school premises,

If your child is ill or arrives to the school ill, we would ask that the child stay or return home for their benefit and the children at the preschool. If a child becomes ill during the day, temporary care will be provided until you can be contacted, and your child can be taken home.

**Please notify the school if your child is going to be absent: PHONE or TEXT: @ St. Barnabas - 705 927-1348 or @ Mark St. 927-1347, or email – [info@kinderschoolptbo.ca](mailto:info@kinderschoolptbo.ca)**

\*\* There are no refunds for any sick days or vacation time except in extenuating circumstances. Please discuss this with the director/supervisor if needed.

### **ADMINISTRATION OF MEDICATIONS**

The Child Care and Early Years Act stipulates that prior to admission, each child must be immunized as recommended by the local medical officer of health. If your child is not immunized please attach a letter to the forms stating the reason.

Kinderschool will administer both prescription and non-prescription drugs to children, in accordance with provincial legislation. This requires that parents provide:

1. Written authorization, including dosage, the circumstances and the times the drug is to be given.
2. The medication is in its original container, clearly labeled with the child's name, name of the drug, the dosage, the date of purchase &/or expiry, and instructions for storage and administration of the drug.
3. ***Special procedures/requirements for children who have Anaphylactic/Life Threatening Reactions. Please consult with the Kinderschool Director.***

### **EPINEPHRINE**

If your child has an anaphylactic allergy, or any other requirement for emergency medication, please speak to the teachers. The school, along with parents, will put into place an individual plan for your child. This plan will include your child's picture, risk avoidance, signs/symptoms, emergency procedures and training. Your child's emergency medication must accompany your child to school. This medication will be kept in a box that is readily available to staff, and out of reach of children. All staff review anaphylaxis and emergency plans annually.

## FEE PAYMENT POLICY/ LATE FEE'S & PAYMENT OPTIONS

### Fees

\$50.00	Registration Fee
\$25.00	Registration fee for your child for a/an additional year(s)

### **Monthly Fees are as follows:**

2 days/week - \$160.00/month

3 days/week - \$200.00/month

4 days/week - \$225.00/month

5 days/week - \$250.00/month

### **Types of Payment:**

- Email Money Transfers (**to be paid on the 1<sup>st</sup> or the 15<sup>th</sup> of each month**)
- Personal Post Dated Cheques
- Cash (**to be paid the FIRST DAY of each month – or the first day your child attends school of a new month**)
- Major Credit Cards (VISA, Master Card and American Express) are accepted as well

**Please note: There is a 2.75% charge (on top of tuition fee's) for credit card payments**

*Post-dated cheques made are to be made payable to Kinderschool.* Please date the first cheque for the first day your child starts school. The remaining nine cheques should be dated for ***the first of every month*** or the 15<sup>th</sup> of the month. Please make sure that starting with January, cheques are dated 2017. Receipts will be given for income tax purposes in January 2017 school year (for September to December), and in June 2017 (for January to June) school year.

Subsidized services may be available to eligible families. Please speak to a staff member for more information.

- Please note that there will be a late fee of \$25.00 for late payments (**cheques/payments received after the first week of a new month**)
- Please note that there will be a fee of \$40.00 for NSF cheques.

Further information may be obtained from the director regarding late payments.

## ARRIVALS, DEPARTURES & RELEASE OF CHILDREN FROM THE PROGRAM

When you and your child arrive, a staff member will greet you at the entrance of the preschool and record your child 'present' in our record book. If you have any additional information or updates about your child, please inform us. Please assist your child in removing and hanging up his or her coat on their personalized hanger, and in wetter weather, removing their boots and assisting them with putting on their shoes. We are encouraging the children to do as many things for themselves as possible to get them ready for kindergarten.

While you are waiting, please check your child's file which is in the 'Art Box Cart'. The supervisor will call each child individually, to be released only to the person(s) specified on the admission form. If there is a change, please notify one of the staff so that we can record it. We may ask for identification from an individual, keeping your child's safety is our priority.

## PARKING

Please use extreme caution when driving in our school parking lots. There are little bodies everywhere during drop-off and pick-up times, and it is very difficult to see them in between the vehicles.

Drop-off and pick-up can be very busy, please park in the parking lot. Please note the **NO PARKING SIGNS**. This space must remain clear for emergency vehicles only in the event that there is a need for

Fire/Ambulance/Police in our school or for the Churches.

Please do not hesitate to discuss this with a staff member if for some reason this could pose a problem. If you have a sleeping child in the car, or require assistance with drop off or pick up, please contact one of the staff to make

arrangements – we encourage parents to NEVER leave a child unattended in a car. Often other parents are able to offer assistance and we would be happy to help facilitate this.

### WHAT ABOUT WEATHER?

If there is inclement weather we post our closure on our Facebook page and twitter account, and we leave a message on our school answering machine. If the school has been closed in the morning, it will remain closed for the afternoon program. Our policy is, if the KPRDSB Schools are closed due to the weather, our morning and afternoon programs will be cancelled.

### FOOD & SNACKS

Please do not send a snack with your children, we will provide a nutritious morning and afternoon snack. The preschool supply a variety of spreads – such as hummus and tzatziki with pita's, rice crackers, a variety of cheeses, cottage cheese, yogurt, fresh vegetables and fruits and water to drink. On some occasions there will be a 'special' snack, such as homemade pizza's, or other items that the children will assist in making. Snack is purchased on a weekly basis to ensure that fruit and vegetables are at their optimum freshness. We encourage a nutrient-rich diet and avoid potentially harmful components such as Trans Fat and by limiting unhealthy fat, sodium and added sugars. A weekly menu is posted in the hallway for parents to view.

### BIRTHDAYS

If parents would like to supply cookies, cupcakes (**no nut ingredients or chocolate cake please**) or a nutritious snack on their child's birthday, they are welcome to do so, but please inform a staff person in advance. Items must be accompanied with the ingredient list – we encourage store bought items when possible to minimize cross contamination. Parents of children with food allergies could send a small supply of "treats" that we could store/freeze for these special days.

### FIRE DRILLS

The first day of each month we will have a practice fire drill for the morning and afternoon classes.

**\*\* In an emergency evacuation, our shelter is PHARMASAVE, Northcrest Mall @ St. Barnabas and McConkey Real Estate @ Mark St. \*\***

### SPECIALIZED SERVICES

Kinderschool are inclusive centres for children and placement students with special needs. Both centres are wheelchair accessible. In addition to participating in the daily routine, individual planning and accommodations may be put in place. We receive programming support and services from Five Counties Children's Centre. We also have access to many other services throughout Peterborough and County.

### CHILDREN'S BELONGINGS

At Kinderschool we strive to provide a creative environment for your child. In order to do this, we work with many messy materials and it is therefore essential that your child wear washable play clothes. We do have a limited supply of extra clothing and diapers but if you foresee 'accidents' or if your child is not toilet trained yet, it would be helpful if you provided a second set of clothing/diapers in a labeled knapsack on your child's hanger. All coats and boots should be labeled with your child's name. We ask that **running shoes or shoes with rubber soles be worn** for safety reasons. It is not possible to have an active play program without them. Also, please have your child leave their personal toys at home or in their knapsack. They tend to get misplaced, which can be very upsetting for the child.

### GUIDING CHILDREN'S BEHAVIOURS

Our primary goal is to instill in the child inner self-regulation. In order to promote this, children are redirected in a positive manner, at a level that is appropriate to their actions and their ages, ensuring health, safety and respect for themselves and others.

If we have any ongoing concerns, parents would be consulted in a confidential manner so that we can work together.

### **ROLE OF PARENTS/CAREGIVERS IN THE PROGRAM**

We hope that at least one parent/caregiver from each family has had the opportunity to visit our school and hope in the future, other members of the family can drop in for a short visit. It is important for your child that you feel comfortable and familiar with his/her surroundings. Daily contact with parents and staff will be supplemented by a Special Winter Drop-In, April Parent Visits, Newsletters, End of the Year Picnic, and Workshops. (\* CPR, if interest is shown)

### **MEDIA VIEWING POLICY**

The Ministry of Education, which is our licensing agency, requires that the centre obtain written consent for any media clips/movies/shows shown at the centre. Only educational and age appropriate media clips are offered for viewing, and are used to support the learning in our educational circles. In the event that you do not consent for your child to watch theme based movies, your child will be removed from the area and offered another activity. Parental consent is required for your child to watch any movie offered by the staff during the above mentioned times.

### **FIELD TRIPS AND OUTTINGS**

During the year, we will have a variety of special guests visit the nursery school (i.e. musicians, police officers, firefighters, paramedics...)

In the lower section on your child's registration form there is a consent that you will have already signed yes/no for school walks – this entails the class going to the parking lot to view the fire trucks, or ambulances when we have our Community Helpers theme, or fire prevention week. \*\* We will undertake these excursions only after we have had the children in the program for some time and have assessed the safety needs.

### **PROCESS FOR EXPRESSING CONCERNS**

If you have any concerns, suggestions, or questions, please address them with the supervisor/director. Your input in the program is always welcome.

Please make sure you receive a parent letter concerning the new requirements to post Serious Occurrences in licensed Childcare Programs. This new policy supports the government's efforts to increase access to information about licensed child care programs in Ontario. This includes the recent launch of child care licensing inspection findings on the Licensed Child Care Website which is available at:

<http://www.edu.gov.on.ca/childcare/index.html>

*Kinderschool is your child's school. The staff, @ Mark Street; Lisa Gilhooley, Brittany Godfrey, and @ St. Barnabas; Lauren Sullivan, Lisa Zeller, Taylor Watson and myself, would be delighted to discuss the program with you at any time. We look forward to the year ahead with you, and your child(ren)!*

Sincerely,

Jennifer Lockington, RECE, B.Ed. - Director

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