



ATLAS

LEARNING ACADEMY

Today's Learners, Tomorrow's Leaders

DAYCARE/PRESCHOOL/JRK HANDBOOK

Website: www.atlaslearningacademy.com

Office Email: office@atlaslearningacademy.com

School Phone number:

403-912-1133

Location: 508-3rd Ave SE Airdrie, AB T4B 2C2

Email: office@atlaslearningacademy.com

**Office Hours: 8:00am-3:30pm Monday -Thursday
8:00am-1:30pm Friday**

ATLAS LEARNING ACADEMY CONTACT INFORMATION

DIRECTOR/HEAD OF SCHOOL	HELEN KOUPANTISIS	helen@atlaslearningacademy.com
OFFICE ADMINISTRATOR	FARAH MALIK	office@atlaslearningacademy.com
PRESCHOOL TEACHER	ANGELA SIMPSON	angela@atlaslearningacademy.com
PRESCHOOL TEACHER	ALEX RACEY	alexr@atlaslearningacademy.com
JR KINDERGARTEN TEACHER	CANDIS TODD	candis@atlaslearningacademy.com

Drop off and Pickup Times

DAYCARE Program - Monday to Friday - 6:30am-5:45pm (Due to the various drop off times, please **RING** the doorbell at the NORTH DOOR ENTRANCE at drop off to let us know you are here)

JRK/PRESCHOOL Program - Monday to Thursday – 8:20am-3:00pm and Friday 8:20am to 1pm (Doors will open at 8:10am to 8:20am and a staff member will be there waiting for your arrival)

DROP OFF/PICK UP PROCEDURES

Drop off: please bring your child to the **NORTH ENTRANCE** where they will be greeted by a friendly staff member. They will be guided to their classroom where their teacher will be waiting to greet them.

Pick up: please park in our or surrounding parking lots and come to the **NORTH ENTRANCE** where your child and their teacher will be waiting for you.

****Please note that if you are late and the NORTH ENTRANCE doors are closed/locked at drop off or pick up (this only applies to Preschool/JrK families not Daycare) you must bring your child in from the MAIN ENTRANCE doors located through the playground.****

Late Pickups

We appreciate promptness when dropping off and picking up children. If you will be late picking up your child, please phone the school at 403-912-1133, so we are informed of your situation. If late pick up becomes a regular occurrence extra fees will be charged.

Please call or email the school prior to pick up if someone that we are not familiar with or who is not listed as an emergency contact is picking up your child(ren). We will need their name and they will be asked to show their ID.

Calendar

JRK / PRESCHOOL PROGRAM

Our Preschool program follows the Rockyview School Division calendar. The school is closed on all weekends and statutory holidays. The school will also be closed on various days throughout the year for PD (professional development) days and teacher conference days. All closure dates/holidays will be included in monthly calendars and are available on our website. www.atlaslearningacademy.com

DAYCARE PROGRAM

Our Daycare program also follows the Rockyview School Division calendar and is closed on all weekends and statutory holidays, however, the Daycare will remain OPEN on PD days and will remain open at various closure days throughout the year. All closure dates/holidays will be included in monthly calendars and are available on our website. www.atlaslearningacademy.com

Atlas Learning Academy Daycare/ Preschool/JrK Policies

What Should My Child Bring Daily?

- a backpack large enough to contain snacks & outdoor gear
- one pair of indoor runners with no laces that will be left in the school all year
- one change of clothes in the event of an accident, to be stored in their backpack
- a lunch and a minimum of 2 snacks every day for preschool/ JrK kids. (Daycare kids' snacks and meals are included). **Please see details about snacks below.**
- a labeled water bottle with fresh water every day.
- an additional layer-jacket/hoodie/sweater
- No juice boxes

Our Program

Our program is designed to assist children with the development of their social, cognitive, emotional and physical needs. Our teachers bring with them over a decade of experience working with this young age group, and their collective experience has contributed to the developmental progress of all students in their care. Their age-appropriate teaching methods and expectations will be adapted in order to accommodate all learning levels.

Our program integrates a variety of learning methodologies:

- Learning Through Play
- Montessori
- Creative Expression Through Art/Crafts and Drama
- Table Work-Early Literacy, Numeracy and Skill Building Activity Sheets
- The Use of Theme Integration
- Phonics Program
- Daily Movement

The Montessori Method is a hands-on approach to learning that is incorporated in the program. The Montessori Method allows children to work at their own pace without restriction or criticism. This method creates a positive and joyful experience which in turn enables the children to become more confident, independent learners. The variety of activities offered encourages children to develop their observation skills, five senses, motor skills, kinetic movement, and spatial awareness. The Montessori Method is an orderly way of learning which emphasizes the repetition of activities through the use of particular Montessori apparatuses. The method follows a sequential format which begins with basic life skills and evolves to specific cognitive areas such as mathematics, science, geography, and literacy.

Philosophy

We believe that children can grow socially, intellectually, physically, creatively and emotionally through the use of a variety of teaching methods, while in a safe and caring environment. By educating through standard methodologies along with various principles of the Montessori Method, children will have the opportunity to excel at their own pace to become independent, confident and self-disciplined individuals. Children will have the ability to experience the key learning areas through play, circle time, table work, use of Montessori apparatuses, daily movement, and special activities/field trips.

Our staff understands the great importance of leading children through a positive and focused journey of early childhood education. We know that smaller class sizes will allow for more one-on-one interaction between the children and teachers, and this in turn will allow for more detailed observation and customized guidance of the students. Interacting with the children during their daily activities and having stimulating age appropriate question and answer conversations further enhances the children's educational and social experience.

When working with children with special needs, our staff's intention is to suitably modify their teaching and communicative methods so as to accommodate the unique needs of the children. We will strive to familiarize our staff with the particular care required for certain needs and ensure that each child receives the necessary attention while in a group environment.

Child Guidance Policy

We are aware that children at this early age are still developing socially, emotionally and cognitively. They may make inappropriate choices such as hitting, not co-operating, breaking the rules, or having temper tantrums. At our school, we believe in promoting positive behaviour and dealing with behavioural problems in a calm, appropriate way. We believe if you model positive appropriate behaviour, then children will learn and emulate this acceptable behaviour. Through the use of a patient and calm manner, we feel that it is necessary to explain to the children the reason why a particular behaviour is not acceptable. This allows the children to better understand the impact of such behaviour. We also believe in positive attention. Children need to be praised when they are playing well, sharing with others, including others in their activities, etc. If they receive attention while they are behaving well as opposed to simply when they are making poor choices, then children will be less likely to actively seek attention by making poor choices.

- Staff and children need to be treated with respect and courtesy. Yelling and shouting is unacceptable.
- There is no hitting allowed. Children are not allowed to hit or hurt each other or the staff. This type of discipline is unacceptable and inexcusable.
- There will be age appropriate rules that children will need to follow that will result in logical and natural consequences if not adhered to. For example, if a child is throwing toys at someone, then they will no longer be permitted to play with that toy. These consequences will enable them to make better choices in the future. We take our time and deal with each situation in a calm and reasonable manner. Each situation is dealt with on an individual basis.

As to Child Care Licensing Regulations:

- Our staff, with respect to the child in the program, will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation.
- Our staff will also not deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

Communication

How do I communicate with my child's teachers?

- **ClassDojo** – please watch for an invitation to join this app from your child's teacher. This is an app that allows your child's teacher to update you in real time with photos, reminders & fun insights into your child's day.
- **Email** –your child's teacher's email is listed above on the second page of this handbook.
- **By phoning the school** – 403-912-1133
- **Monthly Calendar** - Teachers will provide both a paper copy and a digital copy (email) of our monthly calendar to inform parents/guardians of the upcoming events and programming for the month ahead. You will find your child's Show & Share days, PD days & special events here!

Parents/guardians will be encouraged to contact their child's teachers directly by sending a message via ClassDojo or by emailing teachers with any issues or concerns they may have. In the event an issue cannot be resolved through this process, a subsequent meeting may be arranged where administration and parents will be present to assist with the resolution of the issue.

Confidentiality Policy

Staff shall at all times keep any information regarding the children that are enrolled, their families and other staff members, confidential. The Director will be the only person authorized to disclose any personal information. If a government agency requires any information, the parent/guardian must give a written/informed consent stating the information to be released, to whom, and the purpose for which it is to be given.

Staff

All of our primary staff are trained in Early Childhood Education, at varying levels. All primary staff will hold a current criminal record check and an up-to-date first aid training certificate. Staff will develop programming to ensure each child's individual needs are being met. The staff will regularly observe the children to more accurately assess their development. We will provide an environment that is caring and safe, and which allows children to experience learning in a positive and fun manner.

Snacks

Children in the preschool and JrK programs are required to bring their own healthy snacks each day. Please ensure your child has enough food for 2 snacks times. We will **not** permit any **PEANUT OR NUT** snacks in the school, as some children and staff have severe allergies to these foods. For children with food allergies and special diets, a reminder list of these alerts will be posted in the classrooms.

****Grapes, carrots, hot dogs, etc are high choking hazard foods, so please cut them lengthwise to help prevent this from happening****

Accident or Illness Policy

If a student becomes injured or ill while at school, the teacher will attend to the situation. If the student's injury or illness appears serious, parents/guardians will be notified and arrangements will be made to have the student go home or go for medical attention, accompanied by a parent/guardian. If the student's injury or illness appears to be serious and we cannot reach a parent/guardian by phone, an ambulance will be called at parents' expense. If parents/guardians cannot be reached, the emergency contact listed in your child's file will be called.

If your child has **a fever, the flu, a rash, or is contagious in any way**, they must stay home **until 24 hours after all symptoms are gone** and they are **not** contagious anymore. Parents are required to report any communicable diseases that their child may have contracted. Other parents and staff must be warned of any contagious or harmful illness. Please look on the Alberta Health Link website if you are not familiar with the communicable diseases and when children are no longer contagious. Students that are not vaccinated may be asked to stay home if an outbreak of a contagious disease is occurring. Those students will not be able to return unless we have the go ahead by Alberta Health Services and our school nurse.

An incident/accident report will be filled out by the observing staff member(s) for minor accidents. The parents will be required to read the report and sign it, upon arrival at the centre.

If a child has a diagnosed contagious disease, the parent/guardian is required to inform the school immediately. The school will then immediately, with discretion, inform the other parents/guardians of the situation and will sanitize the entire centre to ensure a healthy environment. A doctor's note will be required giving permission for the child's safe return to the centre.

Please do not send your child to school with symptoms of any illness.

We would like to continue to instill the mentality that coming to school while sick with any symptoms is no longer embraced. Students and staff coming to school with symptoms of any illness affects everyone in the shared space. Thank you for your commitment to keeping school a healthy place for everyone and keeping your child home when they are symptomatic.

Medications

If students are required by a physician to take medication during school hours, parents need to fill in and sign a **'Request to Administer Medication'** form. Medication needs to be in the original package and parents must inform the staff who will be administering the medication how to administer it, the dose required, any possible side effects, emergency procedures to be followed when necessary and how the medication needs to be stored. These forms can be found on our website at www.atlaslearningacademy.com

The person administering the medication will record the name of the medication, dose, and time given and initial the form. The person administering the medication will also record any side effects/concerns and inform the parents.

School Closure Policy

INCLEMENT WEATHER POLICY SCHOOL CLOSURE/EMERGENCY

School closures will occur when the temperature outside reaches **-40C with the wind chill**. We use the Weather Network as our hourly guide. Our facility opens daily at 6:15am and we have teachers who live a far distance from the school, therefore even if the temperature will increase throughout the morning hours, our official plans for closure will be determined at 6:00am.

Email & ClassDojo will be the form of communication used for emergency school closure days. If the school is going to be closed due to inclement weather or an emergency situation that does not permit us to be at the school, parents will receive an email by 6:00am. **Please check your email daily during periods of inclement weather so you do not miss an important email from us.** Refunds will not be issued for school closures due to inclement weather. Our policy is in line with having very young children in a building that could experience bursting pipes or a fire, even during extreme weather. Our muster point is located far enough away that walking there for very young children in extreme weather conditions is unfavourable. Thank you for respecting this policy.

Clothing

Uniforms are not required for Daycare/Preschool/JrK students. We suggest children wear comfortable clothing at school. Children will be playing with the sensory table, painting, making crafts, participating in gym/movement, etc., and even though smocks will be provided, clothing may get wet and dirty. An extra set of clothing should be brought to school every day. This should include a shirt, a pair of pants, underwear (in case of an accident), and socks. All children need a pair of non-marking indoor runners (no laces please), that are kept at the school all year long. **All clothing and shoes should be labeled so they are not misplaced or lost.**

Toys / Items From Home

Items that help children feel safe and comfortable, like a blanket or stuffed animal, are welcome at the school. They will be kept in their backpacks where they can access them when needed.

Toys or items from home are only allowed on Show and Share days. Toys such as guns, knives, or other weapons are not allowed at the school.

The school is equipped with a wide variety of toys that will stimulate the children and keep them interested.

Emergency Evacuation Location

If an evacuation of the centre occurs, we will relocate the children from 508 3rd Avenue S.E.to:

BEST WESTERN HOTEL

121 Edmonton Trail SE
Airdrie, Alberta T4A 1S2

(403) 948-3838