



# Discovery Nursery School

Located in the basement of Maranatha Church  
 260 McGill Blvd West Lethbridge T1K 4C6  
 (403)381-0659 [www.discoverynurseryschool.ca](http://www.discoverynurseryschool.ca)  
[melissa.discoverynurseryschool@gmail.com](mailto:melissa.discoverynurseryschool@gmail.com)

## Parent Handbook 2023-24

We are excited to meet your child. Our promise is to provide a safe, caring, inclusive 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.

Our program philosophy will be that children learn best through play-based activities. We use a variety of free play and playful learning experiences to plan a program based on the "whole child". Using various play and learning materials, each child will have opportunity to grow socially, physically, intellectually, creatively, spiritually, and emotionally. It is our goal to provide high quality preschool programming.

## Teacher Melissa *Owner and Early Childhood Educator*

Teacher Melissa is the owner and director of Discovery Nursery School. You can find me teaching most of our preschool classes and the face behind the emails you receive. I graduated from Lethbridge Community College with honors in Early Childhood Education in 2006. I worked in a daycare upon graduation and then in 2007 opened a day home which I ran for 14 years. During that time, I got married to my husband Mike and we have been blessed with two daughters, Janessa, and Claire.



You will be able to learn more about all our staff members closer to September. I am very proud of the staff we have working at Discovery Nursery School, with a common goal of providing high quality interactions and programming.

## 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, all fees are due by the 1<sup>st</sup> of the month. Any unpaid invoices after 10 days overdue must be paid before your child can resume attending preschool. If for any reason you need to change or withdraw your child's registration from the program, one month's notice will be required.

Subsidy is available for families that qualify under the income threshold of \$180,000 to subsidize the parent portion, up to \$125. Please check out <https://www.alberta.ca/child-care-subsidy.aspx>

Preschool Fee Schedule for 2023/24 Year  
 (fees are subject to change with one month's notice)

	Total Monthly Fee	Affordability Grant	Parent Portion
Monday Wednesday PM	\$103	-\$75	\$28
Tuesday Thursday AM or PM	\$103	-\$75	\$28
Monday Wednesday and Friday AM	\$123	-\$75	\$48
Monday-Thursday PM	\$206	-\$75	\$131
Monday-Friday AM	\$226	-\$75	\$151



## Daily Routine

(This schedule is subject to change. A visual schedule is always posted.)

1. Center Time- child directed play around the classroom.
2. Calendar Time
3. Gym Time
4. Snack Time
5. Story Time
6. Table Time



## Policies

Toileting: Children must be able to use the toilet independently. In the event of a poop accident, a parent/guardian will be called to change the child's clothes. Repeated accidents (whether wet or dirty) may result in a conversation about child's readiness for preschool.

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.

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: There will be forms available for emergency medications, like for allergies. Non-emergency medications 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 at the preschool entrance. If someone, other than parents is picking up, the staff need to be informed or your child will not be released. Late pickup may result in late fees.

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 Bridge Pizza @ 991 Columbia 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 or Vaping: There is no smoking in or near the Nursery School.



\* More information and detail will be communicated in August's Parent Newsletter and Calendar \*