

**Come Play and Learn  
with us!**



**We focus on the development of  
the whole child!**

**Early Discoveries  
Parent Handbook**



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There is also a contact email on our website:

[www.earlydiscoveries.ca](http://www.earlydiscoveries.ca)

Check us out on Facebook and Instagram!

**LOCATIONS**

Here is a list of all our locations, including classroom phone numbers.

**Hawkwood**

100 Hawkwood Blvd. NW  
St. Thomas United Church  
403-239-6565

**Kincora**

38 Kincora Rise NW  
Symons Valley United Church  
403-239-0444

**Parkdale**

2919 – 8<sup>th</sup> Avenue NW  
Parkdale United Church  
403-233-0848

**Thornccliffe**

6311 Norfolk Drive NW  
Good Shepherd Church  
403-731-0022

**Redstone**

5 Redstone Heights NE  
House of Praise Church  
403-453-8444

## **PROGRAMS AVAILABLE**

### **2-YEAR-OLD PROGRAM: "WILBURY GANG"** (Mom and Tot: Child must be 2)

*EDNS has specially designed this program for the 2-3-year-olds who are too young for a regular preschool program or for the child that may have a problem with separation anxiety. A world of visual and performing art, plus one of education and entertainment, is presented in a relaxed and fun atmosphere. The program will introduce children to school routines with Mom or Dad present and participating alongside for encouragement and support. What a great way to have your child ready to start the 3-year-old program and for you to get to know Early Discoveries!*

### **STEPPING STONES:** (2 1/2 year olds; class size 12)

Stepping Stones is designed for children who are ready for an unparented program but who are not yet old enough to join preschool. The program runs September to June and the classes run 2 mornings a week (Mon & Wed) at our Thornccliffe location. It is a good "step" before the 3-year-old program!

### **3-YEAR-OLD PROGRAM:**(Must be 3 by Dec.31 to join a 3-year-old class; class size maximum 18)

*This program will reinforce colours, numbers, shapes, words, speech, and ideas. Children will be encouraged to learn through play to reach their full potential socially, intellectually, physically, and emotionally. Class discussions will be encouraged while the use of themes will help to foster excitement and interest. What a great introduction for your child to see what school is all about!*

### **4-YEAR-OLD PROGRAM:**(Must be 4 by Dec.31 in order to join a 4 year old class; class size maximum 20)

This program is built around a junior Kindergarten setting and will emphasize reading and math readiness skills. Children are stimulated to express their thoughts and feelings while all avenues to learning are explored. Each child is encouraged to feel good about themselves and their own abilities. "Handwriting Without Tears" will be presented in a fun manner. We endeavor to give your child a good introduction to themes and ideas which will be reinforced in their Kindergarten and Grade One classes.

### **5-YEAR-OLD PROGRAM:** (Must be 5 years old by Dec. 31 to join Kindergarten; class size maximum 20)

*This program follows the Alberta Learning Kindergarten Statement. It is a government approved and funded program with an Alberta certified teacher. A registration fee and an all-inclusive activity fee will be charged. Children will be encouraged to develop self worth and independence. A strong concentration will be placed on individual development of each child with emphasis placed on language arts, math, science, and fine arts. Decision making skills will be developed and communication skills will be enhanced through opportunities to speak effectively in class. Learning centers, special activities, in class and out of class experiences will enhance this educational 5-year-old program.*

## **DAILY ROUTINE**

Each teacher may vary the routine; however, most of them basically follow this format.

- Children arrive, hang up bags, get settled in
- Circle time – attendance, calendar, weather, discussion on themes/craft
- Craft time (practice of fine motor skills and following directions)
- Centre time
- Clean up
- Gym/music/dance
- Snack time
- Story/games/music/show and tell
- Prepare for home

## **FIELD TRIPS**

*Three-year-old classes usually have visitors into the classroom. They may go on a field trip or two, but not until after Christmas. The four-year olds still have classroom visitors and may go on a few field trips. Kindergarten students go on a variety of field trips. Your child's teacher will ask for parent volunteers. Keep in mind – when volunteering, it is best **not** to bring siblings as you are in charge of a group of children. Please note that parents may be required to drive their own child to field trip destinations.*

## **SNACKS**

Snacks are to be **nut free and chocolate free**. Choking hazards such as grapes **must** be cut in half. **Cherries are not permitted due to potential choking possibilities**. If you bring a snack for the class, **you must include a list of ingredients**. **Due to nut allergies, we do not allow cakes, cupcakes, or other baked goods for birthday treats**. Ask the teacher for other suggestions. **SNACKS MAY BE SENT HOME UNOPENED DUE TO ALLERGIES AND/OR CHOKING HAZARDS**. The discretion is left to the classroom staff. We do have substitute snacks for these occasions.

## **PHOTOS**

*We have professional photographers come into our classrooms in January or February. They will take individual colour photos as well as classroom photos. Your child's teacher may take photos in the class and on field trips throughout the year. If for some reason you do not want your child's photo taken, please inform the teacher **in writing**.*

## **POTTY TRAINING**

If your child is not yet potty trained, they can join our preschool. We like to maintain the teacher/child relationship. So, if they do soil themselves, a parent/caregiver/emergency contact person will be called to come and change your child. If a child soils himself on a regular basis, we will recommend that they withdraw from our preschool and try again at a later date.

## **RECEIPTS**

*Receipts are issued in January/February of the school year. They are only issued if your account is in good standing. Your receipt will be emailed to you.*

## **PARENT VOLUNTEERS**

Our classrooms typically have a teacher and a teacher aide. We do **not** ask for parent volunteers on an ongoing basis. For field trips or special classroom events, the teacher may ask for volunteers to help out.

## **REGISTRATION**

We hold our registration in December and January. Pre-registration is open to all parents of children currently enrolled in one of our programs. As well, parents of former students are eligible for pre-registration on a specific date. We have an open registration in January for new families. **Dates will be posted on our website and at all the schools well ahead of registration. All registration is now online!**

**For payments, we offer EFT transactions (automatic withdrawal from your bank account). The registration fee and June's fee are to be paid at registration. The remainder of the fees are collected/withdrawn September to May. Our tuition fees are set for the school year. We then divide the tuition into 10 equal payments. So, regardless if a month is long or short, the monthly payment is the same.**

## **CANCELLATION POLICY**

***We require one month's notice if you wish to withdraw your child. Otherwise, you will forfeit one month's payment. There are NO REFUNDS after May 1<sup>st</sup> of the current school year. Please note the registration fee is non-refundable.***

## **LATE FEES**

We realize that traffic and/or weather can delay you in picking up your child. However, in the past, some parents have been continuously late, which is an inconvenience to the staff members who need to pick up their own children. Remember, the staff has to travel in the same weather/traffic as you do.

We now charge families a late fee. The late fee will be charged each time you are late, and the amount will be determined by how late you are. Teachers will be keeping track and will let us know if any additional fees are needed from you. Again, we do know traffic and weather can affect pick up times. Please plan to leave earlier to accommodate these issues. Being late should not be happening on an on-going basis. As well, parents who have a child in our Early Discoveries Kindergarten are still expected to pick up their younger siblings on time. Thank you for your cooperation in this matter.

## **LICENSING**

***All our preschools are licensed by the government of Alberta. As such, they determine the capacity of our classes. We cannot have children attending on days they are not registered as we may exceed our allotted numbers. Therefore, we do not offer make-up classes. Having said this, your classroom teacher will occasionally invite all children to attend the class on special occasions. She would provide the extra supervision required.***

## **MISCELLANEOUS ITEMS**

- In September, children receive a school bag. They will need a snack container.
- Please take your child to the washroom prior to the start of each class.
- Provide non-marking indoor shoes when the weather is rainy and/or snowy.
- Please be punctual when you drop off and pick up your child. If someone other than yourself will be picking up your child, please notify the teacher.
- If you are going to be away for more than a month, please contact the office.
- We follow the Public School calendar for all statutory holidays. A copy of our calendar can be found on our website.
- We also follow the Public School Board in terms of possible school closures due to weather.

## Child Guidance Policy

The overall view of child guidance at Early Discoveries is to establish clear, consistent, and simple limits that the children can follow with straight forward explanations for these limits. In doing so, we will be using guidelines that are prevention-oriented so desirable behaviour will be encouraged in a positive class atmosphere. A child must be made to feel proud of their abilities and to feel they are worthy of being communicated with. A positive comment to a well-behaved student will inevitably bring the focus on the behaviour rather than the child's character and will offer positive guidance for learning.

When there is not a choice for differing behaviour, we will make a clear statement of what is expected of each child such as when we sing "Time to put the toys away...." The children will be given sufficient time to respond to our expectations and will receive warning when transitioning to another class activity, such as "Five more minutes until clean up". Positive reinforcement will be used to reward appropriate behaviour and the focus will be on the behaviour rather than on the child. "Our room looks great after everyone worked so hard to clean up.", for example.

There will be times when minor incidents will be tolerated as long as children are not infringing on the rights of others. Often these occurrences are attention-seeking devices and are better left presumed unnoticed. We will be available for guidance, protection and a helping hand when needed. Children will be encouraged to perform tasks, appropriate to their age group, with support and understanding from staff. By circulating throughout the classroom, a staff member will be able to step in and prevent problems before they occur.

The preceding strategies will help create a positive climate. There may still be incidents of inappropriate behaviour. In these cases, we will gain the child's attention with a calm voice using their name and then use close proximity to guide the child away from the situation. We will remind the child of our class limits and acknowledge their feelings for reacting the way they did, as in "I know you are really angry but....". The child will then be distracted or redirected to another activity. As children mature, we will engage in problem-solving skills. Choices as well as natural and logical consequences will be explained to clarify any given situation. A specific toy may need to be removed or a child may need some quiet time, but the building of self-esteem and solving ones' own problems will be encouraged.

At no time will Early Discoveries permit the use of physical punishment, verbal or physical abuse, or emotional deprivation. Early Discoveries will not deny or even threaten to deny any basic necessity. We will not permit the use of any form of physical restraint, confinement, or isolation.

Revised April 2021

## **Supervision Policy**

At Early Discoveries, the staff assumes responsibility for the safety and supervision of the children once the parents have left. Parents or caregivers walk the children into the building and wait for them to be greeted by the staff before they leave. The staff welcome the children into the classroom and help them hang up their school bags. The teacher starts her circle time, which includes taking attendance, within the first 10 minutes of class.

If a child arrives late and/or leaves early, the teacher will note the time on her attendance sheet. As well as taking attendance, the teacher will count how many children are present and share that total with the other adults in the class. Throughout the class, counts are made to ensure all children are present, especially going to and from the gym area and the washroom. If a staff member takes a few children to the washroom, she will let the other staff know how many children are going to the washroom.

The staff dismiss each child to their parent or caregiver. The parents fill out the registration form which includes a section indicating who has permission to pick up a child. The parent will let the staff know if someone other than who is on the registration different is picking up a child.

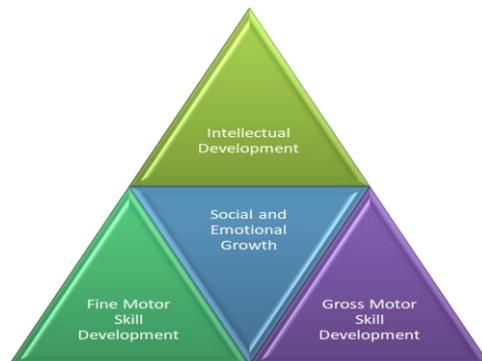
The staff regularly checks for safety hazards such as tripping hazards (i.e. cords, frayed rugs), and choking hazards. They make sure cleaning supplies are kept out of the reach of children. They ensure any hot beverages they are consuming are in travel mugs and out of the reach of children. They remove any broken toys/pieces of equipment. They check the electrical outlets for plug covers.

In the classroom, the staff arrange themselves so all children can be under supervision. They ensure furniture is arranged in such a way that they can see all children at all times.

When classes go to and from gym, or to and from the washroom, children are counted before they go and before they go back to the room to ensure everyone is accounted for. If the teacher plans to have snack outside, she again counts the children before they leave the classroom and before they return to the classroom.

## EARLY DISCOVERIES ILLNESS POLICY

1. Staff will watch/check for any of the following symptoms:
  - Diarrhea
  - Vomiting
  - Fever (child hot to the touch, sluggish, “not himself”)
  - Cough (persistent)
  - Rash illness (face, arms/hands)
  - Other clusters of unusual symptoms (really tired, wants to lay down)
2. If a staff member suspects that a child has any of the above symptoms, she will separate the affected child from the rest of the class.
3. Staff will report any signs of illness to parents/caregivers so the child can be picked up immediately. Staff will convey that the child needs to be picked up as soon as possible so as not to affect the other children in the classroom. While waiting, they will have the child rest on a mat in a quiet area of the room under constant supervision or at least within eye contact.
4. If a parent cannot be reached, staff will call an emergency contact and convey the same sense of urgency.
5. Staff will record the child’s name, date, and symptoms observed on the Illness Log Sheet. They will also record which staff member identified the ill child, the time the parent was called, who called the parent, the time the child was picked up and the date the child returned to the program. If another child exhibits the same symptoms, they will contact the Public Health Office to report a suspected outbreak. The parent will be informed that the ill child can return to class once he is symptom free for at least 24 hours.
6. The Illness policy will be located in the Parent Handbook which It will also be displayed on the parent information bulletin board at every Early Discoveries location.



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