

South Winnipeg Kinderschule

Licensed, Non-Profit

German-English Preschool



PARENT HANDBOOK

Revised March 2017

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PROGRAM GOALS AND FRAMEWORK

The intention of South Winnipeg Kinderschule Inc. is to immerse preschool children in the German language and introduce them to German culture in the context of a rich and varied educational program.

Organized activities that emphasize positive social, emotional, cognitive and physical development of pre-schoolers, are balanced by free play time in a rich play environment. Overall, it is a fun, stimulating, and nurturing environment.

To accomplish this goal, Kinderschule offers the following programs:

- a preschool program for children ages 2 to 6, with 3 attendance options:
 Tu-Th, M-W-F, and M-Tu-W-Th-F
- Saturday Morning Drop-In Sessions
- playgroup for children aged 1 and 2, with their parents (enrolment permitting)

Class size is limited to 15 children per group, and there will always be at least one adult per ten children present.

The playgroup is offered in three 12-week sessions throughout the school year, starting fall, winter and spring.

School Philosophy

We believe that children benefit from learning a second or third language and from interacting with other children who speak another language. They gain confidence and self-esteem, broaden their horizons and brighten their future. We will encourage an acceptance of one another, an understanding of others' needs, and a sense of mutual caring. Appropriate role modelling is essential in this regard. We want to nurture in children a feeling of self-worth, an understanding of themselves, and a positive feeling about themselves as members of a group. To this end children will receive individual attention and will participate in group activities.

Caregivers strive to:

- respect children as unique individuals and recognize each child's needs within the group
- provide an environment that fosters growth in all areas of development, immersing the children in the German language
- help children develop as independent thinkers
- promote self-esteem
- provide creative programming, following the children's interests
- work as a team to provide a safe, nurturing, and stimulating environment where children can learn and grow at their own rate
- work to create a positive relationship with parents / significant others
- respect parents' roles as primary care givers



The caregivers of Kinderschule keep abreast of current issues and ideas in the childcare field, and provide developmentally appropriate activities in all curriculum areas. Curriculum areas include: Music, Science, Literature, Nutrition, Social Studies, Art, and Drama.

Caregivers will also help provide an aesthetically appealing environment with many stimulating materials to encourage use of the German language.

We also believe that communication is the key to a good working relationship. Therefore, **parents are encouraged to:**

- take an active role in the school and to observe their child interacting with other children
- share information and ideas concerning different aspects of the child's life
- talk about Kinderschule with their children and undertake activities that support the work of Kinderschule like singing Kinderschule songs and reading books from Kinderschule

We believe that parents or primary caregivers are central to a child's life, and we wish to build on the importance of this relationship in strengthening the program at our centre.

For more, please also see our "**Curriculum Statement**" on our website.

Developmental Parent-Teacher Interviews



Parent-teacher interviews are an important way to find out about your child's developmental progress. Interviews are for all parents and are scheduled individually in November and June of each academic year. The interviews are 15 to 30 minutes in length and cover a range of developmental areas in which we experience the child.

The interviews are not meant as one-sided reports; we aim to work together to build up our collective knowledge of the child. Each party gains in hearing the experiences of the other, and the interview creates the time for this. The caretakers love to hear stories about the child, and may have some to share. They may have ideas and suggestions for you, and you may have the same for them. It is an exchange of ideas, but above all, a time to focus on the child and explore how to help him or her to grow.

Behaviour Management

Kinderschule caregivers are firm and consistent when guiding children, yet understanding and nurturing. The caregivers strive to connect with each child, showing appreciation for children's accomplishments in self-discipline and cooperation. At the same time, for the benefit of all, caregivers must insist on appropriate behaviour, offering positive choices where appropriate. When redirection is necessary, it is based on logical consequences so that children experience the connection to their actions.

The caregivers help children deal with day-to-day situations as they arise by seeking to understand the underlying needs and capacities of each child and coach children on the appropriate behaviour for each situation. For instance, when a child wants to have a turn, they are guided to ask the other child, including making eye contact. In this way we also hope to build empathy in the other child. The caregivers of Kinderschule will encourage the children to use problem-solving skills in situations such as sharing, co-operating and expressing emotions. In no situation will the staff permit, practice or inflict any form of verbal/emotional abuse or physical punishment on a child. A child may be removed from a group/situation in case of need, but never isolated.



Inclusivity

Kinderschule is an inclusive program. Please inform us if your child has any health condition (like severe allergies, asthma) or if your child needs special assistance, so we can prepare for this. A German background or previous exposure to the language is not required.



Playgroup: Parents attend with their children. The program is aimed at one to two-year old children.

Morning group: For children aged 2 to 6. Children generally must be toilet-trained before starting school (exceptions on case-by-case basis).

PROGRAM AND ROUTINES

Program Information

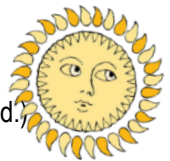
The caregivers speak German throughout the morning.

The curriculum follows the interests of the children, an 'emergent curriculum' model, and thematic blocks are not all pre-planned for the year. Our NewsEmail is sent out each week to aid in communication between the caregivers, the board, and parents, and gives details on activities and interests. There is even German vocabulary included, and some of our songs are available on the internet. Caregivers also strive to make themselves accessible.



Daily Routine: Kindergruppe, ages 2-6, 8:30 – 11:30AM

- 08:30 Arrival, greeting and free play (time for caregiver/child interaction and learning activities as chosen by each child.)
- 09:00 Morning Circle, welcoming songs. Preview of the day and sharing by children.
- 09:15 Free play with all classroom stations open OR playground time**
- 10:00 Begin clean-up and transition to Circle Time.
- 10:10 Circle Time (songs, dance, finger play) and transition to Snack.
- 10:30 Snack with story books. Children return to free play as ready.
- 10:45 Transition to gym for free play (gross motor skills)
- 11:10 Clean-up time in gym, then Games and Goodbye Circle.
- 11:30 Children are picked up. Caregivers are available for parents who have any questions or comments after all children left.



Daily Routine: Samstagsgruppe, ages 2-6, 9:00 – 12:00 Noon

On Saturday, the above schedule is followed with a 1/2 hour delay.

Daily Routine: Spielgruppe, ages 1-2, 9:15 – 11:15AM

- 09:15 Free play and individual interactions with caregiver
- 09:30 Circle time – Welcoming song, other action/fun songs, story books and finger games
- 09:45 Crafts and Gym activities
- 10:15 Snack, with blessing song, vocabulary, and story books
- 10:30 Transition from gym to classroom
- 10:45 Free play in classroom and individual interactions with caregiver
- 11:15 Closing Circle – Vocabulary review and goodbye song

Additional notes:

The above timetables are approximate, and the schedule may be adapted to meet individual needs and circumstances.

On days when children go to the playground, the inside time of free play is shortened to accommodate more outside play.

At least fifty percent of daily class time is spent at free play, as recommended by Manitoba Early Learning and Child Care (MELCC).

Drop-off

Please arrive between **8:30am and 9:00am** with the children, using as much German as you can. This ensures that your child is ready for the opening circle when the door closes at 9:00am.



Parents are requested to keep adult conversations outside the classroom. Within the classroom, please make efforts to engage in activities with the group.

Please inform us if there is anything that we should be aware of that might guide our work with your child that day. **Also, please inform us by phone if your child is unable to attend.**

Pick-up

The session finishes with a song at right around **11:30am**. Parents are asked to pick up their children promptly at 11:30am. Please be patient and wait outside the gym door (or classroom door) until the **Goodbye Circle** is closed.

Children will be released **only** to those persons authorized on the registration form. Parents are required to notify Kinderschule staff of any changes in custody and provide documentation for school files. Parents **must** inform the caregiver if an alternate person is picking up their child. If the caregiver is unaware of the arrangements, the child will not be released until verbal contact is made with the parent or guardian. Kinderschule staff reserve the right to see identification.

South Winnipeg Kinderschule takes responsibility for children from the time their parents bring them into the classroom at 1118 Grosvenor (or other field trip location) and the child greets the teacher, until the time their parents arrive to collect them. Please do not leave your child unattended in the hallways or bathrooms at any time.

Late pick-up Policy

Parents will be charged \$1.00 per minute (payable at the next session) if they are more than 15 minutes late to pick up their children. If a parent will be late due to unforeseeable circumstances, please call and make arrangements in advance ASAP.

Playground

Kinderschule has access to the Grosvenor School playground at certain times of the day.

A general consent form is included with your registration to allow the caregiver(s) to take your child to the playground on any day with appropriate weather. Please dress your children with this possibility in mind.



Field Trips

Kinderschule goes on field trips several times throughout the school year, and all families and children of Kinderschule are invited to attend. If you are unable bring your child, please make arrangements with other parents for transportation, and ensure that Kinderschule staff have received written authorization for this (to release the child to the named person). A

Kinderschule staff

to help if you
arranging a
consent forms



member may be able

have difficulty in
ride. Signed
are required for

each outing, and will be available at Kinderschule, as well as being distributed via e-mail.

Many of the field trips require entrance fees for children and accompanying adults, which parents must pay.

Annual Celebrations

At Kinderschule, we celebrate several special occasions that come from the German heritage of the school, and which may be unfamiliar to parents:

1. **Laternenfest** is the traditional celebration of the Feast of St. Martin of Tours, November 11. He was a soldier who became a bishop and an advocate for the poor. In his memory, children make paper lanterns (symbolic of the light of good works done), we process around the neighbourhood bearing the lanterns and singing songs of St. Martin, we collect food and toys for the Agape Table, and we celebrate as a community. The parade is followed by a pot-luck party, with opportunities for Christmas shopping that support Kinderschule.
2. **St. Nikolaus** is the 4th century saint who is the source of our Santa Claus. In Germany and much of Europe, he is traditionally celebrated on the 6th of December by the gift of a few small items usually left in children's shoes, as a reminder of the story of that Bishop. Nicholas threw coins through the window of a poor man's house to provide a dowry for his daughters and save them from a life on the streets. A German St. Nik has been visiting

the Kinderschule for a number of years and we hope that he will be continuing to grace the children's lives with the wonder of his presence.

3. Germany is traditionally a Christian country and we celebrate the time leading to **Christmas** with both winter and Christmas songs. We also use the symbol of the Advent wreath, of German origin, consisting of four candles, one of which is lit for each of the four weeks before Christmas. We also have a Christmas tree, or "Tannenbaum", which we put up and sing about -- also a tradition that originated in Germany.
4. **Fasching**, or **Karneval**, is another traditional celebration rooted in Germany's Christian heritage. The forty days before Easter are a time of reflection and seriousness, and so Karneval developed as a last opportunity to party and feast before the Lenten season began. In Germany, this includes costume parties, particularly involving masks. Kinderschule has made this another key moment for celebration and fun in our community, with a costume party the weekend before Lent.

Although Kinderschule is not a religious institution, part of our mandate is to celebrate German heritage and culture, which is steeped in Christian tradition. Emphasis is placed on the traditions rather than their religious dimension.



What to Bring

Since the children will be experiencing a variety of activities, we request the following:

- Dress your child in **comfortable clothing** that allows movement and play without restrictions or getting caught, i.e. neither too tight nor too much loose fabric.
NB: The classroom is quite warm in the winter so short sleeves are suitable.
- Well-fitting **shoes** such as running shoes to remain at the school for indoor play. Please, no soft-soled slippers or sandals. For safety reasons, children may not remove their shoes at Kinderschule.
- Appropriate **clothing for outdoor play**, i.e. jacket, toque, and gloves or mitts as needed, or a sun hat in better weather.

- A **complete change of clothing** (including socks and underwear) in a labeled bag to remain at the school in your child's cubby.
- Two current **photographs** for your child's cubby (5x7 is best)



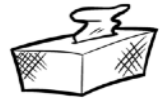
Please ensure that all your child's garments are labeled with his/her name (a good habit for school anyway!). Unlabeled items can be recovered in our lost-and-found basket.

At the beginning of the school year please bring one package of the



- **small paper cups (Dixie cups), about one cup per day attended**

- **tissue paper (Kleenex)**



Snack

Snack is a group activity at Kinderschule, with children learning sharing, table manners and a good deal of German in the process. Snack duty is assigned to the different Kinderschule families on rotation. This **Snack List** is printed out for all parents, as well as being circulated by e-mail and posted at the school. Please provide a snack on your assigned day (enough for all the children).

There are currently no food restrictions but in past years, Kinderschule has been a **nut (tree and peanut), egg, and dairy-aware zone** for all children in the past. Please understand that we must strictly follow certain rules to make the centre as safe as possible when a child with allergies is enrolled.

To ensure that our children are getting healthy and nutritious foods, please provide at least one item of every food group per meal:

1. milk (dairy milk or a alternative such as soy milk, where original flavour is preferred — it's neither too sweet nor completely unsweetened.)
NB: our 10 children drink about 1 litre of milk per day, and we like to offer both soy and dairy milk as children and parents have their preferences.
2.
 - applesauce (unsweetened) or prepared fruit cups
 - raw vegetables (broccoli, cauliflower, cucumber, celery or carrots, avocado, etc., cut into small pieces); cherry tomatoes, etc.

- lightly cooked vegetables (green beans, carrots, soy beans)
- fruits (e.g. apple and orange wedges, pineapples, grapes, bananas, mangoes)
- dried fruits (raisins, cranberries, etc.)



3. crackers or cereal

Please only bring juice for special occasions as it contains a lot of sugar. Our ten children drink about a litre of milk daily but sometimes parents provide two litres. To know if there would be need, we have set up a milk-metre to indicate the level of our supply. If you notice it is closer to full, you needn't bring the soy milk at your next snack.

We keep a record of the snack provided at the entrance to Kinderschule for our reporting to MELCC. We record what you have provided for snack.

Personal Belongings

The Kinderschule provides the children with a large variety of toys and equipment. Please do not permit your child to bring toys into the classroom. An important reason for this is the possessive emotions the toys can evoke. Children who bring toys will be asked to keep them in their locker for the session (some exceptions may apply).

Parents are responsible for any belongings left at Kinderschule. We've not had any issues at our current site.

Library

We have a large number of German books of all types in our storage room (which doubles as library and mini-office). Please write the item's title and your child's name in our library check-out list by the door. Parents are asked to return the books or audio-visual resources within two weeks, and to please re-shelve! Parents will be charged for items not returned within four weeks. If a book, CD or DVD is lost or damaged, the parent will be required to pay a \$20.00 fee for replacement costs.





Permission for In-Class Photography/Videotaping

Parental permission is required to allow for photography or videotaping of your children. The registration form includes a request for a parent's signature granting this permission. We have only been using photos internally for distribution to other parents in our weekly NewsEmail. We will approach any parent about any more public use of their child's photograph on the Kinderschule website, Facebook Page, or in other advertising. Please let us know if you have any concerns.

Feedback

Any suggestions, comments or concerns may be given to the caregivers or the Director. The Board President and/or the Board member in charge of Personnel are also be available to answer any questions. A Kinderschule questionnaire will be circulated to parents for ideas and/or comments each year, and comments are always welcome, anytime.

HEALTH AND SAFETY

As some children may have serious allergies in the classroom, **Kinderschule may be a nut (peanut and tree-nut), egg and dairy-aware zone for all children**, meaning that such products are not to be brought to the centre and a careful hand-washing procedure is followed upon arrival. We will update our list of allergens as necessary through internal communication.

Please follow these guidelines to protect the health of your child and that of others:

1. Parents should review their child's immunization records and those of siblings to make sure they are up-to-date. Children will *not* be excluded from attending on the basis of immunizations, but please inform staff this as communicable diseases are of heightened concern.
2. If your child is suffering from a severe cold, throat infection or stomach upset, etc., out of consideration for the others, please do not send him/her until fully recovered.

3. Children with communicable diseases should be confined according to the doctor's orders. Please notify the caregiver if your child has been exposed to communicable diseases such as H1N1 flu, chicken pox, mumps, measles, pinkeye, or strep throat.
4. Any medications required by the child are the responsibility of the parents or guardians. Prescription medication may be administered by the staff upon request.
5. Children with severe allergies must have an epi-pen on them at all times during class. An anaphylaxis policy exists and parents of children at risk must fill in the appropriate forms (URIS) and make arrangements as stipulated on an annual basis. Other parents will be notified of the presence an allergic child at the school.
6. Children with asthma need to bring their puffer to school so it can be used if necessary.
7. To avoid cross contamination, please help make sure your child washes hands and face upon entering the classroom.

Gum and hot beverages are not allowed in the centre while children are present for safety reasons.

We are required by law to report to the proper authorities any suspicion or incidence of child abuse.

NOTE: Any information concerning a child or his/her family is kept strictly confidential, and is accessible to parents or guardians upon request.

Closure

In the event that inclement weather or other environmental conditions cause the closure of Kinderschule or St. George's Anglican Church, parents will be **notified by phone.**

Emergency

If a child is seriously injured at school the caregiver will call the parent or emergency contact person. In the event of a situation requiring medical attention, the caregiver will **call 911 without delay** and then the parent, or emergency contact person.



In case of an emergency during class time for which the building must be evacuated, the children will be taken to Grosvenor School (diagonally across from us) to take shelter. In warm weather we gather on the playground, in cold weather we use the gym on the second floor of the school as a gathering place until the parents arrive. In case an evacuation should be necessary staff will inform the parents over the phone as soon as possible.

Fire drills are held monthly. Please refer to our **Enhanced Safety Plan** to find out more about evacuation procedures; it is the orange brochure hanging in the hallway by the gym.



Contact Information

The registration form includes a request for permission to share family contact information with other Kinderschule families. All parents who give this permission will be included on a contact list that is provided to all families for their use during the year, and is posted in the school office. Caregiver contacts are also included on the list. Please inform us if you would like any part of your information to be excluded from this list.

A more complete list including work and cell phone numbers and emergency contacts is essential for the school staff. **Please advise the Director of any changes in family situations, employment, emergency contact phone numbers, address and phone numbers.**



Phone

The Kinderschule phone number is **204-231-8028**. Please contact the school by phone if your child is not able to attend or will be significantly late. However, as the phone draws a staff member away from the children to answer calls, please try to make any calls before 9:00 or after 11:40.

Caregivers will avoid answering the phone during class time, but **if you call twice in a row we will pick up**. Staff phone numbers are included on the student phone list if you need to reach them at other times.

Code of Conduct

Kinderschule is a violence and abuse free facility. It is important that our children, staff, parents, visitors and volunteers are respected and feel safe at all times. Please help us make this a safe place for everyone.

To ensure the safety of all on our premises, we will not tolerate violence and abuse. Inappropriate actions may result in refusal of service, being asked to leave the premises, and, when appropriate, local law enforcement will be called.

PARENT PARTICIPATION

As a non-profit organization we depend on the assistance of parents to keep our preschool operating. This assistance can take several forms:

- Volunteering in the classroom
- Volunteering on the Kinderschule Board
- Promotions
- Fundraising



Volunteering in the Classroom

Kinderschule is proud to have a very good ratio of children to adults in the classroom. At times, this depends on parent volunteers. This is a very important role and a good opportunity to be involved in your child's experience at the school.

Several guidelines are important:

- Remember that your focus in the classroom is on the children, and keep conversations among adults to an essential minimum required for cooperation. Also, minimize the English spoken as much as you are able in order to maintain the German atmosphere. If you do not speak German, try to pick up what you can.
- Remember that you are there for **all** of the children, not just your own. Let your child know this ahead of time. You will quickly develop special relationships with children other than your own.



- Follow the caregiver's lead in disciplinary interactions with the children. If you, through quiet intervention, can allow the caregiver to continue a lesson uninterrupted, please do so. However, please respect the confidentiality of the children and leave the caregiver in charge of any reports back to parents.

Program-Specific Parent Helper Tips

- 9:00 You may use this time to watch or play with your child and other children. Find out from the caregivers what craft material may need to be set out. Interactions should be guided by two principles:
1. To the best of your ability, please maintain the German atmosphere of the school; and
 2. Encourage children to use activities properly, focusing on one activity at a time and putting it away in the condition they found it. Please resist the urge to do it for them!
- 9:15 Please help to get children dressed and ready for playground time, allowing them as much independence as possible.
- 10:20 Please spray down the tables and set out the food. Remember to wash your hands! If you have time once this is done, please help with the hand-washing and bathroom routines.
- 10:40 As children finish their snack, please clear the snack tables and wipe them down.

More Tips!

During free-play, please leave space for the children to interact with each other, staying a bit in the background (particularly for your own child).

Certain areas need more supervision. Here are some suggestions for helping:

Sand Table

Sweeping would always be greatly appreciated. The sand table is an immensely popular activity, but the floor also quickly gets sandy. It can also get wet! Please make sure children are wearing our protective smocks and have their sleeves up when water is being used. Towels may be needed

(located under the table) so the floor does not get slippery as water gets spilled.

Art Area

Please help enforce the rule that art supplies and tools should not leave the art area (clay, markers, etc.).

You can help children put on smocks for painting, and refill their paint jugs. the larger paint and glue containers often need refilling from the bulk jugs, and that is a great way to be busily on hand without doing too much with individual children.

Once cleaning begins, cleaning up is always pretty self-explanatory in the art area. We try to remediate big spills but often times smaller left-over craft items get thrown out. Check markers to see if lids were clicked back on tight.

Other

Please use common sense while helping us at Kinderschule and feel free to ask any questions you may have concerning the day or program.

Investigation Authorization Forms

All children under the age of five years must be supervised by a registered caregiver, including visits to the washroom. Parent helpers have not undergone a Criminal Record Check and a Child Abuse Registry Check and must be supervised by staff. We have forms available that allow Manitoba Early Learning and Child Care permission to run checks on any individual who wishes; each is \$30. Such authorized parents will be able to help in all ways such as diapering, even as a substitute staff person. Please see us if interested in pursuing the additional authorizations.

Volunteering on the Kinderschule Board of Directors

Kinderschule is led by a volunteer Board of Directors. A variety of positions exist, involving varying levels and types of responsibility. Participation on the Board allows you to be involved in decisions directly affecting your children and the school. Please come to at least one meeting, and give serious consideration to sitting on the Board.

Volunteering for Special Events and Other Projects

A variety of volunteer opportunities occur throughout the year. Toy cleaning is a biannual event, and really illustrates the notion that many hands make light work. We really hope for and appreciate wide participation. Caregivers may have other projects needing parent assistance, from sorting library books to preparing materials for specific school activities, to baking with the children. If you have time to give, please let a staff member know.

Promotions



Kinderschule is an ideal preschool for a fairly specific group of people, and we need to work consistently on becoming better known. Promotional events may occur during the year, and we hope for involvement of every family on some level. **Please help Kinderschule become better known and tell friends and family about us as well!**

Fundraising and Donations

South Winnipeg Kinderschule, like any other nonprofit organization, requires fundraising to help meet its operational goals. Kinderschule receives government grants and funding, but we still need help to cover our operating expenses. Through fundraising we are able to purchase new items such as puzzles, books and games necessary to operate our unique school. Information about fundraising comes via email during the year.



The South Winnipeg Kinderschule, Inc. (1987) is a non-profit, licensed nursery school and a registered charitable organization. We can provide tax receipts for donations. Financial contributions and donations of time, services or goods are welcome any time!

Cancellation Policy

Parents must give four weeks written notice, such as email, or one month's payment in lieu of notice in the event of withdrawal at any time throughout the school year.

Fees

South Winnipeg Kinderschule Fee Schedule 2017-2018

Group	Item	Fees
1 to 2-year olds*	Sessions of 12 meetings	\$96/session
2 to 6-year-olds	Twice a week, Tu. and Th.	\$82.16/month
2 to 6-year-olds	Three times a week, M, W, F	\$121.68/month
2 to 6-year-olds	Five times a week: (M-F)	\$203.84/month

Cheques postdated on the 4th day of each month for:
Sep 4, Oct 4, Nov 4, Dec 4, Jan 4, Feb 4, Mar 4, Apr 4, May 4, & Jun 4

A non-refundable annual Registration Fee of \$80.00 per family is payable for the morning program at the time of registration. The Registration Fee is not prorated.

- Saturday Drop-In is \$10 per session. Sign up is online via Sign-Up Genius Website. See www.kinderschule.ca for link to the current sign-up page.
- For the playgroup and Saturday Drop-In, no registration fee is required.
- Registration forms must be received before a child begins attending Kinderschule. Post-dated cheques for the year should be dated the fourth of the month, made out to **South Winnipeg Kinderschule Inc.**

Please discuss issues with payment arrangements with the staff.

Tax receipts will be issued for each calendar year.

Location

Entrance Address: 1118 Grosvenor Ave.

Mailing Address: St. George's Anglican Church
168 Wilton St., Winnipeg, MB R3M 3C3

Phone: (204) 231-8028

E-mail: kinderschule.ca@gmail.com

Website: www.kinderschule.ca