



Terwillegar Community Preschool

Parent Information Manual

Revised January 2022

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Philosophy

Our preschool is located within the Terwillegar Community Church building, and as such will uphold and support the beliefs and values held by the Church. This includes the core beliefs that the Bible is the Word of God, God is the creator of the World and everything in it, that human beings were created in His image, and that He sent His only son Jesus to Earth to die for our sins so that upon our death we can go to Heaven to live with Him. We believe that every person is uniquely created and deserves to be treated with dignity, respect, and love. Our goal is to show God's love to our students and their families through our love and care for them each and every day. Our program uses theme-based curriculum each month, focusing on learning through play and interactions with others (both students and staff), as well as with materials (toys, books, craft supplies).

Mission

We feel it is our responsibility to nurture our children in all areas: physical, mental, emotional, social, and spiritual. Throughout the year, our curriculum and resources will support all of these areas of development, including teaching Biblical principles and values.

We have a wide variety of books, toys, games, art supplies, and other materials which support each month's theme, as well as literacy awareness and numeracy concepts. Each month, we also work on various "character development" education.

Registration, Admission, Tuition

We employ the use of an online registration process (check website for upcoming dates and times) to take names and information of those interested in having their child(ren) attend Terwillegar Community Preschool. Once this information has been received, we will process applicants on a "first come-first served" basis. For any children who have completed our 3 year old program, they will be given priority registration for the following year's 4 year old program, followed by any younger siblings, and then siblings of a student who attended in a previous year. We will then open up our online process to those families who are new to our program. After the date of online registration, you will be notified via email within two weeks whether or not your child has a space in our program or whether they have been placed on our waiting list.

Once your registration has been confirmed, you will need to submit the registration fee to hold your child's spot in their offered class. You may choose to mail in a cheque for this amount or send an e-transfer to admin@tcpreschool.ca. We will accept either post dated cheques for the remainder of the school year on or before the first day of class, or require an e-transfer to be sent on the first of each subsequent month. There is a \$15 fee for any NSF cheque or any payment which has been received after the 15th of the month, and arrangements must be made before the end of the month to cover any outstanding fees. Please be aware that all children **must** have had their third birthday prior to the first day of class in order to attend. If your child will be turning three years old before Jan. 1st of the following year, you may wish to "hold their spot" by paying for each month's classes before they are able to begin attending. All children must also be out of diapers before starting preschool.

Hours of Operation

You may choose from any of the following class days and times:

3 YEAR OLD PROGRAM

Mondays and Wednesdays	12:15pm-2:15pm
Tuesdays and Thursdays	9:15am-11:15am
Tuesdays and Thursdays	12:15pm-2:15pm
Wednesdays and Fridays	9:15am-11:15am

4 YEAR OLD PROGRAM

Mondays and Wednesdays	12:00pm-2:30pm
Tuesdays and Thursdays	9:00am-11:30am
Tuesdays and Thursdays	12:00pm-2:30pm
Wednesdays and Fridays	9:00am-11:30am

Monday/Wednesday/Friday 9:00-11:30am

Mondays/Wednesday/Friday 12:15-2:45pm

We will follow the Edmonton Public School Board calendar for closures on all statutory holidays. A reminder of days when the preschool will **not** be open will be given to parents in September.

Daily Schedule

It is important for preschool aged children to have a sense of predictability in their daily routine. To meet this need, we will follow the below noted schedule:

3 YEAR OLD PROGRAM

45mins.	Play time - child's choice
5mins.	Clean up time
15mins.	Circle time- do calendar & weather chart, read story, sing, etc.
5mins.	Washroom time- use the toilet if needed, wash hands
20mins.	Snack time
15mins.	Movement time- play games, use gym equipment
15mins.	Craft time - group activity

4 YEAR OLD PROGRAM

45mins.	Play time - child's choice
5mins.	Clean up time
25mins.	Circle time - do calendar & weather chart, read story, sing, etc.
5mins.	Washroom time - use the toilet if needed, wash hands
20mins.	Snack time
25mins.	Movement time - play games, use gym equipment
25mins.	Craft time - group activity

Special Activities and Events

From time to time, including Christmas, Easter, and year end, we will stray from our regular schedule to participate in a special activity or event. This may include a guest speaker who comes in to share information with the children, a more detailed than usual craft, dress up day, watching a movie, or sharing a group snack.

Food and Clothing

Because of the widespread sensitivity to nut products for many children, we are a nut free facility. If you would like to bring in a special treat to celebrate your child's birthday, we ask that you let us know beforehand so we can discuss some good options. For each class you will also be asked to send with your child a small, healthy snack and a water bottle. (Glass containers are not recommended.)

Teachers are more than willing to help with clothing when assisting children in the washroom, however please try and dress your child in clothes that are relatively easy for them to manage on their own, in order to lessen time spent on this task. We do ask that you also keep a full change of clothing for your child in their backpack so that if there is an accident your child will not be left uncomfortable in wet or soiled apparel. Some days we will go outside for fresh air and exercise, so please ensure that your child always wears weather appropriate clothing.

Fire Drills and Emergency Evacuation

Every few months we will have a fire drill and practice safely leaving the building in case of emergency. This will be explained to the children ahead of time so as not to cause unnecessary anxiety. If there is ever a need to evacuate the building, we have a

designated meeting place - the fenced shed/garbage containers in the east parking lot - and will carry with us all emergency contact information, as well as any needed medications.

Supervision Policy and Practices

All children will be supervised in the washroom, with assistance given as necessary, however at no time will a staff member ever be behind closed doors when only one student is in the room. Furniture will be arranged so that the teacher is always able to view all areas in the room, ensuring that all students are engaged in meaningful play. At any time when the class leaves the building (such as for a neighbourhood walk) parent/emergency contact information will be taken along, as well as the daily student attendance list; which will be checked before leaving the building, as well as upon return to the classroom.

Illness or Accident

If your child becomes ill while at school, we will remove them from the rest of the class and make them comfortable until you are able to come and pick them up. We do ask that you keep all emergency contact numbers up to date, to ensure that we are always able to contact someone in a timely fashion, to lessen the exposure of germs to the rest of the students and staff. (At no time will they be left unsupervised.)

If your child is ever involved in an accident at school, medical attention will be given as quickly as possible, and if necessary, emergency services contacted. You will be notified as soon as your child has been given immediate attention.

Health Regulations

Due to the fact that our preschoolers play in close proximity to one another, and share all toys, books, and materials, it is important that we keep our facility as clean and “germ-free” as possible. For this reason, if your child is exhibiting any signs of illness, we ask that you keep them at home until they are free of symptoms for at least 24 hours. These may include fever, irritability, drowsiness, rash, sore throat, cough, runny nose, vomiting, or diarrhea. Please call the preschool prior to your child’s class if they will be absent that day.

Disciplinary Procedures

We will clearly and routinely state all classroom rules, and encourage our children to follow them at all times, however we do understand that this will not always be the case. Keeping in mind the safety and well being of all of our students, we will ask any child

that is having difficulty making good choices to sit down with a staff member in order to calm down and discuss the problem until an acceptable resolution is found for all concerned. At no time will a child ever be punished using physical force or restraint, and will never be left without supervision. In our experience, with proper guidance and role modeling, most of our children can follow expectations for good behaviour, while exploring how to “be” in a group setting and relationships with others. Most importantly, we feel that positive reinforcement and praise goes a long way in encouraging children to behave in an acceptable manner.

Withdrawal

If at any time you need to discontinue your child’s attendance in our program, we ask that you give us as much notice as possible. We are unable to give refunds for partial month’s attendance for any reason. If at any time we feel your child is not adapting well to the preschool setting, we may meet with you to discuss withdrawing them from our program, or putting them “on hold” for a time until they are developmentally ready to return to the program.

Parent-Teacher Communication

Each month we will post on each teacher’s bulletin board outside their classroom, a newsletter/calendar that will keep you up-to-date on what your child will be learning in the coming month, as well as noting special events or important dates of which you should be aware. It will let you know that month’s themes for learning, as well as any other information you need to know for that month.

We welcome any questions or concerns you may have, but just ask that you save anything of a private nature or requiring a lengthier discussion to AFTER the last child has left class, or preferably through email or telephone call, so that our teachers are not held up at the door when they are welcoming children in and getting class started.

We look forward to sharing with you this important time in the life of your child!

Preschool Contact Information

Address:

1751 Towne Center Blvd. NW

Edmonton, Alberta

T6R 3N9

Phone number: 780-430-8389

Director: Nicole Michaud

preschool@tcchurch.ca

Terwillegar Community Church

All of our families are welcome to attend Sunday Services, including Sunday School programs for children of all ages, and brunch which follows the service. If at any time you would like to speak with one of our Pastoral Staff, they would be more than happy to hear from you. The church phone number is: 780-430-8389