



# PARENT HANDBOOK

*Let the little children come to me and do not hinder them,  
for the kingdom of heaven belongs to such as these.*

Matthew 19:14

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## **Statement of Philosophy**

In keeping with our congregation's desire to share God's love in Christ with our community, our Nursery School is open to all who share in this desire of a Christian education and whom we are equipped to serve. Children grow and learn through discovery and play. A child is further nurtured by enriching their spiritual life through daily Christian teachings. While children learn about God, themselves, others and the world God has created, we will nurture them and take on our responsibility as a church to serve and teach. Empowering the children to grow spiritually, socially, emotionally and intellectually.

## **General Policy Statement**

The Pineview Christian Nursery School Association (PCNSA) is operated as a non-profit organization incorporated under the Alberta Societies Act. Its Board of Directors, under the auspices of the Christ Lutheran Church Council, will therefore operate the PCNSA.

The PCNSA's Board of Directors consists of the Chairperson, Secretary, Treasurer, Pastor, School Administrator and Members at Large. The Board of Directors shall create policy and oversee day to day operations of PCNSA. The By-Laws of the PCNSA are available for review by any of its members.

The staff of PCNSA must be committed Christians who have an understanding of the Gospel and who identify with the philosophy of the PCNSA and who meet the qualifications set by the Board of Directors and the Province of Alberta.

The PCNSA will adhere to licensing requirements and standards set out by Alberta Family and Social Services.

PCNSA will be self-supporting in regard to paying for staff salaries and all program supplies including snacks.

Christ Lutheran Church commits itself to support this ministerial outreach program by:

- \* providing and maintaining suitable facilities for PCNSA
- \* making available the ministry of its pastor to the children and their families
- \* encouraging members of the congregation to offer their time, talents and resources in services to the program, its staff, children and families

PCNSA will strive for excellence in training and equipping the staff and in providing equipment, materials and activities.

## **Program Information**

Pineview Christian Nursery School Association's program is offered to children aged 3 - 6 years old. Children must be at least 3 years old as of September 1<sup>st</sup> to qualify for enrollment for the current school year. Children must also be completely toilet trained at the time of entering the program.

### Times of programs:

The program operates September through May.

Mondays and Wednesdays - 9:00 am - 11:30 am and 12:15 pm – 2:45 pm

Tuesdays and Thursdays - 9:00 am - 11:30 am

Please refer to our newsletter for a monthly calendar including any school holidays for the month.

## **Enrollment Policy**

Children will be considered for admission to the PCNSA program based on:

1. previous enrollment
2. siblings enrolled
3. first come first served basis
4. a waiting list will be maintained if necessary

## **Payment Policy - Fees**

PCNSA operates as a self-supporting and as an educational not for profit outreach of Christ Lutheran Church. It is financed primarily by registration/membership and program fees.

Program fees are determined by the necessary operating costs incurred by the school, which includes everything from snacks to paper, glue, toys and books. Fees are payable whether or not your child attends each day to which he/she is entitled. Fees will not be refunded for illness or vacations, as budget projections must be made on the number of children registered at the beginning of each session.

Payments for the session are due upon registration in the form of one current dated cheque for the first month's fees and post-dated cheques for the balance of the fees (dated on the 15<sup>th</sup> of each month Sept through April). Payment for the session must be received in full (i.e. final post-dated cheque amount) by the fifteenth day of April. Cheques are payable to the Pineview Christian Nursery School Association and are provided to the School Administrator with a signed registration form in order for enrollment to be valid and complete.

Any N.S.F cheques given to the PCNSA will result in a \$10.00 penalty fee.

## **Withdrawal & Refund Policy**

Since the PCNSA operation is based on capacity enrollment, one month's written notice must be given to the Administrator if it becomes necessary to withdraw your child.

1. The first month's fees are non-refundable.
2. Should a parent decide to withdraw his/her child during the first 8 weeks of the program, full program fees must be paid to the date of withdrawal.
3. For withdrawals after the first 8 weeks of the program, full program fees must be paid to the date of withdrawal PLUS 3 MONTH'S ADDITIONAL FEES.

## **Arrival Policy**

Each child must be brought into the building by an adult. Children should arrive no earlier than five minutes before the program begins. They should enter and exit through the PCNSA's main entrance, which is on the north end of the building off of the parking lot.

Please do not leave your children alone in the building. They are not the responsibility of the teachers until the class begins and therefore they may be unsupervised. If it is necessary for you to leave early please arrange with another parent to supervise your child(ren).

A child will not be dismissed with anyone except a parent or someone designated by the parent(s) beforehand (a signed note or phone call to the teacher is necessary) to take the child home.

## **Late Pick-up Policy**

Please be on time. Children get anxious when other children are leaving and they must wait. The staff has duties to complete before they are ready to leave and cannot always supervise the children.

In the event of a late pick-up, the parents will be contacted and may be asked to pay the teachers' wage for the waiting time. If the lateness persists it may lead to a suspension or withdrawal of membership to the PCNSA.

## **Discipline Policy**

The word discipline comes from the word disciple, which means follower or learner. Discipline includes modeling or setting an example of the behavior that the adult wants the child to learn and follow. Discipline requires consistency, commitment and an attitude of calmness. Good discipline practices are firm, fair and friendly and promote self-worth. Behavior difficulties will be prevented by ensuring children know the rules beforehand and by children feeling that they are heard and understood. When problems arise children will be redirected to different acceptable activities to avert potential or further difficulties. If necessary, one of the following discipline methods will be used:

- a) a privilege will be withdrawn
- b) the child will stay with the teacher or educational assistant until they are ready to rejoin the group
- c) in the event that the child poses a threat to him/herself, the other students or staff, the parent will be called and asked to remove the child for the remainder of the class.

\* Children will be given positive feedback after each disciplinary incident to reassure that they are loved and cared for. If staff feels that a child is not adjusting to the program, parents will be asked to withdraw the child from the nursery school.

Plan Ahead - Parents and caregivers alike can help to avoid many behavior problems when they observe the following:

1. Ensure that the child is in good health.
2. Arrange for nutritious, nourishing food and adequate rest.
3. Plan activities that are stimulating and involving.
4. Provide suitable materials and equipment for various ages.
5. Be flexible! Adapt program activities as circumstances change.
6. Arrange space to avoid undue running and noise.
7. If, over the course of the year, your child should experience any family trauma that might affect his/her behavior, we would appreciate being made aware of the situation in order to deal effectively with you child.

## **Safe and Respectful Learning Environment Policy**

The Pineview Christian Nursery School Association takes pride in a working and learning environment that promotes the love of God through the respectful and encouraging interactions of our staff and students. Our preschool does not tolerate harassment, discrimination or violent behaviors. Such actions are dealt with by the school administrator and/or members of our board of directors and may result in immediate removal from the program. This policy applies to students, parents, volunteers, visitors and employees.

## **Medical Policy**

Due to the short time that children are present in the program, PCNSA staff will not be responsible for giving out any medication whatsoever. It is the responsibility of the parent/guardian to administer prescription or non prescription medication.

It is recognized however, that medication for allergies or asthma may need to be given in an emergency. This can be arranged with a signed waiver of responsibility from the parent/guardian absolving PCNSA and staff of any repercussions if the medication administered does not work.

## **Communicable Diseases**

Any child with a significant communicable disease should not be in attendance in the program. These include: Pink Eye, Stomach Flu, Strep Throat, Impetigo, Measles, Lice, and Chicken Pox. Children with a fever should not be in attendance. It is at the discretion of the teacher(s) as to whether the child is permitted to attend the day's class.

If a child has vomited, they must not return to school within 24 hours of the last time they vomited.

If a child contracts a contagious childhood disease such as chicken pox, measles etc. your family doctor or public health nurse should be contacted and their recommendations followed regarding returning to nursery school.

Should a child become ill during the course of the day, the child will be isolated from the other children and supervised. The parents will be contacted to have the child picked up as soon as possible.

## **Accident Policy**

If an accident were to occur during school time, the following procedures would be followed. The severity of the situation would dictate the appropriate method of approach.

1. If the accident required medical attention, one of the staff would proceed with the child by ambulance to the Fort Saskatchewan Hospital for emergency treatment and stay until the parent/guardian arrived.
2. With accidents, which do not require emergency medical attention, the staff trained in first aid will attend to the child. The parent/guardian will be notified. If unable to reach the parent, the "emergency contact" person will be called (listed on registration form). An accident reporting form will be completed by the attending staff member.
3. Parents/Guardians will be informed of any incidents causing bumps, bruises, etc. by the teacher upon the adult's arrival. The accident reporting form will be completed only if first aid is administered. The form allows for accurate description of an incident that occurred during nursery school. A copy of the form will be given to the parent/guardian upon their arrival at the end of class. Both the teacher and the parent/guardian are required to sign the original, which will be turned in to the School Administrator.

## **Snack Policy**

PCNSA will provide the foods and drinks to be offered for Snack time. The nursery school staff will serve the children a nutritious snack with juice or water. Menus are posted and followed on a monthly basis. An alternate snack may be provided from home if necessary for children with food allergies or special diets. Special snacks may be served with permission to celebrate birthdays etc. (cupcakes, cookies) Common food allergies foods will be avoided (nuts).

There is an applicable space on the registration form to list all allergies and special concerns related to diet. A compiled easy reference list will be kept in the nursery school office and in the kitchen. As well the teacher and aide will be familiar with each child's needs.

## **Emergency Evacuation Procedures**

In case of a fire or other emergency requiring evacuation, the children will be gathered (rooms and bathrooms checked) by the teacher while the aide collects the attendance records and assembles the children in a line at the safest exit (there are three possible exits). The aide will hold the door and take a head count, and the teacher will lead the children single file to the sidewalk in front of the building where they will be followed by the aide and attendance will be taken. Everyone returns to the building when deemed appropriate or in bad weather the children will be escorted to the Families First building directly south of the church building. If necessary, parents will be notified to pick their child up from the Families First building.

Routine fire drills will be performed to practice this procedure.

**\*\*Please ensure your child(ren) have appropriate shoes to wear at school at all times.**

## **Parent Volunteer Policy**

Parents are welcome to participate in the PCNSA program but are not required to do so. They may participate in the following ways:

1. reading a favorite family storybook
2. sharing an occupation or special interest
3. demonstrating a skill or craft
4. baking or cooking a snack for students
5. share a part of your ethnic origin
6. help students complete classroom activities
7. volunteer as a photographer for the school
8. take home and ready things that need to be prepared for class (such as tracing or cutting crafts)

All forms of parent volunteer help will be greatly appreciated.

Parents are encouraged to be active members by coming to meetings of the Board of Directors.

## **Transportation**

Transportation of your child both to and from field trip locations is the responsibility of the parent.

## **Class Cancellation Policy**

Due to the fact that Pineview Christian Nursery School is located within Christ Lutheran Church, there may be circumstances where a church function (such as a funeral) would necessitate the relocation or cancellation of a class. If such an event should occur, families will be contacted via telephone as soon as possible to inform them of the circumstance.

In cases of inclement weather, classes may also be cancelled. Should this occur, families will be contacted as soon as possible to avoid any inconvenience.

We do not anticipate class cancellations to be a regular occurrence. Every effort will be made to provide approximately 60 instructional days per school year. Pineview Christian Nursery School is not able to offer refunds for individual class cancellations. We thank you in advance for your understanding.