

Mount Calvary Lutheran Church

**King's Kids Playschool Parent Handbook
2019-2020**



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Kings' Kids Mission Statement

Reaching out into our community through King's Kids with the gospel news of Jesus Christ as Redeemer and Saviour is a valuable ministry of Mount Calvary Lutheran Church.

King's Kids Playschool, a ministry of Mt. Calvary Lutheran Congregation, provides opportunities for pre-school children to maximize their spiritual, social, emotional, physical, and cognitive skills in a safe, loving Christian "learn through play" environment. Families with children in the playschool are provided similar opportunities to learn, share, and grow with their child in Christian faith.

Learning through Play Philosophy

While maintaining a Christ centered focus to the learning environment, King's Kids Playschool also adheres to a learning philosophy called "learning through play". This is a well-established early childhood philosophy that has been widely adopted around the world. Early childhood educators believe that physical, social, emotional and intellectual development is achieved through various types of play. This is a natural approach to learning.

Through the use of a variety of play centers and "themes" our objective is to stimulate the senses of the children, resulting in different and imaginative play outcomes. Engaging children in creative activities that include touching, manipulating, exploring, and testing gives them the opportunity to find out about the world around them. Whether scribbling with crayons, feeling sand between their fingers, or playing with / observing others play, children are actively involved in healthy, meaningful learning. Each child will experience meaningful play in their own special and unique way.

We encourage individuality and provide an exciting variety of learning opportunities to foster a child's natural curiosity. Social development is enhanced as interactions with other children and adults help children to find out about themselves and their relationship to others.

We believe that this philosophy will help children develop self-confidence in their ability to learn, acquire appropriate social skills, and help with becoming a self-directed learner. King's Kids Playschool strives to provide a variety of learning centers and activities that are flexible, creative and meet the needs of all of our preschoolers as a well paved foundation for future learning.

People to Know

Playschool Teacher:

April's main focus is on the day-to-day teaching responsibilities with your children. She will work with our Christian curriculum to plan and organize learning centres and activities in order to foster the spiritual, emotional, physical and cognitive development of King's Kids students.

·Mrs. April Meyer email: mtkings@telus.net or 403-346-3798

Playschool Committee Members:

The playschool committee works on administrative duties that revolve around ensuring the playschool is functioning well and in accordance with our church mission goals as well as with provincial licensing regulations. We are also available to parents to address any concerns regarding the playschool. The playschool committee members are:

- Rod Vikse
- Shelley Alackson

You may contact the committee through the main church office at (403-346-3798) or by email at calvary@telusplanet.net

Church Staff:

Pastoral Staff:

- Pastor Don Hennig (Pastor)

Our pastor is located in the main church area and will be adding to the children's learning environment through 'Chapel Chat', an activity tailored for preschool children to talk about various aspects of the Christian church from a Lutheran perspective.

Office Staff (ph. 403-346-3798 or email: calvary@telusplanet.net):

- Ashley Maskowitz (Director of Parish Services)
- Debbie Schroderus (Office admin)
- Alicia McClelland (Admin assistant)

Debbie is our church office administrator and is located in the main church area. She will normally be around during playschool class hours. Debbie will be your contact for handling of registration and monthly fee instalments.

Hours of Operation for 2019-2020

School Term: Tuesday, September 10, 2019 to Thursday, May 28, 2020

Program Offerings:

- Tuesday/Thursday morning class – 9:00 am to 11:30 am

Instructions for Drop Off & Pick Up:

We ask you and your child to arrive no sooner than 8:50am for classes. In the interest of safety, please turn your child over to a staff member before leaving the playschool. Please ensure your child is well prepared for their day & that they are ready for you to leave them in our care. A punctual arrival at the above pick up times is also greatly appreciated. **Please notify the teacher of an absence or late arrival by calling the church office (403-346-3798).**

Sign In/Sign Out Sheet: Licensing guidelines require parents/caregivers to sign in children when dropping them off and sign out children when picking them up at the end of the day. The signature sheets will be kept on a clipboard in the entry area bulletin board.

Your child will only be allowed to leave the playschool with the adult who signed them in on arrival. If the child is to be collected by someone else, prior notice must be given and the person's first and last name must be written at the bottom of the attendance sheet. The individual should be informed by you that they will be required to produce identification before the child will be released to their care. The adult picking up the child is required to sign the attendance sheet to indicate they have done so.

Holiday Closures & Important Dates

The following dates affect classes, church and/or playschool office closure:

Orientation Day.....	Tuesday, September 10, 2019
First Day of Class	Thursday, September 12, 2019
Fall Break.....	November 7, 2019
Christmas Break.....	December 23, 2019 - January 5, 2020
Open House.....	Tuesday, February 4, 2020 (4:30 p.m. – 6:30 p.m.)
Family Day/Mid-Winter Break	February 17, 2020 - February 21, 2020
Spring Break	April 9, 2020 – April 19, 2020
Last Day of Class	Tuesday, May 26, 2020
Year End Celebration.....	Thursday, May 28, 2020

Discipline Policy

At King's Kids Playschool, a healthy social environment and well being of the entire group of children is very important. It is normal to expect preschool aged children to need time to get used to classroom routines and how to handle socializing with new people in a new environment. April is a dedicated teacher with many years of experience to guide the children and constantly reassure and remind the children of playschool routines. It is amazing to watch the children grow in understanding and begin to actively participate, in 'their' class, with 'their' friends, and 'their' teacher.

April will assess each situation of concern on an individual basis and address it accordingly. Behaviour that is disruptive to regular classroom routines and poses harm to the child and other children will be addressed. We encourage the use of “words” to express our feelings and when adult intervention is required to assist in a situation, the least restrictive alternative will be the first approach used.

We will always suggest first that words be used to express the feelings the child is experiencing. If the child can express his or her feelings on their own then the adult will reinforce this expression and may assist the child to work out their difficulty, encouraging the child to use problem solving skills. If this proves to be ineffective then redirection will be exercised. We believe in natural consequences for behaviour, such as not allowing a child to play with a toy if they are going to hurt another child with it. Positive behaviour will receive maximum attention and praise. Inappropriate behaviour will receive the minimum intervention required, however, if there is recurrent disruption and/or harmful behaviour(s) the teacher and Playschool Committee may request further parental/caregiver meetings to discuss appropriate course of action.

“Teachers are to teach, to guide, to love. “Train a child in the way he should go, and when he is old he will not turn from it.” (Prov. 22:6). Our purpose as teachers should be to reflect God’s love through our teaching. No matter if we are parents, grandparents, aunts, uncles, whoever we might be, every encounter with children should be a time to teach them, a time to bring them up in the way God has taught us, to bring them up with gentleness and compassion.”

Children’s Ministry Connections, June 2010. No. 8

Please Note: Individuals working with the children will be required to read and initial our discipline policy as well as provide a certified Criminal Records Check.

Harassment and Abuse Prevention Policy

Mount Calvary Lutheran Church (MCLC) has the obligation to care for and safeguard one another, which includes the obligation to prevent harassment and abuse. This obligation extends to church employees, including pastors and teachers, as well as to servants/volunteers, students, congregational members, and anyone associated with MCLC.

Detailed information and procedures to follow in cases of harassment and/or abuse are held in a document in the administration office and is available for anyone to review and consult.

Fees

*Contact Person: Debbie, who is located in the main church office, is the playschool church office contact for playschool registration and fees.

Registration Fee:

A non-refundable registration fee of \$40 is required to hold a spot in a specified class offering.

Monthly Fees:

Two day program: Tuesday/Thursday a.m. class \$110.00 per month

Payment Options:

1. Post Dated Cheques – September payment is due on the first day of class with post-dated cheques for October through May. (Date cheques for the first of each month.) Please make all cheques payable to “Mount Calvary Lutheran Church”.

Note: A \$25.00 service charge will apply to all NSF cheques. These cheques must be replaced with cash and include the service charge to ensure your child’s continued attendance.

2. Pre-Authorized Debit - Pre-Authorized Debit forms must be completed and returned to the office on or before the first day of class.

Note: Pre-Authorized Debit forms are available the Administration Office.

Playschool Fee payment options must be finalized to ensure playschool attendance.

Withdrawals

Thirty days’ notice is required if you wish to withdraw your child from the program. This is to ensure that your selected payment option may be cancelled.

Government of Alberta Childcare Subsidy

You may qualify for a provincial government childcare subsidy that can assist you with managing fee payments. Please read the information on the following website to see if you are eligible for the subsidy [Found on the Government of Alberta website [Alberta.ca](http://www.alberta.ca) > [Children and Youth Services](#) > [Programs and Services](#) > [Child Care](#) > [For Parents](#) > [Child Care Subsidy](#)]: <http://www.child.alberta.ca/home/1153.cfm>

Fire Evacuation

We will have a fire drill once per month at the playschool. The teacher will be in charge of having the children line up at the nearest exit while the parent volunteer checks the washrooms. The teacher will be at the lead, the children will follow behind, and the parent volunteer will take up the rear. We will lead the children out in a quick and calm manner. If exiting the main (south) entry, we will gather in the front yard. If leaving the side entries, we will gather at the furthest end of the parking lot. Attendance will be taken at our gathering spot. In the event of a true emergency, the children will be escorted from the gathering spot to a safe location & all parents/caregivers will be notified.

Illness

If your child becomes ill, we will contact you immediately so you can take your child home or to the doctor. In the event you cannot be reached, the emergency contact person indicated on your child's registration form will be notified.

Under the Child Care licensing regulations, the definition of an ill child is one who:

- is vomiting, has a fever, diarrhea or a new unexplained rash or cough
- requires greater attention than can be provided without compromising the care of other children in the program; or
- displays any other illness symptoms the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers or staff.

We ask that if your child is experiencing symptoms (cold, flu, etc.) making them feel ill, please allow your child to remain at home so they may recuperate and return to the playschool when able. A child can return to class if the child's parent/guardian provides a written notice from a physician indicating that the child does not pose a health risk OR if the teacher is satisfied that a child no longer poses a health risk to other children, caregivers or staff. It is also greatly appreciated if you notify the school of any contagious illness (pink eye, head lice, chicken pox, whooping cough, etc.) that has affected your child so we can notify the other parents.

Accidents

If a minor accident occurs (scratch, bruise, etc.) at playschool your child will be tended to immediately and the parent/caregiver will be informed when they come to pick up the child.

If a major accident occurs (serious fall, cut, etc.) your child will be tended to immediately and the parent/guardian will be informed at the time of the injury or as soon as possible. If a major emergency occurs we will call 911 and have emergency personnel tend to the child. The parent/guardian will be contacted as soon as possible.

Contacting Parents/Guardians: In the case of an accident or illness of a child while at playschool, the teacher will attempt to reach the child's parents by telephoning the home first. If the teacher is unable to reach the parents, she will try calling the parent's cell phones, and then the work numbers. If these attempts are unsuccessful, the child's emergency contacts, which are listed on the child's registration forms, will be called. Continuous attempts to reach the parents will be done by the teacher, church office staff, or Playschool Committee members. It will be the responsibility of the teacher or other staff members to ensure a child who has been involved in an accident or has become seriously ill receives medical attention as soon as possible. When an accident or illness occurs, the teacher is responsible to fill out and sign an accident report. The teacher will have the parent sign the accident report, copy it and give a copy to the parent while keeping the original report with the child's registration form.

Incident Reporting

The teacher and Playschool Committee are responsible for reporting all incidents such as an emergency evacuation, program closure due to an emergency, an intruder on the program premise, a child removed from the program by a person without parent/guardian consent, an injury requiring medical attention, a

lost child or a child left on the premises after operating hours to licensing staff. All serious incidents will be reported to licensing staff within two working days.

Medication Administration

Medication can only be given if the child's parent has given written consent; the medication is in the original, labelled container with all directions for administration on the label. All medication must be stored in a locked box or cupboard, out of the reach of all children. Emergency medication will be stored out of the reach of children, but still within easy access to staff. When medication is administered, it is the responsibility of the teacher to record the date, time, name of medication, dose given, and circumstances as to why the medication was administered and signs the record. It is also the responsibility of the teacher to inform the child's parent(s), the Pastor, and a member of the Playschool Committee that an emergency situation occurred where the administration of a medication was necessary.

Inclement Weather

The Red Deer public and separate school divisions have cold weather policies in place to protect the safety and care for all children who attend their schools. These policies forbid Red Deer schools from locking their doors on cold weather (-40°C) days to ensure that all children, whether using personal or public transport, will have access to the building and not be left out in the elements. Because King's Kids playschool is accessible by personal transport only, the inherent risk of a child being left in the cold is minimal and therefore the playschool will remain open on cold weather days. It is the parent or guardian's choice as to whether or not the child will attend class during cold weather conditions. Decisions for temporary playschool closure will be made in the following ways:

The teacher will communicate with the Playschool Committee and church office staff to notify parents/guardians by phone call in the event impassable roads/severe conditions prevent the teacher from getting to the playschool resulting in either a substitute teacher or the closure of playschool.

The teacher will communicate with the Playschool Committee and church office staff to notify parents/guardians by phone call of extreme road conditions that result in the temporary closure playschool.

For the safety and well being of the children it is the responsibility of the parents to ensure children are suitably dressed to cope with weather conditions and that alternate arrangements for child care are made if no one is home.

Parent Helper

The parent helper coordinator will be responsible for setting up a roster to assign helpers to designated duty days. Volunteer assistance with classroom functions is very much appreciated and helps the teacher achieve the best learning environment for the children. This is also a special opportunity for parents/guardians to see their child 'in action' as the child's special helper days are coordinated with parent helper days. Please notify the designated parent helper coordinator if you are unable to attend your scheduled duty day in advance so alternate arrangements can easily be made. Assisting the teacher with activities will vary according to the themes and learning centers but include:

- Bringing a snack (please see “Snack Time” below for suggestions)
- Helping manage the movement of the children from one area to another (for example, from the playschool area to the gym)
- Pre and post activity cleaning (crafts, snacks, learning centres)
- Assisting with field trips
- Craft prep

Parents/guardians are welcomed to share special gifts or talents during their duty days or even on other days. We encourage you to approach the teacher with your ideas for special presentations, music, drama, etc. as enrichment activities. These not only make for great learning, but often make great memories for the children.

Washroom Policy

Children in King’s Kids playschool will always be accompanied to washroom by the Teacher or Parent Helper.

If the Teacher must leave the playschool room in order to assist a child in the washroom, the Parent Helper must supervise the remaining students until the Teacher returns.

Under NO circumstances will a parent helper enter a washroom stall with the child(ren). This is the SOLE responsibility of the Teacher. The parent helpers are to either

- a) wait outside the washroom for the child(ren) to finish or
- b) supervise the child(ren) at the sinks when washing hands in the washroom.

In consideration of the washroom being used by others, the Teacher or Parent Helper need to announce their entry.

Snack Time

The snack is to be provided by the parent helper. We request healthy, nutritious snacks be offered to the children. Our licensing requirements state the snack must consist of two of the four food groups. Fruit juice can count as a fruit. We ask that candy, gum, etc. not be brought to the playschool. We are a nut free zone. We will be sure to plan for fun snack foods and treats on our special event days.

The following are a few suggestions for each food group:

- Fruit – apple slices, banana halves, orange juice etc.
- Dairy – cheese and crackers, pudding, yoghurt etc.
- Vegetable – cucumbers, carrots, zucchini etc.
- Bread – muffins, banana bread, bagels etc.

Please be sure to prepare all foods with safety in mind (carrots cut lengthwise, checking food allergy sheet, etc.). Parents are required to inform us of all food allergies on their registration form. This information will be compiled and distributed, posted on the bulletin board and accessible in our snack record book.

Clothing

We will be participating in different activities, many of which involve messy paints, glue etc. Please dress your children in clothing that can handle mishaps. We also request you to ensure your children are dressed appropriately for weather conditions as we also enjoy outdoor activities. Please apply sunscreen to your child prior to playschool on sunny days. Please ensure clothing has no loose strings and is okay to get dirty on park equipment.

Because we are accepting children as young as 3 years of age, we realize not all children will be able to use the washroom independently. For those children, we ask that they be freshly changed & taken to the washroom prior to attending playschool. Also, please ensure they have the needed supplies (extra clothes, pull-up diapers) in the event they require changing during their stay.

Smoking

According to licensing and regulations, smoking is not permitted on the premises of where children will be in care. This applies to all staff, volunteers, and guests within the Playschool, on the school grounds, on playschool field trips, or any place where childcare is being provided.

Other Information

We thank you for being given the opportunity to work with your child. We would be happy to have your family join us for any other programs offered by our congregation. For more detailed information on any of these, please contact 403-346-3798. You are also welcome to visit our website that also has our playschool web-link at <http://www.mclcrd.org/>

Sunday School - Sunday mornings at 9:30 a.m.

Youth Bible Study – Sunday mornings 9:30am

Worship Service - Sunday mornings at 10:30 a.m.

Youth Games Night - Third Friday of the month at 7:00 p.m.

Adult Bible Study - please phone church or check website@ www.mclcrd.org as there are variety of days and times

Vacation Bible School - summer month, free registration

Confirmation Classes - Sunday afternoons

Ladies Aid - the last Tuesday evenings of the month

Lutheran Women's Missionary League - the first Tuesday of the month