



# **PARENT HANDBOOK**

# About HDCK

Happy Day Christian Pre-Kindergarten (HDCK) is an initiative of the Christian Reformed Church of Charlottetown, PEI, and has been in operation since 1979. Kindergarten operation falls under the regulation of the provincial authority, and therefore follows provincial regulations such as staff/child ratios and maximum enrolment numbers. The Kindergarten is managed by a Board of Trustees.

Our aim is to provide a warm and loving environment where we can give children an opportunity to play, share and interact with each other and adults, as well as develop their physical and mental abilities. We place special emphasis on teaching children about God's love for them and how they can come to know Him.

## **Teacher Qualifications**

Our teachers confess Jesus Christ as Lord and Saviour and actively serve Him daily.

Thank you for partnering with Happy Day Christian Pre-Kindergarten in your child's educational journey. We continue to work hard to make HDCK a place in which students have the opportunity to be successful in a loving and Christ-centred environment.

If you have any questions about any policy of the school as written in this handbook, please do not hesitate to contact us to clarify the question. By partnering together, we can help foster a healthy environment of growth.

# Activities and School Readiness

Our multi-area facility consists of a classroom, a gym, a lunch room, outdoor playground, and more. Our facility is equipped with an elevator. Other adaptations are made as needed to accommodate special needs.

## **Activities**

We offer many activities to the children in our program, including arts and crafts, singing, playground and outdoor play, gym, books, games, toys, and puzzles. Social interactive skills are purposely taught in the context of all these activities.

Interdenominational Christian activities consist of Bible stories, songs, memory verses, and prayers.

Special events include a Christmas program, Mother's Day Tea, Father's Day Drop In and Closing program.

## **School Readiness Program**

Our program includes letters, numbers, shapes, colours, days and months, social skills, problem-solving skills, and more. The program is implemented using learning centres, which allows each child to learn at their own pace. We use monthly themes such as under the sea, zoo, winter, and all about me.

# Behaviour Management

At HDCK our Behaviour Management Policy is based on the belief that children benefit from meeting the reasonable expectations of compassionate staff. Our teachers endeavour to model the Christian principles of gentleness, love, respect, kindness, and self-control. These qualities generate trust and a sense of security that create freedom in the classroom setting. We see ourselves as supporting partners with the parents. We strive to keep our communications with parents current.

The rules at HDCK are basic and easy to understand. Their purpose is to ensure safety and to build good manners and consideration for others. This contributes to an orderly, friendly, inviting, and stimulating environment. Our kindergarten prohibits any form of physical punishment. Our approach to Behaviour Management recognizes the child's maturity level, adaptive growth, understanding, capabilities and individual needs/circumstances, and personality. We believe that behaviour correction must always be carried out with love and patience. A child's misbehaviour is never to result in withdrawal of respect or affection for the child. Our job as staff is to gently coach, train, and encourage each child to progress at his/her individual level of development.

We have a number of tools to achieve these goals. One important tool is encouragement and praise—that is, “catching people doing things right.” Another tool is one-on-one reasoning conducted in calm tones and preferably at the child's eye level. Starting at the beginning of the year, we consciously build a repertoire of social skills and constructive problem solving in the children. These include learning to apologize when warranted and knowing how to renew friendly intent. Our experience has been that form follows function—a child's character expands at the realization that an apology does not diminish self-respect but builds the trust of the whole group.

## **Discharge Policy**

If there are continuous behaviour issues a meeting will be scheduled to address the concerns. The meeting will involve staff and parents/guardians. The concern(s) will be clearly noted and discussed throughout the meeting. A plan will be designed to solve the issues(s) and a second meeting will be arranged to reassess the situation after a week has passed. If the issue(s) is still not resolved to the satisfaction of everyone involved, a 1 week written notice to discharge will be issued.

## **Tuition & Schedule**

### **Enrollment Procedure:**

1. Registration form completed and submitted by parent/guardian.
2. Meet with family to take a tour of our facilities.
3. Staff/board will consider application.
4. Teachers will reach out to applicants after 3 business days.
5. If accepted, registration fee of \$30 is required to hold spot.

### **Tuition:**

Tuition is based on how many days are in the month. Tuition is calculated on a monthly basis and is due the first business day of each month. Payment types accepted are pre-authorized debit.

Monthly tuition is not dependent on the number of days of school attended in a month. Monthly tuition stays the same despite vacations and

breaks. A full week's fees will be required even though a child may not be in attendance for the full week for any reason. No reductions will be made for absences, holidays(statutory or other), or Centre closures.

Our hours of operation are from 8:30 am to 4:00 pm; (8:15 am or 4:15 pm for early/late pick-up option) children dropped off or picked up outside these hours will incur a charge of \$15 for the first 15 min interval and \$5 for each additional 5 min interval thereafter. These fees must be paid in cash or e-transfer and are not added into regular fees.

Our calendar follows that of the Public School Board. Closures due to weather will be posted to our Facebook page. Short notice closures may occur due to unforeseen circumstances including funerals occurring within the church building.

### **Supply Fee:**

A \$60.00 supply fee will be charged for children starting in September. \$30.00 is due upon registration, with the remaining \$30.00 due at Orientation in September. These fees are non-refundable after August 1<sup>st</sup>. (For 4 year olds starting in January, the supply fee is \$30.00.)

### **Additional:**

The staff/board of Happy Day have the right to:

- Change handbook policies without prior notice as required.
- Change tuition

# Illness and Health Policy

The health policy of Happy Day is carefully designed to take into consideration parental workplace responsibilities without neglecting the health and welfare of the children.

Children who are sick should not be brought into Happy Day. A child who is ill is also more prone to infection and other diseases since young children are still in the process of building up immunities.

Parents must keep a child at home when he/she is suffering from a fever, vomiting, diarrhea, or nausea. If the child becomes ill during the day, parents will be notified and asked to come and pick up their child as soon as possible.

When any child shows signs of significant illness (a fever at 101 F, continual diarrhea or vomiting, symptoms of a contagious infections [strep, pink eye, chicken pox, etc] or a prolonged illness), parents will be notified for immediate pick up. Children must be symptom-free from any communicable disease for 24 hours or with a doctor's note before returning to Happy Day to ensure that the illness will not be passed to others.

## **Items Needed**

Each child must have one indoor pair and one outdoor pair of footwear. Proper seasonal outdoor wear; includes boots, raincoat, mittens, hats, snow clothes for the fall/winter season. Summer season; sun hat, light jacket, outdoor shoes and sunscreen is to be provided. Children must bring their own snacks and lunches each day. It is also a good idea for your child to have an extra change of clothes.

## Miscellaneous

In order to keep up to date with events in the classroom please check our social media, read the regular newsletters sent home, and check our website.

Teachers have responsibilities during school hours. If you need to speak to a teacher, please make arrangements through email or come in after school to arrange a time with the teacher. School-related issues should be addressed by the parent to the teacher in person. Please do not contact teachers at home.

## Contact Information

Please talk to the teacher(s) if you have any questions or concerns.

Phone: 902-892-1234

[happydaychristianprek@gmail.com](mailto:happydaychristianprek@gmail.com)

Facebook Page: Happy Day Christian Pre-Kindergarten

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# Policy and Procedure Agreement

I have read, understand and agree to the above policies and procedures as outlined in the Parent Handbook.

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

Print: \_\_\_\_\_

Signature: \_\_\_\_\_