



# Fernie Creative Minds Preschool

## 2011-2012 Family Handbook



44 Mount Washburn Street

Max Turyk School

250-423-1144

[fernieschool@shaw.ca](mailto:fernieschool@shaw.ca)

[www.creativemindsprechool.ca](http://www.creativemindsprechool.ca)

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## Our Philosophy

Our Philosophy at Fernie Creative Minds Preschool is to ensure that all the children have the opportunities, encouragement and tools to be successful in preparation for Kindergarten and to discover their unique potential - academically, socially and interpersonally.

Stacey and Heather are caring, knowledgeable and most importantly, have a genuine love for the children. They are excellent role models whom both parents and children will find approachable and trustworthy.

We invite you to learn more about us and to visit our classroom soon.

## Program Themes

Our program is based on themes that are of special interest to the children. These are of a few themes that might be used; others will be added as we get to know the children.

- Fall
- Thanksgiving
- Halloween
- Christmas
- Chanukah
- Chinese New Year
- Friends
- Feelings
- Valentines
- Love and Families
- Community Helpers
- Spring and Baby Animals
- Easter
- Bugs
- Planting

## Behavior Guidance

Behavior Guidance is successful when adults manage typical encounters with positive, helpful strategies that include redirecting, active listening, sending I messages, conflict resolution and recognizing and dealing with strong emotions.

Feel free to ask us about some strategies on trouble-some behaviors that your child is displaying at home so we can work together to eliminate the behavior.

We will include helpful tips in our newsletter every month to reaffirm your knowledge in helping make the right decisions for your children.

You will find quotes from the series of books called "Love and Logic Early Childhood Practical Parenting from Birth to Six Years" by Jim Fay and Charles Fay, Ph.D. as well as information acquired in the Early Childhood Education Program.

## Snack Menu

Snack is included in our program.

Nutrition Policy - Good nutrition is very important to us. We will be serving food from Canada's Health Guide from three of the four food groups (fruits / vegetables, dairy products, and breads.)

Food allergies - will be noted and displayed for all the staff to see and handled in the safest manner.

Birthdays - Homemade mini cupcakes and small cookies can be brought to school to celebrate your child's birthday. We will supply the candle and the children will supply the birthday song voices.

## Illness Policy

We want to protect our children from illness. If your child is sick please arrange for them to stay at home where they would be more comfortable. Parents must not bring their child to preschool if they show any of these symptoms:

Fever - a fever of 100 degrees under the arm.

Vomiting - keep your child at home for at least 24 hours after vomiting has ended.

Colds - if your child shows signs of a cold developing with sneezing and coughing please keep your child at home until this stage is over to minimize the spread of infection. Occasional runny nose and cough is permitted.

Diarrhea - keep your child at home for at least 24 hours after diarrhea has ended.

Cold sores or any open sores. - your child may return after the sore is scabbed over.

Conjunctivitis or pink eye - your child may return after using an antibiotic for 24 hours.

Head lice - your child may return the next day once they have had their scalp and hair treated.

Unexplained skin rash - this should be diagnosed and cleared by a physician before returning to school.

If any other these symptoms present themselves at preschool we will phone you so you can make arrangements for your child to be picked up.

We will keep them as comfortable as possible on the couch in the classroom and monitor their condition and if the symptoms become serious we will call 911. Please have an alternate adult noted on your registration form if you would be unable to pick up your child.

Medication - will not be administered, unless in an emergency as in an allergic reaction, because our classes are 2  $\frac{1}{2}$  hours long.

Epi-pens - When the parent provides an epi-pen we will keep it in the emergency medical kit. Before administering the pen we would first call 911. Next the pen is checked for child's name, the name of the medication, and compared to the Medication Consent Form and Record Sheet. The pen is then placed on the child's thigh over their clothes except if they are wearing a snowsuit, and administered. Then, the parents are called or their doctor if we cannot get hold of the parents.

Epi-pens are checked every three months or sooner (if medication has changed) to check expiry dates. A Medication Permission form must filled out and signed by the parent or guardian when the epi-pen is first presented to us.

Communicable Diseases - diseases will be posted when we have been notified.

Please respect the health of all our children their families and our staff.

## Fire and Emergency Procedures

**In case of an emergency** and we need to evacuate the building the following will happen.

As we are leaving the classroom (we do not stop for coats or shoes) the emergency kit is picked up.

This kit includes the cell phone, a list of all the children's names, addresses, parent or guardian or alternate caregiver contact information, medical information including the doctor name and phone number, first aid book, first aid kit, paper and pencil. This kit is checked every month to make sure that everything is in order and complete.

We take the children to the designated area which is 100 metres away from the building.

We will then do attendance to make sure we have everyone.

Next we call 911.

Depending on the weather we will walk across the street to Colleen and Thomas Dunn's house. Their address is 43 -Mt Klauer Street, Fernie, phone number 250-423-4673. There we will then phone the children's parent/guardian and wait until they are picked up.

We will conduct Fire Drills on a monthly basis so everyone is familiar with the procedures. They will be timed, recorded and discussed with the staff and children so we can assess the performance and get feedback.

## School Calendar

Here is a list of dates to note for this coming school year:

September 6 - classes start

October 7 + 11 - Thanksgiving holiday - no school

November 11 - Remembrance Day - no school

December 16 - 30 Christmas and Winter Break - no school

January 4 - classes resume after Winter Break

January 30 - Planning Day - no school

February 17- Preparation Day - no school

March 12 - 23 Spring Break - no school

April 6 + 9 Easter Weekend - no school

May 18 + 21 - Queen Victoria's Birthday - no school

June 26 - last day of school

Teacher's Convention Dates - to be announced

## Permission to Transport to Hospital

I, \_\_\_\_\_ (parents name) give permission for

**Fernie Creative Minds Preschool** to transport

\_\_\_\_\_ (child's name) to a doctor's office or to the hospital in an emergency.

Signed \_\_\_\_\_(parents signature)

Parents name printed \_\_\_\_\_

Date \_\_\_\_\_

## Permission to take Pictures

I, \_\_\_\_\_(parent's name) give permission for

**Fernie Creative Minds Preschool** to take pictures of

\_\_\_\_\_ (child's name) to use in the local newspapers, in the classroom and at registration fairs.

Signed \_\_\_\_\_(parents signature)

Parents name printed \_\_\_\_\_

Date \_\_\_\_\_

## Parent Information

Backpacks - Please supply a backpack for your child so they can carry an extra set of clothing that can be left in it. You can either leave it at school or bring it back and forth each day. We do not keep extra clothing for spills or accidents etc. In wet, snowy or muddy weather please keep a clean pair of shoes at the preschool to wear inside and a dry set of mitts or gloves in their backpack to change into. We have bins set up for each class so that you can leave your indoor shoes at school.

Toileting - Accidents do happen and we understand this and we will be happy to help your child get changed. If your child has a bowel movement in their pants we will phone you to come clean them up before they return to the classroom.

Outside Temperature - We do not go outside when the temperature reaches -10 or on the days we have scheduled physical activities. On all the other days, please make sure your child is dressed appropriately so they can be comfortable and have fun outside.

Picking up and Dropping off Procedures - You, as the parent or guardian, will sign your child in and out of the preschool arriving and leaving. The clipboards are located on the bulletin board outside the classroom. Children will not be released to anyone unless they are noted on the registration form or they have written permission from the parent or guardian.

There will be space on the application form to inform us who is allowed and who is not allowed to pick up your child.

Smoking Policy: We do not allow our staff to smoke on any of the property of the former Max Turyk School. Parents we ask you help us to protect and respect the health of our children by refraining to smoke anywhere on our property inside and out including the parking lot.

Employee guidelines - Our certified and profession staff at Fernie Creative Minds will treat your child with the upmost respect, privacy and wellbeing.

## Parent Contract

Preschool Payment - 10 postdated cheques required on or before the first day. Dated for Sept 1, Oct 1.... June 1 or a onetime full payment of cash. Fees are calculated on an annual basis and then divided by 10 to determine an average monthly fee since some months have fewer class days than others.

Children that are sick should kept at home for the safety of your child and others.

Children must be dropped off and picked promptly at the beginning and end of class at the class. If you haven't contacted us or we can't contact you or the designated people to pick up your child, we will need to phone Child Services.

Repayment Agreement: a month's written notice is needed on the first of the month if for any reason you child needs to with draw from the program. We will return the unused postdated cheques or cash (if paid by cash)

I agree to the terms of the Parents Manual. (Please keep a copy for your records).

Signature \_\_\_\_\_

Is there any questions that you have ?

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# Fernie Creative Minds Preschool Registration Form



fernieschool@shaw.ca    www.creativemindspreschool.ca    250-423-1144

44 Mount Washburn, Fernie

**Class times: Morning classes start at 9:00 am until 11:30 am**

**Afternoon classes start at 12:50 pm until 3:20 pm**

*(Please check one)*

\_\_\_\_\_ T/Th 3 year-old - 2 afternoon program

\_\_\_\_\_ M/W/F 3 and 4 year - old 3 afternoon program

\_\_\_\_\_ M - F 4 year old 5 morning program

**School Year:** \_\_\_\_\_ - \_\_\_\_\_

**Fees: 3 year olds - \$100/mo**

**3 and 4 year olds mixed class- 3 afternoons \$120/mo**

**4 year olds - 5 mornings \$220/mo**

**Payable, with 10 postdated cheques Sept 1 until June 1, to Fernie Creative Minds Preschool.**

**Registration Date (first day of class)** \_\_\_\_\_

## **Please Print Clearly**

**Child's Name (last, first)** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Age Dec 31** \_\_\_\_\_ **Gender** \_\_\_\_\_

**Mailing Address and Physical Address** \_\_\_\_\_

**Mother's Full Name** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

Mother's Home Address (if different) \_\_\_\_\_ Home Phone \_\_\_\_\_

Mother's Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Full Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's Home Address (if different) \_\_\_\_\_ Home Phone \_\_\_\_\_

Father's Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Primary E-mail address \_\_\_\_\_

Is there a secondary E-mail Address you would like to share? \_\_\_\_\_

Emergency Contact numbers: Name \_\_\_\_\_ Phone \_\_\_\_\_

(other than yourself) Name \_\_\_\_\_ Phone \_\_\_\_\_

Pick- up Contact number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Alternate adult Pick-up number if your child is sick, if different from the above,

Name \_\_\_\_\_ Phone \_\_\_\_\_

Medical Questions:

Has your child had any vision tests? Yes \_\_\_ No \_\_\_

Has your child had any hearing tests? Yes \_\_\_ No \_\_\_

Has your child had any childhood illnesses? Yes \_\_\_ (Please list below.) No \_\_\_

Illness \_\_\_\_\_

Illness \_\_\_\_\_

Are the immunizations shots up to date? Yes \_\_\_ No \_\_\_

Is your child currently taking any medication? \_\_\_\_\_



