



Parent Handbook

www.rideaukinderplus.com

Contact Information

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Welcome

Welcome to Rideau Kinder+, a kindergarten prep program designed to support families seeking early learning opportunities for their 3-5 year-olds. Small group instruction is offered in a caring, calm environment and is lead by me, a certified teacher with 15 years' experience.

Philosophy of Education

Learning is social, emotional and cognitive. My goal as a teacher is to support the development of the whole child. When children are in a comfortable, positive environment their minds are ready for learning. Growth comes naturally through meaningful and engaging experiences that are based around purposeful play.

Respectful Teaching Practices

I subscribe to positive and respectful teaching practices. I believe in building relationships and fostering a community of kindness. I provide modeling and consistency and allow children to practice problem solving while supporting them with conflict resolution. Children are treated in a way that builds their self-esteem and develops their social skills.

I follow a 3Rs approach to guiding positive behaviour.

Reassure: use calm and clear communication, validate the child's feelings

Redirect: if appropriate, encourage the child to try something different to reduce frustration

Resolve: discuss the situation and problem solve a solution

Program Outline

The Kinder+ program is structured around early education best practices and provides a complement to the Alberta Kindergarten Program of Studies. It focuses on early literacy, math, science, music, movement, art and character education.

Each day includes stories, songs, centers, fine motor & sensory activities, gross motor movement and play-based learning. There is no screen time at Rideau Kinder+

Our Daily Schedule

Classes run from 8:45-11:45am.

8:45am - Drop off, Wash hands, Question of the day

9:00am - Circle time – calendar, literacy, numeracy, music, movement

9:45am – Project time – art, baking, science, engineering

10:30am - Clean up – Wash hands, Snack (provided)

10:50am – Centers / Free choice learning activities

11:20am – Clean up, Story time

11:35-11:45 am – Get ready, Pick up

Tuition Fees

Students have the option of attending 2, 3 or 5 mornings per week.

Tues & Thur - \$200 per month

Mon, Wed, Fri - \$300 per month

Mon to Fri - \$450 per month

* Tuition for **November 2021 will be pro-rated by \$25/day** (reflecting a family holiday I will be taking from Nov.10-19).

There are no fundraising or volunteer requirements, no material or cleaning fees.

A **deposit of \$150** is required and will be applied to the last month's tuition.

Payments can be made by cheque or e-transfer and are due on the 1st of each month. Late payments or NSF cheques will be charged a fee of \$35.

Receipts will be issued for tax purposes.

We are not set up to receive government subsidies.

Holidays

The following are paid holidays for 2021-22:

Sept. 6 (Labour Day)

Oct.11 (Thanksgiving)

Nov. 11 (Remembrance Day)

Dec. 27-Jan.3 (Christmas Break)

Feb. 21 (Family Day)

Mar. 28-Apr. 1 (Spring Break)

Apr. 15 & 18 (Easter)

May 23 (Victoria Day)

The following are unpaid holidays for 2021-22:

Nov. 10, 12, 15-19. (I will be taking a family holiday over this period.)

Tuition will be prorated at \$25 per missed instructional day.

Registration

If you are interested in having your child attend Rideau Kinder+, please submit an online application form. When space is available for your child, I will contact you to set up an interview and tour of our classroom. If Kinder+ is a good fit for your child, you will receive an intake form and submit a \$150 deposit to hold their space. The deposit will be deducted from tuition in June (or the child's last month of school if appropriate notice is given).

Early Withdrawal (Before June 30th)

Rideau Kinder+ is a 10-month school program that runs from September-June. If you wish to withdraw from the program early, at least one FULL month's written notice must be provided. For example, if your child's last day is in mid-December, notice must be given on or before November 1st, in order for your deposit to be refunded.

Note: If you withdraw from the program on or after February 1st, you will automatically forfeit your tuition deposit as it is difficult to fill spaces this late in the year.

Early Termination

Should it become apparent that Rideau Kinder+ is not a suitable fit for your child, I reserve the right to end their enrollment early. This is only considered in special cases and after every reasonable effort has been made to avoid termination.

Immediate termination will take place if:

- The safety of your child, other children or myself are put at risk.
- Fees are not paid.

Absences

If your child will be absent for any reason, please notify me in advance. Tuition will not be deducted for any absences when the school is still open.

In the rare case **when I am unable to teach** the program for personal reasons (such as illness), you will be reimbursed \$25/day from the following month's fees.

Drop off and Pick-up

Drop off: 8:45am (our program starts at 9:00am, this gives our children time to settle in)

Pick up: between 11:35-11:45am.

Please inform me in advance if you will be picking up your child before 11:35am to ensure they are 'packed and ready to go'. Your child will only be sent home with those people on the authorized pick-up list.

If you are running behind, also please let me know. Any pick-ups after 11:45pm will be charged \$5 for every 10 minutes late.

You may park on the driveway or front street for drop off and pick up.

Snacks

I will provide a nutritious, low-sugar snack.

Each will include at least 1 grain/dairy product + 1 fruit/vegetable.

Examples:

- Yogurt, hemp hearts & blueberries
- Toast w seed butter & banana
- Cheese, crackers & carrot sticks
- Veggie straws & cucumber slices

If your child has any dietary restrictions, please inform me and I will do my best to accommodate them. You are also welcome to send your own snack if you prefer.

Theme Days

Once a month, we will have a special theme day. Themes will be kept simple (pajamas, backward day, orange/pink shirts, superheroes).

Birthdays

We love to celebrate our children on their special day. To mark the occasion, we will have cupcakes and play games. If the school is closed on their actual birthday, we will celebrate the day before. You do not need to send anything special on their birthday.

Field Trips

Our MWF students will also go on a local field trip each month. This might be outdoor science, a visit to the library, park or nearby business. Care will be taken to ensure we have proper supervision on all outings.

Emergencies

In the case of fire or any other emergencies, children will practice the Emergency Evacuation Plan once per month. There are two exits on the main floor which are easy to access from the classroom and our meeting point will be at the bus stop south of the school.

Illness & Medical Care

Children must not attend class when they have a contagious illness with symptoms of fever, pink eye, stomach flu, hand/foot & mouth disease, impetigo, ringworm, measles, chicken pox, vomiting, diarrhea, lice, strep throat, persistent cough, and nausea. Colds and flu are very contagious and can spread quickly. Children can return to Rideau Kinder+ once they are symptom-free for over 24hours without medication.

If your child becomes ill during class, I will contact you to pick him/her up immediately. He/she will stay isolated to offer them rest and to prevent spreading anything to the other children.

Covid-19

Extra precautions will be taken to reduce the risk of spreading Covid-19, including temperature checks, regular handwashing, sanitizing materials and having designated items for children to use. I am also fully vaccinated (July 2021).

Accidental Injury

Please know that safety is taken seriously at Rideau Kinder+ and all reasonable precautions have been made to ensure the safety of the children at school. I also have current Standard First Aid & CPR training.

In the case of an accident, the child's parent will be notified, and the child will receive appropriate first aid. If an accident requires immediate emergency care, 911 and the child's parent will be phoned immediately. If I am not able to reach a parent/guardian, the emergency contact person will be phoned.

Medication

Medication will be administered to a child ONLY during an emergency when he/she requires immediate attention. If a parent provides medication for emergency use, it must be given in the original labelled container with directions and written consent for use.

Clothing

Children are encouraged to dress themselves independently and wear clothing they feel comfortable in. Take care to select bottoms that children can pull up and down themselves when using the washroom and please keep an extra change of clothes in their backpack.

Family Communication

The value of family & school communication is significant to a child's success at Rideau Kinder+. For daily communication, I will post activities, progress, and announcements to a private account on Class Dojo, a digital platform and free app.

I am also available by phone and email if you have any questions or concerns.

Confirmation

I, _____ have read and agree with the statements of Parent Handbook.

Parent/Guardian Signature