



NURSERY SCHOOL POLICY GUIDELINES

Kidsplace Nursery School Co-op
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Kidsplace Membership Requirements and Rights

When you paid your registration fee, you became a member of the Kidsplace Nursery School Co-op Inc. Your commitment to the responsibilities and opportunities to help that come with membership is appreciated.

The Board of Directors holds monthly meetings. If you would like to bring a matter before the Board, either telephone, email, or deliver your concerns in writing to the President, at least two weeks prior to the next scheduled meeting so that your concerns can be placed on the agenda. If the parents of one class all share a concern, the parents are encouraged to bring their concern, in writing, to the Board. The correspondence can be left at the nursery school for the board.

Kidsplace also holds two general meetings each year. The first is held in the fall, soon after Nursery School begins; the second is the annual meeting in April, at which time new officers are elected to the Board for the following year. The general meetings offer you another opportunity to bring forward for discussion, any concerns or information you may have relating to Kidsplace. (Contact the President beforehand about how to do this). As a member, you have the right to be informed of and to vote on, resolutions presented at the general meetings. We strongly encourage you to attend **both** of these meetings.

A copy of the Articles of Incorporation for Kidsplace may be viewed at any time. Please contact the President of the Board if you wish to do so.

Kidsplace Nursery School Co-op Inc. was incorporated in 1985 as a non-profit parent co-operative. The majority of our funding is received through our tuition fees and the remaining is received through fundraising and a provincial grant. Each year, our school applies for an operating grant from the Province of Manitoba and the amount we receive will vary from year to year. As a result of this fluctuating grant, we rely on our fundraising efforts as a key factor in the smooth operation of our school.

Registration and Acceptance

At the time of registration, parents will be required to complete and sign a registration form, supply a current dated cheque (in the amount of the registration fee plus one month's tuition as a deposit) as well as eight post-dated cheques dated the first of each month from September through April, or one cheque, dated Sept. 1, covering the tuition for all nine months.

Most children adapt well to Nursery School; however there are a few who cannot. Therefore, all children will be accepted on a **one-month probationary period**. If, after that time, your child is unable to adjust, you may be asked to make alternative arrangements.

- **If this should occur, you will not be subject to any early withdrawal penalties. All your remaining cheques and deposit, less the registration fee, will be returned to you.**

Payment Policy

At the time of registration, post-date cheques were submitted. There is a service charge (current rate charged by the bank) for any returned cheques (ie. NSF) and the monies from that cheque are due immediately in the form of cash, certified cheque or money order. Failure to make payment could result in your child's temporary suspension from Kidsplace. In the event that two (2) NSF cheques have been returned to Kidsplace, all further tuition payments must be made by cash, money order or certified cheque and are due the first (1st) of each month. Failure to make the payment by the first (1st) of the month will result in a suspension from the school until payment has been made. Kidsplace, at the discretion of its Board of Directors, reserves the right to permanently suspend any family that continually fails to meet the payment requirements.

Withdrawal Policy

If withdrawal occurs prior to September 1, all cheques minus the \$30.00 membership fee will be returned. Families are obligated to give one month's written notice to withdraw a child after September 1 in order to have cheques returned. The cheque for any partial month completed will not be returned.

In **August** you will receive a parent package containing a note telling you when your child's first day of school will be, the length of time of the first week of classes, as well as the names of the new Board of Directors and how to contact a board member.

Drop Off and Pick Up Times

Children arriving for school will be permitted in the classroom **no earlier than five (5) minutes prior to the start of class**. The teacher and the assistants require time to prepare for each class, and ask that parents do not drop off their children before these times.

The classes end at 11:45 am and 3:20 pm. Please ensure that you are on time to pick up your children from Nursery School. It helps all those who have to stay and finish cleaning up after the class is over. Thank you for your cooperation.

Please Note: The children are not permitted to come into the classroom unaccompanied or to meet parents/guardians anywhere but at the classroom. Also, for safety reasons, children will be released **only** to those people specified on the registration form. Other arrangements must be communicated to the teacher by the child's parents/guardians.

Fines

- **Late fines of \$15.00 per child will be imposed for every 15 minutes or any other portion thereof prior to the earliest drop off times and after the end of classes. These fines will be applied and collected at time of pick-up.**

Emergency Closings

Should an emergency, such as a power outage or extremely inclement weather require the Nursery School to be closed on a certain day, every effort will be made to contact parents as far in advance as possible before classes begin that day.

Schedules

Yearly Schedule

Kidsplace follows the same yearly schedule established by the River East Transcona School Division, in that the Nursery School is closed on those days that schools in the division are closed. This is in regards to Christmas break, Spring Break and all statutory holidays observed during the school year. This does not apply to school in-service days. Kidsplace operates from the Tuesday following Labour Day in September, until end of May.

Weekly Schedule

Tuesday & Thursday mornings:	3 & 4 year olds	9:15 – 11:45 am
Tuesday & Thursday afternoons:	3 & 4 year olds	12:50 - 3:20 pm
Monday/Wednesday/Friday mornings	4 year olds	9:15 – 11:45 am

Behaviour Management Policy

The program at Kidsplace has an approach to behaviour management that encourages children to change the undesirable behaviour through direct and indirect guidance. This is done by setting limitations clearly and using few rules; setting realistic age-appropriate goals for behaviour; modeling desirable behaviour and helping children to express their feelings with words.

When children are kept busy with a variety of interesting activities in a positive atmosphere, there is little chance for behaviour problems to occur. However, there will be times when problems do arise. Children need to learn strategies of interaction that will bring positive reactions from others. Depending on the situation, ages and personalities involved, these problems will be handled fairly consistently. Each child will be encouraged to talk about the problem, to recognize his/her feelings, and to use words to solve the problem. Acceptable behaviour will be explained to the child, and if necessary, the child will be redirected to another activity or given a short “time-out” period to help him/her relax and talk calmly. This method of behaviour management teaches a child how to express anger or frustration in a way that conveys their feelings without hurting others or themselves.

Please be assured that in all instances:

There will be no form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child.

A calm, professional manner and voice will be used when dealing with the children. Incorrect behaviour will be stopped and the child will be redirected to acceptable behaviour. If necessary, behaviour will be observed and recorded. Parents will be approached and encouraged to assist in forming a plan to decrease negative behaviour. Outside opinions will be sought, *in a general sense only*, if the negative behaviour continues. Behavior management strategies will be adapted to meet the developmental needs of each child and will take into consideration the child's inclusion support needs.

There will be at least one adult person present in the classroom with the children at all times. A daily record of incidents will be kept should class time be unduly disrupted, and parents will be informed of significant occurrences affecting their child.

Transportation Policy

The following are the Kidsplace policies relating to the transportation of children for extra curricular activities (i.e. field trips).

1. Children are permitted to participate only with a signed Parental Consent Form. A new form will be required for each activity planned.
2. Children will arrive at the field trip site and depart from the field trip site by the parents or through any other arrangement made with parental consent (with this information provided to the teacher in a timely manner).
3. Depending on the nature of the field trip, as an extra precaution, children may be given a nametag bearing the school's name and phone number.
4. The school site will not be open on days designated for field trips. Therefore, when the field trip is over, the children will return home and not to the school.

Curriculum Statement

At Kidsplace Nursery School we believe that a child-centred, play- based program that incorporates a variety of learning opportunities help the children in our care develop to their full potential.

Our staff members believe that children are open to learning when they feel safe and comfortable in their environment. Staff members interact with children in a positive and nurturing manner to help build confidence and independence through positive reinforcement and guidance. Staff ask questions and converse with the children and their families in a genuine and sincere manner that fosters the value and importance of their interests and lives outside of nursery school. For example, children that speak other languages may be asked to say a word in their language for others to learn, at snack time a child may be asked about interesting foods they bring for snack. Children are encouraged to interact with one another, sharing their interests, similarities, and differences. This helps them develop a sense of belonging, and acceptance of others, and learn new things from each other. Staff members listen and ask questions while children play and talk together demonstrating both listening and communication skills.

Our classroom is made up of many different play areas that allow children to play together in groups or individually. For example the Home Living Area allows children to dress up and role play family life by taking care of dolls and fixing meals. Our Block Area has different types of building toys that the children can use to build structures using their imagination as well as problem solving to determine how to make structures more stable. In our Creative Arts Area children are provided with a variety of materials to create and experiment with while learning to use scissors, glue, markers and crayons and develop fine motor skills. Our book area provides the children with a quiet area to look at books independently or with staff or other children. All these areas allow children

to practice cooperation and sharing and expand creativity. Toys are rotated regularly to allow for the children to explore and incorporate different ways of using new as well as familiar toys in their play. Play areas are sometimes redesigned to encourage new ideas or welcome other children into the area. The Home Living Area may become a train station or a veterinary hospital for a time. Ice or snow may be added to the sensory table in the winter. A play area may be made bigger if it becomes popular to allow more children to play.

Our program is theme based to provide experiences and activities that enhance the children's interests and abilities. Themes are chosen by staff using the resources available as well as children's interests and seasonal events. A monthly newsletter is provided to parents that inform them of the themes each month, special events and activities and other information needed to help them connect to our program. The daily schedule allows for open-ended, unstructured play in which children can develop relationships, communication skills and creativity as well as structured activities to encourage listening skills and cooperation. The schedule is flexible so that staff can give more time when needed to extend and expand on children's play and change directions when necessary. At times staff will respond to spontaneous experiences by providing additional materials, space and encouragement to build on the children's play. For example, prompted by our Music in Me Theme children may decide to form a band. Furniture may be moved to make a stage area and dance floor and music may be provided for dancing. Transitions are incorporated into the schedule to help children learn to follow routines and feel secure in knowing what is coming next. Cues are provided through songs and poems to assist children in changing activities.

Through a friendly and welcoming environment families feel comfortable and confident in talking to our staff about their children and our program. Staff relay information about daily events after each class and are open to sharing questions and concerns that families may have privately. Our parent board holds monthly meetings to plan and make decisions for our nursery school. Parents are encouraged to volunteer in our program at anytime. They are welcome to visit the classroom and are invited to share special interests or skills with the class (i.e. a parent who plays guitar may come in to share their talent). Field trips are planned to provide experiences outside the classroom to help the children connect with the community around them (i.e. Fire Hall, Public Library, and Bowling Alley).

At Kidsplace we take pride in developing a program that provides children with a strong and positive foundation for further learning.

Inclusion Policy

At Kidsplace Nursery School we welcome and accept children of all abilities. Our program supports the inclusion of children who require additional support because of a physical, cognitive, social or emotional need.

Our learning environment is arranged so that all children can make choices and move freely choosing activities based on their abilities, interests, and needs. Changes are made to our daily program to meet the needs of each child.

We encourage all children in the program to participate in opportunities for social free play to promote the development of relationships with other children. Opportunities are provided for all children to participate in group experiences and routines. We adapt the environment and experiences to promote the growth of each child's development.

Parental input is respected and valued and parents are encouraged to be part of the decision making process for their child. We take time to share information with parents, listen and celebrate success with them.

We consult with early intervention professionals who have valuable knowledge and expertise to support families and meet goals for the children in our program.

Staff members are supported in participating in professional development in all areas of early childhood education including training needed to support inclusion in our school.

Responsibility of Parents

AM Time Slot

Nursery School **begins at 9:15**. Parents are responsible for their children until they are brought into the classroom and left in the care of the staff of the Nursery School.

Kidsplace will not be held responsible for children dropped off before the start of morning class without staff present. The Nursery School is responsible for the children until they are released to their parents or designated alternate.

PM Time Slot

Nursery School **begins at 12:50**. Parents are responsible for the children until they are brought into the classroom and left in the care of the staff at Nursery School. **Kidsplace will not be held responsible for children dropped off before the start of afternoon class without staff present.** The Nursery School is responsible for the children until they are released to their parents or designated alternate.

Code of Conduct

Parents are encouraged to familiarize themselves with the Code of Conduct that is included with the parent package in August or is available for review in the classroom. The Code of Conduct outlines behavioural guidelines for staff, board, parents, and children.

Non-Compliance with Policies

If any member does not comply with these policies or causes any distress to any staff members, to the children, to the program, to other members, or whose words and actions are not in the best interest of the centre, he/she and his/her children will **be asked to withdraw**.

Kidsplace General Information

Separation Tips for Parents

- ❖ Talk to your child about Nursery School. Make positive comments throughout the weeks and days before Nursery School begins.
- ❖ **For example:** if your child likes art, comment that at Nursery School, there will be time to paint, draw, cut, glue, color, etc., each day. If your child likes puzzles and table games, comment that there are many of these to choose from. Tell your child that there will be other children their age and they will have fun making new friends. Tell your child that the teachers at school love children and like to do fun things with them. Also tell your child that there is a pretend kitchen, dress-up clothes and Lego, trucks and blocks at Nursery School.
- ❖ While your child is with you, tell Grandma and Grandpa, Aunties or Uncles or friends about Nursery School. Drive by and show brother or sister where Nursery School is. Make a **BIG** deal of Nursery School.
- ❖ Ask your child if he or she would like to bring a favorite little stuffed animal to school to keep them company on the first day(s) of school.
- ❖ On the days before school begins, and on the first day, tell your child what you and the rest of the family will be doing while he or she is in school. For example: "I have a big meeting to go to and your sister is learning about butterflies at school today. Tell me where you will play first?" If you plan to stay on the first day, tell your child. You may want to stay just a while; let your child know you will stay until the big hand on your watch reaches 12, or whatever your child can relate to.
- ❖ Take time to say goodbye to your child. Though it may be tempting to leave when your child is involved, this doesn't build trust in the long run. Over time, "goodbyes" strengthen children's beliefs that you will come back. Ask your child, "How should we say goodbye? Could I give you two hugs and a kiss?" etc. This way, your child has a choice and can help build goodbye rituals. Also, tell your child what you will do together after you pick him/her up from Nursery School.

Indoor Clothing & Miscellaneous Items.

Parents are encouraged to dress their child in play clothes for school. Since many of the activities can be messy, a child's enjoyment of these activities may be hampered if he/she is overly concerned about clothing. Children are also required to wear shoes at all times, preferably runners, with non-marking soles. These should be clearly labeled and left in the child's shoe cubby. For children who are newly toilet trained, a labeled change of clothes and underwear may be left in the child's backpack or bag which they can hang by their jacket. The shoe cubby's are small and are for shoes only as some cubbies will be shared. Along with an extra pair of clothing, children are requested to bring a roll of paper towel and a box of kleenex.

Toys From Home

Sometimes, especially at the beginning of the school year, a toy, doll, or other significant item from home can help a child feel more comfortable at school. Often, however, this practice can lead to conflicts or concerns about breakage, loss or about sharing this special item. Thus, bringing toys from home is discouraged unless the child understands that the item is to be left in his/her backpack or bag, or with the teacher, until it is time to go home. The exception would be if your child has a difficult time separating from you. A special toy or blanket from home may make the separation a little easier.

Sickness and Accidents

Children typically catch one or two childhood illnesses during the first few months at school. The Daycare Office and Public Health Nurse require that Kidsplace report all cases of communicable diseases to them. Therefore, you are asked to notify the teacher when and why (if applicable) your child will be absent, so the necessary information can be passed on.

More specifically, if your child has contracted a communicable illness (eg. chicken pox, strep throat, pink eye, lice), we ask that you keep him or her at home until the problem has been treated and has cleared up. This means no open sores, or in the case of lice, no louse or nits present in the hair or on the scalp.

Our children are in close contact with one another and share things such as toys and dress-up clothes, so it's easy to pass along bugs.

Small injuries will be treated at the Nursery School. Should a more serious accident occur, parents will be notified immediately and 911 dialed for assistance.

Smoking

Smoking is not permitted anywhere on the premises or on any field trip. Our Manitoba Child Care License does not allow smoking in the presence of children.

Mini-Jobs

If you have not already selected one, you will be assigned a mini-job such as playdough, laundry, phone person, collector etc. for your child's class. These jobs take little time when spread amongst many people, but each job is necessary to the smooth functioning of the school. Please keep this in mind when you are called upon to fulfill your assigned task.

Volunteering

Volunteering in the classroom is encouraged as parents are welcome to be a part of the nursery school experience. There is a calendar located in the classroom to choose dates. Please speak with the teachers to inform them you are interested in volunteering. Hot beverages are not permitted in the classroom so please refrain from bringing coffee/tea into the classroom at all times.

Fundraising

Your participation is vital in the area of fundraising. Previous fundraisers have included selling baking/cooking ingredients, pizza/pasta, plants, and/or bake sales. In lieu of participating in fundraising activities, the families of each child may opt to make a monetary donation to the school which is tax deductible.

Field Trips

Field trips are usually run throughout the school year. Parents will be notified well in advance of the scheduled trip, by way of the monthly Kidsplace Newsletter and calendar. Please dress your child appropriately for the season (it is best to pack clothes for any eventuality). A small fee may be charged for a field trip. Parents are responsible for transporting their child to and from the field trip site.

Emergency Procedures

Fire drills are held monthly. Should an emergency evacuation be required, children will be taken out of the Nursery School and assembled in a safe location (**River East Collegiate, 295 Sutton Ave**). Parents will be notified immediately. Detailed emergency procedures are posted in the Nursery School.

Daily Activities at Kidsplace

Daily activities are planned to accommodate six major skill areas: gross motor, fine motor, visual, auditory, daily living skills, and social skills. The daily schedule is flexible, inclusive of children with additional support needs, and takes into consideration the individual developmental needs of the children.

Free Play

The children will spend about two thirds of each session moving independently between the different activities, spending as much time at each activity as he or she wishes. During this time, the children may choose activities from the house area, play dough center, water table, art area, and the book center. They may also choose to use the blocks, puzzles and table toys. This time is unstructured; however, children are encouraged to plan their play so that they are happily involved and not moving aimlessly or destructively from center to center.

Creative Activities

During the free playtime, the children will have an opportunity to express themselves in a creative art experience. This will be a time for your child to use various art materials in as many different ways as the imagination will allow. Children, at this age, are more interested in manipulating and experimenting with different materials than “making something”. This approach to teaching art helps to foster your child’s creativity. When a person possesses creative capabilities, he/she is more able to see new and creative ways of dealing with the many problems and challenges that life presents.

Clean-up Time

Everyone is responsible for the entire room. During free play, the children are encouraged to return one toy before taking another. They are also encouraged to participate during “clean-up time”.

Circle Time

Children also need and benefit from some routine and structured activities. During each session there will be a planned “circle time”, which will include songs, finger plays, co-operative games, drama, stories, movement, and rhythm activities. Each of these will be intellectually and physically stimulating and challenging and....a lot of FUN.

Show And Tell

Show and Tell is organized at the discretion of the teacher. Information will be provided regarding the dates, times, and guidelines for show and tell.

Gym Time

Weather allowing, the children will use the playground area and facilities for large muscle activities.

Washroom Time

Children will be permitted to use the washroom at any time, but will always be accompanied by the teacher or teaching assistant.

- **Please note: Kidsplace Nursery School has a “hands off” policy regarding toileting, and staff will not be able to assist the children with cleansing following toileting. While it is Kidsplace’s policy that children be toilet trained prior to the commencement of classes, Pull-up type undergarments are acceptable for those children who have nearly completed their potty training. However, any soiling with stool, which occurs during class time, will be the responsibility of the parent, and parents will be contacted immediately.**

Snack Time

It is the responsibility of each parent to send a nutritious snack to school with their child each class, along with a drink (e.g. in a juice box or sipper cup). A nutritious snack is one that is low in fat and low in sugar and salt. It should include two or more categories from the Canada Food Guide.

Some examples are:

- Cheese with crackers or breadsticks, rice cakes or graham crackers
- Muffins: bran, carrot, apple, banana, oatmeal raisin, blueberry
- Sandwiches
- Fruit or vegetables

Please Do Not Send:

- Any peanut/nut-based products (allergies)
- Chocolate bars (many granola bars are also high in fat and sugar, and are not considered nutritious)
- Chips, cheesies, bugles, etc.
- Cake, cookies, cupcakes, or chocolate chip muffins

KIDSPACE NURSERY SCHOOL CO-OP INC.
PARENT/GUARDIAN AGREEMENT

****Please note: this section of the online handbook does not include the section regarding payment of fees. The fees are specific to which class you are registered for. Please refer to the handbook in the classroom or the copy that was emailed/mailed to you prior to the start of school for this information.**

1. I agree that as a member of Kidspace Nursery School Co-op Inc., **I will be committed to fulfill my obligation regarding my chosen mini-job/ five (5) volunteer hours.**
2. I agree that as a member of Kidspace Nursery School Co-op Inc., **I will be committed to participate in fundraising activities throughout the year.**
3. Membership (\$30.00 per year per family) entitles me to voting privileges at the AGM and to participate in elections for the nursery school board of directors.
4. If withdrawal occurs prior to September 1, all cheques minus the \$30.00 membership fee will be returned. I understand that I am obligated to give one month's written notice if I withdraw my child after September 1 to have cheques returned. The cheque for any partial month completed will not be returned.
5. For the \$30 registration fee, prepaid May fees and tuition paid from Sept-Dec., a receipt will be issued in January and for tuition paid in Jan.- April, a receipt will be issued in May.
6. Classes will be 2.5 hours in duration, either 9:15am - 11:45am or 12:50pm-3:20pm
7. I understand that no refund is given for absent days, statutory holidays or for closing due to weather, or unforeseen circumstances.
8. I understand that I am not being charged tuition fees for normal school holidays which include Christmas and Spring Break.
9. In the event Kidspace Nursery School Co-op Inc. deems it necessary for whatever reason to terminate my child from the program, the May deposit together with all remaining outstanding tuition fees, minus the \$30.00 membership fee will be returned to me.
10. I understand that at the time of registration, I am required to provide a cheque payable to Kidspace Nursery School Co-op Inc. in the amount of sixty dollars

(\$60.00) post-dated for **May 1, 2014** as a deposit against my fundraising **profit** commitment to Kidsplace. In the event that my fundraising efforts meet or exceed my child's goal of \$60.00 **profit to the school** over the course of the school year, this cheque will be returned to me at the end of the school year. If this goal is partially met, the cheque will be cashed and any remaining balance will be returned to me by cheque. In lieu of fundraising activities, a cheque of one hundred (\$100.00) can be made as a one-time donation to Kidsplace, and an income tax receipt will be provided.

11. I understand that it is my commitment to Kidsplace that I complete five (5) volunteer hours for the school. This may include the mini-job for which I signed up, volunteering in the classroom as well as any other volunteer activities that are completed to benefit the school.
12. I understand that a short, non-denominational statement of thanksgiving will be spoken prior to each snack time.
13. I understand that I am responsible for providing a nutritious snack for my child each day of his/her attendance. As per Child Daycare Office policy, no snacks containing nuts or nut products are permitted.
14. I understand that any photographs that I take of my child or my child's class may not be posted on the Internet, ie. Personal website, blog, or social networking website such as Facebook.
15. Kidsplace Nursery School Co-op Inc. will be responsible for my child only from the time my child is brought into the classroom until the time my child is picked up by an authorized person at the classroom.
16. I give permission for my child to take part in activities and outings planned and supervised by the Nursery School. I expect Kidsplace Nursery School Co-op Inc. to exercise due diligence including the provision of required supervision.
17. I understand that there will be field trips for my child during the school year. For each field trip, I will be provided advance notice of the nature and scope of said field trips and will be required to sign a permission slip prior to my child's participation. I hereby give Kidsplace Nursery School Co-op Inc. full release of any responsibility for accidents or mishaps which may occur while my child is participating on any Kidsplace field trips, which will be adequately supervised.
18. I understand that the staff, officers, agents and volunteers of Kidsplace Nursery School Co-op Inc. will exercise due diligence in performing their duties, beyond which they cannot be responsible for any loss or damage arising from accidents or theft of belongings of the participants, or for any accident or injury suffered by the participant.
19. I have read this carefully and I agree to the terms set out above and to the operating policies of Kidsplace Nursery School Co-op Inc. (a copy of which is posted on the bulletin board), and agree to be bound by them.