



## *The Greenwood Schoolhouse*

Welcome to *The Greenwood Schoolhouse* community! This handbook will provide an overview of our approach to the education and care of your child. Here you will find the answers for many frequently asked questions about our programs and policies. If there's any other information you need or questions you may have, please don't hesitate to get in touch. We're committed to building strong relationships with our families and encourage dialogue and communication. We look forward to working with you to provide a safe and fulfilling experience for your child. I can be reached at (647) 969-0315 or by email at [inspiredsarahg@gmail.com](mailto:inspiredsarahg@gmail.com).

Warmly,

Sarah Gourley  
Director/Lead Teacher  
The Greenwood Schoolhouse



# The Greenwood Schoolhouse

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# The Greenwood Schoolhouse

## Our Programs

Academic Enrichment (Ages 3-6): The Greenwood Schoolhouse offers a half-day academically enriched program for Pre-K, JK and SK children aged 3-6. Small class sizes (with a 1:5 ratio), experienced and qualified teachers, and a warm, nurturing environment make The Greenwood Schoolhouse the ideal introduction to education. Emphasis on early literacy and numeracy skills provides a strong foundation, equipping students for grade one and beyond. Monthly and bi-monthly inquiry-based units of study introduce new ideas, concepts and skills. Culminating art projects tie together learning objectives and make learning fun!

Wee Wigglers (Ages 3-6): Wee Wigglers is a musical fitness class that gets kids moving and grooving, as well as learning all about nutrition and healthy, active living. We have lots of fun dancing, wiggling, jumping and learning our moves to carefully choreographed music by popular children's artists. Some of the equipment that we play with includes child-sized yoga mats, pom-poms, tambourines, maracas, foam rollers, rhythm sticks, a parachute and more!

Marvellous Mathematicians (Ages 3-6): In this class children are introduced to mathematical concepts through fun, hands-on activities and lessons. They develop number sense, an understanding of patterns, graphing, addition, subtraction and more through dramatic play, art-based activities and interactive stations.

Storybook Art (Ages 3-6): Literacy and art come together in this class as we take our inspiration from children's storybooks. We will read a variety of different books and bring stories to life as we create art projects based upon our favourites. Some of the techniques we may use include cutting, pasting, papier-mâché, painting, sculpting and more!

Art Start (Ages 3-10): In this foundational class, little artists will be introduced to a wide variety of materials and techniques while making fun, silly and beautiful arts and crafts! This class will allow your child to exercise their creativity while also improving their motor skills as we practice cutting, pasting and following directions – develop confidence and independence as we create beautiful arts and crafts projects to take home!

Art Explorations (Ages 3-10): This is a self-directed studio style class wherein participants will have the opportunity to experiment with a variety of different artistic mediums. Teachers will set up materials and opportunities for exploration around the room. Students will have the opportunity to let their imaginations run wild and create projects of their own design.

Art Inspirations (Ages 3-10): In this class we will learn about famous artists and art movements. We will put ourselves in the shoes of famous artists as we try our hand at emulating their styles and techniques. We will learn about different techniques and mediums and create our own masterpieces taking inspiration from the masters.

ABC Art (Ages 3-6): In this class, 3-6 year olds will create arts and crafts projects inspired by letters of the alphabet. We will reinforce our letter sound knowledge and engage in letter formation practice, all while having fun and making crazy, cool and kooky craft projects.

Mixed Media Masterpieces (Ages 3-10): This class allows young artists to create elaborate projects using a wide variety of different materials. Ink, watercolours, pastels...fabric, paper,



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clay...sparkles, sparkles and more sparkles! We will make a collection of creations, a mishmash of masterpieces and, of course, we will have lots of fun in the process.

The Art of Journaling (Ages 5-10): In this class, we will jump-start the journaling process with a variety of different writing prompts. Scrapbooking is an exciting and dynamic way of integrating writing and art. Develop the ability to articulate ideas, share your thoughts and discover a wonderful vehicle for self-expression. Draw and doodle, cut and paste, embellish and explore! This is a great class to get the creative juices flowing without pressure to make your writing “perfect”. So often, as writers, children (and adults for that matter) feel restricted by the “rules” of writing. This is an opportunity to let loose and write, write, write without restraint. Journaling becomes a happy place that children can return to throughout their lives.

Crafty Kids Collective (Ages 5-10): If your older “little one” loves DIY projects, experimenting with new materials and techniques and creating beautiful craft projects, this is the class for them. Our classroom becomes a “maker’s studio” as creativity is unleashed.

Interactive Literacy Club (Ages 5-8): These small-group sessions aim to nurture a love of literacy in children from Senior Kindergarten-Grade Two. We will engage in literacy-based games and stations, art projects and create “Interactive Literacy Notebooks”. Many of our students go on to attend French Immersion programs (which is great!). By joining our *Interactive Literacy Club*, your child can also stay on top of their English-language literacy skills in a friendly and fun environment.

Super Readers Group (Ages 5-8): In this class we focus on developing the skills to become confident independent readers. Students are introduced to word families, sight words, consonant digraphs, short and long vowel sounds and more. Participants practice and hone their skills as “Super Readers” through individual and small-group guided reading activities.

Tutoring (Ages 3-10): Individual and small-group tutoring may be available during evenings and weekends. Please get in touch to discuss your child’s particular needs and for scheduling availability.

### Our Philosophy

At *The Greenwood Schoolhouse* we believe that by setting high expectations and creating novel, age-appropriate challenges children will develop confidence through their achievements. We provide an integrated approach to education wherein different methods are used to meet the needs of diverse learners. Our goal is to strike a balance between student-centred discovery (with influences such as the Reggio Emilia and Montessori approaches) and more traditional structured learning (focused instruction working towards specific learning objectives).



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Our curriculum is thoughtfully planned in order to provide variety and make learning fun. Developing inquisitive minds, critical-thinking skills and the ability to problem-solve independently are all key components of our program. We love to use visual arts activities to create connections and tie together our learning experiences. Culminating art projects provide opportunities to reinforce, practice and demonstrate our new skills.

Having both attended and taught in a variety of different types of schools (Montessori, Public, Private, International, French Immersion), Ms. Sarah draws upon the practices she found most effective in each setting. She considers herself a lifelong-learner, always eager to set new goals and challenges for herself, and her aim is to pass that enthusiasm and love of learning and life on to her students.

### **Our Aims**

- To create an atmosphere where children are happy and engaged.
- To create a community of happy staff with caring attitudes and appropriate training and qualifications.
- To provide a space, equipment and toys that are clean and safe.
- To provide small class sizes and stimulating activities.
- To provide nutritionally-balanced snacks.
- To maintain open dialogue between parents/guardians and teachers.
- To provide parents with regular feedback about their child in scheduled or spontaneous meetings with staff.
- To provide an academically-enriched program.

### **Our Staff**

Ms. Sarah Gourley is a qualified teacher registered with the Ontario College of Teachers. She is also a Fitness Instructor Specialist (through Can-fit-pro) and a certified Wee Wiggles children's fitness instructor. Ms. Sam Feliz-Murray holds a Child, Youth and Family Studies degree and is also a certified children's yoga instructor. Ms. Ruby Jung is an OCT-certified teacher. Ms. Lyn Van Kampen is a Registered ECE and also holds her Masters in Psychology. Ms. Sarah Parry is a Registered ECE who also holds a Recreation and Leisure Services Diploma. This is a private, independently-run program and is not licensed by the Government of Ontario. All of our staff have their First Aid and CPR certifications and a Vulnerable Sector police check.

### **Our Hours/Days of Operation**

Our Academic Enrichment program runs Monday-Friday with no classes scheduled on statutory/civic holidays. We are closed for one week over March Break, two weeks over Christmas, the last week of June and the week before Labour Day. Classes begin in September, the Tuesday after Labour Day. Summer program registration is separate, as is registration for after-school and weekend classes.

### **Expressions of Interest for Registration**

*The Greenwood Schoolhouse* makes every effort to accommodate all applicants to our programs. Registration forms must be completed in full and a non-refundable \$125 registration



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fee must be submitted prior to confirmation of a spot in our programs. The registration fee for the second sibling in a family is \$75. For the third child, it's \$50. For the fourth child, it's \$25.

### **Discharge**

We will do our best to help each child adapt and integrate into our program smoothly, happily and harmoniously. We are committed to communicating with parents and discussing strategies to work with each child. If, despite everyone's best efforts, the difficulties appear to be more than we can manage, we reserve the right to discharge a participant. Some possible reasons for ineligibility could be:

- The program cannot or does not meet the needs of the child and/or the child consistently requires one-on-one attention in the program to the detriment of other children's learning.
- Parent does not abide by policies and procedures.

### **Communication**

Progress Reports are sent home at the end of each school year. You can speak to your child's teacher at any time about your child's progress. You can chat informally when you pick up or drop off your child, or we can schedule a discussion. Contact Ms. Sarah at [inspiredsarahg@gmail.com](mailto:inspiredsarahg@gmail.com) or (647) 969-0315 to request a meeting.



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## **A typical morning or afternoon at *The Greenwood Schoolhouse***

### **9:00-9:30 || 1:00-1:30**

We enter the classroom and put on our indoor shoes or slippers. We practice recognizing our names in print by finding our cubby pictures and name tags. Next, children head over to the carpet to have a look at one of our special books that pertain to our unit of study. Once everyone has settled in we sing our “Hello Song” and each child puts away their name tag and book when they hear their name. We read our daily message board as a class. Each day the message will be different and will have a challenge to be solved as a class. It may be spotting which word appears 3 times in the message, circling rhyming words in a poem, guessing letters to spell the missing word, drawing tally marks or solving word or number problems or introducing a new letter, number, song, poem or rhyme. Next, we have story time and then show and share.

### **9:30-10:45 || 1:30-1:45**

This is our time to engage in a variety of different learning activities. Stations and provocations are set up around the room for exploration and investigation. Students will work with teachers individually and in small groups engaging in focused learning activities be it working in our literacy/numeracy workbooks, writing in our journals, doing guided reading, or creating our culminating art projects (gluing, sorting, counting, painting, etc.). Puzzles, games and toys are set up around the room and encourage discovery and engagement amongst peers and with teachers. This is your child’s opportunity to gain independence and develop social skills, confidence and a lifelong love of learning.

### **10:45-11:00 || 2:45-3:00**

This is when we tidy up our classroom, wash our hands and sit down to enjoy a snack together. Snack is fruit or veggies and biscuits, crackers or muffins. Snack is provided. Students are welcome to bring their own snack if they prefer (peanut-free only please). When it is your child’s show and share day they’re welcome (but not required) to bring a snack to share with the class, as well as on their birthday.

### **11:00-11:20 || 3:00-3:20**

This is our carpet time/music circle. Each day a different activity is presented on the carpet. Some days you might find us building towers with wooden blocks, beading necklaces, working on a puzzle, engaging in dramatic role-plays with the farm animals, re-telling stories with our felt board, etc. Next we have music circle where we sing the name song, sing about the days of the week, months of the year and the weather. Students come up and lead the class in completing our classroom “jobs” adding numbers and weather symbols to the calendar. We also learn new songs, poems and finger plays and have the opportunity to make music using instruments. Finally, we sing our goodbye song and prepare to head home.

### **11:20-11:30 || 3:20-3:30**

This is when we prepare for home time. Independence and self-help skills are practiced as children learn how to put on their coats doing “flip, flop, over the top”. We hand out any pieces of artwork or home connections folders that are ready to go home and say farewell until we see you again!



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## Emergencies

If there are any changes in your home address, employment address, email address or phone numbers please notify us immediately. It is very important that we are able to contact you or your designated alternate in the event of an emergency.

In the event of an emergency requiring evacuation of the building our designated location to meet parents is Starbucks located at 1417 Danforth Avenue.

## Arrival

Doors will open promptly at 9:00 AM for our morning classes and 1:00 PM for our afternoon classes. Please do not allow children to bang on the door before 9:00 AM or 1:00 PM. During this time, teachers are setting up the classroom and preparing for the day. Separation anxiety is not uncommon at this age and is something that our staff are well-equipped to help your child cope with. As a parent you can help by showing your child that you are confident in your decision to send them to *The Greenwood Schoolhouse*. Any hesitancy on a parent's part can cause uneasiness for the child, but if you approach our programs with positivity and enthusiasm this will give your child confidence and a feeling of security. We recommend a big hug and a "See you soon!" and then departing. It's much easier for our teachers to get class started and to get the children engaged once parents have said farewell as opposed to lingering hesitantly. If your child is having a hard time settling in to our routines, we will communicate this and work together to ensure a happy and positive experience. We are committed to establishing routines that create feelings of trust and security.

## Departure

Doors will open at 11:30 for our morning classes and 3:30 for our afternoon classes. The last ten minutes of the day are very important. Children are developing independence and confidence learning how to put on their coats and shoes. Teachers are handing out art work and home connections folders. If you need to pick up your child earlier or later than usual, please notify us in advance.

## When You Cannot Pick Up Your Child

If you are unable to pick up your child, please notify us and make the necessary arrangements to have your child picked up by an emergency/alternate contact. For your child's safety, we will not release them to anyone who is not listed on the registration form or without your permission. If an unauthorized person arrives to pick up your child, they will be asked to wait until a parent or guardian can be reached.

## Fees

Fees for our Academic Enrichment program for the 2018-2019 school year are as follows:



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- 2 morning or afternoons/week: \$320/month
- 3 mornings or afternoons/week: \$480/month
- 5 mornings or afternoons/week: \$800/month
- A non-refundable \$125 Registration Fee applies to all new Academic Enrichment students.

Parents are required to complete and submit a registration package for each child attending the program before it commences. All fees are due in advance and are payable monthly by post-dated cheque (to 9458034 Canada Ltd.). Non-payment of fees will result in withdrawal from programs. Payments returned by the bank for any reason are subject to a \$30.00 service charge. There is no refund for absenteeism, vacations or sick days. Parents must provide notification 60 days prior to the 1<sup>st</sup> of the month in order to make changes or withdraw from programming without penalty. Fees are due during the 60-day period. Fees are payable monthly and remain the same during months where there are holidays. Students who register for our Academic Enrichment program register for the school-year (September-June). Students may attend 2, 3 or 5 mornings or afternoons/week. Days of attendance are decided upon at registration and remain consistent each week. In the event of absence (whether due to illness, appointment or vacation), make-up days cannot be guaranteed and will be at the teacher's discretion and subject to availability. Fees for after-school and weekend classes are outlined separately and they are generally run in 6 to 8-week sessions. In order to withdraw or make changes to extra-curricular programming, 60 days' notice prior to the first of the month must be given in order to avoid payment. A late fee of \$1/minute applies beyond 5 minutes past programming time.

### **Clothing and Toys**

We have lots of fun, and fun can be messy! We ask that each child bring a change of clothing and wipes each day, as even the oldest children can get wet during water play, or get messy with paint, play dough, etc. We suggest that our participants wear comfortable, washable clothing you wouldn't worry about being spoiled. A pair of indoor shoes or slippers should be left at the school. We are careful to look after each child's personal property, but cannot be held responsible for things left at *The Greenwood Schoolhouse*. Please label all of your child's belongings. We ask that toys be left at home. We have plenty of toys and ones from home tend to get misplaced or broken.

### **Snack**

A snack is provided in the morning and afternoon. The snack is fresh fruit or veggies and biscuits, crackers or muffins. Students are welcome to bring their own snack if they prefer (nut-free only). Students are welcome (but not required) to bring a snack to share on their "Show and Share" day and on their birthday.

### **Absences**

Please notify us as soon as possible if your child is sick or will be absent for any length of time. This will help us with program planning. If your child is not attending due to illness, please advise us of the illness and the expected return date. This information will help us identify symptoms in



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other children with whom your child has come in contact. Please note there are no refunds for missed days due to illness or absenteeism.

### **Behaviour Management**

Your child comes to *The Greenwood Schoolhouse* to learn, play and socialize. A big part of the learning process at this age is developing the understanding of appropriate behaviours and how to resolve conflicts independently and with assistance.

We focus on learning to work together to solve problems and build ideas. Our goal is to enhance children's self-esteem by creating an atmosphere where they feel safe, secure and confident. We guide and assist children in expressing their needs and wants in appropriate ways. We strive to resolve conflicts in a positive way. If conflicts arise, children are redirected in a positive way, discussion is encouraged and positive solutions are promoted.

We never physically discipline children or do time-outs. We believe that by modelling respectful behaviours, positive interactions and providing choices children will feel safe, secure and happy at *The Greenwood Schoolhouse*. If we have any concerns, we will notify you.

We will share any actions or guidance practice we have facilitated and will talk to you about any reasons that may be causing your child's behaviour and ask for your help to manage the behaviour. We believe that through open dialogue and communication with families we can create strong, meaningful relationships that ensure happiness and success. In the extreme circumstance that a support plan has been put into place and a child is unable to be successfully integrated into the program in a way that is safe, the child may be withdrawn from the program.

### **Child Abuse Protocol: Children's Aid Society**

Anyone who suspects that a child has been abused or is at risk for abuse (physical, sexual or emotional) and/or neglect has a legislated duty to report this directly to their local Children's Aid Society (CAS). We provide services to children and have roles and responsibilities with respect to child abuse and neglect. The Child and Family Services Act requires that everyone who has reasonable grounds to suspect that a child is in need of protection, shall immediately report that suspicion and the information on which it is based to the CAS. Further action will then be determined by CAS.

### **Serious Occurrence or Weather Closures**

Class cancellations in the event of inclement weather, illness and other situations out of our control may occur. The safety of our students and staff comes first. Many of our staff commute to the school and although we leave ourselves lots of time, there may come a day where it is necessary to cancel a class. We will do everything we can to give you as much notice as possible. If this occurs, we will do our best to re-book you into another class of your choice.



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## Evacuation and Temporary Emergency Shelter

In the unlikely event that we require temporary emergency shelter, the staff and children will move to *Starbucks* at 1417 Danforth Avenue. Our secondary emergency meeting spot will be *Red Rocket Coffee* located at 1364 Danforth Avenue. In the event that further relocation is required *The Greenwood Schoolhouse* will establish a plan and notify parents.

## Allergies

It is important that we are notified of any allergies. We do not serve peanuts and all snacks brought from home must be tree nut and peanut-free. Please let us know if your child has any specific dietary restrictions or is unable to eat certain foods due to cultural practices. If your child consumes peanut butter prior to attending class please ensure that their hands and face are thoroughly washed. We have children in our program who are anaphylactic. Together we can ensure that everyone stays healthy and happy and prevent emergencies. We will not be held liable in the event of an allergic reaction/medical emergency.

## Health Policy

Please assist us by ensuring that your child's health records, emergency contacts and information are up to date. Please keep children home when they are experiencing any of these symptoms:

- A fever over 38 degrees C
- Unexplained pain
- Fever, runny nose and eyes, coughing and sore throat
- Sore throat, difficulty swallowing
- Rash
- Stomach ache, diarrhea or vomiting
- Severe, itchy body or scalp
- Known or suspected contagious illness, e.g., chicken pox, mumps, and measles
- Too ill to participate in the day's activities

Children must be symptom-free for 24 hours before returning to the program. Please ensure that you have back-up plans to accommodate any such spontaneous needs. There are other times when a child is not showing signs of a definite illness but yet not able to handle the stress of the day. In these cases, it will be the teacher's decision as to whether the child should be sent home.

## Communicable Diseases

If a child is suspected of having a communicable disease such as mumps or measles they should not be at *The Greenwood Schoolhouse* and can return only with a doctor's confirmation that they are no longer contagious.

## Immunizations



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Parents are required to provide an up-to-date immunization record.

Exemptions include:

- Statement of Medical Exemption: There may be circumstances when a child cannot be immunized due to medical problems such as allergies, cancer or immune system illness. A qualified physician must sign the statement.
- Belief Affidavit: Where a parent objects to the immunization on the grounds that the immunization conflicts with the sincerely held convictions of the parents' religion or conscience, this must be put into writing. The Statement of Conscience or Religious Belief form can be obtained by the parent from your local Health Unit.

### **Medicine**

We do not administer medication at *The Greenwood Schoolhouse* unless in extreme emergency situations like the delivery of an epi-pen if a child is in anaphylactic shock.

### **Accidents and Emergencies**

The safety and care of your children is our primary concern in the event of an accident or emergency. If your child is involved in a minor accident while in our care, we will inform you at pick up time and you may be asked to sign an accident report. Depending on the extent of the injury, you may be asked to pick up your child to seek appropriate medical attention. If we can't reach you or your designated alternate adult, we will seek medical assistance for your child. A child needing emergency medical will be taken to the closest hospital. If you have a special requirement about hospital treatment of your child, please let us know in writing. *The Greenwood Schoolhouse* and its director, employees and agents will not be held liable for any claims, demands or causes of action as a result of your child's participation and enrolment in our programs.