



L'École Des Petits
Playschool
4904-50 Avenue
Beaumont, Alberta

Parent Handbook
2019-2020

Playschool Phone: (780) 929-5445

Please refrain from calling during class times unless it is an emergency.
Thank You!

WELCOME TO L'ÉCOLE DES PETITS

L'École des Petits Playschool is privately owned playschool providing introductory French through play. L'École des Petits meets the needs of socializing by allowing children in the community to meet, play and learn together in a French immersion environment.

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PHILOSOPHY

L'École des Petits strives to provide a dynamic learning environment in which children will be exposed to the French language. The playschool allows the children to interact with their peers and helps them develop skills needed for entering school. L'École des Petits works in partnership with the parents to enhance a child's growth and development socially, physically, intellectually, creatively and emotionally. The interaction between teachers, classmates, parents and others in the community plays an important role in a child's development. Children will learn to:

1. Cooperate and share with others.
2. Respect the rights and property of others.
3. Accept direction from adult's other than their parents.
4. Express their creativity in a socially acceptable manner.

PURPOSE

L'École des Petits is an independently owned playschool providing introductory French through play.

LICENSING REQUIREMENTS

The playschool is licensed for a maximum of 22 children per class with a ratio of teacher to student 1:12.

HOURS OF OPERATION

2 DAY PROGRAM Tuesday and Thursday 9:00 to 11:00 OR 12:00 to 2:00

3 DAY PROGRAM Monday, Wednesday and Friday 9:00 to 11:30 OR 12:30 to 3:00

*with the exception of the first Wednesday of each month - class will run 12 pm to 2:30 pm (3 day pm only)

STUDENT ELIGIBILITY

2 DAY PROGRAMS

Children must be three years of age by the first day of classes and potty trained, with the following exception:

A maximum of 2 spots per class will be available to children who turn three years of age after the first day of classes and before December 31st of the current year.

3 DAY PROGRAMS

Children must be four years of age by December 31st of the current school year and potty trained.

FEE STRUCTURE

Registration Fee:

\$75.00* (non-refundable).

Monthly Fees:

\$120.00* per month for the 2-day program (4 hours per week) for families.

\$155.00* per month for the 3-day program (7.5 hours per week) for families.

All monthly fee cheques are to be post-dated for the 1st of the month. All cheques must be provided before the start of the school year at the “Meet the Teacher Evening”. EFT is now accepted in the program, with one cheque dated for January 1st of the following year.

We do not offer a reduction or rebate fees for temporary absences or holidays.

*Fees are subject to change.

OTHER FEES

Other fees may be charged to cover costs outside of the ordinary operating expenses (i.e. Field trips or class pictures).

SUBSIDY PROGRAM

L'École des Petits has been approved to participate in the Stay at Home Parent Subsidy Program. The Childcare Subsidy Program helps eligible low and middle-income parents of preschool children with the cost of childcare. Parents can find more information on the program and complete an application online at www.child.gov.ab.ca/childcaresubsidy. Once applications are assessed, both the parents and L'École des Petits are notified of the results.

Please note: L'École des Petits requires the postdated cheques for monthly fees until the school is notified of an approval status from Children's Services with regards to the Subsidy Program. The school also requires the cheques to be held in trust listed with Other Fees.

RETURNED CHEQUES

NSF cheques will be assessed a \$20.00 fee plus the original amount of the cheque.

WITHDRAWAL FROM THE PLAYSCHOOL

One month's written notice is required when withdrawing your child from the playschool. Any and all cheques will be returned on the child's last day of classes.

EXPECTATIONS AND RESPONSIBILITIES OF PARENTS

- 1) Meet and communicate with your Teacher. They will be your contacts for any of your concerns.
- 2) Keep informed of what is happening at the playschool by reading the monthly newsletters, Facebook page and posted notices on the white board at the front entrance of the playschool.
- 3) Take home your child's crafts and creations each day. Discuss with your child any craft or art project they have made. Your child will love to hear some favorable comments on their masterpieces.
- 4) Be prepared for occasional field trips. Parents will be asked for written permission for their child to attend field trips. Your assistance may be required.
- 5) **Please be prompt** when dropping off and picking up your child at the playschool. Due to the short time frame between classes we ask that visiting be done outside.

***Parent involvement is an integral part of the success of this program!**

DRESSING YOUR CHILD FOR PLAYSCHOOL

- 1) Provide your child with a change of clothes (to be left at the school), indoor shoes, and a school bag to bring home their latest creations and notes. All belongings must be clearly marked with your child's name. Shoes should be rubber soled for safety reasons.
- 2) Dress your child appropriately for play every day. When outdoor activities are planned please dress them for the weather conditions.
- 3) Please provide sunscreen and hats in the warmer months.

TEACHER'S DAILY ROUTINE

A day at L'École des Petits playschool incorporates all aspects of child development through programming and the use of themes and various play centers. The Teacher's program adapts to the needs and abilities of the children in each class. A typical day in the classroom involves:

- Free play in theme-related centers
- Circle time which may include calendar, show and tell, stories, song and dance, introduction of French vocabulary (such as colors, shapes, numbers, and the alphabet)
- Development of structured routines such as raising hands, taking attendance, lining up, hand washing, snack time
- Craft time or other structured learning activities

L'École des Petits incorporates many themes and special events, which may include seasonal themes such as Halloween, Christmas and Easter, as well as other themes that children may find interesting, such as Dinosaurs, Community Awareness, Fire Safety and many others. Field trips are planned in relation to the themes so that children may extend their learning to a new environment.

LEARNING OBJECTIVES

	2 Day	3 Day
1) Fine & Gross Motor Skills: scissors grip, pencil/crayon grip, lacing and play dough.	*	*
2) Printing Skills: Learning to make straight and diagonal lines, circles, proper writing technique- top to bottom, left to right, learning to print their name using uppercase letters.		*
3) Printing Skills: Learning to write letters of alphabet in uppercase letters.		*
4) Math Skills: Counting orally numbers 1-10 in French and English.	*	*
5) Math Skills: Counting orally numbers 1-30 in French and English, identifying and writing numbers 1-10.		*
6) Identifying Shapes: Identifying shapes orally (circle, square, rectangle, a triangle) in French and English.	*	*
7) Developing Sorting and Classifying Skills: Introduction to weather concepts.	*	*
8) Developing Sorting and Classifying Skills: Calendar (days of the week a months), weather.		*
9) Experimentation with Craft Centers: cutting, pasting, tracing, stamping and painting.	*	*
10) Other Skills: introduction to letters of the alphabet orally in French and English, developing French vocabulary through song, reading during circle time, listening skills by audio/teacher.	*	*

* Parent/Teacher interviews are not conducted. If you have any concerns or questions regarding your child's progress the Teacher is always willing to discuss this with you.

L'ECOLE DES PETITS DISCIPLINE POLICY

- 1) The teacher will confidentially inform the parents that the behavior is occurring and methods of dealing with the behavior will be discussed. This discussion will be documented.
- 2) In extreme cases, a parent may be notified, and the child sent home.
- 3) If the behavior continues with no improvement and if it is disrupting the class, the teacher will make recommendations to the executive to have the child withdrawn from the playschool.

CLASSROOM DISCIPLINE POLICY

Programming at L'École des Petits offers the children a stimulating and creative environment in which to interact with other children. This type of environment minimizes behavior problems. Should an unacceptable behavior occurs, the following guidance strategies will be used:

- 1) Gain child's attention in a respectful way.
- 2) Use proximity and touch - teacher will move closer to child.
- 3) Acknowledge child's feelings then clarify and reinforce limits.
- 4) Model problem solving skills.
- 5) Offer appropriate choices.
- 6) Use natural and logical consequences.
- 7) Redirect if the above strategies are ineffective.
- 8) Provide an opportunity for child to make amends.

These guidance strategies are in place to assist children in developing self-control, self-confidence and sensitivity in their interactions with others. If there is a major discipline problem, such as a repeated misbehavior and the issue remain unresolved after the above steps have been taken, the school's discipline policy goes into effect.

IDEAS FOR NUTRITIONAL SNACKS:

Snack time at the playschool is used to teach about the food groups and nutrition. Junk food and treats have no place in the program. Please help the teacher meet nutrition goals by providing a healthy, well balanced snack for the children. Please try to include two food groups plus a drink such as water, or milk.

Snack times are (at approximant):

2-day classes – 10:15 am. And at 1:30 pm

3-day classes – 10:45 am, and 2:15 pm

Snack ideas:

<u>Fruits & Vegetables</u> <ul style="list-style-type: none">• Raw vegetables with dip• Fresh fruit• Dried fruit	<u>Dairy</u> <ul style="list-style-type: none">• Cheese• Cream cheese• Cottage cheese• Yogurt
<u>Grains</u> <ul style="list-style-type: none">• Bread• Bagels• Crackers• Cereal• Muffins	<u>Proteins</u> <ul style="list-style-type: none">• Cold meats• Sausage• Hard boiled eggs

Parties may be planned for special occasions for both 2 day and 3-day classes and parents may be asked to contribute snacks for the party. Remember that any item containing **NUTS, PEANUTS, and POPCORN** or **'may contain traces of'** are **"NOT"** allowed. Review your class list for any **ALLERGIES** in your class.

SAFETY DRILLS

Fire drills occur every 4-6 weeks. In case of an emergency in which we are forced to vacate the building, the children will be taken to the Beaumont Animal Clinic @ 4814-50th avenue. The phone number is 780-929-6107.

Roles and Responsibilities in a Fire Drill are as follows:

- Teacher Assistant:**
1. Open and close exit doors
 2. Guide children
- Teacher:**
1. Collect the name file
 2. Guide and accompany children
 3. Do role call
 4. Reassure children
- Children:**
1. Follow the teacher's directions
 2. Remain quiet
 3. Line-up immediately
 4. Follow the teacher out of the playschool

The children are informed of the emergency as it is happening.

ADMINISTRATIVE INFORMATION

The playschool is a privately-owned business. Genessa Belzile is responsible for the affairs of the playschool and can be contacted at any time for any questions or concerns.

PROTOCOL FOR HANDLING ISSUES OR CONCERNS

We want your playschool experience to be a happy one for both your child and your family. If you have concerns or issues regarding your child, the teachers, or the program, please bring them up for discussion by following the outlined protocol:

1. Make an appointment to meet with the teachers outside of class time. This will allow teachers to devote their attention to the discussion of the issue or concern. Express issues or concerns respectfully while keeping confidentiality in mind. The teachers may be able to provide another viewpoint to a situation. Remember, they are the 'expert' in child development and the playschool environment.
2. If things are unable to be resolved between parent and teacher during the situations, a meeting with all involved may be necessary to help generate strategies and solutions.
3. If the problem is still unable to be solved, a termination of child care may be enforced.

This protocol is in place to help maintain a positive and respectful environment in our program. We also want to ensure the confidentiality of the children and their families is always maintained.