



Parent Handbook

COVID Regulations not included in this handbook so items in this handbook may differ Please refer to COVID handbook for changes for this year

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1 Introduction

This manual is to help guide you in your participation at Willowby Preschool. It contains information you will need from time to time and will answer some of your questions about your role at Willowby Preschool.

If you require further information or clarification of anything in this handbook please do not hesitate to contact the Teacher.

Willowby Executive lists and contact numbers are found on the Willowby website as well as class lists will be distributed once all positions and classes are finalized. You can add these to your handbook for future reference.

2 Our Philosophy

The goal of Willowby Preschool is to encourage development of the child's physical and intellectual abilities, aid in the development of a positive self-concept and encourage the desire to learn. Emphasis will be placed on development of the following skills:

1. Social:

- To be responsible for their belongings and respect others
- To be cooperative and to share with others
- To be courteous, prompt, friendly, and helpful
- To sit and listen quietly and talk in a clear, quiet way

2. Emotional:

- To adjust and be happy in a group away from home
- To overcome shyness and make new friends
- To control temper and tears
- To have a feeling of self-worth and satisfaction in what they do
- To cope with feelings such as anger and jealousy

3. Physical:

- Development of large muscle control through games and exercise
- Development of small muscle control through using scissors, paints, etc.

4. Intellectual and Cultural:

- To develop language and listening skills
- To increase awareness of the world around them and the people around them
- To be able to think for themselves and to share ideas with a group
- To develop curiosity, creativity, and imagination
- To understand and enjoy holidays and seasonal time, as well as many other themes

Field trips, crafts, stories, and songs will be used to achieve the above skills. Free play is central to a child's learning to develop these skills as well.

3 Welcome Message from the Teacher

Welcome to the Willowby Preschool!

My name is Melissa Archbold and I am the teacher for Willowby Preschool. I have been so fortunate to work with young children for the last 7 years. Before teaching Preschool, I ran the Willowby play group, and worked for Michael A Kosteks lunch program. I have 3 children of my own in school and have worked alongside kindergarten teachers to ensure that our program will be a positive, and fun experience, which is so important in these years leading up to their transition into school.

I'm looking forward to meeting all of you and our journey together helping to set up our students for success.

Willowby Preschool is a parent cooperative Preschool. I believe that cooperation between the parents and teacher is essential in reinforcing common hopes and goals, and it is an unbeatable combination. Together, we can strengthen the quality of your child's experience in an organized, social, and learning environment.

Melissa Archbold
Preschool Teacher

4 What is a Parent Cooperative?

Willowby Preschool is a parent cooperative. This means, that with the exception of the teacher, the parents of the children who attend run **all aspects** of the Preschool. **Without your participation, there would be no Preschool.**

All parents/grandparents/parental guardians who may be helping with the class in any aspect will need to have a Police Information check and Vulnerable Sector check completed. The cost of this will be covered by the Willowby Community League and you will need to make arrangements with the teacher to get this complete.

Parent participation in the Executive (not applicable for this school year), supervision on field trips and during special events and attendance during your parent helper days are critical to the functioning of the Preschool. Your participation also gives you the opportunity to watch your child grow, learn and make new friends. Parent cooperative means fun for all!

5 Meetings (Not applicable for this school year)

The executive of the Willowby Preschool will meet once a month to ensure open lines of communication among executive, teacher and parents. Regular meetings are scheduled monthly. Parents are kept informed of these meetings through postings of minutes and newsletters. Any concerns or issues can be addressed to the president of the executive in writing and will be presented to the executive at the next meeting. Parents are welcome to attend any meetings. If there is no executive for the year then all concerns or issues can be addressed with the Teacher.

6 Executive Responsibilities (Not applicable for this school year)

We operate a community Preschool that relies on the involvement of all parents in the day-to-day activities, as well as the major responsibilities of running a school. Parents are asked to volunteer for executive positions (subject to change) either during the spring open house meeting (subject to change) or at the August registration meeting (Subject to change). It would be beneficial if each year's executive could be comprised of parents of half 3-year-old program and half 4-year-old program. This would ensure knowledge and experience is carried over from year to year.

All executive positions must be filled prior to the start of the school year.

Willowby is a licensed Preschool subject to education, health, fire and safety regulations and inspections. We have an executive whose officers have volunteered their time and who are ultimately responsible for hiring staff, purchasing equipment and supplies, ensuring licensing requirements are met, maintaining financial and other records, and ensuring the involvement of all parents. The following describes the responsibilities of each Executive position.

President

- Oversees the proceedings of the executive and the Preschool
- Obtains license and ensures licensing requirements are met
- Prepares agenda and chairs Preschool monthly and general meetings
- Attends Willowby Community League meetings and acts as liaison for the Preschool
- Prepares teacher evaluation and negotiates contract with teacher

Vice-President / Purchaser

- Supports President's role
- Purchases supplies
- Coordinates classroom pictures
- Collect Ghost Parent fees as required

Treasurer

- Deposits monthly dues and issues cheques for expenses
- Provides monthly financial statements to Executive and Community League
- Pays teacher monthly salary
- Monthly banking transactions
- General book-keeping and accounting

Secretary

- Completes and distributes minutes of monthly Executive meeting
- Updates and maintains master files of Preschool documents

Registrar

- Organizes the class lists
- Receives phone calls regarding the Preschool enrollment
- Advertises for registration and the registration nights

Roster

- Schedules Parent Helper days on a monthly basis

Fieldtrip Coordinator

- Organizes fieldtrips under the direction of the teacher

Special Events Coordinator

- Assists the teacher in planning and decorating for parties and special events in the classroom

Cleaning Night Coordinator

- Organizes and oversees cleaning nights
- Ensures all parents participate at one of the assigned cleaning nights

7 Auxiliary Executive (Not applicable for this school year)

Ghost Parent (one for each class)

- Is available to be Helper Parent on an **emergency basis**. Parents/guardians should try to arrange a trade with another parent or find a suitable replacement before attempting to contact the Ghost Parent.
- Is paid \$20 by the community league for standing in. The Helper Parent is responsible for reimbursing \$20 to the community league.

Play Dough Parent (one for each class)

- Makes various coloured and scented play dough for classrooms. Recipes are available from the teacher, if required.

8 Parent Responsibilities

To ensure that Willowby Preschool maintains a quality program at a reasonable cost, the parent(s) of each child in the program have the following **responsibilities**: *

1. Full payment of monthly fees.
2. **All parents/grandparents/parental guardians who may be helping with parent helper days or field trips or any other time spent with the students will need to have a Police Information check and Vulnerable Sector check completed.** The cost of this will be covered by the Willowby Community League and you will need to make arrangements with the teacher to get this complete
3. Must be a member of any community league within the Edmonton Federation of Community Leagues.
4. To act as helper parent to the teacher on a rotating basis. The frequency of the rotation will depend on the number of children in the class and the number of classes each month. Parents can expect to help one to three times per month, and **must be prepared to arrive 15 minutes before class starts and leave 15 minutes after the end of class in order to complete duties required.** The Helping Parent Duties are outlined for you in Appendix A at the back of the manual.
5. To work **one** of the assigned cleaning nights throughout the year. If you are unable to work your scheduled cleaning night you can switch with another parent or send a suitable individual in your place and notify the cleaning Coordinator of the change. If you do not fulfil this obligation your cleaning deposit cheque will be deposited.
6. To provide extra assistance with parties and events when it is required (for example, food for parties at Halloween, Christmas, or supervision for field trips). This is in addition to your scheduled roster days.
7. Update registration information mid-year (January).
8. Complete a Preschool Evaluation to help us continue to make Willowby an awesome place to be.

***NOTE:** Those families with **more than one child** registered at Willowby Preschool will be **responsible for each of the above duties per registered child**.

9 Teacher Responsibilities

The teacher will provide a stimulating, safe, and developmentally appropriate educational environment where children have the opportunity to develop cognitive, social, emotional, and physical skills.

The general duties will include but are not limited to:

Develop and implement programs designed to meet children's social, physical, intellectual, creative, cultural, emotional and developmental needs in a play-based environment.

- Programs are based on children's interests and learning needs and will include individual and group activities, indoor and outdoor play, and learning centers.
- Coordinate outings and field trips with approval from the Preschool board of directors.
- Vary activities frequently to accommodate children's abilities.

Build children's self-esteem, social and interpersonal skills by establishing routines and positive guidance strategies that allow children to feel secure, comfortable and safe.

- Establish a class schedule to develop the children's sense of security and expectation
- Provide opportunities to develop independence, problem-solving, literacy, math and science skills through creative experiences in areas such as imaginative play, music and artistic expression
- Organize and maintain a neat and tidy classroom to create an environment conducive to learning
- Model appropriate behaviour and language
- Be observant and redirect/deflect inappropriate behaviour

Establish and maintain good communication with children's families and community agencies involved in children's development, Preschool board of directors, and the Willowby Community League.

- Produce and distribute a monthly calendar to inform parents of upcoming events
- Coordinate activities of phoning parents to communicate verbal reminders of upcoming activities.
- Attend and contribute to regular Preschool executive meetings.
- Deal creatively and effectively with emerging problem situations.

10 Financial Obligations

10.1 School Fees

Preschool fees are assessed annually. The monthly payment system is for convenience and is not related to the number of classes in a month.

School fees cover salary, employee expenses, rent, and a very small portion of arts and craft supplies. The fee for the 3 year old program is \$110.00 per month and the fee for the 4 year old program is \$130.00 per month.

Payment for the entire Preschool year (September to May) is collected by the teacher. You may choose to pay the entire amount in advance or in installments using automatic withdrawal from your bank account. E-transfer are acceptable as well.

NSF Cheques are subject to a \$20 charge. The cheque amount as well as the \$20 NSF charge is payable at the child's next scheduled Preschool day. A second offence will result in a mandatory cash-only payment of all monies owing (including all remaining fees). Non-payment will result in termination of your child's registration.

Monthly fees will not be reimbursed or reduced if a student takes an extended leave of absence or vacation.

11 Policies & Procedures

11.1 Membership

A valid community league membership is mandatory to participate in our Preschool programs. This is for insurance purposes. You may be a member of any community league within the City of Edmonton.

Please show your valid membership card to our Teacher, or you may purchase a Willowby Community League Membership for \$35 per family from the teacher or on our Willowby App.

11.2 Police Information Check and Vulnerable Sector Check

All parents/grandparents/parental guardians who may be helping with parent helper days or field trips or any other time spent with the students will need to have a Police Information check and Vulnerable Sector check completed. The cost of this will be covered by the Willowby Community League and you will need to make arrangements with the teacher to get this complete.

11.3 Admittance

Children must be three by December 31, for the 3-year-old Program and four by March 1, for the 4-year-old Program. All children **MUST** be toilet trained, no exceptions. All children will be under a probationary period.

We reserve the right to ask that a child be withdrawn from the program. (See 'Discipline' pg.12)

Siblings and unregistered children **ARE NOT** permitted in the classroom on your helping day or during field trips. You will be notified if there are any changes to this policy. Siblings and/or guests are often invited to special events. The teacher will inform you of these occasions.

11.4 School Schedule

Class times are 9:00 a.m. to 11:00 a.m.

All children should arrive and be picked up PROMPTLY at the times listed. NOTE: Parents are responsible for their children until class begins. If someone other than a parent is picking up your child, please inform the teacher.

The 3 year old program operates Tuesday and Thursday mornings with a maximum of 12 children, one teacher, and minimum one helper parent (COVID times and dates may differ)

The 4 year old program operates Monday, Wednesday, and Friday mornings with a maximum of 16 children, one teacher, and minimum one helper parent (COVID times and dates may differ)

We reserve the right to cancel a class if the minimum number of students is not met.

Willowby Preschool bases its schedule on that of Edmonton Public Schools

Check this link for public school holidays <https://epsb.ca/calendars/printablecalendars/>

Regular Classes start	September
Thanksgiving	October
Remembrance Day	November
Christmas Break	December/January
Family Day	February
Teacher's Convention	February/March
Spring Break	March/April
Good Friday	March/April
Easter Monday	March/April
Victoria Day	May

Please note that in addition to the above holidays there will be up to three professional development days. The dates of these days will be provided to you in the monthly calendar.

Preschool will operate regardless of temperature (if the public schools are operating, so is the Preschool).

Cancellation: Every effort will be made to keep the Preschool operating. If the teacher is ill and no suitable replacement is found, school will be cancelled and each phoning parent will contact the other parents in the class.

11.5 Parent Participation

- **Parent Helper Days**

Parent helpers are brought into the classroom to act as an assistant teacher and assist **all** the children in the class. **All parents/grandparents/parental guardians who may be helping with parent helper days, field trips or any other time spent with the students will need to have a Police Information check and Vulnerable Sector check completed.** The cost of this will be covered by the Willowby Community League and you will need to make arrangements with the teacher to get this complete.

The Roster designates the days for helping parents. Each month the schedule will be emailed and posted outside the classroom. You may trade days with other parents, but we all **MUST** participate. You may request specific roster days by emailing the Teacher or by the sign sheet posted. Every effort will be made to accommodate your request (see Appendix A for detailed duties of the helping parent).

If you know you will be absent from your scheduled roster day it is **YOUR** responsibility, **not the teachers** to make alternative arrangements (i.e., switch days with another parent, ask another parent to fill in for you or have a responsible adult fill in for you).

If you cannot make alternate arrangements for your designated day, it is your responsibility to find a substitute. The Ghost parent is to be used as a last resort and requires a \$20 fee (payable by your child's next scheduled Preschool day to the Willowby Community League). Failure of a helping parent to show may result in Preschool being cancelled for that day. A written warning will be given at this time and a second "no-show" will result in the child's registration being terminated.

Minimum age for helper in the classroom is 18.

- **Show & Tell**

Your helper day is also your child's Show & Tell day. Have your child bring something to share with the class.

- **Cleaning Night**

All parents must **participate in one** of the **scheduled cleaning nights** per year. Your \$120 deposit cheque will be returned to you upon completion of your cleaning duty. If you do not attend and do not make other arrangements to switch your cleaning duty date, your cheque will be cashed. If you do switch or are sending a suitable replacement to the cleaning night then the Cleaning Night Coordinator must be informed prior to the cleaning night.

The Cleaning Night Coordinator will contact you with supplies you will need to bring (indoor shoes, bucket, rags, rubber gloves, etc.) and to remind and confirm your participation in the cleaning night.

Please understand that we do not want your money in the case of Cleaning Night. Your physical help is what is really needed – the more people, the less time it will take. It could be a fun social night, so make sure you have someone to watch your children that night. You pick the date early in the year; make sure you have it on your calendar.

11.6 Withdrawal Policy

Notice for withdrawal of a student must be given to the **Treasurer/Teacher** by THIRD day of the month in which the withdrawal is to occur. Example: if you are planning to withdraw at the end of January, notice must be given by January 3.

Notice received after the third day of the month will require payment of an additional month's fees. Example: notice given on January 4 or later (for the above example) would require the February fees to be paid as well.

Please note that the May fee (which was paid in September) is non refundable and will not be returned upon withdrawal of a student.

11.7 Allergies, Medication and Illness

The Preschool will not accept children with extreme allergies to food, or extreme handicaps because our facilities and staff cannot accommodate such situations. The teacher must be made aware of any allergies or other medical problems. This information should also be indicated on the registration form.

No medication will be given to any child except by his or her own parents.

The Preschool strongly recommends immunization. Parents with children in contact with communicable diseases (mumps, measles, chicken pox, etc.) are asked to inform the teacher.

If your child has a bad cold or the flu within 48 hours of a Preschool day, **PLEASE** use discretion in sending him or her to the next class. If children become ill at the Preschool, parents will be contacted to pick them up.

11.8 Clothing

Please dress your child in comfortable play clothes. **Children and helping parents MUST wear shoes** in school in the event of a fire drill. We ask that you leave a pair of clean running shoes at the Preschool for your child to wear indoors.

All clothing and footwear must be clearly labelled to identify the owner.

Please pack an extra set of clothing (including socks and underwear) in your child's backpack (just "in-case").

Children are not to bring purses, dolls, toys, and other personal items unless they have been specifically requested to do so.

11.9 Snack Time

Snack time is approximately 10:30am. This is a time to learn about proper eating habits, as well as a time to practice social skills. We ask that each child bring their own healthy snack in a labelled snack bag (please also label any reusable containers and cutlery you send with your child). Remember this is a snack, not a meal; we ask that you send one or two snack-sized items and a drink.

Willowby Preschool is a peanut and nut free zone. Please do not send snacks containing these items with your child.

Cupcakes or other treats may be brought in to share with the class for your child's birthday. They must be pre-packaged and unopened due to Board of Health Regulations. Please remember to check labels for peanuts and nuts. An allergy list is posted in the classroom.

Please see Appendix B for snack ideas.

11.10 Field Trips

A number of field trips are planned during the year. We try to do at least one field trip or special event each month. Field trips booked depend on the program for the year.

All parents/grandparents/parental guardians who may be helping with parent helper days, field trips days or any other time spent with the students will need to have a Police Information check and Vulnerable Sector check completed. The cost of this will be covered by the Willowby Community League and you will need to make arrangements with the teacher to get this complete.

Any off-site activities will be planned well in advance and parents will be notified by email and through the monthly calendar. Each parent will need to sign a permission form for their child to participate, which will include all the details regarding where the class is going and the method of transportation.

Roster parents will not be assigned on field trip days. Your participation is required to ensure the safety and supervision of the children during field trips. If we do not have enough supervisors the field trips may be cancelled. A sign-up sheet will be posted outside the classroom prior to the field trip for parents able to attend. These are fun events and it is to the benefit of your child to assist in at least one field trip during the year.

If you or your child cannot make a field trip, please contact the teacher or someone in your class so that the field trip will not be held up waiting for you.

11.11 Child Guidance

Children attend Preschool for only a few hours a week. Keep in mind that this may be their first experience in a large group situation, playing with other children who are their peers.

Classroom rules are discussed informally at the beginning of the year and children do have to be reminded throughout the year as to what is acceptable behaviour. Positive behaviour should be encouraged: be polite, play safe, and do your best. Problem-solving will be used consistently.

If a problem arises, the following steps will be taken:

- 1) Quiet talk: The child will be encouraged to explain the reasons for his or her actions. The teacher will explain carefully why she did not like what was happening and will urge a positive solution between the child or children involved.
- 2) Redirect activities: If the behaviour persists, the teacher will direct the child's attention to another activity. The problem will be explained carefully so the child can understand it and know more acceptable behaviour patterns to use "next time".
- 3) Parent(s) will be notified of the behaviour at the end of the class and of the strategies involved in helping the child cope with the situation.
- 4) The teacher may call the parents to pick up their child from the class that day, if the behaviour is too disruptive.

- 5) Should the problem continue and become disruptive or unsafe to the classroom, the executive board will be notified and a solution worked out between the board, teacher and parent. Ultimately, your child could be removed from the program.

The parent helper will be encouraged to help the teacher with discipline by:

- 1) Attempting to prevent a disruptive situation from developing if the teacher is otherwise occupied.
- 2) Diverting a child's attention to constructive activity if the child seems aimless or is intruding on another's play space.
- 3) Reminding of respectful behavior expectations on the part of all present and to the toys, materials and equipment in the room.

Corporal punishment. No other child guidance techniques are used or acceptable at Willowby Preschool other than those positive steps explained above. We use only the techniques suggested above with any child at any time at Preschool.

11.12 Emergency Procedures

Medical Emergencies: If there is a medical emergency, and at the teacher's discretion, a child will be taken directly to the hospital via ambulance and the parent will then be contacted. If the parent is not available, the emergency numbers listed on the child's registration form will be called.

If it is necessary to call an ambulance, all costs are the responsibility of the parent. In the case of a serious accident, illness, injury, or any other incident which may affect a child's health and safety, we will also send a report to the director.

If there is reason to believe that a child is suffering from a serious illness that may be communicable, the child's parents will be notified and asked to remove the child from Preschool for the duration of the illness. If a child becomes ill at Preschool, they will be kept as far away from other children as possible and directly supervised by the helping parent until a parent or guardian can come and take the child home.

No one at Preschool will administer medication to a child unless the written consent of the child's parent has been obtained, the medication is in the original labeled container, and the medication is administered according to the labeled directions.

No medication will be kept on the Preschool premises unless it may be needed in an emergency, and then it will be stored in a place that is inaccessible to the children.

In the case of an emergency where medication needs to be administered, the child's parents will be notified immediately and asked to seek appropriate medical care for the child. The Preschool will keep records of what occurred surrounding the incident, the time and location. This information will also be reported to the licensing director.

Health care will not be provided at Preschool unless it is in the nature of first aid.

Evacuation Procedures: The teacher will conduct routine fire drills. The children will be taught to respond immediately and will leave single file (no running) through the fire exit. Attendance will be taken to ensure all children are accounted for.

Relocation: If there is a real emergency, the children will be taken to the designated relocation site (see below). Parents will be phoned immediately for quick pickup of the children. The teacher will travel with portable records for each child during trips off-site and during emergency evacuations.

Relocation Sites: Children would go to:

1. Ormsby Elementary School
6323 - 184 Street NW
780-481-4646
2. Lymburn Elementary School
18710 - 72 Avenue NW
780-487-1777

Transportation to Relocation Sites: In the event the first relocation site is not suitable, a taxi will be called to transport the children to the alternative relocation site.

11.13 Emergency Phone Numbers

The following contact information is always posted on the bulletin board beside the phone:

- Emergency medical service
- Ambulance service
- Fire department
- Police service
- Poison control center
- Nearest hospital or emergency medical facility
- Child abuse hotline

11.14 Fire Regulations

In the event of fire, the following procedures will apply:

1. Call 911 for the Fire Department.
2. The teacher will instruct the children to proceed to the exit door and line up single file while she picks up the class register.
3. Helping parents will make sure all children are lined up.
4. The teacher will lead the line and the children will follow single file. Helping parents will follow and close the doors.
5. Children will be instructed to move at least 50 feet away from the building.
6. Head count will be taken and roll call completed.
7. If possible, a Parent Helper will meet the Fire Department at the site.

Fire Extinguisher

The fire extinguisher is located in the hallway by the main doors.

Smoking

Smoking is not permitted on the Preschool premises. No staff or parent volunteer is permitted to smoke where child care is being provided.

11.15 Records

Children's Records

We keep up-to-date records on the Preschool premises with the following information:

- The child's name, date of birth and home address;
- A completed enrollment form;
- The parent's name, home address and telephone number
- The name, address and telephone number of a person who can be contacted in case of an emergency;
- If medication is administered,
 - the written consent of the parent
 - the information required
- The particulars of any health care provided to the child, including the written consent of the child's parent
- Any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

Administrative Records

Records of the following will be kept on the Preschool premises for a minimum of two years. They are available for inspection at the request of any parent or licensing officer.

- particulars of the daily attendance of each child, including arrival and departure times;
- the teacher's child care certification, current first aid certificate, and verification of a current criminal record check.
- details on who the parent helpers are on any given day.

Portable Records

We maintain a portable record containing children's names, dates of birth, home addresses, parent and emergency contact information, and any pertinent health care information (such as allergies) that is taken with the teacher in the event of any off-site activities such as field trips or emergency evacuations. It also contains contact information for EMS and poison control.

Appendix A: Helping Parent Checklist

Before Children Arrive

Assist teacher with the following preparations:

- Put shoe and snack bag bins in hallway.
- Put out paints, play dough and mats.
- Help prepare for the craft of the day.

When Children Arrive and During Class

- Help with classroom control and discipline. This may include moving a child to another activity, sitting with a child during story time or standing between two children during circle time. If you are unsure of what to do, please talk to the teacher prior to class.
- Work with children at the craft table and set up play areas. Get the children involved in playing.
- Print children's names on all their artwork and crafts and encourage all the children to come to the craft table and to do as much as they can by themselves. Four year olds should be trying to print their own names, using their name cards. Place all artwork and crafts on the shelf in the hallway for parents to take home unless you are asked to save it for their scrapbooks.
- When a child needs to go to the washroom, the teachers accompanies them.

Clean-Up

- Wash lids and paintbrushes. Place lids on any leftover paint. Wash off easel. Please inform the teacher if any paint needs to be replenished.
- Put away craft materials and play dough.
- Wipe tables with cleaning solution in spray bottles using the specified cloth.
- Help children put toys back in their proper places.
- Assist teacher with children's hand washing, if necessary. They must all wash their hands with soap and water prior to snack time.

Snack Time

- Put the children's snack bags on the tables.
- Children need to clean up their own places and take their garbage to the garbage can or recycling bin. Snack bags should be returned to bin. Help wash hands if sticky.
- Children may quietly look at books while waiting for Story Time.
- After snack time, snack bag bin should be placed in the hallway.

Story/Circle Time

Please join us for our stories, songs and games. You may be needed during class time to help with the children. If you notice any children being disruptive, please quiet them. Please leave your duties until **after** class has been dismissed. They only take a few minutes to complete.

At the End of the Class

- Tables and chairs are to be wiped with the cleaning solution.
- Sweep table area and around sandbox.

Assist teacher, if required, with the remainder:

- Vacuum, mop, and wipe counters and walls, and empty garbage as needed.
- Bathroom must be cleaned and sanitized. Cleaning supplies are located in the girls' washroom cupboard. The key to unlock it is hanging by the sign in sheet in the Preschool room.

Please inform the teacher if any supplies need to be replenished.

Friday

- Bring stools in from bathroom.
- Put chairs and tables on the carpet.

Appendix B: Quick and easy healthy snack ideas

The child services legislation mandates facilities to follow the Canada Food Guide. More information regarding healthy food choices can be found at Health Canada's website: www.hc-sc.gc.ca/fn-an/food-guide-ailment

Vegetables

Carrot or celery sticks
Snap peas
Sliced peppers or cucumbers
Broccoli or Cauliflower
Sweet potatoe or rutabega sticks
Cherry tomatoes

Dairy

Yogurt
Pudding
Cheese (slices, shapes, cottage)
Vegetable or fruit dips

Meat

Sliced sausage
Turkey pepperoni sticks

Fruit

Apple, orange, peach, pear or plum slices
Berries (strawberries, blueberries, raspberries)
Melon (watermelon, honeydew, cantaloupe)
Applesauce
Grapes or raisins, kiwi, pineapple
Fruit salad or cocktail

Bread and Grains

Muffins, bagels
Rice Krispie Squares
Granola bars
Sandwiches
Rice cakes
Pretzels
Crackers

Please note that grapes, tomatoes, and other foods that may pose a choking hazard must be cut lengthwise.

Appendix C: About the First Day of School

The children will have a staggered entrance the first week of school. Parents or guardians are invited to stay for the entire class. This will give you an opportunity to see how the classroom is run and become familiar with the routines. This will also help your child get used to their new surroundings. There will be a sign-up sheet for the staggered entrance at the August meeting.

The first few sessions of Preschool can be difficult for children, parents and teacher. Many children may be apprehensive as they experience their first real separation from parents and home. To make things easier for anxious little ones, keep these points in mind:

1. Talk enthusiastically to your child about Preschool and what he or she will be doing there.

2. Be honest about your intentions to leave immediately after dropping your child off or about how much time you will spend before leaving the child at school.
3. Project a happy, positive attitude towards Preschool and about leaving your child there.
4. Once you have settled your child in and have made it clear that you are going, leave quickly.
5. Your child will require:
 - pair of indoor shoes (preferably Velcro runners) to be left at the Preschool
 - backpack (for change of clothes and crafts)
 - A complete change of clothes (including socks and underwear) to be kept in the child's backpack and brought to Preschool every day
 - a snack bag; to be taken home and returned the following class

Everything must be labelled with your child's first and last name. We also suggest labelling outerwear such as coats, boots, etc.

We can expect a few tears or tantrums initially. Let's work together to make this first month easier for all.