

Phoenix Nursery School

Policy Manual

Nursery School Policy Manual

Dear Parent,

Welcome to Phoenix Nursery School! On the following pages you will find our present policies. Please become familiar with them as this will aid both of us in providing a safe and nurturing environment for your child. Please read this information thoroughly, and keep it for your future reference. If you have any questions, please contact the Director at the centre.

Goal

Our goal is to provide your child with quality care in a safe, nurturing and stimulating environment that enables your child to develop socially, intellectually, emotionally and physically at their own level. With your cooperation, we will provide an environment that is supportive to each child's individual needs and development.

Nursery School Program

Phoenix Nursery School offers a program that runs Monday/Wednesday/Friday from 8:30 a.m. to 11:30a.m. as well as a Tuesday and Thursday program 8:30a.m. to 11:30a.m. The program begins in September and ends in June, just as school does, and has the same holidays (Winter break, Spring break, and summer holidays). In order to attend children must be 3 years of age by December 31st . Children must also be toilet trained. Registration after December will be taken on a case by case basis. There will be a probation period of one month. This program is designed to provide children with the skills and experiences they need to make the transition into kindergarten a little easier (for parents and children alike!). Children are allowed to independently use the washroom though help is provided for those who need it. We sanitize toys on a weekly rotation.

Nursery Daily Schedule

8:30 - 9:30 Arrival and Independent Choice

9:30- 9:45 Circle Time

9:45 - 10:00 Creative Movement/Music/Science (Mon/Tues-Science, Wed/Thurs-Music, Friday-Creative Movement)

10:00– 10:30 Snack

10:30- 11:00 Craft and Independent Choice

11:00- 11:30 Gym time or Outdoor play

11:30- lunch for Kindergarten children

12:00- Kindergarten children board school bus (Approximately)

THE SCHEDULE IS BASED ON THE NEEDS OF THE CHILDREN AND IS SUBJECT TO CHANGE WHEN NEEDED.

Fees for Nursery School

Kindergarten children bussed to school \$300.00

5 days a week \$200.00 per month

3 days a week \$120.00 per month

2 days a week \$80.00 per month

Payment Method Policy

You can pay for the full year in one lump sum minus your deposit or 10 posted dated cheques for the 1st of the month, minus your deposit. This will be due the first day your child starts school in September. All postdated must be submitted in September. Please make cheques payable to Phoenix Recreation Association. Your cancelled cheques are your receipts for income tax purposes. Two week's notice is required when a child is to be withdrawn from the program, other wise fees for that month will not be returned. Children who are away for an extended period of time are considered withdrawn from the program and need to re- apply. Please hand in all postdated cheques for the year. Spots will not be held for children who would like to start in January. Those who wish to start in January will be accepted depending on availability at the time.

NSF cheques

If a cheque comes back to the program NSF, the parents are responsible for bringing the full amount in CASH the next day plus a \$20.00 service charge. Please note that your cancelled cheques are your receipt for income tax purposes.

Behavior Management

Phoenix Nursery School does not permit, practice or inflict any form of physical punishment, verbal, emotional abuse, or denial of physical necessities for any child in attendance at the center.

We take a positive approach to behavior management, which includes praise, positive reinforcement and alternative and consequential redirection. We use a problem solving technique on a regular basis, helping the children work out conflicts in a positive manner. Logical consequences will be given for both positive and negative behavior. Should negative behavior escalate with little or no cooperation from the child, a short 'time out' will be given. Time out consists of asking the child to move away from the situation in which they are having difficulty to another area. If the child chooses not to comply, they will be asked to sit at a table until they are ready to enter back in to play and follow the rules of the centre. When the child is ready to respond and listen, the same initial problem solving technique will be used to assist the child back into a positive situation. Behaviour management takes into consideration the child's developmental abilities and needs.

Confidentiality

Information concerning you and your family is given to us and kept by us in strictest confidence. We do not release any information in your child's file except with your consent. Further, we respect your child's privacy and therefore do not allow the children to be photographed by persons outside the centre without prior permission. We do not allow casual visitors to assess or test the children.

Fire Drills

Once a month as required by law, we will have a fire drill. Children will be directed up the stairs and outside. During the winter months, children will just be directed to the space upstairs instead of heading outside. In the event of a required evacuation our place of shelter is the hockey hutch.

A Conduct Code and Safety Manual is kept in the Nursery and is available for parents to read.

Attendance

If your child will be absent for any reason, please advise the Director at 888-7885 or 837-3349

The parent or guardian must advise the Director if someone other than themselves or the person they have indicated as an alternate is to pickup the child. Identification of the alternate will be requested at the time of pickup. **UNLESS PRIOR NOTIFICATION HAS BEEN RECEIVED, THE STAFF CANNOT RELEASE CHILDREN TO ANYONE OTHER THAN THE PARENTS OR DESIGNATED ALTERNATIVES.**

Weather

In the event of closure due to storm we will call all families as well as announce on CJOB. Parent will also be sent an email and phone call.

Snacks

Phoenix Nursery School provides a 'PEANUT/NUT-AWARE ENVIRONMENT' for all within the centre. Parents are asked to send a healthy snack for their child.

Parents/guardians are not permitted to send food products which indicate they contain, or may contain, peanuts/nuts or any derivatives of either. Depending on the individual children attending there may be additional food items that are not permitted due to allergies and you will be advised of these.

On special occasions, treats may be brought from home, again, following the guidelines below.

Peanut/Nut-Aware Policy Guidelines

(A) Phoenix Nursery School will not knowingly serve, or permit to be served, any products that indicate they contain peanuts or obvious nuts.

(B) All parents/guardians of children enrolled at Phoenix Nursery School shall not knowingly include foods that indicate they contain peanuts or obvious nuts, when providing snacks.

(C) Should a parent bring food that may contain nuts, the centre will provide an alternate snack for that morning.

Your strict adherence to this policy along with the centre is extremely crucial in helping to safeguard those children with this potentially life-threatening allergy who are, or may be, enrolled.

Birthdays

On your child's birthday, you may supply a cake, doughnuts or some other special treat for your child's class, provided it adheres to the above peanut/nut-free guidelines. As a policy, staff do not attend children's birthday parties as we cannot attend all.

Classroom Parties

Classroom parties are held for Halloween, Valentines and Easter. Children will have a special snack that day. Due to allergies and food restrictions, we discourage parents from bringing extra treats to hand out.

Transportation

It is the parent's responsibility to see that their child is transported to the centre in a safe manner. It is also the parent's responsibility to bring the child into the centre and assist in the removal of outdoor wear. The centre's responsibility for the care of your child begins when your child is marked on the attendance sheet, until you pick your child up again. Please be sure your child is marked out before you leave the centre.

Any field trips planned by the centre under the supervision of our Director will require transportation by the parents or arrangement for transportation of individual children must be arranged by parents.

Notification of each field trip will be posted on the bulletin boards within the centre prior to each trip, and permission slips and notices will be sent home.

Bussing

Children attending Kindergarten will be escorted to the bus by staff. Bus pick up will be at 12:00 approximatley. Once on the bus the children are no longer under the care of Phoenix Nursery School. The children will be met at the school by their teacher and are under the care of Phoenix School. Transportation is the responsibility of the parents on inservice days and on days that Phoenix Nursery School is closed but school is open. Parents are responsible for informing the school if your child is going to be absent from Kindergarten.

Parental Separation

In the event of parental separation, the parent or guardian must inform the Nursery Program of the custody and access arrangements, and where applicable, must supply the facility with a copy of the custody arrangement or court order pertaining to the children attending the centre.

Illness

We strive to maintain the health and well-being of all who are within this program. We have therefore instituted a rigid health policy with which we hope to be able to keep the transmission of illness to a bare minimum. Your cooperation is for the benefit of you and your child as well as for the rest of us.

Your child **MUST** be able to participate fully in all of the regular activities. These include any possible outdoor play. If your child is too sick to go out and play, then he/she is too sick to attend the centre. In special circumstances, a doctor's note will be required to exempt your child from this policy.

Children exhibiting symptoms of illness will not be permitted to attend the centre at the discretion of the Director. Our first concern, in all cases of illness, is the welfare of the sick child as well as guarding the health of the other children and staff within our centre.

The following criteria will be used to assess each child in the case of a suspected illness.

1. **FEVER:** A temperature higher than 38C (100.4F) will be considered a fever (We take the temperature under the arm). If your child has been given medication before coming to nursery school to lower a temperature, he/she must not be in attendance until he/she can maintain a normal temperature without medication.
2. **BEHAVIOR:** A child who exhibits behavior out of the norm for them will be monitored over the hour for any other symptoms of illness (Behavior such as crying for no apparent reason, listless, pale, chilled, etc.)
3. **VOMITING:** One instance of vomiting plus any other symptoms of illness in a child will constitute an immediate telephone call to the parent. The child must be taken from the centre by the parent.

Please note: If there is only one instance of vomiting with no other symptoms present, the child will be watched over the next hour for any further changes in the well-being. Should further vomiting occur, or any other symptoms arise (fever, diarrhea, listlessness, etc.) the parent will be called to come and pick up the child.
4. **DIARRHEA:** The same procedure will be followed as outlined for vomiting.
5. **DISCHARGES:** Children will not be permitted to attend the centre if they have a purulent (pus-like) discharge of any kind (from the eyes, nose or anywhere else on the body)
6. **COMMUNICABLE DISEASES:** A child who contracts a communicable disease, such as measles, pink eye, etc. will be required to stay home in accordance with the Manitoba Public Health Regulations.

7. LICE: Children should not return until treatment has taken place and all lice and nits are gone.

Upon returning to the centre, your child must be symptom-free (this includes free from fever WITHOUT the use of medication). If your child has diarrhea, his/her stools must be back to their normal consistency and the frequency of having to use the toilet must be back to normal as well.

Your child must be capable of participating fully in all activities to return to the nursery program.

NOTE: If, on return, any symptom is still evident in the child, you will be called immediately and asked to remove the child from the centre for another 36 hours (Parents will be called even if it is only 1 instance of vomiting or diarrhea, fever, etc.)

Administration of Medication

In NO instance will we administer the following:

1. Tablets of any kind (Tylenol, vitamins, cough drops, etc.)
2. Solutions of any kind to the eyes, ears, skin, etc.
3. Non-prescription medication (cough syrup, Tempra, etc.)

Staff will ONLY administer the following:

1. Medication prescribed by the child's physician (this medication MUST bear the original pharmacist's label indicating physician name, date and number of prescription, type of medication, child's name and dosage)

The medication must always be given directly to the Director at the time of arrival. Parents must sign a permission slip with the staff person in attendance before the medication can be administered.

DO NOT LEAVE ANY MEDICATION IN YOUR CHILD'S LOCKER AREA OR IN THEIR BACKPACKS

We do not apply sunscreen if children are going to be outside for 30 minutes or less. When the UV level is high, children will go outside first thing in the morning or will be outside 15 minutes at the most.

Inclusion Policy

We are supportive of children's various developmental abilities. Our program is flexible according to the needs of the children. Parental input is valued in the guidance of their child. We will accommodate children with various abilities as much as our environment allows. We provide developmentally appropriate learning and socialization experiences. Each child is encouraged to learn, play and socialize and be the best that they can be. We support families by consulting with them on their child's development. We help families connect with professionals who have valuable knowledge and expertise. It is our goal to learn more about various disabilities and full inclusion as part of our program.

If a child requires one to one support, an inclusion worker may be provided once funding has been approved. This could mean a delayed enrollment date.

Curriculum Statement

Free play gives children the opportunity to discover, to use their imagination, to learn about the world around them and gives them the opportunity to socialize with other children and staff. Children are given lots of time for free play each morning which provides for their development socially, emotionally, physically and cognitively.

Our schedule is flexible according to the needs of the children on a given day. Schedule changes are based on the attention span and interest of the children to a specific activity. Staff interact with children by sitting with them and facilitating their play with comments and questions which develops language and reasoning skills. Staff discuss what children are doing and help them interact with each other which helps children learn how to solve problems and express their ideas and feelings.

Children are allowed to choose their own activity areas during free play time. A wide variety of toys and equipment are made available for various types of learning. Children can develop fine motor skills by using items such as puzzles, markers, crayons, scissors and paint brushes. They practice social skills such as expressing ideas and develop emotional skills such as empathy by playing in groups in the house centre and sandbox. Using equipment and playing games during gym time develops gross motor skills. Children can express their creativity and develop cognitive skills such as critical thinking at the open art table or by using play items such as playdough and blocks that allow for many different uses. Activity areas are re-organized every week. This gives children a variety of play options and keeps their interest which deepens their engagement in play and enhances their learning. Some activity areas are theme-based thus equipment is provided that relates to the theme topic we are exploring that week. Toys and materials are also rotated according to the children's interest. This is done by adding and removing items based on what we've observed during the children's play. For example, during nutrition theme we provided small baking dishes and muffin tins in the playdough area. We noticed that the children liked to pretend cook so we added a chef hat and an apron to the housekeeping area. During this play, children developed social skills and math concepts.

During the structured part of our program, children are given the opportunity to participate in staff-led activities. During circle time children practice their language and communication skills by listening to stories, listening when others are speaking and are given the opportunity to share their experiences with the other children and staff. Music, movement activities and science experiments are also provided during this time allowing children to learn about many different concepts. Art time provides the children with experiences in using different materials and tools. Children are provided with assistance on how to properly hold and use pencils and scissors. Staff help children to recognize, spell and print their name by labelling artwork together which provides for meaningful practice. Activities are planned according to the weekly theme. However, we will take time out of our planned activities to ensure the children benefit from other learning experiences when an opportunity arises to explore another topic. For example, during outdoor play we noticed tadpoles on the grounds. Then we planned circle time discussions and books at story time around learning more about tad poles and frogs and provided a small tad pole sample in the water table for further investigation and discovery. Children are also exposed to similarities and differences with the activity areas we provide and activities we plan. This is

done with books on different cultures, dolls of different races, discussions about families, neighbourhoods and different places and countries that people live or visit.

Staff build relationships with families and convey information about their children's learning and development by providing parents with developmental evaluation of their child. Staff also share information about their child's experiences at nursery school during drop-off and pick-up times and are available to answer questions parents may have.

Protocol for Concerns

If you have any questions or concerns regarding the program please first talk to the teachers on the floor directly. If your questions are not answered to your satisfaction, then please bring your concerns to the Director. You may contact Ursula Hoff-Warkentin at 837-3349. If at any time you have a complaint with regard to the way the Director has dealt with the situation then you would proceed by bringing your complaint to the Phoenix Recreation Association Board of Directors Nursery School Reps: Candice Johnson and Courtney Larkin. Contact info can be found here: www.phoenixrec.org

PLEASE NOTE: Changes to policies may be made at the discretion of the centre's Director and/or its board.