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# PARENT HANDBOOK







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# PARENT HANDBOOK

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**ABSENCE** - If your child is away from school for more than 2 scheduled days a teacher will call to talk to a parent. No call from parents to the school is required. For absences known in advance, such as a trip or vacation please send an email stating what dates your child will be away and when they will be returning. Similarly, a brief email or call would be appreciated should your child experience a longer than usual illness that keeps him/her away from school for longer than one week.

**ADMISSION** — Kinderschool starts the new school year in mid September . A calendar for the school year is available on line and also in your welcome package. Our focus in the first few weeks is to allow your child the opportunity to familiarize themselves with their room, their teachers and to connect with new friends. This routine training allows for an easier adjustment for your child. Before admission a registration form must be completed and filed with the office along with both required medical forms and the school permission form. Students starting after the first week will submit all required forms prior to their first day.

**ALLERGIES/INTOLERANCES/FOOD RESTRICTIONS** – Each room will have a chart listing the names of children with allergies, intolerances and/or food restrictions posted. An overview with children’s initials only will be posted in the school’s main hallway. These charts will be updated whenever new information is added, along with date of the update. Allergies/intolerances and restrictions must be listed both on your child’s medical form and on their lunch form. If you need to update your child’s forms notification must be in writing to the school (email is preferred).

Any restriction/preference listed will be followed without exception in all rooms and programmes. If the caterer can’t accommodate a written request then parents will be asked to provide a bagged lunch for their child. A vegetarian option is always available from our caterer. Bagged lunches from home must meet all the Ministry requirements for nutrition and safety and will be checked upon arrival by your child’s teacher daily. More detailed instruction can be found on the lunch registration form.

The lunch fee covers the hour and half of care and is payable regardless of if your child has a catered lunch or a bagged lunch.

## **ALUMNI (Graduated Students) VISIT POLICY**

Graduated students from our Kindergarten class are invited to visit us on Friday P.A. days and join the afternoon Kindergarten class. Parents may drop off at 1:00 p.m. and pick up at 3:30 p.m. Prior notice is required so we can have the proper staff /student ratio in place. Our Kindergarten teachers will send you a confirmation and all look forward to catching up with old friends.

**ANAPHYLACTIC ALLERGIES** - Kinderschool Adlerian Nursery (K.A.N.) is a nut free school. As needed we will post foods that are restricted from the school due to anaphylactic allergies. Staff members and students will NOT bring any product containing nuts or nut products, or any other allergic product for which the school has been notified as causing an anaphylactic reaction in a child attending the school, into the school. If any such product is found it will be removed and disposed of immediately.

- 1) Kinderschool's anaphylactic policy, outlining staff procedures and training is available in each room as well as the office and signed annually by all staff.
- 2) Any child attending the school who has an anaphylactic allergy will have an Anaphylactic Emergency Plan that includes the child's emergency information, picture, previous reactions and emergency procedures to be followed if that child has an anaphylactic reaction posted in each room the child attends. All paperwork is to be signed and completed BEFORE the child can attend class for the first time.

**All children needing an Anaphylactic Emergency Plan will be required to have a current epi-pen on the premises. Teachers will check the expiry date of the epi-pen monthly and give one month's notice to the parents for a replacement. Epi-pens are kept in the cupboards above the sinks away from children in a designated red container.**

## **BEFORE AND AFTER SCHOOL**

Early drop off is at 8:30 a.m. and late pick up is at 4:00 p.m. Registration forms are in the hallway and programmes are subject to minimum enrolment and space availability. This service is only available to half day students, as the maximum hours, per day, any child may be in attendance is six, as per the Ministry of Education's C.C.E.Y.A. act.

**CHANGES TO SCHEDULE** - All schedule reductions/withdrawals after Oct 1 of each school year will require 4 FULL WEEKS ADVANCE NOTICE in writing (preferably by email), of the intended reduction or withdrawal date. Refunds will be prorated to 4 weeks after the notice date. Within your child's group, relationships are developed between children and their ability to learn to count on others and form stable relationships depends on regular attendance by all. We encourage families to stabilize their child's Kinderschool schedule before school starts. Requests for additional time will be granted if space permits. Fees will be adjusted from the date the change commences. Written notice must be submitted and approved by the office.

**CLASSROOM PROGRAMMING** — The Ministry of Education’s C.C.E.Y.A. act requires that we post a weekly classroom programming sheet outside each classroom door which follows kinderschool’s Programme Statement as outlined in the Parent Handbook. Kinderschool will review annually with staff the school’s Programme Statement. This review will be done by the school’s designated R.E.C.E. supervisor and staff will follow a programme implementation policy. The programme sheet lists the themes as well as corresponding crafts, music, reading and other activities and will follow the Ministry “How Does Learning Happen” pedagogy.

Programme sheets are a valuable resource parents can use to engage their child in conversation about what is happening in their classroom.

## **COMMUNICATION**

**LOVE NOTES** – from time to time your child will take home a message concerning some activity or connection your child enjoyed. Please also share with us a special event in your child’s life: a new skill learned, Father or Mother on a business trip, Grandparents visiting, etc. This helps us to understand and encourage communication.

**FRIENDSHIP LISTS** – Teachers’ home numbers will be given out at the beginning of the year on their classroom’s friendship list after all the permission forms are in. Teachers numbers are also listed on the school bulletin board in the main hallway. If you wish to discuss matters regarding your child’s time at K.A.N. we encourage you to phone your child’s teacher in the evening so that we are never talking in front of your child. We wish to always be respectful to your child.

**NEWSLETTERS** – will be given out periodically to give you time to anticipate upcoming classroom events and to keep you informed on what has already happened.

**EQUALS** – is our annual publication full of parenting advice, tips, events, anecdotes and other relevant material.

**CORRESPONDENCE** — Please put your child’s FULL NAME and Room number on all correspondence or cheques left in the correspondence box located in the hallway.

**DRIVEWAY SAFETY** — For the safety of our children it is vital that the circular driveway contain no standing or parked vehicles. Please park your vehicle **only** in the designated parking spots. *By law the circular driveway must remain open for passage at ALL times as it is considered a FIRE & EMERGENCY ROUTE by the Town of Richmond Hill.* We encourage you to use the parking available in our neighbour’s parking lot (Mosque) immediately north of our driveway and use the connecting safe pathway to our entrance. If using our driveway always ENTER Kinderschool from the South and EXIT from the north.

**DROPPING OFF & PICKING UP** – *IMPORTANT* – when you bring or pick up your child please refrain from opening the door and coming into the classroom as this distracts all children and their learning activities on the carpet. (stories, discussions, dressing and the good-bye song)

*“I’ll respond to your needs more easily when I feel you offer me some responsibility and not try to control me.”*

**DUTY TO REPORT** — Allegations of suspected child abuse which happen outside of Kinderschool will be reported to the Children’s Aid Society, and will not be considered a “Serious Occurrence” requiring notification posting in the school. It is the staff’s duty to report any suspicion that a child is or may be in need of protection.

**DVD PICTURE COLLECTION** — pictures are taken of classroom activities and school events throughout the year. Please sign your permission forms to ensure your child’s photo will be included with their friends.

**EMAIL** - sending an email as is the easiest way to communicate in writing with the school. Any concerns, information requests or changes to your child’s schedule, withdrawals or additions, must be in writing. Email is checked daily and we will get back to you in a timely manner. Our email is [info@kinderschool.org](mailto:info@kinderschool.org)

**EMERGENCY MANAGEMENT** - Kinderschool has an emergency management policy and procedures which staff are trained on before they commence employment and annually after. Our designated place of shelter is Doncrest Public School, 124 Blackmore Ave, Richmond Hill, ON L4B 2B1, Phone: (905) 882-4480. Should an emergency occur parents will be notified by a phone call to the number listed on your school registration, or if unreachable, to your emergency contact by either the school supervisor or your child’s teacher.

## **FEE SCHEDULE**

Registration Fee - \$300.00 per family per year (the school year is 37 weeks)

2 half days - \$3,000.00 for the school year

3 half days - \$4,500.00 for the school year

4 half days - \$5,900.00 for the school year (also 2 full days)

5 half days - \$7,000.00 for the school year

3 full days - \$8,100.00 for the school year

4 full days - \$9,800.00 for the school year

5 full days - \$11,000.00 for the school year



**FEE SCHEDULE Con't** Lunch fees are extra and cover the hour and a half of programming. A catered lunch is included at no extra charge. Fees are \$10.00/day for full time students and \$16.00/day to add lunch to a half day schedule. The occasional lunch fee is \$20.00 and is available with prior notice pending space availability. A discount of 5% is available for early payment of lunch fees in full.

**FIRST AID/CPR TRAINING** – All staff are certified every three years in Standard First Aid + CPR.

**FOOD SAFETY CERTIFICATION** – a teacher certified in Food Safety and Handling will be present each day for the lunch programme.

**HAPPY, SNAPPY GOOD BYES** – is the most effective way we have found in our over 50 years of helping your children settle into their new school routine. Being prepared to drop your child off quickly means that you have done your research and chosen your child's school and teachers so that you can allow our professionals to use their expertise to settle and connect with your child as he/she adjusts to being away from home and you. This is a very important transition for your child and by having confidence in yourself your child will not "expect" that something is wrong, and will know right from the start that this is their class, their friends and their teachers. Have faith. Do take time for training at home to explain (once) what you will do at the door and what they can expect. It will not be long before they are skipping into school with enthusiasm and smiles.

## **HEALTH FORMS & IMMUNIZATION RECORDS**

Two forms, a general information/allergy form and a list of your child's immunizations or an up to date copy of your child's immunization card are required by the Ministry and must be received BEFORE your child may attend school.

**The C.C.E.Y.A Act and regulations state that all children shall be immunized as required by the local Officer of Health before they may be admitted to a day nursery or an exemption form filed with the office is provided. Exemption forms must be notarized.**

Please make sure your child's immunization card is up to date before starting school. If your child receives new vaccinations during the school year you are required to inform the office so their immunization card can be updated in their school file as well. An email is the easiest way to inform us of any update or pending exemptions.

## **HOURS OF OPERATION: SCHOOL**

Kinderschool operates a licensed childcare programme 12 months of the year.

From September to June Kinderschool is open Monday to Friday from 8:30 a.m. to 4:00 p.m. Full time students attend 9:15 a.m. - 3:15 p.m. Half day programmes are available.

## **HOURS OF OPERATION: SCHOOL (con't):**

To Comply with the Ministry of Education (C.C.E.Y.A. act). “No child may be in attendance for 6 hours or more per day”.

A.M. entry 9:00 to 9:15, Pick up 11:20 -11:30 P.M. entry 1:00 to 1:15, Pick up at 3:15-3:30

A Before and After school programme is available to half day students (see page 2)

**LATE ARRIVAL: The entrance door will be locked at 9:15 a.m. and/or 1:15 p.m. respectively. If you arrive late please ring the doorbell. A designated teacher will greet your child when that teacher can excuse themselves without interrupting their classroom routine in progress. That teacher will escort your child from the door. Your patience is appreciated.**

Any child picked up past 11:35 a.m. or 3:35 p.m. will be subject to a late fee of \$1.00/minute past that point, payable directly to the staff person who stayed late with your child.

**LUNCH BUNCH 11:30 a.m. – 1:00 p.m. (12:55 p.m. pick up if not staying for the P.M. class)**

- lunch registration forms are available in the hallway
- late pick up past 1:05 p.m. is subject to the same late fee of \$1.00/minute

Kinderschool follows the York Region Public School Schedule except for PA days when we are open. A school calendar is available on line or in the school’s main hallway and is included in your Welcome Package.

## **HOURS OF OPERATION: CAMP**

A modified schedule is in effect during the summer months of July & August.

**Kindercamp is open Monday to Friday from 9:30 a.m. to 2:30 p.m.**

A.M. entry 9:30 to 9:45, pick up 2:20 -2:30.

Before and after camp may be added as long as no child is in attendance for 6 hours or more per day as per the Ministry of Education (C.C.E.Y.A. Act)

**ILLNESS** — If your child has a fever or is vomiting they may NOT attend school that day. If they have a contagious infection such as pink eye or chicken pox they cannot be at school. Should a child show symptoms at school parents will be called to pick up their child and the child will be isolated with one of their teachers until they are picked up. Children may come to school if they have a runny nose or a cough at parent’s discretion.

**INDOOR SHOES** — are required for each child to be left in their classroom. We will establish a routine of changing footwear right from the beginning of the year. Please ensure shoes have closures that are easy for little fingers to manage so that they can easily get shoes on or off. Please label footwear that will remain at school.

**JOB CHARTS** — children will have the opportunity every month to choose a job which will be their responsibility. Handing out snack, tidying up puzzles, preparing for big toy time or singing the snack song are a few examples of choices. Whatever job they choose it is your child's alone, and is the first step to independence and self esteem.

**K.A.N. CLOTHING** — is available if your child needs a change for any reason. Your child's soiled clothing will be put in a bag with their name on it to be returned home with them. Please launder the K.A.N. clothes and return them to your child's classroom. Sending extra clothing from home is not effective for training.

**LABELLING** - will make it easier for your child to keep track of their belongings. Many children have similar clothing and outerwear. This also helps your child to recognize their written name. Any clothing left in the classroom after dismissal is placed in the lost and found box located in the vestibule as you come into the school. Belongings forgotten can be retrieved from this basket.

**LUNCH** — Kindergarten provides a daily catered lunch from Aromas World Kitchen Catering. All students will be provided a catered lunch unless the office has written notification from a parent otherwise. Parents of exempt students must read, follow and sign our bagged lunch guideline outlined below and detailed on our lunch form. We will go outside for the first part of every lunch and then come in to sit and eat together. This is a great social time and well enjoyed by all.

### **Catered Lunch Guidelines**

- 1) Food and drink must be properly stored, prepared and served in a way that preserves nutritional value and prevents contamination. Temperature of all foods will be taken and logged as they arrive and these records will be kept on file.**
- 2) Health Canada & C.C.E.Y.A. NUTRITIONAL GUIDELINE - The caterer will provide meals consisting of at least one serving from milk and milk products or an alternate, one serving from meat and alternates, one serving from bread and cereals, and two servings from fruits and vegetable .**
- 3) No lunches shall contain nuts, or have been in contact with nuts or any other allergen listed on a child's anaphylactic emergency plan.**

## **LUNCH con't**

### **Catered Lunch exception (Bagged Lunches)**

- 1) **If your child has a dietary allergy/intolerance or restriction Kinderschool requires notification in writing of your instructions. If the caterer can't accommodate these instructions then Kinderschool will grant your child permission to bring a bagged lunch from home. Exemptions are subject to approval. Kinderschool shall ensure that where special dietary and feeding arrangements have been made with respect to a child enrolled in Kinderschool that the arrangements are carried out in accordance with the written instructions of a parent of the child.**

### **BAGGED LUNCH GUIDELINES — The C.C.E.Y.A. act has clear directives regarding allowing bagged lunches to be brought from home. In order to comply,**

- 1) **All children who qualify to bring a bagged lunch from home MUST have a dedicated lunch bag and containers along with an ice pack to preserve nutritional value and maintain the safety of perishable foods. If food needs to remain hot food must be in a thermos and separated from any food which needs to be kept cold. All containers and bags MUST be labeled with the child's name. Ingredients must be written for each food item either on a provided label or written by a parent. Food will be logged daily by the child's teacher in a binder for "Food from an Outside Source," as per Public Health Requirements.**
- 2) **Your child's a.m. teachers will check your child's lunch when they arrive and Kinderschool will supply an ice pack if one is missing (a \$1.00 charge will apply) with a reminder note that this is a requirement. Teachers will mark your child's name with a permanent marker on any containers not labeled.**
- 3) **This is a No Nut school. We have children who have anaphylactic allergies. Foods and causative agents to be avoided are posted in the school hallway as well as in each classroom. Lunches will be checked by the lunch teachers and if an item containing nuts is found it will be removed and disposed of as per our Anaphylactic Policy. A note will be left in the bag as notification and as a reminder.**

**MUSIC** — is a fun and lively time where singing, dancing and rhythm are taught with upbeat and positive songs. C.D.'s of our music programme are available for sale in the hallway so you can share this fun time with your child at home and in the car. On MUSIC FRIDAYS all classes meet in room 3 for a half hour concert in the morning. This is a much anticipated event and a time for children of all ages, including siblings, to be together.

**N.S.F. CHEQUES** — cheques returned to Kinderschool's bank unpaid, for any reason, are subject to a \$25.00 administration charge, payable to Kinderschool Adlerian Nursery.

**OFFICE HOURS** — The school office hours are posted at the desk in the hallway. Non-urgent messages left on our answering service will be returned as soon as possible. **You are always able to ring directly through to your child’s classroom.** Please follow the prompts. Email will be checked daily and is the preferred method of communication for information, fees or changes to your child’s schedule.

## **PARENT ISSUES & CONCERNS**

- If a parent has an issue or concern regarding a classroom or programming matter they are encouraged to talk to their child’s teacher at the door at drop off or pick up or to request a teacher phone call. If the matter isn’t resolved to the parents satisfaction they can address the issue/concern by requesting to talk with the Supervisor. This request can be made in writing by email, in person to the Supervisor or by phone.
- If a parent has an issue or concern with financing, fees or scheduling they are encouraged to speak with the administrator during office hours or to send an email with details of the issues or concerns to be looked into.
- Email requests are checked daily and will be replied to on the same or next day.
- Any request for a teacher phone call will be returned on the same or next business day depending on the time the request comes in.
- Upon request by a parent the Supervisor will set a mutually agreed upon time during school hours. This will be scheduled no later than 2 days from the initial request.
- If the issue/concern continues to be unresolved the parent can request a meeting with the Director at a mutually agreed upon time during school hours or just after dismissal at 3:30 p.m. This will be scheduled no later than 2 days from the initial request. The Director reserves the right to include involved staff and the Supervisor.

**PARENT STUDY GROUPS** – fill out a registration form and sign up now for the Fall or Spring “Shared and Positive Parenting Course” as a crucial first step for happy, functioning relationships. Reading “Children the Challenge” will give you some ways NOW to become equal partners.

**PAYMENTS** – may be sent by mail, handed in personally to the office, or dropped off in the correspondence mail box located in the main hallway. Kinderschool accepts payments by Cheque, Cash, Debit, Visa or MasterCard.

If you wish to make monthly payments, post dated cheques or a filled out and signed pre-authorized credit form are required and will be kept on file by the school. A \$5.00 administration charge per month after the first payment is added for this service.

**PAYMENTS con't** - All correspondence/payments must list your child's full name. Cash payments must be made directly to the office and a temporary cash receipt will be given as proof of payment. Full receipts for the payments in the previous year will be issued in February.

## **PHILOSOPHY**

From the Adlerian text "Children the Challenge" by Dr. R. Dreikurs. All our Kinderschool programmes are designed to develop responsibility for self and respect for others at a level appropriate to the child's development. The core of our programme lies in the emphasis on the basic motivational factor in human learning, ENCOURAGEMENT, (chapter #3) – to strengthen self-esteem.

*"I meet the needs of most situations when you say. "You are capable."*

**ENCOURAGEMENT** – is the process of concentrating on the child's assets and strengths in order to build his/her self-esteem and feelings of worth. Our programme focuses on social and emotional growth, the foundation for intellectual learning and democratic living.

*"I can learn facts anytime, but only now through play, will I develop my emotional script, a pre-requisite for my whole life's mental health."*

## **PROHIBITED PRACTICES**

- no corporal punishment of a child
- no deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self respect
- no child will be deprived of basic needs including food, shelter or clothing or bedding
- no locking the exits of the child care centre for the purposes of confining the child
- no using a locked or lockable room or structure to confine a child if he or she has been separated from other children

All staff follow the guidelines set out by the Staff Training and Development Policy. All staff are required to have a documented review under this policy prior to interacting with children and annually thereafter. Staff monitoring is performed by our school supervisor no less than twice a year.

# Programme Statement

Kinderschool Adlerian Nursery has a programme statement that is consistent with the Minister's policy statement on programming and pedagogy issued under subsection 55(3) of the Act. The supervisor will review the Program Statement annually with all staff and the signed review sheet will be kept in the policy binder for 4 years.

Kinderschool's child development curriculum is designed to enhance the learning styles and learning environment of children. The Minister has named How Does Learning Happen? (HDLH) as the common provincial framework to guide programming and pedagogy in licensed child care settings. Ontario's pedagogy for the Early Years Curriculum to be used in the program will have principals deriving from the "Active Learning" educational approach. The "Active Learning" approach involves children in direct hands-on experiences with people, objects, ideas, and events. Through such self-initiated active learning experiences children learn concepts, form ideas, and create their own symbols and abstractions. As conscious participants/observers we share management and initiative with children in classroom and centre activities, guided by key experiences that all children need to have as part of their intellectual, mental, physical, spiritual & emotional development.

Adults ensure the presence of the five essential elements of the "Active Learning" setting: materials, manipulation, choice, language from the child and adult support. These "ingredients of active learning" ensure that materials are age and culturally appropriate, that there are many opportunities for children to freely manipulate the materials that children can make many choice, discuss their own ideas and pursue their own interests both with other children and with adults, and that children can rely on appropriate adult support to carry out ideas and to be responsible for their own efforts.

In addition, Kinderschool encompasses the research and legislation in Ontario's three major early learning documents: How Does Learning Happen?, The Early Learning for Every Child Today (ELECT) and Think, Feel, Act Lessons from Research about Young Children. This approach is implemented and followed through in our regular daily routines.

**Kinderschool's programming is organized around four foundational conditions that are important for children to grow and flourish; *belonging, well being, engagement and expression*. These foundations, or ways of being, are a vision for all children's future potential and a view of what they should experience each and every day. These four foundations apply regardless of age, ability, culture, language, geography or setting.**

## **At Kinderschool we view children as being competent, capable, curious and rich in potential.**

Kinderschool is an educational programme designed to develop **Responsibility**; achieved by giving children decision making powers relative to their level of experience. This reflects our view that children are competent. **Resourcefulness**; accomplished by providing children with opportunities to explore their potentialities reflects our view children are capable and curious. **Respect**; attained by regarding all with respect and working to gain it and, **Responsiveness**; gained by recognizing the needs of others reflects our view that children are rich in potential.

## **Kinderschool will implement the following goals to guide children's programming.**

The programme focuses on social and emotional growth, the foundation for intellectual learning and democratic living. Academic excellences (comprehension and retention) happens when the student experiences a feeling of belonging in an emotionally secure community setting. At Kinderschool we believe nurturing a child's joy of play leads to increased self-confidence, respect for oneself and others, co-operation, appreciation of effort not end result, and value of participation and contribution as an equal in the group. We focus on the underlying motivation of behaviour, not the behaviour itself.

When children have a feeling of belonging there is no need for a child to act out. Without misbehaviour much time is saved for learning and although we focus on play, the relaxed atmosphere promotes much comprehension and retention of cognitive materials.

## **Kinderschool promotes the health, safety, nutrition and well-being of the children.**

**Health** – a documented health check is done for each child on arrival. Staff follow the ill Child and Injury Policy. Allergies, intolerances and food restrictions are posted in all rooms and in the main hallway. Any child having allergies which cause an anaphylactic reaction has an individual plan and staff are trained prior to interacting with children and annually after.

An up to date record of immunization is kept for each child and procedures are in place in case of an outbreak as defined by Public Health. A poster of common childhood illnesses is posted in the hallway to make it easier to recognize signs and symptoms of illness. Staff follow a Sanitary Practice and Policy with daily documentation of cleaning and disinfecting routines.



**Safety** – Classrooms are kept neat and orderly with large open space for unobstructed play. All electrical plugs are covered and cleaning and sanitation liquids are kept out of reach of children. Medications are safely kept in locked boxes and epi-pens are easily accessible to staff but well out of reach of the children in a special red container in the cupboard over the teacher sink in each classroom. All staff are trained and follow the Serious Occurrence Policy and Procedures. We conduct monthly fire drills and all teachers are aware of our emergency shelter which is Doncrest Childcare Centre, 124 Blackmore Avenue, Richmond Hill. All staff have a current first aid with CPR C training. All staff have a current clear Vulnerable Sector check and police check on file. All staff have their immunizations up to date. Important numbers with emergency information are posted in each classroom beside the phone. Any suspected abuse of a child will be reported to the local children’s aid society.

**Nutrition** – Kinderschool provides 2 snacks daily a.m. and p.m. Snacks follow the Canada Food Guide and include a serving from 2 food groups. Whole fruit and vegetables are bought fresh and cut fresh on site. A food log is kept of all purchases. Lunch is catered by “Aromas World Kitchens” a public Health inspected nut free facility. All the meals meet the nutritional and safety recommendations set out in Health Canada documents, “Eating Well with Canada’s Food Guide”. Food from all 4 food groups are provided. At least one teacher certified in Food Safety and Handling will be present each day for the lunch program. Drinking water is available at all times.

**Well Being** - Kinderschool cares about the well being of children by focusing on social and emotional growth. Academic excellence (comprehension and retention) happens when the student experiences a feeling of belonging in an emotionally secure community setting. The strength of this program is the emphasis on the basic motivational factor in human learning – encouragement. Encouragement is the process of concentrating on a child’s assets and strengths in order to build his/her self-confidence and feelings of worth.

**Kinderschool supports positive and responsive interactions among the children, parents, and staff.**

Parents wishing to visit the school are encouraged to sign up for a personalized tour with their child and an administrative staff guides them through the registration process and introduces families to their child’s new teachers. All new parents of registered students are given a Welcome Package which includes a calendar of the school year, necessary forms to fill out and a copy “Children the Challenge” which documents our centre’s philosophy.

In each of the classrooms a friendship list is distributed with the permission of the parents listing children’s names, parent names and phone numbers so that outside play dates can be made. Teacher’s home phone numbers are included and parents are encouraged to call with any questions or concerns.

Parents are offered free Parent Study workshops on an ongoing basis. In the fall an evening Orientation Meeting is an opportunity for everyone to meet. A Fall and Spring Open House allows students and families to visit as well as for new families to be introduced to the school. We have seasonal newsletters sent out by each classroom. Parents are invited for an end of the year sing-a-long in their child's classroom. Families are also invited to share the celebration of their child's birthday in the school.

Monthly love notes are sent home to let the parent know who their child is connecting with and strengths they show in the classroom. Telephone calls from teachers to the parents are made before each Open House so that each family has a personal invitation and the parents are given an update and time to ask any questions.

Parents are greeted every day at drop off and pick up by teachers. One teacher will be at the door to allow a quick opportunity for questions or information to be exchanged.

Emails and pictures are sent of monthly activities. A DVD picture collection is given to parents at the end of each school year as a memory of their child's time at Kinderschool.

### **Kinderschool encourages children to interact and communicate in a positive way and support their ability to self-regulate.**

At Kinderschool children learn to speak up for oneself. "Can I have the toy when you are finished with it?" "I don't like that." "You can have the toy when I'm finished."

Teachers ask the children for their input often. Teachers focus on the positive. Teachers build self worth by giving jobs within the classroom. Part of focusing on the positive is to look at children's similarities.

We have no labels, no rewards, no punishments. We separate deed from the doer.

Teachers use "Child on each arm" procedure and encouragement. This allows the children a safe way to express their feelings to each other, and to communicate and problem solve which leads to positive outcomes and sets the foundation for future problem solving. It also lays the foundation for speaking up and getting along in a group.

Teachers use descriptive statements. "Blocks are for building. Halls are for walking." We use I messages whenever possible. "I get concerned when your good ears don't listen."

Children are given choices to help them self regulate. "Go calm yourself on the bench. Come back when you're ready. We need you. You're an important part of the group."

Every week children get to choose a job in the classroom and that becomes their responsibility. They are free to choose a new job or keep the old job at the next group designated time.

You can choose to be happy or sad at Kinderschool. Children are taught that they choose their emotions. (It's ok to cry).

### **Kinderschool fosters the children's exploration, play and inquiry.**

Children get many opportunities to interact through group play, circle discussions, outings, creative expression (crafts, music, movement, drama, etc.) tidy up time followed by "table talk" and doing for oneself.

Children engage in free play with others in a meaningful way. We offer a kitchen centre, dress up centre, library, big toy shelf (trains, building blocks, etc). Dolls and doll houses, puppets, little people, farm and animals, etc.

All play materials are available and accessible to the children throughout the day.

Children are not told or directed which centre to play in or who to play with.

Free play is provided daily. This is the time for socialization when speaking up and listening is encouraged. It is a time for taking turns, sharing and caring. Some of the activities are (big toys, train tracks-wooden blocks-balancing beam-climber-slide), dressing up, family centre, creating with paint, glue and play dough and individual cognitive work. During the early part of the year we introduce new toys and activities gradually taking time for training, (group/active/social/emotional/language/life skills/respect for uniqueness/large motor skills).

Children are encouraged to ask questions during carpet time and to find the answers together. If a subject comes up often enough it will be worked into the programming.

### **Kinderschool provides child-initiated and adult-supported experiences;**

Kinderschool provides a firm and flexible schedule that allows children to initiate different play activities depending on where in the schedule we are. Transition times are facilitated by the teachers and children are asked to initiate tidy up times and free play and book and puzzle time by taking on jobs within the classroom.

Teachers ensure age appropriate toys are available and children chose for themselves what they want to play with and who they want to play with. When a child is engaged in an activity they are encouraged to stay with that activity.

### **Kinderschool plans for and creates positive learning environments and experiences in which each child's learning and development will be supported;**

Each classroom is responsible to develop a weekly programme plan specified to the age group that details themes with specific skills that will be explored and how they'll be

explored. Great care is taken to provide plans that enhance and develop each child's learning potential.

All teachers in the classroom collaborate to come up with themes. A folder of previous years lesson plans and themes is kept as a resource and teachers are encouraged to refer to the pedagogical document, "How Does Learning Happen?"

On the weekly program plans we list the skills of language, cognitive math/science, socio-emotional, creative, gross motor, sensory and many others.

**Kinderschool incorporates indoor and outdoor play, as well as active play, rest and quiet time, into the day, and gives consideration to the individual needs of the children receiving child care.**

Kinderschool's schedule includes time for active play, indoor and outdoor play and quiet time. Kinderschool ensures that the programme permits each child in the toddler or preschool rooms to sleep, rest or engage in quiet activities based on the child's needs. Our daily plan ensures room for individual interests, needs and cognitive level. Our routine is strong and flexible. The plan was developed and refined by advanced primary specialists over 25 years.

Classroom admission is a time to greet our friends and to encourage independence as well as connecting with peers. (humanistic). Puzzle and book time is a time for choices, problem solving and creativity. (cognitive/individual/reflective/small manipulative/fine motor skills).

We put away our puzzles and books and come to the carpet for languages, alphabet and letters, math, singing, music, cooperative games, finger plays and discussions. (listening/responsibility/group/active and reflective/cognitive).

Free play is a time for socialization when speaking up and listening is encouraged. It is a time for taking turns, sharing and caring. Some of the activities are; big toys (train tracks/wooden blocks/balancing beam/climber/slide), dressing up, family centre, creating with paint, glue and play dough and individual cognitive work. We introduce new toys and activities regularly and take time for training. (group/active/social/emotional/language/life skills/respect for uniqueness/large motor skills).

During tidy up children are encouraged to put the toys away and prepare for snack. They do enjoy putting away after themselves when their efforts are appreciated. (group cognitive/active/cooperation/autonomy/responsibility).

At snack time we serve growing food e.g. fruits, vegetables, crackers, cheese and water. (cognitive/group/reflective/ social/small muscles/manipulative/life skills). Story time is a place to show & tell, answer or ask explorative questions and expressive responses. (group/active and passive/cognitive)

When it's time to say Good bye – “We can do it” – we put on our coats and boots and sing our good bye song. This is the effective time for training and encouragement. (group/physical) and at dismissal the children are encouraged to wait on the carpet and listen for their names while the teacher greets waiting parents at the door. This develops good listening skills while keeping the children safe. “Who goes with Susan?” (social/emotional/intellectual)

### **Kinderschool fosters the engagement of and ongoing communication with parents about the programme and their children;**

All new parents of registered students are given a Welcome Package to provide information and a copy of “Children the Challenge” which documents our centre's philosophy. Other books are available if they already have a copy from previous years.

Within each child's classroom, a friendship list of families who have given permission is distributed to all listing the children's names, parent names and phone numbers so outside play dates can be made. Teacher's home phone numbers are included and parents are encouraged to call with any questions or concerns.

Parents are directed to email at any time concerns they may have about programming or their child's interaction within the classroom. A log of telephone calls returned or answered from a parent is kept in each room.

Any ongoing problems can be discussed at a monthly staff meeting. Any results of this communication will be relayed to parents by their child's teacher.

Parents are greeted every day at drop off and pick up by teachers. One teacher will be at the door and that is a quick opportunity for questions or information to be exchanged.

### **Kinderschool involves local community partners and allow those partners to support the children, their families and staff.**

Kinderschool invites community partners to share presentations that support the children in learning about what they do to contribute to the community. We have a Library reader who shares stories and talks about the Library. We have our local Fire Department talk about fire safety and show children the truck and the equipment. We have a dental team that comes in to talk about oral hygiene.

If a community group is interested in making a presentation we ask them to send an email or flyer detailing the nature of their presentation and we book a time if we feel the presentation would be appropriate.

### **Kinderschool supports staff or others who interact with the children at Kinderschool in relation to continuous professional learning.**

Kinderschool sends staff members to York Region Learning workshops and staff are encouraged to share their experience at monthly staff meetings. Staff has been given the links to all the resources available at the Child Care Licensing Site. The printed document “How Does Learning Happen” is available on premise and is available to all staff members.

All staff is required to a have a basic understanding of Adlerian principles by taking Kinderschool’s 8 week Children the Challenge Course. Further training is available at the NASAP annual conference for professional development.

Kinderschool will reimburse for further education, either early childhood education courses or continuous learning courses on an individual basis in consultation with the school’s Director.

### **Kinderschool documents and reviews the impact of the strategies set out in the Programme Statement on the children and their families.**

Parents are invited to call teachers at school or at their homes any time they have a concern or would like an update on their child. A telephone log is kept of all parent phone interactions. Twice a year teachers make calls to parents to review their child’s continued development and answer any questions. Love notes are sent home monthly and they document positive interactions of children with their peers and current interests and strengths. A monthly staff meeting allows teachers to review current practices and suggest improvements or changes. Teachers are required to start their shift at least 15 minutes before the children arrive so that co-workers have an opportunity to review and plan programming and the results in their own classrooms. Once a month the teachers of each room hold a programme planning meeting in order to create their programme sheets for the following 4 weeks.

### **Kinderschool requires all staff, current or new, and volunteers to review the programme statement prior to interacting with children and at any time when the programme statement is modified.**

At the beginning of each school year the Programme Statement and the implementation policy will be reviewed by the school’s supervisor with all staff who will sign and date an annual review form. If the Programme Statement is modified the Supervisor will go over the changes at the next staff meeting and another review form will be signed and dated by all staff. Kinderschool does not accept students or volunteers. Any new teacher will be required to do a review of the Programme Statement and the Implementation policy prior to interacting with children. This review will be documented in their individual staff file.

**RECEIPTS** — are mailed or emailed every February for fees paid to Kinderschool that have cleared our bank during the previous calendar year. Parents may request a receipt for any payment at any time. The February receipt is an “Official Tax Receipt” (for income tax purposes). If misplaced a duplicate receipt can be issued on request for a fee of \$25.00.

**REFUND POLICY** — Vacation and illness will NOT be refunded. After 4 weeks written notice of withdrawal from a programme any fees paid for time remaining will be refunded by cheque. Any post dated cheques still on file will be returned. Refunds will be not be issued if your child’s last day falls after May 1<sup>st</sup>.

**SANITIZATION** of toys, play and eating surfaces is done daily. Hands are washed before any meal or snack at the clean up sink and in the washrooms. Hand sanitizer is provided in the front hall as you come in and also in every classroom. Children are taught to sneeze into their elbow crease and to get their own tissue for use and disposal, and children receive on going training on proper hand hygiene as per our policy on hand hygiene practices. A weekly chart is posted in each classroom documenting the sanitization procedures as detailed in our Sanitation and Public Health Policy.

**SCHOOL CALENDAR** — each family receives a copy with their Welcome Package. Extra copies are available in the hallway outside of room 3 or can be viewed on our website.

**SERIOUS OCCURRENCE REPORTING** — all licensed child care operators are required to post a Serious Occurrence Notification Form on the premises within 24 hours of becoming aware of an occurrence or when the operator deems the occurrence to be serious as set out under the Ministry of Education Serious Occurrence guidelines. Reporting is done on line on the Child Care Licensing System. The form must be posted for 10 days in a conspicuous place in the centre, at or near an entrance commonly used by parents, preferably near the childcare license and licensing summary chart.

**SERVICES OFFERED** — Kinderschool offers a varied and flexible selection of days and times to suit your families needs. We have 3 classrooms serving children of different ages.

**Age Categories - Toddler (Room 1)** - age in Sept: 18 months to 30 months

Teacher/Student Ratio 1:5 (2 teachers to 10 students)

**Nursery (Room 2)** - age in Sept: 2 1/2 to 3 1/2 years

Teacher/Student Ratio 1:8 (2 teachers to 16 students)

**Preschool (Room 3 a.m.)** - age in Sept: 3 1/2 to 6 years

Teacher/Student Ratio 1:8 (2 teachers to 16 students)

**Kindergarten JK/SK (Room 3 p.m.)** - age in Sept: 4 to 6 years

HALF AND FULL DAY AVAILABLE Teacher/Student Ratio 1:13

# PROGRAMMES

## Mornings 9:00 - 11:30

(8:30 - 1:00 with added options of early drop off (8:30 - 9:00) and/or lunch (11:30 - 1:00))

Choose from	2 half days	M/W or T/Th
	3 half days	M/W/F or T/Th/F
	4 half days	M-Th
	5 half days	M-F

## Afternoons 1:00 - 3:30

(11:30 - 4:00 with added options of lunch (11:30 - 1:00) and/or after school (3:30 - 4:00))

Choose from	2 half days	M/W or T/Th
	3 half days	M/W/F or T/Th/F
	4 half days	M-Th
	5 half days	M-F

## Full Days 9:15 - 3:15

No added options. To Comply with the Ministry of Education (C.C.E.Y.A. act). “No child may be in attendance for 6 hours or more per day”.

Choose from	2 full days	M/W or T/Th
	3 full days	M/W/F or T/Th/F
	4 full days	M-Th
	5 full days	M-F

A registration fee of \$300 per family per year is required with registration for a secured space and is fully refundable with notification of withdrawal until the end of July before the new school year starts. School fees are due in July.

**SNACK** is provided by the school and posted in a weekly chart outside your child’s room. All snacks will consist of 2 food groups as set out by the Canada Food Guide. Water is served with snack and is available to children at all times.

*“Thank you for respecting my body with growing food.”*



## **SNOW DAY POLICY**

In the case of inclement weather a decision for closure will be made by 7:00 a.m by listening to weather, accident and school reports of closings. In the event of a closure an email notification will be sent to all parents by 7:15 a.m. The safety and welfare of your children is our first priority. This closure applies to all programmes running on that day.

**THE SCHOOL'S ANSWERING MACHINE WILL BE CHANGED TO A CLOSURE MESSAGE BY 7:15 A.M. OF THE SAME DAY. PLEASE CALL IN TO LISTEN TO OUR MESSAGE IF YOU ARE UNSURE.**

**STAFF** - We have carefully chosen our trained staff for their warm and understanding attitude towards young children. Kinderschool staff are qualified, creative, motivated and enjoy work-sharing and child care. Each room has a teacher who is an R.E.C.E. qualified and registered with the college of Early Childhood Educators. We are licensed by the Ministry of Education. All staff are Adlerian trained with skills upgraded annually to ensure the latest childcare development advances are passed on to your children. An extremely low staff turnover rate ensures your family enjoys the same favourite teachers year after year. Amongst us we have over 200 years of combined teaching experience and we are mothers collectively to 18 children and 5 grandchildren!

**TOILET TRAINING** - There is no discrimination here towards people in diapers. Toilet training is left mostly up to the child. He or she is encouraged to visit the bathroom alone or with his/her friends and this frequently leads to the child wanting to try. If diapers are necessary, please send some to the school with your child to be kept at our change area.

*“For future security I need to learn **now** that my body and its functions belongs to me and that you have faith in my ability to be in charge of it.”*

**TOYS FROM HOME** – are discouraged. If your child wishes to bring a favourite belonging they will be required to choose if they would like to share during big toy time or if they would like to find a safe cubby to hold their treasure during class.

**TRANSPORTATION** – if needed may be arranged with Kid's Limo  
905-771-9678.

**TRIPS - Activities off the premises** – we arrange trips to places of interest throughout the year. Children may not leave the premises without a signed permission form from the parent. Please be sure to return your signed permission form located in your Welcome Package promptly at the beginning of the year. Parents will receive advance notice (including date and time) for any off premise trips. Notices will be posted specifying particulars prior to the event. Your child's regular teachers will supervise these trips.

**VOLUNTEER/STUDENT POLICY** - At this time Kinderschool does not accept volunteers or students. Supervision of children is done by qualified classroom teachers or supply staff only.

In the event of Kinderschool accepting volunteers or students Kinderschool will follow the Ministry of Education's requirement set out in subsection 11.1(1) under the CCEYA and as set out in our volunteer/student policy, that every volunteer or student at Kinderschool is supervised by an employee at all times and is not permitted to be alone with any child who receives care at Kinderschool.

## **WAIT LIST POLICY**

Kinderschool Adlerian Nursery maintains appropriate age categories, staff/student ratios and maximum group sizes in all rooms as per our licensing under the Ministry of Education Child Care and Early Years Act, 2014 (CCEYA).

If our classroom is full at the time a parent wishes to register their child that child will be put on a wait list in priority sequence by the date of which the request was filed. In order to document and file the request the child's registration must be completed and given to the office. Parents will be informed that when the space becomes available they will be required to pay the yearly \$300.00 registration in order to accept the placement.

Should a parent accept the space when it becomes available their \$300.00 registration fee will be recorded as paid and fees for the school year will be pro-rated from their child's start date. Parents will be provided with an invoice/statement detailing their child's charges for fees.

If a parent decides they no longer want the space when it becomes available they have the option either remain on the waiting list to wait for the next available space or remove their child. If they decide later to re-apply they will be added to the wait list in priority sequence with the new date.

Parents will be asked to notify the school by email if they wish to be removed from the wait list. When a space becomes available the office will call and email the parents of the child the space pertains to. Three days will be given for the parents to reply or the space will go to the next child. Parents can call the school or email a request at any time to check on the current wait list situation for their child. Parents will provided information on their child only as per our privacy policy.

## **WAYS TO VISIT**

**OPEN HOUSES** – are held 2 times a year on a Saturday. Drop in for a few minutes or stay for the entire event! **Let your child show you “their” classroom and introduce you to “their” friends and teachers.** You can also visit again in the Spring. Check your “School Calendar” included with your Welcome Package.

**SING A LONGS** – teachers will inform you if they will be hosting a sing a long where you can come and join your child for music. You will have advance notice through our newsletters. This normally happens in December and sometimes at the end of the year in June.

## **WAYS TO VISIT con't**

**BIRTHDAYS** – your child’s birthday is a special event for your child. Parents and family members are welcome to join us for a birthday snack provided by the school. Children look forward to their chance to choose a gift from the “birthday box”. Cameras are allowed. Please arrange your visit in advance with your child’s classroom teacher.

**OBSERVATION DAYS** – are held at the end of May to give families whose children are registered for the following school year an opportunity to attend a 20 minute session in the classroom the child will be attending in the fall.

## **WITHDRAWAL/DISCHARGE**

We require 4 full weeks written notice (email preferred) of withdrawal for any reason.

If you wish to withdraw your child for an extended vacation your child’s space can not be guaranteed without full fee payment during your absence to hold the placement. If, during the same school year, you discharge and re-register your child, a reinstatement fee of \$150.00 will apply, and prorated school fees due for the balance of the year will be calculated based on the Regular Fee Schedule.

Once a student withdraws the date of their discharge will be entered on their registration and a copy of their file will be retained in school records for that school year.

**YOGA -** is offered in individual classrooms by a qualified instructor once a week on either a Tuesday or a Wednesday, alternating with the music schedule.



# POINTS TO REMEMBER

## ENCOURAGEMENT: Building Your Child's Self-Esteem and Feelings of Worth

1. Encouragement is the process of focusing on your child's assets and strengths in order to build their self-confidence and feelings of worth.
2. Focus on what is positive about the child's actions/choices or the situation.
3. Accept your children as they are. Don't make your love and acceptance dependent on their behaviour.
4. Have faith in your children so they can come to believe in themselves.
5. Let your children know their worth. Recognize improvement and effort, not just accomplishments.
6. Respect your children. It will lay the foundation of their self-respect.
7. The most powerful forces in human relationships are expectations. We can influence a person's behaviour by changing our expectations of the person.
8. Lack of faith in children advocates an anticipation of failure.
9. Standards that are too high invite failure and discouragement.
10. Avoid encouraging competition between siblings.
11. Avoid using discouraging words and actions.
12. Avoid tacking qualifiers such as "but" to your words of encouragement. Don't "give" with one hand and "take away" with the other.
13. The sounds of encouragement are words that build a feeling of adequacy for the child, not us:
  - "You handled that job."
  - "You're capable."
  - "You're appreciated."
  - "You worked very hard on that."
  - "Do you feel that you're improving?"
14. Be generous with your children.