



Since 1974

## Parent Handbook



9817 104 Street  
Morinville, Alberta  
780-939-5353

Email: [morinvilletinytots@gmail.com](mailto:morinvilletinytots@gmail.com)  
Website: [www.morinvilletinytots.com](http://www.morinvilletinytots.com)  
Facebook: Morinville Tiny Tots

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## Morinville Tiny Tots Preschool – Parent Handbook

### *Welcome*

Our Motto, "**Where Learning Begins**" reflects our belief that Morinville Tiny Tots is the first step in your child's process of lifelong learning. Morinville Tiny Tots was established in 1974 and is a non-profit, parent run Preschool, offering classes for 3-year-olds and 4-year-olds.

Our teacher is responsible for planning, developing and directing the preschool program. The program revolves around selected themes as well as the alphabet (letter names and sounds), numbers, shapes and colors. Our programs are designed to promote growth in speech and language, gross and fine motor skills, pre-literacy and social development. The Tiny Tots program offers a secure environment for your eager learner as they grow in confidence and independence.

We run four licensed programs. The 3-Year-old AM program and 3-year-old PM program on Tuesdays and Thursdays have a maximum of 12 children per class. The 4-year-old AM and 4-year-old PM programs on Monday, Wednesday, and Friday, have a maximum of 15 children per class. Children enrolled in Tiny Tots must be toilet trained at the time preschool commences in September.

### *Our Vision*

Our vision is to support children and their families in preparing for lifelong learning in a positive manner.

### *Our Mission*

We provide children with a safe, fun educational environment in which to grow socially/emotionally, cognitively, and physically. We are a stepping stone in preparing children for the structure and environment they will encounter throughout their future educational career.

## Enrolment Requirements

### **3-Year-Old Program**

The child must be 3 by September 1<sup>st</sup> of the current school year in order to be registered in our 3-year-old program. As per licensing regulations, if your child is not 3 by the start date, but you wish to register and pay the full monthly fees to hold their spot, your child may attend as of their third birthday. No enrolment is permitted after the first scheduled class in January.

### **4-Year-Old Program**

The child must be 4 by March 1<sup>st</sup> of the current school year in order to be registered in our 4-year-old program.

## Fees

### *Registration Fees*

\$45.00 per child or \$60.00 per family (siblings only) due upon registration and is non-refundable.

### *Monthly Fee*

\$120.00 per month - 3-Year-old Program (Tuesday/Thursday)

\$140.00 per month - 4-Year-old Program (Monday/Wednesday/Friday)

10 post-dated cheques dated for the first of each month payable to Morinville Tiny Tots are due with registration. The first cheque for August 1<sup>st</sup> and the last cheque for May 1<sup>st</sup>.

### *NSF Fees*

1<sup>st</sup> Offence: \$25.00 NSF charge to cover bank fees and administrative fees

2<sup>nd</sup> Offence: \$35.00 NSF charge to cover bank fees and administrative fees

3<sup>rd</sup> Offence: \$45.00 NSF charge which must be paid in cash along with all the outstanding monthly fees. Tiny Tots will no longer be able to accept your cheques.

### *Clean-up Fee*

\$100.00 payable to Morinville Tiny Tots on a cheque post-dated upon sign up date with registration. **Each parent/legal guardian is responsible for one toy cleaning per school year, per child enrolled in Tiny Tots.** The cheque(s) will be returned after the completion of your toy cleaning(s). If you are unable to do your toy cleaning the cheque(s) will be cashed. **THERE ARE NO REFUNDS OR EXCEPTIONS TO THIS POLICY. One cheque PER child enrolled in Tiny Tots is required.** Any damages that occur during the cleaning of Morinville Tiny Tots must be reported to the attention of the Executive Board. Damages will be dealt with on a case by case basis and the offending person(s) can be held liable.

### *Withdrawal from the program*

30 days written notification of withdrawal must be made to Registrar and/or Treasurer. All remaining post-dated cheques will either be shredded or returned on the child's last day of class or mailed to you. If you would like cheques returned to you, please indicate as such on your written notice. Please note that **NO withdrawal requests will be accepted for the month of June and no refunds will be given if your child does not attend class in June.**

## About Your Preschool Teacher

### *The preschool teachers are*

- Licensed to practice in Alberta as Early Childhood Educators.
- Required to hold a valid first aid certificate.
- Required to submit a criminal record search with a vulnerable sector search and a child welfare record check.

The staff/child ratio is in keeping with the Child Care Licencing Act and Regulation (Region 6).

Open communication is the key to a successful year for both you and your child. Please feel free to contact the teachers directly to discuss your child and his or her progress.

## Class Times

|                                     |                    |
|-------------------------------------|--------------------|
| 3-Year-Old Tuesday/Thursday         | 9:00 am - 11:30 am |
| 3-Year-Old Tuesday/ Thursday        | 12:30 pm - 3:00 pm |
| 4-Year-Old Monday/Wednesday/Friday  | 9:00 am - 11:30 am |
| 4-Year-Old Tuesday/ Thursday/Friday | 12:30 pm - 3:00 pm |



## Program Outline

### **Regular Activity Centers Include:**

- Books and Listening Center
- Dramatic Play (kitchen, dolls, dress up, castle, puppet theatre)
- Cars/ Trucks/Light table
- Building Blocks
- Table Toys (puzzles, lacing shapes, white/chalk board)
- Sensory Table Activities (water, rice, playdough)
- Art (painting, colouring, cutting)

Special days also occur such as, hat day, wacky hair day, pajama day and sports day. The students go on field trips within the community and have special in class guest speakers. A primary goal of our preschool is to help students develop a positive view of themselves, their friends, family, community and school. Your child's social, emotional, physical, intellectual and creative skills will be developed and challenged through a variety of activities.

### **General Class Outline:**

- |                   |   |
|-------------------|---|
| • 10 Minutes      | Settling in   |
| • 10 – 20 Minutes | Circle Time: Welcome, Calendar, Weather, Letter/Sounds of Day               |
| • 40 – 50 Minutes | Work Books, Craft, Play Centers   |
| • 5 – 10 Minutes  | Clean-up Time   |
| • 15 – 20 Minutes | Wash Hands & Snack  |
| • 20 – 30 Minutes | 2 <sup>nd</sup> Circle Time: Games, Songs, Stories, Occasional Outdoor Play |
| • 5 – 10 Minutes  | Prepare Students for Pick-up  |

## Supplies

### **Supplies needed for Class:**

- A backpack (large enough to fit a binder-sized object)
- Complete set of clothing, including underwear (this will be staying the backpack)
- A pair of indoor shoes. Velcro or slip on shoes are preferred. (your child will be taking them home at the of each class)
- A lunch kit with healthy snack and drink in reusable cup (NO PEANUTS/NUTS)
- 1 Roll of paper towel, 1 pkg of baby wipes (unscented), 1-236ml of alcohol based (60% or higher) hand sanitizer, 1" binder and one plastic pencil case.

Please ensure all your children's belongings are clearly labelled with your child's name. If you are looking for excellent custom labels, please support one of our fundraisers at [www.morinvilletinytots.mabelslabels.com](http://www.morinvilletinytots.mabelslabels.com).

## Dress

- Parents need to ensure their children are dressed appropriately to the weather at all times.
- Children are encouraged to wear play clothes. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes.
- Your child must wear clean indoor shoes at school at all times. We encourage your child to put their shoes on without assistance, so please bring Velcro or slip on types. As well, no flip flops in the summer, as we regularly visit the playground.

## Snacks

**Tiny Tots Preschool is a NUT FREE ZONE**

**NO ITEMS LISTED AS CONTAINING OR MAY CONTAIN NUTS OR PEANUTS ARE PERMITTED AT OUR SCHOOL.**

Parents are to provide healthy snacks for their own children. Include a small drink in a reusable cup, no juice boxes please. Try to send healthy snacks; sweet snacks are a sometimes snack. It is appreciated if messy snacks are left at home. Keep in mind that this is a snack, not a meal. We suggest that you only send one or two small items in your child's snack. If a child takes too long at snack, they will miss out on the 2<sup>nd</sup> circle activities.

- Children are not allowed gum at school.

Due to COVID 19, any shared class snacks will not be permitted until further notice.



## Communication Folders

At this time communication folders will not be going back and forth from the school to home. Communication will be through email, text, or phone calls.

### Arrival & Pick Up

Morinville Tiny Tots does not have bus service; therefore, transportation is your responsibility.

- Do not bring your child to school until your allotted time slot assigned by the teachers. If you miss your allotted time, please wait in your vehicle until the last child has been dropped off.
- When picking up your child, please do not enter the school. Please come in you time allotted spot. Children are not permitted out of the school until a parent or designate arrives.
- If a person other than a parent/guardian is picking up child, a written notice from the parent is required to be given to the teacher beforehand. No child will be released to a person other than the parent/guardian without this advanced written notice. Please note that the person picking up your child will be required to show photo ID.
- Please be prompt when picking up your child. If you are arriving late for drop off/pickup you will be asked to wait till the end of the last time slot.
- Do not use any of the neighbor's driveways for turning around at any time during the school year.
- **Please do not park in the crosswalk; this is clearly marked with safety pylons. Please do your best to remember where the crosswalk is in winter as well.**





## Updating Your Child's Information

Information about your child needs to be kept up-to-date at all times. Kindly inform the Registrar of any changes to information such as: change of address and phone number, changes in custody/authorized pick up person etc. Please email changes to your child's information to the Registrar at [morinvilletinytots@gmail.com](mailto:morinvilletinytots@gmail.com) and your information will be updated.

## School Closures

Parents will be notified of scheduled school closures in our monthly online newsletter and by phone if there happens to be a last-minute closure. There will be no classes on statutory holidays, fall break, winter vacation, Easter vacation and spring break. The school will close due to bad weather, in conjunction with Morinville school closures. There will be no refunds for days that the school is closed.

## Fundraising

Morinville Tiny Tots is a non-profit organization and a fully parent-funded preschool and requires the efforts of all members to make it a success. Since monthly tuition fees only covers the basic expenses, Tiny Tots relies on fundraising activities to enhance many aspects of the school and program such as new learning materials, field trips, special events, and building maintenance.



## Classroom Volunteer

We love having parent volunteers in our classes but unfortunately there will be **NO** classroom volunteers due to COVID-19 regulations until further notice. We do highly recommend getting your CRC (Criminal Record Check) done just in case we are able to have volunteers in the near future. A form is attached to take into the RCMP to get this done for free.

## Parent Jobs

As a parent run preschool Morinville Tiny Tots relies on parent volunteers to function. As a condition of registering your child at Tiny Tots, all families must be willing to volunteer in some capacity. This commitment to volunteering is entirely separate from the need for classroom volunteers. Tiny Tots Preschool success depends on the willingness of parents to participate conscientiously and consistently in their volunteer duties. Please take the time to choose a position to which you are able to commit. If you are interested in any please contact the Executive Board or the teacher. Thank you in advance!

## Parent Job Descriptions

### ***Fieldtrips/Classroom Visitors***

Receive a list of potential fieldtrips and classroom visitors throughout the year for all four classes. Please call and book fieldtrips and visitors on the date and time that closely resembles the information given by the teachers. Details will need to be sent to the Communications Coordinator, so that information can be included in the newsletter.

### ***Handy Daddy/Mommy***

Upon the request from teachers and board our handy daddy/mommy will help with small fixing up jobs in the school and on the school grounds. Examples include: Putting together new fixtures for the classroom, de-ice door knobs& locks, hanging bulletin boards, etc. No major renovations will be asked of this individual.

### ***Play Dough***

You will receive a schedule indicating the month and colors that you are asked to make play dough for the classroom. Please have play dough ready for the 1<sup>st</sup> of each month. You will be supplied with the play dough recipe Tiny Tots prefers you use.

### ***Rags***

You will be responsible for making sure that there are always clean rags available to use in the classroom. At the end of the week we ask that you bring all the dirty rags home to be washed, returning them back to school for the beginning of the new school week.

***Bottle Depot***

These individuals for collecting all recyclables from the preschool on a monthly basis and return them to the depot, collecting the money and handing it to our Treasurer.

***Scholastics***

We prefer that this job be held by a parent whose child is in the 3-year-old class. You must be able to commit to holding this parent job for the 2 years that your child will be enrolled in Tiny Tots. You must sort and staple flyers and add them to the mail slots of the children who sign up to receive Scholastics flyers at the beginning of the school year. Send in book orders to Scholastics, receive and organize all orders, make sure that they are all handed out to the right families and ensure that the teachers have an idea of any free vouchers to use within Tiny Tots.

***Shoveling***

We need two energetic parents who are willing to arrive at Tiny Tots 15 minutes early on snowy days to shovel the steps at the front door, emergency exit as well as the walk way to the road. This job would be best for a parent whose child is in the morning class.

***Supplies Buyer***

This job entails the individual to view the checklist in the backroom on a monthly basis and buy items that are clearly marked off. Remember we are non-profit so sales and deals are the best. Sometimes special requests will be asked, please purchase them as speedy as possible. Please hand in all receipts to the Treasurer within 30 days after purchase any receipts received after the 30 days will be null and void.

## Executive Committee

The executive committee is responsible for the affairs of the preschool and will be elected at the time of the Annual General Meeting. The executive committee serves in an advisory/consultative capacity to the teachers. Executive committee meetings are held on the second Wednesday of every month at Tiny Tots Preschool. Everyone is welcome to attend.

### Executive Board Positions

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- Communications Coordinator
- Fundraiser Coordinator
- Event Coordinator
- 3 year AM Class Representative
- 3 year PM Class Representative
- 4 year AM Class Representative
- 4 Year PM Class Representative
- Community Member

An executive board contact list will be posted on the parent information board. The executive board would like to hear from you if you have any questions, comments, concerns or suggestions.

**Phone :(780) 939-5353**

**Email: [morinvilletinytots@gmail.com](mailto:morinvilletinytots@gmail.com)**

## Medications

Should your child need medication, a release form must be completed. Contact the Registrar for the appropriate form. Medications will be stored in an accessible area for the teacher, not in the child's school bag. If a child requires prescription medicine, in order for the teachers to administer it, the original container with the prescription information is required.

## Evacuations

The fire and evacuation plan is posted in the classroom at all times. Children will be instructed and regularly drilled on the following procedure:

- Upon hearing the alarm, students are to line up at the area designated by the teacher.
- One adult will lead the children out through the nearest designated exit.
- The remaining adult will follow the children out, ensuring that all children safely evacuate the building. The attendance record and a copy of the registration forms will be verified once outside the building.

In the event of a fire, the children will be escorted in an orderly fashion across the street to the Sturgeon School Division Offices.

## Illness & Accidents

Our preschool is committed to provide a safe and healthy place for each child. There is a **ZERO** tolerance illness policy. A child with a communicable disease must be kept home. This includes fever, cold, vomiting, diarrhea, rash, chronic cough, pink eye, etc. The following points are to be observed:

- The school needs to be notified if your child will be absent from class. Please call the school at (780) 939-5353 to speak directly with a teacher or to leave a message on the school's voicemail.
- If a child does not appear well at school, parents will be called to pick up their child.
- If a child has been exposed to any contagious disease (e.g. COVID-19, chicken pox, mumps, measles, etc. or a parasite e.g. lice) the school must be notified.
- Children must be symptom free and/or have a negative COVID test done.

A first-aid kit is readily available in the classroom. Should an illness/injury occur during class time, first-aid will be promptly administered, and parents/legal guardian will be immediately contacted. If deemed necessary, an ambulance will be dispatched. All costs incurred for such emergencies will be the responsibility of the parent/legal guardian.

Whenever first-aid is administered, the teachers will complete an illness/injury report.

Morinville Tiny Tots Preschool maintains a **NO NIT** policy in regard to head lice and the presence of lice eggs (nits). Head lice are annoying and can cause itching, but they do not transmit or cause disease. Lice are very easily spread in any situation where groups gather in close and frequent contact. For these reasons, head lice infestations should be treated.

Staff will perform weekly spots checks for the presence of the head lice and nits. Parents/Guardians are asked to do their own head lice and nits checks each week, and that way any outbreak can be quickly and effectively controlled. If a staff member checks a child, and it is found that there are nits present, we will contact the parent/guardian and ask to have their child picked up, so treatment can start as quickly as possible. A staff member will provide parents/guardians with a checklist of steps that must be followed, and a form, which must be signed and returned by the parent/guardian, stating what steps have been performed. Only after the child is treated, has had all of the nits removed from their head, and the other steps on the list completed and the form signed and returned, can the child return to the classroom. Upon returning a staff member will recheck the child to confirm that no nits are present.

Please note that all monthly fees are not affected by this and are still required to be paid in full and on time.

## Insurance

Morinville Tiny Tots has insurance coverage for the children during class time.

## Philosophy of Discipline

To ensure a successful program, which is enjoyable for all participants (children, parents and teachers) fair and effective discipline is the key. Rules are kept simple and are strictly adhered to. The primary objective of discipline is to assist children in developing self-control in a matter that will not jeopardize their self-esteem.

- All disciplinary actions taken must be reasonable in the circumstances.
- A child is not allowed to disrupt another child or disrupt the group during activities. Should such behaviour occur, the child is given a warning and is informed that this behaviour is inappropriate and why. If the behaviour continues the child is taken aside and behaviour expectations are reexplained. The child is given the option to return to the group activity or begin a different activity where his or her attention is redirected. Should the disruptive behaviour persist it may become necessary to remove the child from the situation.

- Should an injury occur due to a physical conflict between children, an illness/injury report will be completed by the teachers and signed by the parents of all parties involved.
- In the event of a serious behaviour problem a discussion will take place with the parents. If no effort to correct the behaviour has been established the child may be asked to withdraw from the program. In such extreme cases, the executive will have an emergency meeting to decide the appropriate actions to be taken.
- Corporal punishment, verbal abuse, physical degradation or emotional deprivation will not be used in the school under any circumstances.
- No child will be denied or threatened to be denied any basic necessity.
- Physical restraint, confinement or isolation will not be used in the school under any circumstances.
- Positive reinforcement of appropriate behaviours will serve as a preventative measure against inappropriate behaviour. Adults in attendance during class time are expected to demonstrate and reinforce expected behaviour.
- Each child will be treated with respect and given the utmost attention for their well-being. A child's individuality and rights will be respected. Whenever possible, children will be given the opportunity to demonstrate appropriate behaviour independently.
- All students are expected to do their best to share and to be kind, helpful and courteous to fellow students, parents and their teachers. They are encouraged to resolve inter-personal conflicts with their peers by employing problem solving techniques. The teacher will act as a mediator in these instances, providing guidance and encouragement.
- Children are encouraged, but never forced, to participate in classroom activities.
- Parents are encouraged to discuss any concerns with the teacher and/or a member of the executive at any time.

