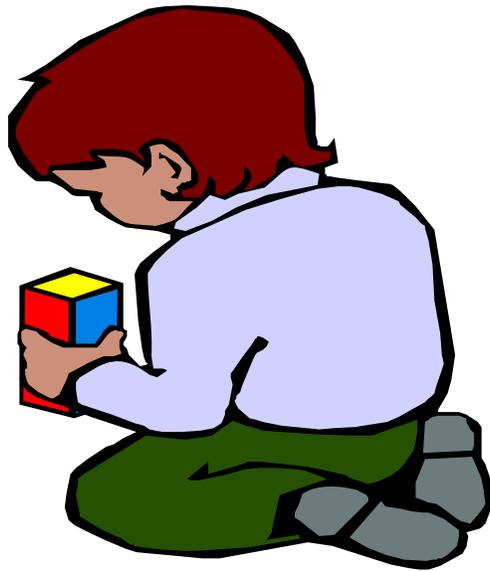




Four Plus



Parent Handbook

Four Plus Vision

To educate the whole child in a safe, caring, and challenging environment.



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What is Four Plus?

A Healthy Children's Initiative Program that focuses on:

- ☺ Socialization/Child Development
- ☺ Creative Play
- ☺ Literacy

Program Approach

- ☺ Centered, child-activity based (hands on)
- ☺ Development of critical and creative thinking skills
- ☺ Intervention program for children with special needs

Program Highlights

- ☺ Support services: early intervention, Council for Disabled, Stanton Child Development Team
- ☺ Sense of community - students are familiar with school routines, locations, other classes, playground routines
- ☺ Smooth transition to school setting
- ☺ Safe environment for student allergies
- ☺ Access to creative playground equipment (Weledeh Catholic School)
- ☺ Weekly book exchange/story time
- ☺ "Spirit Days" Theme Approach
- ☺ Field trips (i.e. dental office, museum, fire hall)
- ☺ Guest speakers / guest readers
- ☺ Supervised outdoor play at recess
- ☺ Parent Helper Program-parents are invited into the classroom to assist
- ☺ Monthly newsletters and calendars keep parents informed of activities
- ☺ Special activities (i.e. picnics, Treasure Hunt, Pajama Day)
- ☺ FAIR Program - Families Are Important Readers

Objectives

- Expose children to a wide variety of learning experiences
- To stimulate and challenge each child with developmentally appropriate activities
- Assist in the development of a healthy, positive self-concept
- To enhance the physical, emotional, intellectual and creative development in young children
- Learn through play and use past experiences to build and provide opportunity for each child to become more familiar with the world around them
- Encourage socialization so that each child may learn to function effectively as a member of our society
- Foster the desire to learn and to experience in a variety of settings: individually, small groups, and large group settings.
- To encourage involvement of parents and community whereby enhancing development and implementation of the program
- Thematic approach (i.e. Northern Animals, Under the Sea, etc.)



Registration Information

Students must be 4 years of age on or before December 31st

Birth certificate and N.W.T. Health Care Card are required for registration.

Due to the restrictions of the facility, children who attend Four Plus must be toilet trained. The only exception to this will be made for children with a special need.

Come the start of the 2010 / 2011 school year, community organizations will make referrals for children to attend Four Plus.



General Information

General Information and Parent Involvement

The Four Plus Program is a program for young children and their families. We recognize that all families have their own strengths and needs. During your time with the program, we will work with your child and family to enhance your strengths and to meet your needs.

Parent Involvement

Four Plus recognizes that a parent is a child's first teacher. Throughout the child's life, a parent plays an active and essential role in their child's learning. Because of this, parents are encouraged to become actively involved within the Four Plus program. It is the goal of the Four Plus program for parents to be a partner of the program, to feel welcome within the classroom, and to get involved with daily and special events.

Parents are welcome to attend regular sessions of Four Plus once in awhile. They are asked to make arrangements for their visit with the Four Plus teachers in advance of their visit. Because of the size of the classroom, it can become too crowded if there are too many adults in the room. The teachers may ask a parent to choose another day if there are already one or more parents attending a session.

Having a parent visit for the day is an exciting event for the child. It is an opportunity for the child to show his/her parent around the Four Plus classroom, his/her favorite activities and meet the child's friends. It also gives the parent a chance to see their child in action, experience the routines, and take part in group activities such as circle. The parent will be encouraged to participate in the activity areas with their child to get a feel for what the day at Four Plus is like.



The Program will be operating in the Weledeh Catholic School.

Three sessions will be offered, as follows:
Monday / Tuesday / Wednesday / Thursday AM
Monday / Wednesday PM
Tuesday / Thursday PM

Hours: 9:00 a.m. to 11:30 a.m. - morning sessions
1:00 p.m. to 3:30 p.m. - afternoon sessions

There is drop-off parking located in front of the school. Please note the proper parking signs and watch out for students walking in this area. Unfortunately, parking may be tight and awkward due to student traffic. The Four Plus room has its own community entrance. Please refer to drop off and pick up policy on Page 7 of this handbook.

The Four Plus Program is a “school readiness” program that is a bit different than play school. Children learn through play, with two literacy circles provided in each session. The class size is limited to 12-14 children between the ages of 4 to 5 years of age. Four Plus is for all families, but priority is given to those families who cannot access other preschool programs for various reasons and for special needs preschoolers who may need intensive programming to promote smoother transition into formal schooling.

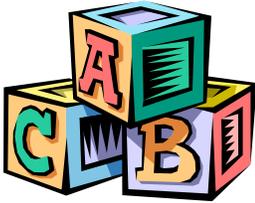
Snack

The Four Plus Program will provide simple and nutritious snacks. Allergy lists will be closely observed and the menu is posted in the classroom.

Fees

There is an annual fee to attend the Four Plus Program. Fees go to the purchase of materials, equipment and snacks, which are not provided by the Healthy Children’s Initiative funding, a Territorial Funded Program. Please note that these fees are an income tax deduction as they are considered daycare fees, not school fees.

Parents, not Yellowknife Catholic Schools, are requested to pay any non-negotiable cheque and bank charges that might occur if a cheque comes back NSF from the bank.



Discipline Policy

If a child requires discipline, the child will be redirected to use more appropriate behaviour. If a child still persists, a child may be given a time out in the “thinking chair”. Discipline is a learning opportunity.

Three basic guidelines will be followed:

- Respect yourself**
- Respect others**
- Respect the environment**

Field Trips

Field trips are taken as part of the programming. A permission form will be sent home at the beginning of the year so that children can attend field trips that take place throughout the year. Parents can find out about the trips through our newsletter. On the day of the field trip, the children will either be bussed or walk to the destination. All parents are welcome and encouraged to take part in the field trips.

Attendance

If a child is going to be absent from Four Plus, the parent is asked to call to let the teachers know prior to the session. When the child will be absent from Four Plus for several sessions (for example due to a family holiday), the parents will be asked to inform the teachers of the dates that the child will be absent. If a child is absent from Four Plus and no phone call is received from the parent, the teachers are to call the same day to follow up.

Due to the nature of the program, some children may miss many sessions due to health issues. For these children, the teachers will work with the parents to facilitate the child’s progress in the program. If a child does not attend for over a month and there is no medical reason, the family will be notified about their child’s placement being given to someone else on the waiting list.

Communicable Diseases

In the event that there has been a communicable disease identified in your child’s class, you will be notified immediately. If it is your child who has the communicable disease, we will call you and inform you of its nature (eg. Impetigo, lice, etc.) and we will provide you with the necessary information given to Four Plus by the Public Health Authority. This information will give you the necessary steps to help identify or get rid of the communicable disease.

Four Plus recommends that if your child is feeling under the weather with a fever, vomiting or is not themselves, that you keep them home so they are able to rest and full participate in programming when they return.

Fees will not be refunded for sessions that are missed for any reason.



Student Drop Off

Children should be dropped off no later than 15 minutes after a session has started. In the event that a child will arrive later, the parent should call the teachers to let them know the child is coming and what time the child will arrive. In the case of appointments or other engagements, the child should be dropped off no later than one hour after the start of the session.

The child must be escorted into the cloakroom. If the child needs help with their outdoor clothing, the person dropping them off should assist them before signing them in and out.

At this time, the teacher greeting the children and parents is available to speak to any of the parents. At this time, the parents are encouraged to share any information that might effect the child's day such as a poor sleep, not eating well, visitors in the home or changes that may affect the child.

Student Pick Up

Any person picking up a child from Four Plus must be identified on the registration form. If someone other than those designated on the form will be picking up the child, written permission signed by the parent must be given to the Four Plus teachers. At the discretion of the teachers, permission given over the telephone may be accepted. Any new person picking up the child will be asked to show picture identification. This person must be **16** years of age or older.

The children may be picked up 10 minutes before the end of the session and no later than 11:30 or 3:30.

What happens if the child is not picked up on time?

If a child is still at Four Plus 15 minutes after the end of a session, the teachers should call the parents. If the parents cannot be reached, the emergency contact should be called. In the event that none of the contacts can be reached, the teachers should call the Student Services Coordinator and then call Social Services.



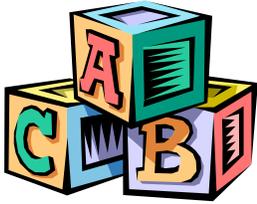
Four Plus Classroom Routine

MORNINGS

9:00 - 9:15	FREE TIME <ul style="list-style-type: none">• unstructured social exploration
9:15 - 9:30	TRANSITION CIRCLE TIME <ul style="list-style-type: none">• greeting friends, special topics
9:30 - 10:45	FREE PLAY
10:45 - 10:55	STORY TIME <ul style="list-style-type: none">• teacher led time of story, songs, games
10:55 - 11:05	WASH UP / SNACK
11:05- 11:20	QUIET PLAY / OUTDOOR PLAY
11:20 - 11:30	CLOSING CIRCLE

AFTERNOONS

1:00 - 1:15	FREE TIME <ul style="list-style-type: none">• unstructured social exploration
1:15 - 1:30	TRANSITION CIRCLE TIME <ul style="list-style-type: none">• greeting friends, special topics
1:30 - 2:45	FREE PLAY
2:45 - 2:55	STORY TIME <ul style="list-style-type: none">• teacher led time of story, songs, games
2:55 - 3:05	WASH UP / SNACK
3:05 - 3:20	QUIET PLAY / OUTDOOR PLAY
3:20 - 3:30	CLOSING CIRCLE



Special occasions and helping out in Class

What about special occasions?

On special occasions such as the Christmas Party, all the parents will be invited to attend the party. These sessions will be understandably more chaotic and crowded than regular sessions, but they are important events for the children. Parents will be encouraged to actively help out with special events such as games, or to help serve snack, etc. Younger siblings may attend these special events. Parents will be responsible for their younger children while in the Four Plus room. Parents will be notified of these special events through the parent board, newsletter, or special letters.

How else can parents get involved in Four Plus?

As part of the registration package, the parents will be asked to fill out a volunteer form in order to identify where they can help out within the program. Areas identified for parents to help out are:

- cut and paste;
- telephoning;
- organizing and inventorying literacy kits;
- holiday craft preparation;
- collecting and donating found materials for craft projects such as egg cartons, toilet paper rolls;
- bringing snack for special occasions;
- volunteering during class;
- book making;
- collecting, making or washing dress up clothes;
- volunteering for special theme days;
- volunteering to talk about your job.



Four Plus School Calendar

The Four Plus Program follows the Yellowknife Catholic Schools calendar. The following are dates to remember throughout the 2010-2011 year, in which the Four Plus Program will be closed. Advance warning will be given to parents if staff have to attend a Professional Development Conference. Four Plus Professional Development Days differ from those of the Yellowknife Catholic Schools and will be announced in the newsletters.

We recognize that Monday sessions often lose out. Therefore, we try to provide extra days in June.

Monday, October 11, 2010	Thanksgiving
Thursday, November 11, 2010	Remembrance Day
Saturday, December 18, 2010 to Monday, January 3, 2011 (inclusive)	Christmas Break
Saturday, March 19, 2011 to Sunday, April 3, 2011 (inclusive)	Spring Break
April 22, 2011	Good Friday
April 25, 2011	Easter Monday
May 23, 2011	Victoria Day



Four Plus Team

Teachers:

Leslie Caines - Lead

Mary Sullivan

Phone: 669-7794

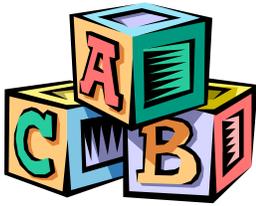
Fax: 766-3741

Administration:

Liz Baile, Early Childhood
Programs Coordinator
Yellowknife Catholic Schools

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The FOUR PLUS Program
is administered through
Yellowknife Catholic Schools

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