



Parent Handbook 2024/2025

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www.mindfulheartpreschool.weebly.com



Welcome to Mindful Heart Preschool!

I am SO very excited to have your child and family as part of the program for the upcoming School Year! In this handbook, please find the important information and policies for the program ☺

Monthly Fees

- Fees are accepted by E-Transfer ONLY
- You can now pay your fees semi- annually or annually. One lump sum in September and January (semi- annually) or one lump sum in September (annually)

2 Day program

\$175.00/month \$875.00/semi- annual \$1750.00 / annual

3 Day program

\$215.00 / month \$1075.00 semi – annual \$2150.00/annual

- **Fees are due on the 1st of each month, NO EXCEPTIONS.** *This includes if the 1st falls on a weekend or stat holiday*
- **A late fee of \$25.00** will be charged on any payments not received on the 1st. There are No Exceptions
- If payment is not received within the first 7 days of the month, your child will be unable to attend preschool until the full month's fees **and** late fee have all been paid in full.

E-Transfer Quick Reference:

mindfulheartpreschool@gmail.com

No password is required as the preschool has auto-deposit

Drop Off & Pick Up - *please DO NOT park in the parking lot*

- **Preschool begins at 9:15am**
- The doors to the preschool will open approximately 10 minutes before preschool begins. We use the portable doors located at the rear NE corner of the school. Parents are asked to enter the school

with their child and help them remove any outerwear and to use the washroom before preschool begins.

- **Pick up time is 11:30 a.m.** Please wait inside the school just outside our classroom until the students are dismissed. Please be prompt when picking up your child.
- The school doors are locked after preschool begins and they will re-open shortly before pickup. This is a school safety procedure.
- If you are going to be late (it happens!), please let Mrs. M know so the doors can be left open until you arrive.
- If the play structure is not being utilized by other students, you may use the structure / swings
- **Mindful Heart Preschool follows the same calendar as the public school system** (September – June). There is NO preschool on school holidays, stat holidays, PD days and conference days. If any days are different than this calendar, you will be notified well in advance to the changes.

Communication



**Please DOWNLAOD THE APP prior to orientation. All families will be asked to connect to their child's journal before leaving orientation*

- **SeeSaw Family** is a (FREE) app that allows you as parents to stay connected with what your child is doing in class. It is an individually based E-learning portfolio. I will add photos and videos of your child or video of your child to their electronic learning profile, you as parents will receive a notification on your device (more than one parent can connect to the journal).
- All families **MUST** have **at least one parent connect** to the **SeeSaw Family** app (more are able to connect if they would like).
- Any family member who would like to connect to SeeSaw Family may do so
- An invitation will be sent to you via text or email to join your child's journal. You will also receive a paper QR code to scan at orientation to connect to your child's journal.

- Over the year, the learning journal will help tell the story of your child's learning experience at preschool.
- See Saw also has a messaging center which allows you to communicate with the teacher (similar to a text message).



- **E-Mail** - Monthly calendars and newsletters will be communicated through SeeSaw and email. Please refer often to these calendars, as they will include important dates for that month including theme days, show and tell schedule and days there is no preschool.



- **Communication folders** – each student will carry a communication folder with them in their backpacks each day. Please check your folder daily as it may contain important paper information, as well as, art work or other things your child has completed while at preschool.



- **Text Message** – text message will be used by Mrs. M only in the case of an urgent or emergent matter (preschool closure, child needs to be picked up, etc...)
- You may use text message to inform Mrs. M of an absence or late pick up or arrival

Program Withdraw Policy

- In the event that a child's space be withdrawn from the program **after the date of August 1, 2024, it will be expected that the full amount for September fees be paid**
- If a child leaves during the school year, one full calendar month notice is required. This notice is to be given in writing to the director.
- All fees are due in full during the one month notice time period
- Any account that does not respect the withdraw policy will be sent to collections.

Thank you for respecting this policy, as it allows me the time to fill a vacant spot

Parent Involvement

The way your child perceives your feelings about his/her preschool and teacher will have a direct effect on how he/she feels about them. I encourage you to discuss preschool activities with your child at home 😊

The See Saw App will help you stay informed on your child's day at school.

Daily Behaviour Plan

- To establish a positive and safe learning environment, good behavior is a must. I will establish simple and clear class "values" (rules) to ensure your child's experiences are positive and safe. Even at the age of 3, children need to learn the importance of accepting responsibility for their actions.
- If a child has difficulty following a rule or directions, I will talk about appropriate choices/behavior and he/she is given a verbal reminder about correct behavior. If the same child continues to have difficulty after 2 reminders, the child will be asked to go for a time out for a short period of time (number of minutes is according to age – 3 years old, 3 minutes) to think about his/her actions and

ways he/she could do better. If the behavior persists, I will discuss with you when you pick up your child so that you too can speak to them at home. Again, this is to ensure the safety of your child and other children in the classroom.

- Should a child present a behavior that is potentially harmful to others or unsafe for the classroom (biting, violent tantrums, throwing of objects, etc...). You will be contacted immediately to come pick your child up. These behaviors are not allowed at preschool. Should these behaviors become a problem. Mrs. M will speak with the parents to come up with an action plan to correct the behavior. Should a correction in the behavior not be reached or if the behavior persists and puts others in an unsafe environment, Mrs. M reserves the right to withdraw the student immediately from the preschool program. There will be NO refund on preschool fees paid.



1. NO running – use your walking feet
2. Keep your hands to yourself
3. Use your inside voice
4. Be Kind – treat others with kindness
5. HAVE FUN!

Accidents

- It is a requirement of the program that children be fully potty trained.
- Extra Clothes – a complete set of extra clothes is to be brought to preschool in a labelled resealable bag, in their backpack each day.
- I do understand that accidents can happen. If an accident occurs (number 1) the teacher will help the child to clean up and change

- If an accident occurs (number 2), the parent will be contacted to come pick up or help their child to clean up and change. The preschool does not do poop!
- If accidents are persistent the teacher and parents will work together to develop a solution.
- Please be aware there is NO washroom in our classroom. The preschool utilizes the school bathrooms located next to our classroom.

Snacks

- We will have a snack break every morning (approximately 15 minutes) at 10:30. Please ensure you send a small, **NUT FREE** nutritious snack and full water bottle (we do not have access to a water fountain or water refill station).
- Snacks remain in backpacks until snack time and are out away when snack time is over.
- **Make sure you send utensils!** There are NO utensils available in the classroom
- If you send an ice pack, please educate your child about this, it is not something we put in our mouths!

The following items are **NOT allowed** at preschool:

1. Juice boxes/milk or any other beverage other than water
2. Chips/popcorn
3. Candy/Chocolate bars

If these items are sent, your child will not be permitted to eat them

Celebrations – *Holidays and Birthdays*

- We love to celebrate special occasions! Each birthday or special holiday will be celebrated with a special snack.
- Mrs. M will provide a special snack for holidays for each student to enjoy at snack time. On these days, you are asked to still send a small snack with your child.
- If your child has any allergies, Mrs. M will discuss the planned snack with you ahead of time, so you can either give permission for

your child to have the snack or provide a safe alternative for your child. *Please make Mrs. M aware of any allergies!*



Happy Birthday

To celebrate your child's birthday, families are asked to provide a special snack for the entire class on their child's birthday.

At the beginning of the month of your child's birthday, a reminder card will be sent home in your child's communication folder. This card will indicate the date we will be celebrating in class. This is the date you will need to provide a special snack.

Illness/Absence

- If your child is sick, please keep him/her at home, as we would like to keep the spread of germs and illnesses to a minimum in the classroom. As well, if your child comes down with a highly communicable sickness such as chickenpox, pink eye, etc. Please let the director know so other parents can be informed to be on the lookout for symptoms in their child. If you know your child will be away a particular day or for vacation, please let the director know in advance.
- Children **MAY NOT** attend preschool if they are experiencing any of the following:

- Fever
- Persistent cough
- Diarrhea, nausea or vomiting
- Communicable disease such as chicken pox, pink eye, hand, foot and mouth, coronavirus, etc...

Children may return to preschool once they are asymptomatic for 48 hours.

- If for any reason, Mrs. M is unable to run the program (due to illness), you will be given as much notice as possible through the See Saw app. If this is the case, preschool will be cancelled for that time period and remote learning may occur if necessary. There will be No refund for missed days.
- If the preschool must close for a lengthy duration (due to illness, hospitalization or death in the family) more information will be given at that time as to how we will proceed.
- Understand that we are a part of WH Ford School. If the school is required to close (for any reason), we will also be required to close. More information will be given at that time as to how we will proceed.

I ask all families to please abide by the illness policy and to respect the rules set out. I understand that this can be inconvenient, at this time safety of our students, parents and families is our #1 priority 😊

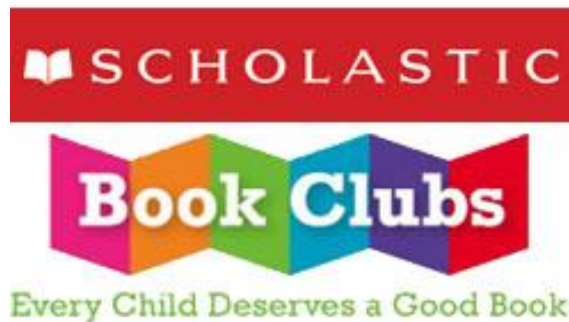
To reduce the spread and to ensure our children and their families stay safe, please respect this policy.

If you are not feeling well, please stay home

Extreme Cold / Snow Days

- There may be potential for preschool to be cancelled during the winter months due to extreme cold/weather/road conditions.
- If the temperature or weather become too extreme (unsafe to travel or recommended to stay indoors if possible) preschool may be cancelled.

- If Regina Public Transit is not operating due to road conditions or extreme weather, preschool may be cancelled, as the teacher relies on this method of transportation.
- If the majority of students in a class are not attending on a given day due to extreme cold/weather/road conditions, the teacher reserves the right to cancel preschool for that day.
- Mrs. M will make families aware as soon as possible through SeeSaw if preschool is cancelled for the day.
- There are NO refunds for preschool days that are cancelled due to extreme temperature or weather.



This year our class will be participating in the Scholastic Reading Club program. Reading every day is the best way for children to become independent readers.

Your order will ship to your home and you can order online whenever you want at

www.scholastic.ca

When you checkout, please enter our **Class Code**. When you use our Class Code our class earns 20% of the value of the order in rewards !

The rewards our class earns through your purchases are put towards books, educational activities and teacher resources for our classroom!

Class Code: RC143893

Fundraising/ Donations

- The preschool participates in 2-3 fundraisers during the school year.
- Participation in fundraisers is appreciated but not mandatory.
- Fundraising information will be provided once fundraisers have been organized
- Funds raised will be put towards field trip expenses and new educational tools to be used in our preschool classroom.
- Donations of art/craft supplies, books, toys, puzzles and games are always appreciated and accepted.

Field Trips

- Field trips are an excellent learning opportunity!
- Field trips will be scheduled periodically throughout the year
- Most of our field trips are at no additional charge, however, we may choose to participate in some that have an additional fee associated with them.
- All field trips are optional. If you choose not to have your child attend, they simply will not attend preschool on that day.
- On field trip days, the drop off and pick up location becomes the field trip location, not the preschool.
- Times may vary on these days dependent on hours of the field trip location. This information will be provided well in advance

Tax Receipts

- Tax receipts will be issued twice per school year (Jan and June).
- All registration fees, tuition and field trip expenses will be reflected.
- One paper copy will be given to each family.
- Tax Receipts will not be issued if the family account has an outstanding balance. All tuition, late fees and field trip costs **MUST be paid in FULL** before a tax receipt will be issued (email or paper).

Child Safety Procedure



1. Mindful Heart Preschool believes in providing a safe, caring, and healthy environment to those in its' care. This includes a zero tolerance for abuse (of any type) and neglect.
2. If I, as the teacher, have through personal observation or on the basis of discussion with a child, the belief that a child is in need of protection in accordance with the provisions of section 11 of *The Child and Family Services Act* I shall:
 - a. Report the situation in accordance with the provisions of section 12 of *The Child and Family Services Act* including immediately making a report to the Ministry of Social Services.
 - b. Parents/guardians will not be informed that the report has been made unless, there is suspicion of assault by a person living outside the home. In this situation, the report is to go to the Regina Police Service and the Ministry of Social Services, as well as Parents/guardians will be to informed (unless otherwise by these agencies)
3. I, as the teacher, will maintain a factual record of all evidence and reports to aid both reporting and recall.

Handle with Care

If your family is experiencing difficulty at home, I would like to provide additional supports at school. I understand that you are not always able to share details and that's okay. If your child is coming to preschool after a difficult night, morning, or weekend, please text me "Handle with Care." Nothing else will be said or asked. This will let me know that your child may need extra time, patience, or help during the day.



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