

# **JAMES NISBET NURSERY SCHOOL INFORMATION PACKAGE**

**WELCOME** to James Nisbet Nursery School located at 70 Doubleday Drive. The Maples Recreation Association (Maples Community Centre) sponsors a program, they generously allow us the use of the James Nisbet Community Centre facility. The operation of our nursery program is overseen by the Board of Directors of Maples Community Centre and our own volunteer parent board. We are licensed and inspected annually by the Early Learning and Child Care Program, a Department of the Manitoba Government. In compliance with licensing regulations, our class size is limited to 30 students, for which there must be 3 qualified Early Childhood Educators on site during class hours.

## **CURRICULUM STATEMENT**

### **Curriculum Overview**

Children learn best through play as it provides unlimited possibilities for learning and development. At James Nisbet Nursery School, we provide a play-based, developmentally appropriate curriculum. As Early Childhood Educators, we use our training and knowledge of child development to plan a curriculum that offers a balance of activities to nurture your child's social, emotional, physical and cognitive development.

To provide a quality program and a curriculum that supports your child's development, we provide daily opportunities for children to engage, develop relationships and participate in a variety of stimulating learning opportunities. Our environment is created to ensure an appropriate balance of child initiated free play combined with opportunities to participate in teacher led learning experiences. Our curriculum supports learning as it occurs during free play, group times, routines, and daily movements within the nursery school setting.

### **Interactions and Relationships**

The nursery school provides daily opportunities for children to interact with peers and teachers. During circle times, teachers promote the development of language, safety and social skills by; modeling group listening, and turn taking. Weekly we rotate supplies, equipment and activities. Teachers are available to help model safety, demonstrate new skills, promote movement, learning and development. Children are encouraged to actively participate in circle times, take turns and share ideas. During free play, teachers: interact with the children by reading books, leading small group activities, encouraging fine motor, gross motor, and sensory exploration activities. The teachers remain alert, observe peer interactions, and intervene as required. Teachers help facilitate group play, they ensure active involvement with a focus on pro-social skills such as sharing and taking turns, they provide necessary intervention and assistance with problem solving, peer conflict and successful play resolutions. Through the experience of play, children; use their creativity, acquire language, learn new skills and gain knowledge. Supported interactions will help children share and take turns while they; learn to self-regulate their behavior and, develop a sense of empathy (by learning to be respectful of the comments, thoughts and opinions of peers). Developing positive pro-social skills will ensure children have opportunities to relate positively to peers and adults.

Each school year we begin with an Orientation Day. On the Orientation day; children and their families attend together, parents or caregivers get a chance to get to meet the teachers, receive a brief introduction to other families (and future class mates). The day will unfold with: meeting teachers, a brief tour, explanation of a typical nursery day, and paperwork requirements. A teacher will take two pictures of your child (one for the family book and a second for their art drawer) unless one is provided. Throughout the year, teachers are available: to talk with parents before and after nursery school (to discuss learning and development), to take photos of children at play (posted for families to view and communicate). Daily children are encouraged to experiment with open art supplies and activities. Art is stored in the child's art drawer for their parent/caregiver to pick up at the end of the class. Parents receive additional information about our program through various methods: we email newsletters, notes, and calendars (these include information about topics, activities, and special events relevant to their child's nursery day). Parents are encouraged to sign up to volunteer at the nursery school, this is a great opportunity for parents/caregivers to see firsthand how their child learns and benefits from interactions with peers.

### **Environment**

We provide a learning environment with many "hands-on" experiences, in a variety of play centres that enables a child's curiosity, discovery and exploration to flourish. Our curriculum ensures children have numerous play choices, appropriate equipment and materials available to stimulate play opportunities (play promotes cognitive, emotional, social and physical growth). We consider each child's unique abilities and needs when creating an encouraging, stimulating environment. The children benefit from many opportunities to explore literacy and numeracy using materials such as; puzzles, games, and sensory items. Our learning centres provide a variety of equipment and is rotated regularly. Teachers use their knowledge of child development and observations of the children in play to ensure they have the insight to reorganize space, materials, and equipment (to stimulate your child's interaction). We maintain a block centre, cars and trucks area, manipulative area, housekeeping centre, library, sand and water play opportunities, art centre, large motor area, and puzzles in the nursery school. Other play opportunities are added periodically throughout the year such as a gas station, pet shop, playdough, etc.

## **THE LEARNING CENTRES PROVIDED FOR THE CHILDREN PROMOTE ALL AREAS OF THEIR DEVELOPMENT**

### ***Manipulative toys, games, and puzzles***

- Develop eye-hand co-ordination as children thread, turn, twist, screw, and fit objects in the accurate place
- Promote the development of fine muscle control
- Help children improve intellectual skills as they work with shape, color, and space
- Teach children spatial awareness, sequencing skills, left to right orientation, math concepts (more or less, shapes, weight, height), and categorizing skills
- Provide opportunities for socialization and co-operation
- Puzzles provide children with practice in the use of five of the most important thinking words; and, or, but, if, then

### ***Library Centre***

- Stimulates language development
- Exposes children to new concepts and ideas
- By reading to children we stimulate imagination, enrich vocabulary, build listening skills, and provide motivation for a life-long love of reading

### ***Large Motor Area***

- Promotes growth of large muscles
- Aids in development of social skills (sharing/waiting turns)
- Encourages language development as children co-operate and plan activities
- Develops eye-hand and eye-foot co-ordination
- Children practice following directions
- Provides opportunity for movement and exercise to promote fitness

### ***Housekeeping Centre/Dramatic Play***

- Provides excellent stimulation for language use and development as well as dramatic and pretend play
- Encourages role playing and decision making, which involve organization and planning
- Allows for opportunities to share, take turns, and play with others
- Promotes creative thinking and problem solving
- Provides a practical situation in which the child becomes responsible for putting things back where they belong
- Helps children acquire self-help skills (buttoning, table settings)
- Gives children opportunities to work through fearful situations (ie: doctor visits)

### ***Block Centre***

- Co-operation with others is encouraged
- Problem solving skills are strengthened
- Encourages language development
- Large and small muscles are developed
- Stimulates imagination and creativity
- Math concepts develop (quantity, size, length)
- Provides practice in spatial relationships
- Visual-motor co-ordination is developed

### ***Sand and Water Play***

- Provides exposure to a variety of concepts (volume, temp., weight, space, flotation)
- Develops processes of exploration and discovery
- Gives children opportunities for problem solving
- Promotes the development of the senses (touch, taste, smell, sight)
- Develops visual-motor co-ordination
- Contributes to socialization; children talk and play very naturally while enjoying these elements
- Small muscles develop
- Provides chance to share and plan co-operatively
- Promotes language development and measurement concepts

### ***Science and Discovery Centre***

- Science responds to children's need to learn about the world around them
- Develops processes of exploration and discovery
- Gives children opportunities for problem solving
- Promotes the development of the senses (touch, taste, smell, sight)
- Open ended science activities involve children at a wide range of developmental levels
- Supports vocabulary growth by children's prior knowledge and experience of the everyday world, coupled with observation and hands on activities
- Problem solving skills of science easily generalize to social situations
- Provides chance to share and plan co-operatively

## ***Art Centre***

- Exploration of a variety of art materials with different colors, textures, shapes, sizes, compositions, etc. assist children in the development of creative expression and understanding of concepts
- Children practice using art tools such as paints, glue, crayons, markers, pencils, scissors etc. to aid in the development of small muscles co-ordination (this will assist children later in writing and other fine motor activities)
- Develops processes of exploration and discovery
- Strengthens problem-solving and critical thinking skills
- Develops visual-motor co-ordination
- Contributes to socialization; children talk with teachers and peers while enjoying these experiences
- Through creative expression and encouraging children to make decisions, they gain confidence in their ability to make good choices
- Promotes language development

## **Planned and Spontaneous Play**

We use a theme-emergent approach to our curriculum planning. Theme planning gives children the opportunity for new experiences and allows them to contribute their prior knowledge to others. Some examples of themes that we plan at nursery school include topics about health and hygiene, nutrition, seasons, celebrations, favorite stories, etc. We provide planned play experiences to facilitate the children's learning including stories, games, music, and movement that allow us to explore these topics. These experiences encourage children to explore and experiment, think critically, and solve problems as they participate. Additionally, our curriculum facilitates opportunities for the children to explore and investigate topics and ideas that have captured their personal interest. Teachers document observations of children's spontaneous play and conversations and share these observations with each other. The teachers then plan opportunities for the children to further investigate topics of interest by providing books, equipment, toys, and activities to help them explore their ideas. Curriculum planning takes place daily between teachers as they communicate with each other regarding the development of the children. Teachers consult with one another during in-service days, develop curriculum and concepts for program planning. Through the process of planning, the teachers provide a variety of play experiences that aim to meet the individual needs of the children. In the art centre daily experiences with a variety of open ended art materials allow children exposure to different types of art mediums including several types of painting activities, drawing with different tools, gluing, practicing with scissors, etc. to promote fine motor skills and creative expression. Children are encouraged to try a variety of activities presented to them in the learning centres at nursery school. Teachers make sure to allow each child opportunities to participate in all planned activities. The daily schedule is planned to allow for forty-five to sixty minutes of free play to ensure the children have enough time to explore and engage in meaningful play experiences. Teachers give children notice of upcoming transitions and help children transition smoothly between activities with songs and routines. Teachers also try to keep waiting time in between activities minimal.

## **Diversity and Inclusion**

At James Nisbet Nursery School we are very fortunate to have children and families from a wide variety of cultures, abilities, and family structures. Our curriculum ensures that each child feels accepted and respected for their individuality by including activities, discussions, and play materials that celebrate and reflect the cultural diversity of the children and families in our program. Throughout our centre there are photographs of the children that attend our nursery school as well as photo albums of previous students and a family album that contains pictures of the children with their caregivers. Posters, a children's alphabet, and a children of many cultures carpet have representations of children from different countries around the world. We also have dolls in our housekeeping area and doll house that are representational of our diverse population. In our library we provide books that reflect diversity through pictures and stories about celebrations, families, and cultures. We also read stories to the children that provoke conversations about acceptance and how to treat others with respect. We do role playing and show the children how to include others in conversations and play. The teachers also model turn taking during conversations and encourage all the children to express their thoughts and feelings. At snack time children bring a variety of different foods that reflect their cultural backgrounds. The teachers take time to talk to parents about their customs, language, and families throughout the year.

Children with a wide range of abilities attend our program including those with physical, social, emotional, cognitive, and language difficulties. For many of our students English is an additional language and their experiences at nursery school with peers and teachers help them to learn English. Activities are also created and adapted to accommodate children with additional supports benefit from the experience active and meaningful participation in our daily program and with each other. Children accessing the Inclusion Support Program are provided additional support as needed and an Individual Program Plan is developed and reviewed annually. Teachers receive specialized training when necessary to provide children with the care that they need.

## **INCLUSION SUPPORT PROGRAM**

Our inclusion policy incorporates the basic principles of inclusion, equal access, participation and support for all children in our care. We will make all *reasonable efforts* to enroll children with additional support needs. The director reserves the right to define reasonable efforts by considering the needs of staff and all students enrolled at the nursery school when accommodating children requiring additional support. Hiring additional staff may be considered as part of our strategy to include every child, assuming it is financially feasible (*Our complete inclusion policy is available upon request*).

## **AGE**

This program accepts children between the ages of 3 and 5 years. The child **must** turn 3 by December 31<sup>st</sup> of the school year. All children attending the nursery **must be toilet trained**.

Sometimes children are not ready to attend a nursery program even when they have reached the appropriate age. Our experience and training as Early Childhood Educators help us determine whether your child is ready to be successful and happy in the nursery setting. The staff will notify you when your child seems unable to make the adjustment to nursery school. We may suggest that your child be removed from the program until he/she has had more time to grow and develop. This should **not** be thought of as a failure **on your part, your child's part, or our part**. Children develop at their own unique rates and therefore may be ready for nursery school at different times.

## **TOILETING**

Children are required to use the bathroom independently. The nursery is not licensed for children wearing diapers nor do we have any government regulated changing stations. Nursery staff can provide reminders or assistance (with small motor requirements such as buttons, zippers, etc.) however it is vital the staff remain on the floor as they must maintain ratio.

## **BEHAVIOR MANAGEMENT**

Staff, parents, or volunteers shall not permit, practice, or inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance at James Nisbet Nursery School. (For reference *please refer to the **Code of Conduct included in registration package***)

**We will guide your child's behavior positively** through re-direction, problem solving, role playing, and discussions. Behavioral expectations (**safety rules**) will be discussed daily. *i.e. "at Nursery School we keep our hands and feet to ourselves, walking is the safe way to move at Nursery School, etc."*

Sometimes a child's behavioral needs are beyond the scope of the staff's training. We must therefore enlist the help of specialists, trained in specific areas of child development, to assist us.

Staff may ask that a child be removed from the program if:

- The child's behavior jeopardizes the safety of others.
- The child's behavior does not respond to appropriate behavior management techniques.
- The parents are unwilling to allow staff to obtain the help of child development specialists.

**THE REMOVAL OF A CHILD FROM THE NURSERY SCHOOL PROGRAM WILL BE AT THE DISCRETION OF THE STAFF.**

## **SNACK**

Children are required to bring a snack from home on nursery school days.

**The outside of the snack bag and containers inside MUST BE CLEARLY LABELED WITH THE CHILD'S NAME.**

Please refrain from sending foods that require heating as our snack time is limited.

**Please check food labels;** Regulations require that a child's snack should be **nutritious**, therefore **low in sugar and salt**. When the first ingredient listed is sugar, consider a healthier choice.

Snacks should contain foods from each of the food groups outlined in **CANADA'S FOOD GUIDE;**

- one food from – breads and cereals group
- one food from – milk and milk products group
- one food from – fruits and vegetables group

The foods listed below are **POOR CHOICES** and should not be included in your child's snack:

- donuts
- cookies
- candy
- chips
- sweet puddings
- soft drink
- fruit roll-ups
- rice Krispie cakes

Some examples of **HEALTHIER, NUTRITIOUS** snacks might be:

- cheese, crackers, and fruit juice
- bagel, fruit pieces, and milk
- muffin, carrot sticks, and milk
- yogurt, crackers, and fruit juice

**PLEASE DO NOT SEND FOOD OR JUICE IN GLASS CONTAINERS**

## **ALLERGY AWARENESS**

There may be children in our care who have **severe food allergies**. For these children, eating, touching, or breathing even a minute amount of an allergic substance could trigger a **life threatening allergic reaction called anaphylaxis**. **Some common allergens are: peanuts, nuts, fish, shellfish, milk and soy.**

You will receive a letter that identifies the specific allergens which could affect the children in our care. We will request that the items identified not be included in your child's snack. Although the family of the allergic child must take responsibility to avoid their child's exposure, **we can all play an active role to prevent life threatening reactions (we can ensure no identified allergens enter the nursery school)**. Our staff, students and families can take steps to make the nursery school safer, these steps include:

- **Be sure to read the list of ingredients on all snack items, do not send items that contain identified allergens.**
- **Understand foods sent for snack that contain identified allergens will be returned home with your child.**
- **Take time to discuss allergies with your child and teach them to respect this serious condition. (i.e. "foods that are not harmful for you can make other children very sick").**
- **Ensure that your child understands that their snacks must never be shared with classmates.**
- **Do NOT SEND FOOD ITEMS TO BE DISTRIBUTED TO THE CHILDREN ON SPECIAL OCCASIONS (I.E. BIRTHDAYS, HALLOWEEN, ETC.).**
- **JNNS will not use food items as craft materials or plan activities that involve the use of identified allergens.**
- **Clearly label your child's snack bag and all food containers.**

These procedures may be inconvenient for you but please realize how important your cooperation is for the health and safety of the allergic child. We would take the same care should your child have such a health care need.

## **HEALTH**

**No child is permitted to be at the nursery school if they are ill.** Please keep children at home if they have any of these **symptoms: fever, excessively runny nose, diarrhea, bouts of coughing, vomiting, stomach ache, etc.** The nursery school is not equipped with facilities to deal with sick children. If your child is sick due to a communicable disease or any other condition that is easily spread to others (i.e. **chicken pox, measles, pink eye, lice, etc.**) please notify the nursery as soon as possible so that we can report cases to Public Health officials, if necessary.

Please notify **the school at (204) 953-1193** if your child will not be attending class due to illness. You may leave a message on the answering machine if you are called to report an absence after hours.

**All health conditions and/or allergies, are required to be on file at the nursery school.** These conditions should be noted in the appropriate space on the child's information form. Conditions that are diagnosed after nursery school has started are to be indicated in a written report to the nursery school staff and will be added to the child's file.

James Nisbet Nursery School has policies and procedures in place that address the medical needs of enrolled children, this can include anaphylaxis and asthma. The desired outcome of the policies is to ensure children with medical conditions be managed in a comprehensive and coordinated manner, policies would permit safe participation, and to the fullest extent possible. Policy direction and assistance is provided by the **Unified Referral and Intake System (URIS)**, a partnership between the provincial departments of Health, Family Services and Housing, and Education and Youth. URIS provides funding to the Nursery School for a registered nurse to:

- Develop an Individual Health Care Plan and Emergency Response Plan for a child with known risk of anaphylaxis, asthma, or other medical conditions
- Provide child specific training to Nursery School staff involved with the child
- Provide ongoing assistance if needed

The parents of children with medical conditions are required to notify staff upon registration and provide specific information about medical conditions on the child's information form. The director will review the child's condition with parents upon registration and forward a referral to URIS if indicated.

Parents of children with life threatening allergies (anaphylaxis) will be required to comply with the James Nisbet Nursery School Anaphylaxis Policy.

Upon the recommendation of the URIS nurse, prescribed or patent medication can be administered to a child in attendance. On an individual basis: the director will work with parents or guardians, develop a plan. The plan will include a written record that details; the child's name, date, time, dosage to administer, and the parent or guardian signature. A written record will be maintained, will record details of administered dosage, along with the date, time and be initialed by the designated staff.

All medication must be;

- delivered by the parent or guardian,
- labeled with; the child's name, expiry date, time, dosage as well as the method to administer,
- in a container supplied for the purpose by a pharmacist (regarding prescribed medication) or in the original, sealed container (regarding patent medication),
- stored in a location which is inaccessible to children; behind the locked door, in the kitchen cupboard.

## **HEAD LICE POLICY**

Children in a nursery school setting are often in close contact with each other and staff due to their age and nature of their play. Therefore, head lice may be easily spread among this age group. Head lice can cause concern for parents, teachers and children. This policy is intended to outline the roles, responsibilities and expectations of the nursery school community to assist with treating and controlling head lice in a consistent and coordinated manner should head lice be reported. Although parents have the primary responsibility for the detection and treatment of head lice, the nursery school community will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

### **It is the expectation of parents/caregivers and families attending the nursery school that:**

- Parents/caregivers will notify the nursery school promptly if their child is found to have lice and advise the staff when appropriate treatment was started. Parents/caregivers seek the advice of their child's physician and or pharmacy to determine appropriate, safe treatment options.
- Children will not attend the nursery school with untreated head lice, or nits (eggs) present in the hair.
- An affected child's hair will be checked following treatment to ensure that the treatment was effective (killed all adult lice) and to ensure the absence of nits (eggs). Nits (eggs) should be physically removed from the child's hair.
- An affected child's hair will be checked daily for at least 14 days following treatment and will be re-treated if necessary. Parents will consult their child's physician or pharmacist should additional treatment be required.
- All household members living with the affected child will have their hair inspected and treated if necessary.
- The parents or caregivers of your child's friends will be notified so they have an early opportunity to detect treat their children if necessary.
- Parents/caregivers of children affected by head lice will consent to having their child's hair inspected by staff following treatment and upon returning to class. Children will not return to class if adult lice, nits (eggs) are present.
- Parents/caregivers will check their child's hair daily for a minimum of 14 days following notification that a case of head lice has been reported to the nursery even if their child is not displaying symptoms of a head lice infestation.
- Parents/ caregivers will consent to have their child participate in a nursery school head-lice check (when a case of head-lice has been reported or discovered). Group checks will be conducted at the discretion of the staff.
- Parents/caregivers will ensure long hair is tied back if a case of head lice has been reported to the nursery school.
- Parents/caregivers will agree that staff may seek the assistance of public health officials when the number of cases of head lice continues to rise or information or assistance is required regarding a particularly resistant case.
- Parents/caregivers will maintain a sympathetic attitude, this will avoid stigmatizing families who experience difficulty with the control of their child's head lice.
- Parents/caregivers will act responsibly and respectfully when dealing with members of the nursery school community and staff concerning the issue of head lice.

### **Nursery School staff will support parents/caregivers and the nursery school community to achieve a consistent, collaborative approach to head lice management, we will make efforts to:**

- Distribute information on the detection, treatment and control of head lice to all parents and staff if a case of head lice has been reported by a parent/caregiver or detected by staff.
- Provide information and updates in nursery school newsletters if necessary.
- Provide updated detail to families and relay the number of cases present in the nursery school.
- Advise families on the period-of-time they should continue to check their child's hair for signs of head lice infestation.
- Ask parents to "bag" clothing when hung in the coat room (to limit contact with another child's personal belongings).
- Remove all soft surface materials shared by the children (stuffed toys, clothing, blankets, etc.). Materials will be placed in sealed bags for a minimum of 14 days following the most recently reported case of head lice.
- Vacuum the centre promptly should head lice be reported by a parent or detected by staff.
- Ensure children who return to class have; follow appropriate head lice treatment, are free of adult lice, nits (eggs).
- Contact parents to pick up their child if adult lice, nits (eggs) are detected.
- Provide practical advice and maintain a sympathetic attitude, this will avoid stigmatizing families who are experience difficulties with the control of the head lice infestation.
- Hold respectful exchanges with members of the nursery school community.
- Seek advice and consult with public health officials if the number of head lice cases continues to rise or use them as a reference for information and assistance (should the case be resistant).
- Maintain confidentiality when cases are reported and when we conduct head lice inspections.

## **DRESS AND EQUIPMENT**

Our program is a play-based program. Please do not over dress your child as this will limit their ability to play freely.

### **CHILDREN ARE REQUIRED TO WEAR RUNNING SHOES AT ALL TIMES DURING CLASS HOURS.**

During our spring session, we may schedule outdoor playtime (*weather permitting*), so please dress your child accordingly.

A school bag or backpack is not a requirement, however we suggest that you daily bring a bag for your child to transport his/her supplies and artwork.

### **PLEASE LABEL ALL ITEMS THAT YOU SEND: YOUR CHILD'S CLOTHES, RUNNERS, SNACK BAG, BACKPACK, ETC.**

## **APPROPRIATE USE OF TECHNOLOGY**

Throughout the course of the year there may be occasions when parents wish to photograph their children at Nursery (i.e. Birthdays, Halloween, etc.). Your child may be included in photographs or videos taken by other parents. Nursery staff will on occasions will take pictures of the children as they participate in various activities, this is beneficial as it documents the learning process. Pictures are posted in the Nursery School, this encourages communication between both the child and parent (photos capture the growth and development throughout the year). Annually we make efforts to secure a professional photographer to take Nursery School photos (both group/individual photos), this typically takes place during the first term.

***It is James Nisbet Nursery School Policy that all photos taken by parents at the nursery school are to be printed for home use only. Posting of photos on internet sites, social networks, e-mails, etc. is strictly prohibited. On occasion, staff and board members may request written permission from parents to use nursery school photos for advertising purposes. Your child's photo will not appear in JNNS advertisements without your written consent.***

## **FIELD TRIPS**

Field trips may be planned throughout the nursery school year. These outings occur in the community and enrich your child's nursery school experience. It is very important that these outings are conducted in the safest manner possible.

You will be given a letter outlining the details of the outing along with a permission form that requires your signature.

**WHEN VEHICLE TRANSPORTATION IS REQUIRED, EACH CHILD MUST BE TRANSPORTED BY THEIR PARENT. WHEN THIS IS NOT POSSIBLE IT IS THE PARENT'S RESPONSIBILITY TO PROVIDE A DRIVER OVER THE AGE OF 18, WHO CAN SAFELY TRANSPORT THEIR CHILD.**

**Children who cannot be driven to/from the field trip by a parent or a parent appointed driver must be kept home on that day.**

Please note, Manitoba law requires children less than 5 years of age and weighing less than 50 lbs. (22 kg.) must travel in an approved child car restraint. The law also states that the driver of a vehicle shall be responsible to ensure children are properly secured when being transported.

- ***Parents of children with life threatening allergies, who will not be accompanying their child on the field trip, are responsible to ensure the child's epi-pen (auto-injector) is given to the nursery staff. There may be some field trips where parents of allergic children will be required to attend with their child.***
- ***FIELD TRIPS ARE FOR NURSERY ENROLLED CHILDREN ONLY.***

## **ENHANCED SAFETY PLAN**

Copies of the James Nisbet Nursery School Enhanced Safety Plan are available in all areas of the Nursery School. Parents are welcome to review this document. *Please do not remove the binder from the Nursery School* as we must have the document in its designated place (in the event of an emergency). Evacuation drills are held monthly at the Nursery School; in accordance with the enhanced safety plan guidelines, are required by the Manitoba Childcare Department and City of Winnipeg Fire and Paramedic Service. Daily/monthly/annual safety checklists are completed by the nursery school director. The Enhanced Safety Plan is reviewed annual basis by staff. Licensing and fire inspections are conducted annually.

## **RESOURCES**

The experience of beginning nursery school may be an emotional experience for you and your child. Often times a new environment, new friends, and new teachers may create uneasy feelings. For some children, attending Nursery School marks their first separation from family. Understandably, this separation may create some anxiety. We have reading materials and pamphlets available that can assist you and your child with this process.

## **PARENT VOLUNTEERS**

We hope you will clear your schedule and share your time with us, visit for a class or two. We appreciate help as we prepare art materials, assist the staff and children. There are plenty of dates available, simply refer to the sign-up sheet (coat room). It is truly a rewarding experience as you watch your child interact with each school mates, learn and explore the world around them. Nursery children are very excited and proud to *share their parent with all their classmates.*

## **PARKING**

Parking is available on the streets adjacent the nursery school. The **only** cars that may enter the parking lot are vehicles;

- (1) parked in the visitor stalls, these two stalls are labelled (these stalls are without numbers),
- (2) parked in the accessible parking stall, if you have a permit (issued by the city of Winnipeg).

Be respectful, do not park your vehicle:

- (1) in a private zone such as numbered stalled, these are only for the community school teachers (they pay for the stalls),
- (2) in an unsafe zone such as the fire lane (along the fence),
- (3) behind other vehicles (this is disrespectful as it will make teachers late for class)
- (4) in spot that is not identified as a parking spot (this is dangerous as it hinders the flow of traffic)
- (5) in any place other than a visitor or accessible parking stall (it is blue in color and identified with a wheelchair symbol)

If you or your alternative pick up choose to park in the parking lot and disregard these guidelines you are choosing to put our children and community at risk. If you choose to disregard these guidelines, the director has the discretion to issue an immediate withdrawal notice.

**Note:** Concerned community members will record your license plate and submit the details to the authorities. You will need to absorb the cost of any city violation or ticket.

## **ARRIVAL, DISMISSAL AND TRANSPORTATION POLICIES**

NURSERY DAILY SCHEDULE:

9:05 - 9:15 AM	<b>Arrival</b> ( <i>parents wait with child, remove outerwear, put on badge, etc.</i> )	12:35 - 12:45 PM
9:15 - 9:30 AM	<b>Roll Call, Rules, Movement &amp; Intro to Daily Activity Choices</b>	12:45 - 1:00 PM
9:30 -10:30 AM	<b>Free Play and Art Time</b>	1:00 – 2:00 PM
10:30 -10:45 AM	<b>Clean Up, Circle Time</b>	2:00 - 2:15 PM
10:45 -11:10 AM	<b>Wash Hands, Snack Time</b>	2:15 - 2:40 PM
11:10 - 11:15 AM	<b>Clean up snack and wash hands</b>	2:40 - 2:45 PM
11:15 - 11:30 AM	<b>Circle Time and Dismissal</b>	2:45 - 3:00 PM

*(All activities planned are based on the developmental capabilities of each individual child)*

**Nursery Teachers will be responsible for each child during class hours only: 9:15 AM-11:30 AM 12:45 PM-3:00 PM**

Please bring your child **FIVE minutes before class and remain with your child until class begins. DO NOT drop your child off in the parking lot.** All children must be escorted into the nursery school building and remain with parents until class begins. **If you must pick-up your child early, please notify a staff member at your time of departure. No CHILD WILL BE DISMISSED FROM THE NURSERY SCHOOL UNLESS ACCOMPANIED BY AN ADULT 18 YEARS OF AGE OR OLDER.**

To aid with the hectic times during drop off and dismissal, the JNNS policy dictates:

- (1) All parents understand safety is our main concern.
- (2) All visitors (parents included) may need to present photo identification at any time, throughout the year.
- (3) All individuals picking up children must be included on the child's information form.

**THE NURSERY SCHOOL STAFF SHOULD BE NOTIFIED IMMEDIATELY WHEN ANYONE LISTED ON YOUR CHILD'S INFORMATION FORM IS NO LONGER AUTHORIZED TO PICK UP YOUR CHILD.** Should there be an occasion when a person who is not listed on your child's information form must pick up your child, **we require written permission from the parent prior to your child's pick up.**

It is assumed that either parent is permitted to pick up their child/children. ***If a parent is prohibited from picking up their child/children, due to a court ordered custody arrangement, JNNS must have a current copy of the custody order.*** Please notify the nursery school staff immediately if there is any change in custody arrangements.

**Alternative Pick Up** (this person must be listed as an alternative pick up on the Child Information Form)

If a parent chooses to have an alternative person arrive at the nursery for drop off and/or pick up, it is the parent's responsibility to ensure the alternative pick up person conducts themselves in a respectful manner. Should unacceptable behaviors occur: disregard for safety of children (parking policy), disruptive or disrespectful comments, the director will request the alternative pick up person be removed from the list. Should the idea of ensuring the comfort and safety not be appreciated by the parents or guardian, the director may issue an immediate withdrawal.

**A STAFF MEMBER WILL BE PRESENT AT THE DOOR TO ENSURE THESE POLICIES ARE ADHERED TO.**

## **LATE CHARGES**

James Nisbet Nursery School reserves the right to charge a \$5.00 fee for every 5 (five) minutes that your child must remain after **DISMISSAL TIMES: 11:30 AM** (Morning Classes) and **3:00 PM** (Afternoon Classes). Please be courteous, being late is an inconvenience to the staff and stressful for your child. **Therefore, PLEASE BE ON TIME DURING DISMISSAL TIMES.**

\*If being late is unavoidable, please call the Nursery @ (204) 953-1193 so that we may assure your child of your late arrival\*

## **VISITOR ACCESS**

All entrance doors are locked throughout the day.

Upon arrival at the nursery school, all staff, parents, and visitors must use the main entrance. The main entrance door is equipped with a window and panic bar/lock (which automatically locks when the door is closed). Staff have keys for the main entry door and all interior doors in their possession. The entrance equipped with a video camera and intercom system. Parents and visitors must use the call button to alert staff of their arrival, then wait for a staff member to open the door. Staff will open the door by use of the door release (located on the video monitoring stations) or answer the door in person if present in the Room (1). Staff are required to answer the door in person when it is necessary and check visitor/ parent identification.

**Only staff members are permitted to open the door to allow parent/visitor entry (for safety measures).  
Parents are instructed not to open the door for other parents/visitors.**

Arrival and pick-up times and procedures are outlined below. We encourage you to adhere to the schedule and procedures to limit the time staff must be available to monitor the door before and after class.

Parents are directed to leave the building when the Staff lead children into groups for attendance and circle time, parents exit the Nursery School using the main entrance door (which locks automatically). A staff member remains at the door until all parents have exited the building as this will ensure children do not leave the building.

The door is equipped with a chime. Staff is required to visually check when the chime sounds, this will ensure a child will not leave the nursery school during school hours.

At the end of class, the director and ECE II/III-Senior Staff remain at the door as they will supervise and record the children's departure. Details will be documented on the daily attendance sheets.

AM Classes	Visitor Access Procedures	PM Classes
9:05 - 9:15 AM	Families arrive at the nursery school. Staff members rotate responsibility and will open the door to greet families.	12:35 -12:45 PM
9:15 AM	Staff escort children into groups to begin circle time. Parents exit the nursery building.	12:45 PM
<b>Doors remain locked throughout class time, visitors or parents that arrive early must use the call button on the intercom system (this will alert staff of their arrival) and wait in foyer until a staff member is available to open door.</b>		
11:30 AM	Parents begin to arrive for pick up. Staff members will open the door for parents	3:00 PM
11:30 AM	Director and ECE II/III-Senior Staff; dismiss children to their parents, wait at the outer door, mark out children (along with their parents/guardian) as they exit the building.	3:00 PM

## **CLASS CANCELLATIONS**

*James Nisbet Nursery School is a non-profit Nursery School which has been in operation for more than twenty years. Student fees are used to purchase supplies and equipment for the Nursery School and to pay staff salaries. Therefore, it is imperative that we have sufficient enrollment of students to ensure the financial operation of the Nursery School.*

*It is our sincere desire to carry forward with classes as planned. However, low enrollment numbers (less than 120 students) or a specific class (less than 30 students) limits our financial resources and may necessitate class cancellations or the reorganization of certain class groupings.*

## **EMERGENCY CLOSURES**

In the event that the Nursery School is closed due to adverse weather, power outages, illness of two or more regular staff members or other unavoidable conditions, sessions will not be made up or fees refunded.

## **IN CLOSING**

*We would like to take this opportunity to wish you and your child a positive nursery school year. If you have any questions or concerns, please feel free to speak with a staff member at the Nursery School.*

*Please remember to keep us informed of any changes during the year that would be vital for us to know. (i.e. change of address, phone number, change in child's medical condition, or medications, etc.)*

**Please note: additional information** regarding your child's fall orientation/staggered entry day will be e-mailed in **August**.

PLEASE **COMPLETE** THE 2 PAGE CHILD INFORMATION FORM,  
THIS FORM **MUST BE HANDED IN** TO THE NURSERY SCHOOL STAFF AT OUR ORIENTATION DAY IN THE FALL.  
PLEASE KEEP THIS INFORMATION PACKAGE HANDY AS A REFERENCE  
***Should you have any question or concerns please contact us at (204) 953-1193.***