



**EARLY MINDS**  
**PRESCHOOL**

# **Policy Handbook**

**2021/2022**

Thank you for choosing Early Minds Preschool. Below are our policies and procedures we follow.

**Philosophy:**

At Early Minds Preschool we believe learning should be fun and exciting for children. Our preschool will be a safe and caring environment that will allow children to explore new learning capabilities, create friendships and, most importantly, have fun.

We want to prepare children as best we can for Kindergarten. Through language, literacy, problem solving, cognition, following teacher instructions, sharing and social & emotional development, children will be well prepared for elementary school.

Early Minds Preschool uses activities and lessons that are designed to develop and improve physical, emotional and other sensory skills, while reinforcing good social skills. Children in our program will enjoy singing, dancing, reading, and educational activities such as circle time, letter and number recognition, and developing cursive skills. All activities will provide a positive experience for the children and the parents.

Early Minds Preschool will also be including the Handwriting Without Tears program in our curriculum. Handwriting Without Tears aims to make legible and fluent handwriting a skill that students can master easily. The program is structured to teach children that learning to write can be fun.

**School Year:**

Early Minds Preschool classes will run from September 2021 – June 2022

**Class Times:**

Early Minds Preschool offers classes that are 2 hours 45 minutes long.

**Registration:**

Along with the handbook, we have provided you with the registration package. Please fill in all information and return to Early Minds Preschool. All registrations will be taken on a first-come first-served basis.

Please note that Early Minds does not confirm your spot in our program until all documentation and fees are received.

Children must be 2.5 years of age to attend our preschool. If your child turns 2.5 years old after the school year starts, please contact us to see if a spot can be held.

**Please note that all children must be fully potty trained prior to attending preschool. We understand accidents may happen, so we ask that a change of clothes be kept in the child's backpack at all times.**

**Fees:**

Early Minds Preschool monthly payments are from September 1 – May 1. Monthly payments are made via Pre Authorized Debit. Your deposit payment will cover your final month of fees (June).

**A 1 month deposit (non-refundable) is required at the time of registration. There is also a one-time yearly registration fee of \$75 (non-refundable).** This can be paid by cash, cheque or email transfer to [info@earlymindspreschool.ca](mailto:info@earlymindspreschool.ca) at the time of registration.

Early Minds Preschool does not provide credit or refunds for temporary absences (vacations, extended absences, illness, etc).

**NSF:**

A fee of \$35 will be charged on all NSF's. If this occurs, Early Minds Preschool will require this fee to be paid in cash within 7 days of being notified. Failure to comply may result in Early Minds Preschool terminating your child from our program until the fees are paid in full.

**Late Payments:**

A fee of \$35/day will be charged on all late payments. If this occurs, Early Minds will require this fee to be paid in cash within 7 days of being notified. Failure to comply may result in Early Minds terminating your child from our program until the fees are paid in full.

**Withdraw Program Policy:**

Should you choose to withdraw your child from the program, 1 month written notice must be given prior to the 25<sup>th</sup> of the month prior to termination. Verbal withdrawals are not accepted. Please email your withdrawal letter to [info@earlymindspreschool.ca](mailto:info@earlymindspreschool.ca).

**Withdrawals are subjected to a \$50 administration fee.**

Early Minds reserves the right to withdraw a child from our program if the following should occur:

- Fees not paid
- Parent expressing aggressive behaviours to the staff, students, or fellow parents/families
- Child expressing continuous and severe aggressive behaviour
- Frequent late pick-ups

**Subsidy:**

Subsidy towards monthly preschool fees is available through the Alberta Government for the families we qualify. For additional information or to register please visit [www.child.gov.ab.ca](http://www.child.gov.ab.ca). All information required is available on your registration form.

**Holidays:**

Early Minds Preschool is closed on the following holidays:

Labour Day  
Thanksgiving  
Remembrance Day  
Christmas  
New Years  
Family Day  
Good Friday  
Easter Monday  
Victoria Day

**Christmas Break - CLOSED:** December 17, 2021 - January 3, 2022

*\*Dates are subject to change*

Spring Break/Easter Break - CLOSED: April 15, 2022 – April 24, 2022

*\*Dates are subject to change*

Professional Days: Early Minds Preschool will have a few professional development days throughout the year for our teachers, in which we will be closed. Please see yearly calendar for dates.

**Daily Schedule:**

At Early Minds Preschool we follow a structured play-based curriculum. A typical day in the preschool would consist of; welcome (welcome song, calendar, weather, etc), centers (numbers, letters, patterns, crafts, etc), snack, free play, story time and home time. We will be having special days (class parties, gym, and special guests) in the preschool, in which case our typical daily routine may change.

**Snacks:**

Early Minds Preschool does not supply snacks for your child. Please send your child with his or her own snacks and water bottle. Early Minds Preschool is a **NUT FREE** school. Please ensure that no snacks are sent in that contain nuts. If any snack is not clearly labelled, and no note is left from the parents confirming it is nut free, your child will not be allowed to eat it.

Please ensure that your child's snack kit is clearly labelled with his or her name.

**Discipline:**

At Early Minds Preschool we want to see happy and active children, but on occasion problems arise. Our policy is based on self-discipline. Our teachers will assist the children to take the right steps to solve the problem on their own, providing positive reinforcement.

Should a child's behaviour interfere with the other children, Early Minds Preschool teachers will carry out other positive actions to deal with the situation, such as:

- Redirecting the child to a quiet space, providing them with a book, or another calming activity. Once the child has calmed down they will be able to return to the class activity.

Early Minds Preschool will not tolerate any child showing aggression to other children in the class. This includes biting, hitting, pushing, etc. Should this problem arise, we will notify the parent and come up with a solution on how to stop that behaviour. If a child continues to show aggression, putting the other children in harm, Early Minds Preschool has the right to terminate that child from our program until the aggression has stopped.

Under **NO CIRCUMSTANCES** will Early Minds Preschool inflict any form of physical, verbal, or emotional abuse on children, deny or threaten to deny any basic necessity, or use permit the use of any form of physical restraint, confinement, or isolation as per the Child Care Licensing regulation.

Any child disciplinary action taken must be reasonable in the circumstances.

Our discipline policy is communicated to all staff members, parents, and children.

### **Drop off/Pick up:**

At Early Minds Preschool we want to prepare your child as best we can for Kindergarten. That includes having them learn to take off/put on their own jackets, shoes, etc. The first couple weeks of school will be a transition period where we will have the parents assist their child with this. Once the transition is over we will encourage the children to learn these skills on their own with the assistance of the teachers and fellow classmates.

### **Late Pick Up:**

Early Minds Preschool will not tolerate late pick ups. A fee of \$15 for every 10 minutes you are late will be charged to you. Failure to pay the late fee may result in your child being terminated from our program.

### **Emergency Evacuation/Fire Drills:**

In the case of an emergency, all children will be evacuated from the building and taken by staff to our safe designated location. Staff will have a portable attendance record with them and will account for every child. Parents will be contacted if they are required to come pick up their child.

Early Minds Preschool will do monthly fire drills with every class. The children and staff will follow the evacuation procedure. Parents will be notified when fire drills will take place.

### **Illness:**

At Early Minds Preschool, children **WILL NOT** be able to attend school if they are ill. An ill child is defined as a child who shows any of the following symptoms:

- Vomiting, fever, diarrhea, or a new unexplained rash or cough
- Requiring greater care and attention than can be provided without compromising the care of the other children in the program
- Having or displaying any other illness or symptom a staff member knows (or believes) may indicate that the child poses a health risk to persons on the program premises

Some examples of illness are:

- Fevers of 38.0 degrees C or higher
- Vomiting – with two or more episodes in the last 24 hours
- Diarrhea or loose stool – with two or more in the last 4 hours
- Continuous coughing, hacking, and runny nose with coloured discharge
- Strep throat or other Streptococcal infections
- Rashes
- Pink eye
- Lice
- Chicken pox, mumps, measles, influenza, etc.

Parents are asked to notify the school either by phone or email if their child is ill and unable to come to school. Parents are also required to let the school know immediately if their child is diagnosed with any contagious conditions (ie. measles, head lice, pink eye, mumps, chicken pox, etc.) so we can inform the other parents to watch for any symptoms in their child.

Should a child come to school with an illness, or become ill at school, the school will notify the parent, legal guardian, or emergency contact immediately. You will be asked

to pick up the child immediately. We will ensure the sick child is kept as far away from other children as possible, with staff supervision.

A child may return to preschool if Early Mind Preschool is satisfied that the child does not pose a health risk to other children or staff. A parent may also provide Early Minds Preschool with a physician note, or a parent can report to Early Minds Preschool that the child has been symptom-free for a period of not less than 24 hours.

**Medication:**

If a child requires medication to be taken while he/she is in the care of Early Minds Preschool, the medicine needs to be in the original container and clearly labelled with the child's name, physician, name of medication, and the dosage amount. A parent consent form will need to be filled out prior to Early Minds Preschool administering any medication. We will not administer medication unless the parent has given it for a 24hour period first.

**Vaccinations:**

Early Minds Preschool requires a copy of all children's vaccination records.

If you have chosen not to vaccinate your child, please note they may be at higher risk to contract a disease.

**Smoking Policy**

Smoking is not allowed on Early Minds Preschool property at any time.

**I'm For Kids Team**

Early Minds Preschool is pleased to announce our partnership with "I'm For Kids Team". I'm For Kids Team is an early intervention service provider; approved by Alberta Education, for PUF, Mild/Moderate and English Second Language services. They are also able to offer support for behaviour, anxiety and other areas of concerns that families may have. I'm for Kids Team will be offering a screening program (no cost to families) in our preschool for all eligible children. The screening will consist of speech/language and gross/fine motor skills. For more information on I'm For Kids Team please visit [www.imforkids.org](http://www.imforkids.org).