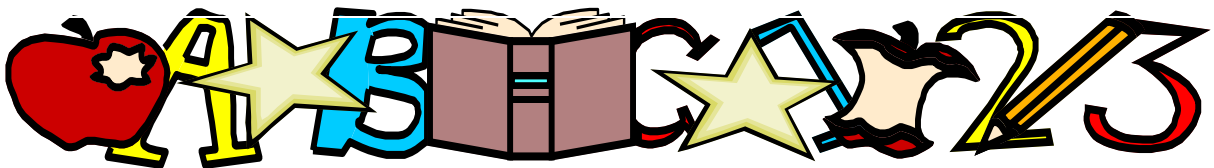


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# JUBILEE SCHOOL PARENT HANDBOOK 2011/2012

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Hamilton, ON  
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School # 905-388-2645  
[www.ccsHamilton.ca](http://www.ccsHamilton.ca)



# 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.

## Rationale

- Research suggests that early educational opportunities enhance the cognitive development of a child.
- Jubilee School will provide activities and routines that will prepare children for Kindergarten.
- Many children are keen to start school; more than 75% of incoming SK students are already attending JK programs or structured day care programs.
- Jubilee School was established as a response to Christian parents who desired to have a program for their four year old children.
- These programs have become a societal norm and many of our sister schools have already established them for their respective communities.
- Jubilee School will provide an early exposure to CCS for new families.
- For families who have children at CCS and have a 4 year old child at another institution, Jubilee School will provide a solution to logistical issues. All children can be educated in the same location.



## What options are available?

1. Half-day Jubilee School on Tuesday and Thursday **OR** Wednesday and Friday mornings: 8:50-12:00 P.M.
2. All-day Jubilee School on Tuesdays and Thursdays **OR** Wednesday and Friday: 8:50 a.m. – 3:20 p.m.

## ***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 Kindergarten.

## ***What is the program like?***

Jubilee School is a Christ-centered 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.

## *Daily Schedule*

- 8:50 a.m. Arrival Time/Settling-In Time for 'All-day' and 'Morning Only' Students**  
Place mailbag in the "In-Basket"  
Sign In/Hang Backpacks/Put on Indoor Shoes  
Choose a book or a puzzle
- 9:00 a.m. Circle Time**  
Opening Prayer and Song  
Calendar Activities  
Morning Message  
Theme 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**
- 11:15 a.m. Letter Exploration**  
Build letters with wood pieces  
Roll-A-Dough Letters  
Letter Activities
- 11:45 a.m. Bathroom Break/ Morning Only students Get Ready to Go Home
- 12:00 p.m. Morning Only Students are Dismissed**
- 12:00 p.m. Star Sharing**  
Visual discrimination/ comparing same - different/ learning students' names/ social skills
- 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. Rest Time**
- 1:40 p.m. Literacy Time**  
Teacher Read  
Shared Reading/ Shared Writing  
Predictable Chart  
Book Activities
- 2:00 p.m. Music and Movement**  
Action songs/ finger plays/ drama
- 2:10 p.m. Tubbing 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 keep a complete extra outfit of clothing in your child's backpack or classroom cupboard at all times. Keep this outfit updated considering the weather and size.

It is not uncommon for young children to have toilet accidents. If your child has an accident, he/she will be assisted in a kind and loving manner. If he/she comes home in his/her "replacement" clothes, please place them back in his/her 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" for him/her. It will not be used to carry heavy objects, but the roomy size will allow your child to more easily store his/her lunch, mail envelope, mittens, hats etc. without him/her 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***

A weekly newsletter will be sent home on Tuesdays to inform you of what is happening in our classroom and to tell you about themes, special days, and field trips.

### ***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 **peanut 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 he may only eat his own lunch although his 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***

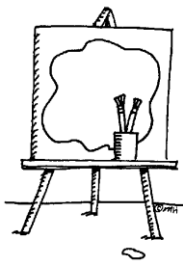
Birthdays are special and will be celebrated in our class. Due to food allergy concerns you are invited to bring a book to school to share with the class (rather than a snack). Each child is encouraged to bring in a favourite book (new or gently used) on, or near his/her birthday. The teacher will read 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. If your child has a summer birthday, he/she may celebrate his/her half-year birthday with us.



### ***Kleenex***

Donations: 1 box of Kleenex per child would be greatly appreciated!

### ***Art Activities***



Art activities will often 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 his 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.

### ***Discipline***

You and your children can expect that the environment in which they operate 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.

## ***Parent/Teacher Conferences***

The teacher will be in contact with you by telephone whenever necessary as the year progresses and I encourage you to be in contact with me as well. There will be official conferences after the regular first term of CCS. Information will go home and interviews will be scheduled along with all other CCS interviews. Second term interviews will only be made on a request basis. Parents may request an interview or the teacher may request that you come in for a second interview.

## ***Sickness***

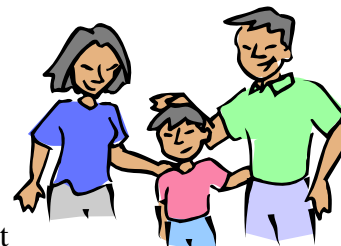
Please call the school office by 9:00 A.M. if your child will be absent from school. If your child has a contagious disease (chicken pox, lice etc.) please let us know. The Health Department requires notification to parents in some instances.

## ***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 Morning/Day Pick Up***

If your child is attending the morning only session of Jubilee School, you will need to pick up your child in the Jubilee School classroom at 12:00 P.M. If your child is attending the all-day session of Jubilee School, you will need to pick up your child in the Jubilee School classroom at 3:20 P.M. 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***

If CCS has made the decision to cancel school due to severe weather, Jubilee School will also be closed. The closing of the school will be announced on the radio station, CHML 900, beginning at approximately 7:00 A.M. A message will also be left on the school's answering machine and the school's website – [www.ccshamilton.ca](http://www.ccshamilton.ca). 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. I 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
- Field Trip Permission Form
- Volunteer Opportunities Form
- Photograph/Video Permission Form

## ***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
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
4. 1 box of Kleenex

***I am looking forward to working together with you!***



## **CHILD INFORMATION SHEET**

1. Child's Name \_\_\_\_\_  
M\_\_\_F\_\_\_                      First                      Middle                      Last

2. What name do you want the teacher to call your child? \_\_\_\_\_

3. Your child's birth date: \_\_\_\_\_

4. With whom does the child reside? \_\_\_\_\_

5. Other children in the family:

Name	Birthdate	Name	Birthdate

### **6. Present Health and Development**

#### ***Hearing and Vision***

Have you ever thought your child had a hearing problem?

Does your child have earaches, ear infections, or has he/she ever had tubes put in his/her ears?

Does your child appear to experience any difficulties with his/her vision?

#### ***Medication***

Is your child on any type of medication? If yes, explain.

#### ***General Health***

Does your child have any allergies?

If yes, explain and talk to me about filling out a student health profile.

## **7. Other Information**

What are some of your child's favourite activities or special interests?

What are your child's favourite foods?

What are your child's favourite stories and songs?

Describe a typical day in your child's life.

Who are the important people in your child's life outside of his/her immediate family (special friends, caregivers, etc.)?

Do you have any pets?

What dislikes or fears does your child have?

What special routines, if any, do you use with your child when he/she is having a rough time?

Is there anything else that you think would be helpful or important for me to know about your child?

## **Field Trip Permission Slip**

I give my child \_\_\_\_\_, permission to go with Jubilee School on various field trips throughout the school year.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Photograph/Video Permission Form**

I will allow my child \_\_\_\_\_, to be photographed and/or video recorded for educational and promotional purposes.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Volunteer Opportunities**

Please sign your name beside any items in which you may be able to help. Your assistance contributes greatly to the program.

**Driving for Field Trips** (If we need to use drivers rather than a bus, you will need to fill out a Field Trip Volunteer Driver Form.)

**Working in the Classroom**

**Preparing Things at Home**

**Helping With Parties**

**Classroom Maintenance**

**Supervising Children During Lunch – 12:45-1:15 P.M.**