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Creative Minds PARENT & STUDENT POLICY HANDBOOK



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Philosophy:

Creative Minds Preschool provides a unique fusion of *Flight*, Alberta's Early Learning and Care Framework. We offer Quran, Arabic, and Islamic Studies for preschool children ages three to five years. Our goal is to nurture our children's well-being and develop their inherent love of learning in a caring environment. Using strategic play-based opportunities, our students develop a growing confidence in communication, literacy, and numeracy. Moreover, their growing awareness of diversity and social responsibility is fostered through well-planned cross-curricular developmentally appropriate activities. Creative Minds Preschool promotes collaborative relationships in a child-centered environment thereby encouraging growth, creativity, and critical thinking.

Goals:

To develop an Islamic identity by:

- Catering to the physical, emotional, and spiritual growth of the child.
- Reinforcing the concept of a loving Allah via reflection and prayer, storytelling, song, and drama.
- Developing a sense of high self-esteem, sense of order, and inner discipline
- Providing the child with the opportunity of experiencing the skills that he/she will require to successfully master future needs.
- Building and encouraging habits of initiative, concentration, persistence, and independence.
- Encouraging children in their academic endeavors to provide them with the opportunity to progress at their own pace and at the same time maintaining the highest academic level for that child
- Fostering positive relationships with other children, family, teachers, and the rest of the community

Background:

Children learn through practicing tasks rather than through listening and having to memorize. At Creative Minds Preschool, the curriculum is based on a profound respect for the child's personality. The child works from his/her own free choice and is allowed a large measure of independence, which forms the basis of self-discipline. As each child progresses at his/her own pace and successfully completes the self-correction exercises, he/she develops confidence in his/her ability to understand his/her achievement. Students may choose to complete any lesson that the teacher has presented or request a presentation on new material. Our program provides ample uninterrupted work time to allow students to spontaneously repeat lessons, arrive at new ways of completing lessons through exploration and experimentation, discover relationships between various classroom materials, and pursue topics of special interest. Additional reference and hands-on materials are always available so that students may



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expand learning beyond what is usually presented in a classroom lesson. One-on one lessons are given to assess individual progress.

Curriculum:

Practical Life: The Skills of Daily Living:

The purposes of the Practical Life area are both direct and indirect. By practicing the basic skills of everyday life such as personal care (buttoning, zipping, and tying) and care of the environment, (cleaning, polishing, and food preparation) as well as development of fine and gross motor skills, focus and concentrations, and the ability to follow a sequence, step by step, the child experiences less frustration when encountering these tasks in the real world.

Language:

The child is indirectly prepared for writing and reading through activities such as picture tracing, writing in sand or cornmeal, and geometric insets are introduced without forcing the child to write. Creative Minds Preschool uses various resources such as Jolly Phonics and Learning Without Tears Programs. The teacher takes great measures to not rush the child and is patient with this process.

(Please don't panic if your child is not using a pencil and paper instantly; rest assured learning is taking place and the child will bloom if we let him/her reach this mark at his/her own pace)

Math & Science

At Creative Minds Preschool we encourage the children to discover different Math concepts. An introduction to science is developed through discussion of the scientific concepts of experimentation and discovery

- Big or small
- Tall or short
- Same or different
- Patterns
- Sorting
- Relative positions
- Introduce numbers 1-10
- Formation of numbers
- Introducing shapes
- Introducing colors
-



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Arts:

Different mediums will be used to teach kids self-expression. Our Art Program will emphasize the PROCESS of creating art versus the PRODUCT. Children will be encouraged to explore and experiment with a variety of art mediums without being made to feel that they should complete a specific project that looks a certain way and allow children to practice cutting, crayoning, gluing, threading, etc.

Arabic, Quran, and Islamic Studies:

The Arabic program is an integral component of our curriculum. The Creative Minds Preschool Arabic program is based on an oral comprehension of the language. Please note that this is not a Bilingual Arabic Program. We teach basic Arabic and focus mostly on Islamic Studies. The children learn the Arabic alphabet through various games and hands-on activities. Vocabulary is learned with the support of hand gestures, and conversational skills, while singing songs, as well as playing games At Creative Minds, we emphasize the memorization of short surahs from the holy Quran and basic Duas that are used on a daily basis. We place great emphasis on learning Islamic manners. Lessons about the five pillars of Islam, the six pillars of Iman, stories of the prophets, memorizing some of the ninety-nine names of Allah SWT, and other important figures are integrated into the program.

Hours of Operation:

Classes start from 9:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM Monday to Thursday. Friday classes are from 9:00 AM to 12:00 PM.

It is very important that classes start on time and finish on time. Parents are expected to pick up their children as soon as classes are finished.

The Creative Minds Preschool calendar observes all statutory/civic and Eids. Parents will receive a monthly newsletter showing important dates. It is important that you bring your child to school at a regular time each day and advise us in advance if you need to revise your child's attendance schedule.

Late Pickups:

Parents who are late picking up their children will be charged a late fee of \$1.00 per minute after dismissal time payable directly to the staff on duty. This fee is subject to change without notice. NO RECEIPT WILL BE ISSUED FOR LATE FEES. To discourage consistent late pickups, after a child has been left late three times, (genuine emergency incident excluded), the parent will be given two weeks notice of withdrawal for their child. Please remember our staff also has personal commitments and/or families.



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Admissions:

| Days | Class Time | Annual Cost |
|--------------------|--------------------|-------------|
| Monday To Thursday | 9:00 am – 12:00 pm | \$2000 |
| Monday To Thursday | 1:00 pm – 4:00 pm | \$2000 |
| Monday To Friday | 9:00 am – 12:00 pm | \$2500 |

Fees are subject to change at the discretion of the Management Committee of MAC Islamic School. Give four weeks' notice to parents/guardians if this occurs. Please note: If your child is away due to illness, vacation, or a leave of absence and you wish to keep their space reserved upon their return, there must be no interruption in the monthly payment schedule.

Enrollment / Withdrawal from the Preschool Program:

Admission to Creative Minds Preschool is open to all students. The preschool does not discriminate in enrollment on the basis of race, age, gender, religion, or national origin. However, Creative Minds may decline to admit a student(s) with special education or language needs that the preschool is not equipped to adequately address. Enrollment is on a first-come-first-considered. We may also make exceptions to the "first come" policy if a special situation arises (transfer from the other Creative Minds location, etc...)

A minimum of four (4) weeks' notice must be given if your child is withdrawn from the program. A child may be asked to withdraw from the program by the Director at their discretion if they feel that the program cannot meet the child's needs or for any reason. Two (2) weeks' notice will be given in such cases. Non-payment of fees will also be a reason for withdrawal from the program.

Vacation:

We will not have to make updates for any absences. Please inform the teachers of upcoming family vacations that will require time off school.

Good Mornings and Good-Byes:

Good mornings and good-byes are a special time. In order to facilitate a smooth transition please reassure your child that you will see them later. Encourage your child to remove his/her jacket and outdoor shoes independently.

Please keep the doorway clear and exit as soon as possible as we do not want to take valuable educational time away from the students. We require that all children be in the program no later than 9:10 a.m. for the morning program and 1:10 p.m. for the afternoon program. This allows the child to get the most benefit from the daily program by participating in most activities. Exceptions to this policy will



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be made only, when necessary, due to appointments, etc. Please call us in advance to inform us when a late arrival is necessary.

On days when your child will not be picked up by a parent, please notify the preschool as soon as possible and in writing as to the name of the person(s) who are authorized to pick him/her up. It is the responsibility of each parent to ensure that the information provided on your child's registration form is always up to date.

Clothing:

- Please ensure that your child wears suitable and comfortable clothes for preschool. Play clothes that encourage self-help are the best for (example Velcro shoes)
- Make sure that your child's clothes are suitable for each season.
- Girls may wear dresses or skirts. Shorts should be worn under their dress or skirt for play activities.
- All students are required to bring an extra change of clothing that includes underwear, a shirt, and pants. Please put the extra set of clothes in a clear bag and write the name of your child on each item and on the bag
- If the child is unable to snap or unzip pants, they must wear elastic waist pants.
- . Footwear should have non-slip soles and be suitable for running and climbing. Children should have a separate pair of indoor footwear labeled and kept at the preschool as well as outdoor footwear, which must be appropriate to the current weather conditions.
- Please make sure to have your child's hair neatly trimmed and out of the eye, as well as their nails clipped.
- For safety reasons, necklaces, bracelets, and toe or finger rings for girls and boys are not allowed.

Every child has a hook for his/her clothing. Please ensure your child's outdoor shoes, jacket, backpack, and water bottles are clearly labeled.

Field Trips:

Local field trips are fun for the children and enhance their learning experience. In all instances, you have the final say on whether your child participates in a field trip or not. Field trips may include walks to community parks and local stores. These excursions are often a starting point to encourage children to explore their outside environment. Future programming in the classroom is based on children's experiences during field trips. Field trips will be marked on your child's monthly newsletter. Field trip details will be provided ahead of time. Please note that you may grant permission for your child to participate in field trips. If your child's teacher plans an excursion that requires transportation, you will be notified in advance and asked to complete a separate consent form.



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Toileting:

Preschool students should be toilet trained and independent of the teachers for assistance in personal hygiene.

Toys:

Creative Minds preschool provides CSA-approved toys for our students. Please leave all sentimentally important toys and belongings at home except on special sharing days.

Food & Snacks:

Children will bring their own snacks. We encourage parents to send healthy light meals and try to avoid sugar-based juices and other junk food. Please do not provide open drinks as they spill easily. What you feed your child will affect his/her performance at school so please make sure to send nutritious snacks along with a water bottle. Please follow the Islamic food code and restrain from sending any products that contain pork or gelatin. Creative Minds is a nut-free learning environment. We have students with severe “nut” allergies. Because of this extreme danger, we want you to be nut aware. You should not bring anything made with NUT products to school.

IT IS VERY IMPORTANT THAT YOU INFORM THE TEACHERS ABOUT ANY FOOD ALLERGIES THAT YOUR CHILD HAS. (IF YOUR CHILD HAS A LIFE-THREATENING ALLERGY, PLEASE COMPLETE THE ANAPHYLAXIS EMERGENCY PLAN)

Birthdays:

Birthday celebrations are a grey area in Islamic practice. To avoid controversy and to promote healthy eating habits, (Avoiding sugar as well as avoiding possible allergies) Creative Minds does not hold birthday celebrations.

Traffic Safety and Parking:

Please watch for and obey the traffic signs around the preschool especially the “One-Way” and no parking signs. Please, park your vehicle in designated parking spots. If no positions are available, please be patient. It is important that you turn off your ignition as an idling vehicle is unsafe and causes breathing difficulties for those around.

Emergencies:

It is very important that the school can contact you or your designated alternate in case of an emergency. An injury or illness that occurs during school hours will be reported to the parents as soon as possible. Please make sure we have all emergency contact information. Where an emergency has arisen or circumstances are such that the children must be evacuated from the school, we will provide



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information to you as to the new location where your child can be picked up. It is the responsibility of parents to reach the new location to pick up their child.

Please notify us immediately of any changes in your home address, employment address, and phone number. If for any reason, you will not be at your regular place of employment, we ask you to ensure that we are able to contact you should the need arise.

Change of Contacts:

Please ensure that you notify the preschool with up-to-date information if there are any changes to address, telephone numbers at work or at home, emergency contact, medical contact, and custody arrangements.

Emergency Preschool Closures:

In the event of severe weather conditions, and on the advice of the authority, the preschool will be closed for the safety of your children. In the event of a school closure, we will contact parents as soon as possible (via email, phone, or Facebook).

Visitors:

We welcome parents to visit the school. After arranging with the classroom teacher, parents are expected to sign in at the office. Visitors should schedule an appointment and sign in at the office before proceeding through the school.

Holidays:

The Preschool will be closed on statutory/civic holidays and professional development days. Parents will be given as much notice as possible if a situation arises.

Please note that these days are included in the monthly fee and will not be deducted.

Medication:

There are several licensing regulations involved in giving medication to children in preschool and childcare programs. These rules and regulations exist to protect the staff as well as the children and must be adhered to by all staff and parents. A doctor must prescribe all medicines. This means a pharmacist's label must be attached to such drugs as cough medicines and decongestants showing that your doctor has prescribed them for your child. No medication will be given if it has been prescribed to another member of the family. It must have your child's name on it. No outdated medicines will be given. Please let us know if the medication should be stored in the fridge. The medication form is



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available from staff and must be filled out and signed by the parent and staff member. Instructions for dispensing medication are to be entered by the parent and a staff member will sign the medication form upon administering the medication. The medication policy will be strictly observed.

Doctor's notes are required for re-admission if a child has been absent:

1. 2 weeks due to illness
2. Due to a contagious illness
3. Due to a diarrheal condition for 3 days
4. Due to hospitalization

Sick Children:

Please do not send your child to school if they exhibit the following symptoms:

- High fever
- Watery eyes
- Deep cough
- Inflamed nostrils
- Heavy nasal discharge
- Skin rash
- Contagious diseases
- Vomiting
- Head lice
- Pink eye

Please call or e-mail the school if your child will be absent. Children should remain home 24 hours after a fever has subsided. In the event of head lice, please notify the school so that we may take the proper precautions in the classroom. This information will remain confidential. The staff will observe all children when the parent drops off the child to ensure that they are healthy enough to attend. If the child becomes ill during the day, the parent will be contacted to arrange to have the child picked up. Staff will document the illness on the "Symptoms of Health Form."

Please note that the school cannot deduct fees for any absence due to illness.

Discipline Policy:

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 nonthreatening 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



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student's behavior that will help them become responsible for their own actions, in school as well as at home.

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.
 - 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

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.

Expected Behavior from the Children:

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. Always Keep bathrooms neat and clean.
7. To positively be always engaged in activities.



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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.

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).



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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 the daily schedule to fit the child's needs (e.g., unable to pick up/drop off on time).
 9. Parent/guardian is unwilling to work collaboratively with CM Staff.
 10. Parents/guardians are 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.

Please Notify the Office and Your Child's Teacher if any significant changes occur, such as:

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:

- Say "Please" when you are asking for something
- Say "Thank you" when you are given something
- Say "Excuse me" when passing by someone
- 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.



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- 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 meetings with the whole group. (Circle time)

Policy Changes:

Please note that Creative Minds Preschool's policies are subject to revision and change.

Your Support Is Appreciated:

In Closing, we hope that this handbook has served to better acquaint you with the rules of the preschool. We ask that you emphasize to your child his/her responsibilities while at the preschool. If any matter arises, please do not hesitate to call us. We hope that we will have a successful year and that students benefit, understand, and develop self-esteem through their accomplishments in shaa Allah. We ask Allah (SWT) to reward you for your cooperation. Furthermore, thank you for taking the time to read this Parent-Student Policy Handbook.



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PARENT-STUDENT POLICY HANDBOOK

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 Email Address _____

Parent/Guardian's Signature: _____ Date: _____