

# Shine Bright Early Learning Program

Battle River School Division #31

**Handbook  
2021 - 2022**





# 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, risky 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:**

We will confirm the starting date and times by email or telephone.

## Staff:

### Sharon Sutton and Jessica Veale – Teachers

- 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

### 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 Handivan
- 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 through SeeSaw.

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 contact us if your child will be absent from school. 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.

## What to Bring to School:

Please send the following items with your child

- ❑ Backpack
- ❑ Labelled water bottle
- ❑ 1 one inch binder for **Sharon's AM class**– to be used for portfolio sent home in June
- ❑ 10 page protectors **for Sharon's AM class**
- ❑ 2 glue sticks (purple glue preferred)
- ❑ Wax crayons (small package)
- ❑ Markers
- ❑ 2 boxes facial tissue
- ❑ 2 boxes of **unscented** wipes for your child's hand and face
- ❑ Indoor velcro shoes to be kept at school (**clearly labeled**)
- ❑ A change of clothes in a 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 will go outside in all types of weather conditions. Please ensure your child is prepared each day!
- ❑ Snack: Children will bring their own snack, please do not send juice boxes. Note: **Sparling School is peanut aware, we will inform you if there is a peanut allergy in our class.**

## Important things you need to know:

- We attempt to provide a Scent free environment.
- 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 Sparling School.
- 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.

## Positive Behaviour Supports

### Rationale

The Early Learning Program is committed to meeting the individual needs of children by working closely with parents and guardians. We promote positive behaviour and respect for others. The Early Learning Program is an inclusive setting that supports all children 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.
- Program staff provide positive models of acceptable behaviour; 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 behaviour with the children and encourage them to openly express their feelings, likes, or dislikes in acceptable ways.
- Program staff will intervene when necessary to prevent children from causing harm to themselves or others.
- Some of the children require assistance with self-regulation. Each child responds to different strategies that will be implemented by the staff under the direction of the teacher. 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.
- Strategies will include: natural consequences, offering simple choices, offering praise and attention to reinforce positive behaviour, 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, avoiding power struggles, planned ignoring, and thinking time for the child away from the group.
- We welcome Parent and Guardian collaboration and feedback throughout the year to support the growth and development of your child.

# Shine Bright Early Learning Program

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## Teachers

Sharon Sutton

Jessica Veale

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Sparling Principal – Andrea Gutmann

Sparling Vice Principal – Jonathan Skinner

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