

CARDEL
PLACE
for community, sports & recreation

***‘little kids,
active learners’***

Parent
Handbook

**Welcome to 'little kids, active learners'- 3 & 4 and 4 & 5 year olds
Preschool Program at Cardel Place!**

We are looking forward to being active, learning and having fun together!

A little bit about:

- **Cardel Place:**

Cardel Place is a multi-functional facility; therefore we will be utilizing all the different areas such as the pool, gym, library, and the community kitchen. On special occasions the arena and climbing wall will be used.

The philosophy and the purpose of Cardel Place will guide the Preschool Instructors as a foundation for developing and implementing the preschool program.

Our Vision

To be an inspiring destination enriching individual, family and community lifestyles.

Our Values

Safety and Security

We value safe and secure places, spaces and activities.

Community Place

We value a common meeting place that fosters a sense of belonging and coming together for individuals, families and the community.

Accessibility

We value a welcoming place where all segments are comfortable and able to participate in a wide choice of quality programs and services.

Accountability

We value accountability based on results for individuals, families and the community.

Well Being

We value a quality of life that creates personal and community wellness and health. We value an active and balanced lifestyle.

Innovation and Creativity

We value accepting challenge with a bold response.

Collaboration

We value relationships and outcomes made possible when working together with volunteers, staff, organizations and other quality of life providers.

- **Preschool Program**

Philosophy:

The purpose of Cardel Place Preschool is to facilitate the natural unfolding of each child's potential through play based positive hands on experiences and active learning. The program will focus on the development of children's social, intellectual, emotional, and physical needs.

Learning Through Play

Children enter preschool with different experiences and abilities, learning at their own unique rates and in their own styles. Children's individual needs are met through individualized activities. These activities are designed to suit individual learning styles (visual, auditory, kinesthetic) and processing styles (right-, left-, or whole-brained).

In addition to teacher-directed activities, children are given the opportunity to freely explore and play with materials. Child development experts refer to play as the work of the child. Through play—exploration, imitation, and imagination—children make sense of their world. Through play children develop symbolic thought. Understanding the concept that one item (a spoon or a scribble) can be used to represent another (a person or a word) is necessary to becoming literate.

Symbolic thinking is also encouraged when we provide opportunities for children to learn and express their learning through all of their communicative languages whether they be words, movement, drawing, painting, building, sculpture, shadow play, collage, dramatic play, or music. For example, when exploring land forms children look at books, paint pictures, write stories or puppet shows, model in clay, act out and sing songs about mountains and other land forms. This provides multi-level understanding and honors all learning styles and intelligences.

During the exploration and representation of concepts and skills, children discuss their understandings with other members of the learning group. As children interact with and challenge each other, their thinking is expanded and solidified. It is in the process of exploring, experimenting, practicing, pretending, and discussing that children learn.

Understanding and mentally organizing experiences is a time-consuming process involving trial and error, practice, and refinement of skills and ideas. Therefore, students are given blocks of time to engage in their activities rather than being hurried from one activity to another. Independence and responsibility are fostered through child-initiated activities and expanded blocks of time which allow children to finish projects. The teacher's role throughout the process is to continue to provide models and stimulation, appreciate with enthusiasm each attempt, and offer the child specific feedback.

For children to be ready to learn, question, and explore, they must trust their group to accept them without ridicule, treat them with kindness, and respect their ideas and feelings. We preserve each child's dignity and self-respect, confidence and curiosity, humor and patience, warmth and trust. Children are given opportunities to develop friendships by spending lots of time together, playing, working, and eating. Children have the opportunity to learn social skills and appropriate behavior by watching demonstrations, practicing, receiving feedback, and refining skills. Through discussions and activities we develop the values of service, non-violence, gentleness, flexibility, working the problem, confidence, respect, gratitude, optimism, effort, determination, responsibility, common sense, and self-reliance.

(Excerpt taken from the Learning Through Play Preschool Workshop)

Prerequisites:

All children must be toilet trained for this program.

All children must be 3 years old at the start of the 3 & 4 year old program and 4 years old at the start of the 4 & 5 year old program.

Child Guidance Policy:

'Little kids, active learners' Preschool Program understand that children mature individually and at different age levels. The children will be treated with respect and dignity at all times. The child

guidance policies are consistent, followed at all times and communicated to the parents. Positive guidance strategies are offered to reinforce their appropriate behaviors and encourage cooperation. (Government of Alberta)

Occasionally the children need to be reminded of good behavior. Some examples of behavior that will need guidance are; hitting, pushing, spitting, unkind words, not sharing, and not taking turns. Limits and expectations are established for guidance through communication, cooperation, and consistency. Staff will do their best to react quickly to stop or positively redirect inappropriate behavior. An example of positive re-direction could be if a child is hitting another child, they will be told to stop and told, "hitting hurts. Please use your gentle hands." The children will then be encouraged to show touching using gentle hands.

After redirection and communication, and a 1-2-3 time warning; if the child is still not demonstrating appropriate behavior the last resort will be a brief time out. This time out will be no longer than a minute for every year of their age. This will be done in a positive manner and communicated as to why they needed to have a time to make a better choice.

The strategies used encourage self-control, self-respect and respect for others. Through positive reinforcement and modeling, children will acquire respect for themselves, peers, authority and surroundings. The strategies may include:

- "I" messages such as "I see you...", "I need you to..."
- Have children discuss their problems together, teacher acts as mediator, providing children with the proper words if needed.
- Have children be aware of how their actions affect those around. "when you said that to A. , I see that it made A. feel sad"
- Discussing feelings and what are appropriate ways to react
- Giving reminders to children to express limits.
- Using limits and expectations rather than rules.
- Allowing children to choose what they want to do.

Harsh punishment will never be used. Examples of harsh punishment are; hitting, spanking, punishment, intentional removal, belittling, degrading, insulting and persuasion using force.

If, after attending 'little kids, active learners' for one month, a child continues to appear very unhappy and/or the child's behavior is consistently having a detrimental affect on the class as a whole, the teacher will contact the parents to help determine what further steps should be taken regarding alternative programs with appropriate resources and/or strategies. This guideline is supported by Alberta Learning.

Goals & Objectives:

- To provided some of the first opportunities for children to have independence from their primary caregivers.
 - Educating and building trust with parents prior to the first day of the program
 - Implementing steps for healthy transition away from parents
 - Provide a positive 'goodbye' experience
- To provide a nurturing environment that meets social, physical, emotional, cognitive, and creative needs in play based, age appropriate ways.
 - Provide age appropriate equipment that meets the child's needs
 - Provide age appropriate activities that meets the child's needs
- To provide an opportunity for active living as a foundation for a healthy life.
 - There will be 30 minutes of 'active living' when there are not other special activities. (these special activities include library, swimming, and special events)
- To provide an opportunity for early learning skills that are basic foundational and routine focused.

- Introduce concepts such as; gross & fine motor movement, colors, shapes, numbers, letters and printing
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Fundamental Movement Skills

Fundamental Movement Skills are essential to the physical activity level of children as they move through out childhood. A skillful child will be more active and will continue to learn new and more advanced skills later in elementary and middle school. Conversely, children who are not skillful movers are at a greater risk for becoming sedentary. Fundamental movement skills should be enhanced through both structured and unstructured approaches. Movement skills can be classified as follows:

Locomotor skills are large-muscle activities involving a change of direction of the total body. These skills include walking, hopping, skipping, jumping, siding, leaping, galloping, and chasing.

Nonlocomotor skills are various movements of the body performed from a stationary base. These skills include bending, turning, twisting, swaying, pushing, pulling, stretching, rolling, and balancing.

Manipulative skills are motor skills in which the objective is to control one or more objects with the hands or feet. These skills include catching, throwing, striking, kicking, volleying, and trapping.

*A variety of skills should be incorporated into child's play everyday!
(excerpt taken from "Active Start For Healthy Kids" by Stephen J. Virgilo)*

Communication:

A calendar and notices each month will keep you up to date on our program, special dates to remember and any other items we may require for our special projects. **Please read carefully and keep them handy for reference.**

If you want to meet with your instructors to discuss items about your child, please contact them and make an appointment.

Calendar:

Holidays and closures are listed on the attached calendar. Please keep it handy for your reference.

Separation from parents:

The most important part of saying goodbye is for the parent to show the child confidence in where they are staying. If they see you upset, surely they will be upset. The best way to handle separation is to say goodbye to your child, at the door, let them know you will be back to pick them up in a little while and that they will have so much fun playing with their new friends. Then confidently leave them with the instructors.

Arrival and Pick-up:

3 & 4 Year Old Program

The pick-up/drop-off location will be at the entrance of **the Pro Shop**, on the upper level of Cardel Place by the Child Minding Room.

4 & 5 Year Old Program

Drop off your children directly at the **Meeting Room**, on the upper level of cardel Place.

Please do your best to arrive on time, preferably 5 minutes early to ensure we start the day as a whole group.

For pick up please line up outside of the Party Room and when the instructors are ready they will allow the children to be signed out of the room one at a time.

Pick up 5 minutes after the end of class the instructors will take the children that have not been picked up;

- Morning Program children will be taken to Child Minding if you are late. (you will be responsible to pay the Child Minding fees)
- Afternoon Program children will be taken to Guest Services.

You will receive 2 chances with being late, and then you will be charged a fee of \$5.00 for every 15 minutes that you are late. If you are going to be late, please notify the instructor at the phone number below.

*For safety reasons we ask that you inform us if a person other than yourself will be picking up your child. Please give us their name and relation to your child and let them know they must bring picture identification in order for us to release your child to their care.

Notice of termination:

On behalf of Cardel Place and 'little kids, active learners':

If for some unforeseen reason the 'little kids, active learners' Preschool Program needs to either; ask a child to leave the program or needs to cancel the program, one month written notice will be given.

On behalf of the parent:

Between registration and July 30th, 2009: To withdraw from 'little kids, active learners' Preschool Program it is required to give written notice of your need to withdraw. The \$50 registration fee is non refundable. You will receive a refund for the class fees.

After July 30th, 2009: To withdraw from 'little kids, active learners' Preschool Program it is required that one month's written notice, prior to the first of the month, is given for the appropriate fees to be cancelled. **This policy is effective July 31st, entering into the new preschool year. We will not take withdrawals or registrations past February 1st of the school year.**

Evacuation:

If for some reason we need to evacuate the facility and not return. Your children will be kept safe with their instructors at County Hills Superstore. **The contact cell phone number is 613-5987.** This is the on duty Facility Supervisor, contact number.

Absences:

3 & 4 Year Olds:

If your child is going to be absent please call **532-1013 ext# 225.**

4 & 5 Year Olds:

If your child is going to be absent please give us a call at **567-4473**

There is no rebate or refund for extended absences due to illness and/ or vacation; to hold your spot in the program your fees must be paid.

Illnesses:

When your child is ill, we ask that they do not attend the program. We define illness as the child having an illness that is contagious. For example; a yellow discharge from the nose or eyes, fever, contagious rash, throwing up, constant coughing or sneezing, or diarrhea.

Medication:

The preschool staff will only administer epi-pen, ventolin, and emergency medication. An Emergency Medication Form will need to be signed before the preschool staff can do so. All emergency medication will be stored in a locked cupboard safe from the children but easily accessible when needed.

Snacks:

LKAL is a peanut aware environment and deals with severe allergies with sensitivity. Cooking is part of our program and details of the activities are communicated in monthly newsletters. Everyday we will be having a short snack break. Please provide **two small nutritious snacks** for your child. Please be aware of foods that are choking hazards. The snack should consist of two major food groups from the Canada Food Guide. Please no juice boxes- place all drinks in a reusable and seal able container.

Some suggestions for snacks may include:

Fruit	Cheese/Crackers
Veggies	Peanut free granola bars

Snacks must be peanut free.

Please no junk food. (This includes chocolate, chips, candies etc.)

Please refer to the Canada Food Guide attached to this “Parent Handbook” for further guidelines.

Bathroom:

Please ensure your child uses the bathroom prior to class to minimize our trips to the bathroom in our short period of program time.

Activities:

Our schedule will vary slightly day to day. These are some of the activities that your child will take part in:

*Gym	*Play Centers
*Swimming	*Show & Tell
*Library/Story time	*Crafts
*Music	*Cooking
*Group Time/ Circle Time	*Outdoor Activities

Active Living:

There will be 30 minutes of ‘active living’ per class, when there are not other special activities. (these special activities include library, swimming, and special events)

We will be doing a variety of large motor games and activities. This will help students learn the concept of active living, rules and expose them to different movements that are a foundation for a lifetime of activity and sport.

Please have your children dressed appropriately for all gym activities: ie runners, pants or shorts to ensure free movement in the gym at all times.

CHILDREN HAVE TO HAVE RUNNERS TO PARTICIPATE IN GYM CLASS. We strongly advise slip on or velcro indoor shoes.

Swimming:

Swimming will begin in October and occur once per month. We do not swim in December to allow us time to prepare for the Holiday Festivities and in June as we are busy closing up the year with other fun activities.. In order for this activity to run smoothly we ask for the following:

- 1) Your child comes to class with bathing suit on, under their clothing.
- 2) Bring a labeled bag with these labeled items in it; towel, dry clothes, a comb or brush.
- 3) If you have a life jacket for your child, please bring it on swim days.

Please label your children’s belongings.

Volunteers are **mandatory** for our swim times. If we do not have enough volunteer it is not safe for

us to swim. A sign up sheet will be posted to sign up.

Parents that volunteer on swim days need to have a swim suit on and can only be on deck if they are wearing a swim suit.

Library:

We do use the Library. We will photocopy your child's library card so that they can borrow books. It will then be your responsibility to return the book on time. **PLEASE BRING YOUR BOOKS BACK ON TIME – DIRECTLY TO THE LIBRARY AND KEEP FINES PAID.**

Art Work:

Art and crafts is an important and fun part of our program. We focus of *process* rather than the finished product. Each child's creations will be different and very special. Some art work will be sent home and some will remain at school

Show and Share:

We will have Show and Share in each class. The children will take turns bringing in something special to share with the class. There is a schedule of dates and the children's names, to ensure everyone will get a turn. We will let you know in the monthly newsletter whose turn it is and the dates.

Birthdays:

We will celebrate birthdays in a special way in our program!

In September we will celebrate the August and September birthdays. In June we will celebrate the June and July birthdays.

Outdoor Activities:

We may be outside at any given time so please ensure your child is dressed appropriately for all weather conditions.

Parent Volunteers:

Our program runs successfully with the help of volunteers. It is our expectation that you do volunteer to help make your child's preschool experience an unforgettable one! A sign up sheet will be posted in the classroom. Please sign up for the times you are available to help. Your support in the program is much appreciated. For volunteers working with children, Cardel Place requires a criminal record check be completed in order to volunteer.

If there are days that there are more volunteers than required we will draw names, to decide who will volunteer.

Volunteer are mandatory for our swim times. We can only swim if we have volunteers. A sign up sheet will be posted in the classroom.

Volunteers are required for the Toy Washing Day on January 7, 2010 for a 3 hour period.

Volunteers are expected to respect the confidentiality of the classroom. There may be specific information or knowledge a volunteer may become aware of during their time with the children. We ask that all information be respected and remains confidential.

Volunteer Coordinators are requested for each class to communicate with the teachers and help organize the parent volunteers.

Field Trips:

We use our community resources for some great experiences close to home!

