



**UNB Four Year Old Room
Parent Handbook
2006-2007**

**Early Childhood Centre
University of New Brunswick, Fredericton**

Welcome

The Early Childhood Centre at the University of New Brunswick is pleased to provide a half-day high quality program for four year olds, five days a week from September until June. Since 1974, we have offered innovative programming for children including kindergarten, multi-age classes, and literacy programs for parents and their preschool children, and after school arts programming. With the growing recognition that early care and education are integral to a child's current and future learning opportunities, we now offer a morning and afternoon program for four year old children.



The UNB Four Year Old class also serves as a demonstration classroom for pre-service teachers here at UNB. To this end, Professors Pam Whitty and Pam Nason and instructors Sherry Rose and Anne Hunt work closely with the classroom teachers, particularly in the area of early literacies.

Our Approach

Our philosophy and curriculum are based on current research about the best ways to support children's learning. In the words of renowned early childhood educator Lilian Katz, our curriculum is child-sensitive. Our aim is to place the interests, needs and growth of the children at the centre of the curriculum, while at the same time providing engaging content. We integrate social, intellectual and physical learning in ways meaningful to your child, family and in the context of broader social and cultural events.



It is our intention to provide a homelike atmosphere that welcomes child and adult alike. As parents, you are your child's first and primary teacher. Thus, our approach includes a commitment to work with you in the best interests of your child. We invite you to visit the classroom and participate in activities or contribute in other ways. Please help us incorporate your strengths and expertise into our programming.

Celebrating Learning:

We use a project approach to teaching and learning! Curriculum webs are posted on the bulletin board when we begin a new project. In addition, we create bulletin board displays that document the ongoing learning in our classroom. Throughout project studies teachers listen carefully for your child's interests and learning. Some of this learning is captured through individual and small group learning stories. We send learning stories home. We welcome your feedback on our efforts.



We maintain an outdoor garden!



Our curriculum projects are supported by university education students. Our teachers meet and work with those students to plan, evaluation and document learning. This means your child receives the benefit of one to one attention for reading and curricular activities.

Our Program:

As you look around the classroom you will notice many learning centres that provide opportunities for children to engage in meaningful play activities. These include a home centre, block area, painting easel, and other visual arts materials, a reading corner, a writing area, a science area as well as manipulative materials and games are intended to develop basic numeracy and literacy knowledge, skills and dispositions. Our balanced program strives to support children's developing abilities and attitudes as individual learners and members of the larger classroom community. The learning environment includes regular physical activity. Children spend a portion of each day outdoors or at the South Gym just behind Marshall D'Avray Hall.



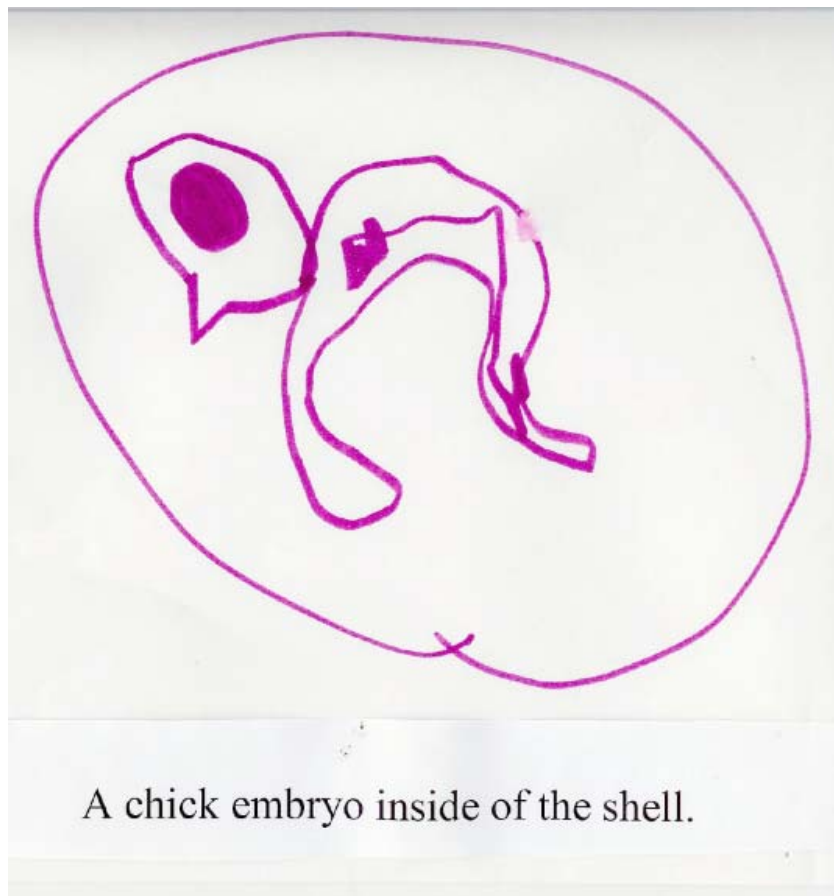
Family members are the most important people in children's lives. Knowing this, we welcome you to join us in our classroom activities and outings. Field trips are scheduled regularly to extend classroom investigations and enhance the children's awareness of and involvement in the community. We will notify you in advance through our monthly program calendar. You will also be advised of any fees. Depending on the location of the field trip, the mode of transportation will vary from car pool, chartered bus or public transportation.

At the beginning of the school year the classroom teacher will provide you with an information package including forms to be signed for class trips.

Parent-Teacher Communication:

Teachers and parents care deeply for children and each know the child in a unique way. The teacher comes to know the child as an individual member of a classroom community and the parent holds deep knowledge of the child located in family life. It is important that parents and teachers share their unique knowledge on an individual basis throughout the year.

Please discuss anything, as it arises, that might intrigue or puzzle you with the teacher or administrator. It may be useful to make an appointment if you need a focused, uninterrupted conversation. Parent/teacher meetings are held twice a year.



A chick embryo inside of the shell.

Our Staff:

There are three staff people working with your child.

Gillian Bateman and Jill McGuigan are our morning teachers and Leigh White is our afternoon teacher. All have education backgrounds, extensive experience in early childhood care and education and are certified with standard first aid and CPR.

Dr. Pam Whitty, Director of the Early Childhood Centre, UNB is administrator of the classroom and Sherry Rose is the pedagogical coordinator.

Instructors Sherry Rose and Anne Hunt both teach Early Childhood courses in the faculty of education - students in their classes work with your young children.

Tina Peabody supports our program through secretarial support and administration of fees.



Health, Wellness and Safety:

It is our goal to play outside with the children on a daily basis unless extreme weather conditions occur. It is important to dress your child with this in mind each day.

In the event that your child is sick and needs medication, please send the medication in the original prescription bottle or package. Health regulations require that a medical log be completed and signed by you in order for us to administer any medication. We are unable to administer medication without its original labels. Please help us keep your child's medical/personal files up-to-to date. If there is any change of address, telephone number, etc. please advise Gillian and Leigh and Tina in the Early Childhood Centre Office.

For the health and wellness of all staff and children, sick children should not attend. Please notify Gillian or Leigh at 452-6068, if your child is unable to attend our four year old classroom on a particular day. It would be best to keep your child home if he or she is not well enough to go outside to play.

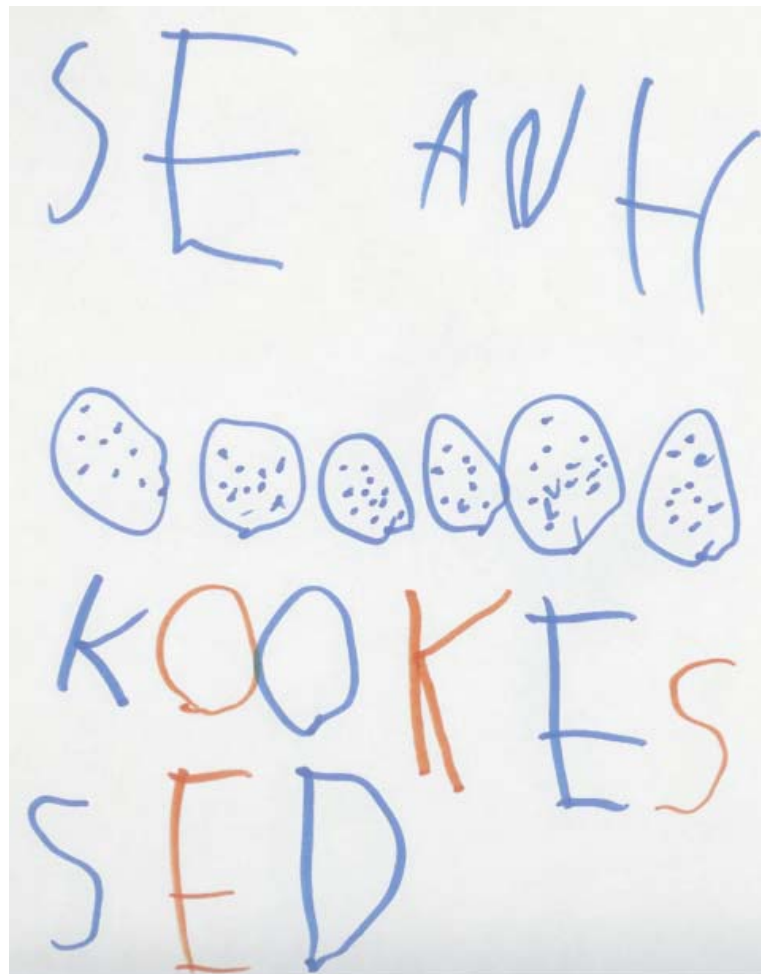
Health regulations require that:

1. Children wash their hands for 30 seconds upon arrival at our four year old classroom; and
2. Parents complete the Return after Exclusion Form upon each child's return to our four year old classroom after illness.

The administrator and teacher are responsible to advise the local office of Family, Health and Community Services of any suspected case of child abuse. Any person suspecting child abuse shall report the incident at once to the administrator or teacher and together they will contact the department. A written record containing date of referral and related date(s) of incidents and circumstances contributing to the case will be maintained.

Snack:

Snack time provides multiple opportunities for making friends and learning social graces. The children, with assistance of their teacher, prepare a nutritious snack in the classroom. Preparing and serving food is a valuable learning experience, as it incorporates opportunities for counting, matching, and reading to name a few. The sharing of food is an important social experience. The cost for daily snacks is included in the fees. Sometimes we have bake sales and/or ask for contributions from home.



Our Routine:

Classroom routines may vary from time to time to accommodate the activities (guest speakers, field trips, special events) and tone of the classroom. The following is an outline of a typical morning routine.

Morning Schedule

8:15-8:30	Drop off Time
8:30-9:30	Playtime/Learning Centers
9:30-10:00	Group Time (story, songs, poetry)
10:00-10:15	Snack
10:15-11:00	Table Top activities (puzzles, games, small manipulatives)
11:00-11:30	Gym or Outdoor Play
11:30-11:45	Pick up Time.

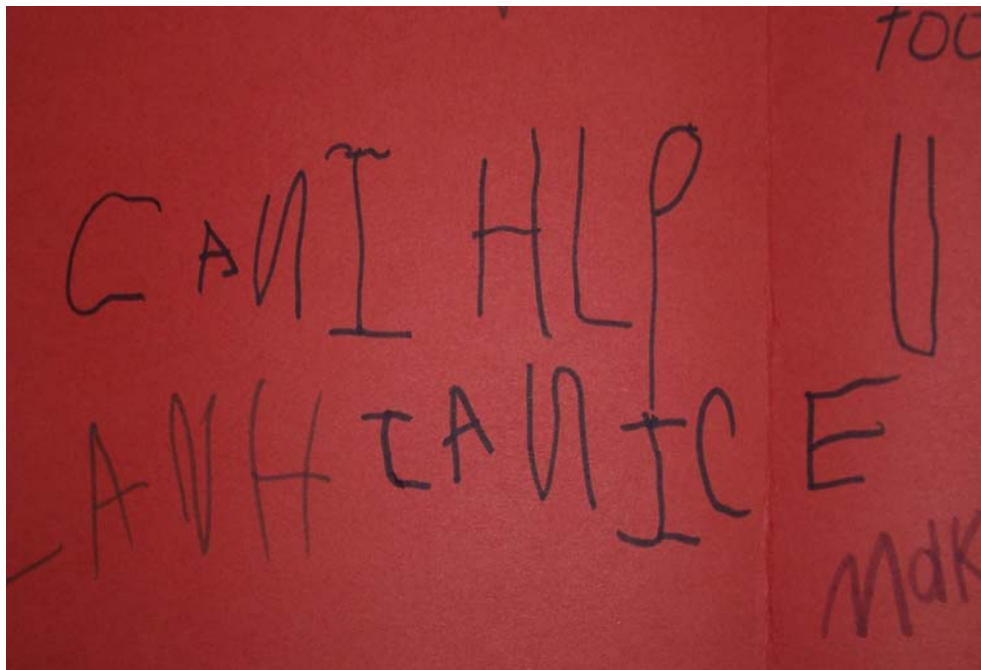
Afternoon Schedule

12:30-12:45	Drop off Time
12:45-1:45	Playtime/Learning Centers
1:45-2:15	Group Time (story, songs, poetry)
2:15-2:30	Snack
2:30-3:15	Table Top activities (puzzles, games, small manipulatives)
3:15-3:45	Gym or Outdoor Play
3:45-4:00	Pick up Time.

Self-Discipline: Sharing, Self-Control and Empathy

Sharing materials, expressing emotions, encountering and negotiating differences and disagreements occur as part of everyday life in classroom communities. A carefully prepared environment, with appropriate activities, materials, expectations and routines, serves as one means for children to exercise and develop self-control and empathy - two important social abilities.

We consider disagreements to be teaching-learning opportunities providing us with situations to help children solve problems, negotiate differences and handle frustrations. Because every situation is different we need to listen carefully to each child and empathise with their feelings. We engage them in finding a solution. We respect and model the privacy needed to work through social disagreements. Conflict is a part of community life. We help children to reflect on the consequences of their actions and offer other choices. This is integral to the healthy moral, intellectual and social-emotional development of every child in our classroom community.



Safety:

Please use the university parking spaces around Marshall D'Avray Hall when coming to the building. A parent or designated person must bring the child to the classroom and pick him/her up from the classroom. This ensures the child's safety in and around the Faculty of Education, and provides the opportunity for parent/teacher contact on a daily basis.

No child is permitted to leave with anyone other than the parent or guardian unless the teacher or administrator is notified. Please notify the classroom teacher (452-6068) if you are unable to pick up your child. We will then be expecting one of the people on your emergency list to pick up your child.

Please label all your child's clothing and belongings and leave a full change of clothes in your child's locker in case of an accident. We ask that your child have a change of shoes for inside the building. We also recommend sunscreen and a sun-hat in the summer and extra mittens in the winter.

If your child has an accident while at our classroom our procedure is to administer first aid, call home and let you know. We take extra care to touch base with your child following the accident to ensure they are fine both emotionally and physically.



Our Hours of Operation, Admission and Fees

The UNB Four Year Old program operates a morning 8:30 - 11:30 and afternoon program 12:30 - 4:00, Monday - Friday in Marshall d'Avray Hall Room 209. The Four Year Old program closes during the December holiday season, March break, statutory holidays, or any time the university is closed on storm days. The program runs for ten months beginning in September and ending in June.

Admission to the UNB Four Year Old program is on a first come, first serve basis. Priority is given to siblings of children already attending. Consideration also will be given to balancing gender ratio. New children may be admitted, according to availability, from an existing waiting list. Under the guidelines of Department of Family Health and Community Services we have space for 20 four year olds in each session.

The monthly fee is \$240.00. This monthly fee is based upon the number of days times the daily fee. Payment can be made by post-dated cheques or Visa/MasterCard. Post-dated cheques for the entire year are due on the first day of class. Visa and MasterCard permission slips can be filled out during our parent orientation meeting before school starts. A one-month written notice is required when withdrawing your children from the program. A penalty of a half a month's fees in lieu of notice will be charged if this notification is not received.

Full fees are still required for absences due to illness or family vacations, etc. As long as your child is enrolled in the program, you are required to pay the fee. A non-refundable registration fee of \$35.00 is required to hold a space for your child for a short period of time in the UNB Four year old Program. This deposit will be applied to the last month's fee. *By the second Friday of July your September fees are due as a further confirmation of you child's space.* Receipts are issued on a monthly basis and year- end receipts for tax purposes.

Contact Information:

Early Childhood Centre
University of New Brunswick
Faculty of Education
P.O. Box 4400
Fredericton, N.B. E3B 5A3

Phone: (506) 453-5024

Fax: (506) 458-7841

Email eccentre@unb.ca

Website : www.unbf.ca/education/ecc

Teacher: Gillian Bateman and Jill McGuigan(am) Leigh White(pm)

Classroom phone: 452-6068

Email: fouryrrm@unb.ca

Pam Whitty, Director/Professor

Phone: (506) 447-3113

Email: whitty@unb.ca

Anne Hunt, Instructor/Research Associate

Phone: (506) 451-6875

Email: annehunt@unb.ca

Pam Nason, Professor

Phone: (506) 447-3112

Email: pnason@unb.ca

Sherry Rose, Pedagogical Coordinator/Instructor

Phone: (506) 451-6875

Email: srose@unb.ca

Tina Peabody, Secretarial Support

Phone: (506) 453-5024

email: eccentre@unb.ca