



## **GENERAL INFORMATION** **(2018-2019 School Year)**

### **School Contacts**

Program Director: Jennifer Rea

School Phone Number: 780-460-2201

School Website: [www.lestournesolspreschool.org](http://www.lestournesolspreschool.org)

School Address:

#15 Mission Ave.  
St. Albert, AB  
T8N 1H6

School Mailing Address:

P.O. Box 101, Station Main  
St. Albert, AB  
T8N 1N2

### **Class Information**

First day of class for the Monday-Wednesday-Friday classes is:

**Friday, September 7, 2018**

First day of class for the Tuesday-Thursday class is:

**Thursday, September 6, 2018**

Children are requested to bring the following items to class on a daily basis:

- a lunch box/bag and an empty cup, clearly identified with the child's name. The teachers will supply water at snack time - no juices please. The cup will be sent home on a daily basis for cleaning.
- a backpack or bag.
- a good pair of running shoes or shoes with crepe soles - children must be wearing shoes at all times during school hours.
- a change of clothing that is kept in their backpack in case of spills, sickness, etc.
- outer wear that is appropriate for the current weather conditions - children will be required to go outside if a school evacuation is needed.

### **General Policies**

All children must be toilet trained

Parents are to advise the Program Director of any changes in the following information (includes all pertinent caregivers and emergency contacts):

- phone number
- home address
- change of emergency contact

Weekly reminders are sent via email. There is also a calendar that will be sent home with all children on a monthly basis. Please read it carefully and note any special events such as: required items for class, class themes, parties, field trips, walks, and other interesting pieces of information.

The Board of Directors meets monthly, and all parents are welcome to attend. Please check the weekly emails for dates and times.

A volunteer sign-up sheet will be posted outside the classroom for parents wishing to participate in classes or special events.

Please try to limit parent volunteers to two or three people per class.

### **Snacks**

A snack is required to be sent to school with your child daily. Please ensure that the snack can be eaten comfortably in less than 10 minutes (only a small amount of food is required)

**NO NUT PRODUCTS ALLOWED** (see Food Policy in Service Plan for snack suggestions).

Social Services requires that one item from at least two food groups be provided at snack time.

Please be aware of the possibility of cross-contamination with nut products when preparing your child's snack, please be sure to read all food labels for possible nut ingredients. If you wish to bring a snack for the whole classroom to enjoy when celebrating a

special occasion (e.g. a child's birthday), please be advised that the Board of Health does not allow homemade snacks to be brought in for the whole class. However you may bring purchased snacks from a store or nut-free bakery (e.g. Kellogg's Rice Krispie squares).

### **Drop off and Pick up**

All children are greeted personally by the teacher and checked in the attendance record. A parent/guardian or caregiver must accompany the child for this process. It is imperative that the children arrive prior to the doors being closed in order to keep classroom distractions to a minimum.

Arrival Times:

- Morning class arrival time is 9:15 am
- Afternoon class arrival time is 1:00 pm

All children must be dismissed to a parent/guardian or previously authorized caregiver (see registration form). It is requested that parents wait until all children have been dismissed before engaging the teachers in any personal discussions concerning their children.

Dismissal times:

- Morning class dismissal time is 11:30
- Afternoon class dismissal time is 3:15

The preschool has implemented a **Late Pick-up Fee Policy**. If parents are late for any reason and have not notified the school in advance, a late fee will be charged. Classes are dismissed at 11:30 am or 3:15 pm. There is a 5 minute pick-up window after which the parents will be charged \$1.00 for every minute they are late. The \$1.00 per minute late charge will come into effect at 11:35 am or 3:20 pm, however the teachers can use their discretion depending on the circumstances.

If a parent is more than 15 minutes late picking up a child without prior notification, the teachers will follow the following procedure:

1. Parent/guardian will be called
2. If teachers cannot reach parent/guardian, emergency contact persons will be called,
3. If teachers are unable to contact emergency contact, Social Services will be called.

### **Special Concerns**

Parental concerns can be addressed by talking to the teachers (after dismissal) or contacting a member of the Board of Directors (contact names and phone numbers available on website or upon request in the classroom).

Please advise the teachers if your child has severe medical problems or requires special medication.

Children with life threatening allergies or with life threatening medical conditions should be accompanied by a parent or caregiver on all field trips.

All special field trips will require a consent form to be signed by a parent/guardian prior to the trip.

There is a "No Smoking" policy on all field trips.

Please consider the health of others and keep your child at home if they are feverish or unwell due to colds or other illnesses.

Children with communicable diseases are required to stay home and require a physician's note to return to class.

The Class Representative for each class will contact parents/guardians if classes are cancelled due to severe weather or emergency. No school fee refunds would result from school closures due to severe weather conditions or emergency.

Programming at Les Tournesols offers the child a stimulating and creative environment in which to interact with other children.

This type of environment minimizes behavior problems. Should a problem occur, however, the following steps are taken as necessary:

- Re-direct activity. This works 90% of the time.
- Allow the child to sit beside a teacher and proceed with an activity.
- The teacher has a one-to-one talk with the child or children involved.
- If the behavior involves more than one child, the children are taken aside and we discuss problem solving.
- If there is a major discipline problem, (i.e., if it is unresolved and repeated after the above steps have been taken), the school's discipline policy goes into effect.

### **Discipline Policy**

The Program Director will inform the parent(s) that the behavior is occurring and methods of dealing with the behavior will be discussed. This discussion will be documented in a written memo to the Board.

If the behavior continues for a period of two weeks with no improvement, and if it is disrupting the class, the President will observe the class.

If the behavior persists, a meeting will be called with the parents, the Program Director, and the President to discuss a course of action. In the event that the behavior persists or the other children are endangered, the parents may be asked to withdraw the child from the program. The decision will be left up to the board.