

# The Salvation Army Nursery School and Junior Kindergarten Parent Handbook 2011/2012



*"Loving, Learning and Caring for the  
Whole Family"*

1320 Gordon St (PO Box 1146)  
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## SCHOOL CALENDAR

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September 8 – Parent Orientation 6:30pm  
September 12 – Classes begin  
September 28 - Norcard Gifts, Cards & Wrap fundraiser begins  
October 10 - Thanksgiving – no classes  
October 11 - Norcard Orders due in  
October 19 - Toywashing (1:15 - 3:00 p.m.)  
November - Poinsettia Fundraiser  
November 23 - Toywashing (1:15 - 3:00 p.m.)  
December 3 – Breakfast with Santa/Silent Auction  
December 16 – Last day of classes  
December 19 – January 6 - Christmas Break  
January 9 - First day of classes  
January 25 - Toywashing (1:15 - 3:00)  
January 30 & 31 - Internal Registration  
February 4 - Music With BRIAN Fundraising Concert/Lunch  
February 20 - Family Day - no classes  
March 3 - Open House  
March 9 - Last day of classes  
March 12 - 16 – March Break  
March 19 - First day of classes  
March 28 - Toywashing (1:15 - 3:00 p.m.)  
April - Artwork Product Sales Fundraiser  
April 6 - Good Friday – no classes  
April 9 - Easter Monday - no classes  
May - Elmira Poultry Fundraiser  
May 16 - Toywashing (1:15 - 3:00 p.m.)  
May 21 – Victoria Day - no classes  
June - Photo Memorabilia Fundraiser  
June 11 & 13 – Graduation (6:30pm)  
June 15 – Last day of classes  
June 18 - Toywashing (9:30 - 11:30 a.m.)



Watch for information flyers sent home with your child throughout the year or emails.

COMING SOON! Our “new” website at [guelphsa.ca](http://guelphsa.ca)  
(under “Get Connected - Ministries & Programs”)  
Launch date to be announced!

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## PARENT’S RESPONSIBILITIES

**Change of Information:** If any information changes from the original registration form (phone numbers, etc.) the administrator must be informed immediately in writing.

**Photographs:** Throughout the year, we try to have a record of the various school activities in a photograph form. A waiver form requesting your permission to photograph your child is necessary for our records. If you choose not to sign this form, we will honor your request to take no photos of your child.

**Selling of Fundraising Items:** Several fundraisers (e.g. Norcard Catalogue, Elmira Poultry, etc.) are held throughout the school year, and parents are required to participate. As a Charitable Organization, a portion of the fundraising efforts are used to help offset part of the costs of operating the school as well as allowing us to purchase equipment and resources. Should you wish to make a charitable donation outside of a fundraising event to support the school, a charitable receipt will be issued.

**Volunteering:** In order to facilitate all of the necessary duties of the school, it is expected that parents will participate in one of the areas where help is needed. (book club, telephone committee, making playdough, class historian, school photographer or scrapbooker).

Parents are also expected to volunteer their time at one fundraising event each year. (Breakfast with Santa/Silent Auction, Open House & Book Fair, Music with BRIAN Concert or Fundraising Item Distribution Days)

**Toy washing:** Parents are **required** to help with toy washing **at least once** throughout the year for each class that your child is enrolled in. Families will be assigned a toy washing date. If you are unable to attend on your assigned date, you will be responsible for finding a replacement. A class list will be provided for you on your child’s first day of class. Toy washings occur on Wednesdays from 1:15-2:45 pm except for the last toy washing in June which is from 9:30-11 am. Childcare may be available free of charge—pre-registration will be required. **A deposit of \$40.00 cash will be collected at the start of school that will be refundable at the end of the school year if all toy washing and fundraiser volunteer duties are completed.**

**Transportation:** Each parent is responsible for making transportation arrangements for their own child. Please notify the staff in writing if at any time someone new will be picking up your child. This includes the transportation for field trips as required.

**Field Trips:** Occasionally, trips are made to special places of interest. A notice will be sent home in advance of the excursion informing you of the destination time and date. It will also include a permission slip to be signed and returned. It is the policy of the school not to transport children in staff vehicles. The transportation of children to and from field trips therefore, is the responsibility of the parents. Parents can arrange their own “car pooling” if desired but a letter must accompany the child giving the driving parent permission to drive that child in their vehicle. All volunteers must have a completed CPIC (Criminal Reference Check) on file.

**Police Check:** In accordance with the Day Nurseries Act, ALL staff, duty parents, field trip participants and parent volunteers who are in direct contact with the children MUST provide a complete CPIC (Criminal Reference Check). Those unable to provide a Police Check will not be able to participate in classroom activities with the children or field trips. CPIC Forms can be filled out in the Office with appropriate ID. We will submit them on your behalf.

**Behaviour Management Policy:** The Salvation Army Nursery School and Junior Kindergarten believes in discipline that is positive, consistent and assists the child to learn appropriate behaviour. Positive redirection and private conversations with the child about the behaviour are encouraged forms of discipline. Parents are required to sign the Behaviour Management Policy. By signing this form parents acknowledge they understand this policy. This form is required for anyone volunteering in the class room or on field trips. Staff are required to annually review and sign the Policy. Staff and parent volunteers are also monitored and reviewed annually to ensure compliance and understanding of the Policy.

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Welcome to The Salvation Army Nursery School, Junior Kindergarten and Family Enrichment Centre! Our programs are designed to provide high quality care and education in a warm, loving environment that supports the positive growth, development and welfare of every child.

We respect diversity and provide an inclusive environment where every child will flourish. Our programs are based on the concept of the Whole Child, each with unique, individual abilities and needs. Teachers work collaboratively with families, children and other support agencies to ensure that all children have equal opportunities to participate, play and learn.

Children learn through play, exploring as far as their curiosity leads them whilst engaging with their environment and interacting with others. As we observe, and reflect on the children in our care, we respond by planning play based activities that reflect the children’s interests, stages of development, interactions and life experiences within a theme based curriculum. Thus children are supported in their social, emotional, language, cognitive and physical development as they strive to reach their full potential.

**MISSION STATEMENT**

As part of the Christian Church, we are committed to work with families to ensure the best possible environment in which their children may grow and learn, to develop a positive self identity, to grow in their relationships with others and to experience the mastering of skills in social, emotional, physical, language and cognitive areas of development.

**NO Smoking Policy:** In accordance with the Smoke Free Ontario Act, and the policies of The Salvation Army, there will be no smoking on the premises, including inside vehicles on the premises, or in The Salvation Army building.

**CLOTHING AND NUTRITION**

**Clothing:** Children should wear comfortable, washable play clothes. All children must have a labeled backpack with a change of clothes each class. Running shoes are required for the gym. Crocs, flip-flops, or backless shoes & sandals are not safe. All removable clothing such as boots, coats etc. must be labeled for identification. Please bring extra diapers if needed, your own labeled change pad and an extra change of clothing.

**Nutrition:** A nutritious snack will be provided. Children’s special dietary needs and allergies will be posted and menus will be posted.

**DUE TO A NUMBER OF SEVERE ALLERGIES—ITEMS CONTAINING NUTS ARE NOT PERMITTED IN THE BUILDING.**

Birthdays are celebrated at school however, we do not encourage food treats from home due to a variety of allergies and the Ministry of Public Health Policy. All served food must be prepared on premise in the kitchen inspected and approved by the Wellington-Dufferin-Guelph Health Unit.



**HEALTH AND SAFETY**

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**Health Policy:** The Health Form must be completed for every child prior to enrollment. A list of immunization and previous communicable diseases and other relevant medical information must appear on the child’s medical form. Please be sure your child’s immunization is up to date. This information must be submitted before your child begins school. Failure to do so will result in withdrawal until the information is completed and received accordingly.

**If your child develops any communicable disease, please inform the Administrator and/or Teacher so the information can be posted as required by the Ministry regulations.**

If your child becomes ill while at school, he/she will be isolated with an adult until the parent is contacted and arrives to pick them up.

If your child is not well due to a cold or fever etc., please keep him/her at home. Sickness spreads quickly in a school and it is best for all that your child remains at home until he/she is well.

If your child will be absent due to illness, please call the Office at (519) 836-9360.

**Drugs:** It is the school policy not to administer medication except for lifesaving purposes (i.e. EpiPen, inhalers etc.) Parents must complete a written consent form, which includes the symptoms to be aware of and full instructions for giving the medication.

**Allergies:** Children with life-threatening allergies requiring an EpiPen must have a signed EpiPen usage form on file. Parents or a physician are required to train a staff member on the child’s allergies and EpiPen use.

**First Aid Kits:** First aid kits are available in each classroom and in the nursery. They are to be used under the direction of the teachers.

**Fire Procedure:** Fire drills are required on a monthly basis. In the event of an emergency, our emergency location is The Wellington County Board of Continuing Education at 1428 Gordon Street in Guelph.

**Custody of a Child:** At the time of enrolment we require the names and addresses of individuals into whose care we are permitted to release your child. Please keep this list up to date. We will not release your child to anyone without written consent.

**License:** The school is government inspected for health and fire safety as well as content of program. This inspection includes a regular annual visit by a representative of the Ministry of Community, Family and Children’s Services. Our license is hung in the Nursery School hallway.

The sponsor and owner of the Nursery School is The Salvation Army Guelph Citadel. It is directed by The Salvation Army Community and Family Services Department.

**The Loft Library:** The Loft Library is a welcoming, comfortable community family and children’s library with a Christian emphasis. Books, music CD’s, VHS and DVD videos are available as well as resource, reference and educational materials.

<b>Hours:</b>	Monday	8:45 a.m. - 1:00 p.m.
	Tuesday	8:45 a.m. - 3:30 p.m.
	Wednesday	8:45 a.m. - 1:00 p.m. 6:30 p.m. - 8:00 p.m.
		*coincides with Pioneer Clubs program
	Thursday	8:45 a.m. - 3:30 p.m.
	Friday	closed to the public (will be open for Friday Nursery School families after class)
	Saturday	closed
	Sunday	9 a.m. - 11:00 a.m.

**Librarian:** Mrs. Alice Meems (519) 822-2103

**The Family Room:** This room is located in the Lounge (across from the Nursery) and is available for the parents and caregivers of the children. In addition to the informal café house format, the Family Room also offers adults supplementary programs, which may include crafts, home decorating, parenting tips, etc. Although there is no fee for the Family Room, there may be an occasional materials fee for certain workshops. Childcare may be available in the Nursery on these program days if needed. A sign-up sheet will determine this and a minimal fee will apply. Children may also remain with their parents or caregivers in the lounge.

**Nursery Facilities:** The nursery is located in the nursery school foyer. It is dedicated to providing loving care for infants, toddlers and preschoolers while their parents are in the Centre programs (i.e. toywashing, etc.)

**Conflict Resolution:** Whenever there are people together, there is a potential for misunderstandings and problems. The Nursery School supports the Matthew 18 principle with regard to resolving conflict. For parents, the Matthew 18 principle means that parents are to talk to their child's teacher directly about issues before talking to other parents or staff members about the issue. For teachers, this means talking to the parents directly about issues and not other staff members except for the purpose of seeking counsel about how to resolve an issue.

If these steps do not produce satisfactory results, then the Supervisor is to be involved in the discussion. If needed, the next step is to write a letter to the Director for follow-up and resolution.

**Abuse Policy:** It is the legal responsibility under the Child Welfare Act, Section 72, for persons in authority of a childcare situation to report any suspected and/or disclosed situation of physical, emotional, or sexual abuse and/or neglect to Family and Children Services.



**School Hours:** Monday & Wednesday Mornings: 9:30-11:45 a.m. for Preschool 1 & 2.  
Tuesday & Thursday Mornings: 9:30-11:45 a.m. for Preschool 3 & 9:15—11:45 a.m. for SP/JK.  
Friday Mornings: 9:30-11:15 a.m. for Toddlers & 9:30 –11:45 a.m. for Preschool 4.

NOTE: CHILDREN MAY ENTER THE CLASSROOM NO EARLIER THAN THE DESIGNATED CLASS TIME AND MUST BE PICKED UP PROMPTLY WHEN CLASSES ARE FINISHED.

**A late fee of \$5.00 for every five minutes (or part thereof) will be charged for children not picked up beyond the official closing time. An exception will be made for severe weather conditions.**

**Holidays:**

The following statutory holidays are observed: Thanksgiving, Family Day, Good Friday, Easter Monday and Victoria Day.

**Snow day Policy:**

The Administrator, in consultation with the supervisor, will decide when the school will be closed due to inclement weather. Parents will be phoned and advised only if there is a closure and an announcement will be made on the CJOY& MAGIC FM radio stations. There will be no fees returned or extra class days.



## ADMISSION & FEES

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### Admission/Discharge Policy:

An interview can be arranged upon request to familiarize you and your child with the surroundings and to answer any questions. A non-refundable registration fee of \$40.00 is required.

If you wish to withdraw your child from a program during the school year we require a one-month's written notice of withdrawal. You will be responsible to pay for any classes that come within the one-month notice period. Your child will be placed on a waiting list if you choose to temporarily withdraw. If a child is withdrawn for the last two months of the school year, no refund will be given.

**The Nursery School reserves the right to terminate services if policies are not followed or if fees are not paid on time.**

### Class Change Policy:

Children registered in the Toddler class can move to a preschool class when they are age appropriate, if there is an opening available, and if the following criteria has been met:

- the child's name was added to the applicable class waiting list at the time of the request. (Preference is given to children already enrolled in a program if the other criteria is met).
- A consultation between the parents/teachers proves that the child would benefit from the move.

If an opening becomes available before the required time of the move, the space will only be held if there are 4 weeks or less remaining before the time of the move; if more than 4 weeks is remaining, you will be required to pay for those classes, or the next person on the waiting list will be contacted as usual.

The same criteria will apply to those wishing to move from a preschool class to the SP/JK class.



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## CONTACT INFORMATION

**Address:** The Salvation Army Nursery School & JK  
1320 Gordon St  
Guelph, ON N1H 6H9

**Mailing Address:** (P.O. Box 1146)  
Guelph, ON N1H 6N3

**Phone:** (519) 836-9360

**Family Services Director:** Mrs. Beverleigh Broughton  
(519) 836-9360 ext.225 or bbroughton@guelphsa.ca

**Administration:** Mrs. Patti Samson  
(519) 836-9360 ext 230 or psamson@guelphsa.ca

**Teachers:** Mrs. Alison Bonany (Program Supervisor, Pre 1, 4 & SP/JK)  
Mrs. Donna Bennett (SP/JK )  
Mrs. Jackie McLelland (Preschool 3)  
Mrs. Carolyn Ford (Preschool 1)  
Mrs. Cecilia Gallo (Preschool 2, 3 & 4)  
Mrs. Ann Sampson (Toddlers & SP/JK)  
Mrs. Ann McFaul (Toddlers & Pre 2)  
Mrs. Alice Meems (Toddlers)

**The Loft Library:** Mrs. Alice Meems (519) 822-2103

**Chaplain:** Mrs. Lillian Berry

**Mrs. Alison Bonany  
Supervisor/Teacher**

I am very excited to be returning to my 13th year of teaching at the Nursery School. After teaching, supervising and directing programs for 24 years in the field of Early Childhood Education, I still count it an honour and privilege to be a part of your child's early years. I was born and raised in England and presently reside in Guelph with my husband and 4 children: Jordan, Mikayla, Danny and Alysha. I love to write, read, travel, enjoy history and time with family and friends.

**Mrs. Donna Bennett  
Teacher**

I am excited to begin another year of teaching at the nursery school; this will be my 20<sup>th</sup> year. I have taught classes from Toddlers to JK and helped to develop the JK program. After graduating from the University of Guelph I worked as an Educational Assistant with children and adolescents with special needs in Kingston. Upon marrying and returning to Guelph I worked at a daycare before beginning my position at the Salvation Army Nursery School. I have loved the experience of teaching at the nursery school and have met so many wonderful children and their families.

My husband and I enjoy a variety of activities and hobbies. We enjoy camping, birding, and hiking with our mini schnauzer Bogie. I also enjoy gardening, traveling and collecting antique glass.

I looking forward to seeing returning children and their families and all of the new children and their families that I will meet. What fun we will have together!

**Fees Payment:** There are three payment options for fees.

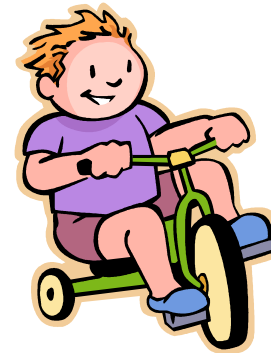
- (1) Fees can be paid by post-dated cheques dated for the first or fifteenth of each month from September 2011 to May 2012.
- (2) Two Cheques dated September 15, 2011 and January 15, 2012.
- (3) Payment in full dated September 15, 2011.

Receipts will be issued in December and June of each school year.

**All accounts must be paid in full by May 15, 2012 or the child will be withdrawn from the program.**

IF OTHER PAYMENT ARRANGEMENTS ARE NEEDED, PLEASE CONTACT THE ADMINISTRATOR.

If the situation of a Non Sufficient Fund (NSF) Cheque should occur, full payment of the cheque amount plus a \$20.00 administration fee by certified cheque, cash, or money order will be due within three days of notification. Failure to follow through will result in the child's immediate withdrawal from the program.



## ADMISSION & FEES

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**Ages:** We have facilities to accommodate the following children:

- 15 Toddlers (18 months - 30 mos.)
- 48 Preschoolers (31 months - 5 years)
- 18 Preschoolers (4 & 5 years)

**Inclusion Policy:** It is our goal to be an inclusive facility for all children and families. The administrator, teachers and parents may meet to evaluate the child's and family's needs if required to determine if the school can accommodate the child and meet their needs effectively. The education and experience of the teacher, the physical environment of the school, and the Day Nursery Act guidelines will be considered when making the decision.

**Fee Schedule:** The yearly fee amount is based on 36 weeks of classes (less statutory holidays).

Toddlers: (1 day)	\$490.00/year
Preschool 1: (2 days)	\$1207.00/year
Preschool 2: (2 days)	\$1207.00/year
Preschool 3: (2 days)	\$1278.00/year
Preschool 4: (1 day)	\$621.25/year
Senior Preschool & Junior Kindergarten: (2 days)	\$1512.00/year

Subsidized services are available for families who may have a need. Please contact the Administrator for a confidential appointment.

The fees will be prorated for children registered for less than a 36 week program.

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## MEET THE TEACHERS

### **Mrs. Carolyn Ford Teacher**

Hello - My name is Mrs. Carolyn. The 2010-2011 school year is my fifth here at The Salvation Army Nursery School. I have previously enjoyed working in the Toddler and Pre-school programs, team teaching with each member of our Nursery School staff. I am looking forward to a wonderful year ahead in the preschool 1 and toddler classes. Before moving to Guelph in 2006, I worked for 14 years with pre-schoolers at the City of Mississauga Recreation and Parks Department. Formerly, in Halifax where I grew up, I was a dental hygienist.

My husband Chris and I have two grown children. Our 27 year old daughter Alycia moved to Tampa, Florida a year ago where she works as a veterinary technician. Our son, Kyle is 24 and he is presently at the University of Western Ontario completing his masters in environmental sustainability.

The things I like to do when I am not at school are sewing, decorating and refinishing furniture. I enjoy going to craft and antique shows as well as travel, especially when there is interesting old architecture to see. I also like to read and go to movies. During our lovely summer months I really enjoy working in my garden.

I am excited to meet this year's delightful group of new little ones and their families.

### **Mrs. Cecilia Gallo Teacher**

Hi, I'm Mrs. Cecilia and this is my fifth year teaching in our Toddler program. I will also be teaching with Mrs. Ann McFaul in a preschool program. I have many years experience as an Early Childhood Educator, teaching in daycare & also creating & supervising an after school program at a local Christian school. I am married and have 2 teenage boys, Josh and Sam, and a Black Lab puppy. I love to read, knit and eat chocolate!

**Mrs. Ann McFaul  
Teacher**

I am looking forward to another great year at the nursery school. I was supply teaching as an inclusion facilitator and teacher before joining the staff full time at the nursery school. This is my third year working in the preschool 2 program. I am pleased to be working with Cecilia Gallo (Pre 2) and Ann Sampson & Alice Meems (Toddlers) this year. I have always had a desire to work with children. I have been challenged and encouraged by where God has taken me in my Early Childhood Education experience. I have worked in different countries at nursery schools and children's programs in Nairobi, Kenya, Scotland and England. I have had the opportunity to work with toddler, preschool starting in my earlier years of teaching. In Toronto and in Prince Edward County (near the Sand Banks) I had been teaching in junior & senior kindergarten all day programs. No matter where God has taken me, He has always provided children in my life who are such a blessing and a joy. I am thankful to work with wonderful people and to be blessed teaching your children. Thank you.

I have a wonderful husband, Arlie and 2 great children, Emily (11) and Evan (7). As a family we enjoy camping, biking, hiking, fishing and playing board games. I enjoy scrapbooking, baking, basketball and biking.

**Mrs. Jackie McLelland  
Teacher**

I have enjoyed teaching at the nursery school for 24 years now. Yes...I love children!! and it has been wonderful meeting so many new families over the years. I was born in Holland and moved to Canada with my family when I was nine years old. I still enjoy returning to my home land to visit my extended family and sometimes hosting them here in Canada. I now live in Guelph with my husband and am thankful that our married daughters Deb and Wendy live in this city too. I love spending time with my two grandsons Nicholas and Jacob. When I am not visiting with family and friends I enjoy quilting, scrap-booking, needlepoint and reading dutch books. I am excited to be returning to Preschool 3 this year with Mrs. Cecilia.

**Mrs. Ann Sampson  
Teacher**

I have been married for 24 years to my husband Doug and we have three children, Noelle (17), Ezekiel (15), and Tabitha (10). I was born and raised right here in Guelph and went to the University of Waterloo. I have been a volunteer and supply teacher at Crestwicke Christian Academy for 11 years.

For many years my husband and I worked as youth leaders at Crestwicke and we are still in touch with many of them. In fact I have had the pleasure of having their children in the classes at the nursery school. The past 5 years I have been working at The Salvation Army Nursery School as an Inclusion Facilitator and teacher. I enjoy working with children and am always amazed by the way they learn and explore their world and get excited when they accomplish a new or difficult task.

I enjoy cooking, baking, sewing, crafts, reading, and sports in my spare time.

It has been an honour working here with so many wonderful people who love children and want the best for them. I am looking forward to another great year.

**Mrs. Alice Meems  
Teacher/Librarian**

My name is Mrs. Alice. I have been working as the librarian at The Loft Library for 7 years, but this year I am very excited to be working as a teacher in the Toddler program as well. I love children and ran my own home daycare prior to beginning my work as a librarian.

My husband, Chris and I have two adult daughters, Melissa & Kara, and we are grandparents to Bennett (18 months) and Theodore (1 month).

In my spare time, I enjoy sewing and working with young girls through the Gems program at my church.

I am looking forward to meeting you and your children in September.