



Since 1974

## Parent Handbook



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# Calendar 2021-2022

<p><b>September:</b></p> <p><b>2</b> - Meet the Teachers 10am to 12pm  <b>7</b> - 1st day 3yr AM/PM classes  <b>8</b> - 1st day 4yr AM/PM classes</p>	<p><b>October:</b></p> <p><b>11</b> - School closed - Thanksgiving  <b>28</b> - Halloween Party 3yr AM/PM  <b>29</b> - Halloween Party 3yr AM/PM</p>
<p><b>November:</b></p> <p><b>11</b> - School closed - Remembrance Day  <b>12</b> - School Closed</p>	<p><b>December:</b></p> <p><b>16</b> - In-class Christmas Party 3 yr classes  <b>17</b> - In-class Christmas Party 4 yr classes  <b>20-31</b> - Christmas Break</p>
<p><b>January:</b></p> <p><b>3</b> - Back to school 4 yr classes  <b>4</b> - Back to school 3 yr classes</p>	<p><b>February:</b></p> <p><b>10&amp;11</b> - Closed - Teacher's Convention  <b>14</b> - Valentines Party 4 yr classes  <b>15</b> - Valentines Party 3 yr classes  <b>21</b> - No school - Family Day</p>
<p><b>March:</b></p> <p><b>17</b> - Get our Green on Party - 3 yr classes  <b>18</b> - Get our Green on Party - 4 yr classes  <b>28-April 1</b> - Spring Break</p>	<p><b>April:</b></p> <p><b>4</b> - Back to school 4yr classes  <b>5</b> - Back to school 3yr classes  <b>15</b> - Closed - Good Friday  <b>18</b> - Closed - Easter Monday</p>
<p><b>May:</b></p> <p><b>5</b> - Mother's Day Tea - 3 yr classes  <b>6</b> - Mother's Day Tea - 4 yr classes  <b>20</b> - Closed  <b>23</b> - Closed - Victoria's Day</p>	<p><b>June:</b></p> <p><b>13</b> - Father's Night (MLC)  <b>22</b> - Last Day of School 4yr classes  <b>23</b> - Last Day of School 3yr classes</p>



## 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.

# Enrollment 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 enrollment is permitted after the first scheduled class in January.

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

The child must be 4 by December 31<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*

\$50.00 cheques payable to Morinville Tiny Tots due upon registration. Post-date cheques for September 1. Each parent/legal guardian is responsible for one clean-up fee per school year, PER CHILD enrolled in Tiny Tots. THERE ARE NO EXCEPTIONS TO THIS POLICY. The clean-up fees will pay for a professional cleaner to do a deeper cleaning on a monthly basis. Families are entitled to a 50% refund of their cleaning fee if withdrawing from the program prior to October 31<sup>st</sup> of the current school year. If withdrawing after October 31<sup>st</sup>, no refunds will be issued. See next section for withdrawal policy, the 50% refund as mentioned in this section applies to the cleaning fee only. If joining the program later in the school year, the clean-up fee will be due on registration and will be non-refundable.

### *Withdrawal from the program*

30 days written notification of withdrawal must be made to the 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 Monday/Wednesday/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. (*Only* if allowed by COVID restrictions). 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:

- 5 Minutes - Welcome
- 60 Minutes - Free play and exploration of Centers
- 5 Minutes - Clean up
- 20 Minutes - Group time 1 (Songs, Fingerplays, Mat-Man, Jolly Phonics, Alphabet Puppet Show etc.)
- 20 Minutes - Wash Hands and Snack time
- 30 Minutes - Group time 2 (Story, exercise, outside, games etc.)
- 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 end of each class) - Shoes need to be labelled.
- A lunch kit with healthy snack and drink in reusable cup (NO PEANUTS/NUTS)
- 2" 3-ringed binder
- 1 pack of baby wipes
- 1 roll of paper towel
- 1 glue stick - 40g (Elmers or UHU stick)

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 encouraged to be 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. Arrive at your allotted time. 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 the 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 cover 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 are very hopeful that this may change in the near future. We do highly recommend getting your Criminal Record Check done just in case we are able to have volunteers. A form is linked here to take into the RCMP to get this done for free. The form may also be found at the end of this handbook, or you may pick a copy up from the school.

<https://drive.google.com/file/d/1bPZQUZxWcULBU941Sp9Bfhxq9dcW9YvY/view?usp=sharing>

## **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 are responsible for collecting all recyclables from the preschool on a monthly basis and returning them to the depot, collecting the money and handing it to our Treasurer. And doing the same with bottles received from bottle drive fundraisers.

### **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 walkway 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 quickly 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**

All staff members and parent volunteers will be orientated in the following procedures:

1. Upon hearing the lead teacher say, "stop what you are doing and line up",
2. The staff member/parent volunteer will line the children up at the closest emergency exit.
3. The lead teacher will check both bathrooms and the storage room (if reasonably practicable), shutting off all lights and closing doors.
4. The lead teacher will grab the cell phone, attendance book and the emergency backpack with portable emergency cards.
5. A staff member/parent volunteer will then lead the children out of the building. The lead teacher will follow behind ensuring all children have been vacated safely. Once outside, the lead teacher will do a roll call ensuring all students are accounted for.
6. A staff member/parent volunteer will cross the street and lead the group to the Sturgeon Public School Division building (muster point)
7. Once inside the Division building, the lead teacher will phone emergency services.
8. Once 911 has been called, the lead teacher will begin to phone parents, to explain the situation, and explaining that they will be able to pick up their child as soon as emergency personnel give the okay.

## **In the case of a lock down:**

If emergency services inform us that we need to lock down the school due to an emergency, then both staff members will ensure that both doors are locked. The lead teacher will then phone the president of the executive board to fill them in. Once this call is completed, the lead teacher will then begin phoning the parents/guardians informing them of the situation. The lead teacher will explain that the children will stay safely inside of the school until emergency personnel give the okay. Once the okay is given, then parents/guardians will be called to come pick up their child from the program. Staff members will do their best (at regular intervals) to keep the President of the executive board informed of how the children are doing during the lockdown. The President will then pass the information onto parents, making sure to keep the parents informed of the situation.

## **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 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 parent/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 spot 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.

## Child Guidance Policy

To ensure a successful program, which is enjoyable for all (children, parents/guardians, and staff members) effective guidance is key. Our first step of creating a safe and enjoyable environment for all children is discussing and modeling our classroom expectations. Through discussions (developmentally appropriate) and modeling, staff members will spend the time and encourage the children to help create and show an understanding of the classroom expectations that will keep us safe and that will help us to respect their peers within the program. Working with the children to create our classroom expectations will also encourage the children to respect the materials and equipment being used on a day-to-day basis.

With the help of various programs (bucket filling, kindness wall, social stories etc.), staff members and students will create a positive environment that will help all students feel respected and safe. We firmly believe that by creating a positive environment, when it comes time to offer child guidance, the students are receptive and resilient through the process and will feel secure and connected to staff members.

Corporal punishment, verbal abuse, physical degradation or emotional deprivation will not be used within Morinville Tiny Tots Preschool 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.

Staff members will use a "Time In" approach with children requiring guidance. This is where the staff member will encourage the child to sit in a quiet area of the classroom. The staff member will then proceed to "hold space" with the child offering support by validating and describing the child's feelings. Once the student is feeling better, the teacher will support the student in figuring out what caused their upset or frustration and together will work on solving the problem. It will always be up to the child to decide when they want to leave the quiet area.

Problem solving skills, social skills and the ability to regulate emotions are some of the most important tools for the children to learn while in the program. Staff members will encourage, support and model these skills within the classroom. With the help of social stories, modeling, conversations, scaffolding and positive feedback, staff members will encourage the students to learn to solve the day-to-day problems that may arise during their time in the classroom. Staff members will listen to the children's ideas for solving problems and support them in making the moment successful for all the children involved.

If a child is struggling in some areas, staff members will contact the child's parents/guardians and discuss the issue. The parents' knowledge of their child is key and with their help we can form a plan to better support the child within the program.





August 2021

Dear Parents,

The province of Alberta has issued new child legislation and program standards for Preschool programs. As part of these changes starting November 1<sup>st</sup>, 2008 it became necessary for all staff and volunteers to submit a Police Information Check, including a Vulnerable Sector Search to Morinville Tiny Tots Preschool.

This new regulation will ensure that we as parents are allowing our children to learn in a safe environment, as well as give each of us the peace of mind about who is interacting with our children.

If you wish to volunteer your time as a Classroom Volunteer during the 2020/21 school year, it will be mandatory that a Police Information Check, including a Vulnerable Sector Search be completed before your help in the classroom. This is done free of charge at the Morinville RCMP detachment by showing them this letter stating you will be a volunteer at Morinville Tiny Tots Preschool. Please be sure to bring two pieces of ID with you, including picture ID. Once all the paperwork has been completed it will take approximately 5 business days for the application to go through.

Once you receive your Police Information Check, please seal the form in a secure envelope, label it with your name and hand it into your Class Representative. This information will remain confidential and will be destroyed on the completion of your child's year at Morinville Tiny Tots. You will not be able to volunteer in the classroom until the forms have been handed in, so we encourage you to complete this over the summer and hand it in to the teachers the first week of school.

Please note this search **MUST** be done in person. The RCMP will **NOT** be able to provide this information via telephone or email.

If you have any further questions or concerns please contact Tiny Tots at (780) 939-5353.

Sincerely,

The Executive Committee  
Morinville Tiny Tots Preschool