

Petite Scholars
Pre-school

Parent
Handbook

Located at St. Dominic School

195 Windfield Road

E-mail: learningtogether@sasktel.net
www.petitescholarspreschool.com

Phone: (306) 550-5325

Introduction

Welcome, Thank you for your interest in Petite Scholars Preschool located at St. Dominic School. Both partners/owners in this pre-school, Pam Molnar-Paul and Sara Hanson have several years of early childhood education experience. The teaching staff will consist of a teacher and an assistant.

A theme-based curriculum will be taught focusing on kindergarten academic, social preparation. In this teaching we will focus on all areas of learning including fine motor skills and gross motor skills development.

The number of students we will enroll will be 64 students in 4 classes of 16. Class numbers may be adjusted at the teacher's discretion.

This parent handbook may seem lengthy and detailed, but our past experience has helped us to learn that communication between home and school is so important. If after reading this parent handbook you have any questions, please do not hesitate to phone or e-mail us and we will answer your questions.

Pre-school Philosophy

We will provide a safe, nurturing, child friendly environment where children can learn and grow physically, emotionally, intellectually and socially at their own pace. The self-confidence of children is of great importance. Children learn through play and activities provided will stimulate sensory motor development, language development and social interaction.

Objectives

The main goal of pre-school is to prepare children for kindergarten, by giving them an early school experience. We have chosen to be located within in a school to ease that transition from pre-school to kindergarten. We believe strongly that children learn through play. All teaching will be theme based with a variety of activities and will help your children learn in a fun and positive way.

Registration Information

Registration will be done by contacting the pre-school by phone or e-mail. A registration package will be sent out to families by e-mail or regular mail.

Children who are 3 by December 1st for the new school year and are potty trained are eligible to attend pre-school. All classes will be 3, 4 and 5 year olds. There will be a maximum of 16 children in each class. A \$40.00 non-refundable fee is due at the time of registration.

All cheques need to be made out to **Petite Scholars Pre-school**.

Daily Schedule

- Group Time/Circle Time
- Learning Centers
- Large Table Time (extension of concept taught at group; cut/paste/trace, coloring, craft, etc.)
- Snack Time
- Puzzles/ Book time
- Wrap up Circle Time

Communication

Good communication is the key to keeping a good relationship. We always welcome your comments or concerns. We will be available to speak to you when dropping off or picking up your child. Please be aware that these may be hectic times for us and we will do our best to accommodate your needs. If you have a confidential matter to discuss, feel free to call the school or e-mail and we can discuss this matter or arrange a time to meet when there is not a class going on.

You may call the pre-school at any time at (306) 550-5325 or e-mail learningtogether@sasktel.net. We will check our voice mail and e-mails frequently and get back to you as soon as possible. Please be aware that during class times we may not always be able to answer the phone, but we will check the message at the end of class time so we are able to respond to any urgent matter.

We will be sending out monthly newsletters and calendars at the beginning of each month. Important reminders/updates are sent through e-mail, if you do not have access to e-mail please let us know and we will make sure that we pass along the information to you! Progress reports will be done at parents request for children going into kindergarten.

Parent helpers/volunteers

As we will have a teacher and an assistant in each class, we will not need parent helpers/volunteers on a regular basis. We will need parent helpers for certain activities, field trips and if necessary to substitute for teachers. Any volunteer who helps at school must complete a Police Criminal Record Check before they help at school.

Snacks

Children will need to bring a snack daily to school and please send a bottle of water with your child each day. No juice please! We are a **Nut Free** school and no nuts or nut products will be allowed into our school. Please inform us of any food allergies your child has. Please label all containers.

What to bring

We will provide all crayons, glue, scissors and paint shirts. Every child will be required to carry a backpack (large enough to fit a library book in) to and from school that contains a change of clothes in case they get wet during water play etc. and a water bottle. Children will need to have indoor shoes; they may be left at school or carried in backpack. Please clearly label all of your child's belongings.

Please discourage your child from bringing toys from home. Toys from home can cause disagreements and accidents.

Arriving and Departing

Class starts at 9:15 or 1:00. Please do not bring your children before 9:10 or 12:55. This allows for the children attending regular classes at St. Dominic School to be in the school before the pre-school children arrive.

Please do not park in staff parking stalls or in front of the school in the "No Stopping Zones", the city will fine you if you disregard the signs. You can bring your child in the south side door of the school, remove outer foot wear and put them on boot shelf located to the left and we are the first door on your left. When your child arrives, please help them to get settled. This means taking off their outerwear and putting it away and if necessary help him/her to find there name card on the large table and put it on our tree, this is to help the children recognize their name and an attendance for the day. They will then need to go to the carpeted area and take out a circle for them to sit on and choose a book to look at.

It is normal for children to experience some anxiety when being separated from their parents. This is not a problem, but simply something that some children will go through. We have seen this happen in so many different ways in our experience working with young children. Please try to be brief during drop off times. In our experience the longer you prolong the departure the harder it is. We have found that a routine that remains the same can be what helps the child to settle in.

As mothers of young children who have gone through this, we understand that this can be so difficult. If your child needs you a little longer to help him/her settle, you might tell him/her that you will stay until circle time and/or until they are playing. We are more than willing to work through this with you until you feel comfortable. Never worry about what we are feeling, we have been through this before and we are prepared for these situations ☺

The most important thing to remember is to be positive with your child. Tell them that school is going to be fun and that you know they can do this. Often something special from home will help your child feel more secure. In our experience, often the child will eventually just leave their special something at home or in their backpack.

Illness

Your child must be able to participate in the normal pre-school day in order for him/her to be well enough to participate in pre-school. Often our child does not have any of the symptoms listed below, but is just not feeling well and needs the kind of one on one love and attention they can get at home.

It is important that we respect the rights of all other children and families to come to a healthy pre-school environment.

Symptoms requiring a child to stay away from pre-school:

Fever: A child needs to be fever free without the aid of Tylenol/Advil etc.

Diarrhea

Vomiting: Child must stay home for 24 hours after last incident.

Red or Pink eyes: This requires verification from a doctor that condition is not contagious.

Excessive Coughing

Lice: Child may return to school when clear

Chicken Pox: Blisters must be dry with no new blisters for 24 hours.

Fifths Disease: This is not contagious once the rash appears so child may come to school.

Hand and Mouth disease: Please keep child at home until the rash and blisters settle.

Please let us know if your child has any childhood illness such as chicken pox, pink eye, measles, fifths disease, hand and mouth etc. We will inform all parents so they can watch their own children for symptoms.

If your child will be absent please let us know either by phone or email.

Outings

We go on field trips during the school year and we ask for parent volunteers. We take the children outside as much as we can so children must be dressed appropriately for the weather. Also, please be advised that if the temperature reaches -45°C with or without the wind chill our policy is to cancel school. A phone call / e-mail will be sent by 8:15 am that day so you are able to plan for your child.

Holidays

We will follow the Regina Catholic School Board elementary school calendar for all holidays and non-school days. They will be posted on the monthly calendars and we celebrate all seasonal holidays. Children will perform a Christmas concert in December and a year-end celebration in June

Behaviour/Discipline

We believe in preventing problems whenever we can. Although children are kept very busy during our 2 hours together, there is still the potential for problems to arise. If a child is using inappropriate behaviour, we will remind them of what is expected. If their behaviour does not stop, the child will have a “time out” away from the group. A time out is a place where a child can go to deal with how they are feeling. Time outs are self-timed and the child will be welcomed back when they are ready to join the group and behave appropriately. We are sensitive to the needs of all children so there will not be a time out chair etc. The purpose is not to embarrass the child, but to give them the space they need. Time out at preschool simply means time away from the group in another part of the room.

If a child is violent, having a tantrum or being disrespectful to anyone, they may be removed from the room (with teacher supervision) to be allowed the opportunity to calm down. Once the child has calmed down and we have discussed what has happened, that child will then be guided to rectify the situation. An example of this is to offer a sincere written or verbal apology or some other form of restitution with the other person involved. If unacceptable behaviours continue a discussion with parents will become necessary.

Birthdays

Your child’s birthday is important to us. On your child’s birthday (or the school day closest to it) they will be given the royal treatment! We do not provide cake or cupcakes. You are more than welcome to bring a special treat on your child’s birthday day. Please let us know if you plan to do this so we can plan our snacks accordingly.

Graduation

Graduation will be held at the end of June each year. Every student will graduate even if they will be returning next year. This will be a special celebration for the children!

Please note that we will make changes to this handbook and or registration forms as we need to and will inform you of any changes.