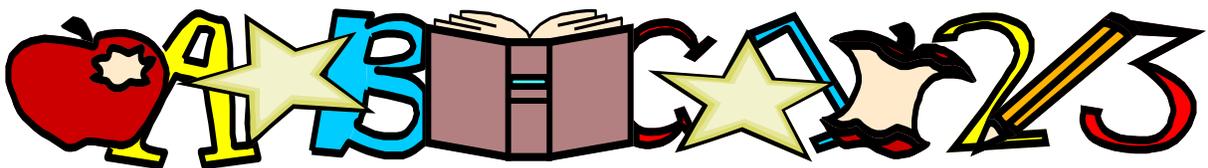


JUBILEE SCHOOL PARENT HANDBOOK 2018/2019

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Jubilee School

Welcome!

We are excited to begin this new adventure with you and your child. Please take a few moments to review these pages and file them for future reference. Feel free to speak with the teacher about any questions you may have.

Mission Statement

Jubilee School will provide a loving Christian atmosphere where children can grow spiritually, emotionally, intellectually, physically, and socially. It will be a learning environment that is rich in experiences and hands-on materials with a discovery approach to learning.

What options are available?

We have *Come – Along K* programs, which provide you with the option of adding school days to your child's school week. You are invited to enroll your child for the Fridays as well as extended JK/SK days. A form #675 was included in the registration package and is available at the office. Should you wish to enroll your child in *Come – Along K* part way through the school year, let us know.

Philosophy

We believe that children:

- learn best when they feel safe and secure;
- learn through their play;
- learn best by being active learners;
- learn at a rate unique to themselves;
- learn by building on past experiences;
- learn through all of their senses;
- learn through repetition;
- learn as they interact and share with peers.



Objectives

We will seek to:

- provide a safe and secure environment where your child will feel loved and nurtured;
- promote positive experiences through play;
- give your child confidence and freedom to experiment and learn by emphasizing experience and process rather than the final product;
- help instill a lifelong love of and excitement for learning;
- help your child grow in all areas of development: spiritual, emotional, intellectual, physical and social;
- nurture your child's sense of wonder, appreciation and excitement about God and his creation;
- stimulate and encourage your child's creativity and uniqueness as well as develop an appreciation for the gifts of others;
- establish a sense of social responsibility by encouraging cooperation with and sensitivity toward others and by helping your child respond positively to adults and peers;
- provide activities and routines that will prepare your child for Senior Kindergarten.

What is the program like?

Jubilee School is a Christ-centred program. We seek to glorify and worship the Lord in everything we do. We believe in celebrating and respecting the uniqueness of each child. We believe that God created young children to learn through play and discovery and have built this program around these concepts.

The children will hear Bible stories and learn about God's truths through their play and work. They will enjoy finger plays, games, music, and drama. They will experiment in art and science. They will begin to develop pre-math and pre-reading skills. They will grow physically as they work on their large and small motor skills. They will learn to appreciate and create wonderful children's literature, meet special guests and visit interesting places.

Jubilee children will receive some formal instruction in ABC's and numbers, although, most of the letter recognition, reading, writing, math and science will be woven into all of the daily activities.

Jubilee students are also exposed to **Responsive Classroom**. The **Responsive Classroom** approach is a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. The approach consists of practical strategies for helping students build academic and social-emotional competencies day in and day out.



Example of Daily Schedule

Schedule variations occur because of Physical Education and Library

- 8:50 a.m. Arrival Time/Settling-In Time for 'All-day' and 'Morning Only' Students**
 - Place mailbag in the "Mailbox"
 - Sign In / Hang Backpacks / Put on Indoor Shoes
 - Choose a book or a puzzle
- 9:00 a.m. Morning Meeting**
 - Opening Prayer and Song
 - Morning Greeting, Sharing, and Message
 - Inquiry Focus / Activity
- 9:25 a.m. Centre Time**
 - Art Activities
 - Science Experiments
 - Centres
- 10:05 a.m. Bathroom Break/Wash Hands/Snack Time**
- 10:30 a.m. Gross Motor/ Outdoor Play Time**
 - Free play outside
- 10:55 a.m. Bible Story Time / Activity**
- 11:15 a.m. Letter Exploration**
 - Build letters with wood pieces
 - Roll-A-Dough Letters
 - Letter Activities

- 12:00 p.m. Star Sharing**
 - Visual discrimination/ comparing same - different/ learning students' names/ social skills
- 12:15 p.m. Bathroom Break**
- 12:20 p.m. Lunch**
- 12:45 p.m. Gross Motor/ Outdoor Play Time**
- 1:15 p.m. Line-up Bell**
- 1:20 p.m. Quiet Reading Time**
- 1:40 p.m. Literacy Time**
 - Teacher Read
 - Shared Reading/ Shared Writing
 - Predictable Chart
 - Book Activities
- 2:00 p.m. Math Centre Time**
 - Math related activities
- 2:20 p.m. Bathroom Break**
 - Snack Time
- 2:35 p.m. Centre Time**
- 3:10 p.m. Get Ready to go Home**
- 3:20 p.m. Dismissal Time**

What if my child has separation anxiety?

It is not uncommon for a child to fear saying good-bye to his/her parent or caregiver. It usually takes about six weeks for children to settle in and feel really good about a change. If your child has trouble separating from you, speak with me about it. We might recommend that you stay with your child for a slightly extended time for the first few mornings. We could work as a team in helping your child through these anxieties. Sometimes children cry for a couple of minutes after their parents leave, but usually have so many exciting things to discover, they involve themselves before they realize it. We understand that this can cause anxiety for you as well. It is important that you do not let your child experience your anxiety.

Items from Home

Your child may need to bring a blanket or special stuffed animal to ease the pain of separation and that is fine. We would ask that other toys be left at home, except when your child is the special person of the week and brings five things for Star Sharing.



Clothing

We will do lots of messy art projects, science experiments and cooking experiences and will do our best to keep clothes clean, but you know how easily children can get paint (or whatever!) on themselves. Please dress your child accordingly and please send an extra outfit of clothing in your child's backpack or classroom cupboard at all times. We will help you to keep this outfit updated considering the weather and size.

It is not uncommon for young children to have toilet accidents. We expect Jubilee children to be toilet trained, however, accidents do happen. Should your child have an accident, he/she will be assisted in a kind and loving manner. If your child is not toilet trained, we may ask that your child remain at home until he/she is toilet ready for school. If he/she comes home in their "replacement" clothes, please place them back in the backpack after they are washed. If your child comes home in "replacement" clothes from school, please return them the following school day or as soon as they are able to be washed.

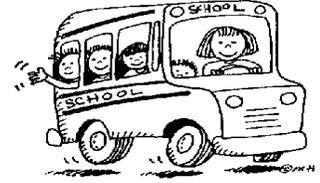
We will often play outdoors, so dress your child accordingly. Please label boots, coats, mittens etc. to prevent mix-ups. Please send a pair of indoor shoes for your child to wear in the classroom.

Backpacks

Please send your child to school each day with a clearly labeled, roomy backpack that fits a 10"x 13" manila envelope. Do not be concerned that your child's backpack seems "too large". It will not be used to carry heavy objects, but the roomy size will allow your child to more easily store their lunch, mail envelope, mittens, hats etc. without becoming frustrated with packing it. Watch for the weekly newsletters; parent notes and artwork to come home in a special mail envelope that will be placed in your child's backpack.

Weekly Newsletter / Jubilee Classroom Webpage

A weekly newsletter will be sent home on Mondays/Tuesdays to inform you of what is happening in our classroom and to tell you about themes, special days, and field trips. All of this information can also be found on the Jubilee classroom webpage. This page has been designed to allow parents to see photos / videos from your child's school day.



Special Person of the Day

Each child will have the opportunity to be the 'Star of the Day'. It will be your child's turn to be the 'Star' when the Star Bag goes home with your child. You will see this noted on the monthly calendar. Your child's name will appear with a star beside it. Your child will also be able to do classroom jobs that day and bring five show'n'tell items in the Star Bag.

Snacks

Jubilee School, along with CCS, is a **nut free place**. Please be careful to read labels before sending food to school. Jubilee students may only eat what their own family has packed for them each day. This reduces any need for concern about other food allergies. Please help your child to understand that they may only eat their own lunch although friends may have some wonderful things too. We have morning snack, lunch, and afternoon snack times. Morning snack is designated as a healthy snack time.

Birthday Treats

Birthdays are special and will be celebrated in our class. Due to food allergy concerns you are invited to bring a book to school to share with the class (rather than a snack). Each child is encouraged to bring in a favourite book (new or gently used) on, or near his/her birthday. The teacher will read this book to the class so that it can be enjoyed by all the students. If you would like the book to remain in the classroom as an addition to our library, please print the words "Jubilee School" inside the cover and we will continue to enjoy it at Jubilee School. Otherwise, the book will be returned to you. We will celebrate summer birthdays in June before school is dismissed for the summer.

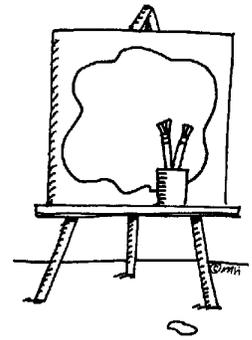


Discipline

You can expect that the environment in which your child operates will be warm, caring, and loving. If necessary, positive methods of discipline which encourage self-control, self-direction, building self-esteem and nurturing cooperation will be used. Examples of these methods include: distraction, re-direction, simple eye contact, gently calling the students' first name, touching the shoulder while giving specific instructions regarding behaviour, and the teaching of conflict resolution skills. A brief time-out will be used if absolutely necessary followed by an explanation of the quality of behaviour that is expected once the child re-enters the group.

Art Activities

Art activities will be offered as a choice during centre time; therefore, your child may not always participate. Each child will be encouraged to visit the art area regularly as well as the other centers. During art activities, we will focus on the process rather than the product. These art activities are designed to be positive experiences for your child and a wonderful way for you to decorate your fridge/home! Displaying your child's art gives it value in your child's eyes. If you are not sure what an item is, resist the urge to ask, "What is it?" That gives your child the sense that their work is not good enough because you cannot tell what it is. Instead say, "I like the ____ (colour/shape/design...). Can you tell me about it?" Your child can then decide to tell you what it is or if that is not important he'll tell you how he made it or something else exciting about it.



Parent/Teacher Conferences

I will be in contact with you by telephone or email whenever necessary as the year progresses and will encourage you to be in contact with me as well. There will be official conferences after the mid-term progress report during the first term and again after the mid-term progress report during the second term. Information will go home and conferences will be scheduled along with all other CCS conferences.

Sickness

Please call the school office by 9:00 A.M. if your child will be absent from school. If your child has a contagious disease (chicken pox, lice etc.) please let us know. The Health Department requires notification to parents in some instances.

Outdoor Policy

Health experts are unanimous on the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. If a child is well enough to be at school, the child is generally assumed well enough to go outside. Except in extreme weather, we will go outside most days.

Parent Participation

Parents will be a very important part of our Jubilee School program. Your help, participation and input will be welcome as we work to make this a successful program. I look forward to working with you and desire that we have open communication. I will post my needs for parental help in the weekly newsletter. Parents will be needed to accompany us on field trips and help in the classroom with science, cooking or art projects. There may be times when you could share about your jobs, hobbies, or special interests with the preschoolers. You are always welcome to spend time with us!



End of the Day Pick Up

All parents who pick up their children from school are asked to pick them up at the Immanuel Christian Reformed Church's parking lot. Students in Jubilee School will be led by a teacher to the soccer field gate at the church parking lot. Parents should exit their cars and be waiting to meet their child at this gate. (Exceptions can be made for JK children in September.) Please advise me when someone other than a parent will be picking up your child. If your child will be riding the bus, the bus duty teacher will escort him/her to the bus.

Severe Weather and School Cancellations

CCS operates its own buses. Generally speaking, if carriers throughout the area are not running because of the weather, we will likely not operate our buses either. The decision whether or not to operate will be made by the Principal. The closing of the school will be announced on our website (www.ccsHamilton.ca) and you will receive an e-blast. It will be posted on Facebook and on Twitter. There is a possibility that it will be posted or announced on radio station 900 CHML and CHCH TV, but that is not our priority. The announcement is usually made at approximately 7:00 a.m. A message will be left on the school's answering machine which you can hear by entering 5 for "school alerts". The Vice Principal will begin the phone chain for the bus students. Neither the Principal nor the Transportation Committee can field calls asking whether the buses will be running or not. Your cooperation is appreciated.

Please note that you will **not** be refunded your tuition fee for that day.

Serious Accident or Injury Procedure

If your child has encountered a serious accident or injury, the following procedure will be followed:

1. The staff member on duty will get assistance from another staff member.
2. We will determine the appropriate medical attention, seeking additional advice if needed. Appropriate medical attention could include bandaging the wound, applying a cold pack, and administering TLC.
3. If we have any questions about whether or not your child should be seen by a physician, we will call you. Of course, we will call 911 if it is necessary and then immediately call you.
4. If you cannot be reached and we must seek medical treatment, we will contact the person listed on the enrollment form.

Admission Paperwork

Please submit the following information as soon as you are able, but definitely by the first week of school.

- Child Information Sheet
- Proof of birthdate
- Vaccine History (form available at the school) to be sent directly to **Public Health Services Vaccine Program**, P.O. Box 897 Hamilton, ON, L8N 3P6

Checklist of Required Items

Since we have provided you with so much information regarding Jubilee School, here is a helpful checklist of items that need to be in the classroom by the first week of school.

1. Clearly labeled complete extra outfit in Ziploc bag
2. Clearly labeled indoor shoes (that close with Velcro, not laces, unless your child knows how to tie his/her shoes)
3. Clearly labeled roomy backpack that fits a 10 x 13 manila envelope

We are looking forward to working together with you!