



# PARENT HANDBOOK

REVISED MAY, 2014

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Welcome to the YNSC! We are a community based non-profit organization that provides a place for children to learn. We have been offering preschool children a high quality play-based education program for over 30 years! Our goal is to allow each individual child to have a positive first-school experience. We provide an accepting environment and consistent class time routines to ensure that your child is able to develop to their highest potential.

We offer a safe, healthy environment for your child, focusing on individuality and inclusion. Our teachers believe in making each child feel like a part of our school family while recognizing and encouraging each child's individuality. We strive to make not only your child feel welcome, but also your entire family. As a co-operative organization we encourage your family to become a part of your child's education experience.

Our school is operated by a volunteer Board of Directors. All board members are parents or caregivers of a child enrolled in the program. We ask that any of our parents feel free to volunteer for any open position on the board. We welcome the thoughts and opinions of all families enrolled in the YNSC program.

## THE IMPORTANCE OF LEARNING THROUGH PLAY

Children learn more than you can imagine through play! They are able to learn about themselves and how they relate to others and their surroundings. This is why we place a high importance on play-based learning.

Through supervised free-play time with their peers, your child will learn important skills necessary for success in school and in life. Some skills that are learned are how to regulate their behavior in a social setting, fine and gross motor skills, creativity, communication, and problem solving without the aid of an adult. Play that is guided by a teacher or other adult is also important. By becoming a co-player a teacher can extend and enrich the learning, without interrupting the flow and direction of the child's play.

We also provide children with structured learning opportunities. Circle time is a time for discussion, learning about the calendar, learning numbers, the alphabet, and phonics. Crafts are designed to help the children develop fine motor skills through the use activities involving tools such as scissors, stickers, and glue sticks.

## OUR TEACHERS

Our teachers have created a caring, safe, fun atmosphere which allows each child to be comfortable and confident with their learning experience. The focus is to educate the whole child; emotionally, intellectually, physically, socially, and creatively.

All teachers that are employed by the YNSC must have a minimum of a certificate or diploma from an accredited Early Childhood Education course, a teacher's certificate, or a combination of education requirements and experience as deemed acceptable by the Board. All employees of the YNSC also have up to date training in First Aid/CPR. Our teachers also participate in

additional training relating to the YNSC, such as accreditation for Jolly Phonics or any other course needed for the educational programming of the school.

Mrs. Lana Haider teaches the three year old program and is also the school administrator.

Mrs. Karly Wagner teaches the four year old program.

Miss. Kelly Boychuk teaches the four year old program.

## YNSC BOARD OF DIRECTORS

The Board is comprised of parents or caregivers of enrolled children who volunteer their time to the YNSC. The Board meets once a month to discuss the operation of the school. We encourage parents of the 3 year old children to volunteer for any two year term positions, with the second year to be served while your child attends the 4 year old program. This allows one year to get acquainted with the position before taking the lead role in that position the second year. A complete list of board positions is available on our registration form or on our website. If you are interested in becoming a member, please contact the YNSC at (306) 783-3533 or contact us through our website at [www.ynsc.ca](http://www.ynsc.ca).

The Board of Directors shall include the following positions: Chairperson, Vice-Chair, Treasurer, Assistant Treasurer, Registrar, Assistant Registrar, Fundraiser, Teacher/Board Liaison, Digital Media Coordinator, Secretary, and three Member at Large.

## SCHOOL HOURS OF OPERATION

### Monday – Thursday hours:

School opens at 9:10

3 year old morning class at 9:15 – 11:15

4 year old morning class at 9:15 – 11:45

School is closed for lunch

School opens at 12:25

3 year old afternoon class at 12:30 – 2:30

4 year old afternoon class at 12:30 – 3:00

School closes at 3:30

### Friday hours:

School opens at 9:10

3 year old class at 9:15 – 11:15

4 year old class at 9:15 – 11:45

School closes at 11:45

## ARRIVAL & DISMISSAL

You are responsible for the transportation of your child to and from class. We ask that you are on time for arrival and help your child, if necessary, to change shoes and remove outerwear. We also ask that you arrive a few minutes early for dismissal.

In the event of a field trip, you are responsible for transporting your child to the given location. Field trips are planned in advance and you will be provided with information on location and times for arrival and dismissal.

If, at any time, the parent of a child has made arrangements for another individual to pick up the child at the time of dismissal, the teachers must be informed ahead of time. You may also provide your child's teacher with a list of approved caregivers that the child can be released to at the end of class. The teacher must also be informed of any situation in which an individual is not allowed to have the child in their care, and how to handle the situation if the individual in question arrives at the school. This is to ensure the safety of your child.

## SCHOOL SCHEDULE

Our school year runs from September to early June each year.

The YNSC is closed for all statutory holidays. We also follow the same schedule for holidays as the Saskatchewan school system.

The YNSC uses a Theme Calendar, decided upon by the teachers and Board of Directors. Each week of the school year we have a different theme, allowing your child to learn about a variety of topics throughout the year. Our crafts and class discussions are based on the weekly theme and we encourage you to explore each topic with your child at home as well. The Theme Calendar is available on our website and will be posted at the school.

We also hold class parties for all of the holidays throughout the year. Some of these parties are just for the children, but for a few of them the parents and any other family are able to come into the school to celebrate with the children.

Our classes go on field trips throughout the year. Some of our past field trips include visits to the fire hall, the Western Development Museum, Gloria Hayden Centre, and the Yorkton Public Library. On these occasions arrival and dismissal are at the location of the field trip. Please note that class times are shorter for field trips. You will be provided with information about each field trip prior to the class.

## FEES

It is very important that our YNSC fees stay as low as possible. Our school is operated as a non-profit, and receives no funding from government sources. Our yearly fees are determined by our budgeted expenses for the upcoming year, and matched accordingly.

There is a non-refundable fee due at the time of registration. This fee includes \$1 membership to the YNSC, a registration processing fee, and an insurance fee. If this is not included with the registration form, then the registration for that child will not be processed until the fee is paid.

The tuition fees are calculated by the Board and proposed to the membership for approval at the annual general meeting held in the fall prior to the start of school. Tuition can be paid with

**9 monthly cheques, two semi-annual cheques, one annual cheque, or paid in full if using cash.** Tuition fees must be submitted to the treasurer within the first two weeks of classes. If tuition is not paid in a reasonable amount of time you will receive a phone call or written notice. If tuition fees are still outstanding four weeks after the start of the school year, you may be asked to withdraw your child from the YNSC program.

Please be advised that all NSF cheques returned to the YNSC will be subject to a \$35 NSF fee, to be paid by the parent.

## FUNDRAISING

We rely on fundraising to keep our tuition fees as low as possible.

We will be running fundraisers throughout the school year. These have included both sales fundraisers and participation fundraisers. Some of the sales fundraisers in the past include our annual Co-op meat sale, Scentsy, Pampered Chef, school pictures, and school clothing. Some of our previous participation fundraisers include a barbecue, garlic cracking, rose cleaning, and decorating the mall at Christmas time. We also hold a raffle at our annual Christmas concert that has been very successful over the years.

We believe in supporting our YNSC parents, so if you have a home-based business available to help us fundraise please let us know. We would also like to hear about any ideas for fundraising events that you may have. Please note that all fundraising decisions are subject to Board approval.

We offer two options for fundraising:

1. Submit a cheque at the beginning of the year post-dated for May 1 of the current school year. Your participation will then be recorded throughout the year. Parents who do not fulfill their fundraising goal will be offered a buy-out option for any outstanding fundraising dollars. If you do not submit a cheque for the buy-out by May 15 of the current school year, then your cheque on file will be cashed by the YNSC.
2. If you choose to opt out of fundraising then you can write a cheque to the YNSC dated for September 1 of the current school year. If you choose this option we will not track your fundraising as you are not expected to participate. This option is non-refundable. Please note that even if you opt out you will still receive information on any current fundraisers but do not have to participate.

All fundraising fee cheques must be submitted at the same time that tuition is paid. The amount of the fundraising fee will be calculated based on the budget for the school year and announced at the Annual General Meeting in the fall.

## BIRTHDAY PARTY RENTALS

We love to celebrate birthdays here at the YNSC! That is why we are offering any family currently enrolled in our program the chance to rent our school for a birthday party. The rental of our school is limited to the children who attend the program and their immediate family members only.

For a minimal charge, you will have access to a great space to host your party. We ask that no food be allowed in the carpeted areas of the school and any messes be cleaned up. We do require a damage deposit that will be refunded if the school is left clean and with no damages.

For more information contact us at (306) 783-3533 or talk to your child's teacher.

## SCHOOL SUPPLIES

Your child must bring the following supplies to school with them:

**A pair of inside shoes.** These can remain at the school at all times. In the event of an emergency or a fire drill, your child must have footwear on to go outside. It also helps keep our school clean to have shoes only to be worn indoors.

**Weather appropriate clothing.** Ski pants in the winter, rubber boots in the spring, and appropriate jackets and accessories are important. If the weather is nice, even if there is snow on the ground, we may be playing outside with the children.

**A backpack.** A regular size backpack that is easy for them to carry is essential for taking home crafts and any other special items from school.

**A change of clothes.** We recommend a full set of clothing (shirt, pants, socks, and underwear) to be kept in the child's backpack in case they need to change. Just remember paint is gooey, glue is sticky, and food is messy!

**A scrapbook.** The large scrapbooks, measuring 14" x 11", are the best to send for this item. Throughout the year craft projects are collected and put into these scrapbooks as a special keepsake for your child.

**A container of baby wipes or disinfectant wipes.** To help keep the school clean we ask that you send either baby wipes or disinfectant wipes. Especially during cold and flu seasons we can go through quite a few of these.

Please label all items brought to the school. This helps the teachers and parent helpers know which item belongs to which student.

Most of the supplies for our crafts are supplied by the school. However, you may be asked on occasion to send in an item for a craft.

## PARENT HELPERS

Parent helpers are vital to the program and necessary to make the program a success. We have two parent helpers for each class. A schedule will be posted for each class which will let you know when you will be the helper and if you are required to bring the snack or juice for that class.

Being a parent helper allows you to be interactive in your child's education. You will be required to help the teacher with craft and snack time, clean up the snack area when the children are done, and assist the children to the washroom or any other activities when needed. We encourage interaction with the children during play time and also invite you to participate in all of our songs and dances! Your child will benefit as well by being able to share their experience at school with you.

If you are unable to attend on your scheduled day, you are responsible for finding a suitable replacement. You can contact another parent of a child in the class and switch days. Or you can find a reliable substitute (grandparent or friend) to stay to help but you will be required to provide the snack or juice as scheduled.

If you are unable to provide a suitable replacement you must let the teacher know as soon as possible so that a substitute can be hired to fill your spot. You will be charged a \$20 fee, made payable to the YNSC, for hiring a substitute. This fee is to be submitted to the child's teacher in an envelope that clearly states your name, your child's name, the child's class, and the date that the substitute was hired to replace your shift.

In case of illness or other unplanned circumstances please phone your child's teacher at (306) 783-3533 to let them know as soon as possible. Even if your child does not attend on your scheduled day you are still required to provide the snack or juice as scheduled.

## LIMITED PARTICIPATION PARENTS

We understand that not all families can devote time to being parent helpers and attend classes. For this we have the option of being an LP parent. LP parents must pay an additional fee to cover the cost of hiring a substitute helper for their scheduled days.

Although LP parents do not stay for the class they are still responsible for providing the snack or juice as scheduled.

If you wish to become an LP substitute, please let the teachers or any board member know. The school may contact you to fill in for an LP parent if you are available.

## SPECIAL NEEDS POLICY

The YNSC strives to include children of all abilities in the program. Children with special education needs or disabilities are accepted into the program pending Board approval. Approval is based on our ability to provide the necessary assistance and facilities for the child. If you feel that your child will need special

assistance in the classroom please contact the school at (306) 783-3533, prior to the start of the school year, to discuss the child's needs with their teacher.

## YNSC ILLNESS POLICY

If your child is ill please do not send them to school. This includes, but is not limited to, signs of illness such as **vomit, diarrhea, fever, or a contagious cough**. If a child develops signs of illness during class time, the parents will be contacted immediately to pick up the child.

If a child is diagnosed with a communicable disease, such as chicken pox, influenza, or head lice, **they must remain out of the school until they have been fully treated**. The YNSC will also communicate concerns regarding potential exposure to the other student's parents.

This is for the safety of all of our students, teachers, and parents. If your child is ill then their immune system is low, making them susceptible to catching additional illness from others as well.

Please contact your teacher at (306)783-3533 if your child is ill and will not be attending class.

## SNACK POLICY

The snacks and juice are provided by the parents for each class. There is a parent helper schedule that rotates through all of the participating families. Please keep in mind that we are a **peanut free facility**.

We ask that all snacks provided are healthy as we feel that healthy bodies go hand in hand with healthy minds. Juice can be either boxes or a carton of a 100% juice product. If you choose to bring a carton of juice you must also provide disposable drinking glasses for the children.

Some snack ideas that our children enjoy are:

- Crackers
- Sausage
- Cheese or cheese strings
- Pretzels
- Yogurt or yogurt tubes
- Oatmeal cookies
- Granola bars
- Fresh fruit or vegetables cut to bite sized pieces
- Raisins
- Muffins

## ALLERGIES

Allergies can be very serious and life threatening. Your child's teacher will inform you of any known allergies within the class or school that you need to be aware of.

If your child has a life threatening allergy and carries an EpiPen then this medication must be either handed to the teacher directly or kept in a designated spot for quick access in the event of an emergency. You may also bring your child's snack and juice for them to each class. This will keep them safe and ensure that they do not accidentally eat something they cannot have. If there is an emergency situation, you will be contacted immediately.

Please keep in mind that sometimes an Epipen can malfunction and not deliver the medication to the child, or an additional dose must be administered before medical help arrives. Due to this fact, we require that children with severe allergies send **two Epipens** to the school. It is also important that these be replaced when they expire.

## OTHER MEDICATIONS

Any child requiring medications for a medical condition, such as an inhaler for asthma, must hand the medication to the teacher at the beginning of each class or store the medication in a designated spot for easy access in the event of an emergency situation. Any medical conditions that require medication or special treatment must be discussed with the child's teacher so they are aware of the condition should a situation arise where treatment is needed.

At no time is a child to come to the school with any over-the-counter or prescription medications unless needed in the case of an emergency situation. This is for the safety of all of the children in the school.

## POTTY TRAINING POLICY

Every child must be potty trained before they enter the school program. If accidents are still a problem, please send your child in disposable training pants, with a change available just in case. Any child bringing training pants to school must have a travel pack of baby wipes and a disposable diaper bag in their possessions as well.

If a potty accident does happen, one of the parent helpers will assist your child, unless otherwise indicated on your Potty Permission Form. If accidents occur repeatedly, you will be called to come and change the child. Please feel free to speak to your child's teacher if you have any additional concerns in this area.

## COMMUNICATIONS

Communication between the Board of Directors, teachers, and parents is vital to keep the YNSC operating successfully.

Our teachers are always available to discuss your child's progress with you. Inside the school are two bulletin boards and a white board used to communicate class information to the parents from the teachers. Please check these areas regularly so you don't miss out on important information.

Please provide the school with a current e-mail address. We will be sending out e-mails throughout the school year to inform you on upcoming events.

Our website will also have a secure log-in area for parents. Once you log into the website you will have access to information on classes, Parent Helper schedules, parent contact information, and monthly newsletters.

## PRIVACY & CONFIDENTIALITY

It is our intent to protect the privacy of children and their parents or caregivers. The YNSC collects some personal information from our member families for administrative purposes. This information is not shared with any outside sources without parental consent, unless required to do so by law. Parent contact phone numbers are provided within the school community through phone lists for each class. These lists are available in the school and in the secure log-in area of our website.

In the event of a communicable disease outbreak (lice, pink eye, chicken pox) the YNCS will communicate concerns regarding potential exposure to the other student's parents. The ill child shall remain anonymous within these communications.

## PERSONAL CONDUCT

All staff, students, and parents will conduct themselves in a safe, cooperative, and respectful manner. We must work and play safely to prevent ourselves and others from getting hurt. We must act cooperatively in problem solving by listening and talking to others in order to reach a solution. We must always act respectful to ourselves, others, our environment, equipment, and materials.

We have a ZERO TOLERANCE for bullying and harassment. If any staff member, child, parent, or Board member is subject to such behavior then the situation will be dealt with promptly. It may result in the offending family being asked to leave the YNSC program.

We understand that, at times, some children may display inappropriate behavior. These situations will be dealt with by the child's teacher at the time of occurrence. If a child's behavior is a frequent concern, a meeting will be called to discuss an appropriate course of action for correcting the behavior in question. This meeting will include the child's teacher, the parents, and the Teacher/Board liaison.

## EMERGENCY EVACUATION PROCEDURES

In the event of an emergency, such as fire, the children will be evacuated from the school in an orderly fashion. Each teacher is responsible for accounting for all children in their respective class. At no point will any child or adult be allowed to go back into the school unless it is safe to do so. Evacuation charts are located by each entrance door to the school.

We have two designated places of safety in case of evacuation. The muster point is at the northwest corner or the Yorkton Co-op Marketplace parking lot under the large free-standing signage. In cold weather, the children will walk to Robin's Donuts located just north of the school on Broadway Street.

## MAJOR OCCURENCES

Major occurrences include injury, accidents, and medical emergencies.

In any situation that a child is injured or suffers a medical emergency the child's parent will be contacted immediately. If the child has special medication, such as an EpiPen, this will be administered by the child's teacher. If emergency services are needed, they will be contacted by the teacher or a parent helper immediately. The child in question will remain with an adult until help arrives.

In the event of a medical emergency or injury of an adult they will be treated immediately in the same manner as a child. If the teacher or parent helper needs to leave the school then the children will remain at the school until the end of class time unless the parents are contacted to come to pick up their children early.

All of the teachers employed by the YNSC are certified in First Aid/CPR and will act accordingly in an emergency situation to aid a child or an adult.

## CONTACT INFORMATION

We are located on the north side of the Yorkton Co-op Marketplace building.

30 Argyle Street  
Yorkton, SK S3N 3H5

**Phone:** (306) 783-3533

**Website:** [www.ynsc.ca](http://www.ynsc.ca)

**Board of Director E-mail:** [admin@ynsc.ca](mailto:admin@ynsc.ca)

**Teacher E-mail:** [yorktonnurseryschool@gmail.com](mailto:yorktonnurseryschool@gmail.com)