



# PARENT HANDBOOK

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2020/2021

Updated July 31, 2020

TREEHOUSE **PRESCHOOL**

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## ABOUT US

TreeHouse Preschool offers a Christian-based program that encourages children to love learning through creative, hands-on activities engaging the whole child. Our goal is to assist young children in the growth of their social, mental, emotional, spiritual and physical development.

TreeHouse Preschool is a ministry of Sherwood Park Alliance Church. We are a government licensed preschool facility that is regulated by Alberta Child Care Services. Many children who attend TreeHouse Preschool continue on to Strathcona Christian Academy but our registration and governance are separate because SCA is an Elk Island Public School. If you would like your child to attend Kindergarten at SCA, please contact the SCA Elementary office at 780-449-2787.

## COVID-19 COMMITMENT

We are committed to providing a safe, healthy preschool environment for staff, children and their parents/guardians. It is our desire to come along side families and be a safe place where parents feel comfortable allowing their children to enjoy learning in a classroom setting again.

As a preschool we are able to function differently than elementary schools. We have less children and more space than traditional classrooms. Because our program has traditionally had a themed approach to teaching through play, we are well resourced with many sets of toys and learning supplies (cleaned and sanitized!) for children to enjoy a rich preschool experience even during this time of restrictions. More than ever, our caring teachers are committed to children's social, emotional, mental and spiritual health while giving them opportunities to develop skills for a successful start to Kindergarten.

We are committed to staying up to date with all government policy changes. If the Elk Island Public School plan changes to a part time or full online school model, our teachers will be impacted as most of them are parents. If this occurs we will look at our options, consult with our staff/families and come up with the best solution we can. We may have to close down preschool again this year if it's not safe or feasible for the program to operate. Through it all, we are committed to open communication with parents. More than ever, we ask that parents enter this year with an attitude of understanding and willingness to support each other and make this the best experience possible for our preschoolers.

## OUR STAFF

All of our staff at the TreeHouse are:

- caring Christian individuals, committed to connecting with parents
- passionate about creating age-appropriate, safe but fun learning environments for young children that will challenge each one to grow as an individual to make a successful transition to kindergarten
- government certified to work in an early childhood setting
- first aid (Level C)/CPR certified
- hold clean criminal record checks

## ADMISSION

**3 year old/PreK programs** are for children who are at least 3 years old by the first day of school and toilet trained. With payment, we will hold a spot for children who turn 3 years old by Thanksgiving of the school year but they are unable to attend until their 3rd birthday. PreK children are also welcome to attend.

**PreK programs** are for children who are 4 years old by December 31st of the year they are attending and planning on attending Kindergarten the following year.

## CLASS DESCRIPTIONS

Our class times have been decreased by 15 minutes due to Covid-19 to allow for extra cleaning time. You will be assigned a specific time to drop off your child during the 10 minute window to limit the number of people.

Current AHS guidelines, allow preschool cohorts up to 30 people. Teachers may teach without masks if they only interact with 1 cohort. Our class sizes are only 14 or 18 children and our room size is double the required size for our class sizes allowing room for children and staff to spread out.

### 3 years old/PreK programs

Mon/Wed 8:45-8:55am, 11:00-11:10am

Mon/Wed 12:30-12:40pm, 2:45-2:55pm

**Ratio:** 2 teachers: 14 children per class

Full cleaning/sanitizing will occur between the classes, but we are categorizing **both of these smaller classes as one cohort**. Because the classes include young 3 year old children, we felt that if mask wearing continues to be optional within one cohort, the teachers could make their own decision of when to wear their mask. Some young children may feel more comfortable being able to see their teachers' face/smile and we want to help them adjust well to preschool. We will bring a 3<sup>rd</sup> teacher into the classroom to help during the first few weeks but this teacher will be in a mask at all times.

### PreK programs

Tues/Thurs 8:45-8:55am, 11:00-11:10am

Tues/Thurs 12:30-12:40pm, 2:45-2:55pm

**Ratio:** 2 teachers: 18 children per class

Full cleaning/sanitizing will occur between the classes. Teachers will wear masks at all times as each class will be treated as its own cohort and the Tuesday/Thursdays teachers will be interacting with morning and afternoon cohorts. We will bring a 3<sup>rd</sup> teacher into the classroom to help during the first few weeks and this teacher will be in a mask at all times.

## START UP DATES

### **Parent Meeting:** Thursday, Sept 3, 8pm (Zoom)

This year's Parent Meeting will take place on Zoom. A link will be sent out prior to the meeting and the handouts will be available online to view. Paper copies of the handouts will be available at the Orientation Session. We encourage **ALL** parents and guardians who may drop off or pick up a child this year to attend because we will cover all the Covid-19 procedures and changes.

### **Orientation Sessions:** Sept 9/10

**One parent or guardian in a mask** is required to accompany his/her child to their Orientation. It will be a shortened **half hour session** introducing what preschool will be like. Our goal is that you and your child will feel comfortable with the revised routines and excited/confident for your child to attend independently on their first day.

#### **Morning Classes**

Session 1 – 8:45 – 9:15 am

Session 2 – 9:30 – 10 am

Session 2 – 10:15 – 10:45 am

#### **Afternoon Classes**

Session 1 - 12:30 – 1:00 pm

Session 2 – 1:15 - 1:45 pm

Session 3 – 2 - 2:30 pm

### **First Day of Regular Classes:** September 14/15

Children are encouraged to attend class independently. If a child is not settling well, the parent will be welcome to stay to help transition the child into feeling comfortable enough to attend class independently. **AHS requires that any parents in the room wear a mask.**

# REGISTRATION

A \$50 non-refundable registration fee per child is required at the time of registration. Because many families registered before Covid-19 we will refund the \$50 if an notice is given through email by August 18<sup>th</sup>.

## TUITION

### Monthly Tuition (Sept 2020 - June 2021)

- \$150 per month for all classes
- This is a flat rate per month, regardless of the number of actual class days as dependent on the school holidays
- Tuition is non-refundable for absences or holidays. If a child is unable to attend due to Covid-19 circumstances, no portion of the current monthly fee will be refunded. If ongoing Covid-19 related health or quarantine issues cause a child to withdraw no further monthly payments will be processed but we do ask for open communication with the staff and require the withdrawal notice in writing.
- NSF withdrawals or cheques will be charged \$25

### Payment Options

- Monthly - Automated credit or debit withdrawals on the 1st of each month, beginning September 1<sup>st</sup>.
- Full year - Debit or credit payment

### Special Event Fee

- A one time \$100 special event fee (for special guest visitors, field trips, celebrations, etc.) will NOT be collected until Special Events are able to resume. At that time, a modified sum will be collected.

### Withdrawal

- **2 weeks written notice is required for early withdrawal for non-Covid-19 illness related reasons.** Failure to provide written notification signed with the date effective will result in a forfeit of one month's tuition fee. There will be no refund of tuition for withdrawals after April 1<sup>st</sup>. Any summer withdrawals should inform the office by August 18<sup>th</sup>. Withdrawals after August 18<sup>th</sup> will still be charged for September.

## DAILY ACTIVITIES

A typical day in TreeHouse Preschool will include Centers, Circle Times, Snack and Outdoor Play or Music/Movement and Story Time. Children should dress in clothing which is washable and will allow them to move freely in the classroom, large play spaces and outdoors. **With Covid-19, there will be an increased emphasis on daily outdoor play and exploration.**

Appropriate footwear is necessary. Indoor non-marking shoes should be sent at the beginning of the year and remain at preschool. These shoes should be slip on or velcro runners; no lace up shoes please. Indoor shoes will be worn whenever the children are indoors. Boots or outdoor shoes (slip on or Velcro) will be worn to preschool and used for outdoor play.

One of our preschool goals is for children to learn to put on their own shoes, coats and other winter items. Having clothing and footwear that easy for children to put on is very helpful for your child to feel successful and for the teachers to manage, **especially when we are trying to give everyone as much physical space as possible.** Check to make sure the zipper is easy enough for the child to do or learn to do – doesn't easily get stuck.

We will continue to play outside unless the temperature drops below -17°C with wind chill. Please make sure your child is dressed appropriately for the winter weather.

Please send these items with your child:

- Backpack
- Indoor shoes (Velcro or slip on)
- Nutritious Snack and water bottle in a lunch bag (details on Page 9)
  - The snack should be in packaging that your child can open to reduce teacher's having to touch many children's food items.
- Appropriate outdoor clothing for outdoor play
  - Running shoes (Slip on or Velcro) that are easy to put on, but not flip flops
  - Appropriate jacket
  - Snow pants, mitts, toque (when it's cold)
- Clean change of clothes (shirt, pants, underwear, socks) in a Ziploc bag



# A TYPICAL DAY AT PRESCHOOL (Covid-style!)

Morning Program	Components	Afternoon Program
8:45 – 8:55 am	Drop Off/Health Check	12:30 -12:40 pm
8:45 – 9:50 am	Centers/Circle Time	12:30 – 1:35 pm
9:50 – 10:10 am	Snack Time	1:35 – 1:55 pm
10:10 – 10:40 am	Outdoor Play	1:55 -- 2:25 pm
10:40 – 11:10 am	Story Time	2:25 – 2:55 pm
11:00 – 11:10 am	Staggered Pick Up	2:45 – 2:55 pm
11:10 – 11:45 pm	Cleaning/Sanitizing	2:55 – 3:30 pm

## Drop Off/Health Check

1. AHS checklist/temperature should be completed at home and brought to preschool. Please do not enter building if any Covid-19 symptoms are present.
2. Before leaving home, have child use the washroom.
3. One guardian (in a mask) and their children (siblings may come in) may enter the building at their designated time.
  - a. Morning class – 8:45-8:55 am
  - b. Afternoon class – 12:30-12:40 pm
4. Everyone must use hand sanitizer or wash hands before touching anything. Ensure the child has recently used the washroom before leaving home and if not, ask them to use the washroom before coming into class.
5. Keep social distanced as much as possible as child’s items are put in their locker.
6. Children should stay close as guardian waits on designated spot.
7. When the classroom door is open, one at a time each guardian will hand the teacher the AHS checklist and their child may enter the room if all is well.
8. Teacher will check the child into the room and give a squirt of hand sanitizer or wash hands again before participating in a center.

## Centers

Safe, more spread out and individualized center activities will be planned for children as they come into the room. These will include art, fine motor, science, literacy, and numeracy activities. Our sensory table will be closed due to Covid-19, but our staff will strive to incorporate safe, individual sensory experiences for the children.

## Circle Time

We will enlarge our circle time space to make it as spread out as possible and assign children individual spots so that children can sit as a group to practice listening to others and group social skills. Our classroom safety, Red/Green Choices, and Letterland literacy will be introduced through puppets and props. Prayer, stories, and birthday recognition are a part of this time as well. AHS recommendations on singing in the classroom will be observed. Show and Tell will resume when Covid-19 restrictions are lifted.

## Snack Time

1. 20 second handwashing
2. Prayer
3. Parents are required to provide a healthy snack and drink for their child each day. Please be sure that all containers are labeled with your child's name and easy for your child to open so that teachers don't have to touch each child's food containers (Covid-19 caution!) The snack must include two or more food groups but must not contain any peanuts or nut-based foods. A supply of pre-packaged snacks (as nutritious as possible) will be kept in the classroom in the event that a child arrives without a snack. A snack will be given to the child and the parent will be notified of what the child ate.
4. Children enjoy their nutritious snack from home as they sit as spread out as possible around tables and have time to talk to each other. Social skills such as talking, listening, waiting, and cleaning up are all practiced.
5. Children will hand sanitize or wash hands again after snack.

Due to Covid-19 regulations, we will not have any shared snacks for birthdays or other celebrations until further notice.

## Outdoor Play

Each day the children leave the TreeHouse classroom. This year with Covid-19 we will have an increased emphasis on outdoor play and exploration. When weather does not permit outdoor play, we will play in a dedicated, sanitized play room or have music and movement indoors in a large room with activities that allow for physical distancing as much as possible. Children will hand sanitize or wash hands before coming back into the classroom.

## Story Time

The teacher will read a story, sing songs (as permitted) and play games with the children during the transition as parents pick up their children.

## Staggered Pick Up

1. Children are not permitted to leave the classroom until their parent/guardian has arrived and we have signed them out. If your child is being picked up by someone other than a parent/guardian, a written notification must be provided.
2. One guardian (in a mask) and other children in their care may enter the building at their designated time.
  - a. Morning class – 11:00-11:10 am
  - b. Afternoon class – 2:45-2:55 pm
3. Everyone must use hand sanitizer or wash hands before touching anything.
4. Keep social distanced by staying in designated area while waiting to pick up child.
5. Children should stay close to the guardian.
6. One at a time guardian teacher will release children to their guardian's care.
7. Put on child's outdoor clothing, backpack and exit without lingering in the building, keeping social distance as much as possible.
8. Please be **on time** as our staff need time to fully clean between classes.

## Cleaning/Sanitizing

- Toys and supplies will be separated into individual or class sets as much as possible.
- Any toys or supplies that need to be used by multiple classes will be fully sanitized before the next class.
- Classroom tables, chairs, lockers, and other high touch areas in the classroom and hallways will be sanitized between classes.
- Bathrooms and sinks used by children and families will be cleaned/sanitized between classes.
- In the case of a sick child, see enhanced cleaning under the Sick Child policy.

## MASKS

TreeHouse Preschool follows the AHS guidelines for preschools on mask wearing. Under current requirements:

### Parents

- Masks **must** be worn by all parents/guardians when they are in the building

### Staff

- Masks and PPE will be provided for all TreeHouse Preschool staff.
- Masks must be worn by our Tuesday/Thursday teachers because the total number of children they teach between two classes is 36 children; technically 2 cohorts.
- Masks are optional for Monday/Wednesday teachers, Mrs. Amyotte and Mrs. Davis because the total number of children they teach between the 2 classes is 28 and guidance by our health officer allows the 2 classes to be categorized as 1 cohort.

### Children

Current regulations do not require young children to wear a mask at preschool.

We know that some parents may desire their child to wear a mask so we will leave this decision up to the parents' discretion. If children have practiced wearing a mask at home/errands and the parents desire their child to wear a mask, we will support their decision. However, young children may have a hard time keeping a mask on in class and issues may arise if the mask is not worn/cared for properly. If a parent does want a child to wear a mask, a plan will need to be discussed with the teachers on how to manage the mask during the class.

## SPECIAL EVENTS

### **In School Field Trips -**

We will not have special guests or other visitors in our classroom during Covid-19 nor will we visit other groups in the building.

### **Off Site Field Trips**

All off-site field trips will be postponed until further notice.

### **Holiday Celebrations**

We will still celebrate holidays in our classes without shared food. At the Pumpkin Party/Valentine's Party we will refrain from everyone contributing to the treat bags until Covid-19 restrictions are lifted. Watch the calendar for more dress up days to encourage a fun atmosphere in the classroom. Large gatherings such as Christmas Concert, Father/Child Night, Mother's Day Party, Graduation will not happen in person during Covid-19. When we are able to resume or have a creative alternative, parents will be informed.

## EXTREME WEATHER

If Elk Island Public School buses are not running for the whole day, TreeHouse Preschool classes will be cancelled. A Facebook/Instagram post and email will be sent communicating the decision. No make up days are scheduled or refunds given for cancelled classes.

## CHILD BEHAVIOR EXPECTATIONS

Behaviour expectations are necessary to ensure a safe learning and social environment. We utilize positive approaches to behaviour support for children, which includes building positive relationships, teaching social skills, redirection, individualizing behaviour intervention efforts, teaching the children replacement skills, and using classroom prevention practices.

Classroom prevention practices include:

- child/teacher conversations regarding expectations and consequences.
- limiting number of children at activity stations
- visual aids to empower self-regulation (sand timers or pictorial schedule)
- encouraging children to use their words to express themselves.

Parents will be informed about any behaviour issues involving their child at which time discussion regarding solutions and supports will take place.

If behaviour persists or is unresolvable with parents help, TreeHouse Preschool reserves the right to request the removal of the student that is negatively affecting the learning environment.

If there is a specific concern, please direct your concerns to a TreeHouse staff member.

## PARENT / GUARDIAN BEHAVIOR

In order for staff, children and families to be able to enjoy a positive environment at TreeHouse Preschool it is important that some behaviour expectations are followed. In registering your child to attend TreeHouse Preschool it is assumed that you understand and will abide by these expectations.

Parents and guardians are to show respect and concern for others by:

- treating each child the way they would wish their child be treated.
- using speech that is not offensive or abusive when speaking with staff, preschool children and families.
- assisting staff in developing strategies to address child behavioural concerns.
- communicating directly with TreeHouse staff instead of other parents when dealing with a issues involving their child or another child.
- refraining from negative comments concerning TreeHouse Preschool, the staff or students to others through social media.

If parents or guardians feel they are not being dealt with satisfactorily by TreeHouse staff, please bring your concerns to the Preschool Manager, Heather Spronk.

TreeHouse Preschool reserves the right to decline registration privileges for families that are unwilling to follow these behaviour expectations.

## BATHROOM PROCEDURES

It is a registration requirement of TreeHouse Preschool that all students attending classes must be **potty trained**.

Encourage your child to use the bathroom before coming to preschool. If you are not able to use a washroom before arriving at preschool, please have your child use the washroom when you arrive.

The bathrooms are available for use by students at all times and children are able to use them whenever necessary. It is not necessary for children to request use of the bathroom as they are encouraged to grow in self-confidence through choosing to use the washroom when they need to. Children are expected to wipe their own bottoms and staff are not able to do this for them. Children must wash their hands for 20 seconds after using the washroom.

We understand bathroom accidents do happen. If a child wets their pants a staff member will locate the child's extra clothes and help them change. The staff will do this as private as possible for the child, but without closing doors to maintain safety for both staff and child. The parent or guardian will be called and asked to help child or take child home if the accident is too messy for a simple change of clothes.

## SMOKING

Smoking is not permitted at the TreeHouse Preschool. This applies to all staff, volunteers and guests within the preschool, on the school grounds, on field trips, or any place where child care is being provided.

## MEDICATION

TreeHouse Preschool will NOT administer non-prescription or prescription medication to the children. The only exception to this is prescribed medication for emergency situations, such as severe allergic reactions. In this case a parent must complete and sign a medical consent form. The medication must be in its original container with clear usage instructions.



## SICKNESS

During the pandemic, we are going to be extra cautious about any form of sickness and ask that parents err on the side of caution and respect for others when assessing whether or not their child should attend. Teachers are given full authority to ask a child not to attend or be picked up if they are not comfortable with the child's state of health.

### **AHS Check List/Temperature Check**

All parents will be required to assess their child/family health prior to coming to preschool. Paper copies of the AHS checklist will be made available to parents and must be handed into the teacher each time a child arrives at preschool.

Children's temperature must be taken daily before coming to the program. Parents will be reminded of this requirement when children are first registered for the preschool program, and through visible signage at the entrance to the preschool.

For reference, normal temperatures are:

- Mouth: 35.5-37.5°C (95.9-99.5°F)
- Underarm: 36.5-37.5°C (97.7-99.5°F)
- Ear: 35.8-38.0°C (96.4-100.4°F)

The teacher will review the form. The teacher will also observe the child's physical state and if all is well, the child may enter the classroom. If the teacher has any concerns, the child will not be able to enter the classroom.

Beyond Covid-19 symptoms, out of respect for the other families and teachers, we request that children who are ill be kept at home in order to avoid passing along viruses and communicable diseases. This includes fevers, vomiting, diarrhea, body rash, chicken pox, measles, mumps, pink eye, strep throat and head lice.

For Covid-19 related symptoms, the AHS guidance on the provided health checklist will determine when a child is able to return to class. For any other communicable illnesses, please contact your family doctor or the Strathcona County Health Authority as to when it is appropriate for your child to return to class.

Please keep in communication with preschool staff so that we are aware of any situations and able to facilitate a healthy, safe environment for all children and families.

On days when your child will not be attending class, please contact us:

- text or call our cell 780-239-1995
- e-mail your teacher

For non-Covid-19 symptoms, if a child becomes ill at school, or a staff member has reason to believe a child to be exhibiting signs or symptoms of non-Covid-19 related illness, parents will be contacted to pick up their child as soon as possible. If a parent is unavailable, emergency contacts will be called. He/she will be kept comfortable and supervised apart from other students, until a parent/guardian arrives.

According to licensing and school policy, we are not able to have a child sit out of specified activities so if your child is not able to participate in all the class activities, we ask that your child stays home.

We will be diligent in documenting:

- When the student was observed as ill
- The staff member who observed the symptoms
- Time parent/guardian was contacted
- Time and date the student left the classroom and returned

## IF COVID-19 SYMPTOMS DEVELOP AT PRESCHOOL

If a child develops symptoms while at preschool, the child will be moved into the washroom/nursery area and the parent/emergency contact should be notified to come and pick up the child immediately. The child will be kept at least 2 meters away from other children.

A staff member wearing personal protective equipment (PPE), such as a mask, face shield, gown and gloves will continue to care for the child until the parent/emergency contact is able to pick the child.

Staff will wear PPE during all interactions with the child and should avoid contact with the child's respiratory secretions.

Staff will wash their hands before donning a mask and before and after removing the mask (as per Alberta Health mask guidance), and before and after touching any items used by the child.

All items used by the child while isolated will be cleaned and disinfected as soon as the child has been picked up.

Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) will be removed from the classroom and stored in a sealed container for a minimum of 10 days.

TreeHouse Preschool will keep records of childrens' known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g. allergies), the child will need to be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.

A child that has tested negative for COVID-19 does not need to be retested unless new or different symptoms develop.

If two or more children are identified as having symptoms consistent with COVID-19, the TreeHouse Preschool will follow outbreak notification procedures as per routine zone protocols.

If TreeHouse Preschool is connected to a confirmed or probable case of COVID-19, we will close for a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health Services.

## SAFETY

While every effort is made to provide reasonable supervision for the children it is not possible to prevent accidental incidents. Our staff have valid first aid certificates. Staff will ensure proper ratios of child/staff are maintained inside and outside of the classroom. Regular number counts will be done upon entering and leaving areas to ensure that all children are accounted for.

Facility staff regularly maintains all areas that children play in to ensure a safe environment. TreeHouse staff will survey all areas before children are introduced to them and will report any deficiencies to facility staff. If TreeHouse staff deem any area as unsafe, the children will not enter it and will be redirected.

If an injury occurs during the Preschool program, the staff will survey the situation and make a decision to proceed with the steps in our Incident Policy on page 15.

## INCIDENT POLICY

For minor injuries (scratches, minor cuts, bumps), the staff will provide first aid to the child along with gentle care. If deemed necessary, an incident report will be completed by the teacher and signed by the parent at the time of pick up. The report will be kept on file.

If the injury requires immediate medical attention but is not life threatening, the teacher will provide initial first aid and comfort the child until a parent can be contacted to come to the Preschool. If neither of the parents can be reached, the emergency contact will be called. An incident report will be completed by teacher, signed by parent and kept on file.

If the injury is life threatening, an ambulance will be called and a teacher will accompany the child to the hospital. The parents will be contacted immediately and told to proceed to the hospital. If neither of the parents can be reached, the emergency contact will be called. An incident report will be completed by teacher, signed by parent and kept on file.

All incidents are analyzed annually and a report is submitted to the regional child care office.

## EMERGENCY EVACUATION PROCEDURE

The teachers, children and parents will be made aware of the appropriate procedures for evacuating the building. Fire drills and safety procedures will be taught and practiced throughout the year.

When the fire alarm is heard:

1. Children form a line at the classroom door.
2. Classroom teacher collects the attendance book and emergency file box with family information.
3. The teacher and children exit the building through the door at the east side of the building.
4. The classroom assistant will check the play areas, centers, washrooms, close windows, turn off lights, and close the door before following the class outside.
5. The class will proceed to the designated meeting area where attendance will be taken.
6. The class will return to the building once permission has been granted by the appropriate authorities.
7. In the event that the children are unable to return to the building, teachers and children will walk across the street to the Strathcona Christian Academy Elementary School Campus (52362 RR 231). Parents will be contacted to pick up their children at this location.

## PARENTAL INVOLVEMENT

At TreeHouse Preschool, we recognize the importance of partnering with parents in their children's development. We also believe that preschool is an opportunity to build developmental bridges between the home and school experiences as children are allowed to attend preschool independently.

During the pandemic, parent volunteers will not be in the classroom until restrictions are lifted. If a parent needs to be with a child who is having difficulty adjusting, he/she must wear a mask.

We continue to value parents' contribution to craft and supply prep from home. Any projects that are sent home will be quarantined for at least 10 days before staff/children touch the materials.

## COMMUNICATION

Classroom activities and events will be communicated through:

- monthly calendar and newsletter in print at the end of the month prior (September's calendar will be available online prior to the Parent Meeting on September 3)
- reminder emails/text messages
- FaceBook page ("TreeHouse Preschool")
- Instagram page ("treehousepreschool\_spac")
- Parent Only Instagram Account ("treehouseparents2020")

### **Private Instagram Account**

We have a private Instagram account for parents to see all the fun and learning happening at TreeHouse. Parents agree to participation with Instagram account on the registration form. Only photos/videos of children we have received authorization to share will be posted. Only parents of current TreeHouse students will be allowed access to the account.

Open communication between parents and staff is essential to ensure continuity and a successful learning experience for the child. Parents are encouraged to speak directly to a teacher regarding any questions or concerns and/or provide comments they may have in writing. In the same way the teachers will communicate in writing, verbally or make further arrangements to meet with a parent if there are any concerns.

## WHAT IF.....

Reading this Parent Handbook, you probably have more questions. We can't cover every scenario in the handbook nor do we know how the next few months will unfold. Feel free to contact the Preschool Manager, Heather Spronk, with any questions.

### **Big Question....What if we have to shut down due to Covid-19?**

If we have to shut down for 72 hours, we will clean/sanitize and reopen under AHS guidance. No refund will be given for missed days.

If we have to shut down for a longer period, no refund will be issued for the current month's tuition but we will not process any further tuition payments until we can return to class.

# 2020/2021 TREEHOUSE CALENDAR

Our class schedule is built off the Elk Island Public Schools calendar. This is subject to change based on AHS guidelines and Elk Island Public Schools calendar adjustments.

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

 First/Last Days



Large events are postponed



No School

## Class Schedules

Mon/Wed AM  
8:45-11am\*

Mon/Wed PM  
12:30-2:45pm\*

Tues/Thurs AM  
8:45-11am\*

Tues/Thurs PM  
12:30-2:45pm\*

\*Staggered drop off/pick up times apply.

**Sept 3** Parent Meeting (8pm Zoom)  
**Sept 9/10** Orientation Days (parented)  
**Sept 14/15** First Regular Days  
**Oct 12** Thanksgiving Break  
**Oct 28/29** Pumpkin Parties  
**Nov 9-13** Fall Break  
**Dec 16/17** Christmas Parties  
**Dec 21-Jan 5** Christmas Break  
**Jan 6/7** Classes Resume

**Feb 4/5** Teacher's Convention (No School)  
**Feb 10/11** Valentine's Celebrations  
**Feb 15** Family Day Break  
**Mar 24/25** Easter Celebrations  
**Mar 26-Apr 5** Spring Break/Easter Break  
**May 24** Victoria Day Weekend  
**June 14/15** Last Day of Classes

## CONTACT INFORMATION

### **TreeHouse Preschool**

Sherwood Park Alliance Church  
1011 Clover Bar Road  
Sherwood Park, AB  
T8A 4V7

Main Church Office: 780-467-8404  
TreeHouse Cell: 780-239-1995 (text or call)

Website: [www.spac.ca/treehouse](http://www.spac.ca/treehouse)

### **Heather Spronk**

TreeHouse Preschool Manager  
(780) 467-8404 x 316 (September to June)  
(780) 239-1995 (July/August, text or call)  
[heather.spronk@spac.ca](mailto:heather.spronk@spac.ca)

### **Lindsay Amyotte**

*Mon/Wed Head Teacher*  
(780) 239-1995  
[lindsay.amyotte@spac.ca](mailto:lindsay.amyotte@spac.ca)

### **Jennifer Boyce**

*Tues/Thurs Head Teacher*  
(780) 239-1995  
[jennifer.boyce@spac.ca](mailto:jennifer.boyce@spac.ca)

### **Jenny Davis**

*Mon/Wed Assistant Teacher*

### **Heidi Peters**

*Tues/Thurs Assistant Teacher*