



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

RIVERSIDE REGIONAL ELEMENTARY SCHOOL

Early Childhood Development Program



CAREGIVER HANDBOOK

2018-2019



PRESCHOOL





RIVERSIDE REGIONAL ELEMENTARY SCHOOL
1750, Joule
Jonquière (Québec)
G7S 3B3
418 548-3181 extension 2000

- 1. ABOUT US**
- 2. EARLY CHILDHOOD DEVELOPMENT PROGRAM & PHILOSOPHY**
- 3. CRITERIA OF ADMISSION**
- 4. RATES & PAYMENTS**
- 5. PROGRAM ELIGIBILITY**
- 6. ENROLLMENT POLICY**
- 7. REGISTRATION PERIOD**
- 8. ATTENDANCE**
- 9. HOURS OF OPERATIONS / DROP-OFF & PICK-UP**
- 10. SCHOOL CLOSURE**
- 11. CHILDCARE SERVICE**
- 12. TRANSPORTATION**
- 13. CLOTHING**
- 14. HEALTH AND WELLNESS POLICY**
- 15. ACCIDENTS AND INJURIES**
- 16. LUNCH - SNACKS & TREATS**
- 17. TOYS FROM HOME**
- 18. BEHAVIOUR MANAGEMENT POLICY**
- 19. PARENT COMMUNICATION**
- 20. OTHER INFORMATION**

RRES

CORE VALUES



1. ABOUT US

The following handbook should answer most of your questions regarding the policies and program that make our prekindergarten service so valuable for families. We want you to be happy with your decision to send your child to the prekindergarten at Riverside Regional Elementary School (RRES).

2. EARLY CHILDHOOD DEVELOPMENT PROGRAM & PHILOSOPHY

Our Early Childhood Development Program (ECDP) introduces four-year-old children to a school environment while offering an educational program that prepares each child for English Kindergarten.

The goal of the ECDP is to provide a safe, nurturing and educationally stimulating environment while improving each child's understanding of the English language. Through a hands-on, developmentally appropriate curriculum, created on site and taught by qualified staff members, the children's written, verbal and oral comprehension of the English language will develop.

Our curriculum is theme based and allows children to develop their autonomy, self-esteem and self-confidence, all while educating the whole child through activities in a variety of learning centres in the classroom. As we know, the first five years of childhood are the building blocks for future development and learning. Therefore, our program is designed to enable your child to reach their fullest potential, with the goal of preparing them for their next level of learning. The ECDP strives to develop a life long love of learning through positive early childhood experiences with peers in the classroom.

3. CRITERIA FOR ADMISSION

Riverside ECDP will only accept admissions for children who are **four years of age by September 30 of the current year.**

Requests for children who are four years of age between October 1st and December 1st will only be granted if this does not create oversized groups.

All children must be able to use the bathroom independently at the time of enrollment.

3. RATES & PAYMENTS

Administration fees are \$15.00 and must be included at the time of enrollment. ECDP rates are approved on a yearly basis, by the RRES Governing Board.

Payments are due upon receipt of bimonthly invoices.

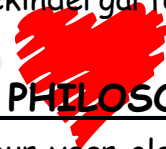
The school may refuse access to the program if payments are not paid in full.

Payments may be made online, cash or by postdated cheques made payable to: Riverside Regional Elementary School (RRES).

Credit will not be issued for sick days or absences.

Income tax receipts will be issued in the month of February. If you are eligible for an anticipated refund by the government, you must make the request.

LINK: <https://www.revenuquebec.ca/en/citizens/tax-credits/tax-credit-for-childcare-expenses/>



RIVERSIDE SONG

I love to go to Riverside
It's the perfect school for me
I read, I write, I make new friends
I'm the best that I can be

I sing, I dance, I exercise
I solve math problems too
I learn new things about the world
In everything I do

I'm a winner here
Oh it's easy to see
It's the perfect place
Riverside's for me

Staff members here are really GREAT
For me they're always there
They teach us how to get along
And show us how to care

My parents really like this school
They love what's happening here
They're proud of everything I do
They have a reason to cheer

I'm a winner here
Oh it's easy to see
It's the perfect place
Riverside's for me

BIS





5. PROGRAM ELIGIBILITY

Priority for space within our program will be given to children who are eligible for English language education in the Province of Quebec. Information on this requirement can be found at www.education.gouv.qc.ca/en/contenus-communs/education/instruction-in-english/eligibility/

Registrations for children who are not eligible for English language education will be confirmed based on the number of spaces available. Non-eligible children must attend French Kindergarten the following school year.

6. ENROLLMENT POLICY

Interested parents and children are invited to tour the ECDP, and meet the staff. Interested parties will receive a registration package to be completed. Upon receipt of the completed application forms and a non-refundable registration fee, placement will occur on a first-come, first-served basis, providing that all program eligibility requirements have been met.

The following paperwork must be completed, signed, and submitted to the school principal or secretary prior to your child's starting date:

- Financial/Enrollment Agreement
- Medical Information Form
- Registration fees
- Declaration of Understanding regarding the Health & Wellness Policy
- Declaration of Understanding regarding the Behaviour Management Policy
- Declaration of Understanding regarding the ECDP Parent Handbook
- Declaration of Understanding regarding the Anaphylaxis Policy / Emergency Medications

Please note that if enrollment is interrupted you will be held accountable for all payments as agreed in the Financial/Enrollment Agreement.

7. REGISTRATION PERIOD


Registration period for admission of children to ECDP starts in February at the same time as the elementary enrollment for students at RRES.

Registration is ongoing based on availability.

8. ATTENDANCE

We offer full and part time programs, depending on the number of spaces available in the classroom. You may choose from **five full days** (Monday through Friday), **three full days** (Monday, Wednesday & Friday), or **two full days** (Tuesday & Thursday).

**Priority will be given to full-time requests.*



My parents have to drive me to school between 7:55 to 8:05 and they have to pick me up at the end of the day before 3:00 pm. After 3:00 pm, I will be sent to Childcare.



Child Care



9. HOURS OF OPERATION / DROP OFF & PICK UP

The hours of operation for our ECDP are from **8:00 am - 3:00pm**, with supervision service during lunch time, (11:15am-12:30pm).

Caregivers dropping off their child are asked to arrive between 7:55-8:05 am and walk your child to their classroom.

All students arriving earlier must use the before and after care service provided by the school.

Caregivers must arrange for their child to be collected promptly at 3:00pm or utilize the after-school childcare service. Any child who is not collected at 3:00pm will be sent to Childcare and will be charged. (see Childcare pamphlet for more information)

10. SCHOOL CLOSURE

The ECDP follows the same calendar as Riverside Regional Elementary School (RRES). A school calendar is provided in your enrollment package. Childcare service is available to ECDP students on pedagogical days with a service fee.

11. CHILDCARE SERVICE

Child Care services are offered before and after the hours of operation from 7:00am to 8:00am and from 3:00pm to 5:30pm.

Child Care fees are **not included** in the cost of the Early Childhood Education Program.

12. TRANSPORTATION

Students of Pre-Kindergarten are not eligible to the RRES school bus transportation. Exceptions might be granted by CQSB for students who have a sibling enrolled in the regular elementary program. Those exceptions will be granted based on the number of places available on the bus as priority is given to students enrolled in the regular program.

Please take note that the Jonquière School Board charges a maximum of \$ 300.00 to transport a student of Pre-Kindergarten because there is no government allocation granted for students using the Pre-K service. You will have to pay the cost of transportation at the beginning of the school year if you live on the Jonquière region, Shipshaw, Saint-Ambroise, Lac-Kénogami, Larouche, Bégin and Saint-Charles.

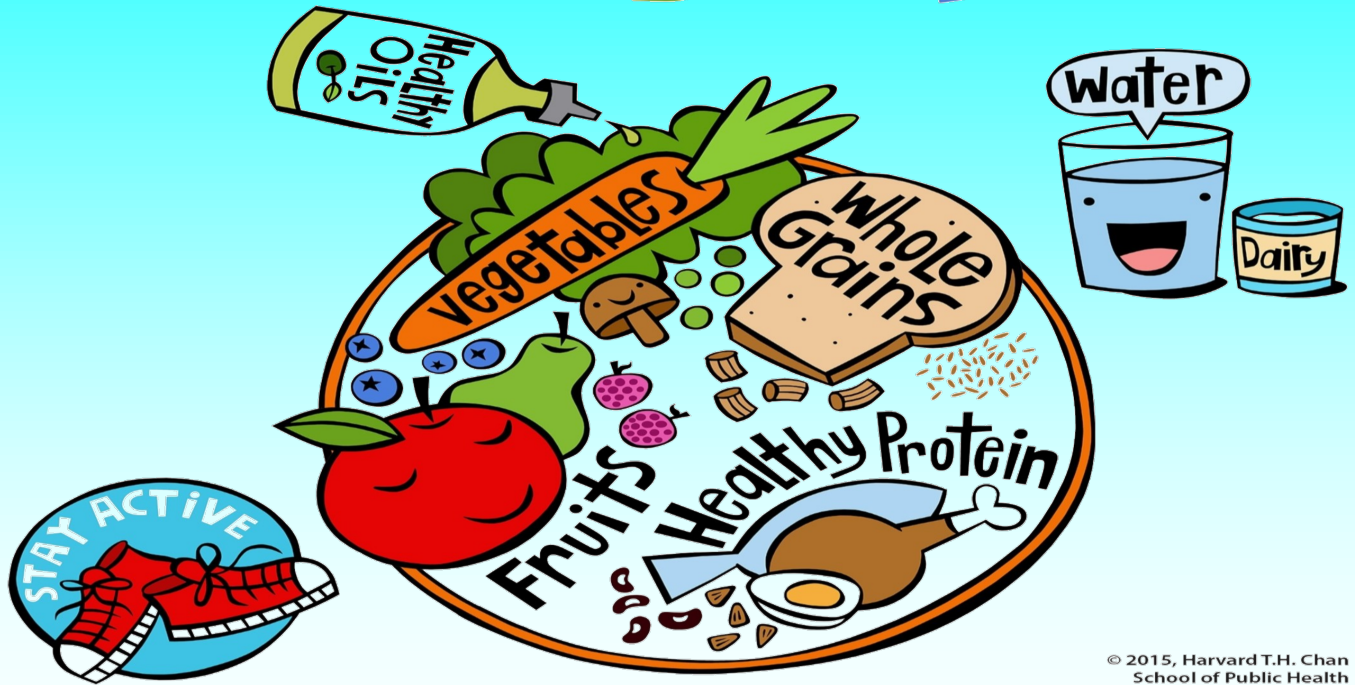
13. CLOTHING

Your child's day can include such activities as water play, painting, singing, dancing, playing both indoors and outdoors, so we therefore ask you to dress your child in comfortable, washable clothes. We ask you to bring two(2) changes of clothes, including underwear, individually labeled in a Ziploc bag, also labeled, which will remain at school in your child's cubby. Your child will also require indoor shoes AND outdoor shoes. We also ask you to provide the appropriate outside attire as we go outside everyday, weather permitting. We also advise you to check your child's backpack each evening. We want to make sure that your child is warm during outside play and wet snow pants/splash pants, mittens/gloves, etc. make for a very miserable and cold child. Please remember that your child will be going to the bathroom on their own, so we ask you to dress your child in clothing that is conducive to them using the bathroom independently. For toileting purposes, your child **MUST be toilet trained** and able to toilet themselves independently.

You may visit and order labels from Mabel's Labels at <https://mabelslabels.com/support-a-fundraiser/> and select: Riverside Regional Elementary School.



Kid's Healthy Eating Plate



© 2015, Harvard T.H. Chan School of Public Health

We have to be symptom free for at least 24 hours before we go back to school.

You are right! It is important for everyone's health.

GASTRO

FLU

14. HEALTH & WELLNESS POLICY

A sick child does not function well at school and his or her presence may affect others. For this reason, we implement and follow the standards set out in our policy. Caregivers are encouraged to keep their children home if they exhibit any signs or symptoms of illness. If a child is observed in class with any of the symptoms indicated in our Health & Wellness Policy you will be called to collect your child promptly. **A healthy environment is essential for the welfare of ALL CHILDREN and conducive to the smooth running of the program.**

Children who are sent home due to illness will not be readmitted to the program until he/she has been symptom-free without medication for at least 24 hours.

15. ACCIDENTS AND INJURIES

Should a child become injured at school, the parent/guardian will be notified. If the injury is of a serious nature, the parent/guardian will receive a phone call from the school at the time the accident occurs. In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility. **It is extremely important that emergency contact information is up to date.**



16. LUNCH - SNACKS & TREATS

Lunch and snacks are your responsibility. All items, including lunch bags, containers, water bottles and thermoses must be labeled with your child's first and last name.

Your child will have an opportunity in the morning to eat a healthy snack as well as in the afternoon. Lunch is scheduled 11:15-12:30 with supervisors in your child's classroom.

We encourage parents to provide a well-balanced healthy meal. Please try to avoid food that contains excessive amounts of sugar, preservatives, artificial flavorings and caffeine.

Lunches should be ready to serve. For example, fruit needs to be peeled and cut appropriately, soup in a microwave safe container; with appropriate cutlery included in your child's lunch bag. Your child will be encouraged to eat the balanced meal that you have provided.

The celebration of a child's birthday at school with their friends can be a wonderful lifetime memory. In planning these moments, please consider the nutritional needs, allergies and requirements of ALL the children in the class. Please contact the classroom teacher for assistance in any special event planned for school.



17. TOYS FROM HOME

We ask that your child's personal toys remain at home. It can be difficult for young children to share favorite possessions, and all toys that enter the school must be shared. In addition, many toys break easily and contain small parts. These types of toys may be inappropriate for our setting. We would like to avoid children becoming upset if their personal toys get damaged or broken.

BEHAVIOR

Be a Friend



Help Others



Be a Good Listener



Raise Your Hand



Be Kind



Say "Please" and "Thank You"



Take Turns



18. BEHAVIOR MANAGEMENT POLICY

It is our policy to keep disciplinary issues minimized and to help children monitor their own behavior (self regulation). The teacher's will present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. We encourage self-control, self-direction, responsibility and co-operation.

We use positive behavior management to guide children. For example: "We walk inside the building" vs. "No running!" This philosophy of behavior is in accordance with our belief that children learn best in an environment where respect, support and encouragement promote the development of confidence and self-awareness.

We practice positive discipline, redirection and logical consequences. Occasionally a child will display behavior that is not appropriate for the school setting.

This behavior may include but is not limited to biting, hitting, pushing, spitting and bad language. We will assess these situations on a case by case basis.

Circumstances for disenrollment include but are not limited to situations in which the safety and wellbeing of the child, teachers or children attending the program is compromised.

19. PARENT COMMUNICATION

We encourage frequent communication between home and school. This can be accomplished through the duo-tang that is sent home daily, conversations at appropriate times, meetings and/or interviews.



Please inform the school and your child's teacher of any changes in the home environment in order for us to better understand any behavioural changes that may occur.

Riverside Regional Elementary School provides many opportunities for parents to receive information on our school and progress of your child.

You can communicate with the teacher online via Class **DOJO**. This is an app that can be downloaded onto your electronic device.

Parent/teacher conferences are held twice a year. This is a great opportunity to talk with the teacher to discuss the milestones that your child has reached, things that need to be worked on and to view your child's portfolio.

Riverside Regional Elementary School Monthly newsletters are distributed via email.

We have an active Parent Participation Organization that allows you to become a valued part of our school family as well as your child's school experience.

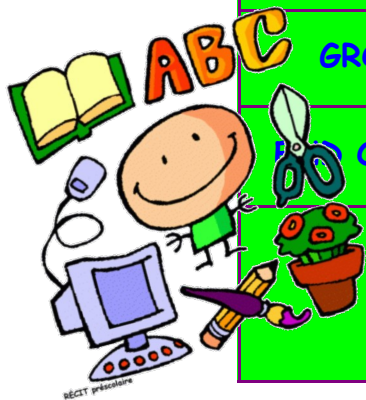
In addition to our PPO, there are many opportunities to help out in the school. We are happy to welcome classroom volunteers, reading buddies and field trip chaperones.

What a day in Preschool look like?



PRESCHOOL SCHEDULE

ARRIVAL/Free play	8:00	-	8:30
CLEAN UP	8:30	-	8:40
CIRCLE TIME	8:40	-	9:10
SNACK TIME	9:10	-	9:30
OUTDOOR EXPLORATION	9:30	-	10:15
SMALL GROUP ACTIVITY	10:15	-	11:15
LUNCH	11:15	-	12:15
INDEPENDANT LEARNING	12:15	-	13:00
OUTDOOR EXPLORATION	1:00	-	1:30
SNACK TIME	1:30	-	1:45
LEARNING CENTRES	1:45	-	2:30
GROUP ACTIVITY	2:30	-	2:40
END OF DAY ROUTINE	2:40	-	2:45
END OF DAY			



This is an example of the daily schedule. Due to the fluidity of teaching young children, the learning times are not precise and can change.

We also believe in teachable moments.

20. OTHER INFORMATION

All children attending the Early Childhood Development Program are subject to the same policies, rules and regulations of Riverside Elementary School.

Parents/Guardians will be given other pertinent information by email and at the annual ECDP Open House in the spring. This information may include but is not limited to:

- * List of school supplies and materials
- * Special activities and school fieldtrips
- * Emergency procedures
- * Identification form and health record



I CHOOSE

RIVERSIDE REGIONAL ELEMENTARY SCHOOL

BECAUSE

