



The Silverspring Community Preschool Co-operative Ltd.

**2020-2021
Parent Handbook**

****In case of any variance between this handbook and the COVID Handbook, the COVID handbook has the most current information. Please read both.****

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The Silverspring Community Preschool Co-operative Ltd.

For children, a preschool is a happy place for exploring and finding out new things every day. For parents, a preschool should be a place that focuses on learning while never forgetting the importance of fun. A great preschool encourages development but never pushes your child to grow up too fast.

WHAT IS A CO-OPERATIVE PRESCHOOL?

The Silverspring Community Preschool Co-operative Ltd. operates as a Co-operative in accordance with the regulations of the Department of Co-operative Development and the Co-operatives Act, 1996. The Silverspring Community Preschool Co-operative is an organization that is operated and maintained by its parent members. Co-operative participation can be highly rewarding. It creates a strong sense of community and can give you a unique connection with your child. This comes with the commitment of time and energy. It is the parent's participation that makes a co-op unique.

This handbook is designed to inform parents/guardians of all aspects of our preschool. We hope that you find this Parent Handbook informative. Please approach your Session Rep and/or teacher with any questions and/or concerns.

PHILOSOPHY

The Philosophy of the Silverspring Community Preschool Co-operative Ltd. is to:

- provide children with the opportunity to develop emotionally, socially, physically, intellectually and creatively;
- provide a child-centered and developmentally appropriate program based on principles of Early Childhood Education;
- be a safe and welcoming place for children and parents;
- have parental involvement in the program; and
- provide a program that helps children interact with peers and have new and exciting experiences in an organized and structured setting.

PRESCHOOL PROGRAM GOALS

The purpose of the Preschool Program is to promote the physical, intellectual, social and emotional growth of preschool children ages three and four. This will be accomplished through the thematic age-appropriate curriculum planned with the following goals in mind:

- 1.** To help each child recognize him/herself as a valuable individual through achievement and praise.

2. To encourage socialization by cooperating, sharing and being sensitive to others.
3. To give opportunities for language and speech development by encouraging the child to interact and communicate in structured activities.
4. To encourage the child to express him/herself in creative ways through the introduction of various materials and equipment.
5. To develop enjoyment, appreciation and interest in music and books.
6. To develop small and large muscle coordination through indoor/outdoor exercise activity and manipulative table-top play. Gym time is a scheduled instructional time.
7. To increase the child's awareness of the world in which he lives through themed studies, interest centers and field trips.
8. To take ownership and responsibility for classroom toys and equipment.
9. To follow structure and routine in a safe and caring environment.
10. To make the preschool year a positive experience for each child by providing a climate that fosters the love of learning. The objective for the four-year old children would also be to prepare him/her for entrance to Kindergarten (i.e: listening skills, craft skill confidence, comfort zone in school environment).
11. To encourage individual creativity through arts/crafts by focusing on the process rather than the product itself.

BOARD OF DIRECTORS

The Silverspring Community Preschool Co-operative is operated and maintained by its parent members. The Board of Directors is made up of a minimum of 5 directors. All members of the Board of Directors are parent volunteers. Volunteers are necessary and always appreciated in order for the preschool to run smoothly. The Board of Directors typically meets once per month during the school year. If a parent wishes to attend a Board meeting, they must provide their Session Rep with two (2) weeks written notice requesting a spot on the Agenda stating the purpose of their attendance.

The Board of Director positions for 2020/2021 are as follows:

President	Lisa Tucker
Vice President	Michael Marchand
Treasurer	Andrew Donovan
Secretary	Michael Marchand
Registrar	Jennifer Heggie
Fundraiser	Donnalee Hassett
Communications Director	Audrey DeBrou
Session A: Monday/Wednesday/Friday PM Session Rep	Rana Hassan
Session B: Tuesday/Thursday AM Session Rep	Jenna Karwacki
Session C: Monday/Wednesday AM Session Rep	Cindy Fiddler
Session D: Friday AM Session Rep	Maggie Schwab
Session E: Tuesday/Thursday PM Session Rep	Meaghan Petryk

REGISTRATION AND ADMISSION REQUIREMENTS

The Silverspring Community Preschool Co-operative opens registration for the upcoming preschool year in January. Pre-registration is offered first, to families who are enrolled in the current school year. Followed by registration for new members.

Registration is completed online through our website, www.silverspringpreschool.ca. Enrollment is confirmed by our Registrar once we have received ALL of the following: Completed application form (online), completed payment agreement form (emailed) & payment of the registration fee and tuition deposit (one month's tuition).

Admission is based on the order in which the registration forms and fees are received (date and time); on a first come, first served basis.

A waiting list will be started after a maximum enrollment in any session is reached. Once the sessions have started in September, those on a waiting list for another session get taken off and they will remain in the session they have been originally accepted in. Maximum enrollment is as follows:

- 12 children in the 3-year-old classes
- 14 children in the 4-year-old classes

Enrollment for the current preschool year will be closed after January 31st, unless otherwise determined by the Board.

SESSION TIMES AND FEES

Morning Sessions:	9:00 AM – 11:00 AM
Afternoon Sessions:	12:45 PM - 2:45 PM
Registration and Membership Fee (\$1):	\$55.00
Session A – Mon/Wed/Fri PM (4-year-olds)	\$100.00/month
Session B – Tues/Thurs AM (4-year-olds)	\$80.00/month
Session C – Mon/Wed AM (3-year-olds)	\$80.00/month
Session D – Fri AM (3- and -4 year-olds)	\$45.00/month
Session E – Tues/Thurs PM (4-year-olds)	\$80.00/month

****Fees Updated to reflect 2021/22****

Fees are payable either by E-transfer or Pre-Authorized Debit. You must complete a payment agreement form for the method of payment you choose.

E-transfer payments are available ONLY for full tuition payments. If you choose this method a deposit equal to registration fee (non-refundable) and one month's tuition is due immediately after receiving the e-transfer payment agreement form from our registrar. The remainder of your tuition payment must be sent by e-transfer on September 1.

Pre-Authorized Debit payments are available ONLY for monthly payments. If you choose this method a deposit equal to registration fee (non-refundable) and one month's tuition (applied to September tuition) will be withdrawn on the 1st or the 15th, whichever comes first, immediately following confirmation of registration. Monthly tuition fees will then be withdrawn from October to May. You can choose if your payments come out on the 1st or the 15th of the month.

PRESCHOOL ELIGIBILITY

Children must be **3 years of age** by October 31st of the school year for which they are registering and **must be toilet trained** (or at the discretion of the Board). All children younger than 3 years of age may be placed on a waiting list. Once a child turns three years of age, they can be considered for registration in a 3-year-old class if space is available.

FUNDRAISING

Preschool fees do not fully cover the expenses of the Silverspring Community Preschool. Fundraising projects are run during the first half of the school year to help cover these costs. The fundraising amount will be reviewed and set by the Board prior to the beginning of the school year, based on the preschool budget. Participation in fundraising projects is encouraged, but not mandatory. If your fundraising requirements are not met, you will owe payment of this fee, less any amount you earn for the preschool. This will be paid either by e-transfer or Pre-Authorized Debit on February 1. You will receive emailed notice from Silverspring Preschool by January 20 notifying you of the amount owed. This current school year, fundraising fees are set at \$80.

REFUNDS AND WITHDRAWALS

For notice of withdrawal received on or before August 1, full tuition will be refunded. Registration fees are **not** refundable at any time. Fundraising deposits will not be owed for withdrawals made on or before September 30. Fundraising deposits will be retained or debited for withdrawals that are made on or after October 1.

Written notice to the Registrar is required for all withdrawals. The letter must state the last day the child will attend class. In order to refund all future tuition, this notice must be submitted by the 15th day of the month prior to withdrawal. If sent after the 15th of the month, the next month's tuition will be retained or debited.

A letter of appeal for refund will be considered by the Board of Directors if there are extenuating circumstances regarding your child's withdrawal where the ordinary withdrawal procedures were not followed. Each appeal is treated individually.

Children sometimes have difficulty adjusting to preschool and this can sometimes interfere with the successful operation of the Preschool. In these cases, the parents and teachers will work together to help the child make positive and successful transitions. Parents may be asked to participate in a formal transition plan. This could either include staying with him/her in each class or having an early dismissal time until the child is making satisfactory adjustments to school. If this plan does not help, the Board of Directors reserves the right to request withdrawal. In this circumstance all remaining tuition would be refunded or payments stopped.

NSF PAYMENT POLICY

If in the event a tuition payment is NSF, a service fee will be applied in the amount of \$20.00. We realize that sometimes these situations occur, however the following policy applies to all NSF's:

- First Occurrence: a letter will be sent home requesting payment in cash to be provided within one week of notice. If payment has not been received in the time allotted, a phone call will be made advising that payment is required. If in the event that payment has not been received prior to the

end of the current month, your child will not be permitted to return to class until this has been resolved;

- Second Occurrence: same as above; and
- Third Occurrence: a letter will be sent home advising that you will be on a cash only basis which is due on or before the last school day prior to the start of the month. Failure to do so will result in the Board discussing the withdrawal of your child.

PARENT HELPERS

The Silverspring Community Preschool is a co-operative preschool that relies on the involvement of parents. By registering in the preschool, parents will be required to help in their child's classroom on a rotating schedule approximately 1-2 times every month, depending on the number of children enrolled in each class and on the number of classes/week. **Parent attendance on these days is essential to keep the preschool classes running smoothly.** Each class has a Session Representative who is a member of the Board of Directors. The Session Rep for your child's class will arrange a rotating schedule for two Parent Helpers to attend each class. Classroom maintenance duties during this time are detailed in the **Parent Helper Duties** section of this handbook. If you have more than one child enrolled in the preschool, you will be responsible for Parent Helper days for **each child**. As this is a co-operative Preschool, parents are required to pay full attention to all of their assigned duties each time they are scheduled. Parent Helpers are required to be in the classroom for the full duration of the 2-hour session.

Parent Helpers must **arrive 15 minutes before class start time** to assist with set up and supervision.

While parents are assisting at the Preschool, **no other siblings are allowed.**

On the day you are a Parent Helper, your child has a special role for the day and the opportunity to bring an item from home for show and tell.

The monthly calendar that includes your Parent Helper schedule will be prepared by your Session Rep and emailed to each family as well as posted in the classroom.

If for some reason you must switch a Parent Helper day, you are responsible to contact another parent from your child's class list to exchange helper days. Your child's teacher or Session Rep will not find a replacement for you. Please notify the teacher of changed dates and make changes on the classroom calendar. A few parents in each class are asked to volunteer as Emergency Parent Helpers. These parents may be contacted only in case of emergency (e.g. illness) when a parent is unable to fulfill helping duties. It is expected that parents will, in exchange, take a Parent Helper day for the Emergency Parent Helper.

If you know you are going to be unavailable for your helper days for any extended length of time, for reasons such as a newborn baby or vacation, please notify your Session Rep as soon as possible so alternate arrangements can be made.

As the functioning of the co-operative preschool relies on parent involvement, it is essential for all parents to fulfill their roles. In the event in which a parent is absent from the classroom on their scheduled Parent Helper day without obtaining a replacement (no show), the parent will receive a warning letter. A second "no show" absence on a Parent Helper day will result in that parent's child/children being considered for withdrawal from the preschool by the Board, without reimbursement of any tuition for the academic year.

CRIMINAL RECORDS CHECK POLICY

It is the Policy of the Silverspring Community Preschool that **all adult volunteers** complete a Criminal Record Check with a Vulnerable Sector Search. This includes not only parents of the children, but also friends and relatives. Anyone volunteering for the parent helper duty, as well as anyone assisting during field trips, must have submitted the record check in a sealed envelope addressed to the Vice-President. Criminal record checks are due at the Parent Information Session just prior to the start of school. A letter of Volunteering will be provided in early August to waive the cost of the criminal record check. If the preschool has not received a record check for an individual, they will not be allowed to volunteer. Failure to complete more than one parent helper shift because of this policy is grounds for dismissal from the preschool.

PARENT DUTIES FOR CLASSROOM MAINTENANCE

Toy Wash – Each family is responsible to participate in **one toy wash** during the school year. If you have more than one child enrolled you will be required to participate in one toy wash per child. The toy wash occurs four times annually. Sign-up sheets will be available at the Parent Information Session held in September. If you have taken on a role as a member of the Board of Directors you are exempt from participating in a toy wash.

There are additional classroom maintenance duties that need to be fulfilled. Parents are encouraged to volunteer for these extra duties as well, which include the following: (These are currently on hold due to COVID restrictions)

- Doing classroom laundry for one month;
- Making play dough;
- Shampooing the carpets (2 times per year);
- Creating scrapbook pages or a digital slideshow for your child's class at year end; or
- Taking on a role as a member of the Board of Directors.

The operation of Silverspring Community Preschool Co-operative relies on parent involvement. Please know that your contribution of time is essential to your child's preschool programming.

ATTENDANCE AND ABSENTEEISM

It is important that your child attend preschool as regularly as possible and arrive in the classroom before the class begins. Your child is welcome to arrive up to 15 minutes early to get settled so the opening circle can start on time. Parents are encouraged to stay and supervise their child until the class begins at 9:00 AM or 12:45PM.

If your child is going to be absent, please phone the preschool classroom at 306-683-4631 before class begins or leave a message on the classroom answering machine.

Please be on time to pick up your child and inform the teacher if your child is going to be picked up by another person.

SCHOOL SUPPLIES

Children should have a backpack suitable for carrying a labeled filled water bottle, a simple snack and crafts. Emergency clothing SHOULD be kept in the backpack as well. Children must wear clean, indoor shoes at all times. Please carry wet/dirty footwear from the front door to the preschool classroom. Children should be dressed in suitable, comfortable and washable clothing. Please remember the children are here to play, so please dress them accordingly.

In addition to your child bringing clean inside running shoes, a labelled filled water bottle, and a simple snack, each family will need to sign up to provide a certain supply item for the year (i.e. spray cleaner, cleaning wipes, Kleenex, emergency snacks, etc.). A sign-up list will be available at the Parent Information Night. (The supply item was a monetary donation this year due to COVID)

FIELD TRIPS

****2020/21 Field Trips are on hold to comply with Provincial Public Health Orders****

Your child's preschool teacher will schedule a variety of field trips throughout the preschool year to enrich your child's learning. At the start of the school year, you will be provided with a list of the dates and times of your child's class field trips for the year, or as soon as the dates/times are confirmed.

Extra parent helpers will be requested by the teacher as needed for each field trip.

Please note that children under the age of 3 are not permitted, by law, to ride on any school or chartered bus. Field trips may be cancelled due to cold weather at the discretion of the teachers and Board.

For children with allergies to insect bites, spiders and other outside environmental concerns, they are required to carry their medications with them when they go outside (this includes all field trips). We want your child properly equipped in case they are presented with an allergic reaction both in the classroom and outside the classroom. It is the parent's responsibility to confirm with the teacher that their child has their medication with them.

SUBSTITUTE TEACHERS

In the event that the teacher is absent for a short term:

Option #1 - the substitute will be the other teacher

Option #2 - the substitute will be a parent from the session requiring substitute, with preference given to board members. A valid criminal record check is required. This is a volunteer position.

In the event that the teacher is absent for a longer term, an individual, approved by the Board, will be hired for the time the teacher is absent.

SCHOOL TERM, HOLIDAYS, AND EMERGENCY CLOSURE

Our school term is from early September until the last week of May. We follow the same statutory holidays as the Saskatoon Public School Board system and are closed for Christmas and Easter vacations in accordance with the Elementary School Calendar. We will also close on Teacher Institute and Convention

days for the school mid-term break.

You will be made aware of specific dates for school closings in the Preschool Newsletter. Classes will still be in session on Silverspring School Professional Development Days. Parents will be notified by telephone of school closure for any other reason.

EMERGENCY PROCEDURE

In the event of an emergency at the school involving your child, the following procedure will be followed:

1. You will be telephoned at the priority number provided by you at the start of the year.
2. Other emergency numbers will be phoned.
3. If necessary, one of the Parent Helpers will take your child to the hospital.

FIRE DRILLS AND LOCK DOWNS

Our Preschool will participate in all practice drills held by the Silverspring Elementary School. Evacuation plans are posted on the wall next to the exit.

HEALTH REGULATIONS

Your child's health is a matter of major importance to us all. **If your child's health is questionable, please keep him/her at home.**

As long as your child feels well, they are welcome to attend preschool. Please refer to Saskatchewan Public Health Regulations regarding control of communicable diseases when making your decision as to whether to send your child to Preschool. Please notify the teacher if your child has a communicable disease including but not limited to Fifth Disease, Hand-Foot-and-Mouth, Chicken Pox, Measles, Lice, and Pink Eye.

Parents: If **you** are not well on your Parent Helper day; please make arrangements for another parent to take your place.

Silverspring School is a "NUT ALERT" school and the Silverspring Community Preschool has adopted this policy as well. It is the parent's responsibility to inform the Preschool teachers of any allergy or illness that may require treatment while the child is at Preschool.

Parents will complete an emergency medical form before their child begins preschool. Appropriate medications (Epi-Pen, inhalers, etc.) will be placed on the back bulletin board in the Preschool classroom. The Emergency Allergy Alert form will be posted along with an updated photograph of the allergic child.

All necessary medications must be with the child in school each day they are in attendance. This medication stays in the classroom at all times throughout the school year. This medication will be posted on the back bulletin board with the child's name, medication name, session name and instructions on administering it.

Children with allergies to insect bites, spiders and other outside environmental concerns are required to carry their medications with them when they go outside (this includes field trips). We want your child properly equipped in case he/she is presented with an allergic reaction both in the classroom and outside the classroom. It is the parent's responsibility to confirm with the teacher that their child has their

medication with them.

If there is an allergic reaction experienced by a student or even if they have been exposed to the item(s) they are allergic to, the teacher will inform the parent immediately with a report on what their symptoms are (if any) and the action the teacher had to take (example: use of epi-pen). The teacher will follow up with a phone call to the child's parent the next day to see how the child is doing. The instructions on the Allergy Form are also to be followed.

The teacher will then be responsible to inform the President or Vice President of the Board of Directors immediately following talking to the parent of the allergic child. The Board of Directors will then review the incident to see if different steps could have been taken to avoid the situation from happening. The Policies and Procedures will then be reviewed and changed to better ensure the safety of the Preschool children.

HAND WASHING

Parents and children will wash hands before and after snack, after bathroom use and after blowing or wiping their noses.

BATHROOM POLICY

There is a child's size bathroom located in our Preschool classroom. Children are required to use the washroom on their own, without direct assistance from the teacher or a parent helper. An adult will not be present with the child in the bathroom. Children will be asked to alert an adult when they need to use the washroom. The adult will stay by the washroom door. The child's privacy is to be respected at all times but staff will check on the child if they have been in the bathroom for a lengthy period of time. If a child requests assistance, the adult will open the door slightly and encourage the child to finish on his/her own. If adult assistance is required, the bathroom door will remain open.

BIRTHDAY POLICY

Children's birthdays are celebrated on or near their actual day. They are sung to, get to blow out a candle on a plastic cake, and have their photo taken. Due to allergies, food sensitivities, and promoting healthy snacking, we ask that parents not send treats for your child's birthday. Birthdays that fall during June, July, and August are celebrated during the school year.

PARENT SURVEYS

A Parent Survey, will be distributed once a year. The Board of Directors feels it is very important to get parent feedback on a regular basis so they can monitor how the preschool and the teachers are meeting parent expectations. It is very helpful to receive constructive feedback so that the Board can continue to ensure the preschool remains a first-class learning environment for the children. This survey will be distributed by email. Parents are asked to only comment on their child's teacher. The survey is anonymous. Parents will be given two weeks to complete the survey. The Session Reps will send a reminder by email two days before the deadline. The results will be shared with the teachers. The teachers will receive a copy of only what parents from their sessions have replied and it will remain

confidential. Within two weeks of receiving the copy, the teacher and two Board members (the president and one other Board member to take minutes) will meet to go over the results in detail.

TEACHER EVALUATIONS

The Board will perform observations throughout the fall and if necessary after Christmas. If the Board has any concerns following these observations/evaluations, the Board may ask for an outside evaluation to be completed by someone that the Board deems qualified. The teachers will also perform an annual self-assessment and professional development plan which they will submit to the President. These evaluations will be shared with and discussed with the teacher at the same time as the parent survey results.

SUPERVISION

The teachers are to provide responsible supervision and discipline of all children during each session. The teachers are to report any persistently disruptive or otherwise deviant behaviour to the Session Rep and the parent along with the steps he/she has taken to help this behaviour. Roughhousing is not allowed. Running in class is not allowed. These are safety concerns. If a child gets hurt in class, the teacher is responsible to tell the parent/guardian of that child the day it happens. The teacher is also to report any concerns brought forward by a parent regarding disruptive behaviour (roughhousing, biting, hitting) in class to the Session Rep and President. These issues will remain confidential.

COMMUNICATION

The teachers are to work, in cooperation with the parents, to develop positive socialization skills by keeping parents informed of any difficulties their child may be experiencing and positive achievements of their child. There are no formal assessments performed in preschool. The teachers will communicate verbally how your child is doing throughout the year.

When a parent has a concern, they are first encouraged to speak directly to the teacher. If they continue to have concerns, they may contact their Session Rep in writing or verbally. The Session Rep will then bring the concern to the Board of Directors if the concern cannot be dealt with at the Session Rep level. A resolution will then be brought back from the Session Rep to the parent as to what the Board of Directors has decided. This will all remain confidential.

TYPICAL PRESCHOOL DAY

A typical preschool day includes the following activities:

1. Opening Circle
2. Craft
3. Center Time
4. Gym/Movement Activities
5. Snack
6. Closing Circle

Play comprises a large portion of the activity that preschool children engage in during their time at school. Play is a child's work. It is the child's natural method of learning. Listed below are the benefits of play based on the information from Carrie Sharp, in "Child's Play: A World of Learning" (1989).

Play

- encourages children to interact socially.
- supports and helps children integrate all areas of development.
- gives children opportunities to solve problems.
- encourages children to express creativity and imagination.
- is how children explore their world.
- helps children deal with their feelings.
- provides a foundation for later academic learning.
- gives children a sense of control and power.
- helps children discover what they can do.

States of Play

1. Solitary Play: self-centered play even when other children are present (free from adult judgment or intervention).
2. Parallel Play: children play side by side but are engaged in an independent activity (children talk to themselves, not to each other, even if playing with the same piece of equipment their activity remains independent).
3. Associative Play: children play side-by-side and may imitate each other (may talk to each other but conversation has nothing to do with the play activity).
4. Co-operative Play: children play together in group play and co-operative games. You see leaders and followers emerge. Language is key to keeping play going. Peer approval and sense of belonging to the play becomes important. Few 4-year-olds, some 5-year-olds and most 6-year-olds use co-operative play.

Through play, children learn to grow from solitary or parallel play into co-operative play. The children learn to share, plan, and direct both their own activity and the activity of others.

PARENT HELPER DUTIES

First and foremost, have fun with the children and enjoy your time in the classroom. 😊

Circle Time

1. During circle time, organize and place the table-top activities on the top shelf of the lower cupboard beside the sink.
2. Check each child's locker shelf to ensure there is a snack and water cup in each locker. After circle time, let the teacher know if any child is missing a snack so that an alternate snack can be provided.
3. Fill one container at each easel ½ full of water.
4. Depending on the craft, there may be some craft preparation to complete.
5. Assist children in attending to the teacher and the circle time activities.

Craft/Play Time

During

1. Depending on the plan for the day and the dynamics of the class, you may need to assist the children with the craft or you may need to monitor and interact with the children as they play.

After

1. Empty dirty paint water from easels.
2. Rinse paint brushes and store with bristles end up.
3. Wipe down easels and floor under easels if necessary.
4. Tidy up any mess created from craft time.

Snack Time

1. Wipe tables using 'Green Works' spray and then with a fresh wet cloth. Cloths can be found in the cupboard above the sink.
2. Gather snacks and water cups from each locker and place on tables.
3. Fill water cups $\frac{1}{3}$ full with water.
4. Encourage children to clean up their spot, empty their water cups into sink, throw away any garbage and place their snack bags and cups back into their lockers.
5. Wipe tables and sweep floors.
6. Assist children with washing their hands before and after eating snack.

Before End of Class (during Closing Circle Time)

1. Clean bathroom. (Instructions are on the bathroom door)
2. Collect the garbage –tie the bags and leave beside garbage can. Replacement garbage bags should be on a roll in the bottom of the garbage can. Garbage is collected after PM classes only. AM classes can leave the garbage unless it is full or it has a bad odour.
3. Place any dirty laundry in the basket beside the counter.
4. Refill the liquid soap dispensers beside both sinks if necessary. There should be a soap refill container on the shelf in the bathroom.
5. Quickly transfer any finished artwork and crafts into the lockers to send home.

After Class

1. Vacuum carpet.
2. Mop floor – this does not need to be done every day but, should be done if the floor looks like it needs it. The 'Rubbermaid' mop uses reusable mop cloths that Velcro to the bottom. These should be in the cupboard above the sink. There is a refillable jug on the side of the mop that will spray cleaner onto the floor with a spray lever on the side of the mop handle. If the refillable jug is empty, pull hard to remove, fill it with some water and pour some Green Works solution from the Green Works spray bottle in as well. Hang mop bottom in the laundry basket.

SNACK TIME POLICY

Each child will bring his/her own snack to school each day. Please send a small, simple snack (only one or two items) and place snack and cup on your child's locker shelf upon arrival. Snacks should be nutritious and sliced/peeled/ready to eat!

Silverspring School is a “NUT ALERT” school and the Silverspring Community Preschool has adopted this policy as well. Please remember to prepare your snack mindful of the children who have allergies to certain foods. Please do not bring snacks that may contain traces of nuts, or that are processed or packaged in a facility that uses peanuts or tree nuts.

Please do not send any drinks; the children will drink water at snack time.

It will be the Parent Helper’s job to place the children’s water bottles on the snack table. Once the children have washed their hands, they will sit at the spot where their glass is placed.

Once the children are done their snack, they will clean up their area, place any garbage in the garbage can, return their water bottle and containers to their own locker and wash their hands again.

Listed below are some nut-free nutritious snack ideas. Remember to read ingredients every time you purchase a product as ingredients and manufacturing can change at any time.

- Fresh Fruit
- Fresh Vegetables (cut thin)
- Fruit Cups
- Unsweetened Applesauce Cups (ex. Mott’s Fruitsations)
- Dried Fruit
- Cheese
- Yogurt
- Whole Grain Crackers (e.g. Triscuit)
- Whole Wheat Pita Bread (cut in wedges)
- Rice Cakes
- Whole Grain Goldfish
- Granola bars (nut-free)
- Nutrigrain Bars
- Bear Paws (Morning Snack variety)
- Animal Crackers
- Graham Wafers

Thank you for your cooperation!

Last Revised December 2020