

# Sheldon Coates Junior Kindergarten



## Parent Information Booklet

Sheldon Coates Junior Kindergarten believes that early childhood is a magnificent time of imagination and exploration. To foster and develop this special time in a child's life, we look forward to making connections with your child through imagination and exploration. Our program is targeted to children from 3 years old to 4 years old. The 3 year old program is offered Tuesday and Thursday mornings and the 4 year old program is offered Monday, Wednesday, and Friday mornings, as well as Tuesday, Wednesday and Thursday afternoons. All programs run in accordance with school holidays and closures.

### Our Philosophy

Sheldon Coates Junior Kindergarten strives to create a learning environment that is calm, welcoming, and is one that allows children to create and explore. Our programming encourages learning through play with a focus on the integration of fine arts, nature, rich oral language, and literacy experiences in an inclusive environment. The program aspires to help each child build a sense of curiosity and wonder for the world around them.

### The Child

Sheldon Coates Junior Kindergarten will ensure that the developmental needs of your child are met including their physical, social, intellectual, creative and emotional needs. These needs will be met through daily physical activity; modeling of appropriate and respectful behaviour; snack time conversation; opportunities for children to feel challenged and make decisions/choices; opportunities to be creative through painting, crafting, singing, dancing, fine motor activities, playdough, water play, sand play, and dramatic play; staff will always be respectful of your child's emotions and allow your child to feel safe to express themselves in our program. Children will be encouraged to be kind to their friends and teachers will model relationship building skills.

## Program

Sheldon Coates Junior Kindergarten staff will work to create an engaging and inspiring program for all the children. Each day the lead teacher will guide the class through the daily rhythm including circle time, art experiences, story time, and indoor and outdoor playtime. The staff will supervise the children, guide the children while playing and communicating with others, ensure that the children's needs are met, and ensure the children are safe. Staff will meet the staff/child ratio requirements at all times. One staff member for 8 children and an additional adult supervisor, once 7 children are present. All staff will meet appropriate child care certification requirements and will have current criminal record checks. All teachers will have current first aid certification.

## Our Neighbourhood

The Sheldon Coates Junior Kindergarten program feels it is valuable for children to learn about the community of Grande Cache. With that in mind, we will enjoy getting out and about to some local businesses and facilities for field trips and meeting with experts when they fit in with our project-based learning topics. Parents are welcomed to join us on these outings to help with the children. We will collaborate with Sheldon Coates Elementary School and will be included in any developmentally appropriate assemblies or school events.

## Your Role

Sheldon Coates Junior Kindergarten will encourage parental involvement. Parents will be invited to volunteer as guest readers, playdough makers, project-based learning experts, to share in seasonal celebrations, and to assist on field trips. All parent volunteers will require a current criminal record check, including a vulnerable sector check on file. Please sign up on the parent volunteer calendar for the dates you are available.

## What to bring?

Please send the following items with your child each day to ensure they are comfortable while they are at Junior Kindergarten .

- 🌐 Clean indoor shoes
- 🌐 Healthy snack and water bottle
- 🌐 Appropriate outdoor gear to play outside
- 🌐 Change of clothes

\*Please ensure that all of these items are clearly labelled with your child's first and last name.

\*\* Please refrain from sending toys from home as it can cause difficulties.

## Toilet Training

We ask that all children are potty-trained prior to entering Sheldon Coates Junior Kindergarten. Bathroom accidents are common in this developmental stage, and we ask that parents send an extra change of clothes with their child.

## Daily Schedule

Each day we will enjoy a balance of structured activities and open play.

### Morning Program:

8:30 -Children arrive/ Playtime begins  
9:05 - Clean up time  
9:10 - Movement Circle  
9:25 - Outdoor Play  
10:00 - Handwashing/Washroom Break  
10:05 - Snack Time  
10:20- Play through art/music/building/baking/etc  
11:00 - Story Time  
11:20- Goodbye Circle  
11:30 - Dismissal

### Afternoon Program:

12:00 -Children arrive/ Playtime begins  
12:35 - Clean up time  
12:40 - Movement Circle  
12:55 - Outdoor Play  
1:30 - Handwashing/Washroom Break  
1:35 - Snack Time  
1:50- Play through art/music/building/baking/etc  
2:30 - Story Time  
2:50- Goodbye Circle  
3:00 - Dismissal

## Our Policies

### Child Discipline Policy

We believe that Junior Kindergarten children deserve respect at all times and will always encourage children to express themselves in a respectful manner. We believe in natural consequences that are appropriate in the situation. The child discipline policy will be communicated to staff and children as developmentally appropriate. According to the Alberta child care licensing regulation, Sheldon Coates Junior Kindergarten will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation, or emotional deprivation; will not deny or threaten any basic necessity; and will not use or permit the use of any form of physical restraint, confinement or isolation. All disciplinary action will be reasonable in the circumstances.

### Off-site Activity and Emergency Evacuation Policy

Parents will be advised in advance of all planned off-site activities including the transportation and supervision arrangements with respect to the activity. Correspondence with parents will include the time of departure, time of return, destination, supervisor names, and the mode of transportation. All off-site activities will require written consent from the parents in order for the child to participate. All portable records will be carried with staff members on all off-site activities and during emergency evacuations.

### **Accident or Illness Policy**

In case of an accident or serious illness, parents will be notified immediately by telephone. Sheldon Coates Junior Kindergarten staff will seek immediate medical attention as necessary (ex: by calling an ambulance). The program will track and analyze all accidents to identify trends and issues. Accidents and incidents will be reported to Child Care Licensing (see the procedure as follows under incident reporting.)

### **Potential Health Risk Policy**

A child will be excluded from the program if they exhibit the following symptoms: Vomiting, fever, diarrhea, new or unexplained rash or cough, any symptoms requiring greater care than can be provided without compromising the care of other children in the program, or having or displaying any illness or symptoms that lead staff to believe the child poses a risk to other children.

Staff will take the child's temperature, check for rashes, observe vomiting or diarrhea or any other symptoms before determining the child is ill. Staff will document all ill children including the name of the child, date the child was observed to be ill, name of staff member who identified the illness, time the parent was contacted, name of staff member who contacted the parent, time the child was removed from the program and the date the child returned to the program.

Parents will be called and asked to arrange to immediately remove the child from the program. The child will be allowed to return once they are symptom free for 24 hours or a parent submits a doctor's note.

### **Administration of Medicine Policy**

Only medication prescribed by a physician, in the original labelled container, prescribed in the child's name according to labelled directions with the child's name, date, medication name, time and dosage to be given can be administered. Sheldon Coates Junior Kindergarten staff must complete a medication form with the first and last name of the child, name of the prescribed medication, dosage, time and date administered, and name of staff member on a medication record sheet. All medication will be stored in a locked box on a high shelf in the room. Any emergency medication (ex: epipen) will be stored in the original container with the child's name and prescription on it, in a place inaccessible to children in the classroom and will be carried in the field trip backpack on all outings. Administration of medication to a child can only occur where the written consent of the parent is obtained.

### **Health Care Policy**

Health care to a child will occur only under the following conditions:

- If the written consent of the child's parent has been obtained
- If the health care provided is in the nature of first aid.

### **Smoking Policy**

No person is to smoke on the program premises including the school grounds whenever childcare is being provided indoors or out.

### **Nutrition Policy**

Please send a healthy nut-free snack and a water bottle with your child each day. As per licensing, we are required to follow the Canada Food Guide for any food in our program. Please do not send junk food or candy with your child, as it will be sent home.

### **Payment Policy**

Sheldon Coates Junior Kindergarten requires your child to sign up for the duration of the program in order to maintain our rates. We will accept a monthly post-dated cheque or monthly email reminders will be set up to pay through the school cash online payment system. All payments are due the first day of each month.

### **Fee Schedule**

Monthly fees for the 3 year old program (2 days a week for 3 hours each day) are \$140. Monthly fees for the 4 year old program (3 days a week for 3 hours each day) are \$180. Please note that as we are a licensed facility, you may qualify for childcare depending on your eligibility and income. Apply online and find out today [www.childcaresubsidy.gov.ab.ca](http://www.childcaresubsidy.gov.ab.ca).

### **Questions or Concerns**

If you have any questions for us please do not hesitate to discuss in person, in an email or pre-arranged meeting time. We take your concerns to heart and work hard to ensure that we are meeting your child's needs in the best way possible.

# Sheldon Coates Junior Kindergarten

## Parent Declaration

I have read and understood the policies and procedures of Sheldon Coates Junior Kindergarten. I will use the information booklet as a guide in the future if I have any questions or concerns.

Print child's name: \_\_\_\_\_

Print parent's names: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Sheldon Coates Junior Kindergarten - Child Information Form

Child's Name: \_\_\_\_\_  
First Middle Last Nickname

Sex: Male  Female

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Child resides at: \_\_\_\_\_  
Child's Street Address and Box #

## Parent Information

Parent/Guardian: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Street Address: \_\_\_\_\_  
\_\_\_\_\_ Street Address: \_\_\_\_\_ Home Phone  
#: \_\_\_\_\_ Home Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Are you eligible for Subsidy? Yes  No

Child's Alberta Health Care #: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Doctor's Phone #: \_\_\_\_\_

Family Dentist: \_\_\_\_\_

Allergies/Health Concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Marital Status of Parents:

Married: \_\_\_\_\_ Common Law: \_\_\_\_\_ Single: \_\_\_\_\_ Divorced: \_\_\_\_\_ Separated: \_\_\_\_\_ Widowed: \_\_\_\_\_

Custody / Visiting / Guardianship Arrangements (please explain and provide copy of agreement):

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Child's Brother(s) and Sister(s):

Name: _____	Birth Date: _____	Sex: M / F
Name: _____	Birth Date: _____	Sex: M / F
Name: _____	Birth Date: _____	Sex: M / F
Name: _____	Birth Date: _____	Sex: M / F

Other people living in your household:

Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____

Please describe and comment on any illness your child has/had:

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Please describe any major injuries or surgery your child may have had:

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Is your child on any medications? Yes  No  If yes, please specify what the medication is, the reason the child is receiving it, and fill out a medication form:

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## Photo Permission

I, \_\_\_\_\_, hereby give permission for my child  
\_\_\_\_\_, to participate in the taking of photos. Photos of my child are  
for display purposes and/or publicity. This includes newspapers and digital use.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## Field Trip Permission

I, \_\_\_\_\_, hereby give permission for my child  
\_\_\_\_\_, to participate in Sheldon Coates Junior Kindergarten field trip programs. "Field  
trip programs," in this case, means leaving the school by foot to visit locations around town  
accompanied by program staff. For example: trips to the local park, swimming, hiking, outings to local  
businesses etc.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## Release of Information

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
DD / MM / YYYY

Address: \_\_\_\_\_  
\_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I \_\_\_\_\_ the parent/guardian  
Date Month Parent  
of \_\_\_\_\_, consent to the release and exchange of information for the  
purpose of individual support and developmentally appropriate program planning for my child, between  
Sheldon Coates Junior Kindergarten and the following agencies:

- \_\_\_ Sheldon Coates Elementary School
- \_\_\_ Grande Yellowhead Public School Division
- \_\_\_ Grande Cache Health Unit and Alberta Health Services

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Signature of Parent

Date

## **Payment Information**

Payment is due at the beginning of each month. One month's notice is required to discontinue use of the Sheldon Coates Junior Kindergarten.

All fees are collected online through the School Cash Online program.

### **Things to Consider:**

- Any days absent are non-refundable and non-transferable.
- You might qualify for funding from the Alberta Government. It's called Alberta Child Care Subsidy and you can apply online at [www.childcaresubsidy@gov.ab.ca](http://www.childcaresubsidy@gov.ab.ca). If you have questions about your application or subsidy, call the Alberta Government at: 1-877-644-9992. If you would like assistance applying for subsidy or inquiring about your subsidy, an Outreach Worker at Community Outreach Services can help. Call 780-852-2100.