

# Little People's Preschool Handbook 2017-2018

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**Mission Statement**      *The mission of this preschool program is to provide an environment of patient encouragement where children are free to learn and grow through play and exploration, thereby equipping them with the necessary social and educational skills required to ease their transition into kindergarten.*

**Program**                      One to five day morning program- commencing at 9:00, dismissal at 11:30  
   Afternoon program- commencing at 12:45, dismissal at 3:20.

**Registration Fee**              \$40 annual, non-refundable. This fee ensures your child a spot at Little People's Preschool and helps to cover transportation fees.

**Tuition Fees**                      Tuition fees are structured on an annual basis and are broken down into ten monthly payments. The first payment is due September 1<sup>st</sup> of the school year and the last payment for June 1<sup>st</sup> of the subsequent year.

One Day	550.00 annually	55.00/month
Two Day	950.00 annually	95.00/month
Three Day	1250.00 annually	125.00/month
Four Day	1500.00 annually	150.00/month
Five Day	1750.00 annually	175.00/month

Please provide full payment, partial payment or **ten** postdated cheques with your registration fee. For any cash payments tuition **must** be paid on the 1<sup>st</sup> of each month.

Receipts for cash payments will be issued upon receipt of payment.

\*Tuition fees are subject to change.

Tax receipts will be issued in February.

**NSF & Payment Issues**      If your cheque payment comes back NSF the preschool fee is **\$25** plus the outstanding tuition amount. After **3 NSF payments**, the student will be dismissed from the preschool program.

Payment must be received by the 1<sup>st</sup> of the month. A late fee of \$10/ day will be charged until the tuition fee has been received. After **three months of late payments**, the student will be dismissed from the preschool program.

**Preschool Foundation Tuition Subsidy**      If your family has been approved for the tuition subsidy, they will pay a certain amount of the yearly tuition charged by Little People's Preschool. They **DO NOT** cover the registration fee. If there is an outstanding amount once the subsidy has been approved, small monthly payments to cover the remaining balance will be your responsibility .

**Withdrawal**                      Please inform staff of any withdrawal one month prior to the removal of the Student. Any remaining cheques will be returned if the application for withdrawal is received, in writing before the first of the month. **Little People's Preschool has removal rights of any student, at any time.** In such an instance, all remaining postdated cheques will be returned.

**Requirements/School Supplies**      -Children must be three years of age by December 31<sup>st</sup> of the school year  
-All children must be **potty trained**. No pull-ups.  
-Children are required to wear **shoes** at all times in accordance with fire regulations.  
-Parents are required to provide their child with a **snack**.  
-Please provide your child with a **book bag** large enough to carry shoes, change of clothes, crafts, notes and Show&Tell items.  
-Bowl movement accidents at school will result in parent being called to take the child home and clean them. The teachers do not clean poop accidents.

**Attendance** As a courtesy, please call 306-659-7250 and let us know if your child is unable to attend class.  
Please remember also, that children can spread germs fast, and should not be sent to school if they suffer from any of the following:

- Diarrhea
- Nausea or vomiting in the last 12 hours
- Scabies, impetigo, head lice, strep throat
- Any contagious disease (measles, mumps, chicken pox)
- Fever
- Conjunctivitis (pink eye)
- Severe colds, or have only been on medication for 24 hours

***Early Drop Off / Late Pick ups***

***There is a fee of \$20 charged for every 10mins.***

**Substitutes** From time to time a substitute may be required.

**Celebrations** Please feel free to arrange Birthday Party celebrations with the staff. We would be pleased and excited to celebrate your child's special day!  
We will be celebrating on most holidays and occasionally for no reason at all!!

**Volunteers** Because Little People's Preschool is non-cooperative, you as parents are in no way obligated to participate in the activities we partake in. Please note however, that you are always welcome in the classroom.  
-Requests for volunteers will occur for field trips or if help is needed with making a more elaborate craft but will only be filled on a 'want to' basis.

**Field Trips** Permission Slips will be sent home prior to each Field Trip. These forms will outline the details of the field trip and any admission/bussing fees that may be required.

**Toys** Other than show & tell items children **should not** bring any other toys to the preschool.

**Appropriate Dress** Please ensure your child is dressed appropriately; toque, mitts, ski pants, for winter; sunscreen and a hat for spring and summer months. Please **label all removable** items. This will aid in making sure your child goes home with all their belongings.

**Discipline** When interacting with three and four year olds many instances arise where things seem unfair, feelings are hurt or an offense takes place. Little People's Preschool will try and deal with such circumstances in a way where we can learn together proper methods of conflict resolution and empathy for those offended, rather than singling out one specific child.

**Rules** The students and staff at Little People’s Preschool are expected to use kind words, gentle hands and our best manners. The students and staff will be required to provide an environment of caring and sharing, where every student is welcome and **expected** to participate.

**Goals** Some goals we plan to achieve with your child through the Play and Explore programming are:

- Identification of the Alphabet
- Identification of numbers (1-10)
- Identification of Individual Names
- Basic Shapes
- Colors
- Development of Fine Motor Skills
- Introduce Children to New and Exciting Experiences
- Development of Good Listening and Observation Skill

<b>Daily Routine</b>	8:50	Drop Off
	9:00-9:40	Free Play
	9:40-9:45	Clean-up Time
	9:45-10:15	Circle Time/ Show & Tell
	10:15-10:30	Snack Time
	10:30-10:45	Story Time
	10:45-11:25	Center Time/ Craft Time
	11:30	Dismissal

Afternoon	12:45	Drop Off/Free Play
	1:25	Clean-up Time
	1:30-2:00	Circle Time/Show & Tell
	2:00-2:15	Snack Time
	2:15-2:30	Story Time
	2:30-3:10	Centre Time/Craft Time
	3:20	Dismissal

**Free Play** Free Play is a very important part of your child’s daily routine. This is the time when children choose their own activities and interact with their classmates. A lot of social development occurs as children discover the ins-and-outs of sharing, who has the same interests as them and how to verbalize their wants in a manner that is most effective in getting those needs met.

**Clean-up** Clean-up Time is a time when team work counts. Children also learn the aspect of sorting and matching as they return toys to assigned bins as well they have the opportunity to take pride in a job well done.

**Circle Time** Circle Time is when the children will learn good listening and observation skills. They will also learn about respect for those talking, turn taking and patience. During Circle Time children will sing songs, be introduced to letters and numbers, and learn about the various themes we will study. Little People’s Preschool will try to provide

children with as many different opportunities as possible to learn educational concepts. We plan to explore math, language arts, fine arts (drama, drawing and painting), science, physical education, and health and well being to mention a few.

- Story Time** Story Time will vary everyday, offering your child a look into many different authors and illustrators. It is planned that we will be able to arrange for guest story tellers and maybe puppets will even come to visit so as to occasionally round out our Story Time.
- Snack Time** This time will be allotted daily, for children to refuel, practice their table manners and for social interaction in a relaxed atmosphere. Please note that only one or two items are needed as a child sometimes feels overwhelmed with having to finish everything sent in their snack.
- Center Time** Center time is designed to give time for individual attention. Children will break into smaller groups, each group being assigned a different assortment of skill building games or work jobs they can manage independent of the teacher. At the same time one of these groups will work on various aspects of learning with the teacher. Each group will rotate among the activities until all have had time with the teacher.
- Craft Time** If there is a smaller, theme related craft that children can manipulate by themselves it will be incorporated into their Center Time activities, otherwise more time will be allotted for the project and other Center Time activities will be forfeited for that day.
- Show & Tell** Show & Tell is the perfect opportunity for students to take center stage. This is a special time for students that they enjoy very much. A child's self expression, as well as their social awareness are awakened during Show & Tell. Along with these aspects, Show & Tell offers the student audience the opportunity to formulate, who, what, where, when, why and how, questions. Students will regularly be invited to bring something special or theme related. A schedule of Show & Tell will be issued monthly.

## Little People's Preschool 2017/2018 School Year Calendar

\*We follow the Greater Saskatoon Catholic Schools Elementary School Year Calendar\*

\*\* This calendar does not include days off for Staff Retreat and Main School Teacher Interviews\*\*

\*\*\*These are the days we do NOT have classes. A calendar of events in the class will be sent out every month which will include field trips, special events and learning units\*\*\*

