



# Junior Kindergarten



## Junior Kindergarten – JK Parent Handbook 2023 – 2024



*3 John 1:4 "I have no greater joy than to hear that my children are walking in the truth."*

# Table of Content



Program Philosophy.....	3-5
Hours of Operation and Drop-Off & Pick-Up Procedures.....	5-6
GCA Access Cards & PD Day Child Care.....	6
Illness Policy.....	7
Snacks & Foods.....	8
Allergies.....	9
Birthday Celebrations.....	9
Medical Plans & Medications .....	9-10
Safety Expectations for Parents/Guardians & Safe Centre Policy .....	10
Emergency Procedures.....	11-12
Discipline Policy.....	12-13
Supervision Policy.....	13-14
Checklist of Required Items .....	15
Attendance: Absence and Late Pick-up Fees.....	15
Notification of Absence.....	16
Off-site Activities.....	16
Communication.....	16-17
Smoking Policy.....	17
Program Fees.....	17
Uniforms.....	17
Withdrawal from JK Program .....	17
JK Program Contact Information.....	18

Any changes made to the following Junior Kindergarten Policies and Procedures will be made available immediately to parents by email.

*Thank you for choosing our GCA JK program to start your child's schooling experience!*

*Please familiarize yourself with this Parent Handbook, as we provide you with valuable information regarding our program.*

# Program Philosophy

*The Junior Kindergarten Program operates within Glenmore Christian Academy (GCA) Elementary Division, which is a Faith Based Private School. GCA has a history of providing a safe and caring environment, in which excellence in academic, athletic and fine art education with Biblical integration is achieved.*

GCA's *Junior Kindergarten* is committed to providing high quality, God-centred activities for children ages 3 to 5 years (child must be 4 years of age by December 31<sup>st</sup> of the year they are entering the program). Christian principles are infused throughout the hands-on learning experiences in a consistent, safe, caring, loving & nurturing environment.

- Each child is a unique gift from God, and the Junior Kindergarten program provides developmental programming in the areas of social, physical, emotional, intellectual/academic and spiritual growth, so as to maximize each child's potential, and provide Kindergarten readiness.
- This program will guide the children to develop their interpersonal relationships, social skills, abilities, interests, and needs, both indoors and outdoors, from a variety of materials and experiences provided, while offering the children an educational foundation that will support growth and development in their problem-solving skills.
- GCA is dedicated to partnering with parents, and privileged to assist in training and equipping children for today, their future and eternity, as we infuse Biblical, Christ-centred principles into our learning based curriculum from the beginning of children's educational experience in Junior Kindergarten and onward.

**T**he GCA Junior Kindergarten is a non-profit organization operating as a Licensed Child Care Facility, regulated by the Alberta Child Care Licensing Act and follows a provincially approved Program Plan specific to this Daycare Program as per regulations established under this Act.

- Glenmore Christian Academy, including GCA Junior Kindergarten, is overseen by the GCA Board of Directors.
- The establishment of the GCA Junior Kindergarten program is to benefit the parents, the children and the school by providing an essential service to families where parents desire to have Kindergarten readiness preparation and Daycare childcare in a school environment. Parents can feel confident knowing their child will be cared for and educated in a clean, safe and nurturing environment. Children will feel comfortable attending the Junior Kindergarten program in a building that they will become familiar with throughout their education journey at GCA, may share their day in the same school building with their siblings in other grades, and will begin developing positive relationships with classmates as they proceed through their educational years at GCA.
- GCA Junior Kindergarten staff follow the staffing qualification requirements as outlined in the Alberta Child Care Licensing Regulations.
- The minimum staff member to children ratio for this program is 1:8.
- Volunteers in the GCA Junior Kindergarten must complete the GCA Volunteer Process before approval is given to volunteer in this program. Volunteers must have a valid Criminal Record Check with the Vulnerable Sector Search completed as part of the application process. Please see the Elementary Office for more volunteer application details.

GCA Junior Kindergarten ensures that each child, as a unique creation of God, is cared for and nurtured in a clean and well-maintained facility, in order to maximize age-appropriate potential in all development areas: physical, social, intellectual, creative, emotional and spiritual.

***Physical Development*** (through outdoor play structures, field space and community walks, indoor "Brain Gym" and movement breaks, and occasional use of school Gyms, Theatre or Cafeteria space):

- Build good health habits, practices and attitudes.
- Train independence in physical development.
- Develop spatial awareness and fine/gross motor coordination.
- ***Become aware of physical abilities and boundaries.***

***Social Development*** (including interpersonal relationships, social skills, character/manner development, etc.):

- Create friendships with other children of varying languages, cultures, gender and abilities.
- Achieve a balance between spontaneous behaviour and obedience to social standards/etiquette.
- Provide positive, respectful and trusting experiences in working with adults/staff/volunteers.

***Intellectual/Academic Development:***

- Structured learning times, including Centre Time, emphasizing development in Math, Science, Language Arts (letters, sounds, printing, etc.), Creative & Fine Arts, Communication, Building, Drama, Music, Technology, Dance, Sensory and Physical Education.
- Build listening and communication skills.
- Develop appreciation and experiences to be productive citizens and stewards caring for our environment, community, others and animals.
- Provide hands-on learning in a developmentally appropriate program including Kindergarten readiness and preparation.
- Broaden each child's horizon beyond the home through varied experiences.

***Creative Development:***

- Encourage curiosity/inquiry and creative thinking (critical thinking and problem-solving skills developed).
- Provide art skill development using various mediums, crafts, song, dance, plays, puppet shows and drama creation, performances (in-class, for Chapels or Assemblies, and for GCA's Christmas Production evening at First Alliance Church), creating and listening to music, as well as exploration in science, nature and technology.
- Display children's personal works, and celebrations of personal-best accomplishments and achievements.
- Exposure and appreciation opportunities to help children identify and highlight their gifts, interests and talents.

***Emotional Development:***

- Develop self-confidence, self-reliance, self-discipline and self-esteem in a safe and consistent environment.
- Help each child experience compassion by their peers, empathize with others and establish their sense of belonging.
- Give positive affirmations and praise/reward for appropriate behaviours and attitudes to build strong sense of security.
- Build secure attachment relationships between GCA Staff, Students and Parents.
- Provide guidance in showing appropriate affection and interest in others.
- Channel impulses into positive responses.

### *Spiritual Development:*

- Present experiences to understand God's presence in the world & in our personal lives (using the Bible as our guide).
- Nurture a positive self-image through knowledge of God's love.
- Provide opportunities to experience God's love and express his/her love for God (prayer, praise & worship, Chapels, etc.).
- Support each child and parent, as they discover and apply Christian concepts and principles in everyday life.

## Hours of Operation

GCA JK runs a *FULL-DAY PROGRAM* options (M-W-F, T-Th, or M-F):

- ✓ 7 am to 8:40 am – Daycare oriented “before school” activities, followed by 8:40 – 11:40 am Academic Kindergarten-readiness learning, and then moving to the 11:40 am to 6 pm time frame, which incorporates children’s learning and experiences through play as a central component to the afternoon’s framework; this approach is an active, exploratory, creative and expressive process. Children participate in curricular learning centres, rest time, outdoor experiences, P.E., Music, special events, etc.

GCA JK also provides options for *morning classes*:

- ✓ **Mondays, Wednesdays and Fridays or Tuesdays and Thursdays**  
\*\*\*The morning classes start at 8:40 am and conclude at 11:40 am\*\*\*

## Drop-Off & Pick-Up Procedures

- The Parent/Guardian/Authorized Adult is responsible to remain with the JK child until signed into the program by the GCA JK staff on the attendance form.
- **DROP-OFF of children attending the FULL-DAY JK Program (7 am to 6 pm): the parents/authorized adults with a full-day JK child are to use their building ACCESS CARD to enter GCA using the door on the south side of the building (adjacent to the Cafeteria area).**
  - The parent/authorized adult accompanies their FULL-DAY JK child upstairs to sign them into the program with the JK Staff.
- **DROP-OFF of children attending the MORNING JK Program (8:40 am to 11:40 am): parents/authorized adults are to arrive using the GCA ELEMENTARY OFFICE entry doors.**
  - The parent/guardian/authorized adult is to wait with their JK morning class student in the designated JK line-up area. JK staff will come to this line-up area at approximately 8:35 am, and will escort the adults and JK morning class students to the JK classroom to be signed in by the parent/authorized adult.
  - If arriving later than 8:45 am, the parent/authorized adult is to use the GCA ELEMENTARY OFFICE entry doors to be buzzed into the building, and then are to escort the child to the JK classroom to be signed in.
- **PICK-UP of FULL-DAY JK** children: parents/authorized adults are to use their ACCESS CARD on the door on the south side of the building (adjacent to the Cafeteria area).

- **PICK-UP of JK MORNING PROGRAM** children: parents/authorized alternate adults are to use the GCA ELEMENTARY OFFICE entry doors for pick-up at 11:40 am. Your “Pick-Up Pass” will be required for each pick-up (or until the JK staff are familiar with the authorized adults picking up each child). These passes will be given to each family on the first day of JK class. Parents/Guardians/Authorized Adults are to come upstairs and wait in the foyer outside of the JK classroom for their child to be signed out & dismissed.
- **REMINDER:** if the parent/guardian/authorized adult is not able to pick-up the child, the Junior Kindergarten staff must be notified of this in advance. The name, address and phone number of the individual who will pick-up the child must be provided. If this person is not an authorized person listed on the registration form – parent permission must be received by JK staff before child can be released to them, or if the official alternate pick-up is unknown to the staff, the individual must be able to provide photo ID if requested.
- GCA requires that the person picking-up a JK student be at least 18 years of age.
- Please see p. 15-16 for full details regarding information for *reporting absences, late arrivals and the late pick-up fees.*

### **GCA Access Cards:**

- Parents will receive up to two (2) GCA Access Cards that will allow them to swipe into the building using the southside entrance door by the Cafeteria. ALL building ACCESS CARDS are to be handed in by the last school day of June (as designated by JK Coordinator).
- **Lost cards or cards not returned at the end of school year will receive a \$25.00 charge to the parent/guardian** in cash or cheque payable to GCA, or fee will be added to pre-approved payment for monthly fees.

#### **PLEASE NOTE:**

***GCA Junior Kindergarten follows the GCA Elementary School Calendar.***

This program is closed on statutory holidays and major vacation breaks as listed on the GCA Elementary School Calendar (Christmas Break, February Break, Spring Break, Summer Break), as well as some of GCA’s Professional Development/Organizational Days.

Please refer to the current year’s GCA Elementary School & JK Calendars for full details, and complete the **OPTIONAL PD DAY CHILD CARE** form (for full-day JK students only) by designated date on the form and return to JK Coordinator, indicating the specific PD days required when childcare is offered for full-day JK students.

\*\*\*Completion of the ***PD Day Child Care form*** is required for attendance during these days, and **if you have registered your child for any PD Days childcare, and determine you no longer need childcare for this date, you must inform the JK Coordinator by designated date...failure to cancel your child’s registration will result in A \$25 administration fee that will be applied for registered students who do not show up for the PD Day JK childcare they have been pre-registered for.**

## Illness Policy

**The parent agrees to notify the Junior Kindergarten Staff promptly of any illness or suspected illness/symptoms of the child, and the child must be free of any of the symptoms (and without medication for fever) in accordance to the list below for at least 24 hours (or as per Alberta provincial guidelines specific to an illness), or by written consent of a doctor indicating that he/she may fully return to the program.**

*List of Symptoms and Communicable Diseases (may not be a comprehensive list):*

- has been diagnosed with COVID-19 or falls under the circumstances and concerns as outlined in the COVID-19 screening as per AHS
  - displays symptoms of cold and flu
  - has an elevated temperature (with fever of 38.0 degrees C or higher), is flushed, pallid or listless/lethargic (displaying possible influenza-like symptoms); and has not required medication to reduce fever for at least 24 hours
  - has strep throat (24 hours of prescribed antibiotic treatment and cessation of fever required), an acute cold, significant nasal discharge or uncontrolled coughing, persistent crying or irritability, difficulty breathing or wheezing;
  - diagnosed with Hepatitis A, “Whooping Cough”, Tuberculosis, Rubella, Measles or Mumps (only returns to program when specific care requirements have been met as per provincial guidelines for applicable illness);
  - has Impetigo or Fifth Disease (returning to program only after 24 hours of antibiotic treatment has been initiated);
  - is vomiting or has diarrhea;
  - has red or discharging eyes or ears (“Red/Pink Eye” to have received 24 hours of antibiotic treatment prior to returning to the program);
  - has undiagnosed skin rashes or infections, or mouth sores with drooling (the child must have written doctor’s consent confirming the symptoms are non-infectious prior to returning the program);
  - has lice (pediculosis), scabies or other infestation (the child requires appropriate treatment to be completed before returning to the program);
  - has chicken pox (returning to program once feeling well enough to participate in all activities, regardless of the state of the rash, and returning to the same group they were with one to two days before the onset of the rash).
- A “sick child” is one who cannot participate in the activities of the day, including outside play (as staff/child ratio does not allow children to stay indoors while the group is outside). A child who is sick should not attend GCA Junior Kindergarten when their illness restricts them from fully participating in the program’s activities.



The GCA Junior Kindergarten staff agrees to notify the parent, guardian or authorized emergency contact persons of *any serious illness the child comes in contact with, sustains an injury (an Injury Incident Report will be completed by staff and will require parent signature), or if the child shows any symptoms of illness, while in the program.* The staff will keep the child comfortable and as far away from other children as practically possible until they are picked up by notified adult.

**Parent-provided authorized emergency contacts will be called upon in the event parents cannot be reached, or do not arrive to pick up their child within one (1) hour.** It is very important that the

Junior Kindergarten staff is informed as soon as any changes are made to the parents'/authorized adults', or to the emergency contact's information (phone numbers, place of employment, etc.).

In the event of a serious injury or illness, the Junior Kindergarten staff will call 911 (followed by a notification to the parent by phone) should additional medical assistance be required.

***\*\*\*Payment for all fees incurred in association with a medical emergency will be the sole responsibility of the child's parent/guardian.***

[GCA JK will ensure that all staff has reviewed the procedures and received any training required for specific students' medical plans, and they will have current First Aid training.]

## Snacks & Foods

Thank you for doing your part in keeping the GCA JK classrooms as "NUT AWARE" ENVIRONMENTS. GCA requests that children do NOT bring items that contain nuts/may contain nuts (i.e. Nutella spreads, tree nuts, etc.)



- Children are requested NOT to share their food items with their JK friends.
- GCA Junior Kindergarten does not have kitchen facilities to be used for students and, therefore, does not supply snacks or meals.
- For those JK children who attend the FULL-DAY program, their parents may create a GCA Cafeteria account and order Cafeteria lunch (at the cost of the parent) that will be delivered to the JK classroom at the start of the JK Full-Day lunch time.
- Please send snack or lunch items that do not require preparation, cutting, warming or peeling. Staff will assist with opening of packaging if required. Please use a thermos if you'd like to keep your child's food warm from home. Ensure that hotdogs, grapes, etc. are cut in half to avoid choking hazards.
- ***"Ready-to-eat" Healthy Snacks/Lunch Items*** are to be brought each day from home for your child to enjoy (it is recommended to use a lunch kit with your child's name clearly labelled on it to contain the snacks). ***It is recommended that an ice pack is included in the lunch kit in order to keep food items fresh and cold.***
- For sanitary reasons, juice boxes, as well as any food/fruit from cans or items that don't reseal, will be discarded. Please use re-sealable plastic containers with good seals to prevent spillage in your child's lunch box or wastage of food. Please ***do not use glass containers in order to avoid breakage for safety reasons.***
- We ask that you provide a sanitized water bottle each day for your child that is labelled clearly with their name.
- The following are some suggestions of *appropriate, brain-friendly foods*:
  - Vegetables, fruit, yogurt, eggs, meats, cheese, crackers, low sugar type cookies, etc.
  - If you are unsure if a food is acceptable, please ask one of the staff.
- The following food items are not allowed in GCA JK:
  - Peanuts, peanut butter, nuts, granola bars *or any item that "may contain nuts"*, Nutella spreads, tree nuts
  - "Junk foods" including candy, potato chips, carbonated soft drinks, energy drinks, high sugar foods
- Please note that a Junior Kindergarten student can only access the GCA Cafeteria services under direct supervision of their parent/authorized adult before or after Junior Kindergarten class times according to the Cafeteria hours of operation.
- Parents are encouraged to discuss their child's eating patterns with the staff.
- Staff will monitor children's food to their best abilities; however, they will not be held responsible if an allergic child comes into contact with an allergen.
- On special school days, the children may be asked to bring specific food items from home.



- If sharing food with the class for a potluck, parents will be asked to supply the ingredient list in any home-baked goods they may bring, so as to ensure the safety of all partaking.

## Allergies

To reduce the risk of accidental exposure to items that a child may have a severe allergic reaction to, the following policies are to be followed:

- Every child with severe allergies should always wear a Medic-Alert bracelet or some other type of label indicating his/her allergies. All allergy disclosures **MUST** be made by the parent/guardian in the registration form specific to their child.
- Parents/Guardians of a child with life-threatening allergies are expected to comply with GCA's anaphylactic policy. For students requiring an Epi-pen, a specific *Authorization to Administer Medication* form must be completed, and the child's Epi-pen must be brought daily or always left in the GCA Junior Kindergarten classroom; the medications must follow package descriptions and must not be expired.

## Birthday Celebrations

JK Staff will recognize each child on their birthday (or day closest to their birthday) during class time with the special birthday song and birthday crown. Should parents/guardians want to bring something to share with each child in the JK class on their child's birthday, we ask that the parent/guardian hand out the **OPTIONAL** birthday treat at the end of the JK class time outside in the foyer area...the children will take the treat home with them. The staff will not hand out anything during the class time.

**OPTIONAL birthday treat ideas to share with children:** bubbles, dollar store toys, fruit gummies, rice krispie squares, or **NO NUT** food items (food items are to be individually wrapped) for students to easily take home, etc.

## Medical Plans and Medications

- Medication for a child can be administered when at school based upon written request of a parent/guardian. A ***GCA Authorization to Administer Medication form*** must be completed and signed off by parent/guardian; this form requires the start and end date of medication, if applicable, and the medication must be in the originally labelled container with the child's name on it. The medication must not be expired. Directions for administration must match the instructions on the medication/box. This form must be completed and kept on file with the JK Coordinator; it must be signed by the parent/guardian for all prescription medications.
- Where medication is administered to a child, the program will ensure that the following information is recorded after administration:
  - The child's name
  - The name of the medication
  - The time of administration
  - The amount administered
  - The initials of the person who administered the medication

For the purpose of best practice, the GCA JK staff will also check the dosage instructions, the amount administered, the date the form was filled out, the time of administration and the expiry date of the medication.

- GCA Junior Kindergarten does not provide administration of “over-the-counter” medications for students, such as Children’s Advil or Tylenol, Benadryl, antihistamines, etc.
- Parents/Guardians will be contacted should a child develop a headache, nausea, hives, etc. during the program; parents/guardians may decide to come to the program to administer medications to the child (i.e. for an allergic reaction of itchy hives), and determine together with the GCA Junior Kindergarten staff if the child is able to continue to participate for the remainder of the class time.
- The GCA Junior Kindergarten program will ensure that all medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children.

## **Safety Expectations for Parents/Guardians**

- Ensure doors are closed behind you.
- Parents are to remove soiled outdoor shoes before entering classroom.
- Confirm that a GCA Junior Kindergarten staff person has signed in or signed out your child before leaving or taking them home.
- Any medications must be given to the staff upon arrival to the classroom.
- Dangerous items should never be left within the reach of children.
- Personal hot beverages or food are not allowed in any area where the children may be harmed.
- The school property (indoors and outdoors) is a *smoke-free environment*.
- Familiarize yourself with Student Code of Conduct and Policies pertaining to GCA.

## **“Safe Centre” Policy**

GCA Junior Kindergarten believes that the program must be a safe place for children to learn, for staff to work, and for people to visit. It is the GCA Board of Directors’ intention that children, staff and visitors to GCA should be free from physical, emotional, verbal, and sexual abuse and harassment while in our building or participating in related activities.

We, at GCA Junior Kindergarten, believe that:

- The development of self-discipline and socially appropriate behaviour is a responsibility shared by the home, GCA Junior Kindergarten, Church and community.
- Children learn best in an atmosphere which is safe and secure.
- This optimum learning environment can be best attained by parents, children, GCA Junior Kindergarten personnel, child support agencies and the justice system working together.

All employees, children and parents at GCA Junior Kindergarten have the right to work, play and learn in an environment that is supportive of their personal safety and well-being. This is a place where we respect one another. This policy mandates and ensures that our children and staff will be in a safe, secure and fulfilling learning environment.

# Emergency Procedures

## In Case of Fire

When the fire alarm goes off, Junior Kindergarten Staff will do the following:

- Line the children up quietly
- Take attendance sheets, portable records and emergency backpacks
- Exit the room, turn off the lights, close the door and go down the south stairwell (nearest the washrooms) exiting the building to the south parking lot
- Alternate exits include:
  - o The stairwell by the elevator that exits close to the Theatre doors
  - o The stairwell that exits through the Theatre doors to the west parking lot
- Walk and guide students safely to the back field area and take attendance
- The waiting area is located on the grassy area. Students and Staff will not re-enter the building until cleared to do so by a firefighter or school administration.

## Lock Down

In the case of being alerted of an intruder in the building, blinds will be drawn, lights turned off and Junior Kindergarten Staff will ensure all students are huddled quietly together in the area marked as the designated lock-down safety-zone. Doors are not to be opened, cell phones are not to be used and all is to remain quiet until a police officer opens the door indicating that the situation is under control.

## In the case of Evacuation

- Line the children up quietly
- Take attendance sheets, portable records and emergency backpacks
- Exit the room, turn off the lights, close the door and go down the south stairwell (nearest the washrooms) exiting the building to the south parking lot
- Alternate exits include:
  - o The stairwell by the elevator that exits close to the Theatre doors
  - o The stairwell that leads to exit the Theatre doors to the west parking lot
- Walk and guide students safely to the back field area and take attendance
- Proceed to walk to the designated pick-up location where parents may be contacted by phone to pick-up their child from the program.

Junior Kindergarten Staff are required to be fluent with understanding the emergency procedures and will practice the fire and lock-down procedures a minimum of three times with the children in the program each year.

Parents/Guardians are also required to be familiar with each safety procedure and to be aware of the pick-up location if in case of an Emergency Evacuation.

### **Designated pick-up location in the case of an Emergency Evacuation:**

**SOBEY'S**

**2335 162 Ave SW, Calgary, AB T2Y 4S6 (403) 873-0101**

In case of a missing child during the GCA Junior Kindergarten operating hours, whether from inside the facility, at the playground or on an off-site activity, the following steps will be followed:

- GCA Junior Kindergarten staff will contact the Elementary School office (extension 9050 or 7118) to request assistance in determining the status of the child. If necessary, GCA Junior Kindergarten staff will contact the parent(s)/guardian(s) for assistance in locating the child using the contact number located in the child's file. Emergency contacts may be called if needed.
- Every effort will be made by GCA Staff, including GCA Administration, to locate the whereabouts of the child.
- Remaining GCA Junior Kindergarten staff will continue to supervise the children in the program.
- 911 will be called for assistance in locating the child once it is confirmed that the child is indeed missing. Emergency numbers are posted on the program premises and in the portable files.
- The Child Intervention Services Line will be called to report the missing child.
- A report will be submitted to the Licensing Officer from the Human Services Department at the Calgary and Area Child and Family Service Authority.

**NOTE:** Children are required to request permission from the staff before leaving the classroom for the washroom, and all students are to be signed out of the program by the parent/guardian/other approved adult before they can leave the premises.

## Discipline Policy

1. GCA Junior Kindergarten Program will ensure that child discipline methods utilized in the program are communicated to parents, staff and children by the policy and guidelines being included within the registration package and Parent Handbook for parents, and the Staff Handbook for staff members. Staff meetings will address child discipline, as well as regular communication with parents in this regard.
2. GCA Junior Kindergarten will ensure that child discipline methods utilized in the program are communicated to the Junior Kindergarten students by engaging all children in an age-appropriate discussion regarding the guidelines and expectations, reward or consequences. Children are part of the process by participating and assisting in developing the reward/affirmation system to help monitor their progress and support through meaningful motivators or challenges.
3. GCA Junior Kindergarten Program will not, with respect to a child in the program, inflict or cause to be inflicted, any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.
4. "Any child disciplinary action taken is reasonable in the circumstances".  
As GCA Junior Kindergarten Program falls under the supervision of the GCA Elementary division, the practices for discipline will align with the general Student Code of Conduct and discipline guidelines within Glenmore Christian Academy Elementary, and will be developmentally appropriate.
  - The GCA Junior Kindergarten supervisor will act as a 'wise and judicious' parent/guardian to correct, redirect and teach expected/appropriate behavior; it is to be perceived as reasonable for the situation. This could include a simple verbal correction (teachable moment), time away from others, or removal of a privilege. If a child's negative behavior continues, the parent would be notified.



- If a child strikes another child or a staff member, parents/guardians will be contacted as soon as is reasonable to pick up their child. A two-day suspension from the program may be administered and parents will be responsible to find alternate care for the child.
- Physically aggressive behavior is not acceptable. Further, if it is perceived that continuous harm could come to others, the student will not be allowed to continue within the program. A behaviour contract may be designed to outline the expectations or list plans of support should additional teaching/programs be required to assist the child to abide by the guidelines and expectations within the program. Parents and child would meet together with the GCA Junior Kindergarten Teacher to discuss the contract terms. GCA Elementary Vice Principal/OSC Executive Director may be required to assist.

### **Expulsion Procedures**

A child may be expelled from the GCA JK program at the discretion of the JK Coordinator(s) and Elementary Administration. Expulsion may occur when:

- A documented pattern of inappropriate behaviour has occurred and attempts to create positive change have not been successful.
- There is a significant clear and present risk to the ongoing safety of the student/other students and staff within the program.
- A parent has demonstrated a consistent unwillingness to partner with GCA or to follow the school's and GCA JK Policies, Procedures & Guidelines.
- A parent has demonstrated aggression toward a staff member, other parents or children in the program.
- Refusal to participate in a set out behaviour contract aimed at supporting the child toward success in the program, including strategies identified by GCA Staff.
- Behaviour contract supports have been exhausted without the child being successful in the required behaviour modifications.

**Positive reinforcement of appropriate behaviours, celebration of acceptable behaviours, encouragement and affirmation is the primary technique of the GCA Junior Kindergarten classroom management, and is essential to successfully train and equip the child in the structures of the Junior Kindergarten classroom.**



## **Supervision Policy**

**T**he Staff will assess their supervision practices throughout the year to ensure that safety is promoted and that the needs of the children are being met. This assessment will be through staff meetings where discussions for improvements to supervision techniques will occur, and meetings with GCA Administration.

1. The GCA Junior Kindergarten primary staff will observe children's play and behaviour both indoors and outdoors at all times.
2. The program ensures that primary staff will inspect the program's indoor and outdoor physical environments prior to use.

3. The GCA Junior Kindergarten program promotes child safety through supervision and ensuring all children are accounted for both on and off the program premises, and when arriving or leaving the program premises.
4. The program supervision will meet children’s developmental needs by ensuring activities and games are age appropriate, and by observing for appropriate physical/social interactions between children.
5. “Structured Learning Time” will be incorporated into the program to meet the developmental and academic goals of this program for Kindergarten readiness. Learning activities in such areas as Math, Science, Language Arts, Critical Thinking, Problem Solving, Drama, Fine Arts, Building, Drama, Music, Technology, Dance, Sensory and Physical Education will be included.
6. In the case that a GCA Junior Kindergarten primary staff member is absent, an approved substitute staff member with a completed Criminal Record Check, including a Vulnerable Sector Search, will be employed as a secondary staff member for that duration.
7. The program’s staff will avoid activities that may draw their attention away from the children. Such activities may include administrative tasks, texting, talking on the phone, reading, etc.
8. The GCA Junior Kindergarten staff will be aware of all authorized persons permitted to pick-up a child in place of a parent/guardian. Persons will be requested to provide personal I.D. with photo whenever necessary.
9. The program’s staff will know where emergency medications, First Aid kits and emergency contact numbers are kept.
10. The GCA Junior Kindergarten staff will implement program rules for the children to know and abide by. This information will be provided to parent in the program’s Parent Handbook.
11. The program’s staff will always maintain staff-to-child ratios.
12. The Junior Kindergarten staff will lead, instruct and participate throughout the children’s learning activities, in order to support assessment of the child’s progress, success and ability to stay on task.
13. As well, the staff will participate in the children’s play and centre times, listen closely to the children and position themselves to allow for the supervision of the entire group.
14. Parents/Guardians will be informed about the supervision policy with the registration package and in the program’s Parent Handbook. In addition, the monthly calendar for the program will be emailed to parents and posted on the program premises. A weekly plan for the daily schedule of activities for the children will also be posted in the program premises.

## ***Checklist of REQUIRED ITEMS for GCA Junior Kindergarten Students***

### **LABEL ALL ITEMS with your CHILD'S NAME**

- \_\_\_ GCA JK Uniform (casual uniform items required for all JK students; official uniform items optional)
- \_\_\_ Backpack
- \_\_\_ Water Bottle & Healthy Snack (daily)
- \_\_\_ Indoor Shoes (comfortable, well-fitting shoes with non-marking soles; Velcro fasteners)
- \_\_\_ Appropriate outdoor clothing (i.e., jackets, hats, mitts, boots, snow pants, etc.)
- \_\_\_ Change of clothes (i.e., underwear, pants, socks, etc.) – to be DAILY kept in child's backpack

## **Attendance Procedures**

In order for the staff of the GCA Junior Kindergarten program to ensure the safety and well-being of your child, the following guidelines will be strictly enforced.

### **We ask that parents:**

- Inform GCA Junior Kindergarten staff of any changes to who will deliver and/or pick-up the child.
- Provide written permission of **alternate persons** other than the parents/guardians that can pick-up the child including date, name (to match their Driver's License or Government ID), address and phone number of person and any other pertinent details you would like to include. Alternate Persons' contact information will be added to your child's file. Please note that personal photo ID may be required to be shown to the program's staff.
- Inform GCA Junior Kindergarten staff of any absences from the program by using the GCA absences 'app', or by email to lead JK teacher, or by telephone to the GCA Junior Kindergarten Direct Line OSC OFFICE: 403-254-4083.
- **A *LATE FEE will be charged* if your child attending the Morning JK Program is picked up after 11:40 am, or if your child attending the Full-Day JK program is picked up after 6:00 pm; this is due to the additional child supervision that is required after program hours.**

***LATE FEES: 0 – 10 minutes after pick-up time = \$20, and each additional minute thereafter = \$1 per minute – per child***

*During inclement weather, or due to heavy traffic, we expect parents to leave plenty of time for the commute to pick-up your child, in order to avoid late pick-up times.*

Please refer to this Parent Handbook for full details of Drop-Off and Pick-Up Procedures.

## **NOTIFICATION OF ABSENCE POLICY:**

The safety of the children enrolled in the GCA Junior Kindergarten program is of the utmost importance to us.

Therefore, any changes to your child's attendance (ABSENCE or LATE ARRIVAL) for the morning or full-day classes in the GCA Junior Kindergarten program **MUST BE COMMUNICATED BY A PARENT/GUARDIAN** to the GCA Junior Kindergarten staff by phone (403-254-4083), via the GCA email [absences@gcaschool.com](mailto:absences@gcaschool.com), and email to Mrs. Nicky Ng ([n.ng@gcaschool.com](mailto:n.ng@gcaschool.com)), or in-person.

Please remember that there is no refund or rescheduling for classes missed.

### **Off-site Activities**

1. At least 2 weeks prior to an off-site activity, GCA Junior Kindergarten parents/guardians will receive notification regarding the activity via email, including a “*GCA Parent/Guardian Acknowledgement of Risk and Informed Consent*” form outlining the dates and times of the activity, the method of transportation to and from the off-site location, the supervision plan for the activity, a list of the potential risks involved with the activity, and a medical outline regarding the student to be completed by the parent/guardian. This document must be completed and submitted to the JK staff before the student is permitted to attend the activity.
2. Parents/Guardians will provide consent in writing on the above-mentioned document to give permission for their child's participation in the activity.
3. On the day of the off-site activity, reminder signs will be posted on the entrances of the GCA Junior Kindergarten facility to notify parents of the times and location of the off-site activity.

### **GCA and Home Communication**

GCA Junior Kindergarten staff will ensure that excellent communication between GCA and home via emails, GCA websites, phone calls, GCA handouts, or meetings is in place, and do the best to inform parents/guardians of the events, activities, expectations, updates, off-site activities, etc. taking place in the program and at GCA.

Parents are expected to include the GCA Junior Kindergarten phone numbers (OSC Office: 403-254-4083 and GCA Elementary Office: 403-254-9050) to their contacts, and answer calls and texts from the Junior Kindergarten staff or GCA Elementary staff.

Thank you for taking time to add us to your contacts, making every effort to answer phone calls, texts, etc. from the program staff and most importantly, notifying the staff of any changes to your child's attendance to the program.

***GCA Weekly Communicator*** emails include weekly updates and information regarding GCA.



Please direct any concerns to the JK Lead Teachers, Nicky Ng or Joanne Usifoh, by email or phone. Appointments can be made to meet as necessary. Thank you for your understanding and cooperation to ensure verbal abuse of GCA staff does not occur, as this will not be tolerated. Should parents/guardians believe their concerns are not being addressed by the JK Teacher, communication may be requested with the GCA Elementary Administration (beginning with Elementary Vice Principal/OSC Executive Director, Shelley Fournier).

Parents/Guardians may appeal a decision made by the GCA Administration by sending a written letter to the Board of Directors, ***only after efforts are made to meet together to gain understanding and clarification with first the GCA Junior Kindergarten Teacher***, and then with the GCA Elementary Administration.

## **Smoking Policy**

Smoking is not permitted within the GCA building or on the GCA property premises.

## **Program Fees**

The fee schedule for the GCA Junior Kindergarten program is based on a 10 month plan. A one-month payment is required at time of registration. This payment is allocated for the final month of the program (June). The balance of the fees can be paid by setting up a monthly plan or by paying the balance in full with a post-dated cheque (Sept. 1). Further program fee details are listed on the GCA Junior Kindergarten Financial Commitment form given to all parents at time of registration.

## **GCA Junior Kindergarten Uniform**

All students attending the GCA Junior Kindergarten program will be required to wear a GCA casual uniform. There will not be any official uniform days for JK, although parents are able to choose any items from the selection of approved GCA uniform pieces. These uniform items are also acceptable attire items moving forward to the following year in the GCA Kindergarten program and beyond.

## **Withdrawal from the GCA Junior Kindergarten Program**

The GCA Junior Kindergarten program costs are based on a 10-month commitment. Should a parent decide to withdraw their child(ren), a minimum of 30 days written notice is required. Parents/Guardians are responsible for payment of fees for the entire time the child is enrolled, including the required notice period. If the notice period ends in the following calendar month, payment for that entire month will be retained by GCA. The GCA Junior Kindergarten withdrawal form can be obtained from and submitted to the GCA Director of Admissions.

*There is no refund or partial refund for any missed time due to vacation or illness.  
There are also no make-up days provided for missed classes.*

# GCA Junior Kindergarten 2022-23 Calendar

To be provided at the JK Parent Orientation session at end of August (exact date to be confirmed and communicated to parents by mid-August).

## ***GCA Junior Kindergarten Questions or Concerns may be directed to:***

<b>OSC Office</b> .....	403-254-4083
<b>JK Lead Teacher Nicky Ng</b> .....	OSC Office: 403-254-4083
<a href="mailto:n.ng@gcaschool.com">n.ng@gcaschool.com</a>	
<b>JK Lead Teacher Joanne Usifoh</b> .....	OSC Office: 403-254-4083
<a href="mailto:j.usifoh@gcaschool.com">j.usifoh@gcaschool.com</a>	

## ***Inquiries related to the GCA Junior Kindergarten Program may also be directed to:***

### Registration Information:

Heidy Aviles – GCA Director of Admission.....	403-254-4087
<a href="mailto:h.aviles@gcaschool.com">h.aviles@gcaschool.com</a>	

### Payment/Fee Inquiries:

Lyden Price – Director of Finance.....	403-254-9053
<a href="mailto:l.price@gcaschool.com">l.price@gcaschool.com</a>	

### OSC Executive Director:

Shelley Fournier – Elementary Vice Principal.....	403-254-9050
<a href="mailto:s.fournier@gcaschool.com">s.fournier@gcaschool.com</a>	

