



EDMONTON ISLAMIC PRESCHOOL

Parent Handbook

2018-2019

Registration and acceptance

Children must be three years old by September 1 of the year they are entering preschool. They must also be toilet trained. First priority will be given to those that have siblings in the Edmonton Islamic Academy. Second, for those whose parents have contributed \$3,000.00 to the Islamic Academy. Third, to the children who are older in age, and last to date of registration (first come first serve).

The preschool calendar mirrors that of the Edmonton Islamic Academy. Therefore, all breaks are the same. (ie. Eid holidays, spring break, and winter break)

Payments

There is a \$100.00 non-refundable registration fee per child paid at the time of registration.

Monthly payments for preschool need to be arranged at the Edmonton Islamic Academy located on 14525 – 127 Street. Any NSF cheques will result in a \$20.00 charge.

There is a subsidy program available to parents who are qualified for subsidy. Application is available online at: www.child.alberta.ca/home/1166.cfm

Preschool Hours of operation

Monday to Wednesday:	A.M. Class 8:30 A.M. - 11:30 A.M.	Dismissal begins 11:15 A.M.
	P. M. Class 12:30 P.M. - 3:30 P.M.	Dismissal begins 3:15 P.M.
Thursday:	A.M. Class 8:30 A.M. – 11:15 P.M	Dismissal begins 11:00 A.M.
	P.M. Class 11:45 P.M. – 2:30 P.M.	Dismissal begins 2:15 P.M.

Preschool location

We are located at the north-west corner of the Al Rashid Mosque parking lot.

Where do we keep our child's belongings?

Please hang your child's coat/jacket on the hooks just outside the classrooms and place their shoes directly under their coats. The children will take their backpacks with them to each room. All hooks will be labeled with the child's name. Please make sure you label all of your child's items clearly.

Dress Code

We request that all volunteers follow the Islamic dress code while on volunteering duties in the preschool or on the field trips.

Supplies

- Pair of indoor running shoes (Velcro) to be kept in the school for the child to wear daily.
- Backpack
- Change of clothes to be kept at school
- 2 boxes of tissues (Kleenex)
- 2 boxes of Lysol wipes

Please note: children must have indoor shoes on during school in the event of a fire drill.

Snack

Each child is required to bring their own snack. Please pack nutritious items for your child. We allot fifteen minutes, so please pack small portions. We have children with severe food allergies, so please be cautious when packing your child's snack. We are a **NUT FREE** preschool, and therefore we ask that parents do not pack anything with nuts or nut products.

Field Trips

Field trips within the boundary of the Edmonton Islamic Preschool will be made by walking. Field trips out of the community will be made by the School bus.

Parent volunteers are needed for some of our field trips. If there are not enough parent volunteers, the trip will be cancelled. Some programs require a limited number of volunteers which forces us to limit the number of helpers we take with us. Permission slips will be sent home for each field trip. Permission slips must be signed by a Parent/Guardian and returned to school with the required fees if applicable, in order for the child to participate in the field trip. If there are any concerns regarding misbehaviour, etc. on fieldtrips, the teacher will request that a parent of the child attend all trips with the child.

Cold Weather

Children should be dressed appropriately for the weather. In the event of school closure due to severe weather conditions, all parents will be contacted by the Preschool staff to be notified of the closure.

Attendance

Attendance will be taken on a daily basis. If your child will be absent on any given day please notify the Preschool staff by calling at (780) 452-2761.

If someone other than yourself is picking up your child, please let the staff know ahead of time as we will not allow someone other than yourself to take the child without your authorization. Please make sure your child is picked up immediately after dismissal.

In case of parents' separation or special legal circumstance, a copy of any official or court orders should be submitted to the office to be kept in the student's file.

Calendar

A calendar will be posted in the entrance of the preschool with important dates and activities. All activities and significant days will be included in the monthly newsletter.

Clothing

- Ensure that your child is wearing durable clothing that is suitable for the season.
- Female dresses should be accompanied by tights.
- Please send a complete change of clothes with your child that will stay at the school and can be used in case of emergencies. This includes under clothes, shirt, pants and socks.

Birthdays

We do not celebrate birthdays.

Toys

Our toys are CSA approved. If your child is partial to a teddy or some other toy, please ensure that their name is written on it and it is CSA approved. We will not be responsible for any lost or broken toys that your child brings to school. We ask that you have your child keep his or her toy in their backpacks.

Medications, Allergies and Illnesses

Please advise the teachers if your child is allergic to anything. If the child is on medication at home, you must inform the teachers. This includes non-prescription and prescription medications (such as Tylenol, Dimetapp etc.). This is important to know in case of an emergency. Special consent forms must be signed for the teachers to administer any medication provided by the parents.

Please do not bring your child if he or she is ill. This includes a fever, sniffles, contagious infections such as pink eye, chicken pox, etc. Resting at home will help your child recover faster and help keep other children from getting ill.

From time to time, in other schools, head lice epidemics occur, and they send parents notification. If any of your children (from other schools) get this notice, please let us know at the preschool, in order for us to ensure that an epidemic does not start. If any of your children have head lice, your child must stay home a minimum of one week after treatment, and we must be notified immediately. All information will be kept confidential.

Special Needs Cases

Some children may require extra resources and specialized services to meet their learning needs. Our preschool will provide resources and specialized services for those students who are ESL, have Mild/Moderate learning difficulties, PUF children and Gifted/Talented children. We have a certified teacher on site, Speech and Language Pathologists and an Occupational Therapist in order to meet all individual student needs. If a child requires services beyond what we could offer, we will meet with the parents and specialists to recommend more appropriate programs around the city. Parents of students who fit in these categories are required to attend the parent workshops designed to help parents with their child's development.

We are available:

Please feel free to ask questions, and give suggestions. If you have any concerns about the school, please remember that our door is always open for parent's suggestions and concerns.

Fundraising

In order to have a budget to work with, for special occasions, field trips etc. We are asking parents on a regular basis to bring in their milk containers, pop bottles and cans for recycling. We are always open to new ideas or suggestions so please feel free to share them with us at any time.

Volunteering:

We welcome parent volunteers. If you would like to volunteer, please book your time with us.

PRE-SCHOOL DISCIPLINE CODE

1. Use Preventative Methods
 - a. Adults should be role models, e.g. Treating staff, adults and children in appropriate way
 - b. Each child is treated as a respected individual
 - c. Encourage individuality to promote self-esteem
 - d. Supply a large variety of activities to promote choice and maintain interest
 - e. Organize and designate play area
 - f. Provide transitional time between activities

2. Guide Behaviour and Set Limits
 - a. use encouraging words and gestures to reinforce good behaviour
 - b. explain consequences to actions
 - c. make limits clear and consistent focusing on what to do rather than what not to do
 - d. promote problem solving among children and let them know you are always there for them

3. Methods Of Intervention
 - a. approach child calmly and at their level
 - b. understand situation, focus on behaviour not character
 - c. reassure and redirect

4. Time Out
 - a. Only to regain control and think about what has happened, not as punishment
 - b. Separate child from group but remain in area designated area (no more than 5 minutes)
 - c. Talk to the child about what has occurred and how things could have been handled
 - d. Child will join the group when ready, encourage acceptable behaviour promptly

5. No Physical Punishment (under any circumstances)