

Parent Handbook



**THE LITTLE
SCHOOLHOUSE**

Box 226 Bragg Creek, AB T0L 0K0

403.949.3939

www.thelittleschoolhouse.ca

PROGRAM INFORMATION

Kindergarten Hours:	Tuesdays and Thursdays	8:45am-3:15pm
Morning Preschool Hours:	Monday, Wednesday, Friday	8:45am-11:45am
Afternoon Preschool Hours:	Monday, Wednesday, Friday	12:15pm-3:15pm

Pick Up / Drop Off Information

Please note that children are to be dropped off at the class starting time. You may find the school door locked if you arrive earlier. Please respect the teachers' need to prepare the classroom and themselves for your child's experience that day.

Please also be prompt in picking up your child after class. If you are running late, please call the school so the teachers are aware of the situation. If your child is going to miss class please phone the school (leave a message if necessary) as soon as possible to let the teachers know. 403.949.3939

Parking

Designated parking for The Little Schoolhouse is on the South East corner of the parking lot. After you turn into the parking lot, please turn left and drive around the Bragg Creek Community Centre. The skating rink will be on your left hand side. This is the parking area for The Little Schoolhouse. Please park your vehicle there and walk your child to the door. Parking adjacent to the south east side of the Bragg Creek Community Centre, although convenient, is prohibited. Please be aware of the no parking signs posted on the Community Center and refrain from parking in those zones.

Supplies

All children are to bring a non-spill water bottle, non-marking indoor shoes (these will remain at the school) and appropriate clothing for playing outside in the playground. Snow pants, mitts, winter boots, and toques are mandatory on cold days. Please label all personal items as items do get mixed up in the coatroom.

Kindergarten children are to bring a morning snack and a lunch. Preschool children are to bring a snack. The Little Schoolhouse is **nut free** so please ensure the snacks and lunches are free of nuts. Children are asked to refrain from sharing food with others in the classroom due to various food allergies.

Other

Registration and monthly fees for the year are due before the first day of commencement of classes.

The website has notices of upcoming events, news and other information. Class monthly newsletters will be emailed to families.

Board Meetings are held once a month and minutes are available to all LSH families.

LSH stands for the Little Schoolhouse. BCESA is the Bragg Creek Education Services Association and is made up of the Board Members.

Contact Information:

The Little Schoolhouse and/or Bragg Creek Education Services Association
23B White Avenue, P.O. Box 226
Bragg Creek, Alberta T0L 0K0
(ph) 403-949-3939
www.thelittleschoolhouse.ca
www.braggcreekeeducationservices.com

WELL CHILD POLICY

We would like to request the cooperation of all parents and children to help continue to enforce a Sick Child Policy at our school. In order to help protect the staff at LSH as well as all children at the school, we would like to request that all children with a visible cold or flu please remain at home. Please take the follow list as a guideline that we will use to determine if a child is fit for attendance in class:

- Coughing
- Fever above 99.0 / 38.0
- Head Lice
- Mumps
- Questionable rashes
- Earaches
- Vomiting
- Active Chicken Pox
- Measles
- Pink Eye
- Coloured runny nose or extreme head colds

Please be advised that any child who does attend class with the above noted symptoms and appears at a risk of spreading an illness will be asked to be picked up and not participate in class.

Please further ensure that your child is free of any communicable diseases or is at no risk to other children in the program in order to return to school. As well, please ensure children taking antibiotics have been doing so for more than 24 hours or are fever-free prior to returning to class.

Our commitment to you:

If a child becomes ill while at LSH, all efforts will be made to keep the child away from other children (to minimize the risk of exposure) and to be kept as comfortable as possible. Parents or guardians will be contacted immediately and be requested to pick up their child.

PLEASE NOTE: LSH Staff is not permitted to provide any form of medication. Staff may only offer water or a cold pack to the child.

If an outbreak of any contagious illness occurs at LSH, all parents will be contacted immediately and the decision to bring your child to class will be at your own discretion. The decision to close our programs altogether will depend on the seriousness of the outbreak.

Thank you for your participation and cooperation in this regard.

COLD WEATHER POLICY

The Little Schoolhouse follows school closures due to inclement weather as per the County of Rocky View. Rocky View school closures are posted online at www.rockyview.ab.ca. If Banded Peak and/or Elbow Valley are mentioned as closed due to cold weather, The Little Schoolhouse will follow suit.

Parents will be emailed if The Little Schoolhouse is closed and a sign will also be posted on the door of The Little Schoolhouse. Time permitting, the website will also indicate school closures.

If the weather is excessively cold (approx. -20°C or colder) or cold and windy (approx. -10°C and 1600 watts), or very rainy, the teachers may declare indoor recesses.

Please ensure that your child is appropriately dressed for the weather.

DISCIPLINE POLICY

The discipline policy is one that allows the Association to achieve one of its primary goals that states that:

Each child will increase in the ability to work and play with others, relate well to teachers and other adults and respond with warmth, interest and respect to the feelings and beliefs of others.

All children have the right to learn in a safe and positive learning environment. Creating a safe and secure environment for the children that teaches them community within their own classroom is an integral part of the programs. Each child must learn to be a positive and responsible member of not only their classroom, but also within their families, their immediate community and the global community.

Fundamentally, the discipline policy of the BCESA states that the teaching staff has the authority to act as a judicious parent.

Discipline is most effective when the teacher and the parent work in a supportive relationship through on-going communication. The teaching staff will immediately discuss with a parent any serious disciplinary action taken for their child and any on-going unacceptable behavior displayed by their child in the classroom. Through mutual understanding and co-operation an acceptable solution will be developed that is in the best interest of the child.

Self-discipline is important for every child. Although the BCESA operates its programs to encourage this growth, it does impose certain restrictions where the safety of the children is involved or where the behavior of a child interferes with others.

As per the Child Care Licensing Regulations,

1. A licence holder must ensure that:
 - a. child discipline methods utilized in the program are communicated to:
 - i. parents,
 - ii. staff, and
 - iii. children, where developmentally appropriate,and
 - b. any child disciplinary action taken is reasonable in the circumstances.
2. A licence holder must not, with respect to a child in the program,
 - a. inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation,
 - b. deny or threaten to deny any basic necessity, or
 - c. use or permit in the use of any form of physical restraint, confinement or isolation.

If a parent has an issue or concern with a teacher or the way a program is being taught, please note that it is our policy that the parent first discuss the concern with the teacher(s). In most cases, the issue can be resolved through open dialogue between the parents and the teachers. The Board's role is to let the head teacher and her/his fellow teachers and assistants be the lead in regards to education issues. If upon three or more unsuccessful attempts to resolve the issue between parents and teachers, it is then appropriate for the issue to be brought forward to The Board. If such a situation should arise, it is necessary for the parties involved to attend a meeting with The Board to discuss the issue and how it can be resolved.

PARENT INVOLVEMENT

When you enroll your child in The Little Schoolhouse program you are also *committing yourself* to be an *involved parent*. The school and its success are dependent on the support of parents of the enrolled children for its operation.

There are several ways in which the parents can be involved:

- By taking a position on the Executive Board (e.g. President, Vice-President, Secretary, Treasurer).
- By donating time for classroom and field trip activities and helping in planning field trips.
- By becoming involved in election of officers, attending meetings, and workshops, or sitting on a committee.
- Helping the teacher in the classroom.
- Collecting and making materials for the classroom.
- By participating in fundraising activities. Fundraising is very important part of our school. The LSH depends on fundraising not only for operational costs but also to support field trips and the other fun activities that make our school so unique.
- By sharing any special interests, hobbies or other special abilities with the children and other parents.

Also, it is the parents' responsibility to be aware of LSH activities and how your child is relating to their program. The parents of each child are advised to inform the teacher of your child's problems, needs, or fears.

This is a parent run school so participation and fundraising are essential to our success.

PARENT VOLUNTEERS

To add another layer of due diligence in the effort to ensure the safety and well-being of children and staff at LSH, all volunteers must complete Criminal Record and Vulnerable Sector Checks.

- The initial Criminal Record and Vulnerable Sector Checks must be completed prior to engaging in volunteer activities.
- Volunteers can pick up a Criminal Record/ Vulnerable Sector Check Application Form at the school (the application form includes instructions for completing the process).
- Once the Criminal Record and Vulnerable Sector Checks are completed by the police agency, volunteers must submit the documents to the classroom Teacher.
- Volunteers must submit new Criminal Record and Vulnerable Sector Checks every 5 years.

When volunteering at the school or on a Field Trip, siblings may NOT attend with parents.