



Parent Handbook

2023 - 2024

**An Outreach Ministry of
St. Paul's Evangelical Lutheran Church
Ellerslie**



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Please note LBCP means Little Blessings Christian Preschool



Statement of Philosophy

It is our desire to meet the children's spiritual, physical, social, emotional, and academic needs in a Christ-centered, safe, and loving environment. Nurturing the children in these areas is important for future growth and development in all aspects of their lives. Little Blessings Christian Preschool believes that each child is created by God in God's image, with a unique personality and special gifts. Children will learn about God's love and forgiveness for them through God's son, Jesus. They will become familiar with Bible events through songs, stories, memory verses, and crafts.

St. Paul's Evangelical Lutheran Church Ellerslie

Purpose

The purpose of St. Paul's is to equip for discipleship, empower for ministry, welcome and embrace our communities.

Mission Statement

Embraced by the grace of God, St. Paul's exists to engage the community, equip for discipleship and enrich the lives of those we encounter.

Vision Statement

Embraced by the grace of God, St. Paul's vision is to be the leader in family ministry by walking daily as disciples of Christ.



Admissions

Little Blessings Christian Preschool (LBCP) is open to all children who wish to attend and whom we can accommodate. Enrolment numbers are limited to provide greater care and attention for each child.

Children will be considered for admission based on:

1. Their enrollment in the previous year.
2. Any siblings of currently enrolled students.
3. Membership at St. Paul's Evangelical Lutheran Church Ellerslie.
4. First come - first served and a waiting list to be maintained for the current year.

Students may register and join the program during any month throughout the year, if space permits.

It is required that each student will be out of diapers/pull-ups by the time they begin and be able to toilet themselves.

Program

LBCP provides morning classes for pre-school children. Our students are three, four, and five years old. Children attend two or three times per week.

Group 1 Three and four year olds attend two classes per week and may register for:
Tuesday and Thursday classes 9:00am to 11:30am.

Group 2 Four and five year olds attend three classes per week and may register for:
Monday, Wednesday, and Friday classes 9:00am to 11:30am.



Registration, Tuition & Subsidy

Participants must submit a \$100.00 non-refundable Registration Fee and \$100.00 non-refundable Cleaning Fee.

Little Blessings Christian Preschool operates as a self-supporting and educational non-profit outreach of St. Paul's Evangelical Lutheran Church Ellerslie. Tuition fees are determined by a per pupil cost for the term September to May. The fees are divided into equal amounts for ease of payment.

Little Blessings Christian Preschool is participating in the Federal-Provincial Child Care Agreement, which is making childcare more affordable for all families. All families will receive the [Affordability Grant](#) from the Provincial Government of \$75.00/month and other eligible Government Grants. Many families will also qualify for [Child Care Subsidy](#); you are encouraged to check your family's eligibility.

The following applies:

1. Fees are not adjusted for non-attendance.
2. Payment must be received in full every month to hold the child's spot or it will be let go and your child withdrawn.
3. There will be no refunds after April 1st (unless the student is withdrawn at LBCP request).
4. Any and all monthly missed payments will result in a \$35.00 penalty fee.
5. LBCP may review fees at any time and make adjustments as necessary.
6. Monday / Wednesday / Friday classes are \$196.27/month, less \$80.72 Government Grants, leaves the **Parent Portion of Tuition at \$115.55/month.**
7. Tuesday / Thursday classes are \$143.22/month, less \$79.17 Government Grants, leaves the **Parent Portion of Tuition at \$64.05/month.**



Payment

LBCP offers a Pre-Authorized Debit method of payment, directly from your designated bank account. Please ensure the form is completed upon registration.

Activities

Our students learn through play. We teach the love of Jesus through Bible stories, songs, rhymes and more. LBCP students participate in a variety of creative activities planned around themes that are enhanced by Christian concepts.

Daily Schedule

9:00am	Arrival & Greeting
9:10am	Opening Circle <ul style="list-style-type: none">- Children discuss date, weather, any birthdays or special events. Theme topics and activities are introduced.
9:30am	Activity Exploration <ul style="list-style-type: none">- Children participate in feature activities including craft and activity centres.
10:30am	Christian Circle <ul style="list-style-type: none">- A Bible story is taught, children sing and pray.
10:45am	Snack Time <ul style="list-style-type: none">- Followed by library, story, music, etc.
11:05am	Large Motor Activities <ul style="list-style-type: none">- Children participate in group games, creative drama and movement activities.
11:25am	Closing Devotion



Arrival

LBCP is located in the lower level of St. Paul's Evangelical Lutheran Church Ellerslie. Please enter and exit through the North East double-doors. **Please obey ALL PARKING signs. There is No Parking at the door, the first Handicapped stall, or Pastor's spot 30 minutes before or after preschool hours.**

Each child must be brought into the building by an adult and is the adult's responsibility until the child enters the classroom at 9:00am. Please allow enough time to have your child ready for class.

Please take your child to the washroom before leaving the house, and if necessary, on arrival at preschool, prior to the start of class.

The classroom door should remain closed until the teacher opens it.

The teacher will sign each student in, recording their time of arrival and confirming that the child is feeling well.

Pick-up

Your child will not be dismissed with anyone except a parent or someone designated by a parent (*Authorization Forms are available*). If someone else (other than a parent or guardian) is unexpectedly required to pick up the child, a written note or phone call to the teacher is necessary. **Photo ID must be presented before the child will be released.**

Please wait in the hallway until the classroom door is opened. The teacher will call each child individually and sign them out recording the time. To ensure the safety of all students, please note that your child(ren) becomes your responsibility when you arrive for pickup.



Late Pick-up

Please be prompt! Our teachers have duties to complete and other responsibilities outside of our preschool. Staff's time is valuable. If you arrive late to pick up your child, expect to be charged a fine of **\$1.00/minute** from the posted dismissal time. (LBCP room clock will be the official time.) The \$1.00/minute fine will begin 5 minutes after dismissal. **We will never leave your child unattended.**

We understand that when picking up multiple children from school & activities, that timing can be tricky. Please consider speaking with and making arrangements with other parents that may be able to assist in your specific situation.

The Administrator will contact you if a fine is assessed.

If late pickups reoccur, you may be asked to withdraw from our program.

Withdrawal

LBCP fees are based on capacity enrolment. As a result, one full month's written notice to withdraw from our preschool program is required. **Withdrawal plans must be submitted to the Administrator by email or written letter.** Full tuition fees apply for the one month withdrawal period. There will be no refunds after April 1st.

LBCP reserves the right to suspend or expel any child or family should circumstances deem necessary (e.g. physical harm to themselves or others, lack of self toileting). Parents will be notified in advance. Reimbursement for the student removed will be based on a pro-rated amount at LBCP's discretion.



Teacher/Parent Communication

If you have suggestions, concerns or worries, please do not hesitate to bring them to the teacher's attention. Please ask to make an appointment to speak to the teacher without the children present. This allows our teacher to devote their full attention to the problem and solution, and could be a phone call, virtual meeting or in-person meeting.

Additionally, the teacher would appreciate being informed if your child has been sick or if any joy or trauma has occurred at home which may affect their behaviour. This information will help the teacher handle any situation that may arise. It will assist the teacher in finding a suitable activity should your child appear uncomfortable during an activity or discussion.

We will be using an app to connect our class community, share class moments, coordinate events and much more, securely. Please download the **Bloomz app**. A secure invitation code / access code will be provided to your child's classroom. Once you have signed in, the staff will approve your participation prior to gaining full access.

After speaking with the teachers, parents are welcome to direct any concerns throughout the school year to the Administrator.

Behaviour Expectations

Little Blessings Christian Preschool believes in positive reinforcement of desirable behaviour.

The children will learn the behaviour expectations and classroom routines through a variety of methods. Positive behaviours will be reinforced using verbal recognition and 'mini-celebrations' (ex. high 5, thumbs up). The goal of the positive reinforcement will be to guide the children to self-correction of behaviour using minimal intervention from the teaching staff.

When a disagreement between children occurs, they will be encouraged to work through the situation by expressing their feelings using words, rather than actions. When necessary, a staff member will assist the children in coming to an amicable resolution.



The child will be guided to “work it out” with the peer they have been in conflict with. It will also be expected that the child apologizes for their part in the conflict and the teacher will help the child to understand how the other student felt during the conflict to encourage empathy in the classroom. Our God forgives each of us for our wrong doings, therefore our goal is for forgiveness to take place between children, or the child and teacher.

When a staff member must intervene in a situation, the child behaving inappropriately will be given a warning, along with a quick explanation of the desired behaviour. Redirecting the child to another activity often helps to refocus their attention.

Children will be given positive feedback after each disciplinary incident to reassure them that they are loved and cared for. Any disciplinary action taken will be reasonable, based on the circumstances.

If behaviour indicates that a child is not adjusting to the program, then a meeting with the parents and our team will be scheduled. Together we will discuss a proactive action plan that will help the child develop the skills necessary for positive and constructive behaviour. A probationary period is applied to all students. If the problem is not resolved within that time frame then the student may be asked to withdraw.

Snacks

NO PEANUTS OR NUT-BASED SNACKS PERMITTED.

Due to the number of food allergies and dietary restrictions that children have, parents are required to provide a snack for their child each day. We ask that children be given healthy, nutritious snacks based on [Canada's Food Guide](#), in appropriate, easy-open containers labeled with the child's name. Any food the child does not eat will be sent home so parents are aware of how much the child has eaten while at school.

In the event that a child does not bring a snack to school, a small snack and drink will be supplied. When the child is picked up, parents will be informed of what the child was given to eat.



Please do not send sippy cups.

Please remember spoons.

Medications

Because classes run only two and one half hours each, LBCP teachers will not be responsible for administering scheduled prescription or non-prescription medication to the students. It is recognized however, that your child may require emergency medication (e.g. for severe allergies). Please make us aware of this and provide us with the medication in its original container and a form provided by the preschool (Medical Authorization Action Plan) must be filled out by the parent and a doctor. This is a requirement of our licensing body. If staff need to administer emergency medication, 9-1-1 will be contacted. **Please check the expiration date of ALL medications at the start of the year. It is your responsibility to ensure ALL medication is current.**

Absence

Please contact the school directly via phone, email or direct message with the reason why your child will not be attending and any symptoms they are experiencing.

Contact the Administrator with any extended absences.

Illness

Any child with a significant communicable illness should not attend class. These diseases may include, but are not limited to: COVID-19, Stomach Flu, Strep Throat, Impetigo, Measles, Hand Foot Mouth Disease, Pink Eye, Lice and Chicken Pox.



If your child has a contagious disease (such as Chicken Pox), your family doctor or Public Health Nurse should be contacted. Their recommendations should be followed regarding your child's return to preschool. Children should not return to school until they have been symptom free for 24 hours.

Should a child become ill during class, everything will be done to make them comfortable. The child will be kept as far away as is practical from other children and be supervised by the assistant teacher. Parents or the Emergency Contact will be phoned to have the child picked up immediately.

COVID-19 Guidance

We continue to monitor and stay current with guidance provided by Alberta Health Services.

Staff, parents/guardians and children must not enter the space if they are not feeling well or have COVID-19 symptoms.

If a child develops symptoms while at preschool, they will be kept as far away as is practical from the other children. Staff will continue to care for the child until the parent or emergency contact is able to pick-up the child. All items that the sick child had been in contact with will be cleaned and disinfected as soon as possible.

Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response).

The preschool will keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested at least once for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to preschool. This will be considered the child's baseline health.



Accidents

While every effort is made to provide reasonable supervision for the children, it is not possible to prevent accidental incidents as children are active learners. Therefore, the staff of LBCP is trained in first aid. If a child incurs an injury while participating in our preschool program, the LBCP staff will survey the situation and make a decision to proceed with one of three first aid treatments:

1. For minor injuries (scratches, minor cuts, bumps), the staff will provide lots of "TLC". An accident report will be completed by the teacher (if first aid has been applied) and signed by the parent at the time of pick up. The report will be kept on file.
2. If the injury requires immediate medical attention, but is non-life threatening, the teacher will provide initial first aid and comfort the child until the parents can be contacted and arrive at the school. If neither parent can be reached, the individuals listed as emergency contacts will be phoned.
3. If the injury is deemed life-threatening, 9-1-1 will be called and necessary steps will be taken, which may include the teacher accompanying the child to the hospital. The parents will be directed to proceed to the hospital. If neither parent can be reached, the individuals listed as emergency contacts will be phoned. Any ambulance costs will be assumed by the parent or guardian.



Emergency Evacuation

Ensuring the children know the appropriate procedures for evacuating the building is essential. Fire drills, lock downs and safety procedures will be taught to the children and regularly practiced throughout the school year.

When the fire alarm is heard:

1. Children form a line at the classroom door.
2. Classroom teacher collects the attendance book.
3. Following the teacher, the children exit the building.
4. The Teacher's Assistant will check play areas, centres and washrooms.
5. The class will proceed to the designated meeting area, 9-1-1 will be called and attendance will be taken.
6. The class will return to the building once permission has been granted by the appropriate authorities.
7. In the event that the children are unable to return to the building, they will proceed to the church office building (HUB) or alternate location. Parents will be contacted to pick up their children at that location.

When a lock down procedure is enacted:

1. Children form a line at the classroom door.
2. Children will be directed to the women's washroom, 9-1-1 will be called, and everyone will remain in place until the teachers have deemed that the danger is passed.

Evaluation of Program

Parents will be asked for written input regarding program content, facility, administration and more. An evaluation form will be distributed electronically and once completed, will be reviewed by the Administrator and LBCP Committee to identify any changing needs at LBCP.



Class Cancellation Policies

Classes may be cancelled due to the following reasons:

1. Funerals.
2. Building issues.
3. Alberta Government or Alberta Health Services mandated closures.
4. Inclement Weather

4.1 Inclement Weather Policy

Little Blessings Christian Preschool will only be closed due to inclement weather if one or more of the following conditions apply:

- 4.1.1 Insufficient numbers of staff are able to come in to keep the school running safely;
- 4.1.2 Conditions on site are dangerous;
- 4.1.3 Conditions are considered to be, or are anticipated to later become, too hazardous for travel.

Parents will be notified by phone, email, text or through the Bloomz app if classes will be canceled.

Clothing

It is preferable that children wear durable, washable play clothes to preschool. Aprons are provided for painting and water play. Please provide a change of clothes, including socks, and underwear and a plastic bag for wet or soiled clothes. Bare shoulders are not appropriate clothing for our school.

Children are required by health and safety regulations to wear clean running shoes indoors; **flip flops are not safe school footwear.**

Please ensure that appropriate seasonal outdoor clothing is worn to and from school. For example, boots in the winter.

Backpacks should be large enough to carry projects from the day with a separate snack bag.

Please label all personal items including snack bags.



Outdoor Activities

Weather permitting, the children and teachers will go outside. This is a time for the children to run, jump, hop, throw, etc. and a time for “feeling the weather”. Nature walks will also be taken occasionally. Please ensure your child is prepared by providing appropriate outdoor clothing every day.

Field Trips

LBCP may participate in a few field trips or host special events and visitors in our facility for our young students.

Check the monthly calendar for specific dates and times.

Volunteers

All parents/guardians are welcome to come and play. Some ways that you can participate include:

- Read a favourite family storybook
- Share an occupation, special interest or ethnic origin
- Bake or cook a favourite recipe
- Design and/or mend costumes
- Volunteer as a craft assistant, handy-person or photographer
- Assist with toy cleaning or field trips

All parent volunteers are greatly appreciated. **Parents who want to participate must read and complete the Declaration For Volunteers form** and set up a suitable time with the teacher.



Newsletter and Bulletin Boards

Information will be sent home at the beginning of each month in an emailed newsletter so please ensure your email address provided is current. This provides you with a calendar of events, notices about themes, songs, and other general information. Important information can also be found on the bulletin boards in the hallway.

Important Dates

No Classes on the following dates:

Thanksgiving Day	October 9, 2023
Fall Break <i>(includes Remembrance Day)</i>	November 9 - 14, 2023
Christmas Break <i>(inclusive)</i>	December 21, 2023 through January 7, 2024
Family Day	February 19, 2024
Teacher's Convention	February 29 & March 1, 2024
Spring Break <i>(includes Good Friday & Easter Monday)</i>	March 25 - April 1, 2024
Victoria Day	May 20, 2024

Please remember our Preschool Year ends in May

Last day of classes for the T/Th Class is Tuesday, May 28, 2024

Last day of classes for the MWF Class is Wednesday, May 29, 2024



Contact Information

Little Blessings Christian Preschool

Teacher: Erin Schutz

Educational Assistant: Caryn Stone

Administrator: Allison Ross

Phone: 780-440-6037

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Website: www.LittleBlessingsPreschool.ca



St. Paul's Evangelical Lutheran Church Ellerslie

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Please note LBCP means Little Blessings Christian Preschool