

Morinville TINY TOTS

Where Learning Begins

Since 1974

ParentHandbook



9817 104 Street
Morinville, Alberta
780-939-5353

Email: morinvilletinytots@gmail.com

Website: www.morinvilletinytots.com

Facebook: Morinville Tiny Tots

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year at a glance

September

3 Meet the Teachers
4 3 yr school start
5 4 yr school start
19 PD Day No School
30 National T & R Day
No School

October

10 PD Day No School
13 Thanksgiving
No School
30 3 yr Halloween Party
31 4 yr Halloween Party

November

7 PD Day No School
11 Remembrance Day
No School

December

18 3 yr Christmas Party
19 4 yr Christmas Party
22-31
Christmas Break
No School

January

1-2 Christmas Break
No School
5 4 Yr First Day Back
6 3 Yr First Day Back
28 PD Day No School

February

12 3 yr Valentine Party
13 4 yr Valentine Party
16 Family Day
No School

March

13 PD Day No School
16 St. Patricks Day
Party - 4 Yr
17 St. Patricks Day
Party - 3 Yr
30-31 Spring Break

April

1-2 Spring Break
3 Good Friday
No School
6 Easter Monday
No School

May

7 Mothers Day Tea
3 Yrs
8 Mothers Day Tea
4 Yrs
18 Victoria Day
No School

June

Fathers Night TBD
18 3 Yrs Last Day
19 4 Yrs Last Day



Morinville Tiny Tots Preschool – Parent Handbook

Welcome to Morinville Tiny Tots - Where Learning Begins

At Morinville Tiny Tots, we believe that early education is the foundation for lifelong learning. Our motto, "*Where Learning Begins*," reflects our commitment to nurturing curious minds from the very start.

Established in 1974, Morinville Tiny Tots is a non-profit, parent-run preschool offering programs for both 3-year-olds and 4-year-olds. With decades of experience, we continue to provide a warm, engaging, and developmentally appropriate learning environment for young children in our community.

Our qualified teacher designs and leads the program, incorporating fun and meaningful activities based on themed units, as well as early academic concepts such as letters, sounds, numbers, shapes, and colors. The curriculum supports the development of:

- Speech and language skills
- Fine and gross motor coordination
- Pre-literacy foundations
- Social and emotional growth
-

Morinville Tiny Tots is a safe and supportive space where children build confidence, independence, and a love of learning.

We currently offer two licensed preschool programs:

- 3-Year-Old Morning Program – Tuesdays & Thursdays (Max. 12 children)
- 4-Year-Old Morning Program – Mondays, Wednesdays & Fridays (Max. 15 children)

Please note: All children must be fully toilet trained by the start of the school year in September.

Our Vision

We envision a community where every child begins their educational journey with curiosity, confidence, and a love for learning. Through play-based experiences and meaningful connections, we aim to inspire a lifelong passion for discovery and growth in each child we serve.

Our Mission

At Morinville Tiny Tots, our mission is to provide a safe, engaging, and nurturing environment where children can thrive socially, emotionally, cognitively, and physically. We serve as a vital stepping stone in your child's early development, helping them build the confidence, skills, and readiness they need to succeed in their future educational journey.

Enrollment Requirements

3-Year-Old Program

Children who will turn 3 years old by December 31 of the current school year are eligible to register for our 3-year-old program.

Enrollment closes 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 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
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 Lillio 3 days prior to the due date.

Monthly Fee

\$100.00 per month* - 3-Year-old Program (Tuesday/Thursday)

\$120.00 per month* - 4-Year-old Program (Monday/Wednesday/Friday)

*** This fee is the amount you pay monthly. The \$100 Affordability Grant has been 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

1st Offence: \$25.00 NSF charge to cover bank fees and administrative fees

2nd Offence: \$35.00 NSF charge to cover bank fees and administrative fees

3rd 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.

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 footwear is recommended. (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)
- Crayola 10 Pack Markers
- Stickers (booklet/package)
- 1 Glue Stick
- 1 Ream of printer paper

Label all your child's items, such as shoes, binders, water bottles, and outdoor clothes, with their name.

Dress

- Parents should dress children appropriately for the weather.
- Children should 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 always wear clean indoor shoes at school. 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 2nd 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. Pick up children by 11:30 am. If parent is late, with no notice, the following procedures are taken: A \$10 fee per 10 minutes late will be added to your next bill and paid to the teacher who stays.

- Drop-off and pick-up will occur at the Tiny Tots door, where a teacher will greet and assist children as they arrive. 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. Students remain inside the school until a parent or designated individual arrives for pickup. Teachers will help your child down the stairs.
- If an individual other than the parent or guardian will be collecting the child, a written notice from the parent must be provided to the teacher in advance. Children will only be released to parents or guardians unless written notice is provided in advance. 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.**
- **Do not park in the crosswalk; safety pylons mark this area.** Please remember where the crosswalk is in the snowy winter months as well for the safety of the children.

Updating Your Child's Information

Your child's information must always be current. You can change any information pertaining to your child within the Lillio App.

School Closures

Parents will be informed of school closures via our monthly newsletter and the Lillio App. There will be no classes on statutory holidays, winter vacation, Easter vacation and spring break. The school will close due to harsh weather, in conjunction with Morinville school closures. No refunds will be given for school closure days.

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. Because monthly tuition fees only address essential operating costs, Tiny Tots depends on fundraising initiatives to support enhancements to the school and its programs, including the acquisition of new learning materials, organization of special events, and upkeep of facilities.

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. The form is available at the end of this handbook.

Parent Jobs

As a parent run preschool Morinville Tiny Tots relies on parent volunteers to function. To enroll your child at Tiny Tots, families must agree to volunteer. 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 can 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 doorknobs & locks, hanging bulletin boards, etc. This person won't be required to do major renovations.

Play Dough

We will send out a sign-up form in which you can choose which month works best for you. Please have play dough ready for the 1st of each month. You will receive Tiny Tots' preferred play dough recipe.

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 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

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

Medications

If your child needs medication, please complete a release form on the Lillio App. Medications will be stored securely with teachers, not in students' bags. Teachers can only give a child prescription medicine if it is in its original container with the prescription details.

Evacuations

All staff members and parent volunteers will receive orientation on 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 check that all children have exited 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. After 911 has been contacted, the lead teacher will call parents to inform them about the situation and advise that they may pick up their child once emergency personnel authorize it.

In the case of a lock down:

If emergency services order a school lockdown, both staff members will lock both doors. The lead teacher will then phone the president of the executive board to fill them in. After completing the call, the lead teacher will contact the parents or guardians to inform 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. After approval, parents or guardians will be notified to 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 Lillio app.
- If a child seems unwell at school, parents will be asked to pick them up.
- 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. If a student becomes ill or injured during class, first-aid will be given and their parent or guardian will be contacted immediately. If deemed necessary, an ambulance will be dispatched. All costs incurred for such emergencies will be the responsibility of the parent/legal guardian.

When first-aid is provided, teachers complete an illness or injury report.

Morinville Tiny Tots Preschool maintains a NO NIT policy regarding 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 spread quickly wherever people are in frequent close contact. Therefore, head lice should be treated.

Parents and guardians are encouraged to conduct weekly head lice and nits checks at home, which can help identify and manage any potential outbreaks efficiently. If nits are found during a staff check, we will notify the parent or guardian to pick up the child so treatment can begin promptly. 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. The child may return to the classroom once treatment has been completed, all nits have been removed, the additional listed steps are finished, and the signed form has been returned. Upon returning a staff member will recheck the child to confirm that no nits are present.

All monthly fees remain due in full and must be paid 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 refused any basic necessity. The school has a policy that does not permit the use of physical restraint, confinement, or isolation.

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 solve the problem. It will always be up to the child to decide when they want to leave the quiet area.

Critical thinking 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 student is experiencing difficulties in certain areas, staff will promptly notify the student's parents or guardians to discuss the matter in an appropriate and constructive manner. 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 in the letter on the next page.

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).

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 2025

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, 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 2025/26 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