



St. Paul Education

# Two Hills School Preschool Parent Handbook



## **Introduction**

Welcome to Two Hills School Preschool in Two Hills School. Our preschool is a provincially licensed play-based early learning opportunity for children 3-5 years old and is operated by St. Paul Education.

St. Paul Education's early learning teams provide a supportive and enriching environment that fosters each child's social-emotional, cognitive, language, and physical development.

The underlying philosophy of Two Hills School Preschool is that children learn through play, and the goal is to provide a range of play experiences that support each child's progress at their own pace.

Preschool programs are delivered at two school sites, Ecole Mallaig School and Two Hills School.

Please take some time to review our handbook. We are excited to have the opportunity to work with your child and welcome you to our school community.

## **Two Hills School Preschool Early Learning Team**

Preschool Instructor: Bev Ortlepp

Principal: Collin Kupchenko, Principal of Two Hills School  
Stacey Lang, Asst. Principal of Two Hills School

Director: Sha Tichkowsky, Director of Inclusive Education and Early Learning

Other possible team members: TBD

## **Registration and Fees**

### Date and Times of Operation

Classes will run on Days 1, 3, and 5 from 8:30 to 11:30 a.m. (3 hours). A full calendar will be provided in September. Please ensure that you drop off and pick up your child on time.

### Registration

To register, the following eligibility requirements must be met:

- The child must be between 3 and 5 years of age. (Children must be three years of age on or before September 30 of that school year)
- The child must be fully toilet-trained.
- Completed registration forms must be received before attending the preschool program. A non-refundable deposit is due upon registration. Payment can be made at the school or via KEV's online payment system. Payment for the year can be made in full or in 5 equal installments.

A non-refundable \$100 payment must be received at registration to ensure your child's space in our program. Please note that this will not be refunded if you withdraw for any reason after making the payment. This fee is recorded as payment towards program fees and will be subtracted from the yearly registration fee.

Fees are as follows;

\*\$1400.00 for the year.

With the \$100.00 a month [Affordability Grant](#), the parent portion of fees is \$400.00 a year or \$40.00 per month.

\*Depending on enrollment, there may need to be adjustments to the fee schedule

### Parent Helper Bond Cheques

Two \$50.00 undated bond cheques are due upon registration before your child begins the program. If you do not fulfill your parent helper or toy washing duties, your cheque(s) will be cashed.

### Withdrawals

A refund will be offered if a parent or guardian is asked to withdraw their child due to non-compliance with policies.

### Refunds

Please note that there are no exceptions to our refund policy. Refunds are also not given for sick days, holidays/vacations, and/or cancelled classes.

### **Parent Volunteers**

Parents play a crucial role in the success of any preschool program. Their support and interest in their child's well-being are invaluable. Parents are required to volunteer in two roles at Two Hills School Preschool.

- Parent Helper-in-class support. This is on a rotating basis. One parent must be present at each class. We kindly request that they arrive 15 minutes prior to the start of class (8:15 a.m.) and remain until all children have been picked up at the end of the program. If you can not be present on your scheduled day, it is your responsibility to find a replacement and notify the instructor of who that will be. Please note that additional children/siblings cannot attend preschool with the parent helper.
- Toy Washing. Monthly toy washing will occur, and attendance at the scheduled toy washes is mandatory. If you are unable to attend, it is your responsibility to find a replacement. Children are not permitted to attend toy washing sessions. Depending on enrollment, this may also be on a rotating basis.

### **Supplies from Home**

Please provide the following for your child at the school.

1. Indoors-only shoes that the child can take off and on independently (velcro)
2. Labeled Ziploc bag with a complete change of clothes (in case of emergencies).
3. A box of Kleenex
4. A snack bag/lunch kit to transport their daily snack.
5. Water bottle
6. A large backpack or school bag to transport finished items and winter clothing.

Lockers will be available to store clothing. Please label your child's items.

### **Snacks**

Each parent is responsible for providing a healthy snack for their child. This should also include a healthy drink option. Please refrain from sending candy, gum, or popcorn. Sweets will be reserved for special occasions. Please discuss special occasions with your preschool instructor.

There may be children with life-threatening allergies. To ensure a safe environment for all children, please follow the instructions from the preschool instructor at your site regarding allergies.

## Relevant Information

The following list summarizes some of the various procedures in our policies and procedures handbook.

1. Age Eligibility: Children must be 3 years old to enter preschool. Exceptions apply to children who qualify for Early Intervention Services (PUF or Program Unit Funding).
2. Non-attendance days: Two Hills School Preschool will follow the St. Paul Education calendar. It will be closed during the major school holidays and on PD days. Please see the attached school calendar.
3. Inclement Weather Policy: Two Hills School Preschool will follow the St. Paul Education [AP 131 Inclement Weather](#) policy.
4. Photography and Videography: Two Hills School Preschool may host events that invite families to participate. Please only take photos or videos of your child(ren). Posting videos or photos of other children on private social media sites is strictly prohibited. Posting on public school social media sites will only occur if the family consents to the use of photos and/or videos.
5. Toileting: Children must be thoroughly toilet-trained and be able to use the bathroom independently before enrolling in the program. Exceptions will be made for children who qualify for Early Intervention Services (PUF) or have other special needs.
6. Drop-off and pick-up: Arrival can begin 10 minutes prior to the child's program start time. Parents must remain with their child until the preschool instructor has welcomed them into the classroom. At dismissal time, we ask that parents remain in the hallway until the instructor opens the classroom door. Children are to be picked up promptly at the end of class. Please sign in upon arrival and sign out at your child's departure.  
For the safety of the children, unless they are picked up by a parent or guardian, we require **written permission** for your child to leave the premises with another adult. Preschool children will not be released to youth under the age of 18.
7. Parent Helpers: Parents are required to serve as parent helpers in the classroom on a rotational basis. Parents will be scheduled on a rotational basis. Every parent must do their assigned helper duties as required. Parents must submit two \$50 undated cheques, which will be cashed if the parent helper/toy washing duties are not fulfilled. The parent is responsible for finding a replacement if they are unable to attend on their scheduled day. Classes may have to be canceled if no parent helper is available.
8. Toys will be washed once a month. Like the parent helpers, attendance is mandatory. If you are unable to attend, you must find a replacement. Children are not to attend the toy washing sessions.

9. Volunteering: Parents are welcome to become involved in their child's education by volunteering in the preschool. Please speak with the preschool instructor about available opportunities and scheduling times.
10. Transportation: Parents are responsible for safely escorting their children to and from the preschool classroom. If an alternative person to the parent or guardian is needed for drop-off and pick-up, the preschool teacher must be notified **in writing** in advance. Preschool children will not be released to youth under the age of 18.
11. Room safety: Medications must be in a locked cabinet and out of children's reach. The instructor's and parent helpers' personal items must also be inaccessible.
12. Children are required to wear footwear at all times.

### **Guidance for Behavior**

Each child will be treated with respect and dignity. Behavioral guidance will be proactive whenever possible. We believe that a positive approach works best to help children learn, express their feelings, resolve conflicts, and solve problems in socially acceptable ways. Staff employ various techniques to support children's social development, tailored to their developmental levels, temperaments, and abilities. Children will be given time to work out problems, and the staff will support them through a problem-solving process as needed.

At Two Hills School Preschool, we will never:

- Inflict or cause to be inflicted any form of physical punishment (including spanking, verbal degradation, or emotional deprivation)
- Deny or threaten to deny food or any other basic necessity
- Use physical restraint, except in instances when the child is at immediate risk of injuring him/herself or others

### Intervention Techniques:

- Redirection: provide options for what can be done rather than what can not
- Natural Consequences: Children will be given opportunities to experience natural consequences when it is safe and appropriate. Teachers point out and reinforce natural implications as they occur in a non-judgmental way. Children see the results of their behavior and begin to modify it accordingly.
- Non-Judgmental Explanations: Children are provided with explanations for how their behavior affects themselves and others.
- Logical consequences: Relevant and appropriate logarithms are used. For example, if a child spills sand on the floor, they are encouraged to sweep it up with help from the teacher as needed.

- Passive intervention: Teachers give children time to work through their problems, while also providing support as needed.
- Problem-solving and conflict Resolution: Children are encouraged to work together to solve problems and conflicts. Caregivers will model and support the children as needed.
- In circumstances where behavior difficulties arise and warrant more specific strategies, a child may be removed from the activity with a staff member to discuss and reflect on the situation and to allow time for the child to calm down and settle before rejoining the group
- Parents will be notified of any significant situations as soon as possible. If warranted, a meeting between the parent and instructor will be organized to develop goals and strategies for moving forward.

It is essential to maintain the confidentiality of all situations within the classroom. This will ensure that the child's self-esteem remains intact.

## **Illness**

Each child must be in good health to attend preschool. They should be able to go outdoors and take part in active play. If your child is ill, they should stay home. Please notify the instructor if your child will be absent from class.

If your child becomes ill during class, parents and guardians will be notified promptly, and the child will be picked up. The child will be moved to a quiet area to rest until a parent or guardian arrives.

### Communicable Illnesses

If a child is suspected of having a communicable disease (e.g., pink eye, measles, mumps, chicken pox), they must not attend preschool. If a child at preschool exhibits any symptoms, the parent or guardian will be notified, and the child will be picked up immediately. Alberta Health Services may be contacted for guidance and support in ensuring the safety of other children. Please notify the instructor if your child has a communicable disease.