

Creative Minds
PRESCHOOL

POLICY BOOK

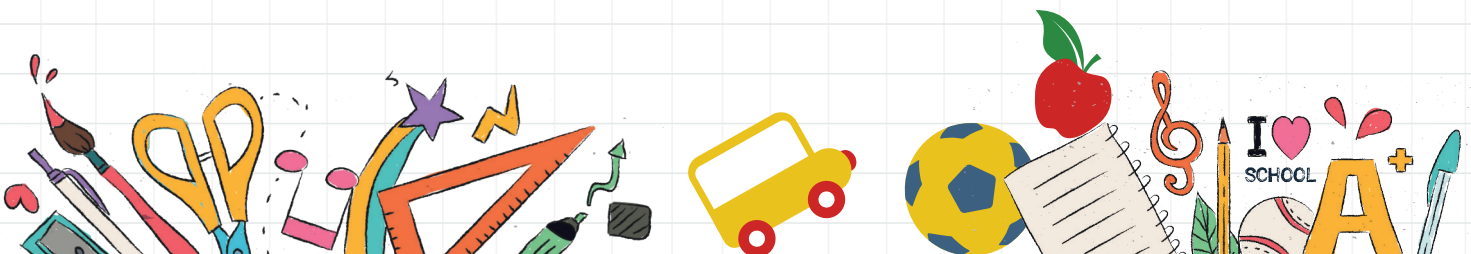




THE GOAL OF CREATIVE MINDS PRESCHOOL

The goal of the Creative Minds Preschool is to develop inner discipline in preschool children by teaching them about making good choices, receiving consequences, and assuming responsibility for behavior. Our classroom is a non-threatening environment where the students take control of their own learning, and where social development and cooperative learning are valued.

We will spend the first month teaching student's behavior that will help them become responsible for their own actions, in school as well as at home. We kindly request that you be consistent in following through with the same mannerisms at home. A parent is the most important teacher in a child's life. Parents who are respectful and kind to others, especially their own children, are likely to see that same behaviour develop in their children. Demonstrating a variety of healthy responses to frustration and set-backs, as well as modeling effective problem-solving techniques and non-judgmental communication are especially valuable to young children who are still learning to establish their own self control.





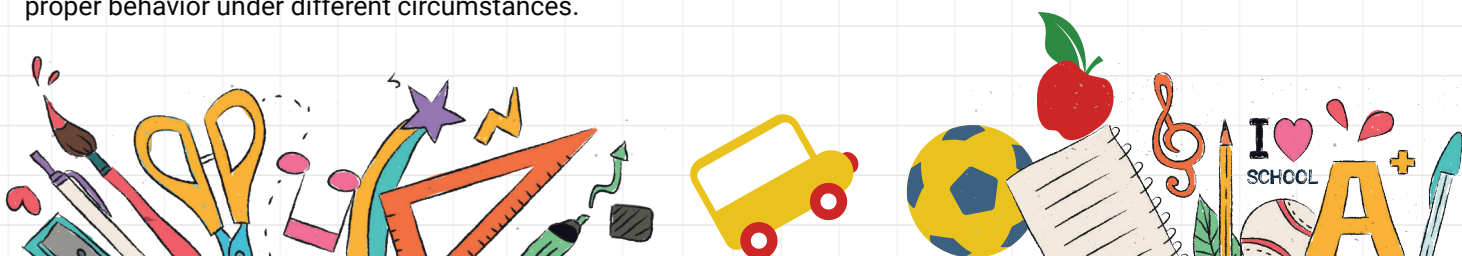
At Creative Minds, we value...


1. Respect for ourselves, others and the environment.
3. Courtesy and exceptional manners.
4. Empathy for others and respect for differences among people and cultures.
5. Accepting responsibility for personal decisions and actions.
6. Working cooperatively with others, which includes listening, sharing opinions, negotiating, compromising, helping the group reach consensus, and taking a stand.

Inappropriate behaviour will be dealt with re-direction to alternative activities and verbal conflict resolution, while promoting and teaching Islamic values and techniques of positive discipline. Positive guidance techniques will be presented to the child by:

- ☐ Modeling: Children will observe and imitate the behavioural responses that are used by the significant adults in their environment.
- ☐ Encouraging expected behavior: we will discuss ways to show respect, build trust, show empathy, manage anger, and practice forgiveness
- ☐ Redirecting: the child will be offered alternative choices, acknowledgment and praise of positive behavior
- ☐ Setting clear limits: please refer to the Rights vs. Responsibility excerpt
- ☐ Offering alternatives: the child will be given more than one choice
- ☐ Logical consequences: please refer to attached Article
- ☐ Natural consequences: please refer to attached Article

These behavior management techniques, (positive discipline) will help children to make good choices, and exhibit proper behavior under different circumstances.





If a student is not meeting the standards of behaviour expected in the CM classroom, a notice will be sent home to notify the parent/guardian.

We will work with the parent to formulate and monitor an effective and consistent strategy to deal with the child's misbehaviour.

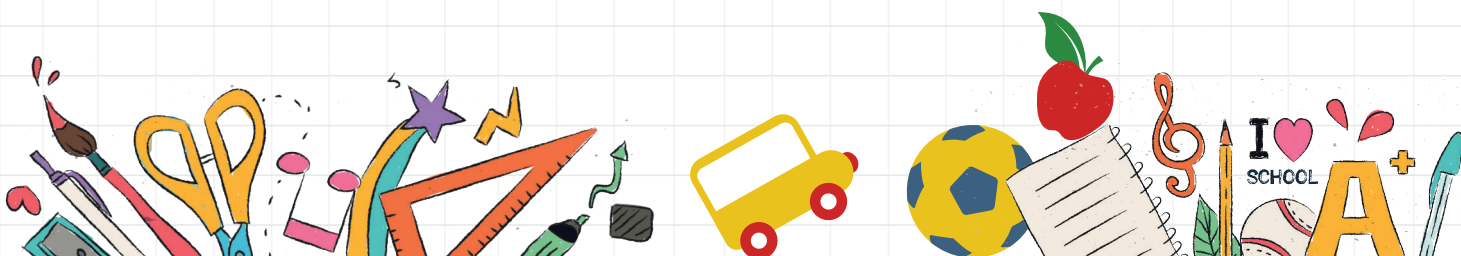


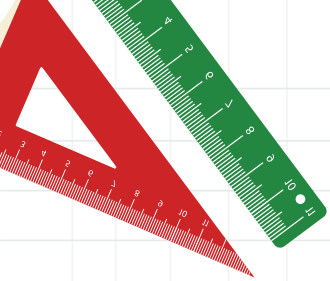
The Behavioural Expectations We Have for The Children Are...

1. Respect yourself, others, and your environment.
2. Demonstrate responsibility, respect, and self-restraint.
3. Treat all classroom materials with great respect and care.
4. Return all things to their proper place.
5. Keep the CM environment clean and orderly.
6. Keep bathrooms neat and clean at all times.
7. To positively be engaged in activities at all times.
8. Work quietly in the classroom.
9. Respect teachers and fellow classmates.
10. No Bullying will be tolerated.

A child's behaviour becomes a problem when his/her negative actions disrupt the school environment and affect the positive values and culture defined in the CM Policy.

For the safety and well being of all individuals in the CM environment, the following will be considered unacceptable behaviours:





1. Talking back and arguing.
2. Intentionally disrupting the learning environment.
3. Misuse of CM materials.
4. Encouraging others to misbehave.
5. Disrupting or impeding the work of others.
6. Showing rudeness or disrespect to classmates.
7. Spitting or Biting.

If a child exhibits unacceptable behaviour, the following disciplinary actions will be taken, according to the severity of the misbehaviour.

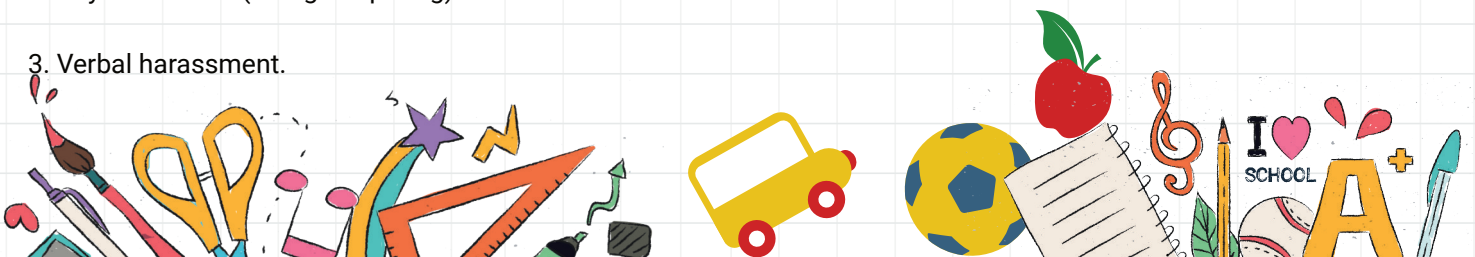
- ☐ Child will be redirected to another activity.
- ☐ Child will be sent to an alternative location to reflect on his/her choice.
- ☐ Child will be removed from the incident to protect other children and/or materials. An incident report will be filed which the parent will have to sign at the end of the day.
- ☐ Child will be removed from the incident, parents will be called, and a meeting will be scheduled with the director

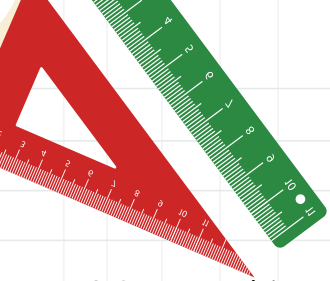
***Absolutely no form of bullying, disrespect to teachers, disrespect or harm to classmates, or destruction of the classroom materials will be tolerated.**

Dismissal from School

A student may be dismissed from school for the rest of the year if one or more of the following behaviours are exhibited by the student and/or their parents:

1. Consistent aggressive behavior.
2. Physical abuse (Biting or spitting).
3. Verbal harassment.





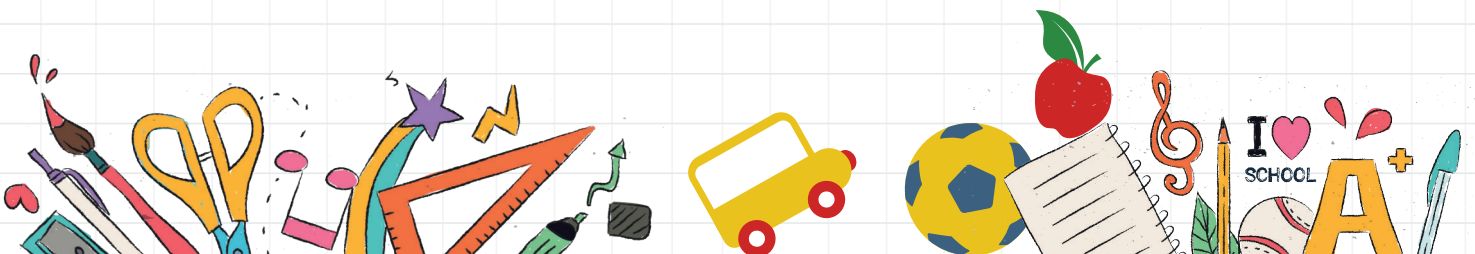
4. Cannot work in a group setting.
5. Excessive disruptive behavior.
6. Destruction of school property.
7. Throwing objects.
8. Parent/guardian is unwilling to modify daily schedule to fit child's needs (eg unable to pick up/drop off on time).
9. Parent/guardian is unwilling to work collaboratively with CM Staff.
10. Parent/guardian is unwilling to seek support when recommended by the School and the Creative Minds learning environment is adversely affected by the continued presence of the misbehaving child.

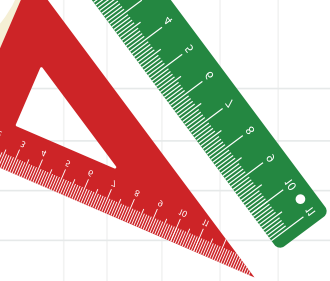
Please note that changes in a child's home life and routine may affect his/her behaviour and performance at school.



1. Extended vacations or business trips by a family member.
2. Child staying somewhere other than home (relative/friend's house) for more than a day or two.
3. Loss of a family member.
4. Loss of significant items (toys and/or pets)
5. Moving.
6. Change in family environment (separation, divorce, new partner, and new baby).

*** This information will be kept strictly confidential**





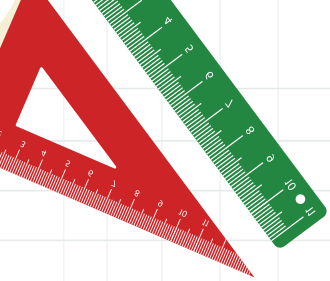
RULES FOR OUR CLASSROOM



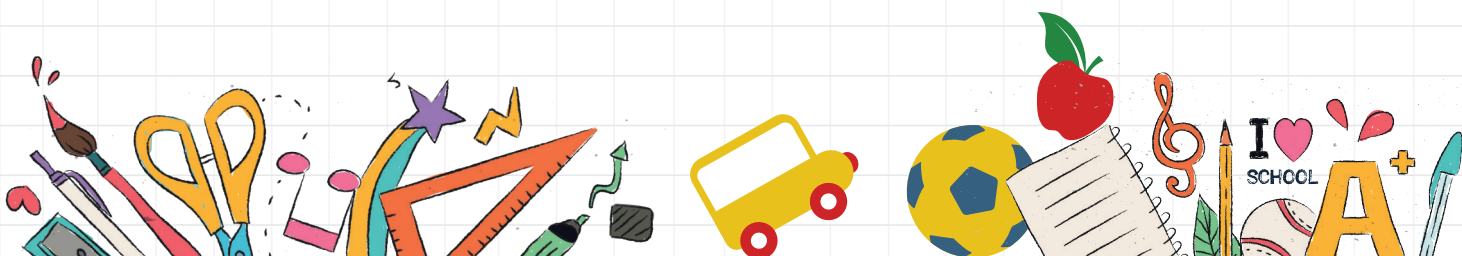
GOOD MANNERS MANNERS MATTER

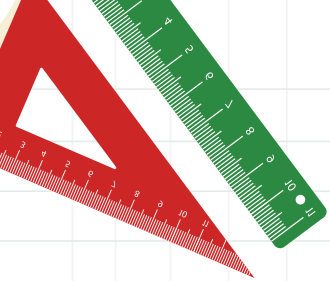
- 1 Say "Please" when you are asking for something
- 2 Say "Thank you" when you are given something
- 3 Say "Excuse me" when passing by someone practice good cable manners
- 4 Say "I'm sorry" if you've hurt someone





- ☐ We speak quietly inside.
- ☐ We do not run.
- ☐ We handle materials gently.
- ☐ We wait for our turn.
- ☐ We are polite to one another (never hurt each other's feelings).
- ☐ We line up (with no pushing to others) when the teacher claps hands.
- ☐ We use good words like Please and Thank you, Excuse me etc...
- ☐ We respect others while they are working (no interrupting).
- ☐ We ask permission before touching someone else's work.
- ☐ When we make a mess, we clean up every time.
- ☐ We tap the teacher's shoulder one time to get her attention.
- ☐ We are polite, respectful, and cooperate with our parents when they visit or when it is time to go home.
- ☐ When new rules are needed, they are discussed at community meeting with the whole group. (Circle time)





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DIFFERENCE BETWEEN RIGHTS AND RESPONSIBILITIES [SOURCE: OAK HAVEN MONTESSORI]



Right: The child is free to work with any material displayed in the environment that he/she has had a lesson.

Responsibility: He or she must use the material respectfully. The child has responsibility for the safety of themselves, others and the material. The material may only be used in a way that refrains from disturbing the activities of others in the environment.

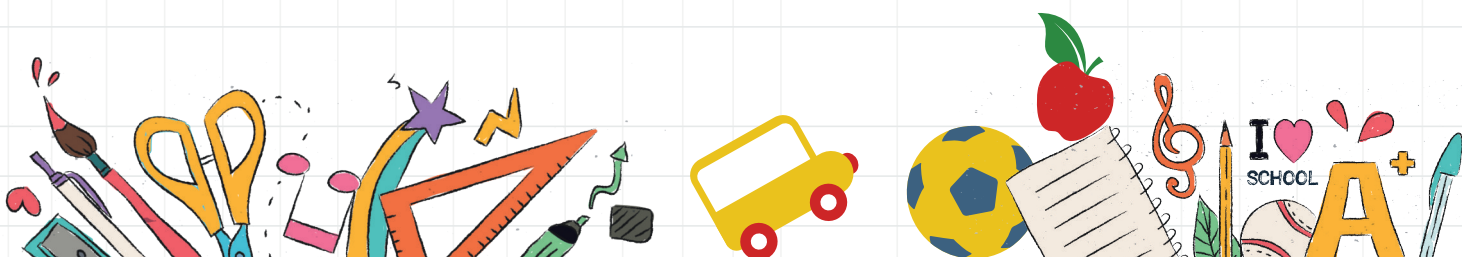
Right: The child may work on a table or rug, whichever is suitable to the work chosen.

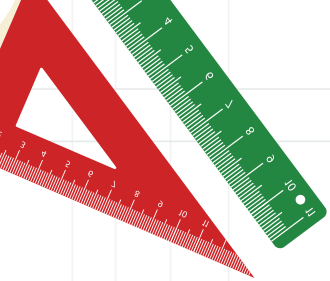
Responsibility: Working at a display shelf would obstruct access to the other children in the classroom.

Right: The child has the freedom to use the room as his or her needs dictate within the constraints of the rules...

Responsibility: The child will restore the environment during and after an exercise. The child is responsible for mopping spills, rolling up used rugs, placing the chair to its space at the table and returning his or her work to the appropriate place on the shelf.

Right: The child has the right to work undistracted by others. She or he may initiate, complete or repeat an exercise without a break in concentration.





Responsibility: A child must ask permission before touching another's work. A child must observe and respect another's learning cycle. If the child must leave the work temporarily, he or she may continue at a later time with confidence that it will be as it was left

Right: The child may continue working with individual exercises during group activities or may stand apart as an observer of group activities. There is no forced participation.

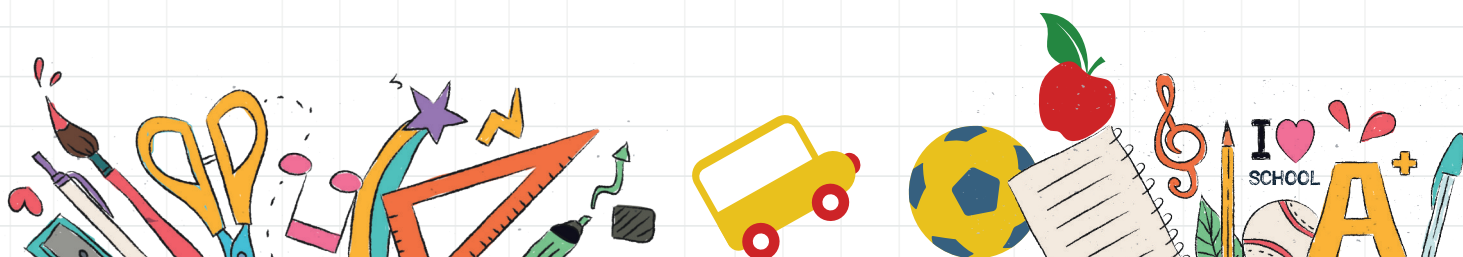
Responsibility: The child is allowed to observe or work quietly to avoid interfering or disrupting an -activity she or he has chosen not to join. This teaches responsibility to the group.

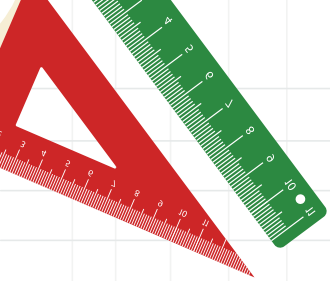
Right: The child has the right to work alone.

Responsibility: The child is not forced or encouraged to share his or her work. With appropriate materials and reasonable respectful ground rules sharing comes as part of the natural process. Generosity of spirit develops from within as the child matures with a sense of self, grounded in confidence and security.

Right: The child has the right to do nothing. Invariably in "doing nothing" the child is learning through observation, thinking and resting.

Responsibility: The child's idleness is allowed without disturbing or distracting others in the classroom.





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DISCIPLINE POLICY



I _____ parent/guardian of _____ have
read and understood the policies of the MAC Creative Minds Preschool.

Please sign where designated and return this page to school.

Student's Name (please print) _____

Parent/Guardian's Name (please print) _____

Parent/Guardian's Contact Number _____

Parent/Guardian's E-Mail Address _____

Parent/Guardian's Signature _____ Date _____

