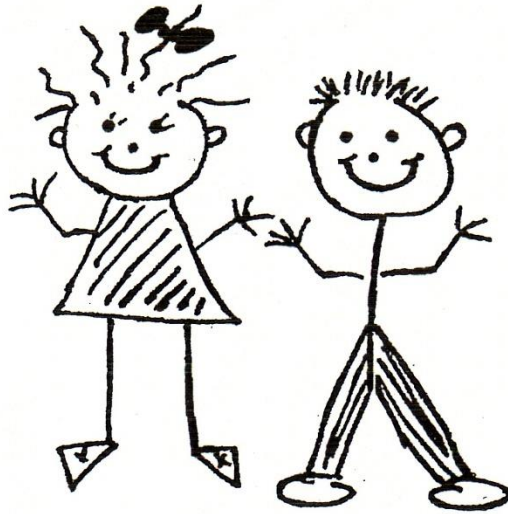


Holliston Community Preschool



Working Together For Tomorrow



Parent Handbook

PART 1 – HOW WE OPERATE

Holliston Community Preschool is operated by parent and teacher cooperation, sharing and learning. Parents take turns at assisting the teacher a few days each month and thus are able to reinforce the home/school relationship. Each year, an executive is formed from volunteer parents to administrate the Preschool.

1. The Value of Teacher/Parent Cooperation

Parents, who work closely with the teacher and have hands-on experiences organizing a preschool, show their children that education is important. The children are aware that their parents are interested and actively involved in their school. Parents get to see their children in other circumstances, get to know their child's classmates better and often form lasting friendships with other parents. Working with the teacher develops a positive relationship that may lead to a greater parental involvement in the future education of the children.

2. The Executive

The executive is a group of volunteer parents who administer all aspects of the Preschool. Usually, the executive will meet monthly. The Preschool Teacher will report, either orally or in writing, at the executive meetings to keep the executive informed of what is happening in the classroom. The following is a brief description of the executive positions that are held by parents:

Coordinator – The Coordinator is expected to attend all meetings of the Holliston Community Association as a liaison between the Preschool and the Association. The Preschool Coordinator is responsible for organizing and conducting all aspects of the Preschool – registrations, renovations, license, teacher contract, public communications, etc. The Coordinator conducts the monthly meetings of the Preschool Executive. The Coordinator prepares and distributes a regular newsletter to the parents to keep them informed on what is happening.

Treasurer – The Treasurer is responsible for all monthly and yearly operating costs. The Treasurer collects fees, makes deposits into the Preschool bank account, completes all government forms, prepares a monthly financial report for the preschool and also prepares a budget for the Association. The budget is presented at each executive meeting as well as each Association meeting.

Secretary – The Secretary takes minutes of all executive meetings, transcribes them, distributes them to all members of the executive, and posts one copy on the Preschool bulletin board for all parents to read.

Room Parents – There is a Room Parent for each class. The Room Parent is responsible for scheduling the Parent Helpers for each day, and is available to help find substitute helpers when emergencies arise. The Room Parent also acts as a liaison between the parents of the class and the executive.

3. Fees

At the time you apply for entrance to our Preschool, there is a non-refundable application fee of \$55.00 that is due. At the registration/orientation night, fees for the complete school year are due, in the form of cheques post-dated for the 1st of each month, or pre-authorized debit from your account. Please make cheques payable to “Holliston Community Preschool”.

TUITION FEES

2 days/wk. = \$82.00/month

3 days/wk. = \$90.00/month

Holliston Community Preschool is a part of the Holliston Community Association. As such, families are required to hold a current Community Association membership. Memberships can be purchased yearly from any of the Community Associations around Saskatoon.

COMMUNITY ASSOCIATION MEMBERSHIP: \$15/family for the year, valid Sept 20xx through Aug of the following year. *This also allows you to register for any Community Association program throughout the city

If funding is needed for tuition, the treasurer has forms from The Saskatoon Preschool Foundation. This will need to be filled out by the parent/guardian and submitted to the treasurer.

The Preschool can only run efficiently and smoothly if parents arrive conscientiously to work their assigned Helper Days. If a parent neglects to show up on their Helper Day or neglects to find a replacement when they cannot make it, they will be charged a fine of \$50.00 to be paid to the replacement parent helper. We require three (3) cheques at the time of registration to be kept on hold and only deposited when an incident occurs. You can also request that this fee be automatically withdrawn from your account should you choose to use direct debit.

In the event a cheque is returned for insufficient funds you will be charged a \$25.00 fee for each cheque returned.

4. Health Standards

Children must be toilet trained. It is recommended that children be up to date on their immunizations for their own protection. If a child contracts an illness such as the flu, hand/foot & mouth disease, or any other communicable illness, we ask that the child be kept home, as they may pass it on to others. This includes cases such as pink eye or lice, which are treatable, but may spread to others. The parent should inform the teacher of the illness so that the teacher can inform other families if necessary.

5. Emergency Procedures

If a child gets injured or becomes ill while at Preschool the parent will be contacted immediately. If the parent cannot be reached, the person listed as the emergency contact will be called. The teacher will use his/her discretion and depending on the severity of the injury or illness, will await the parent's arrival, will contact the child's doctor listed on the registration

form or will have the child taken to a hospital emergency. In case of fire or other disaster the children will be ushered out of the school. The teacher will take attendance to ensure that all children are accounted for. The parents will be contacted as soon as possible.

The Preschool teacher is required to have up-to-date First Aid and CPR training.

6. School Calendar

The school year begins in mid-September and ends in May at the discretion of the executive. We follow the school calendar outlined by the Saskatoon Public School Board, however, Preschool PD Days may or may not line up with the PD Days set for the Elementary School system.

7. Voluntary Withdrawal

Should you wish to withdraw your child from Preschool, you are required to give one full month's notice in writing to the Preschool Coordinator or pay one month's fees in lieu of notice.

PART 2 – PRESCHOOL AND THE CHILD

1. Our Philosophy

Preschool children learn through playing. Our program has a social emphasis as opposed to the academic emphasis of later school years. We provide various learning centres that allow the children to develop in many areas:

Social Skills – The children learn by sharing toys, by taking turns at activity centres, by role-playing with our tool centre and kitchen centre, by using polite table manners, and by interacting with other children and adults.

Physical Coordination – Gross motor skills are enhanced through indoor and outdoor gym activities. Fine motor skills are enhanced through completing puzzles, drawing, writing his/her own name (if able), cutting, building with blocks, and playdough.

Language & Vocabulary – Learning to listen, to understand, and to express oneself is encouraged through story time, circle time, and Show and Tell.

Creative Expression & Sensory Awareness – Crafts, coloring, playdoh, building blocks, sand table, water play, and color/shape creative puzzles are all avenues for enhancing creative expression and sensory awareness.

Since Preschool is often the child's first experience with "school", it is essential that it be a happy and satisfying one. Activities are all carefully planned to be interesting and achievable. The teacher and parents should be accepting of the children and their ideas.

2. The Preschool Day

Arrival & Departure – We ask that you arrive five 5-10 minutes before session time, to ensure children are ready on time! Very early arrivals are welcome to go to the outdoor playground or the library with their parents. Parents are encouraged to be at the school a few minutes before the end of the session to be ready to pick up their children. An adult must escort the child to and from the Preschool room. If someone other than a parent is picking up a child, please inform the teacher.

Clothing – Easy care play clothes are preferable. Make sure your child is dressed for the weather however keep in mind the classroom gets very warm during class. Shoes are required in the classroom in case of an Emergency running shoes are ideal because of gym activities. In muddy or snowy weather, please remove footwear at the school's main doors and carry it to the mats outside the classroom. Parents are responsible for removing coats and boots from their own children.

Backpack – A backpack or other easily carried bag is useful for carrying shoes, artwork, school notes and Show and Tell items.

Nametags – Each child is given a nametag every day to help the rotating Parent Helpers know the children by name.

Snacks – Parents are responsible for sending an individual snack/drink for their child each day. Drinks are to be sent in a reusable container. Please **DO NOT** send juice boxes. Snacks are to be light and nutritious as much as possible (crackers, cheese, fruit pieces, vegetable sticks, juice, water, etc.). Please **DO NOT** allow your child to bring gum or candy to the classroom.

Allergies – Allergy lists will be posted on the wall by the sink.

Holliston School is a Nut Free Zone at all times.

Show and Tell – Each child is assigned a Show and Tell day on a regular basis to bring a special book, toy, picture, etc. to share with the other children. There will be more information in the Preschool Newsletter describing when it starts and how it works. Generally, your child will have their show and tell on the dates that you are the parent helper.

Field Trips – Several field trips are taken throughout the year, provided the dynamics of the class(s) allow. Permission slips are required to simplify the process we have you sign a general consent form at the start of the year to cover all field trips. Due to insurance requirements a chartered bus will be taken to and from the field trip sites. Parents who are not comfortable with busing may drive their own child to the field trip site. On field trips, extra volunteers are welcome, usually at no extra cost. If you have concerns with your child attending please advise the teacher.

Birthdays – Birthdays are special. We encourage you to celebrate your child’s birthday with a special snack for the class, but it is not compulsory. Please inform the teacher in advance if you wish to do this. The teacher will have a special time (birthday song, mementos, etc.) for the birthday child. There is a special day in the spring on which all summer birthdays are celebrated.

Absences – If your child will be absent from Preschool, please contact Holliston School at (306)683-7250. Outside of office hours a message may be left for the secretary who will then notify our preschool teacher.

Leaving a child at Preschool can be difficult at first, especially if the child is not accustomed to being away from Mom or Dad. Parents are welcome to stay with their child if there is a problem. Soon the child will be more comfortable in the new surroundings and will make friends.

On your Parent Helper days, please be aware that your child may not behave the same as when you are not there. They may not share as willingly, they may cling to you or they may be overly aggressive. Do not worry. Enjoy your time with your child and his/her classmates.

PART 3 – INTERACTION: TEACHER, PARENTS & CHILDREN

1. The Teacher's Role

The teacher constructs a standard daily routine that gives the children security in knowing what will be happening. The teacher offers experiences in Art and Crafts, Music, Reading, and Fine and Gross Motor skills. There is a variety in the changing themes, field trips and set-up of the classroom. The teacher sets limits of discipline and models appropriate behavior. The teacher is a source of information. If you have any questions regarding discipline policies or concerns for your child, please contact the teacher.

2. Parent Helpers

Parent Interaction – Often, parents who live in the same area can car pool, dropping off and picking up children. We discourage parents from bringing siblings on their Helper Day as it is too distracting for the preschoolers. Helper Days can be very busy and there is not a lot of time to interact closely with your child. Parents are always welcome to come into the classroom to spend time with their child.

Helper Days – We are a cooperative therefore parents are expected to help in the classroom on a rotating basis. **Our Preschool is required to have one (1) adult per five (5) children in attendance** that means we need 2 parent helpers per MWF session and 1-2 parent helpers per Tue/Thurs session. You should be prepared to work two (2) sessions per month. It is essential that you be at the Preschool on your scheduled day. If you cannot be there or an emergency arises, it is your responsibility to exchange days with another parent or contact one of the Emergency Parent Helpers on your telephone list, which is updated regularly. The Room Parent can give you name suggestions but it is not his/her responsibility to find someone for you. If you work full-time and cannot help in the classroom at any time, you may have a relative or a responsible adult take your place. Any parent who fails to show up or secure a replacement for their Helper Day(s) will be given a warning letter to this effect. **Failure to attend your parent helper day on more than one occasion without notice, may result in being asked to leave our program.**

There is absolutely NO smoking during all preschool activities.

Suggestions for Parent Helper Interactions with the Children:

Praise children for their accomplishments. Be accepting of their work and their ideas.

State suggestions in a positive way – “please walk” rather than “don’t run”.

Speak to the child at eye level in a quiet, calm voice.

If a child is about to act in anger, you might intervene and discuss the problem, accepting feelings and giving suggestions to deal with them.

Don’t make comparisons between the children or shame them.

Give the minimum of active help, but verbally encourage the children to try on their own, letting them know that you are there if they do need help.

Avoid stereotyping. NO play activity is for girls or boys only.

Encourage sharing by showing an attitude of fairness. For example, “After three more throws of the ball, it is another child’s turn.”

Children’s behavior can be positively reinforced when an adult is in close proximity. For example, if a child needs to focus during story time, a parent helper may sit with them, thereby reducing interruptions of the whole class.

3. Fundraising

Our preschool fees are structured in such a way that we do not have many fundraisers during the school year. We like to support The Saskatoon Preschool Foundation with their Annual Raffle as we often have students who benefit from this funding.

4. Voluntary Participating Ideas

Parents with suitable hobbies or skills may be willing to instruct the children on a simple project such as:

- Musical instruments
- Weaving
- Carpentry
- Drawing
- Sewing
- Puppetry
- Children’s songs
- Etc.

Parents may also donate supplies or suggest places or persons to visit for field trips.

If you have any changes in address, telephone numbers, doctors, babysitters, allergies, etc., please inform the teacher and the Preschool Coordinator.

Thank you, and enjoy your year at Holliston Community Preschool!