



# Parent Handbook

La Capucine preschool

**SOCIÉTÉ DE LA PRÉMATERNELLE CAPUCINE**

# Table of contents

Who are we?-----	<a href="#">3</a>
Our mission -----	<a href="#">4</a>
Our histoire -----	<a href="#">5</a>
Our vision -----	<a href="#">6</a>
Our values -----	<a href="#">7</a>
Our philosophy -----	<a href="#">8</a>
Alberta's Flight Framework -----	<a href="#">9</a>
Our children -----	<a href="#">10</a>
Our families -----	<a href="#">11</a>
Our team -----	<a href="#">12</a>
Our educators -----	<a href="#">13</a>
Our specialized educators -----	<a href="#">14</a>
Additional support -----	<a href="#">15</a>
Our environment -----	<a href="#">16</a>
Our day -----	<a href="#">20</a>
Our policies on:	
● Child guidance -----	<a href="#">21</a>
● Food (snacks and meals) -----	<a href="#">23</a>
● Illness -----	<a href="#">25</a>
● Lateness and absence -----	<a href="#">26</a>
● Emergency evacuations -----	<a href="#">27</a>
● School fees -----	<a href="#">28</a>
● Fundraising and our casino -----	<a href="#">30</a>



## Who are we?

La Prématernelle Capucine is a private, non-profit francophone organisation. We have been offering high-quality French-language preschool programming for children aged 3 to 5 since 1997.

The Capucine Board of Directors is made up of parent volunteers and are the licensed representatives of our preschools.

Parent involvement is essential to our program as they ensure the viability of Capucine (in addition to our amazing educators).



# Our history

- The Société de la Prématernelle Capucine was founded in May of 1997 thanks to the initiative of a group of parents: Sylvie Fardy, Christine Lebeuf, Sylvie Pilon-Morin and Line Vallières. This was part of an overall educational project in collaboration with the francophone school at Queen's Park to serve Calgary's francophone community. The preschool opened its doors in September 1997. At the time, it welcomed 8 children.
- In 2017, La Capucine opened its second location in École du Nouveau Monde (ENM).
- In 2021, La Capucine Terre des Jeunes (TDJ) extended its program hours to accommodate children attending the school's newly opened Les Petits Géants daycare center.
- In 2023, to meet the needs of our families, La Capucine changed its license at ENM to become a full-day preschool.
- In 2024, in response to the needs of our families and children, La Capucine modified its TDJ license to allow children to be cared for for more than 4 hours a day, giving our Francophone families access to our program and important subsidies.



# Our mission

Support Francophone and French-speaking children aged 3 to 5 in their learning, development and growth through play.



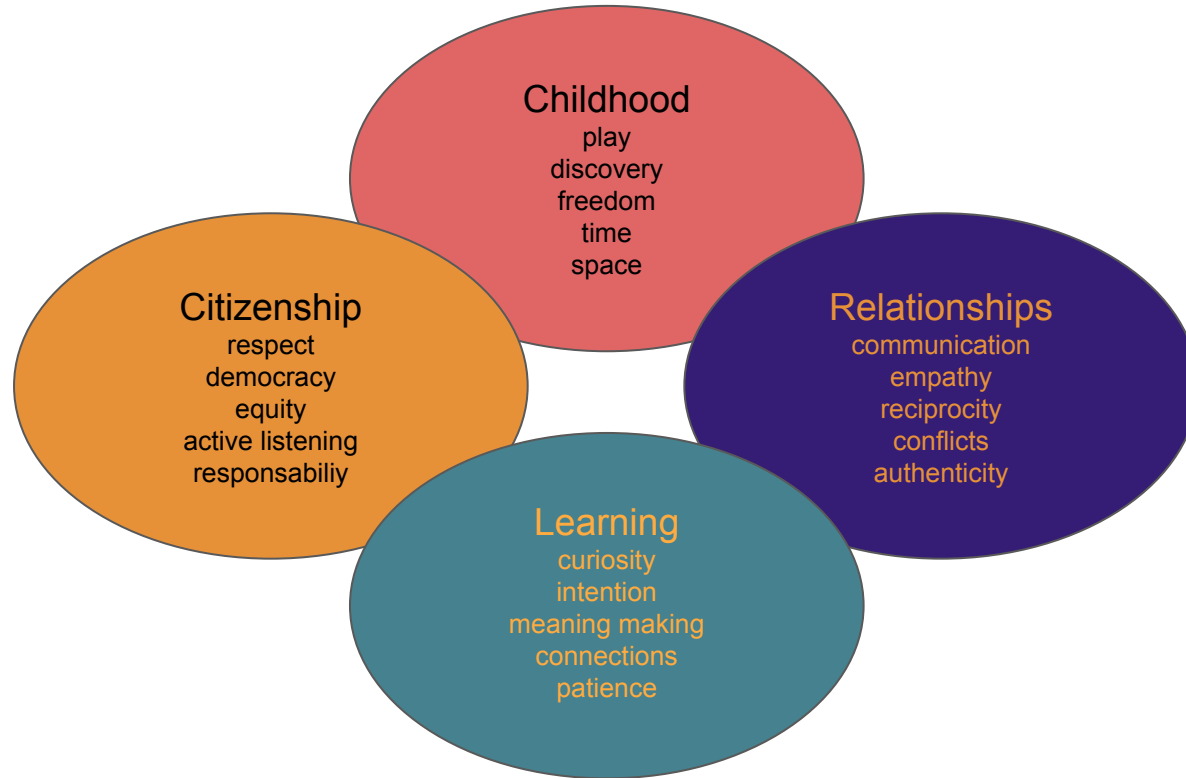
# Our vision

La Capucine is a welcoming, beautiful and safe space where children build the future.

Playing together in community, making their voices heard and discovering the intricacies of relationships, children learn and reflect on their interconnectedness with the world around them.



# Our values





# Our philosophy

Early childhood education plays an essential role in our communities.

Early childhood experiences create the foundations for who we become and what we believe about ourselves, others and our world.

Children deserve the opportunity to learn and grow alongside patient, innovative, curious and compassionate adults who are their parents, guardians and educators.

Following FLIGHT: Alberta's Early Learning and Care Framework, we ensure adherence to the "Principals and Matters to be Considered" in [Alberta's Early Learning and Child Care Act](#)





# The FLIGHT Framework

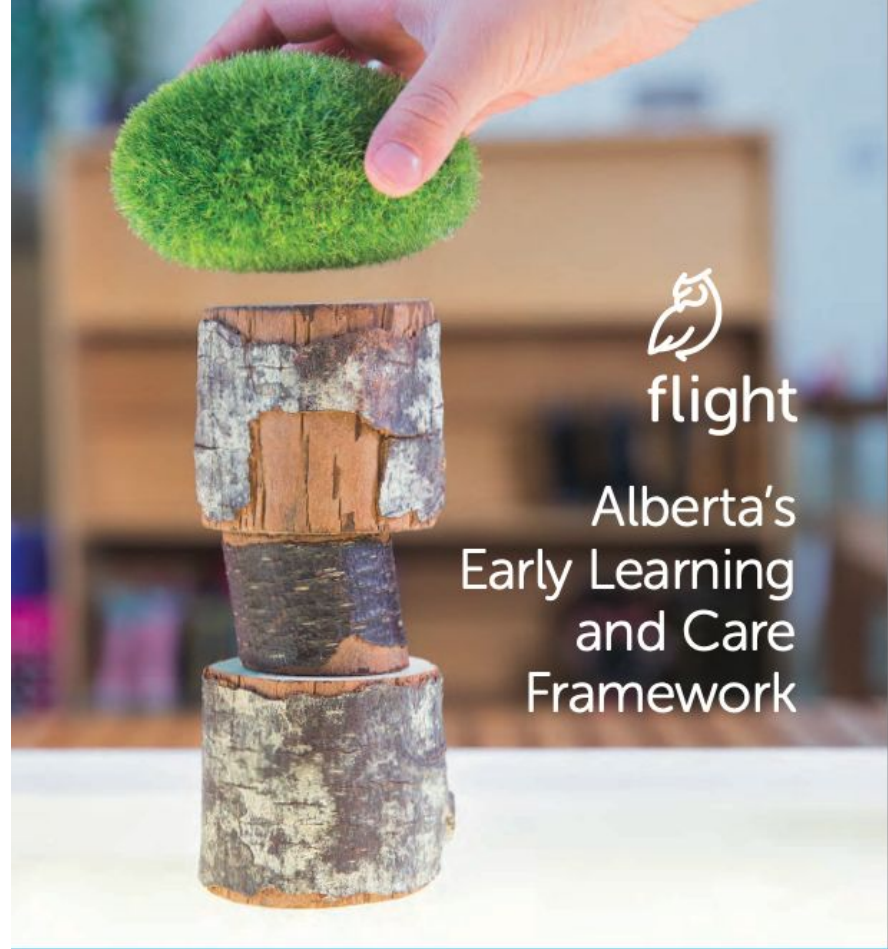
Inspired by "Flight" Alberta's Early Learning and Care Framework, we share Flight's values and guiding principles in our views of early childhood, early learning and the importance of our relationships with families, the community and the environment.

We have a personal and collective image of the child as a mighty learner and caring citizen.

We see our role as educators as co-learners, co-researchers and co-imaginors of possibilities.

We notice, name and nurture children's natural dispositions for learning.

We use four broad holistic, play-based goals to guide and inform children's learning, play and development namely: health and well-being, play and playfulness, communication and literacy, diversity and social responsibility.



  
flight

Alberta's  
Early Learning  
and Care  
Framework

play participation possibilities 

# Our children

Children aged 3 to 5 are eligible to register for French education if, according to section 23 of the Charter of Rights and Freedoms, they meet at least one of the following criteria:

- French is the first language learned and still understood by at least one of the parents;
- One of the parents received primary education\* in French in Canada;
- A sibling receives or has received primary or secondary education\* in French in Canada.

La Capucine welcomes children who do not meet the above criteria, but priority is given to French-speaking families.

**Children must be potty-trained before starting with us.**

*\*Please note that this instruction must be in French first language and not French immersion in order to be "ayant droit".*





# Our families

Our families are essential to the success of La Capucine.

We believe that a family is a child's “first educator” and as such it is essential that all of our staff build respectful, authentic relationships based on trust and compassion with our families - not just the Director or Supervisor.

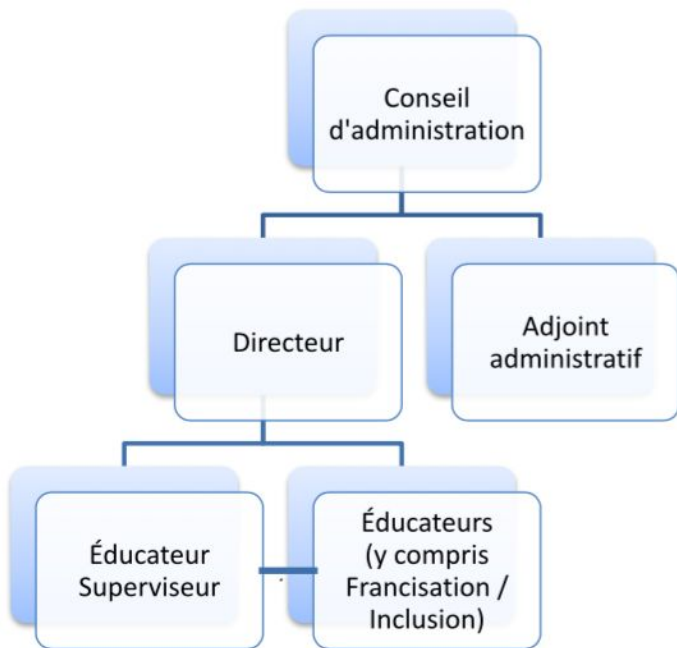
Parents become members of the Society when their children register. Each year, up to 9 parents are elected to the Board of Directors and provide leadership and guidance for La Capucine during their monthly meetings.

Our parent/guardian volunteers are also essential in assisting with tasks such as laundry, cleaning, repairs, donations, helping inside and outside classrooms and during school outings, as well as for fundraising - especially for our casinos.

Parents are always welcome in our classrooms.



# Our team



## Key points:

- La Capucine is a not-for-profit organisation that depends on their involvement of our families - especially on the parent volunteers who sit on our Board of Directors.
- The Director reports directly to the Board and is responsible for team management, overall program development and coherence, and communication. He/she is responsible for all administrative and managerial tasks relating to registration and licensing.
- The Administrative Assistant is responsible for carrying out recurring financial tasks such as employee payroll, monthly grant applications, bank deposits, sending necessary bookkeeping documents to the accountant, keeping the budget up to date, etc. He/she is also responsible for the program administration and for managing registrations.
- The Supervising Educator is responsible for ensuring compliance with all licensing procedures, laws and regulations under the Alberta Childcare Licensing Act, and is the point of contact for all partner organizations. A level 3 supervisor is required between 8:30 a.m. and 4:30 p.m. each day.
- All educators are responsible for the health, safety and well-being of the children in their care, and must be familiar with ratios, emergency procedures and first-aid protocols. Educators are also responsible for collaborating and creating a learning environment that respects the philosophy, vision and values of all children at the Capucine.



# Our educators

As with the Flight framework, our emergent curriculum is grounded in children's experiences, and educators are seen as co-learners, co-researchers and co-imaginors of possibilities.

A key to success is engaging in a practice of relationships between:

- Educator - child
- Educator - family
- Educator - educator



# Our specialised educators

In partnership with the Francosud school board, La Capucine may be able to access funding for additional educators in our programs to support French language acquisition or to accompany children with special rights requiring additional support.

These specialised educators work with the core team of educators and in collaboration with Francosud's Inclusion team to ensure personalised and optimal support and care.



# Additional support staff

Although we partner with the Conseil Scolaire Francosud to support children with complex needs, we remain an independent, not-for-profit organisation.

Thus, despite this partnership, unfortunately La Capucine does not always receive the *funding* it needs to meet the specific needs of all children. In these exceptional cases, for the well-being of the child, our families and our educators, La Capucine reserves the right to ask the family in question to seek better-adapted support elsewhere, and to terminate their enrolment.

Please note that any child requiring additional support from a speech therapist, occupational therapist, behavioral specialist or psychologist must be a "rightful claimant" (Ayant droit) in order to access any of the services of the Inclusion team at Francosud.





# Our environment

We have two locations:

Our location at the école du Nouveau Monde (**ENM**) school has a **full day** preschool program with a daycare licence.

This means that we must respect the rules and regulations outlined in **Schedule 1** of the [Alberta Early Learning and Child care Regulations](#) as well as in the [Health and Safety Guide for Childcare Operators](#).





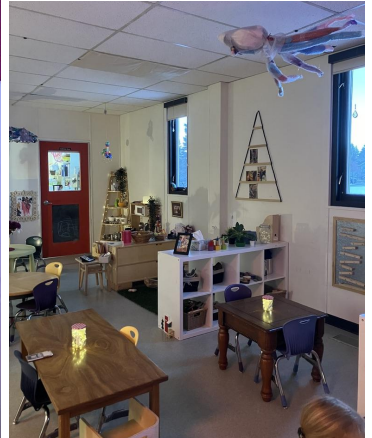
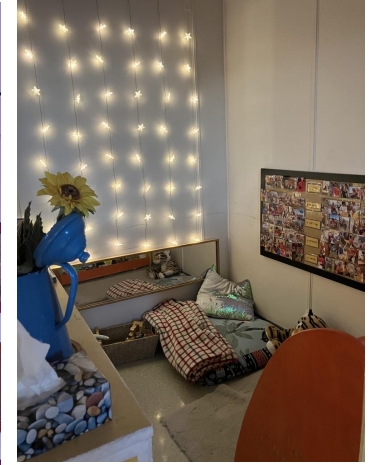
# Our environment cont.

Our Capucine TDJ is located in the Terre des Jeunes school in Varsity and offers both full day and half day programs.

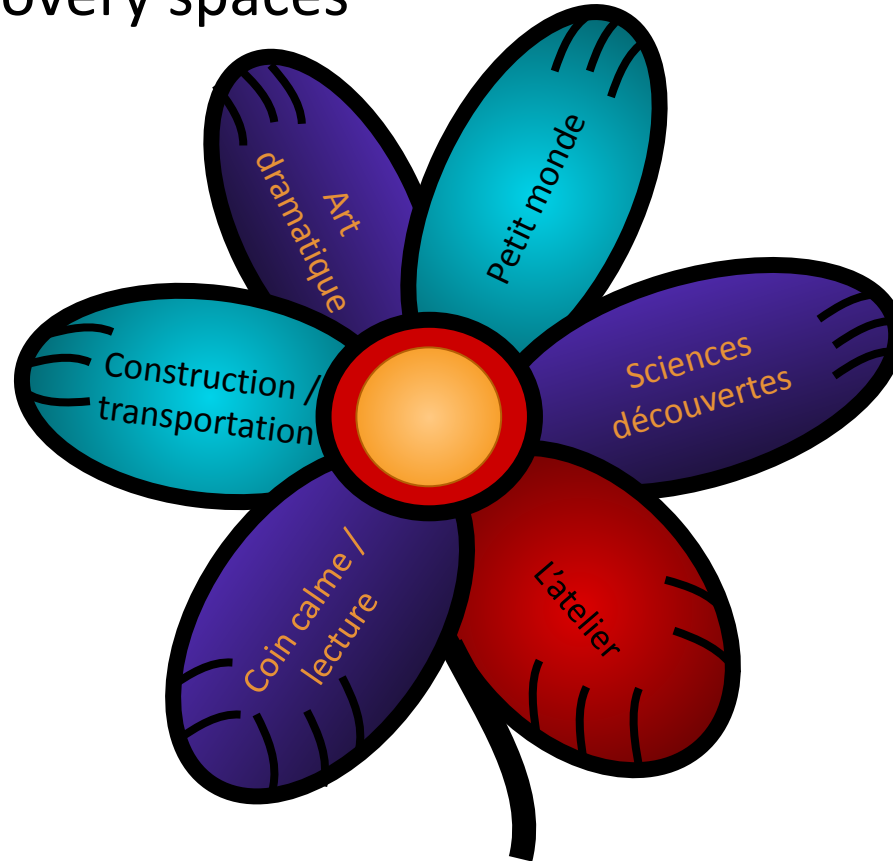
This location was selected as an inspiration to other early childhood centres in Alberta for our use of FLIGHT and was filmed as part of the Flight Video Tour Series in 2023.

Our video (the only French centre and video) will be available for viewing on the Flight website as of February 1st, 2024.

<https://www.flightframework.ca/news/flight-video-tour-series-update-2>



# Our indoor discovery spaces





# Our outdoor discovery spaces



# Our day

We have a flexible routine that easily adapts to the children's needs.

This said, we do ensure the following:

- A documented welcome with open hearts and arms every day
- A minimum of 90-120 minutes of uninterrupted free play per ½ day
- Communal eating time (snacks/lunch)
- Quiet time after lunch
- Time outside (we usually go outside down to -26 with the windchill factor, as recommended by the [Pediatric Society of Canada](#))
- Collective time for group discussion and exchange
- A documented, safe departure





# Our policy on child guidance

- The educators at La Capucine set clear, consistent limits intended to foster a safe and respectful environment.
- We understand that conflict is part of the practice of relationships and we strive to support children in times of discord.
- Children are encouraged to solve problems appropriately and without violence.
- Staff use positive guidance techniques, including discussion, modeling, redirection and changing activities.
- The educator plays a key role in fostering a positive and, above all, respectful attitude towards herself and others.



# Child guidance cont...

The educator must never:

- inflict physical punishment, verbal or physical degradation, or emotional deprivation,
- deny or threaten to deny any basic need,
- use or permit the use of any form of physical restraint, seclusion or isolation.

Any disciplinary action must be reasonable under the circumstances.

Negative discipline and/or corporal punishment are forbidden.



# Snacks and meals

We ask parents to provide their children with a bottle of water and nutritious snacks and meals that meet Canada's Food Guide standards (brainfood!)

Alberta Health and our licensing guidelines suggest at least two food groups for each snack (e.g. fruit/vegetable and a protein), in addition to the beverage (water).

Unfortunately, for the time being, a fridge is not available for children.

Have plenty of  
vegetables and fruits

Eat protein foods

Make water  
your drink  
of choice



Choose  
whole grain  
foods

# Snack and meals

## Not permitted:

- Chewing gum
- Candies, caramels, popcorn, chocolate bars
- Juice boxes

## To avoid the risk of choking:

- grapes, cherry tomatoes, sausage/hot dogs: please cut lengthwise
- stone fruits: remove pits
- fish with bones: remove bones

Depending on the group's allergies, nuts and peanuts may not be permitted.

Have plenty of  
vegetables and fruits

Eat protein foods

Make water  
your drink  
of choice



Choose  
whole grain  
foods



# Illness policy

If a child shows any of the following symptoms, they should not attend school:

- vomiting
- diarrhea
- skin rash
- persistent cough and/or runny nose
- anything that requires more care and attention than can be provided without compromising the care of other children in the program.

Parents will be notified if a child is ill and will be asked to remove the child from the premises immediately.

The child will not be allowed to return to La Capucine until they have been symptom-free for a minimum of 24 hours and a physician or staff feels it is safe to return.



# Lateness and Absence Policy

In order to respect our schedule, we kindly ask parents to respect the two (2) agreed arrival times: 8:15 or 9:00, and the three (3) departure times: 3:00, 3:30 or 4:00pm.

We ask you to notify us of any absence or delay by email:

TDJ: [educatrice.capucine@gmail.com](mailto:educatrice.capucine@gmail.com)

ENM: [educatriceenm@gmail.com](mailto:educatriceenm@gmail.com)

Or by text to 587-913-1871

Parents who are regularly more than 10 minutes late at the end of the day will be fined \$1/minute.



# Evacuation policy

In the event of an emergency requiring evacuation of the school, children will be taken to a pre-determined safe location. Parents will be contacted immediately, **so it's important to keep your details up to date.**

The emergency plan is also posted at the school entrance, visible from outside the building.

Educators will conduct monthly evacuation practices. A minimum of one lockdown drill with each group is also required, as well as participation in school/police lockdown drills each year.





# School fees

1. The registration fee of \$75 for each child is paid at the time of registration and is non-refundable. All paperwork must be completed, signed and verified by the parent and the supervisor before the start of classes.
2. **Please note that registrations will be confirmed at the Annual General Meeting (AGM). Families who have no representative at the AGA may lose their place to a family on the waiting list.**
3. Tuition fees are posted on our website. These fees are calculated on an annual basis, regardless of the school calendar and the total number of classes per month or year. Post-dated cheques are due at the time of registration.
4. September and June tuition fees are due at the AGA and are non-refundable.
5. Tuition fees will be paid one month in advance, ex. online payment or a cheque dated September 1 will cover October fees and so on.
6. For families with more than one child attending La Capucine during the same year, the registration fee (\$75) is required for each child / each file, but only one set of deposit cheques (\$100 and \$500) are required.



# School fees cont.

7. Deposit cheques are required for tasks that are essential to the survival of the Capucine preschool. There is a \$100 deposit cheque for participation in cleaning/laundry and a \$500 deposit cheque for participation in Capucine fundraising activities. These cheques will be returned or destroyed once a parent has fulfilled their volunteering duty as mandated by the Capucine administration.
8. Parents must remit all cheques, permission forms and the completed registration form before their child starts at the Capucine.. Children cannot start class until the registration file has been verified and accepted by a Capucine educator. In the event of non-payment of school fees during the year, the parent will have until the end of the current month to pay the fees due for the current month. The child will not be allowed to continue in class until all outstanding fees **and the following month's fees** have been paid in full.
9. Cheques should be made payable to "La prématernelle Capucine".
10. A \$50 fee will be charged for NSF cheques. All payments must be made within five (5) working days, and the child must be withdrawn from class until the fees are paid in full.
11. In the case of a child's withdrawal, thirty (30) days' written notice is required, and tuition must be paid up to the end of the month following the date of notice (e.g., if the child announces withdrawal from class November 5th, payment must be made until the end of December.)
12. As concerns the deposit cheques, if a child's withdrawal takes place before January 1 and the parent has not participated in the cleaning/laundry, the parent must pay \$50. If the withdrawal takes place after January 1 and the parent has not participated in the cleaning/laundry, the parent must pay \$100.
13. Full payment is due even in the event of the child's temporary absence (e.g., vacation, illness).

# Our Casino/ fundraising events

In order to keep tuition fees affordable, La Capucine depends on additional funds raised through fundraising campaigns and casinos. The \$500 deposit cheque is intended to motivate families to participate in these fundraising activities, which are essential to our operations. The cheque will only be cashed if a family does not participate in the casino/volunteer activity.

For the casino, each family must work between 5 and 10 hours, depending on the position chosen. The participation of at least one member per family is necessary for the fund-raising campaign to be possible and for La Capucine to function. If no family member is available on casino days, the family can send a substitute of their choice (grandparent, friend, neighbor, etc.).

Please note that Alberta has adopted this "Charitable Gaming Model" for casinos, bingo, raffles and raffle tickets. These gaming activities provide excellent fundraising opportunities for all non-profit and charitable organizations, including ours, to raise funds for our important projects and services.

There are strict rules governing the roles and responsibilities of volunteers. For detailed information, please visit the Alberta Gaming and Liquor Commission website [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca).





# Welcome to the Capucine!

- ❑ Registration on our website  
[www.capucine.ca](http://www.capucine.ca)
- ❑ Welcome Questionnaire
- ❑ Copy of your child's birth certificate
- ❑ Capucine authorisation form
- ❑ "Formulaire Ayant Droit" for Francosud
- ❑ Permission form for sledding
- ❑ School calendar
- ❑ Police check
- ❑ Parent Handbook read and understood

