

# Morinville TINY TOTS

Where Learning Begins

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

# Table of Contents

Calendar.....	
Welcome.....	1
Our Vision.....	1
Our Mission.....	1
Enrollment Requirements.....	2
About Your Preschool Teachers.....	2
Class Times.....	2
Fees.....	3
Subsidies.....	3
Program Outline .....	4
Supplies.....	4
Dress.....	5
Snack.....	5
Communication Folders.....	5
Arrival & Pick Up .....	5-6
Updating Your Child's Information.....	6
School Closure.....	6
Fundraising .....	6
Classroom Volunteers .....	6
Parent Jobs .....	7
Parent Job Description.....	7
Executive Committee.....	7
Medication.....	8
Evacuation.....	8
Illness/Accident.....	8-9
Insurance.....	9
Child Guidance Policy.....	10
Criminal Record Check Information.....	11
Record Check Letter.....	12

# year at a glance

## August

**30** Meet The Teachers

## September

**3** 3 yr school start  
**4** 4 yr school start  
**20** PD Day No School  
**30** National T & R Day  
No School

## October

**11** PD Day No School  
**14** Thanksgiving  
No School  
**30** 4 yr Halloween Party  
**31** 3 yr Halloween Party

## November

**1** PD Day No School  
**11** Remembrance Day  
No School

## December

**19** 3 yr Christmas Party  
**20** 4 yr Christmas Party  
**23-31**  
Christmas Break  
No School

## January

**1-3** Christmas Break  
No School  
**6** 4 Yr First Day Back  
**7** 3 Yr First Day Back  
**30** PD Day No School

## February

**6-7** Teacher Conv.  
No School  
**13** 3 yr Valentine Party  
**14** 4 yr Valentine Party  
**17** Family Day No  
School

## March

**17** St. Patricks Day  
Party - 4 Yr  
**18** St. Patricks Day  
Party - 3 Yr  
**24-28**  
Spring Break

## April

**21** Easter Monday  
No School

## May

**8** Mothers Day Tea  
3 Yrs  
**9** Mothers Day Tea  
4 Yrs  
**19** Victoria Day  
No School

## June

**13** Fathers Night  
**19** 3 Yrs Last Day  
**20** 4 Yrs Last Day



# 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.

## 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 Licensing 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
4-Year-Old Monday/Wednesday/Friday	9:00 am – 11:30 am



## Fees

### *Registration Fees*

\$50.00 per child or \$65.00 per family (siblings only) due on July 1 and is non-refundable. You will receive an invoice via Himama 3 days prior to the due date.

### *Monthly Fee*

\$125.00 per month\* - 3-Year-old Program (Tuesday/Thursday)

\$145.00 per month\* - 4-Year-old Program (Monday/Wednesday/Friday)

**\* This fee is the amount you pay monthly. The Affordability Grant of \$75 is already applied.**

We now offer **online payment options**. You can pay via EFT using your banking information, or by Credit Card (please note that all credit card charges will incur a 3% convenience charge). We do require automatic billing to be enabled. You will receive invoices 3 days prior to billing as a reminder. We still have the option to pay by check if you would prefer but please note that NSF fees will apply if your check bounces.

### 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*

\$55.00 due on September 1. You will receive an invoice 3 days prior to billing. 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 31st of the current school year. If withdrawing after October 31st, 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.

## **Subsidies**

Subsidy for children from 0 to kindergarten-age has been expanded to include families with a gross household income of up to \$180,000. You can find more information and apply using the following link:

<https://www.alberta.ca/child-care-subsidy.aspx>

How the subsidy works is that, when approved, following each month attended, the hours your child attended and the fees paid will be submitted to the government. You will then receive a reimbursement cheque from Tiny Tots, typically around mid-month the following month. Fees are therefore still due up-front as outlined above, and you will receive reimbursement. Since we collect fees one month in advance, your reimbursements would be issued monthly from October - July.

## **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:**

- 5 Minutes - Welcome
- 60-90 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 in 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 labeled.
- A lunch kit with healthy snack and drink in reusable cup (NO PEANUTS/NUTS)
- 1 - 1.5" Binder (three ringed)
- 3 yr - Crayola Pencil Crayons, 1 Elmer or Uhu Glue Stick (40g) OR 2 Glue Sticks (20g)
- 4 yr - 1 Elmer or Uhu Glue Stick (40g) OR 2 Glue Sticks (20g), Broad Line Crayola Markers

Please ensure all your children's belongings (shoes, binders, water bottles, outdoor clothes) are clearly labelled with your child's name.

## 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.

## Communication Folders

At this time communication folders will not be going back and forth from the school to home. Communication will be through the Lillio App (Himama App).

## Arrival & Pick Up

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

Children are to be picked up by 11:30 am. If parent is late with no notice the following procedures are taken:

A fine of \$10 for every 10 minutes late will be added to your next bill and will be paid to whichever teacher remains at the school.



- Drop off and pick-up will be done at the door of Tiny Tots, one of the teachers will be at the door to welcome the children and help them get settled for the start of their day. The door will open 5 minutes prior to class time.
- When picking up your child, please do not enter the school. Doors will open 5 minutes before the end of class time. Children are not permitted out of the school until a parent or designate arrives. Teachers will help your child down the stairs.
- 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.
- **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 remember where the crosswalk is in the snowy winter months as well for the safety of the children.



## Updating Your Child's Information

Information about your child needs to be kept up-to-date at all times. You can change any information pertaining to your child within the Lillio App.

## School Closures

Parents will be notified of scheduled school closures in our monthly online newsletter, by phone if there happens to be a last-minute closure and through the Lillio App. 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, special events, and building maintenance.

## Classroom Volunteer

We love having parent and grandparent volunteers in our classes! To volunteer in the class you will need to hand in your completed Criminal Record Check. 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.

## **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**



#### **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.

#### **Scholastics**

You must sort and staple flyers and give to the teachers to handout in the communication folders. 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.

#### **Executive Board**

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. We also have a spot on the website where you can submit anonymous comments.

Phone :(780) 939-5353

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

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- Communications Coordinator
- Fundraiser Committee
- Event Coordinator

## **Medications**

Should your child need medication, a release form must be completed on the Lillio App. 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 or text the school at (780) 939-5353 to speak directly with a teacher or to leave a voicemail. You can also mark your child as absent on the Himama app.
- 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.

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.



## **Criminal Record Checks**

You will be unable to volunteer during class or on field trips without an up-to-date Criminal Record Check from our local RCMP office. Record checks for volunteer associations are free of charge, you will just need to bring or email in the letter on the next page. There are 2 ways that you can get the record check done.

1. Take the letter on the following page into the local detachment, along with at least 2 pieces of government-issued ID, one of which needs to have a photograph and signature. If your driver's license does not have your current address, you will need to provide proof of residency. Fill out the required paperwork there at the detachment. Pick up your record check from the detachment when completed (typically about a weeks' time).
2. Email [rcmp.kmorinville.grc@rcmp-grc.gc.ca](mailto:rcmp.kmorinville.grc@rcmp-grc.gc.ca) with a copy of the letter and they will email you back the application.

Either method is acceptable by the RCMP. The second method will allow for you to only have to go into the local detachment once, to pick-up, vs. twice.

Bring your completed record check into the school to keep on file.



**9817-104 Street  
Morinville, AB,  
(780) 939-5353**

I \_\_\_\_\_, am requesting a criminal record check to volunteer at Morinville Tiny Tots preschool.

January 2023

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 st , 2008 it became necessary for all staff and volunteers to submit a Police Information Check 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 2023/24 school year, it will be mandatory that a Police Information Check be completed before your help in the classroom. This is done free of charge at the Morinville RCMP detachment by filling out the above section and 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