

Jr. Kindergarten - Roots and Wings Early Learning Program



Parent Information Booklet

The Jasper Elementary School Roots and Wings Early Learning Program believes that early childhood is a magnificent time of imagination and exploration. To foster and develop this special time in a child's life, we look forward to making connections with your child through imagination and exploration. Our program is targeted to children from 3 years old to 5 years old. The program is offered Mondays, Tuesdays, Wednesdays and Thursdays from 8:45 a.m-3:30 p.m., in accordance with school holidays and closures.

Our Philosophy

The Roots and Wings Early Learning Program is a Waldorf-inspired, nature-based learning program, guided by Flight: Alberta's Early Learning Curriculum Framework to create a responsive environment for our Mighty Learners. Our program encourages learning through play with a focus on the integration of fine arts, nature, rich oral language and literacy experiences in an inclusive environment. The program aspires to create an open environment for children to learn with their head, heart and hands. This approach is an art and nature-based approach that focuses on bringing the outside in and teaching children about the natural changes in our world. We will explore our seasons and learn about the changing world around us.

The Child

Roots and Wings Early Learning Program will ensure that the developmental needs of your child are met including their physical, social, intellectual, creative and emotional needs. These needs will be met through daily physical activity; modeling of appropriate and respectful behaviour; snack time conversation; speaking to children at a developmental level they understand; opportunities for children to feel challenged and make decisions/choices; opportunities to be creative through painting, crafting, singing, dancing, playdough, water play, sand play, and dramatic play; staff will always be respectful of your child's emotions and allow your child to feel safe to express themselves in our program. Children will be encouraged to be kind to their friends and teachers will model relationship building skills.

Program

Roots and Wings educators will work to create an engaging and inspiring program for all the children. Each day the lead teacher will guide the class through the daily rhythm including circle time, art experiences, story time, and indoor and outdoor playtime. The staff will supervise the children, guide the children while playing and communicating with others, ensure that the children's needs are met, and ensure the children are safe. Staff will meet the staff/child ratio requirements at all times. One staff member for 8 children and an additional adult supervisor, once 7 children are present. All staff will meet appropriate child care certification requirements and will have their current criminal record checks. All teachers will have current first aid certification.

Our Neighbourhood

The Roots and Wings program feels it is valuable for children to learn about the community of Jasper. With that in mind, we will enjoy getting out and about to some local businesses and facilities for field trips and meeting with experts when they fit in with our project-based learning topics. Parents are welcomed to join us on these outings to help with the children. We will collaborate with the Jasper Elementary School and will be included in any developmentally appropriate assemblies or school events. We will also collaborate with Wildflowers Childcare for seasonal festivals.

Your Role

Roots and Wings will encourage parental involvement. Parents will be invited to volunteer as guest readers, playdough makers, project-based learning experts, to share in seasonal celebrations, and to assist on field trips. All parent volunteers will require a current criminal record check, including a vulnerable sector check on file. Please note that you are required to let Roots and Wings know if you are unavailable to support on field trip outings and if possible finding another parent to replace you is appreciated.

Before Your Child Starts

In order to create a smooth transition for your child, we offer an open house day in the Spring and the Fall for your child to attend with you. In September we offer a staggered start with half the group attending on the first Tuesday, the other half attending on the first Wednesday, and all students on the Thursday.

If your child is starting part way through the year we ask that you bring them for 2 visits that you attend with them before you drop them off for the first time. At these visits, they will have a chance to check out the space, meet the teachers and the other children. You will have the chance to meet the teachers and other children and to ask any questions you might have.

What to bring?

Please send the following items with your child each day to ensure they are comfortable while they are at Roots and Wings early learning program.

- 👤 Clean indoor shoes
- 👤 Healthy snack/lunch and water bottle
- 👤 Appropriate outdoor gear to play outside
- 👤 Change of clothes
- 👤 Toothbrush

*Please ensure that all of these items are clearly labelled with your child's first and last name.

** Please refrain from sending toys from home as it can cause difficulties.

Toilet Training

We know that not all children ages 3-4 are toilet trained and we understand this is a developmental process that occurs at different times for all children. If your child is not potty trained please send extra pull-ups, underwear and pants, and diaper wipes.

Weekly Rhythm

Mondays- Drawing/Yoga

Tuesdays - Painting/ Breath work

Wednesdays - Music/Dance

Thursdays - Baking/Yoga

Our Daily Rhythm

Each day we will enjoy a balance of structured activities and open play.

8:45 -Children arrive/ Playtime begins

9:30 - Clean up time

9:45 - Movement Circle

10:00 - Handwashing/Washroom Break

10:15 - Snack Time

10:35 - Indoor Gym Time

11:00- Weekly Rhythm- Drawing/Painting/Music/Baking

11:30 - Story Time & Goodbye Circle

11:45 – Lunchtime and Parent Pick up for morning group

12:15- Afternoon Children arrive/Playtime begins

1:30- Clean up time

1:45- Movement Circle

2:00- Handwashing/Washroom Break

2:15- Snack Time

2:30- Outdoor Adventure

3:00- Story Time and Goodbye Circle

3:15-Parent pick up/program closes

Our Policies

Child Discipline Policy

We believe that children deserve respect at all times and will always encourage children to express themselves in a respectful manner. We believe in natural consequences that are appropriate in the situation. The child discipline policy will be communicated to staff and children as developmentally appropriate. According to the Alberta child care licensing regulation, Roots and Wings early learning program will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation, or emotional deprivation; will not deny or threaten any basic necessity; and will not use or permit the use of any form of physical restraint, confinement or isolation. All disciplinary action will be reasonable in the circumstances.

Off-site Activity and Emergency Evacuation Policy

Parents will be advised in advance of all planned off-site activities including the transportation and supervision arrangements with respect to the activity. Correspondence with parents will include the time of departure, time or return, destination, supervisor names, and the mode of transportation. All off-site activities will require written consent from the parents in order for

the child to participate. All portable records will be carried with staff members on all off-site activities and during emergency evacuations.

Accident or Illness Policy

In case of an accident or serious illness, parents will be notified immediately by telephone. Roots and Wings early learning program staff will seek immediate medical attention as necessary (ex: by calling an ambulance). The program will track and analyze all accidents to identify trends and issues. Accidents and incidents will be reported to Child Care Licensing (see the procedure as follows under incident reporting.)

Potential Health Risk Policy

A child will be excluded from the program if they exhibit the following symptoms: Vomiting, fever, diarrhea, new or unexplained rash or cough, any symptoms requiring greater care than can be provided without compromising the care of other children in the program, or having or displaying any illness or symptoms that lead staff to believe the child poses a risk to other children. Staff will take the child's temperature, check for rashes, observe vomiting or diarrhea or any other symptoms before determining the child is ill. Staff will document all ill children including the name of the child, date the child was observed to be ill, name of staff member who identified the illness, time the parent was contacted, name of staff member who contacted the parent, time the child was removed from the program and the date the child returned to the program. Parents will be called and asked to arrange to immediately remove the child from the program. The child will be allowed to return once they are symptom free for 24 hours or a parent submits a doctor's note.

Administration of Medicine Policy

Only medication prescribed by a physician, in the original labelled container, prescribed in the child's name according to labelled directions with the child's name, date, medication name, time and dosage to be given can be administered. Roots and Wings Early Learning Program staff must complete a medication form with the first and last name of the child, name of the prescribed medication, dosage, time and date administered, and name of staff member on a medication record sheet. All medication will be stored in a locked box on a high shelf in the room. Any emergency medication (ex: epipen) will be stored in the original container with the child's name and prescription on it, in a place inaccessible to children in the classroom and will be carried in the field trip backpack on all outings. Administration of medication to a child can only occur where the written consent of the parent is obtained.

Health Care Policy

Health care to a child will occur only under the following conditions:

- If the written consent of the child's parent has been obtained
- If the health care provided is in the nature of first aid.

Smoking Policy

No person is to smoke on the program premises including the school grounds whenever childcare is being provided indoors or out.

Nutrition Policy

Please send a healthy nut-free morning snack, lunch, and afternoon snack and a water bottle with your child each day. As per licensing, we are required to follow the Canada Food Guide for any food in our program. We will also offer food from our Brain Boost program in the school to add to what you have sent.

* Please do not send junk food or candy with your child.*

Late Pick-Up Policy

Our program ends at 11:45 for mornings and 3:15 for afternoons or full days. Late pick up means that our staff are not able to do the required planning, cleaning, and preparing for the program. Please respect these times and be aware that a fee of \$15 will be charged for late pick up.

Payment Policy

Roots and Wings Early Learning Program requires your child to sign up for the duration of the program in order to maintain our rates. We will accept monthly post-dated cheques or cash. All payments are due before the first day your child attends each month and a \$25 late fee will be charged for fees later than the 5th of the month. If for any reason, you need to terminate your child's spot, 30 days notice is required.

Fee Schedule

Monthly fees are \$650 for full-time programming and \$300/month for part-time programming and you will be required to find another child to share your spot. There is a \$100 non-refundable registration fee. As we are a licensed facility, you may qualify for childcare depending on your eligibility and income. Apply online and find out today www.childcaresubsidy.gov.ab.ca.

Questions or Concerns

If you have any questions for us please do not hesitate to discuss in person, in an email or pre-arranged meeting time. We take your concerns to heart and work hard to ensure that we are meeting your child's needs in the best way possible.

Roots and Wings Early Learning Program

Parent Declaration

I have read and understand the policies and procedures of the Roots and Wings Early Learning Program. I will use the information booklet as a guide in the future if I have any questions or concerns.

Print child's name: _____

Print parent's names: _____

Signature: _____

Date: _____