

# Westhaven Prekindergarten Program

## Parent Information Booklet

The Westhaven Prekindergarten Program believes that early childhood is a magnificent time of imagination and exploration. To foster and develop this special time in a child's life, we look forward to making connections with your child through imagination and exploration. Our program is targeted to children from 3 years old to 4.5 years old. The program is offered as follows:

Monday / Wednesday - 8:30 - 11:15 am (4 yr olds)

Monday/Wednesday - 12:30 - 3:15 pm (4 Yr olds)

Tuesday/ Thursday - 8:30 - 11:15 (3 yr. olds)

Thursday (optional third day) - 12:30 - 3:15 pm (4yr. olds)

( in accordance with school holidays and closures.)

### Our Philosophy

Westhaven Prekindergarten Program strives to provide a safe and nurturing environment where children can learn and grow. We believe children learn best through meaningful play. Our play-based child-centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem-solving which allows individual growth and development of a positive self-image. We hope to help each child build a sense of curiosity and wonder for the world around them.

### The Child

Westhaven Prekindergarten Program will ensure that the developmental needs of all children are met, including their physical, social, intellectual, creative, and emotional needs. These needs will be met through daily physical activity; modeling of appropriate and respectful behaviour; snack time conversation; opportunities for children to feel challenged and make decisions/choices; opportunities to be creative through painting, crafting, singing, dancing, playdough, water play, sand play, and dramatic play; staff will always be respectful of all children's emotions and allow all children to feel safe to express themselves in our program.

Each child is seen as an individual and we make every effort to see them for who they are. We seek to recognize each child's strengths and find opportunities to further their development. We are committed to building a caring, respectful environment for all children to learn and grow.

## **Program**

Westhaven Prekindergarten Program has a classroom filled with various centres for the children to learn and play. These centres could include a water table, sand table, art easel, block area, dramatic play center, book corner, open art area, and table activities. Westhaven School will be using multiple classrooms within the school for programming. Outside there is a playground for the children to use including a large field for playing games.

The preschool will also have access to the gym during school recess times. There is a staffroom, kitchen, and washrooms for the staff to utilize. Washrooms are located near the Prekindergarten proposed classroom. There is a sink within the classroom. There will be a diapering station in the gender neutral washroom. If a child needs diapering they will be taken individually to the diapering station.

There is 14,305 square meters of fenced outdoor play area.

## **Our Neighbourhood**

Westhaven Prekindergarten Program feels it is valuable for children to learn about the community of Edson. With that in mind, we will enjoy getting out and about to some local businesses and facilities for field trips and meeting with experts when they fit in with our learning themes and topics. Parents are welcome to join us on these outings to help with the children.

## **Your Role**

Westhaven Prekindergarten Program will encourage parental involvement. Parents will be invited to volunteer as guest readers, project-based learning experts (when it fits into the learning of the program) , to share in seasonal celebrations, and to assist on field trips. Parents are always welcome to join us, as we have an open door policy.

Please note that you are required to let Westhaven Prekindergarten Program know if you are unavailable to support on field trip outings and if possible, finding another parent to replace you is appreciated. As a parent volunteer, you will help set up and clean up, prep crafts, participate in baking and cooking, and join in circle time, story time and playtime with the children.

## Parental Feedback

Westhaven Prekindergarten Program will request feedback from parents throughout the year to ensure we are meeting their needs and to look at areas of improvement. We will also offer an open door policy for parents to come to speak to staff at any time with concerns, suggestions or ideas to improve.

## Toilet Training

We know that not all children, ages 3 - 4 are toilet trained and we understand this is a developmental process that occurs at different times for all children. If your child is not toilet trained please send extra pull-ups, underwear and pants, and diaper wipes.

## Dress and Backpacks

Children are encouraged to wear **PLAY CLOTHES** and comfortable indoor shoes. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. We ask that parents send your child to school with a backpack that includes the following items:

- Indoor shoes labeled with child's name (to be left at school)
- Extra clothes, underwear, and socks (left in backpack)
- Lunch kit for snack labeled with child's name

## Our Routine

### Two-Day Program Morning: (4 yr. old)

8:30 - 8:40 Drop off  
8:40 - 9:45 Free Play/centers  
9:45 - 10:00 Star of The Day  
10:00- 10:30 washroom/hand washing/snack time  
10:30-10:45 Indoor Gym time  
10:45 - 11:05 activity (drawing, painting)  
11:05-11:15 songs and story

### Two-Day Program Afternoon: (4 yr. old)

12:30 - 12:40 Drop off  
12:40- 1:40 Free Play/centers  
1:40 - 1:45 Clean up time  
1:45 - 2:10 washroom/hand washing/snack time  
2:10-2:25 Indoor Gym time  
2:25 - 2:40 Star of The Day  
2:40- 3:05 activity (drawing, painting)  
3:05- 3:15 songs and story

### **Two-Day Program Morning:(3 yr. old)**

8:30 - 8:40 Drop off  
8:40 - 9:45 Free Play/centers  
9:45 - 9:55 Clean up time  
9:55 - 10:05 Circle time/songs  
10:05 - 10:30 washroom/Hand washing/snack time  
10:30-10:45 Indoor Gym time  
10:45 - 11:05 activity  
11:05-11:15 songs and story

### **Third Day Class Afternoon: (4 yr olds)**

12:30 - 12:40 Drop off  
12:40- 1:40 Free Play/centers  
1:40 - 1:45 Clean up time  
1:45 - 2:10 washroom/hand washing/snack time  
2:10 - 2:25 Gym time  
2:25 - 2:45 activity  
2:45- 3:00 circle time (sharing)  
3:00-3:15 songs and story

## **Our Policies**

### **Child Discipline Policy**

We believe that preschool children deserve respect at all times and will always encourage children to express themselves in a respectful manner. We believe in consequences that are appropriate in the situation. The child discipline policy will be communicated to staff and children as developmentally appropriate. According to the Alberta child care licensing regulation, Westhaven Prekindergarten Program will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation, or emotional deprivation; will not deny or threaten any basic necessity; and will not use or permit the use of any form of physical restraint, confinement or isolation. All disciplinary action will be reasonable in the circumstances.

### **Off-site Activity and Emergency Evacuation Policy**

Parents will be advised in advance of all planned off-site activities including the transportation and supervision arrangements with respect to the activity. Correspondence with parents will include the time of departure, time of return, destination, supervisor names, and the mode of transportation. All off-site activities will require written consent from the parents in order for the child to participate. All portable records will be carried with staff members on all off-site activities and during emergency evacuations.

## **Accident or Illness Policy**

In case of an accident or serious illness, parents will be notified immediately by telephone. Westhaven Prekindergarten Program staff will seek immediate medical attention as necessary (ex: by calling an ambulance). The program will track and analyze all accidents to identify trends and issues. Accidents and incidents will be reported to Child Care Licensing (see the procedure as follows under incident reporting).

## **Potential Health Risk Policy**

A child will be excluded from the program if they exhibit the following symptoms: Vomiting, fever, diarrhea, new or unexplained rash or cough, any symptoms requiring greater care than can be provided without compromising the care of other children in the program, or having or displaying any illness or symptoms that lead staff to believe the child poses a risk to other children.

Staff will take the child's temperature (anything higher than 37.5 degrees will be considered a fever), check for rashes, observe vomiting or diarrhea or any other symptoms before determining the child is ill. Staff will document all ill children including the name of the child, date the child was observed to be ill, name of staff member who identified the illness, time the parent was contacted, name of staff member who contacted the parent, time the child was removed from the program and the date the child returned to the program.

Parents will be called and asked to arrange to immediately remove the child from the program. The child will be allowed to return once they are symptom free for 24 hours or a parent submits a doctor's note.

## **Supervised Care for Sick Children**

A sick child will be taken to the office until the parents or emergency contacts are able to pick them up. While waiting for pick-up, the child will be directly supervised by a Westhaven School staff member.

## **Incident reporting**

Any of the following will be reported immediately to regional childcare using the prescribed form: An emergency evacuation, unexpected program closure, an intruder on the premises, an illness or injury to a child that requires the program to request medical attention, emergency health care, and/or requires the child to remain in hospital overnight, an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to stay in hospital overnight; the death of a child; an unexpected absence of a child from the program; a child removed from the program by a non-custodial parent or guardian; an allegation of physical,

sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer; the commission by a child of an offence under an Act of Canada or Alberta; and/or a child left on the premises outside of the program's operating hours. All incidents will be analyzed annually and a report, using the prescribed form, will be submitted to the regional childcare office within 24 hours. A phone call will be conducted immediately.

### **Administration of Medicine Policy**

Only medication prescribed by a physician, in the original labelled container, prescribed in the child's name according to labelled directions with the child's name, date, medication name, time and dosage to be given can be administered. Westhaven Prekindergarten Program staff must complete a medication form with the first and last name of the child, name of the prescribed medication, dosage, time and date administered, and name of staff member on a medication record sheet. All medication will be stored in the school office. Any emergency medication (ex: epipen) will be stored in the original container with the child's name and prescription on it, in a place inaccessible to children in the classroom and will be carried in the field trip backpack on all outings. Administration of medication to a child can only occur where the written consent of the parent is obtained.

### **Health Care Policy**

Health care to a child will occur only under the following conditions:

- If the written consent of the child's parent has been obtained
- If the health care provided is in the nature of first aid.

### **Smoking Policy**

No person is to smoke on the program premises including the school grounds whenever childcare is being provided indoors or out.

### **Nutrition Policy**

Please send a healthy nut-free snack and a water bottle with your child each day. As per licensing, we are required to follow the Canada Food Guide for any food in our program. Please do not send junk food or candy with your child.

### **Eating**

Children will be seated at a supervised snack table when eating and drinking. No food or beverages will be allowed when children are napping.

## Payment Policy

Westhaven Prekindergarten Program requires your child to sign up for the duration of the program in order to maintain our rates. We will accept a monthly post-dated cheque/cash or online payment. All payments are due on the first of each month.

## Fee Schedule

A monthly fee of \$140.00 for the 2 days per week, or \$180.00 for the 3 days per week. There is a \$60.00 non-refundable registration fee. Please note that as we are a licensed facility, you may qualify for childcare subsidy depending on your eligibility and income. Apply online and find out today [www.childcaresubsidy.gov.ab.ca](http://www.childcaresubsidy.gov.ab.ca).

## Questions or Concerns

If you have any questions for us please do not hesitate to discuss in person, in an email or pre-arranged meeting time. We take your concerns seriously and work hard to ensure that we are meeting your child's needs in the best way possible.

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## Westhaven Prekindergarten Program Parent Declaration

I have read and understood the policies and procedures of the Westhaven Prekindergarten Program. I will use the information booklet as a guide in the future if I have any questions or concerns.

Print child's name: \_\_\_\_\_

Print parent's names: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_