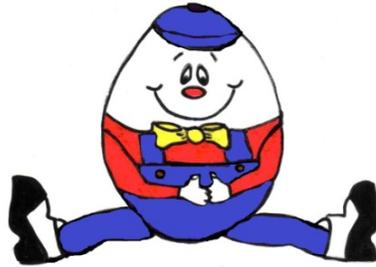


# Windsor Nursery School



A Parent Co-operative since 1962  
122 Cottage Street ~ PO Box 102  
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**Parent Handbook  
2016 - 2017**

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## **Welcome**

Psychologists and educators agree that during the years between birth and five years of age, children develop, learn and grow more than they ever will during any other period of their lives. To capitalize on these most precious years, it is our philosophy to provide the preschool children in our care with various learning opportunities that will enrich all areas of their development; social, physical, emotional and intellectual, within a caring, friendly and supportive environment. We will sing, dance, paint, colour, read, count, build, create, explore and play – all aimed at enriching your child’s development and learning experience.

## **History of the School**

The Windsor Nursery School is a Parent Co-operative that was established in 1962 in a church basement through community minded parent volunteers. The school officially became a registered non-profit society in 1975. With growth of the preschool, and a rising need to expand their facilities, they eventually bought the old Curry’s Corner School at 122 Cottage Street from the Town of Windsor for \$1.00. We continue to grow and prosper here today, through the combined efforts of parent members and community support.

## **Membership and Parent Participation**

Parents/Guardians automatically become members of the Windsor Nursery School Society upon the enrolment of their child in the school. They are entitled to attend general meetings and each family holds one vote in decisions to be made. Parents/Guardians are also entitled to hold any position of the Executive/Parent Committee. A copy of the by-laws is available upon request. The nature of a Parent Co-operative requires that parents are collectively responsible for the business of the school. These responsibilities include:

- Attending scheduled parent meetings
- Serving on at least one parent sub-committee in an active way
- Participating in month-end clean up at least once per year
- Participating in school program and fundraising activities
- Participating or assisting in transportation during field trips
- Washing paint shirts and rags on a rotating schedule

Participation in the Parent Co-operative helps keep tuition affordable and the school remains active.

Please keep informality in mind; we place great value on the freedom to be ones self for children and caregivers alike. The school has an ‘open door’ policy and we invite you to visit our program. We thank you for allowing us to be a part of your child’s early education and look forward to a rewarding year.

## **Admission and Withdraw**

Your child can begin school once we have received the completed registration forms, registration fee, cleaning deposit, **completed immunization record form** and post-dated monthly tuition cheques (if paying cash, be sure to pay prior to the 1<sup>st</sup> of each month).

If for some reason you decide to withdraw your child, we ask you to give 2 weeks notice. Tuition fees will be rebated at the end of the 2 week notice. In the event that a child does not adjust to the program and a parent/guardian is asked to withdraw their child, they will be reimbursed in full from the child's withdraw date.

## **Days and Hours of Operation**

The Windsor Nursery School is open Monday and Wednesday from 8:00 to 4:30, Tuesday and Thursday from 8:00 to 1:00 and Fridays from 8:00 to 2:00. These hours include an available early drop off time, teacher planning and preparation, and day to day cleaning of the school.

The school operates two (2) 4-year-old Morning Classes\* for children who will be entering Primary in the following year (this is the child who is turning 5 on or before December 31 of the year they are to begin Primary). The 4-year-old Morning Classes are:

Monday, Wednesday and Friday ~ 9:00 to 12:00

Tuesday and Thursday ~ 9:00 to 12:00\*\*

The school operates a 3-year-old Afternoon Class\* (this is the child who is 3 on or before December 31 of current year and must be fully toilet trained). The 3-year-old Afternoon Class is:

Monday and Wednesday ~ 1:00 to 3:30

**\*Class sizes are limited to 20 students with 2 teachers.**

**\*\*Tuesday/Thursday Class will run if there are enough children registered.**

### **Drop Off and Pick Up times**

For the 4-year-old morning classes we ask that your child be dropped off between 8:50 and 9:00 and picked up at 12:00.

For the 3-year-old afternoon class we ask that your child be dropped off **no** earlier than 12:50 and picked up by 3:30.

### **We ask that you abide by these times to allow teachers time for preparations, lunch and cleaning.**

Please notify one of the teachers of your child's arrival and departure before leaving the property. Should there need to be a change in the time or with who will be picking up your child, be sure the school is aware of the changes.

### **Early Drop Off**

There is **early drop off** available for the **4-year-old morning classes**. Students may be dropped off as early as 8:00 for supervised, unstructured play. The cost of this is \$4.00 per morning. Should you wish to use this on a regular basis you can pay \$45.00 per month for Monday, Wednesday, Friday and \$30.00 per month for Tuesday, Thursday – payable in advance.

### **Absent and Illness**

If your child will not be attending for the day, **please call the school** and leave a message or let one of the teachers know. As well, please give the reason (i.e. holidays, cold, fever, ear infection, etc.) Unwell children should not be sent to school. If your child becomes ill while at school a call will be made to pick up your child.

### **School Closures**

It is the Windsor Nursery School's policy that we are automatically closed whenever the **WEST HANTS SCHOOLS** under the Annapolis Valley Regional School Board (AVRSB) are closed due to inclement weather. Listen to AVR 1450 AM, MAGIC 94.9 FM or Breakfast Television for announcements. (The Windsor Nursery School will not be announced independently). The Windsor Nursery School may send an email and/or post the closure on the web-site.

We operate normal hours during public school in-service days.

Should it be necessary to close the school for any other reason, we will do our best to inform parents/guardians as quickly as possible. This may include any one or all of the following; activating a phone chain, having the executive call, sending an email, a message on face book and/or posting on the website.

## **Fire Drills**

Monthly fire drills are performed in accordance with the Day Care Services Licensing Act.

Children will be instructed to always; drop what they are doing, not retrieve toys, jackets, etc. from hooks and/or cubbies and to listen and follow the teachers' instructions. These fire drills may or may not include taking the children outside. If we go outside for a fire drill, we gather at the fence.

In the event of a **real emergency**, our **safe** gathering spot is **Dykeland Lodge Senior Complex** directly across from the school. The phone number is **902-798-8346**. Parents will be notified from there with instructions for pick-up, etc. Should this ever be necessary, be patient, stay calm and information will be shared in a timely manner. Be certain we have a good, working day-time phone number to reach you.

## **Cubbies and Hooks**

Coat hooks are shared with the other classes so these should only be used for daily items that come and go. Each child has a 'cubby' provided to store his/her personal belonging, art work and notices to go home. A complete change of clothes should be kept in their cubby. An empty 2 litre milk or juice carton with the top cut off works perfectly to store clothes. **Please check your child's cubby often.**

## **Bulletin Boards**

There are 2 bulletin boards in the lobby. These bulletin boards contain information that is required to be posted by the Minister of Education and Early Childhood Development. These items are on permanent display.

**On the Parent Bulletin Board you will find:**

- a copy of the daily program plan and routine
- a copy of the current snack menu
- a list of the names of the current members of the executive/parent committee
- a copy of the most recent minutes of the parent committee
- the Theme List
- a copy of the schedule for month-end clean up
- a list of who takes the paint-shirts and rags home to wash
- any other important notices

**On our Facility Bulletin Board you will find:**

- a copy of the Day Care Act and regulations
- a copy of the parent handbook
- the license for the facility
- a copy of the report of the most recent inspection of the facility
- a copy of the licensee's behaviour guidance policy
- notification of funding provided by the Minister of Education and Early Childhood Development
- any information required by the Minister of Education and Early Childhood Development

## Cleaning Schedules

### Paint-shirts and Rags

This chore is set by the Team Captain and you will find the list on the Parent Bulletin Board. These items are to be taken home at the end of each week for washing and then returned to the school.

### Month-end School Cleaning

This is an important part of the parental participation. This involves a more thorough cleaning than is provided day to day, and is important for the health of the children. Each family is responsible for helping to clean at least once per year. A sign-up sheet is available during registration night and is later posted on the Parent Bulletin Board. A list of cleaning duties is available at the school. Helping to clean at month-end will require approximately 2-3 hours of your time. The group for each month will require a leader to have a key to the school and this person can also help the group decide on day and start time.

### Summer Mowing Schedule

The school owns a lawn mower (on site) and participation is by way of a sign-up sheet and requires some pulling of weeds as well.

## Transportation Policy

It is the policy of the Windsor Nursery School that all children attending **\*an event during Nursery School time** are transported to and from the event by the parent/guardian, or another adult that has been authorized by the parent/guardian to transport their child. Authorization must be in the form of writing and received by the school staff prior to the event. In all cases, children must be properly secured in an approved child car seat, the driver must hold a valid driver's license and have proper registration and adequate insurance.

\*This includes all field trips and Nursery School organized excursions that take place during the regular school day.

## Snack

A copy of the Monthly Snack Menu is posted on the Parent Bulletin Board. The Monthly Snack Menu is established in advance and it is required that the snack be nutritious and provide servings from at least 2 of the food groups identified by Health Canada, including at least 1 serving of vegetables or fruit. Also, health regulations require foods be brought to the school in their original package or “skin” and brought in whole and will be prepared at the school.

\*Snacks will be served providing a variety of healthy foods choosing locally grown or produced products and produce when available and encourage reduced packaging.

\*Reusable glasses, dishes and cutlery are now available at the school and disposable glasses and paper plates are no longer required. As such, we use bulk containers of items (i.e. milk, juice, yogurt, etc.) as opposed to individual containers.

\*Nursery School Staff will provide a relaxing and enjoyable snack-time environment. They will support children in developing healthy eating patterns and behaviours; and respond to children’s hunger cues.

\*Staff will encourage children to respond to hunger and feelings of fullness and children will not be forced to finish food that has been served.

\*Staff will model healthy eating practices when working directly with children at the school.

\*Snacks will recognize food allergies and sensitivities as well as cultural and religious dietary considerations.

**Please document any of these needs on your child’s registration health questionnaire or update staff when necessary.**

\*Children will be encouraged to participate in snack-time including; recognition of being the ‘snack helper’, helping to prepare snack (where appropriate) and helping to serve snack.

\*Food and beverages served at special functions during regular operating hours will comply with Health Canada criteria. Any extras or substitutes served will be identified on the menu.

\*Water is made available at all times throughout the day for those who wish it.

## Breastfeeding Policy

The Windsor Nursery School welcomes all mothers who wish to breastfeed at the school. Mothers are encouraged to do so anywhere in the facility where they feel comfortable and if desired, we will provide a quiet, comfortable location when requested.

## **Program**

Our program is based on a thematic approach with theme topics being covered from 1-2 weeks. Most daily songs, stories and art activities focus on this theme.

Upon arrival at the preschool, children are given a free time to play and explore all areas of the school. This important social time allows the children to participating in one or more favourite activity as well as discovering any theme related learning materials that are available, either side by side their peers or together. Interaction with the teachers is also an important part of this welcome time. The transition from play time to circle time is made by all children participating in our tidy up and washroom routine.

Circle time is a structured period of the day where songs, poems, finger-plays, games and stories are introduced. It is also a time where children can share and ask questions of the teacher and classmates. At times, there may be visitors that come to the school to share knowledge and information related to a specific theme.

Art and craft time is another structured time where children can explore, experiment and express their individual ideas and creativity. A wide variety of fine motor activities are offered with many mediums.

We try to have outdoor play daily, weather permitting and we also have a gym so children should come to school ready to play in comfortable clothing which allows them to move freely and with the appropriate outdoor clothing for the weather.

The Day Care Act and Regulations; Standards for the Daily Program (revised October 2012) stipulates: “7.0 Environmental Conditions

7.1 Children play indoors when the temperature falls below -25C (-13F) with or without a wind chill factor, or when the wind chill factor is -28C (15F) OR lower regardless of the temperature. (Canadian Paediatric Society).

7.2 When the UV index from Environment Canada is high (6-7) or very high (8-10):

(a) children have hats with brims and lightweight clothing;

(b) children apply (with support from an adult as needed) adequate sunblock with a SPF of at least 30 on all exposed skin before going outside, following the application instructions set out by the manufacturer; and

(c) outdoor activities are planned for the early morning and late afternoon, when possible, especially when UV conditions are very high.

7.3 There is access to shade in the outdoor play space.”

You can apply sunscreen prior to coming to school and we ask that you remind your child not to share their sunscreen.

Christmas Concerts are held for all classes in December and a June graduation is held for the students entering primary in the coming September.

## **Daily Schedule**

Morning Class	Activity	Afternoon Class
9:00 – 9:45	Arrival & Free Play	1:00 – 1:45
9:45 – 9:55	Clean up for Circle	1:45 – 1:55
9:55 – 10:30	Circle time	1:55 – 2:15
10:30 – 10:40	Washroom routine	2:15 – 2:25
10:40 – 10:55	Snack time	2:25 – 2:40
10:55 – 11:20	Arts and Crafts	2:40 – 2:55
11:20 – 11:30	Dress for outdoors	2:55 – 3:05
11:30 – 12:00	Outdoor Play or Gym Time	3:05 – 3:30
12:00	Dismissal	3:30

## **Teachers/Staff/Volunteers**

Class sizes are limited to 20 children and we have a staff of two teachers and we annually apply for an ECE Grant Position. Our teachers are qualified Early Childhood Educators (ECE) with First Aid/CPR training and have Child Abuse Registry Checks and Vulnerable Sector Checks done prior to employment.

Sally Fischer is the on-site Director of the school and has a Level 3 Classification under the Day Care Act and Regulations. She holds a Bachelor of Child Study from MSVU and prior to coming to the Windsor Nursery School in 1996, she taught special needs preschool children in Ontario. She has also developed and run preschool enrichment programs from the local Elementary school. Sally has a level of professionalism that is demonstrated daily by her caring ways and her dedication.

Lisa Lebrasseur has a Level 2 Classification under the Day Care Act and Regulations and holds an Early Childhood Education Diploma from the Institute for Human Services Education and a Child Development Services Associate (CDSA) Certificate from NSTU. She has worked in Administration, Legal Secretary and as a Professional Organizer. She is very happy to be working with children again.

Lois Kidd has an Entry Level Classification under the Day Care Act and Regulations. Lois has worked for eight years as an Educational Assistant (EA) holding a Class 1 Joint Certificate from the Annapolis Valley Regional School Board (AVRSB) and NSCC. She enjoys volunteering whenever she can and has volunteered for local schools, the Windsor Baptist Church-After School Program and the Springhill Prison Ministry. She will also be available as a substitute teacher. We are happy to have Lois on staff.

Other staff hired to work directly with children and all volunteers will be required to have Child Abuse Registry Check and Vulnerable Sector Check done prior to employment or beginning to volunteer at the school.

## **Financial Information**

### Registration

There is a NON-REFUNDABLE registration fee of \$40.00. This is to cover supplies for the school year. If a child is registered after January 1<sup>st</sup>, the fee will be pro-rated.

The tuition fees are:

3-day Morning Program = \$150.00 per month (3days per week from 9 – 12)

2-day Morning Program = \$115.00 per month (2 days per week from 9 – 12)

2-day Afternoon Program = \$100.00 per month (2 days per week from 1 – 3:30)

### Tuition

Tuition is due the first of each month and POST DATED CHEQUES are requested (dated for the 1<sup>st</sup> of each month, September through and including June). These will be given to the Treasurer of the Executive/Parent Committee at the time of registration. A second child in the same family will have a \$10 reduction in monthly tuition. If you wish to pay with cash, please give money directly to a teacher and get a receipt. Your receipt from the teacher is necessary for proof of payment, an official receipt will be issued later.

In the event that tuition has not been received in a timely manner a notice will be placed in your child's cubby and a call will be made. If payment is not received by the 20<sup>th</sup> of the current month, you will be asked to keep your child at home until payment has been made.

If you have any questions or concerns about tuition please contact the Treasurer of the Executive/Parent Committee.

In the event of an NSF Cheque, there will be a \$20.00 fee charged by the Windsor Nursery School and tuition will need to be paid in cash or certified cheque for that month.

### Cleaning Deposit

A cleaning deposit of \$50.00 is required at registration. To try and off-set the impact of fees being paid out at this time of year, this cheque can be post-dated to October 1<sup>st</sup> of our current school year. This cheque will be cashed and when you participate in Month-end Clean up, this fee will be returned to you. Failure to participate in Month-end Clean up results in the money being forfeited to the school.

## **Executive / Parent Committee**

Parents/Guardians automatically become members of the Windsor Nursery School Society and as such are entitled to hold any position of the Executive.

2016-2017 School Year Executive/Parent Committee

President – Dawn Klein  
Vice President – Jennifer Morton  
Treasurer – Charles Fortin  
Secretary – Sharon Churchill-Roe  
Team Captain – Emily Reid  
Registrar – Paula Moran  
Website Design/Maintenance – Lucia Andrea

\* to be elected at the Annual General Meeting or before school starts in September.

## **Important Dates and Holidays for 2016-2017**

September 7 ~ First day of classes  
October 10 ~ Thanksgiving  
November 11 ~ Remembrance Day  
December 22 – January 2 (inclusive) ~ Christmas Holidays  
February 20 ~ Heritage Day  
March 13 – 17 (inclusive) ~ March Break  
April 14 ~ Good Friday  
April 17 ~ Easter Monday  
May 22 ~ Victoria Day  
June 20 ~ Graduation for both 4 year old classes (tentative)  
June 23 ~ Last day of school

## **Windsor Nursery School – Behaviour Management Policy**

The following shall be practiced:

1. Positive reinforcement is always practiced. We feel praising children for the good things they do will promote a feeling of self-worth and appropriate behaviours: therefore avoiding inappropriate behaviours which may come about from negative feedback.
2. We always present a good role model. Children love to imitate the adults in their lives, so providing a good role model is very important.
3. We respect individual differences. We like to keep in mind that everyone has rights, worth and dignity. We also recognize the child's need for security, belonging, recognition, affection and new experiences.
4. When inappropriate behaviour does occur, we believe in positively redirecting inappropriate behaviour. For example;
  - ✓ Let the child know what he/she MAY do
  - ✓ Give the child a choice
  - ✓ Direct the child to another activity
  - ✓ Give the child who has had the inappropriate behaviour directed towards him/her the attention
  - ✓ Help the child who has acted inappropriately to take responsibility for his/her actions
  - ✓ A brief 'time out' may sometimes be required. A child shall NEVER be placed alone in a room, but may be moved from an activity for a period of quiet 'thinking' time.
5. If inappropriate behaviour continues over a period of time, or if the behaviour is harmful to others, we will speak to the parents. By doing this we feel we will gain a better understanding of the whole situation. We believe keeping the lines of communication open between home and school will help us better provide for children.

The following forms of discipline shall NOT be used:

1. Corporal punishment, including but not limited to the following;
  - ✗ Striking a child directly or with any physical object
  - ✗ Shaking, shoving, spanking, or other form of aggressive physical contact
2. Harsh, humiliating, belittling or degrading responses of any form, including verbal, physical or emotional.
3. Depriving a child of basic needs including food, clothing or shelter.

## **Windsor Nursery School – Inclusion Policy**

### ***ACCESS***

- ✓ Children of all abilities have a right to equal access and enrolment at the Windsor Nursery School and to the opportunity to participate fully in the preschool program.
- ✓ Adaptation to indoor and outdoor play areas will be made *within available resources*, to encourage free movement and choices, and so as to make learning experiences positive for all children.

### ***PARTICIPATION***

- ✓ Children of all abilities learn from one another. Opportunities and learning shall be experienced through equal participation of all children. A supportive approach will be provided that builds on each child's needs and strengths.
- ✓ Inclusion is a positive experience for all children involved. Developmentally appropriate group experiences will be made available to encourage the socializing of every child with their peers so that no one feels excluded.
- ✓ All children have a right to expect to learn in a caring, nurturing environment where all are valued for their contribution to preschool life.

### ***SUPPORT***

- ✓ We respect family input by encouraging them to be part of the decision making process for their child; ensuring the needs of their child are being met.
- ✓ Existing supports and community resources will be included in implementing the child's unique needs; working with parents and professionals who have valuable knowledge and expertise to share with us.
- ✓ Professional development will include Inclusion Training.