



Terwillegar Community Preschool
Parent Information Manual

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Philosophy

Our preschool curriculum will be taught from a Christian perspective. The main goal of our preschool is to teach the students about God and His love for them. We believe God created the world and everything in it - including our preschoolers! We believe He loves us so much that He sent His only son Jesus to die on a cross to take the punishment for our sins. It is this belief in God's forgiveness and love that allows us to spend eternity in Heaven.

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

Registration, Admission, Tuition

We will be employing the use of an online registration process 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. Within two weeks of receiving the online registration form, you will be notified via email whether or not your child has a space confirmed in our program.

Once your registration has been confirmed, you will have two weeks to mail or deliver (contact information on Page 7) your \$60 registration fee, the first month's tuition, and a completed Permissions Form (available for download at www.tcchurch.ca/preschool). Post dated cheques for the remainder of the school year will be required on or before the first day of class. The cost of our program is \$130 per month for the 3 year old program, and \$160 per month for the 4 year old program. There is a \$20 fee for any NSF cheque, 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 January 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 & Wednesdays	12:15-2:15pm
Tuesdays & Thursdays	9:15-11:15am
Tuesdays & Thursdays	12:15-2:15pm
Wednesdays & Fridays	9:15-11:15am

4 Year Old Program

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

We will follow the Edmonton Public School Board calendar, including closures on all statutory holidays. A reminder of days when the preschool will **not** be open will be sent home each month in a classroom calendar.

Daily Schedule

It is important for preschool aged children to have a sense of security and predictability in their daily routine. To meet this need, we will follow closely the below noted schedule (unless a special event will be occurring).

3 Year Old Program

5 mins.	Arrival time: greet the teacher/choose an activity
20 mins.	Free time: centre of child's choice
20 mins.	Circle time: sing songs, read stories, do calendar& weather chart, etc.
5 mins.	Washroom time: use the toilet if needed, wash hands
20 mins.	Snack time
5 mins.	Washroom time: use the toilet if needed, wash hands
20 mins.	Movement time: either in group room or outside
20 mins.	Centre time: assigned by teacher
5 mins.	Clean up time: get ready to say goodbye

4 Year Old Program

5 mins.	Arrival time: greet the teacher/choose an activity
20 mins.	Free time: centre of child's choice
35 mins.	Circle time: sing songs, read stories, do calendar& weather chart, etc.
5 mins.	Washroom time: use the toilet if needed, wash hands
20 mins.	Snack time
5 mins.	Washroom time: use the toilet if needed, wash hands
20 mins.	Movement time: either in group room or outside
35 mins.	Centre time: assigned by teacher
5 mins.	Clean up time: get ready to say goodbye

Dropping off/Picking up

On days when the preschool is in operation, the doors to the building will be open 15 minutes prior to class start time. Likewise, for safety reasons, the doors will be locked 15 minutes after class has begun. If you are arriving after this time, we ask that you enter through the main church entrance and check in with the church secretary. It is also important that you arrive on time for pick up, as children do not like to feel that they have been forgotten as they watch all of their peers depart. If you are going to be more than a couple of minutes late, please give us a quick call so that we can prepare your child for the delay. If someone other than a parent will be picking up your child from preschool, we do require a note or phone call on or before that day to inform us of the change. If it will regularly be someone else picking up your child, we will keep a record on file giving permission for that person only.

Special Activities and Events

From time to time 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 special snack. We will be celebrating Christmas, Easter, and Year End with special festivities, including parents and family members during these times.

Food and Clothing

You are asked to send a healthy snack with your child each day. Because of the widespread sensitivity to nut products for many children, we will be ***a nut free facility***. If you would like to bring in a special snack to celebrate your child's birthday, we ask that you let us know in advance so that we do not plan a snack for that day. (You can check with your child's teacher for some good ideas on what to send.)

As previously mentioned, teachers are more than willing to help with clothing when assisting children in the bathroom, 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 send a full change of clothing for your child each day 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

From time to time 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 will have a designated meeting place, and will carry with us all emergency contact information, as well as any needed medications.

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 (to lessen the exposure of germs to the rest of the students and staff; at no time will they be left unsupervised). 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.

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 while they have their “time out”. We feel that 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 program, we ask that you give us as much notice as possible, in order that we do not cash the following month’s cheque. We will be unable to give refunds for partial month’s attendance. 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 be sending out a newsletter keeping you up-to-date on what your child will be learning in the coming month, as well as a calendar 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 which day your child will have "show and share". There will also be a notice board outside your child's class letting you know any pertinent information.

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 note 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 this important time in the life of your child!

Contact Information

Nicole Michaud, TCP Director

preschool@tcchurch.ca

1751 Towne Center Blvd. NW, Edmonton, Alberta, T6R 3N9

780-430-8389

Terwillegar Community Church

All of our families are welcome to attend Sunday Services, including programs for all children, and hot 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.

Ken MacDonald, Senior Pastor

ken@tcchurch.ca

Norb Janke, Associate Pastor

norb@tcchurch.ca

Ann Kuehn, Discipleship Director

ann@tcchurch.ca

Cheryl Horn, Children's Ministry Director

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Jenie Matthew, Administrative Assistant

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Kara Markine, Administrative Assistant

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