

Shine Bright Early Learning Program

Battle River School Division #31

Handbook
2020 - 2021





Welcome to Preschool!

Dear Parents:

Thank you for entrusting your precious little one to our care. We believe that early learning experiences influence a child's development and a positive attitude toward learning. It is through a safe and caring environment that children will learn to explore, test their abilities, and learn to take risks in response to challenges to try new experiences. We will create these rich and diverse opportunities in recognition that each child has unique skills and abilities. Our program will engage your child in play based learning opportunities that emphasize:

- Developmentally appropriate, holistic, experiential learning
- Personal, social, and emotional development
- Communication, language, and literacy competencies
- Problem solving, reasoning, and numeracy competencies
- Understanding our world (time, place, and community concepts)
- Physical development (fine & gross motor skills, body in space, our senses)
- Creativity and imagination (imaginative play, music, dance, arts)

It is with excitement that we look forward to a wonderful year of growing and learning with your child.

Class dates and times:

First Day of class is Thursday, September 17, 2020 Confirmation of time will be given by email or telephone.

Arrival time is 8:20 a.m.

Regular class ends at 11:30 p.m.

Staff:

Sharon Sutton - Teacher

- Plan and teach each child's Educational program in consultation with parents and therapists. Supervise and teach the instructional program, evaluate student performance and report progress to parents.
- Arrange therapist's visits around student schedules
- Answer any questions and comments' regarding your child's programming needs.
- Supervise support staff.

Rose Campbell - Preschool leader/ EA

- Implement a daily agenda as planned by the teacher.
- Acknowledge parent questions regarding day to day activities.
- Refers parents to the teacher as necessary
- Provide support and guidance to EA's as necessary

Educational Assistants (EA)

- Deliver the appropriate program as outlined in the IPP in consultation with the supervising teachers.
- Administer medication in accordance with Board Policy and Administrative Regulations
- Assist with the loading and unloading of school buses.
- EA's do **not** discuss a child's progress with the parents. Questions or concerns are directed to the teacher.

Speech Language Pathologist

- Assess and provide diagnostic intervention and speech language programming to each child as needed.
- Provide goals, support and supervision to the Speech Assistants and EA's.

- Assist in the development and planning of the Individual Program Plan (IPP).
- Provide educational opportunities for parents and staff.

Communication

We welcome communication with parents and will do our best to get back to you in a timely manner. **EA's cannot answer questions regarding your child's progress.** Please direct these questions to the teacher. You may reach me by telephone at **780-672-0106** and/or a note in your child's communication book.

Each child is given a special communication book that will go back and forth to school each day. This provides an opportunity for the teacher and parents to communicate as required. Please check it daily and initial that you have read it as we will communicate things that directly pertain to your child. Monthly calendar and other group information will go out to families via email or in their folder.

Our early learning program will use an app called Seesaw to share daily highlights, student photos and important information regarding school and classroom events. Further information will be supplied at the beginning of the school year.

Please phone us if your child will be absent from school (**780-672-0106**). To ensure your child's safety, we require you to sign your child in and out each day. If there will be an alternate person picking up your child, please ensure appropriate forms are signed and speak with the staff on proper protocol.

If your child has difficulty with separation we are here to help. We will work with you to help your child become comfortable. Please ask the staff for assistance at any time.

Some COVID-19 "Things To Know"

- If you have not had a chance to read the Battle River School Division re-entry plan, please do so.
- All doors of the school will be locked. This is to help to control the number of people in the school.
- Parents are not permitted in the classroom or in the school without an appointment. Appointments will be made for orientation on September 17th and you will be contacted with your time.
- Preschool drop off and pick up will be at the front doors of the school. Staff will be waiting at the front doors of the school to greet you and your child at 8:25. In order to maintain social distance to keep all families safe, we are asking parents to wear a mask and bring their child to the front door when they see the teacher outside.

- For pick up at the end of the school day, we ask that parents social distance outside at 11:25. We will bring your child to the front doors and once we see parents, we will dismiss students directly to their family members.
- If your child shows signs of illness they must stay home! Everyone is required to use the daily self assessment to determine their wellness each day. A copy of it is included on the next page for your convenience. If your child suffers from a chronic condition, such as allergies or asthma, please read and complete the Baseline Medical information form which will be provided at orientation. If your child becomes ill at school, they will be moved to the school's isolation room, be required to wear a mask if able, and you or an emergency contact will be required to pick up your child. A staff member will bring them to the front door once you have arrived.
- We will clean our hands every time we enter and leave the building, our classroom, between play activities, following toileting and before we eat. We will use soap and water when possible. If your child has allergies to soap, please contact me to make arrangements. Conversations with parents regarding hand sanitizer will occur at orientation. With all this cleaning, hands will be dry. Please be sure to use moisturizer to avoid cracking.
- Distance will be maintained as much as possible within the classroom, however, there will likely be times when this is not feasible. This is when hand hygiene will become extra important. Masks are not mandatory to preschool aged children. Conversations with families will be done individually regarding mask use and preferences.

Due to COVID - 19 a daily health assessment will need to be performed on students and their family members to determine well being. A copy of the health checklist is included below. We appreciate your cooperation in completing the daily assessment and

keeping your child home if the student or family member has any of the symptoms listed.

Students / Parents and Guardians

Daily Self-Assessment

When you return to school in the fall of 2020, please ask yourself, or each of your children who attend school, these questions before getting ready each day.

If the answer is "yes" to any of these questions for any student, that student is not to attend school. If the student will be absent, please notify the school.

1.	Do you, or your child attending school, have any of these symptoms:		
	- Fever	Yes	No
	- Cough	Yes	No
	- Shortness of Breath / Difficulty Breathing	Yes	No
	- Sore Throat	Yes	No
	- Chills	Yes	No
	- Painful Swallowing	Yes	No
	- Runny Nose / Nasal Congestion	Yes	No
	- Feeling Unwell / Fatigued	Yes	No
	- Nausea / Vomiting / Diarrhea	Yes	No

	- Unexplained loss of appetite	Yes	No
	- Loss of sense of taste or smell	Yes	No
	- Muscle / Joint aches	Yes	No
	- Headache	Yes	No
	- Conjunctivitis (Pink Eye)	Yes	No
2.	Have you or anyone in your household returned from travel outside of Canada in the last 14 days?	Yes	No
3.	Have you or your children attending school had close <u>unprotected*</u> contact (face to face contact within 2 metres) with someone who is ill with cough and / or fever?	Yes	No
4.	Have you or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	Yes	No

*Unprotected means close contact without appropriate personal protective equipment (PPE)

You do not need to take this form to school every day. Please ask yourself or every child who attends school these questions every day, before getting ready, and decide if each student is able to attend.

If you have answered "**Yes**" to any of these questions for yourself or for any children who attend school, please **DO NOT** permit that person to enter the school at this time. Please call to let the school know. The student should stay home and use the [COVID-19 Self-](#)

[Assessment Tool](#) to determine whether or not to be tested for COVID-19.

If you answered "No" to all of these questions, you or your child may attend school.

These questions were provided by Alberta Education and were developed in consultation with the Chief Medical Officer of Health. Thanks for helping ensure our schools and communities stay well.

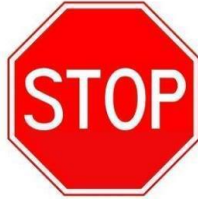


What to Bring to School:

Please send the following items with your child

- Backpack large enough to hold a 1 inch binder
- Water bottle (labelled).
- 1 one inch binder - to be used for portfolio sent home in June
- 2 glue sticks (coloured preferred)
- wax crayons (small package)
- A change of clothes in labelled ziplock bag to be left at school
- Diapers and wipes, if required.
- Weather appropriate outdoor attire **each day** of school. We value outdoor experiences and may go outside in all types of weather conditions. Please ensure your child is prepared each day!
- Indoor velcro shoes to be kept at school (**clearly labeled**)
- Snack: Children will bring their own healthy snack from 2 food groups. Note: **Please ensure that the healthy snack is nut free.** The snack needs to be in easily wipeable containers, zip lock bags or commercial packaged items. Please no reusable cloth bags. **No juice boxes please.**
- 3 boxes facial tissue in September and the teacher will notify you if/when more are needed.
- 2 boxes of **unscented** wipes for your child's hand and face.
- Special snacks (if your child is on a special diet please make individual arrangements with the teacher).

- Ensure staff is aware of any allergies (food or otherwise) that your child may have.



Thanks for remembering
this is a



Peanut/Nut
Free School

Important things you need to know:

- We attempt to provide a Scent free environment
- Sparling School is nut free school
- Due to FOIP (Freedom Of Information and Privacy Act), videotaping and photographs by non-staff members may only be done at public events i.e. Christmas concerts and field trips.
- Some of our children participate in *CASA* and *Glenrose* programs. At times we will need to take pictures and/or videos of a child in their natural school setting while interacting with peers. Your child may be in one of these settings and therefore we need you to sign a separate consent form to allow us to send in these videos/pictures to these programs.

- ❑ Fire drills and Lockdowns will be practiced in conjunction with the Sparling School once COVID restrictions are lifted. Until that time, we will practice fire drills with our class.
- ❑ In accordance with Administration Policy #569 (Sales calls and Demos), Early Learning Program is not at liberty to distribute, sell or advertise materials from outside sources without prior approval from the Superintendent of Schools.
- ❑ We follow the BRSD calendar for days off due to Professional Development or staff meetings. There will be reminders in the school newsletters, as well as the calendar on the Battle River website and Seesaw app.

Play Based Learning

Our learning environment will be play based and the activities provided will be adapted to meet each child's abilities. Social distancing will be encouraged when possible. Hand washing before and after an activity will be targeted.

Discipline Policy

Rationale

The Early Learning Program is committed to meeting the individual needs of children by working closely with parents and guardians. We promote positive behavior, and respect for others. The Early Learning Program is an inclusive setting that supports all children regardless of ability, to take responsibility for themselves and their actions, while demonstrating consideration for the wellbeing of others.

Methods*

- Daily routines provide children with the necessary parameters for learning self-control and cooperative interaction with others. Employees provide the children with encouragement to follow simple rules and clear expectations for conduct.
- Program staff provide positive models of acceptable behavior, by demonstrating care, courtesy, respect, and ways of problem solving appropriate to children's ages and stages of development.
- Where appropriate, program staff discuss acceptable behavior with the children and encourage them to openly express their feelings, likes, or dislikes in acceptable ways.
- Program staff will intervene when children's behavior involves physical or verbal abuse of self or others.
- Program staff and volunteers are prohibited from using any form of physical punishment, verbal or physical degradation or emotional deprivation at any time. Any disciplinary action taken must be reasonable in the circumstances.
- Program staff will use gentle physical support to guide children if they should have a meltdown or if their behaviour should become physically harming to themselves or others.
- Some of the children require assistance with self-regulation due to sensory processing difficulties. Each child responds to different strategies that will be implemented by the staff under the direction of the teacher and OT. Heavy work (ie: carrying weighted balls or books, pulling a wagon with weight in it etc.) and deep

pressure (ie: bear hug, weighted blanket or vest) are a couple of strategies that may be used.

- Program staff will calmly state rules in clear, firm and simple terms.
- Program staff will ignore minor or insignificant behavior and avoid power struggles.
- Discipline will involve; offering simple choices, offering praise and attention to reinforce positive behavior, redirecting the child when necessary, removing the child from an activity or situation, removing toys, close proximity, reminding, acknowledging the child's feelings while enforcing limits, and thinking time for the child away from the group.
- Teachers will involve parents in establishing methods of discipline specific to their own child.

*Methods will be implemented in accordance with Alberta Health Services' Covid-19 protocols.

Shine Bright Early Learning Program

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Teacher

Sharon Sutton B.Ed,

780-672-0106

Speech Language Pathologist

Julia Bessette RSLP

780-672-6131 x5042 or 608-6685 cell

Preschool Leader

Rose Campbell

780-672-0106

Sparling Principal - Andrea Gutmann

Sparling Vice Principal - Nancy Hazelwood

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