

# **Grunthal Christian Preschool**

# **PARENT MANUAL**

**Grunthal, Manitoba, R0A 0R0**

**Phone # 204-434-6829 ext. # 3**

**Fax #: 204-434-6350**

**Email: [grunthalchristianpreschool@gmail.com](mailto:grunthalchristianpreschool@gmail.com)**



**Director: Mrs. Tara Friesen, ECE III**

## WELCOME

*It has been said “If you build it they will come” or “If you plant it, it will grow” and thus, out of the “seed of thought” the Grunthal Christian Preschool was birthed. Today the Preschool is a reality and the fruit of it is that your little men and women are here. It is exciting to welcome you as parents and children into the reality of this dream.*

*Inside these covers you will find all the relevant information pertaining to the goals, objectives, procedures and daily activities of the Grunthal Christian Preschool.*

*The Grunthal Abundant Life Fellowship Church’s motto is “Reaching Up and Moving Out”. In line with this vision the church dreamed of including children in this capacity. The need of a preschool was birthed from this. In the fall of 2002 the church’s leadership put together a team of people “who had a love for children” to start exploring the reality of this venture. Many hours of paperwork were invested in this now fruitful venture. The Preschool opened its doors in the fall of 2003.*

*The school’s primary age target is three and four year olds. Three year olds may be enrolled in the month of their third birthday. Some spaces may be available for kindergarten and special needs children.*

**PARENT POLICY MANUAL**  
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## **ADMINISTRATION**

Grunthal Christian Preschool is a non profit organization that is funded by registration fees and partially funded by government grants. We are licensed with Manitoba Child Daycare. We have twenty licensed spaces which over the week allow us to accommodate 80 children ages 3-5. Grunthal Christian Preschool runs under the direction of a board of directors. At the beginning of each school year these board members names and phone numbers will be made available to the parents.

## **MISSION STATEMENT**

Grunthal Christian Preschool exists for the purpose of supporting families in the education and Christian nurture of their children. The school's purpose is to reach people in the Grunthal and surrounding area with the good news of God's unconditional love that is available through a personal relationship with Jesus Christ. Our intent is to build strong families committed to a biblical world view where children are brought up to know and to love God and His Word.

## **OBJECTIVE**

To provide a clean, safe, caring, loving Christian atmosphere where children are unconditionally accepted and may develop physically, socially, emotionally, spiritually and intellectually at their own rate. This is accomplished by providing excellence in education with Christian values.

## **GOALS**

Goal: To develop Christian values

- We will do this by including Bible based activities such as Bible Stories and prayer.

Goal: To develop confidence and self respect in each child

- We will do this by praising children, focusing on positive behavior
- By having a "special person" day

Goal: To develop self-control and respect for others

- We will do this by incorporating interactive play

- Teaching manners

Goal: To develop independence

- By teaching basic life skills (cleanup, etc.)
- By independent activities such as coloring, puzzles, painting

Goal: To develop creativity

- Unstructured play

Goal: Develop self-expression and increase language development

- by having a “show and tell” day
- role play
- structured teaching/play
- working under and alongside any professional therapist

Goal: To participate in group play and interact with other children

- Group games (i.e. duck, duck, goose)
- Activity centers

Goal: To help integrate multi-cultural children into our community

- Individual time spent on development of language skills
- Buddy system

### **SCHOOL YEAR**

The school year begins on the Thursday following Labour Day for the 4 year old program and on the Wednesday following Labour Day for the three year olds. All programs run to the last week in May.

School hours are 9:00 a.m. – 11:30 a.m. and 1:00 – 3:30 P.M. The Grunthal Christian Preschool follows the Hanover School Division Calendar.

### **ADMISSION AND DISCHARGE POLICY**

1. Children ages 3-5 years of age may be admitted. Children may be admitted in the month of their third birthday. Children may register in May if their third birthday falls on or before September 30.

2. **Children must be toilet trained.**

3. Children from Grunthal and surrounding area may be admitted.
4. Although a child currently enrolled in a kindergarten program may register for Preschool, priority will be given to children not enrolled in school.
5. If your child has special needs the director will need to be advised so that appropriate professional consultations may be made.
6. Registration will be on a first come, first served basis. Vacancies occurring throughout the year may be filled at any time.
7. One month written notice is required for the withdrawal of a child from the preschool. No refund will be made for a part of a month attended.
8. In the event that the observation is made that a child is not ready for preschool, and after every effort has been made to access appropriate resources and after consultation has been made with the parents/guardians, the preschool will be required to give one month's written notice prior to discharge. The child will be encouraged to re-register at a later date. The best interests of the child will be the priority in all decision making.

### **ENROLLMENT POLICY**

1. Parents are required to complete a registration form. This form shall indicate all important information such as the child's allergies, special medications or health problems. A card containing all the vital information will be kept on file at the Preschool. The Director/Teacher is to be notified immediately of any changes to this information.
2. At the time of enrollment, the Preschool requires that post-dated cheques for the entire year be submitted with the registration form. Cheques should be made payable to Grunthal Christian Preschool. A non-refundable deposit will be required upon registration. This will go towards your September tuition fee. We reserve the right to charge a \$10.00 fee for all N.S.F. cheques.

3. In the event that payment is not received, parents will be reminded only once. If a payment is to be late, the matter must be discussed with the Director. Problems or refusals of payment will be taken before the Preschool Board.
4. If a child enrolls mid-month, payment will be calculated for the days attended. No fee adjustments will be made for child absences.
5. Receipts will be issued at the end December and May. Please keep these receipts as no other receipts can be issued.
6. Notification of withdrawal from the program is required in writing one month in advance. No refund will be made for a part of a month attended.

### **FEES**

Grunthal Christian Preschool has been approved since September 2012 as an Enhanced Nursery Program. This has helped us to lower our fees to help it be more affordable to families. It works out to be \$5.00 a session.

Payment for the three and four-year-old program is \$40.00 per month.

Total cost for preschool year is **\$360.00**

Payments may be paid in full on first day of classes, or auto withdrawal forms for the 20<sup>th</sup> of each month can be filled out or post-dated cheques for the 20<sup>th</sup> of the month.

**\*\*There is a Non-refundable Pre-registration fee of \$40 which holds your spot for September and will be put towards administration fees for registration.\*\***

### **ARRIVAL AND DEPARTURE POLICY**

It is expected that a child arrive between 8:45 and 9:00 a.m. (morning sessions) and between 12:45 and 1:00 P.M. (afternoon sessions). Upon arrival, the parent/guardian is required to sign the "Sign-In" sheet and the Pre-school takes over responsibility at that time. All children must be

picked up promptly at 11:30 a.m. (morning) and at 3:30 p.m. (afternoon). Please remain outside the classroom until the door is opened.

When the child is leaving the Director/Teacher must be notified of the child’s departure, the “Sign-Out” sheet must be signed and the parent/guardian or other pre-authorized person assumes responsibility at that time. All younger siblings are the responsibility of the parents at all times.

If someone other than the parent/guardian or pre-authorized person will be picking up the child, please notify the Director/Teacher in advance, preferably in writing. In the event that the staff does not recognize your pre-authorized person that person may be asked for I.D.

If a child will be arriving late, the Director/Teacher shall be notified.

If a child will be absent from a session, the Director/Teacher should be notified prior to 9:00 a.m. (morning) and prior to 1:00 p.m. (afternoon).

**DAILY ACTIVITIES SCHEDULE**

<b>Morning Session Times</b>	<b>Activities</b>	<b>Afternoon Session Times</b>
9:00am – 9:10am	<b>Arrival Time (Meet &amp; Greet)</b>	12:45pm- 12:55pm
9:00 – 10:15am	<b>Free Play</b> Water/sand / dramatic play / art activities / painting / Science / Puzzles Play dough / drawing / floor toys / blocks / music / books / coloring	12:45 – 2:00pm
9:30 – 10:15am	<b>Come and Go Craft</b>	1:15 – 2:00pm
10:15am	<b>Clean up Time</b>	2:00pm
10:20-10:30am.	<b>Circle Time</b> Bible stories / music/finger plays / star of the day / calendar time / weather time	2:05-2:15pm
10:30-11:00am.	<b>Wash up – Snack Time – Reading Time</b>	2:15-2:45pm
11:00-11:20am	<b>Gym Time / Outside Time</b> Music / climbers / balls / slides / parachute games / cooperative games / scooters Tumbling / spatial awareness activities / hula hoops	2:45-3:05pm
11:20-11:30am	<b>Circle Time &amp; Wrap up</b> Stories /songs/ Letterland	3:05-3:15pm
11:30am	<b>Home Time / Pick up Time</b>	3:15pm



During free play the activity centers that will be available are:

- Daily Living Center – Includes stove, sink, costumes, hospital props, store, household props, etc.
- Creative Center– Includes painting supplies, play dough, drawing tools, etc.
- Block Center – Includes interlocking blocks, animal sets, and construction sets
- Problem Solving Center – Includes puzzles, stacking toys, lacing toys, etc.
- Reading and Listening Center – Includes books, photo albums, tape recorder, story tapes, etc.
- Water Center – Includes water table, floating toys, etc.
- Science Center – Includes display area, magnifying glass, scales, globe, etc.
- Music Center – Includes rhythm instruments, etc.

### **BEHAVIOR MANAGEMENT POLICY**

Behavior management involves a continuous process of guiding behavior that is offered before, during and after unacceptable behavior is displayed. Our goal is to assist children in developing self-control, self-confidence and, ultimately, self-discipline and sensitivity in their interaction with others.

There are two forms of behavior management that the Pre-school uses. Indirect guidance is the planning and control done by the staff that minimizes the opportunity for undesirable behavior. These include:

1. Proper number of children per staff member allowing proper interaction and guidance by the staff member;
2. Scheduling and planning events and activities suitable to the developmental needs of the children and being prepared, in advance, for these activities;
3. A good selection and quantity of toys which are rotated so that each child's experiences are rich in variety and interest;
4. Modeling appropriate behavior.

Direct guidance is the verbal, physical and affective techniques used to influence a child's behavior. These include:

1. Use of positive statements, i.e. "please walk", as opposed to "don't run".
2. Getting down to a child's level, establishing eye contact and using a calm voice when speaking to the child.
3. Listening carefully to each child when they are speaking;
4. Helping a child label and express any emotion that he is experiencing. Unconditional acceptance of any emotion is important. Children will be encouraged to express emotion in appropriate ways;
5. Verbal and honest praise and encouragement;
6. Stating limits and expectations firmly, fairly and consistently;
7. Giving accurate and logical reasons for requests;
8. Advising the children in advance of transition times, i.e. five minutes until clean up time;
9. Reminding the children of the rules before conflicts or problems occur.
10. Assisting children in developing problem solving skills.

***Behavior Management Guidelines:***

1. A child must respect others.
2. A child must respect another's learning environment.
3. A child must respect property.

The consequences of infraction of the above rules will occur immediately and are very basic. A child will be given an opportunity to correct the behavior that is unacceptable. If he/she persists with the unacceptable behavior, he/she will be removed from the activity for a period of time. If, after being allowed to return to the activity center, the unacceptable behavior

persists, he/she will not be allowed to participate in that activity until he/she agrees to follow the rules.

Parents will be informed of consistent misbehavior. The goal will be that parents and staff will work together to understand the misbehavior and to take steps to change the behavior into acceptable and appropriate behavior. If a child persistently displays undesirable behavior that threatens the safety or enjoyment of other children or staff at the Preschool, the Preschool board of directors reserves the right to request a parent withdraw the child from the program based on the fact that the child may not be ready for Preschool.

Parents' ideas regarding discipline guidelines are appreciated, and parents will be consulted about ongoing disciplinary problems or other serious problems that affect their child.

No child will be physically punished or verbally or emotionally abused by the staff.

Physical punishment includes but is not limited to the following:

- Striking a child directly or with any physical object
- Shaking, shoving, spanking, or other forms of aggressive physical contact.
- Requiring or forcing a child to repeat physical movements.
- Harsh, humiliating, belittling or degrading responses of any form eg. Saying "You don't know how to listen" or putting a child in the corner.
- Confinement or isolation of a child or children
- Deprivation of a child's basic needs, including food, shelter, clothing or bedding (withholding meals, snacks or desserts or taking a child's blanket away at naptime).

It is required that parents follow the above mentioned policy guidelines while on the Preschool property.

### **TRANSPORTATION POLICY**

No transportation will be provided. The parents are responsible for transporting their child to and from school. The Preschool does not provide any field trips where transportation will be required.

## **MEANS OF INVOLVING PARENTS OR GUARDIANS**

Parental Involvement - Parent volunteers are requested for special occasions and activities as needed. We require an Investigation Authorization form to be completed by any person wishing to volunteer in the Preschool.

Calendars - We will be keeping in touch with parents/guardians by calendar/newsletters each month. The calendar will outline our monthly theme, materials needed, dates to remember and other items as they come up.

## **PARENTAL CONCERNS**

Please feel free to direct any concerns that you have to the director / teacher first. If further follow up is needed the pre-school board is available to hear your concerns.

## **CLOTHING AND SUPPLIES**

1. Appropriate, washable clothing must be worn for play and for the weather.
2. We require indoor shoes (during winter months) be brought to preschool. Children must be wearing footwear at all times (fire regulations).
3. No toys may be brought to school unless a special day has been arranged. Any toys that are brought from home will remain in the possession of the Director/Teacher for the duration of the session and will be given to the parent at the end of the session.
4. No clothing or personal effects shall be exchanged between the children at the Nursery School. The preschool does not accept responsibility for any lost or stolen articles.

## **GUARDIANSHIP**

For the safety of your child, if you are separated or divorced, the Preschool requires a copy of any legal documents stating who has legal custody of your child. Without such a document, the Director/Teacher cannot refuse access to the child by the other parent.

### **SNACKS**

You are encouraged to send a nutritional snack that your child would like. A small snack and a drink is all that is required (e.g. crackers, fruit, cheese, veggies, yogurt, etc.). **\*\*We are a peanut free classroom.\*\***

### **FIRE DRILLS**

There is a requirement to have fire drills once a month. An alarm will sound and the children are led to the closest exit. According to Fire Drill Code, we are required to take children out of the building. We will try to pick good weather days to hold the drills. This is another good reason for sending proper foot wear with your child.

### **EVACUATION POLICY**

In the event of an emergency in which the building must be evacuated, the children will walk to the Carlton Hatchery and parents will be notified to pick up their children.

### **STORM POLICY / SCHOOL CANCELLATION**

In the event of a snow storm or school cancellation in our area, please listen to Radio Station “AM1250” or check out Steinbach online for information as to whether we will be open or closed. A good rule to follow is that if **HANOVER SCHOOL DIVISION** is closed, so will the Preschool. No refund will be given for cancellations or storm closures.

### **REPORTING ABUSE**

All staff are required by law to immediately report any case of suspected child abuse relating to a child attending our Preschool to Child and Family Services. The director must be notified immediately of any incidents or suspicion of abuse.

### **ILLNESS**

Children who have an infectious disease should not be sent to school. No child should attend school for **24 hours** following a fever, vomiting, or starting a prescribed medication (i.e.: antibiotics). If a child becomes ill at

school, he/she will be given a space to lie down away from the other children. A staff person will remain with the child to ensure safety and comfort, and parents will be contacted to pick up the child.

In the event of a medical emergency, the hospital will be called and the parents notified.

No medication will be administered by staff.

### **CONFIDENTIALITY**

All information concerning a child, or a child's family, shall be kept strictly confidential by the Preschool Board and staff. The child's parents shall have access to such information upon request.

### **SMOKING**

Smoking is not allowed in the Preschool facility.

### **FUNDRAISING**

Grunthal Christian Preschool is a non profit organization and is subsidized by fundraisers to help support and enhance the program. It would be greatly appreciated if we had full parental participation, if you so choose you may give a donation towards preschool instead of taking part in fundraising.

### **INCLUSION POLICY**

Inclusion means children of all abilities have equal access to participate meaningfully in the program at Grunthal Christian Preschool. All children need support to reduce or eliminate barriers so they can learn and fully engage in experiences with their peers. Adaptations and strategies are specific to each child. Occasionally, additional staff are required as part of a strategy to include every child.

#### **Access:**

Every child is able to attend Grunthal Christian Preschool. This means that a child's additional support needs do not hinder a family's ability to enroll in our program. It also means families with a child with additional support

needs have access to the number of hours and days of attendance available to every family. When special needs have been identified the Grunthal Christian Preschool will work with other professionals and agencies to ensure that the child is able to take part in all activities.

### **The Environment:**

The physical environment at the Grunthal Christian Preschool is set up to consider the unique needs of each child. Areas are accessible to all children. We will ensure that:

- The pathways between furniture are wide enough to allow for wheelchairs, walkers, etc. Indoor and outdoor areas are arranged so that all children can move freely and make choices based on their abilities, interests and needs.
- That materials and equipment are visible and at the children's level so that every child can access items independently (For example: sand table adjusted to accommodate equipment)
- Adjustments are made to routines and transitions to make learning experiences positive for all children (For example: shortening planned activities when needed).

### **Meaningful Participation:**

Inclusion encourages the development of real relationships with a sense of belonging for all children and respect for dignity and equality. Experience and routines are adapted so all children can participate actively and meaningfully. Supports, when required are provided in natural environments with peers. We will provide opportunities for children to play together so they develop relationships with others. Activities will be planned so that all children can attend and participate. We believe that each child deserves an environment and experiences that promote growth in all areas of his or her development.

**Family Centered Support:**

We respect and value input from parents and encourage them to be a part of the decision making process for their child. We support families by consulting with early intervention professionals. We work with parents and professionals who have valuable knowledge and expertise to share with us and each other.

**Staff Supports:**

We also support families by providing opportunity and space for early intervention service providers and/or therapists to spend time assessing the child. The Grunthal Christian Preschool also supports families by ensuring staff is provided with the needed training and resources to be effective at including all children while meeting individual needs. These resources may include reading materials, opportunity for professional development as well as recommendations by other professionals such as therapists, etc.