

PARENT HANDBOOK and BY-LAWS

BYE THE SEA NURSERY SCHOOL

The Bye the sea Nursery School Board of Directors and teachers would like to welcome your family to our facility. This Parent Handbook has been designed to provide you with information about our program and policies. Please read and retain this handbook for your reference.

PHILOSOPHY OF THE SCHOOL

The Board and teachers of Bye the Sea Nursery School believe that all children have great potential and love to learn. The nursery school believes in fostering active learning, multiculturalism, inclusion, creativity and independence. Parent involvement is actively encouraged. We strive to provide positive interaction between children, parents, teachers, the nursery school and the community.

MISSION STATEMENT

Bye the Sea Nursery School is a non-profit licensed preschool program with professionally trained teachers who are dedicated to providing quality and educational programming in a stimulating environment. Children are encouraged to make positive choices and to freely express their thoughts and ideas. Children are provided with the opportunity to enhance all aspects of their development including: social, emotional, health, language, fine and gross motor skills, cognitive and intellectual development. This is accomplished in a fun, positive, inclusive program with lots of time for play. We will strive to ensure your child is safe, happy and stimulated. The children will be provided with opportunities for meaningful play that is based upon the child's needs, interests, and abilities; opportunities that will build important foundations for future reading skills and other academic pursuits.

LICENSING

The nursery school has a capacity of 12 children per teacher, ages 2 years, 8 months – 5 years. The School is licensed semi-annually by the Licensing Officer from the Dept. of Community Services.

ADMISSIONS

Application shall be made on the official application and health questionnaire forms prior to the first day of school. These are available at the “Bye the Sea Nursery School”.

The “Bye the Sea Nursery School” Fair Care Policy should be read and signed prior to admittance.

Children attending the **MORNING CLASSES** will be admitted at 8:30 a.m. and **MUST** be picked up no later than 12:00 p.m.

If you choose to temporarily withdraw your child/ren from the program, (i.e; evacuations, extended illness) we are not obligated to hold their space. Regular fees must be paid to guarantee a child’s space. Written notice one month in advance is required to withdraw your child from the program.

PROGRAM

Daily educational activities include: circle time, games, finger-plays, songs, stories, and crafts that are centered around a bi-weekly theme topic. Outdoor play and field trips are also a part of the program.

The class size is 12 children to 1 teacher which is in accordance with the Department of Community Services Regulations.

FEES

Three classes per week: \$1100.00 annually (\$110.00/month) which can be paid on a monthly basis.

Two classes per week: \$900.00 annually (\$90.00/month) which can be paid on a monthly basis.

A society membership fee of \$7.50 is due upon enrollment and then at the beginning of each the calendar year (January).

All fees are due the first day of classes for each month.

A **late fee** of \$10.00 per day will be charged each time a child is not picked up by the appropriate time, as mentioned above.

Fees shall be amended on the recommendations of the Accountant and based upon current expenditures.

BEHAVIOUR POLICY

Please refer to the “Bye the Sea Nursery School” Fair Care Policy.

GENERAL REGULATIONS

Parents **MUST** escort children downstairs into the classroom. The teacher is not responsible for the children until they are inside the classroom.

Children’s outdoor clothing shall be removed by the parent upon arrival and all outdoor clothing should be placed in the child’s assigned locker.

All lockers shall be kept neat and tidy. Each child may keep their indoor footwear in their locker. All other items must be taken home daily.

Children cannot be picked up by anyone other than those named on the application form, unless authorized in writing or by a phone call from the parent(s) who have custody of the child.

Each child will be assigned a mailbox. All crafts, calendars and messages will be put in the child’s mail box. Please check it daily.

Parents should remain in the hallway until the children are dismissed.

Sick/Absent days: If your child is unable to attend nursery school please notify the nursery school at 634-4789 no later than 8:30 a.m. (Morning classes) and no later than 12:00 p.m. (Afternoon classes).

The nursery school is **CLOSED** on all school inservice days.

The nursery school will be **CLOSED** on storm days and all other school and all statutory holidays.

During the school year there are four holiday parties and a year end party. Each parent is requested to provide a snack for at least one party. Please sign the list on the bulletin board in the classroom to indicate for which party you will be able to provide a snack. All snacks must be in compliance with our food and nutrition policy.

An activity calendar will be issued monthly that includes the list of themes and special events for the month.

HEALTH

All children must have a completed health questionnaire prior to admission. Dates of immunization are to be reported as your child receives them.

A nutritional snack is served daily. Please see menu posted outside the classroom.

Children are expected to participate in all indoor and outdoor activities and if they can not participate fully, they should remain at home.

Children must not be brought to nursery school when they exhibit signs of any of the following: diarrhea, vomiting, fever, stomach cramps, listlessness, parasites (lice, pinworms), contagious rashes, severe cold symptoms, persistent cough, pink eye, rash with fever, or any other symptom of a condition that will impede a child's participation in the program.

If a child becomes ill while at school, parents will be contacted so arrangements can be made to have the child picked up as soon as possible.

If your child is diagnosed with a contagious condition, a medical note from your doctor stating that the child is not contagious may be required before the child can return to nursery school.

Protect your child from the sun's harmful rays. Please apply sunscreen before coming to nursery school (at least SPF 15). Please provide a hat labeled with your child's name.

FOOD AND NUTRITION POLICY

Nutrition/Menu: Bye the Sea Nursery School promotes healthy eating. Nutritional meals and snacks are served daily. The menu is based on the Canada food guide and approved by the Department of Health. The menu is posted throughout the centre and all meals and snacks are prepared by the cook who possesses a food handler's course.

1. Breastfeeding: Bye the Sea Nursery School welcomes mothers to breastfeed anywhere in our facility and we are able to provide a comfortable space for breastfeeding mothers.
2. Food and beverages purchased or donated to the Centre must be from an establishment permitted by the Department of Agriculture and comply with Food

and Beverage Criteria. The product must include a list of ingredients and any special preparation, storage or serving instructions are clearly labelled.

3. Teachers are responsive to children's cues around hunger and provide snacks and meals outside the regular schedule as required. As well, teachers encourage children to respond to hunger and feelings of fullness and children are not forced to finish food that has been served.

WHAT TO BRING

Keep your child's comfort in mind and provide simple clothing that they are able to manipulate themselves (no complicated fastenings). We use messy art materials. Please provide clothing that is washable. Please dress your child appropriately for the weather as the children will be enjoying our outdoor playground one day per week. Please label all clothing belonging to your child. This avoids confusion and loss. Please bring an extra change of clothing each day...accidents do happen. We do not keep extra clothing at the school. Indoor footwear is required. Toys from home are only permitted if there is a specified toy day on the monthly calendar.

PARENTAL INPUT

Parents are welcome to join our Board of Directors (as spaces are available) which meets quarterly and the annual general meeting. Please apply at the office.

Please feel free to bring any comments and/or concerns to the teacher's attention, or Administration.

All parents are encouraged to attend the Annual General Meeting and regularly scheduled parent meetings (Two weeks notice will be given as to date and time.)

Parent volunteers are necessary for field trips, fund raising and other special events. Without your support these events would not be possible.

INCLUSION POLICY

Bye the sea Nursery School accepts and welcomes children of all abilities. Our program supports of children who require additional support because of a physical, cognitive, social or emotional need. (Please note that the classrooms for preschoolers and school age

children are accessible by staircase only.) Children are encouraged and given support to participate in all aspects of the daily program and are grouped with peers of the same chronological age. Routine Based Plans are developed to facilitate the child's full participation in the daily program. Parents and other professionals are encouraged to be a part of the decision making process for the child.

LOCATION OF OFFICIAL DOCUMENTATION

As per regulation 44, (2): The Daycare Act, the Daycare Regulations, a copy of this handbook, our behaviour guidance policy, the parent committee members, the parent meeting minutes and all funding notifications and term and conditions are posted on the bulletin board in the Nursery School entrance.

Our Nursery School license, inspection report, food permit and fire alarm and sprinkler certificates are posted on the bulletin board in the Nursery School entrance.

Copies of our current menu are posted outside the classroom and in the Nursery School entrance. Daily program plans and routines are posted outside the classroom.