



inspiring minds

Preschool / Junior Kindergarten

Parent Handbook

Contact Information:

InspiringMindsJK@gmail.com

Angie - 403-815-9073 or Tracy - 403-389-6454

If you need to get a hold of us during class time, text is the best method. If it is not urgent, you can email us.

Tuition fees:

Tuition fees are charged yearly but can be broken into smaller payments up to monthly.

1 day per week - \$500 per year or \$50/month

2 days per week - \$1200 per year or \$120/month

3 days per week - \$1800 per year or \$180/month

4 days per week - \$2400 per year or \$240/month

5 days per week - \$3000 per year or \$300/month

Tuition fees can be paid by e-transfer to InspiringMindsJK@gmail.com, post-dated cheques or cash and are due on the 1st of each month if paying monthly. Tax receipts will be given out in January or February each year for the previous year.

Cancellation/ Withdrawal:

If you need to withdraw your child from the program, we require 30 days written notice. The registration fee is non-refundable and covers material used by your child throughout the year.

School Calendar:

We follow the Rocky View School Calendar with the exception of our start date, which is the day after Rocky View starts, and the end date, which is the Friday before Rocky View finishes. We are closed for all PD and holidays.

Snack:

Parents are responsible for sending a snack for their child each class. We recommend 3-4 healthy items. We follow the "pack it in, pack it out" philosophy; the wrappers and containers that are sent in your child's snack will come home in their lunch box so that you can recycle appropriately at home. A water bottle with a valve is also required in your child's backpack.

Volunteering:

Volunteering is optional at Inspiring Minds. Parents may come in as often or as little as they like. If you would like to volunteer, simply write your name on the calendar on the bulletin board by the door. Volunteers are not taken until Halloween in order to give us time to establish routines.

Outdoor footwear:

As the children play and sit on the floor, we kindly request that outdoor footwear (children and adults) be taken off in the entry way prior to entering the classroom.

Toys from home:

With the exception of Show and Share items, we ask that children keep all toys at home. We have many toys in the classroom to play with, and it is very difficult to find a toy from home that has gotten mixed up with our toys.

Late pick-up:

We do not charge for late pick-ups; however, we ask that you be respectful of the teachers' personal time and try to be prompt for pick-ups. We understand that the odd delay may happen, but please don't make a habit of it. The teachers have families too!

How we Meet the Developmental Needs of the Children:

As we have access to the turf, gymnasium and rooms in the building, we use these facilities to aid us in meeting the physical needs of the children. In the classroom, we will meet the intellectual needs of the children by teaching them calendar, numeracy concepts, alphabet awareness, colours and shapes through various hands-on activities. We will use theme-based activities as well as unstructured play to build on their creativity and social needs. To meet the children's emotional needs, we will create a warm and caring environment in our classroom where each child is appreciated and respected, and we will encourage them to grow socially, emotionally, physically and intellectually at their own pace.

Discipline Policy:

We understand that all children are unique and may require different types of discipline. Any child disciplinary action taken will be reasonable in the circumstances. In situations requiring discipline, the teacher will talk to the child one-to-one in a calm and understanding manner and explain the class rules and why that particular behaviour is not acceptable. If we find the behaviour is occurring frequently, we will meet with the parent of the child to discuss the behaviour and work together to manage the behaviour. In no circumstance will a teacher/worker/volunteer, with respect to a child in the program, inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation; deny or threaten to deny any basic necessity; or use or permit the use of any form of physical restraint, confinement or isolation.

At the beginning of the school year, the teachers will work with the children to develop the classroom rules. We believe that if the children are part of the process, they will take ownership of the rules and be more likely to follow them. The rules will be reviewed with the children during carpet time periodically, as well as when situations arise that require a reminder.

Accident or Illness:

In the case of an accident or illness while in the care of the teachers at Inspiring Minds, the teachers will attempt to contact the parents of the child by phoning the numbers which have been provided. In the event we cannot reach the parents, we will proceed to try to contact the emergency contact(s) which are listed on the child's registration form. We will continue to call until a contact has been reached. In the event that medical care is required, the teachers will immediately ensure that a child receives medical attention as necessary by calling 911 and then will contact the parents.

Potential Health Risk:

If a child is vomiting, has diarrhea, has a fever, or has a new or unexplained rash or cough; if he/she requires greater care and attention than can be provided without compromising the care of the other children in the program; or if the child has or displays any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises, the staff at Inspiring Minds will call the parent of the child to have the child picked up immediately. If the parent cannot arrange for immediate pick-up of the child, the child will be kept away from the other children and supervised by a staff member. The child must then be symptom free for at least 24 hours or have a physician's note in order to return to class.

Administration of Medicine:

Medication will only be administered to a child if the parent has given written consent. The medication must be in the original labelled container with all directions for administration on the label. Medication will be stored in a locked cupboard inaccessible to children, and medication that may be needed in an emergency must be stored in a place that is inaccessible to children. A medical record will be kept for the purpose of recording administration of medication and will document the date, time, name of medication, dose given, circumstances as to why the medication was administered, and will be signed by the teacher administering the medication. In an emergency situation where the administration of medication was necessary, it is the responsibility of the teachers to inform the parents of the child. This will also be documented in the medical record. Medication will only be administered to the labeled directions given.

Supervision Policy and Practices:

There are always two teachers supervising the children. The classroom is open and all views are unobstructed. Regular safety checks of the program premises and equipment are done, and hazards are removed. Children are never left unattended in the classroom and are always being monitored. We will listen closely to children, even those that are not directly in our line of sight. Staff will spread out in the room to allow for the supervision of the entire group. When leaving the program premises, children must hold onto a rope in order to ensure that children are all together and accounted for; one teacher leads the group and the other walks at the back of the group. Prior to leaving the classroom, a head count is done; upon entering the destination, another head count is done. Teachers monitor children's behaviour with the safety, development and well-being of all children in mind. Inappropriate or dangerous behaviour is immediately dealt with. During field trips, the portable records are taken, and attendance is taken at the beginning and end of the trip. We require written or verbal notification from parents if someone other than the parents will be picking up a child. When carrying out activities that may involve some risk (ie. playing outside, near water, near doorways), teachers will direct and closely monitor children. We will observe play and anticipate what may happen next in order to provide caregivers with the opportunity to assist children and intervene in the event of potential danger. Children's health will be monitored to identify early signs of fever, illness, or unusual behaviour. Teachers will watch and participate in children's play to ensure that children are playing in a safe manner.

In order to meet the children's developmental needs, older children are given more independence when toileting, getting dressed to go outside, getting out their snacks, and washing hands.