**River East Scholar’s Nursery School Inc.**

**Program Description**

Welcome to River East Scholar’s Nursery School. We are located in Emerson School, 323 Emerson Avenue.

We can be reached by phone @ 204-663-6365 or by email @ admin@resns.org

# PHILOSOPHY

We believe that learning is an active process. Children learn best through play. Through play, children learn to devise, surmise, compromise and empathize. It is our job to provide an environment whereby the children feel safe and excited to explore. Our teachers guide children’s development by providing opportunities for the children to imagine, invent, create, experiment, discover and draw conclusions on their own.

We structure the environment not the play.

We believe our most important job is to help our children learn to socialize with others. We give the children the opportunities, and the tools, to learn to enter play, to negotiate and to problem solve. Without socialization skills, school is a very lonely place.

# DAILY SCHEDULE

|  |  |
| --- | --- |
| **AM class 9:45 – 12:00** | **PM class 1:15 – 3:30** |
| * Circle Time * Free Play\* * Clean-Up Time * *Gym Time* * Washroom Break * Snack Time * Quiet Time (puzzles & books) * Group Activity * Star of the week/Show and Tell * Songs & Movement/Story * Home Time | * Circle Time * Free Play\* * Clean-Up Time * Gym Time * Washroom Break * Snack Time * Quiet Time (puzzles & books) * Group Activity * Star of the week/Show and Tell * Songs & Movement/Story * Home Time |

Your child will be active in the classroom, so please send your child in running shoes.

Circle time is a collection of different activities for different days. It is a time where all children are expected to come together. At this time, they may learn about things pertaining to the weekly theme, play a game, hear a special story, play instruments, do finger plays, sing songs, share stories etc.

\*Free play also varies with what we are doing. Completing a craft is always encouraged. However, your child’s best interests and level of development are more important than choosing which activity they should participate in. Their time may be better spent playing in the water/sand table, Puppet Theater, or building with blocks. Play is the most valuable tool in the growth and development of your child and should not be underestimated. We will not demand that your child complete a craft or any given activity. The love of learning should come naturally from your child.

In regard to their art projects, we always foster the process rather than the finished product. As each child is unique and special, so is his/her artwork.

# CODE OF CONDUCT

At River East Scholar’s Nursery School, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in equality and respect diversity

The following people are expected to behave in a respectful manner and comply with this code of conduct:

* management and staff members
* children
* parents/guardians of children enrolled
* Emerson school personnel
* all others involved with our centre

**Guiding Principles for Appropriate Behaviour**

# Be Respectful

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

**Be Safe**

We work and play safely to help keep ourselves and others from getting hurt.

# Be Cooperative

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

# Be Supportive of Learning

We learn to the best of our abilities and support the learning of others.

## Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour

## Appropriate Use of Technology

All children, parents, staff and others involved in our centre must use e-mail, electronic devices and the Internet according to our policies. This protects people’s privacy and the confidentiality of information.

## Unacceptable Behaviours

The following behaviours by children, staff, parents and others involved in our centre are unacceptable:

* all forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
* harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
* all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
* discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability
* actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone.

## Proactive Strategies

We actively strive to create an environment that supports the health, safety and well-being of the children by:- having realistic and developmentally appropriate expectations for behaviour

* setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
* planning a program based on children’s interests and developmental needs
* establishing consistent yet flexible schedules and routines that help children gain trust, security and self control

We create a positive environment for children, parents, staff and others involved in our centre by:

* developing positive relationships, including making time to talk and listen
* establishing clear, consistent, simple limits
* stating limits in a positive way and periodically reminding people
* providing explanations for limits
* working together to solve problems
* modelling and encouraging appropriate behaviour

## Consequences for Inappropriate Behaviour

We will consistently respond to inappropriate behaviour by children, parents, staff and others involved in our centre by:

* reminding people of expectations and limits
* using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected
* talking only about the behaviour, not labelling the person
* responding sympathetically and acknowledging feelings
* establishing natural, logical consequences

Depending on the severity and frequency of the behaviour, we will consider further steps such as:

* using behavioural analysis to learn what may be contributing to a child’s inappropriate behaviour and how to help reduce or eliminate the behaviour
* having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
* developing a written contract with an adult or older child that outlines specific expectations and consequences
* giving a written warning that outlines specific concerns and consequences if the behaviour continues - accessing outside resources for help, such as:

> a behaviour specialist or other professionals to help staff understand and reduce a child’s inappropriate behaviour

> child and family services to access parenting supports

> mediation services to resolve conflicts between adults

> the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment > the police to assist with threatening behavior.

In extreme cases, we will take additional steps such as:

.- suspending or dismissing a staff member

* suspending or withdrawing child care services because of a child’s or family member’s inappropriate behaviour
* in the case of a visitor not allowing the person to return to the centre
* contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person.

**River East Scholar’s Nursery School Inclusion Policy**

At River East Scholar’s Nursery School Inc (RESNS) we believe that every child matters and inclusion is an important part of care and education. We will ensure that every individual will achieve, contribute, feel, valued and enjoy learning within our Nursery school/KinderCare environment.

At RESNS we aim to increase our understanding of inclusion on an ongoing process and strengthen and improve staff knowledge and development as part of our annual training plan.

As well as promoting inclusion for all children we will as a group, promote inclusion for particularly vulnerable groups of children these include:

* Children with special educational needs.
* Children with English as an additional language.
* Children with medical needs.
* Children with physical and emotional needs.
* Children from minority ethnic and faith groups.
* Children in care.
* Gifted and talented children.
* Children from families under stress.
* Children with behavior problems.

## Access

* The waiting list identifies children with additional support needs to ensure supports are in place upon enrolment.
* We work together with the families to find a support worker who is a good fit for their individual child.
* We keep in contact with our child development counsellor who refers families with children with additional support needs to our program.

At River East Scholars Nursery school we arrange our learning centres so that all children can reach and use the materials in them. Our program supports the full inclusion of children who require additional support because of a physical, cognitive, social or emotional need.

Indoor and outdoor areas are arranged so all children can move freely and make choices based on their abilities, interests and needs.

The children are observed closely to understand and meet their needs such as shortening planned activities when needed so that all children can be successful.

**Meaningful Participation:** Inclusion encourages the development of real relationships, a sense of belonging for all children and respect for dignity and equality. Children of all abilities learn from each other. Experiences and routines are adapted so all children can participate actively and meaningfully. Supports, when required, are provided in natural environments with peers. The goals for children with additional support needs are carried out during play experiences with peers. Opportunities to play and interact with their peers occur often throughout the day do that the children can develop relationships with each other. When planning field trips the individual needs of each child are considered to ensure that all can attend and participate in the activities of the trip.

# Individual early learning and child care

Each child is unique with a range of abilities and variety of needs. Each child’s abilities are considered and their needs are met so everyone develops to their fullest potential. This is done with a supportive approach that builds on each child’s strengths.

Examples:

* I observe and document children’s play to identify the abilities and needs of each child.
* We limit the number of large group activities throughout the day so all children can actively participate in the experiences provided.
* We offer sensory toys for children to use during large group activities and we shorten the length of the activity when children show signs of disinterest. We leave the box of sensory toys out in the room, so children can find them during the day, when needed.
* A private space is accessible for children to use when they feel they need time alone.

# Family Centered Practice

To promote inclusion for all we feel it is important to work closely with parents to ensure a child can reach its full potential. We respect and value input from parents and encourage them to be part of the decision making process for their child. We speak to each family every day and we also use an individual communication book to share information about the child’s day and evening. We support families by consulting with early intervention professionals. We work with parents and early intervention professionals who have valuable knowledge and expertise to share with each other.

# ARRIVAL, DISMISSAL AND TRANSPORTATION POLICIES

The parent/guardian is responsible for dropping off and picking up their child at the main entrance of the classroom.

Please arrive at the school a few minutes before class time (9:40 am or 1:10 pm). We ask that you wait in the entrance lobby until one of the teachers comes to greet you and your child. (This is fire regulation, and it is important for our licensing that this is followed.)

The parent/guardian is responsible for their child until the parent has signed the child in and the teacher has brought the children into the classroom. And after the teacher has dismissed the child to their parent/guardian and the parent has signed the child out on the Daily Attendance form (as per Daycare Regulations).

At dismissal, please ensure that you are there on time (11:55 am or 3:25 pm) as some children may be distressed to see their classmates leaving when their own parent has not arrived.

If the parent/guardian cannot pick up their child, the teachers must be notified of this in advance. The parent/guardian is responsible for providing the teachers with the name of the individual who will then be able to pick up their child. This individual will be responsible for the child once the teacher has signed him/her out. This individual must be a person noted on the registration form. If unknown to the teachers, this individual must be able to provide identification, if requested. **No child will be dismissed from the nursery** **school unless accompanied by an authorized adult.** (Siblings under the age of 18 are not allowed to pick up a child at the nursery school.) These rules are to ensure the safety of your child and must be adhered to.

# FIELD TRIPS

Periodically, field trips will be arranged to enrich your child’s learning experiences. Before each field trip, you will receive a permission slip that must be signed and returned to the school indicating whether you and your child will be participating in the trip. Each child attending a field trip must be transported to and from and accompanied by a parent or authorized adult. If you do not want your child to attend a field trip, the permission slip indicating such must be returned to staff. Children not attending will have a day off, as the Nursery School will be closed on that day. Standard arrival and dismissal practices will be in effect for field trip days unless otherwise posted.

*NOTE: Field trips are reserved for nursery school enrolled children only unless otherwise indicated.*

# AGE

This program accepts children between the ages of two and five years**. The child must be turning three by December 31of that year.** All children MUST be toilet trained, as we do not have the facilities to change them. Please note that sometimes children that are toilet trained or are a very young three-year old may not be ready for a program such as nursery school. If this is the case, please do not think of it as a failure on your part or the child’s part. It may be that your child is just not ready for this experience. A sure way of knowing if your child is not ready is if after you have left them at the nursery school they do not settle down. They may start experiencing nightmares or waking up in the morning distressed that it is nursery school that day. Many children will be a little nervous about being at school at first, but will settle in quickly after you have left. If your child does not make this adjustment easily, staff will notify you. Remember, it is not to your child’s advantage to force them into nursery school before they are ready.

The staff may ask parents to remove their child from the program due to behavior problems or failure to adjust to the program requirements. Staff will first ask the parent’s assistance in helping to settle their child, possibly by having the parent remain during class time. Staff may suggest that the parent allow the staff to enlist the help of experts trained in dealing with the special needs that your child may have. Children sometimes have special needs that the staff cannot deal with, and we reserve the right to expect the cooperation of the parent in either removing the child or obtaining the special help required to meet the needs of the child. Early detection of any physical, emotional, or mental difficulties can be crucial to your child’s development and future success in the school setting.

# HEALTH

If your child is ill please keep him/her home for that day. It is not fair to the other children and the staff to have to care for an ill child. If your child is or has been sick due to a contagious disease, i.e., pink eye, chicken pox etc., please contact the nursery school so we can report the case to the Public Health Officials.

# BEHAVOUR MANAGEMENT POLICY

The philosophy of the Nursery School, and the teachers does not accept the use of physical punishment, or any verbal or emotional abuse, or any harassment of the children to promote acceptable behaviour. Children are treated as individuals, each with different personalities, needs and aptitudes. Behaviour is managed in a caring, acceptable environment in which children are encouraged to participate fully in the program and enjoy their experience while learning new developmental skills.

Positive behaviour is rewarded through positive reinforcement. Negative behaviour is discouraged through consistent reinforcement, i.e. discussion with the child, temporary withdrawal of a privilege, calming the child through discussion in a quieter area of the room, and finally any behaviour problems of a more serious nature are discussed with the parents so that a mutual and consistent approach can be worked out.

We do not use traditional "time-outs" as a form of behavior management, instead we choose to acknowledge, label and discuss all of the child's emotions, letting them know that their feelings are ok, but that a certain behavior may be unacceptable. We ask the children if they need to take a minute for themselves ie: walking away from a situation, going for a walk with a teacher or sitting in a quiet area alone. In some cases when the child is not able to make a choice we use redirection to remove the child from the situation so the issue does not escalate) we find that when needed, children will generally take a minute for themselves to come down from certain emotions, we find this eliminates the need for a traditional "time out" and helps in self-regulating emotions and problem solving skills. When the children are given such responsibility, they feel empowered and will want to show that they can and know how to do the right thing. ie: checking to see if a friend is ok after using their hands or yelling at them, getting some ice or a band-aid for that friend, and apologizing, which instills empathy. We believe that these are "natural consequences" that are in direct correlation with the child's behaviors and is something the child can age-appropriately and developmentally understand.

Behavior management strategies will be adapted to meet the developmental needs of each child and will take into consideration the child’s inclusion support needs.

Staff, parents and any volunteers will not be permitted to enforce any form of physical punishment, verbal or emotional abuse, or denial of physical necessities of any child attending River East Scholar’s Nursery School. We will guide your child’s behavior through redirection and help him/her to solve their problems through role-playing and discussion.

Safety rules for the program will be discussed on a daily basis, i.e., “At nursery school, we keep our hands, feet and teeth to ourselves.”

Removal of the child may be required at the discretion of the staff if the child’s behavior fails to show any improvement, or if the parents are unwilling to cooperate in allowing the staff to obtain the necessary help required to socialize the child in our program.

## DRESS AND EQUIPMENT

Our program is a play program. Please do not overdress your child, as this will inhibit normal play instincts. We require that children wear runners at all times for their own safety. Fancy shoes or stocking feet can be dangerous in the nursery school setting. Children must always have shoes or boots on in case we have to leave the school (i.e. fire drill). As we do a lot of hands-on messy-type work, it would be to your advantage to send your child in play clothes. Paint, glue, water etc., are all a part of the normal nursery school routine. A specific bag is not a requirement; however, we suggest that you bring a bag in on a daily basis for your child to transport his/her creations home. We also require that you bring an **extra** pair of underwear, pants and shirt etc. that may be needed in case of any accidents. Please remember to clearly label all items.

## FILE FOLDERS

Your child will be assigned a file folder with his/her name on it. Remember to check the mail folder at the end of each class for newsletters, your child’s crafts, etc.

## STAR OF THE WEEK/SHOW ‘n TELL

Your child will have a chance to be Star of the Day starting in October after the children are settled into the routine of the nursery school. Star of the Day works on a rotation basis and we work our way through the class list in alphabetical order. We do our best to accommodate the children who have been absent or have forgotten to bring their special items to share, if for some reason your child misses their special day please notify the teachers so that we can make sure to place them on the schedule at the next available date. A monthly schedule will be posted in the school’s monthly newsletter so you know in advance and can prepare for your child’s turn to bring in their favourite book and ONE item for Show ‘n Tell. We encourage items that will stimulate conversation amongst the children, i.e., birds’ nests, shells, pine cones etc. They will be encouraged to share some information with the class about the item. The item is then placed up on a shelf until home time. Please tell your child that they will not be playing with it at school as this might cause a disturbance and the item can be broken or lost.  Please do not allow your child to bring toys, etc, from home unless it has been discussed with the teacher or it is their special day.

## SNACK

Children will bring a snack from home on a daily basis. **As we may have children with severe nut allergies that are life threatening, we are a nut-free classroom**. Any snack containing peanuts or other nuts cannot be brought into the classroom.

***Snacks: This snack policy is subject to change depending on the allergies within the classroom, however we ALWAYS remain NUT FREE program.***

Please clearly label your child’s containers so that they will not be misplaced. Lunch boxes or bags should be clearly labeled on the outside to assist staff in making sure your child has the right snack.

**On your child’s first day, please send the following SUPPLIES:**

**2 pictures of your child, and a family picture**

**A complete set of clothing in a Ziploc bag in their backpack/bag**

**1 pair of indoor runners**

**OPERATING POLICIES**

**OF**

**RIVER EAST SCHOLAR’S NURSERY SCHOOL, INC.**

**LOCATION**

River East Scholar’s Nursery School, Inc. (hereinafter referred to as “RESNS”) is located in Room 14 & 16 – 323 Emerson Avenue, Winnipeg, Manitoba, in the Emerson Elementary School.

**HOURS OF OPERATION**

Classes will begin on or about the second week of September and run up to the third week of June, five (5) days per week, from 9:45 a.m. – 12:00 p.m. and 1:15 p.m. - 3:30 p.m. There will be a 3-day program (Monday, Wednesday, Friday) and a 2-day program (Tuesday, Thursday). The program will run mornings and afternoons.

**CENTRE CLOSURES**

All holidays recognized by the Manitoba Child Care Program will be honored. Holidays will be billed to parent accounts at their regular rate even if your child does not attend on specific days and/or if the centre is closed. River East Scholar’s Nursery School will be closed for the following holidays:

New Year’s Day Victoria Day Thanksgiving

Louis Riel Day **\*\***Remembrance Day Good Friday

\*\*Easter Monday Christmas Day Boxing Day

\*\*\*We will only be closed for Remembrance Day if it falls on a weekday.\*\*\*

**The Nursery School is closed in accordance with all school breaks:**

* Winter Break
* Spring Break
* Summer Break

However, the Nursery is open on in-service days if it is a regularly scheduled class day, unless otherwise notified.

**REGISTRATION PACKAGE**

Shall include Registration Form / Medical Information

Parent / Guardian Agreement

Program Description

Investigation Authorization (for Co-op parents only)

Photo and phone list permission letter

Direct Deposit Form

Volunteer preference form (Kindercare)

**FINANCE**

1. The Executive will levy the fee for the upcoming year, at the time of registration. Tuition fees are calculated so that the operation expenses of the school can be covered. Any new equipment throughout the year is purchased with the profits from any fundraising efforts.

At the time of registration, there will be a non-refundable $35.00 registration fee for each family. At the time of registration, the school will require 2 $100.00 cleaning deposit cheques from each non-coop family. Each non-coop family is required to clean the classroom two evenings throughout the year. The cheques will be returned after the evenings of cleaning commitment has been completed. If cleaning commitment is not met, the cheques will be cashed.

A child will not be fully registered until all cheques and automatic withdrawal form are submitted. Please note all cheques will be returned and automatic withdrawal form destroyed, at once should there not be sufficient enrollment to warrant a class.

1. The direct withdrawals for tuition, will come out by the last day of the previous month. Any charges that are incurred as a result of an NSF direct withdrawal, will be charged back to the parent responsible. If you incur an NSF fee your child will not be able to attend class until payment has been made. If a second payment is returned NSF, all subsequent tuition payments must be made in cash or money order on a monthly basis. If payment by cash or money order is not received within exactly 1 month of incurring an NSF fee, the school reserves the right to withdraw the child from the program and fill the spot.

**WITHDRAWAL**

1. If a child is withdrawn from the program after registration but before the school year starts, the registration fee and the September tuition are non-refundable.
2. If a child is withdrawn after registration but before the school year starts due to parental employment, transfer or a serious, lengthy illness of the child, then with one full month’s notice, the September tuition will be refunded. Registration is non-refundable.
3. If a child is withdrawn during the school year with one full month’s notice, then the automatic withdrawals will be stopped.
4. Should the Association deem it necessary to terminate the stay of any child in the program, then the automatic withdrawals will be stopped immediately.

**STAFF**

1. The Nursery School staff will consist of one ECE/Director, one ECE teacher and a volunteer parent/guardian. In the case of decreased enrolment through the school year, there may be times when staff will consist of two teachers but no volunteer parent.
2. In the Nursery School, in case of illness of both ECE/Director and ECE teacher, on the same day, classes will be cancelled.
3. The Kindercare staff will consist if one ECE teacher,and 1 part time assistant.
4. In Kindercare, in case of illness of the Kindercare staff and one other nursery school staff member, Kindercare will be cancelled.
5. The ECE/Director, ECE Nursery teacher, and Kindercare teacher, will be responsible for duties as outlined in their job descriptions.
6. Guidelines for Employment:

ECE/Director: Must be a registered ECE II or III as outlined by provincial government standards. Some early childhood development courses preferable and/or previous experience teaching in a nursery school.

1. ECE/Teacher: Must be a registered ECEII or III or at the discretion of the Executive. Experience teaching nursery school is preferred.
2. ECE/Kindercare Teacher: Must be a registered ECE II or III as outlined by provincial government standards. Some early childhood development courses preferable and/or previous experience teaching in a nursery school.

**INSURANCE**

The nursery program is fully insured. This includes coverage at the school and at a field trip location.

**HEALTH & SAFETY PROCEDURES**

1. The procedure when a child is ill will be to contact the parent or alternate name given on the registration form and ask that the child be picked up from school as soon as possible.
2. The administration of medication will occur only upon the parent’s consent with written physician’s instruction and only by staff.
3. Evacuation procedures in case of fire are posted at the entrance of the school. Fire drills will be held monthly during the school year. Lockdowns are also practiced, 3 – 4 times a year, at the same time as they are done by Emerson Elementary School.

**ENROLMENT & CRITERIA**

1. The ages for enrolment will be three (3) before December 31st. of the registration year. Exception may be given to a child born during the first week of January or based on teacher assessment.
2. All children must be toilet trained.
3. Consideration will be given to always ensure that we have at least one half of the parents within a class in the co-op program. This will be done at the discretion of the Executive.
4. Kindercare: Student must be attending Kindergarten. Preference will be given to those children attending Emerson Elementary School.

**ALL MEMBERS**

River East Scholar’s Nursery School, Inc. is a non-profit co-op nursery school that is run by the parents. Therefore, we require your support and volunteer work through the year in order to function successfully. All members are required to attend the Annual General Meeting of River East Scholar’s Nursery School. All members are encouraged to participate in fundraising activities throughout the year.

**CO-OP MEMBERS**

1. A co-op member is willing and able to volunteer during class time to assist teachers with crafts, serving snacks and supervising children. Also, to help clean up after craft time and snack time and assist at washroom drill.
2. While volunteering, it is required under the Manitoba Day Care Act that parents make arrangements to have their younger child(ren) taken care of during this time. This ensures that their full attention is given to the children attending the nursery school (Siblings may attend special events only when specified).
3. If scheduled to volunteer and the parent cannot make it, it is up to the individual to switch with another parent to ensure that each class has sufficient help.

**NON CO-OP MEMBERS**

A non co-op member is not required to volunteer during class time. Each non-coop family will be scheduled to clean the classroom two evenings throughout the school year, where one adult is required to attend.

We would like to take this opportunity to wish you and your child a positive nursery school experience. Keep this information package as a reference throughout the school year. Should you have any questions or concerns, please feel free to speak to the nursery school teachers.

Please advise the Director/Teacher of any changes in family situation, employment, emergency contact names, addresses or phone numbers so our records are always accurate. We encourage parents to discuss any problems (at school or at home) with the teachers so that they may be of the most help to you and your child.

**RIVER EAST SCHOLAR’S NURSERY SCHOOL, INC.**

**Will be hosting a Meet the Teacher Night on Thursday, September 9th. You will be advised of the times in your welcome letter.**