

# Discovery Nursery School

Located in the Maranatha Church  
260 McGill Blvd West Lethbridge T1K 4C6

## Parent Handbook 2021-22

We are excited to meet your child. Our promise is to provide a safe, caring, and engaging learning environment. As parents and/or caregivers, you are your child's first teacher and we are excited to journey alongside you as we create a foundation for lifelong learning.

The program philosophy will be that children learn best through play-based activities. Therefore, I will plan a play program based on the "whole child". Through the use of various play and learning materials, each child will grow socially, physically, intellectually, creatively, and emotionally.

## Daily Routine

1. Center Time- child directed play around the classroom.
2. Gym Time
3. Snack Time
4. Circle Time
5. Language Arts Time
6. Craft Time

This schedule could be subject to change. A schedule will always be posted in the classroom.

## Fees and Payment Policies

A non-refundable registration fee of \$50 is due at the time of registration via e-transfer to secure your child's spot. Starting in September, your monthly fee will be due via e-transfer on the first of the month. If for any reason you need to withdraw your child from the program, one month's notice will be required. A fee schedule can be found on the registration form.



## Introducing Teacher Melissa

*New Owner and Early Childhood Educator*

I am so excited about his new adventure. I graduated from Lethbridge Community College with honors in Early Childhood Education in 2006. I worked in a daycare when I graduated and then in 2007 opened a day home which I have had the privilege to run for the last 14 years. During that time, I got married to my husband Mike and we have been blessed with two daughters, Janessa and Claire.

It is my pleasure to meet new and returning families to the new school year. Stay tuned for more information regarding an open house in June. My hope is that this newsletter will answer many of your questions but please feel free to contact me.

**Melissa Hildebrand**

**(403) 308-5081**

**[www.discoverynurseryschool.ca](http://www.discoverynurseryschool.ca)**

**[melissa.discoverynurseryschool@gmail.com](mailto:melissa.discoverynurseryschool@gmail.com)**

# Policies

**Discipline:** All discipline will be based on guiding children to responsible, cooperative, and respectful interactions with others. Physical punishment will never be an option but rather verbal interaction at the child's level. As a very last resort, a "time away" may be used in a quiet area of the classroom.

**Recordkeeping:** A file will be kept for each child containing all emergency information such as doctor's name, AHC number, parent and emergency contact phone numbers as well as any medical information.

**Medication:** Medication will not be administered during classroom hours.

**Arrival and departure:** We would appreciate that your child does not arrive earlier than 5 minutes before class begins and a prompt pick up at the end of class. Your child will need to be signed in and out of class every day. If someone, other than parents is picking up, the staff need to be informed or your child will not be released.

**Belongings:** Please ensure that your child's belongings are labelled including backpacks, lunch kits, indoor shoes, coats, etc.

**Absences and Illnesses:** Should your child be absent for any reason, please notify the staff. We require that all communicable disease be reported to the staff. All children who are not feeling well should stay home.

**Emergency Evacuations:** In the event of an emergency and an evacuation is required, we will walk as a group to Achieve Health and Wellness @ 20 Mt. Burke Blvd W. Arrangements will be made for all children to be picked up at that address. Staff will remain with children until they have been picked up.

**Snack:** Please send along a healthy, nut-free snack and a clearly labelled water bottle every day.

**Smoking:** There is no smoking in or near the Nursery School.