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Frequently Asked Questions start after page 15 in the printed handbook.

They are also available at:

This Parent Handbook is also available in our online Forms Cabinet at:
http://www.elementaryed.ualberta.ca/Centres/ChildStudyCentre/FormsCabinet.aspx
Background

The University of Alberta Child Study Centre has been an integral part of the Department of Elementary Education, Faculty of Education since 1969. From its inception, the mandate of the Child Study Centre has been to provide early childhood educators with a model of contemporary, research-informed early childhood education practices, as well as to provide a site for both undergraduate and graduate students along with faculty members and researchers to further the field of early childhood theory and practice. The current leadership and teaching staff of the Centre are proud to continue this tradition and build on the history and strengths of the Centre to create a cutting edge early learning environments for the children and their families and to promote practice-based theories of early childhood education. In 2013, the CSC was selected as an affiliated site for the province wide initiative, funded by Alberta Education and Alberta Human services: Alberta Early learning and Child Care Curriculum framework.

Welcome

Welcome to the Child Study Centre Junior Kindergarten at the University of Alberta. We are very pleased that you have chosen to enroll your child in this program. This handbook is your guide to our program and will help to answer many of the questions that you may have regarding how the program operates the philosophy of the program, and some of the details of how the year will unfold.

You will have regular correspondence from the teaching staff about the program. Please contact the Teachers, the Administrative Assistant, or the Director if you have any questions throughout the year.

We look forward to working with you and your child in the upcoming year!

Sincerely,

Dr. Linda Laidlaw, Acting Director

Contact Information

Linda Laidlaw Acting Faculty Director llaidlaw@ualberta.ca 780-492-0884

Child Study Centre Office:

Olivia Krol Administrative Assistant chstudy@ualberta.ca 780-492-7341

Teachers’ direct phone line and email: (780) 492-6518 * jkclass@ualberta.ca **

* If your child will be absent, please contact the teaching staff through their direct phone line or email.

** This email is to be used between the teachers and the parents of the current year students. Please do not share this email with those not enrolled during this year (instead use the office email chstudy@ualberta.ca).
Locations:

Jr. Kindergarten: Room B03, Basement, 551 Education South
Administrative Office: Room B21, Basement, Education South
Mailing Address: See footer

General email: childstudiocentre@ualberta.ca
Website: http://www.elementaryed.ualberta.ca/Centres/ChildStudyCentre.aspx

Communication

The following are ways in which we will communicate with you:

- Cubbies in the Jr. Kindergarten: Please check these on a daily basis.
- Email: Please check your email often. We will use the first email address you gave us in your registration, so please let us know if your email address changes or if you would prefer we use a different one. Please whitelist jkclass@ualberta.ca, chstudy@ualberta.ca and childstudiocentre@ualberta.ca or put them in your contacts list so we don't go to your junk mail.
- Monthly newsletters will provide updated information.
- The Junior Kindergarten blog will have updates, photos and videos on the happenings in the classes.
- The teacher is available to talk with you before or after school or you may arrange an appointment.

Children’s Records

We have provided you with several forms which must be completed in order for our program to meet all of the requirements of the Government of Alberta Child Care Licensing Regulations. Please ensure that all parts of the forms are accurately completed and notify the Junior Kindergarten administrative assistant or teachers of any changes that occur during the year.

Teaching Staff

The Child Study Centre teaching staff includes:

- a Lead Teacher
- a Teacher, and
- a Music Teacher
Calendar

Fall Open House

Tuesday, September 6, 2016, 6:00 to 7:30 p.m. at the Jr. Kindergarten. You and your child can visit the classroom, explore the different learning areas, and meet the teaching staff.

Split Entry & First Full Day

Wednesday, September 7, 2016: Half of the class will attend (last names A – L).
Thursday, September 8, 2016: The other half of the class will attend (last names M – Z).
Monday, September 12, 2016: First day of school for the entire class.
Thursday, June 1, 2017: Last day of school.

Important Dates to Remember

(date ranges are inclusive)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Range</th>
<th>Event</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day</td>
<td>September 5, 2016</td>
<td>Spring Recess</td>
<td>March 27 – 31, 2017</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>October 10, 2016</td>
<td>Good Friday</td>
<td>April 14, 2017</td>
</tr>
<tr>
<td>Remembrance Day</td>
<td>November 11, 2016</td>
<td>Easter Monday</td>
<td>April 17, 2017</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>Dec. 27, 2016 - Jan 6, 2017</td>
<td>Professional Development</td>
<td>*</td>
</tr>
<tr>
<td>Family Day</td>
<td>February 20, 2016</td>
<td>Victoria Day</td>
<td>May 22, 2017</td>
</tr>
<tr>
<td>Teachers’ Convention</td>
<td>March 2 &amp; 3, 2017</td>
<td>Last day of Classes</td>
<td>June 1, 2017</td>
</tr>
</tbody>
</table>

* Two Professional Development days will be announced.

Special Days

Thursday, November 24, 2016: Celebration of Learning
Thursday, March 23, 2017: Celebration of Learning
Thursday, June 1, 2017: Year-end Party

Registration for the upcoming 2017-2018 Program

Registrations for the 2016-2017 Jr. Kindergarten program will be accepted starting December 1, 2016. Those on our current notification list will be contacted in November 2016.

Spring Open House

Thursday, February 16, 2017 from 6:00 to 7:30 p.m. in the Jr. Kindergarten classroom
Thursday, May 18, 2017 from 6:00 to 7:30 p.m. in the Jr. Kindergarten classroom
**Hours**

Morning Program: 9:00 – 11:30 a.m.
Afternoon Program: 12:30 – 3:00 p.m.

**Fees**

The Child Study Centre is a non-profit organization. The monthly fees collected are used for salaries, supplies and field trips. Monthly fee payments may be made by credit card or post-dated cheques, and a $25 NSF and late charge will be applied. Please see the Fee Structure section of the Application Package for current fees. There will be the option to pay the full yearly fee of $3,600 at the beginning of the year or to make nine equal payments of $400/month (September to May inclusive – not dependent on number of days in school. The month of June is free!). There is a $100 non-refundable application fee. If the full fee is paid and a family has to withdraw during the year, a refund for the remaining months will be processed as per the withdrawal policy (p. 8).

Receipts for the monthly fees can be used for tax purposes. These receipts are distributed twice per year – 1) in early January for fees paid up to and including December, and 2) at the end of the school year in June. Please note that receipts are made out to the person who paid the fee. If a grandparent pays for some of the fees, that grandparent will get the receipt. In this case, the grandparent may claim the receipts on their taxes, but the parents may not be able to.

**Late Fees**

The facility closes at 3:00 p.m. in regards to childcare. If late pick up is unavoidable, please notify the staff at the Centre as soon as possible. Parents will be charged a late fee of $1.00 per minute, per child, according to staff clock. The fee is due at the time of pick up, in cash, to the remaining staff member at the Centre. If there is a continued occurrence of picking your child up past closing time, you may be asked to withdraw your child from the Centre.

**Snacks**

Each child should bring a reusable water bottle and a small healthy snack (e.g., real fruit juice, fruit, vegetables, cheese, crackers) and limit those foods on which young children can easily choke (celery, popcorn). Please cut grapes in half. Please label the snack and make sure the food and drinks are easily accessible to the children. For example, the drink should have a straw and a plastic spoon should accompany yogurt or pudding. **Please note we are a nut free school.** You are welcome to bring a special snack for your child’s birthday (cupcakes, popsicles, dixie cups). Please discuss this in advance with the teacher.
Clothing

Please send your children in comfortable, washable play clothes. Indoor shoes that your child can independently put on must be worn. Please send a labeled set of spare clothing (shirt, pants, underwear, socks) that will stay at school. Please put this set of clothing in a sealed ziplock bag labeled with your child’s name. All shoes, jackets, boots and other clothing that your child might wear to school must also be labeled. During the winter months the children will spend time playing outdoors when the temperature is above -20C factoring wind chill. Please ensure that your children come to school appropriately dressed for outdoor play.

Toys

To ensure your child’s belongings remain intact, please do not bring personal toys to the Centre. We provide a wide variety of toys and learning materials for the children.

Parent Supervision

We request the help of all parents with the supervision of their children when not attending the CSC program but are on campus. The Child Study Centre is situated in a quiet office and adult classroom community. In the interest of maintaining a good working relationship within this community, it is important that children are well supervised at all times. Noise should be kept to a minimum and running in the hallways is not allowed.

Parking (2016-2017)

For parents requiring parking for pick up and drop off, the rate for each term (September to December 2016 and January to June 2017*) is $92.50. Please go to Lister Centre, 116 St and 87 Ave, with your valid driver’s license and registration to apply for a permit, or purchase a permit online at http://www.asinfo.ualberta.ca/parkingservices.aspx under “Parking Information - Temporary Permits”. You can also contact the University of Alberta Parking Services at (780) 492-7275 for further information.

*Parking fees may change in April, 2017: Parents will be notified ahead of time when it would be in effect.

Withdrawing from Centre

We understand that in certain circumstances, families may have to withdraw children from the Centre. We ask that you advise us as soon as possible so that other interested families can be offered placement.
Withdrawal and Refund Policy: (Written notice is required to withdraw a child from the program.)

- The application fee is not refundable at any point.
- Before school year starts:
  - If a placeholder fee has been paid but has not been processed at the office yet, it will be returned.
  - If the placeholder fee has been processed at the office (e.g., cheque cashed, credit card charged), the fee cannot be refunded.
- After the school year starts:
  - With the exception of the “Note” below, withdrawals can be made during the year with at least one full calendar month’s written notice addressed to the Child Study Centre Director (contact info on page 4). We appreciate more notice if possible so that other interested families can be offered a placement. No partial months are refunded. If a lump sum fee has been paid for future months, the fees for the remaining months (after one calendar month’s notice) will be refunded.
  - Note: As we cannot place new students late in the year, refunds will not be possible for withdrawals in the months of April and May.

Program Philosophy

At the Child Study Centre Junior Kindergarten, all members of our school community (students, staff, families, teachers, volunteers, researchers, and adult students) have a right to learn, work and play in an environment supportive of their self-concept, safety, health and dignity. The members of the school community have a responsibility to contribute to the learning environment and foster positive learning attitudes and acceptable behaviour. Our philosophy develops a social culture that enhances a sense of belonging to a democratic community of learners.

The emphasis is on inquiry learning, emergent curriculum and play. This provides the children with opportunities to learn from first-hand experiences and represent their ideas in many different ways. This approach capitalizes on familiar experiences of the children and provides a learning environment where children learn through investigation, observation, and discussion. Children are guided to develop interests in many topics, investigating these by applying new levels of skill and knowledge.

Samples of children’s work are displayed on the walls of the classroom to provide an ongoing account of the learning. The teachers provide photographic and written documentation to accompany the work being displayed. Children have opportunities to share their learning with other children and family members at celebrations of learning.

Play is considered as an important aspect of early childhood educational experiences. It is significant for the socialization and development of children for it provides many different experiences including aesthetic expression, communication, creativity, thinking and problem-solving, imagination, exploration, and language development. We acknowledge the importance of play in supporting children’s learning in all areas.
**Foundational Principles of the Junior Kindergarten**

The Junior Kindergarten program:

- is based on active investigation, observation, reflection, and discussion in a hands-on, meaningful learning environment;
- builds on what children already know, their interests, culture, language and strengths in the context of the classroom focus;
- provides children with opportunities to represent their understanding of the topics they explore and to represent this learning in a variety of ways;
- provides a variety of choices in learning activities and encourages children to take ownership of their learning;
- provides opportunities for children to learn from field visits, experts, teachers, and each other and represent their learning in a variety of ways;
- includes problem solving and critical thinking as an integral part of learning and daily interactions;
- encourages children to wonder, discuss, and ask questions;
- values intrinsic rather than extrinsic motivation;
- supports the links and transitions between home, school, and community;
- provides a classroom culture that celebrates a variety of children’s ideas and knowledge and invites them to actively participate in a dynamic exchange of ideas.

**Classroom Management**

The teachers in the Junior Kindergarten play complimentary roles as they work with the children. They guide children to work cooperatively with each other and to treat each other with politeness, kindness, and respect. The staff model this respect in the ways that they interact with children and the other adults who are involved in the classroom.

Children and teachers in the CSC Junior Kindergarten call each other by their first names lending an air of informality to the classroom setting. The use of first names represents the attempt to make equity among people in the classroom a priority. It enables children to feel that they are important and respected members of the learning community, as are the adults. It also encourages children to see themselves as active participants and agents in their own learning.

Social problem solving is emphasized in the program. Adults model and support children in negotiating solutions to social problems and resolving conflicts which may occur as they work and play together. Children are helped to empathize with others and to use feeling of empathy to guide their relationships with others. Class meetings are frequently used to build a positive social learning community.

The Junior Kindergarten program values relationships among children and adults

- that are based on collaboration rather than competition among children;
- where children are viewed as competent learners who are developing creativity, originality, and intellect as well as skills and knowledge;
- where thoughts, ideas, and opinions of all class members are respected, valued, and considered;
where there are strong interrelationships among parents, children, teachers, and the community with a sense of belonging to a community of learners. The Junior Kindergarten is set in a physical environment in which
- comfortable, safe settings support positive relations, empower students, and support their developing independence, language and culture;
- children are active participants in learning;
- many varied materials are available for use by children in all facets of their classroom experience;
- children learn to share the responsibility for the care of materials and shared spaces;
- walls begin to be filled with displays that document children’s work, reflecting both the process and the products of the intellectual work being carried out in the classroom.

The teaching pyramid (Webster-Stratton, 2010, p. xi) illustrates how the learning environment and interactions are planned to empower all children, while more specific consequences are provided for some children (see Child Discipline section of the handbook).


Child Discipline

Program Unit Funding (PUF)
When children are identified as needing extra assistance in the classroom, the teaching staff may consult with Alberta Health Services to provide further assessment of the learning needs. At this point, they may be eligible to receive Program Unit Funding (PUF). The Centre is a PUF provider. It relies on partnerships with support agencies such as Community Options or Getting Ready for Inclusion Today (GRIT) to receive funding. In consultation with the teaching staff and families, these agencies help to create an Individualized Program Plan (IPP). This will determine the specialized supports provided for the young learners.
In cases of severe behavior issues, the teaching staff are mindful of providing a safe classroom environment for all. If restraining a child is necessary to ensure this, parental permission will be requested.

Physically restraining a child by a staff member or volunteer may be permitted if it is reasonable in the circumstances, i.e., a child’s behavior or actions present a risk to staff or children’s safety.

Alberta Child Care Licensing Handbook, 2013, page 4

In less severe cases, children may be in need of support, but not eligible for PUF. In such cases, the teaching staff will meet with individual families to ensure that a plan is made and agreed upon. Written documentation will be required to ensure full disclosure of policies to all parties involved.

Teachers promote children’s development of respect for others, conscience, and self control through positive guidance techniques: involving children in establishing clear and reasonable rules for social living and conflict resolution; enforcing clear, consistent consequences for unacceptable, harmful behaviour; redirecting children to an acceptable activity; and meeting with an individual child having problems or with the child and parents together. Teachers keep misbehaviour in perspective, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities.

Developmentally Appropriate Practices, N.A.E.Y.C.

Involvement of the University of Alberta

Undergraduate and graduate students may spend time in the Junior Kindergarten classroom as part of their course work. Researchers may also spend time with children in the classroom. If a research project has been approved for the Centre, parents will receive written information about the research from the researcher and permission to include children will be requested from individual parents. Researchers will have sought permission to conduct research and will have completed all of the necessary Ethics applications through the University of Alberta. In the past, research topics have included understanding patterns in mathematics, using a SMART table with young children, musical play in the early childhood classroom, and investigating the viability of a newly designed test of early language and literacy for Canadian children.

Health and Safety of Children

The following information is in accordance with the Child Care Licensing Regulations of the Government of Alberta. Minor behaviours, incidents, and accidents will be reported using incident reports.

Off-Site Activity and Emergency Evacuation

All Junior Kindergarten parents read and sign a Consent Form at the beginning of the school year. The form states:

“Children in the Junior Kindergarten will participate in field excursions for a number of purposes connected to project work and various learning activities. These may include excursions on the
University of Alberta campus. Parent permission will be required for all off campus field excursions for a child to be able to accompany the class. Parents will be advised in writing of the travel arrangements for each off campus field excursion and of the number of accompanying supervisors.”

If parents choose to not send their child on a field excursion, then the child must stay at home on that day.

The Jr. Kindergarten staff bring a portable record of student contact information with them whenever the class is out of the room or in the case of any emergency evacuation (this includes University of Alberta building fire drills).

**Accident or Illness**

In the case of an accident or serious illness involving a child, the teachers and/or administrative assistant will immediately notify the parents and/or the emergency contact person for that child.

- In the case of an accident or serious illness and the parent has indicated that we do have permission to transport the child, the staff will make arrangements to either take the child to the University hospital across the street or call an ambulance.

- If a parent has not granted permission to transport the child in the event of an emergency, the staff will ensure that the child receives immediate medical attention from our certified First Aid staff member and Emergency Medical Services will be called to the premises.

On our student registration form, parents must respond to two sections under “In the event of a medical emergency:”

1. “I give my permission to either transport my child to the hospital, or to arrange emergency services transportation. I agree to pay the costs of this transportation.” (If permission declined, must specify other arrangements.)

2. “I give permission for the staff to administer first aid to my child.” (If permission declined, must specify other arrangements.)

In any case of serious illness or accident, the staff will ensure that the child receives medical attention.

Any accidents and illnesses are recorded on an Accident/Illness reporting form.

The Director of the Child Study Centre is informed as soon as possible of all accidents.

**Illness**

Please keep your child at home if he/she is ill. However, if a child becomes ill while at school the following procedure will be followed.

Staff will ensure that any child who shows signs of or symptoms of illness including: vomiting, fever, diarrhea, or an unexplained rash or cough will be excluded from the program. Children who require greater care than can be provided without compromising the care of the care of the other children in
the program or who have or display any other illness or symptom the staff member knows (or believes) may indicate that the child poses a health risk to persons on the program premises will also be excluded from the program.

Symptoms or signs such as those mentioned above will provide the staff with guidance regarding assessing the illness of a child.

If a staff member knows or has reason to believe that a child is exhibiting the signs and symptoms of illness then the parents will be immediately informed. **The parents must arrange for the immediate removal of the child from the premises of the program.**

The child will be allowed to return to the program when the child no longer poses a health risk to others in the program. Evidence such as 24 hours of being symptom free or a note from a physician will be considered acceptable verification that the child can return to the program.

The staff will record and document children who are ill on a form that includes the following:

- Name of the child
- Date the child was observed to be ill
- Name of the staff member who identified the child was ill
- Time the parent was initially contacted
- Name of the staff person who contacted the parent
- Time the child was removed from the program
- Date the child returned to the program

If a parent fails to arrange for the immediate removal of a child then the Centre will ensure that the child is kept as far away from the other children as is practicable and is directly supervised by a primary staff member. The child will be kept as comfortable as possible until the parent removes the child from the program. **Parents must remove the child from the program as soon as they are aware of the illness.**

**Administration of Medication**

If it is necessary that a staff member needs to administer medication for a child then the following process will be followed.

The Child Study Centre staff will only administer medication, according to the labeled directions, to a child when written consent of the child’s parent is obtained and when the medication is in the original container. The Junior Kindergarten staff will maintain a record of administering medication, which will include the name of the medication, the time of the administration, the amount administered, and the initials of who administered the medication.

Staff will ensure that any and all medication will be stored in a locked container that is not accessible to children, except emergency medication which will be kept in a place that is inaccessible to children.
Health Care

The Child Study Centre staff will only provide health care to a child if the written consent is obtained from the child’s parent or in the case of first aid.

Smoking Policy

The Child Study Centre complies with the regulations set out by the University of Alberta with regards to smoking on the premises. No staff or family member shall smoke on the program premises or at any time or place where child care is being provided; this includes field visits.

Supervision of Children

The teaching staff is responsible to observe and supervise the children at all times both indoors and outdoors during school time.

The staff is well acquainted with the program’s indoor and outdoor physical spaces. These spaces include the classroom and the outdoor play space. They conduct regular safety checks of the program premises and equipment and remove hazards. All equipment is arranged so that teachers are able to supervise children at all times.

The safety of the children in the program is promoted by ensuring that all children are accounted for by accurately recording when children arrive and leave the program. This documentation is done by the teachers according to the policy outlined in the Child Care Licensing Regulations. Staff to child ratios will be maintained at all times. Children will be assisted both entering and leaving a vehicle (e.g. school bus) and all children will be accounted for upon arrival and departure through a consistently-used attendance check (e.g. head-counts or roll call).

Supervision of the children in the program is appropriate for their age and life experiences. The teachers will teach children simple rules for safe and appropriate behaviour in a variety of school settings (e.g. classroom, outdoor play space, field trip locations). Children will be reminded in positive and supportive ways, using language and demonstrations. Children will be given opportunities to practice (e.g. walking in the hall, holding the rail on a stairway). Children who are new to the program will be provided with support in becoming familiar with classroom procedures and routines (e.g. walking in the hallway with a partner).

Parents and other caregivers are reminded that once they have arrived to pick up their children that they are the supervisors of their children. There is only a short time between the morning and afternoon programs and the teaching staff must prepare for the afternoon class as well as take time for their lunch. Please ensure that you pick up your child on time.