

Mount Calvary Lutheran Church
King's Kids Playschool Parent Handbook



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King’s 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

King's Kids Playschool maintains a Christ centered focus to the learning environment. A Christian education strives to help its students understand the world God created, to grow in love and faith in Jesus and to find meaning through God's will for their lives.

King's Kids Playschool also adheres to a play-based philosophy. Play is crucial to a child's development and growth as a learner. As early childhood educators, we believe that physical, social, emotional, and intellectual development is achieved through various types of child-centered play. This is a natural approach to learning. Using a variety of play centres and STEAM (Science, Technology, Engineering, Arts, Mathematics) experiences, our objective is to stimulate the senses of the children to become problem solvers, creative thinkers, life-long learners and to nurture and develop a strong sense of wellbeing and belonging. 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 they are participating in dramatic play, exploring sensory bins, building bridges, or interacting or observing others at play, children are actively involved in healthy, purposeful play.

Each child will experience meaningful play in their own special and unique way. We strongly encourage individuality and provide creative and exciting learning opportunities to foster a child's natural curiosity. Social development is enhanced as children learn to see their own individuality and also as they begin to acquire the ability to communicate and interact with those around them.

We believe that this philosophy will help children develop self-confidence in their ability to learn, acquire appropriate social skills and will promote positive feelings of self-worth that will lead them to become self-directed learners. We adhere to the principles of flight (Alberta's Early Learning and Care Framework), as well as use materials from Voyages, which is a Christian preschool curriculum. We strive to provide experiences that will encourage a child's development towards being a "mighty learner."

People to Know

Playschool Teacher:

April's 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 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
- Tera Hennig
- Alicia McClelland
- Deanna Cooper

- Sandra Summers

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 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):

- Alicia McClelland (Office admin)
- Sherry Bilous (Admin assistant)

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

Hours of Operation

Program Offerings:

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

Instructions for Drop Off & Pick Up:

We will be using two entrances to accommodate social distancing, as well as staggered entry time slots. The teacher will discuss with families which entrance and time they will be assigned at the September playschool visit. We ask you and your child to arrive no sooner than the assigned time 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.

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:

Meet the Teacher.....	Tuesday, September 5 and Thursday, September 7, 2023
Orientation Day	Tuesday, September 12, 2023
First Day of Class.....	Thursday, September 14, 2023
Christmas Break	December 25, 2023 - January 4, 2024
Family Day/Mid-Winter Break	February 19, 2024 - February 23, 2024
Spring Break	April 1, 2024 – April 5, 2024

Last Day of Class	Tuesday, May 28, 2024
Year End Celebration	Thursday, May 30, 2024 @ 6:30

Child Guidance Policy

At King's Kids Playschool, a healthy social environment and wellbeing of our entire class is the priority. We understand that it is normal for preschool aged children to need time to get used to classroom routines and expectations and how to handle socializing with new people in a new environment. Preschool is often one of the first opportunities children have at being able to participate in a formal program outside of their home environment. This is often a very new experience. We believe children at this age are developing the ability to regulate their own behavior and they need positive role models to watch and learn from. It is our experience that if easy to understand, age-appropriate expectations are well established, identified and practiced, children quickly excel and feel safe in their space, giving them the best opportunities to demonstrate socially acceptable behaviors. Positive behavior is always praised and celebrated in our class. If behaviors occur that are not considered to be safe for the well-being of others around, the teacher will assess each situation of concern on an individual basis and address it accordingly. Staff is trained to skillfully direct behavior in an appropriate manner. We believe it is important to help the child see a situation is unsafe or inappropriate and help provide them with feedback or alternatives that would be more acceptable. We encourage children to use words or drawings to express their feelings and demonstrate care and compassion when helping to guide them with problem solving solutions. Often simple solutions are used, such as redirection or a plan to enjoy a particular toy for a set amount of time before passing it on to another friend to play with. We believe in natural consequences for behavior, such as not allowing a child to play with a toy for a particular amount of time if they are going to cause harm to themselves or another child with it. Parents are always notified if any situation is out of the realm of typical age-appropriate behavior. If there are recurrent disruptions and/or harmful behaviors, the teacher and Playschool Committee may request further parental/caregiver meetings to discuss an 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." (Proverbs 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)

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: Alicia, who is 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 at 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>

Emergency Evacuation Procedures

The children and staff at King's Kids Playschool participate in evacuation drills at least 3 times during the playschool year. (Sept-May) At least 2 drills are practiced in the fall to get students familiar with the procedure of what we would do in the event of a real emergency evacuation. Staff will be shown the physical layout of the playschool facility and all marked exits upon commencement of employment. Parents will be shown the physical layout of the playschool facility within the first week of school in preparation for their respective parent helper days. In the event of an emergency evacuation, a staff member will be responsible to take King's Kids Playschool portable records with them, which is kept in a binder and is easily accessible.

An evacuation map is posted by the main playschool door, indicating where students and staff would exit the building and where their meeting point would be.

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.

The City of Red Deer emergency services provides regular inspections of the facility to ensure all safety requirements are in place including fire alarms, fire extinguishers and exits that are free and clear of any obstacles and are easily accessible.

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 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 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 wellbeing 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 childcare are made if no one is home.

Parent Helper

Parent helpers are vital to the success of our playschool. 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. If you are unable to attend your scheduled date, we ask that you first try to make alternate arrangements with another parent about taking your place. Please notify the teacher of any changes. If you are unable to find a replacement, please contact the teacher as soon as possible. Assisting the teacher with activities will vary according to the themes and learning centers but may include:

- 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 (high-touch surface areas, crafts, 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 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

Snack should be provided by each parent for their own child. Please include a filled water bottle that is clearly labeled with their name. 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.

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, distributed, and posted on the bulletin board.

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 and Vaping

- A licence holder must ensure that no person smokes or vapes any substance on the program premises or at any time or place where childcare is being provided.
- No staff member or volunteer shall smoke or vape any substance on the program premises or at any other location where childcare is being provided to the children in the program.
- No staff member or volunteer shall leave any substance or material related to smoking or vaping in a place on the program premises that is accessible to children or at any other location where childcare is being provided to the children in the program.

(As per the Early Learning and Child Care Regulation)

Other Information

We thank you for being given the opportunity to work with your child this year. 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 **www.mclcrd.org**.

Worship Service

10:30am

Sunday School

10:30 am

Sunday Morning Bible Study

9:00am

Adult Bible Study please

check the church

website www.mclcrd.org

as there are variety of days and times