

Parents' Hand Book

Our vision is your child...

The preschool/daycare, les petites abeilles is a non profit organization licenced by the government of Alberta. Les petites abeilles is moving with the francophone school Notre Dame des Vallées and is located at 132 Quigley drive.

This document might change, please look on line for update.

Contact

Mme Brigitte

lesbribris@hotmail.com

403 932 3271

403 851 0244

Historical

Thanks to the initiative of some parents who have taken the necessary steps, it was in 2003 that the idea of a francophone pre school "Les Petites Abeilles" began. We were lucky to find a teacher qualified, dedicated, and enthusiastic; Brigitte Lafare. The Pre School was opened in September 2004, when it hosts eight children. Since the beginning we have improved our facilities and increased the number of students. In 2012 our numbers reached 30 students ages 3 and 4 years of age. Thank you to everyone who made this project possible. A French pre school is essential for the promotion of the Francophonie in Cochrane. We moved in September 2014 in the new Notre Dame des Vallées's school located 132 Quigley drive.

Les petites abeilles program philosophy

Our preschool community is designed to conserve and promote children's cultural heritage, their francophone identity, and preschooler's right to quality education. We believe that play is children's natural way of learning.

We offer a developmentally appropriate program that responds to each child's uniqueness, multiple intelligence, needs, and interests. The program is child directed and promotes preschoolers' holistic development. We offer activities that stimulate the child's active discovery of the world in a rich, diverse, and inclusive environment. The quality environment stimulates children's learning and development indoor and outdoor. The environment is children's third teacher; it should be joyful, aesthetically pleasant, safe and healthy.

We focus on building children's confidence, independence and responsibility. The ultimate goal is to help the children develop harmoniously and to give them a sense of personal accomplishment while building self-confidence and a positive attitude. Children are developing in a nurturing environment where they feel loved, accepted, competent and respected.

Children are encouraged to develop positive relationships with peers and adults by sharing and participating in various games and activities. The children are invited to express their emotions, to respect those of others, and to resolve their own problems. Children are made aware of the consequences of their action.

We recognize families as the primary influence on children's development, and we encourage them to be actively involved in the program. We support their right to quality education for their children and to information on children's development. We respect their traditions, language and culture. We consider families as partner in the program's philosophy and value their input. We are committed to incorporate the community as an essential and necessary part of the program's philosophy and build a community of commitment between adult and children. Communication and interaction with the community deepens children's understanding of the world around them.

We recognize the importance of children's optimal health for their development. We understand the importance of sanitation in reducing the spread of disease. We want to offer a secure environment to provide injuries, and prepare children for emergency practice. We recognize that adequate nutrition is essential for children's growth and development as well as maintenance of the body. The program encourages healthy snacks, and nutritional education. We refer to Canada's guide for healthy eating.

We recognize the professionalism and knowledge of the staff in early childhood development and their commitment to our philosophy. Teachers collaborate with each other and are committed to reflection about their learning and teaching. Teachers learn from and with the child and seek ongoing knowledge about children's development and research. Within a warm and secure environment, our daycare's teachers promote children's inclusion by using a global approach while respecting each child's pace of learning, and degree of knowledge. The teachers set the tone and standards and provide children with positive guidance, and role model. They encourage children's participation, facilitate learning, provide challenges, independence, imagination, problem solving, creativity, decision making, and discovery by constantly observing the children and adapting the environment.

Children's developmental needs

The program meets the physical, social, intellectual, creative and emotional needs of the children.

Social development:

Children are encouraged to develop positive attitude with their pair. They are learning to share and to participate in small and larger group activities. The staff member promotes a positive attitude and is a role model for the children. The staff member gives children tools that help children develop appropriate social behaviour and integrate them at their pace to the larger world around them. We will create situation for children to practice their social skills such as reading stories that will make them reflect on situations and make decisions that are respectful for everyone.

Creative development:

The program allows for children's discovery, choice, responsibility, and independent activity. The environment is aesthetically pleasing engaging children's creativity. A large variety of media is available to children through, different methods, and tools to respond to each child unique way to express themselves through art. Creation through activities such as reading, painting, building, music, pretend play, dancing, language, clay, play dough, cutting, or gluing are offered to children to stimulate their creative development. Staff and children demonstrate an understanding for creativity and celebrate children's differences in creation.

Physical activities:

Physical activities are an important part of children's daily routine to ensure their development. We organised activities that promotes children's gross and fine motor development. Children need to run, jump, crawl, move, or build the fine muscle of their hands. Physical activities are promoted inside as well as outside. We are located in the francophone school NDV and we have access to a gym daily. Outside activities are build into the program daily. We are using programs such as "grandir en santé"(growing healthy) or "bouge pour t'amuser"(move to play). We want children to see physical activities as an exercise that not only help their body grow healthy but also as a way to learn, to read, to socialise with other children, to create, and to have fun.

Emotional children's development:

The environment and the staff promote a warm feeling inviting children to feel welcome, loved, respected and accepted. The program will respect children's individual needs and level of development. Children are unique and celebrated for their uniqueness. We encourage initiatives, making decisions, and autonomy. Children are encouraged to express their emotions and to respect other children's emotions. By being a role model, the staff member encourages the children to appreciate and replicate positive behaviour. The staff member will guide children through conflict resolutions by giving the children the tools necessary for being active in finding solutions that will make all parties happy. Children are encouraged to celebrate their success and appreciate other children's success. Positive attitude are reinforced.

Intellectual development:

The staffs create an environment to stimulate children's curiosity, observation, exploration, and discovery. We want children to feel comfortable in their environment, discover and understand the world around them. Experimenting, making choices, participation, and concentration are encouraged. Many fun activities are available to the children to make them think, understand concepts and resolve problems. The world of science or the world of math is perfect for those discoveries. Through play children learn at their pace.

Admission

Children must be potty trained, 3 to 5 years of age. If the preschool teacher considers that the child is not ready for preschool, the family will be advised. For example a child who is experiencing separation anxiety or a child who represent a danger for other children.

Registration

February 1st for children already enrolled in the program and February 15 for new registrations. Registrations are accepted throughout the year as space permits.

First day of school

First day of school is organized in steps to respond to the children's needs:

- **First day for new children is Tuesday 8th of September.**
- **School starts Wednesday, September 9th for all children.**

School supplies

The first day of school you will need to bring:

- One apron
- 4 paper towel rolls.
- 1 box of tissue paper.
- A bag labeled with your child's name with extra clothes to hang in the classroom on your child's hook.
- A pair of inside shoes to leave at the school with your child's name on them.

Fees Registration fees are \$50.00

Day per week per month	
1 jour	\$120
2 jours	\$160
3 jours	\$200
4 jours	\$225
5 jours	\$275

We ask for monthly postdated checks dated starting September 1st to June of the following year. Make checks payable to les petites abeilles. In case of NSF cheques, fees of \$25.00 will be added.

\$100 postdated check to June 2016 at the registration. This deposit is to ensure that every family participates as a volunteer.

\$300 postdated check to June 2016 at the registration. This is to insure that families participate in fundraising.

In order to be registered, we need to submit all the checks and your registration papers.

If a family failed to pay monthly fees then the family will have until the end of the month to pay. The child will not be allowed to attend school, until the fees have been paid.

You need to give a month notice, in writing to the preschool if you decide to take your child out of the program. If you do not notify the preschool, a month fee will be charged.

Sick days are not transferrable and are not reimbursed.

The preschool is a non profit organization and we are keeping our fees are a low cost to allow to families to join the program. We are one of the most affordable preschool for a quality service.

We follow Notre Dame des Vallées holiday calendar. We participate in two PD days during the school year. Professional Days are important to maintain teacher's training and are a program asset for quality.

The monthly fees are the same from September to June. The preschool depends on parent's monthly fees to operate and we would not be open without parent's commitment.

When the school is closed for an emergency such as snow storm, the preschool will be closed. You will be contacted by phone. Those days are not reimbursed.

We are a licensed preschool; subsidies are available through the Government of Alberta. You can apply online at:

<http://www.child.alberta.ca/home/1153.cfm> www.child.gov.ab.ca/childcaresubsidy.

Deposit checks

Deposit cheques are required for tasks that are essential to the survival of the Petites abeilles preschool.

\$100 deposit check

- Cleaning toys.
- Helping in the classroom.
- Being part of the parent Comity.
- Publicity.
- Making play dough.
- Material repair.
- Craft preparation.
- Help for special event.

\$300 deposit check.

- Casino fundraising. Family might have to come to one to two shifts. The next Casino will be in 2017.
- Participation in the fundraising. Families are involved in organising fundraising, promoting the fundraising, and raising money through the fundraising organised.

We are a non profit organisation that depends on Families commitment.

Schedule

8.30am to 11.30pm

12.10pm to 3.10pm

We follow Notre Dame des Vallées's holiday calendar. The calendar is posted on the preschool board and can be downloaded on the website of the school NDV.

Communication

A monthly calendar is posted on the preschool board.

An emailed is sent to families every second month with information such as special dates, special activities, French vocabulary and sentences children are learning. Your support at home will enhance the children's ability to learn the language and show children that they can use what they learned at home and in other environments.

Two meetings are organized to share children's successes; one in November and one in March. Those two meetings include children, family and the teacher.

We are available to discuss any concerns with families.

Please contact us when your family is going through events that can affect the child so we can adapt to the child's need.

In case of parent's separation, the preschool will follow the court order.

Arriving and leaving.

The Alberta government requires that parents or recognized adult (written permission by parent/guardian) sign their child in, when they arrive and out, when they leave.

Families will use the main entrance of NDV school to enter and exit the school. The main entrance door will be open and families will wait between the two doors at the reception area. The teachers will come and get your children at the main entrance and will bring them back after school at the same place.

For the morning period, teachers will greet your children between 8:25 and 8:30 at the entrance and will be brought back at 11:30. Parents are asked to arrive as of 11:25.

For the afternoon, teachers will greet your children from 12:05 to 12:10 at the main entrance. They will be brought back at 3:10. Parents are asked to arrive as of 3:05.

If you arrive late, the school secretary will call a pre-k teacher to come and greet your child.

Parents who do voluntary work at our school must sign the registry form at the main entrance.

Be on time to pick up your child. Late pick up fees of \$1.00 per minute will be charged and donated to the preschool. We encourage you to partner with other parents when you anticipate that you will be late. **Be respectful, be in time!**

You can call 403 851 0244 or 403 932 3271 to report you child absence.

Personal items must stay home; preschool staff is not responsible to look for them, when they are missing and it can cause tensions between the children.

Preschool clothes

Children must wear appropriate clothes for preschool and adapted to Alberta's weather. We want to be able to experience inside and outside activities.

Encourage children to be independent by using Velcro shoes or clothes easy to put on that will enhance their self-esteem.

Princesses and Princes will get dirty and clothes may get stained.

Flip flops, crocs and scarves are a hazard to the safety of children.

Volunteer

To volunteer in the classroom, you need to contact Mme Brigitte to set up a time at lesbribris@hotmail.com. Please note that we might not be able to accomodate you and that a date will be assign depending on the preschool's need.

When you arrive, you need to go to the school secrartary and sign up as volunteer. The secratary will give you a badge that gives you permission to be in the petites abeilles classroom.

During the 3 hours that children spend at the preschool they need to be immersed in French as much as possible. Our Albertain children are surrounded by English and, for most of them, preschool is their only chance to hear and talk in French. The time they spend at the francophone preschool is precious and we want to make the best out of it. That's why we are asking parents to talk in French to the children while volunteering. If you are not able to have a conversation in French with the children, you are still able to volunteer but we will ask you to do other task for the preschool.

Here are some of the tasks we might need help with :

- Cutting and laminating

- Cleaning toys, tables
- Prepare craft
- Help children clean their hands after a craft

It is also very important not to interrupt the teachers work with the children. As soon as your child arrive at the preschool our mission is to talk to them in French, each minute is a valuable teaching time. If you want to talk with a teacher, contact them to set up a time outside the school hours.

No younger siblings allowed.

Cell phone

Except in case of emergency, cell phones must be turned off in the classroom. If you need to use your cell phone, you need to exit the classroom. **You will be charged \$5.00, if you use a cell phone in the children's classroom.**

We also encourage parents to visit outside the classroom.

Health

We have first aid qualified staff.

Teachers encourage children to develop healthy hygiene habits by being a role model, as well as encouraging children to use basic hygiene regularly.

Children who are sick must stay home to get better. A sick child will recuperate faster in the comfort of their home. We need to stop spreading illnesses to other children, family members or staff. If your child is sick at school you or your emergency contact will be contacted to pick up the child.

Under the Child Care Licensing Act of Alberta a sick child is: vomiting, has a fever 38 degree Celsius, has diarrhea, has inexplicable skin redness and needs one on one care that may compromise the other children's safety. The child can come back to the program after 24 hours or with a letter from the doctor saying that the child's sickness is not a danger for other children or the teacher in charge is convinced that the child is not putting the health of others in jeopardy. In case of emergency, the teacher will administer first aid and will call 911 if necessary to ensure your child's safety. Families will be advised and are responsible for any fees involved.

A first aid kit is located in the classroom.

Alberta Health Services comes every second year to inspect our facilities. We are proud to be known by those services, as an exceptional environment for the children.

Snacks

Families are responsible to prepare **healthy snacks** for their children that respond to the Canadian Food Guide recommendations. They recommend at least two food groups for snacks and a drink. Water is the best. Children are not allowed to share snacks.

Please note that the following foods are not allowed in the classroom:

- Peanut butter and nuts.
- Gum
- Candy soft or hard.
- Pop corn

In order to prevent choking you need to:

- Cut fruits such as grapes, carrots, sausages, etc into small pieces.
- Take out bones from fruits.

Visit the Canadian food guide at www.sc.hc.gc.ca for more information. Use containers that can be reused and a water bottle. Water is the best drink. Give your child snacks that they enjoy, prepare them together and give them containers that they can open by themselves to foster their success. Recycled containers will be sent home for recycling.

Please put an icepack in your children's lunch bag.

Security

Children's security is our priority. A first aid kit is located in the class. The fire department comes once a year to inspect the classroom and make sure that all security systems are working properly. An evacuation plan is posted by the door. In case of an emergency that requires evacuating the school, we will go to a safe place then the family or emergency number will be contacted to pick up the child.

At the beginning of the school year, a fire drill is organized to explain and practice with a family member the emergency procedures. We ask a parent, other family member or friend to be part of this experience with their child. Fire alarms are scary, make a lot of noise and this is a great way to walk the child through that experience with a love one. We organize one safety activity a month such as a talk about wearing a helmet, parking safety or watching for cars.

If a person is driving a child and is suspected of being under the influence of alcohol or drugs, then staff will contact the police to report the incident.

Under the Child Youth and Family Enhancement Act, every person who believes that a child is abused, or neglected has the legal obligation to report it to Alberta Child Services.

Child abuse hotline: 1 800 387 5437

Inclusion

The preschool offers an inclusive environment that celebrates diversities and inclusion of children and their families. Our differences are our strength. September 28th we are celebrating at school culture and diversity. Children can bring family pictures or object that represent their culture to share with us.

Learning through play

The natural way for children to make sense of the world is through play.

Centers integrate play, which allows children to develop their comprehension of the world. The many centers stimulate children's curiosity and their desire to explore the world inside as well as outside. Pre-literacy, writing, math, and social are part of centers. Our goal is to encourage children to make their own choices and initiate games. This allows children to develop their knowledge in a safe environment. We observe children and base our themes on their interests. The Teacher monitors children, adds to their games and wait for teachable moments.

French in Alberta

85% of the children who attend our francophone preschool do not speak French at home. As they arrive in September, they are immersed, by the end of September they already

understand basic information and can follow the routine. Children will start using French words in October and their progress continues through the school year.

Children's social development is very important in the class and later in society. Children need to understand rules, what is appropriate and what is not. We will use English to solve conflicts, when necessary.

You will receive by email the vocabulary we are working on, so you can support your child at home.

Your support is the key to your children's progress. They need to see your interest as well as your encouragement in their effort to learn a new language.

Child discipline policy

Guidance is an important aspect of child development and child care practices. It is our goal to provide an environment that promotes acceptable social behaviour and to minimize the need for interventions.

All staff members must adhere to the professional code of ethics of the childcare services at all times as it relates to the children, parents, co-workers and volunteers. Staff members make the environment conducive for small group play, re-direct any play which has the potential to escalate into inappropriate behaviour and make transition times smooth and fun, minimizing the need for children to wait (this is often a time of difficulty for many children).

Staff members are positive role models for the children. They also set a positive example by treating all children with consideration and respect. Children learn acceptable behaviour by observing others, by being given the tools (appropriate words, gestures, etc.) needed to get through various situations as well as to have their needs met, and by practising the tools given. Staff members will guide children through the steps of conflict resolution by getting down to the child's level, speaking calmly and assisting the child with appropriate language and/or actions.

Time outs are not allowed at the program and will not be used by the staff; however there are times when children cannot control their emotions and need our support. If possible the staff members will use redirection. Occasionally, a child needs to be removed from a situation that is harmful to herself/himself or others. The child is taken to an area away from the situation, giving her/him the opportunity to calm down. When the child has regained control over her/his emotions, the staff will discuss the incident with the child and together they will find a solution. The child will then return to the group.

Staff members will not use physical punishment, verbal or physical degradation or emotional deprivation. Staff members will not deny or threaten to deny any basic necessity. Staff members will not use or permit the use of any form of physical restraint, confinement or isolation.

Staff members, parents or visitors will not be allowed to use verbal, emotional, physical or sexual abuse, while the child is in the care of the program.

At the time of hiring, new staff members will acknowledge that they have read and understood the policies contained in all the handbooks, including the discipline policy.

Conflict

Conflict resolution is an important aspect of children's social development. The environment is organized to prevent or minimize conflict. Rules are clearly explained to children and regularly reviewed. Children are encouraged to solve their problems.

Positive conflict resolution is used such as:

- Explain the rules and make them simple.
- Allow the child to make decisions or express their feelings.
- Understanding the reasons for the behavior (such as frustration, tired, attention, confusion, a change at home that affects a child) and for example clearly explaining that hitting is not acceptable.
- Redirect children to another activity.
- Help children express their feelings with words.
- Help children understand the behavior of another child.
- Recognize positive behavior.
- Take a child away from a situation, activity and give him/her the time to calm down.

Nutrition

Snacks and meals :

The program is a NUT FREE ENVIRONMENT. Depending on other severe allergies in the children enrolled at the program at any given time, other foods may be banned from the program. Any food provided in the child's lunch box that indicates that it may contain nuts or traces of nuts will not be served to your child and will be sent home.

All candies, chocolates, chips, and gum are not allowed at the program, except when provided by the program on special occasions.

Children are not allowed to share snacks or meals due to unknown allergies. Parents must clearly identify their children's meal and snacks. If possible add an ice pack to keep the food fresh.

Schedule for meals and snacks:

Children who are hungry may choose to have a snack when needed.

Manners of feeding

Hands of children and staff members must be properly washed and dried:

- Before and after eating;
- Before being involved in food service activities, including setting tables.

Children must be seated when they eat at all time. There will be no food or drinks allowed during nap times or when children are lying down.

Welcome to Les petites abeilles

