



**Yorkton Nursery School Co-operative**

29 Smith Street East, Yorkton SK, S3N 0H3

(306) 783-3533

[yorktonnurseryschool@gmail.com](mailto:yorktonnurseryschool@gmail.com)

# Parent Handbook

Revised May 2020



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## TABLE OF CONTENTS

THE IMPORTANCE OF LEARNING THROUGH PLAY .....	2
OUR TEACHERS .....	2
BOARD OF DIRECTORS .....	3
SCHOOL HOURS OF OPERATION .....	3
ARRIVAL AND DISMISSAL .....	4
SCHOOL SCHEDULE .....	4
FEES AND FUNDRAISING .....	5
SCHOOL SUPPLIES .....	5
PARENT HELPERS .....	6
LIMITED PARTICIPATION PARENTS .....	7
SPECIAL NEEDS POLICY .....	7
ILLNESS POLICY.....	7
SNACK POLICY .....	8
ALLERGIES .....	8
OTHER MEDICATIONS .....	9
TOILETING POLICY.....	9
COMMUNICATIONS .....	9
PRIVACY AND CONFIDENTIALITY .....	10
PERSONAL CONDUCT .....	10
EMERGENCY EVACUATION PROCEDURES .....	10
MAJOR OCCURENCES.....	11
CONTACT INFORMATION.....	11



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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 40 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 atmosphere 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 comfortable, but also your entire family. As a co-operative organization we encourage your family to become a part of your child's education experience.

The school is operated by a volunteer Board of Directors. The majority of board members are parents of a student currently enrolled in our program. We ask that any of our parents feel free to volunteer for any open position on the Board of Directors. We welcome the thoughts and opinions of all families enrolled in the Yorkton Nursery School Co-operative.

### 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.

Our play-based program allows children to interact with and learn from their peers. 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 another 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 and learning about the calendar, numbers, letters, and phonics. Crafts are designed to help the children develop fine motor skills through the use of activities involving tools such as scissors, stickers, and glue sticks.

### OUR TEACHERS

We have some amazing people working at the Yorkton Nursery School Co-operative! Our teachers are responsible for every aspect of the class, from the weekly theme schedule to the



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daily activities for our students. 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 Yorkton Nursery School Co-operative 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 experiences as deemed acceptable by the Board of Directors. All employees of the Yorkton Nursery School Co-operative also have up to date training in CPR/First Aid. Our teachers regularly participate in additional training, such as accreditation for Jolly Phonics or any other professional development that is beneficial for the programming of the school.

### BOARD OF DIRECTORS

The Yorkton Nursery School Co-operative requires the help and cooperation of all our parents to continue the successful operation of our program. The board depends on active parent participation. The Board of Directors holds regular monthly meetings. 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 their 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. The Board of Directors includes the following positions: Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer, Fundraising Coordinator, Fundraising Assistant, Media Director, Teacher Liaison, Historian, and Member at Large.

If you want to share valuable input and aid in the success of the school, please consider joining. You can reach us at (306) 783-3533 or [yorktonnurseryschool@gmail.com](mailto:yorktonnurseryschool@gmail.com).

### SCHOOL HOURS OF OPERATION

#### Monday to Thursday Hours:

School opens at 9:10am

3-year-old morning class runs from 9:15am to 11:15am

4-year-old morning class runs from 9:15am to 11:45am

School is closed for lunch

School opens at 12:25pm

3-year-old afternoon class runs from 12:30pm to 2:30pm



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4-year-old afternoon class runs from 12:30pm to 3:00pm

School closes at 3:30pm

### Friday Hours:

School opens at 9:10am

3-year-old class runs from 9:15am to 11:15am

4-year-old class runs from 9:15am to 11:45am

School closes at 11:45am

## ARRIVAL AND DISMISSAL

Please arrive on time to class so that your little one doesn't miss any of the fun! The main (exterior) school door will unlock 5 minutes prior to the start of class. The teachers will greet you and your child upon arrival, making drop off quick and easy. As well, please arrive a few minutes early to pick up your child. The main (exterior) school door will unlock right at the time of dismissal. Your child will be dressed and ready to go when you arrive.

You are responsible for your child's transportation to and from the school. Students must be accompanied into the school and their arrival acknowledged by the teacher. If someone other than the parent is picking up their child, the teacher must be notified. You may also provide the teacher with a list of approved caregivers that your child can be released to at the end of class. The teacher will require formal, written documentation should there be an individual that is not allowed to have your 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.

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

## SCHOOL SCHEDULE

The Yorkton Nursery School Co-operative's school year runs from September to early June each year.

We follow the same school day calendar as Yorkton's school division, including inservice days.

A Theme Calendar is used and decided upon by the teachers. Each week of the school year at the Yorkton Nursery School Co-operative has a different theme. This gives us a chance to learn



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about a variety of topics with the children and it keeps the children excited about school. Each week the stories, crafts, and class discussions are based on the current theme. We encourage you to explore and discuss the current theme with your child. Your child may be able to go to class and teach their teacher something new! The Theme Calendar is posted at the school.

We hold class parties for a number of holidays throughout the school year. Some of these parties are just for our students, but some are open to parents and any other family members who are able to come and celebrate with us. Communication about this will be provided by your child's teacher.

Our classes go on field trips over the course of the school year. Some of our past trips include visits to the Yorkton Fire Protective Services Fire Hall, Yorkton Public Library, Gloria Hayden Centre, and the Western Development Museum. 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 AND FUNDRAISING

It is very important that our fees stay as low as possible. The 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 school year. The tuition fees are set by the Board of Directors each spring and approved at the Annual General Meeting held in August. Tuition can be paid by monthly pre-authorized withdrawals or paid in full by cash, cheque, or e-transfer. Tuition fees must be submitted to the treasurer at the Annual General Meeting.

We also require a fundraising fee, which is to be paid at the Annual General Meeting as well. Many opportunities to fundraise are provided throughout the school year. Participation in fundraising is tracked for each student, and the balance raised will be reimbursed to parents at the end of the school year (up to a set maximum amount). You may choose to opt out of fundraising; should you choose this option, please be aware that your fundraising fee will be non-refundable. All fundraising fees must be submitted at the same time 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 August.

### SCHOOL SUPPLIES

Your child will need the following supplies:



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**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 to go outside. It also helps keep the school clean to have shoes that are only worn indoors.

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

**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) be kept in your child's backpack in case they need to change. Just remember paint is goeey, glue is sticky, and food is messy!

**A scrapbook.** Please send a scrapbook measuring 11 x 14 inches. Throughout the school year craft projects are collected and put into these scrapbooks as a special keepsake for your child (and you!).

Additional items might be added to this list and requested by your child's teacher.

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

## PARENT HELPERS

Parent helpers are a vital part of our program and we need your help to make it a success.

Being a parent helper means that each parent can be involved in the education of their child. You will be required to help the teacher with craft and snack time, clean up after the snack, assisting students to the washroom, and general cleaning duties. We encourage interaction with the students during play time and also invite you to participate in all our songs and dances. Your child will benefit being able to share their school experiences with you!

Schedules will be made and posted half a year at a time. If you are unable to attend on your scheduled day, you are responsible for finding a suitable replacement and ensuring that juice and snack are provided. You may contact another parent in your child's class to trade shifts, or have a grandparent or friend come in on your behalf.

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 substitution fee and this fee is to be submitted to your child's teacher in an envelope that clearly states your



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name, your child's name, your child's class, and the date that the substitute was hired to replace you.

In case of illness or another unplanned circumstance, please phone your child's teacher at (306)783-3533.

### LIMITED PARTICIPATION PARENTS

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

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

If you wish to be an LP parent please let your child's teacher know.

### SPECIAL NEEDS POLICY

The Yorkton Nursery School Co-operative strives to include children of all abilities in our program. Children with special education needs or disabilities are accepted into our 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 your child's needs with their teacher.

### 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 **vomiting, diarrhea, fever, or a contagious cough**. If a child develops signs of illness during class time, the parent will be contacted immediately to pick up their child. Your child is to remain at home for a minimum of 24 hours after exhibiting symptoms.

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 Yorkton Nursery School Co-operative will also communicate concerns regarding potential exposure to the other student's parents. This is for the safety of our students, teachers, and parents. Please contact your child's teacher at (306)783-3533 if they are ill and will not be attending class.





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### SNACK POLICY

Juice and snack are provided by the parents of each class. There is a parent helper scheduled on a rotating basis by all registered families. Please keep in mind that we are a **peanut free facility**.

We ask that all snacks provided be 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 cups for the students.

Some snack ideas that our students enjoy include:

- Crackers
- Sausage
- Cheese or cheese strings
- Pretzels
- Yogurt or yogurt tubes
- Oatmeal cookies
- Granola bars
- Fresh fruit and vegetables (cut into 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 must also bring your child's juice and snack for them to every 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. For this reason, we require children with severe allergies send **two EpiPens** to the school. It is also important that they be replaced when they expire.



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### OTHER MEDICATIONS

For children requiring medications for a medical condition, such as an inhaler for asthma, their parent 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. Any medical conditions that require medication or special treatment must be discussed with your child's teacher so they are aware of the condition should a situation arise where treatment is needed. Clear written instructions on how and when to administer the medication, accompanied by a parent signature, must also be provided.

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

### TOILETING POLICY

We encourage parents to have their child use the bathroom before class. While at school, students may use the bathroom at any time. We encourage our students to be self-sufficient in all areas of toileting and encourage parents to reinforce their independence. If assistance is required, your child will be accompanied by the parent helper, who will wait outside the unlocked bathroom door to assist your child as needed.

**We require ALL students to be fully toilet trained.**

Accidents: If a bathroom accident happens the parent helper will change your child's clothing and help clean them in the bathroom. If this arrangement is unsatisfactory for the parent, they will be notified and may make arrangements to come to the school and clean their child themselves.

### COMMUNICATIONS

Open communication between the parents and the school is vital to the success of our program. Parents have a chance to receive feedback about their child from the teacher at the end of each class. We also maintain regular communication through our website, newsletters, the Remind app, our Facebook and Instagram pages, and a bulletin board inside the school. Please check these areas regularly so you do not miss out on important information. We also encourage parents to provide input, feedback, and comments by contacting their child's teacher or a board member.



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### PRIVACY AND CONFIDENTIALITY

It is our intent to protect the privacy of each child and their parents. The Yorkton Nursery School Co-operative collects some personal information from our 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 individual class lists. This is so parents may be in contact with each other should they need to a replacement parent helper.

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

### PERSONAL CONDUCT

Teachers, board members, 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 ZERO TOLERANCE for bullying and harassment. If any teacher, board member, student, or parent is subject to such behavior the situation will be dealt with immediately. It may result in the offending family being asked to leave the Yorkton Nursery School Co-operative program.

We understand that, at times, some students 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. This meeting will include the child's teacher, parent, and the Board of Director's Teacher Liaison.

### EMERGENCY EVACUATION PROCEDURES

In the event of an emergency, such as a fire, the students 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 just across the street (west) from the school on the lawn in front of the Yorkton Fire Protective Services



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Fire Hall (9 Smith Street East). In cold weather, the teachers and students will walk to the Yorkton Fire Protective Services Fire Hall (9 Smith Street East) and go inside to their lobby area.

### 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 teacher. If emergency services are needed, they will be contacted by the teacher or parent helper immediately. The child in question will remain with an adult until help arrives.

In the event of a medical emergency of an adult they will be treated immediately and in the same manner as the children. If the teacher or parent helper needs to leave the school then the students will remain at the school, with the second teacher and parent helpers, until the end of class. This procedure would only change should there not be adequate adult supervision. In this case the parents will be contacted to come to pick up their children immediately.

All teachers employed by the Yorkton Nursery School Co-operative have up to date training in First Aid/CPR and will act accordingly in an emergency situation.

### CONTACT INFORMATION

We are located in the St. Andrew's building.

29 Smith Street East

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

**Email:** [yorktonnurseryschool@gmail.com](mailto:yorktonnurseryschool@gmail.com)

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