



Handbook

For Mes Amis Preschool
Located in École St. Matthew School
1508 Arlington Avenue
Saskatoon, SK S7H 2Y2
306-659-7820

Mission & Objectives

The Mission of the Mes Amis Preschool program is to provide a structured and creative French Immersion learning environment for children aged 3 and 4 to promote their physical, intellectual, social, and emotional growth through active participation in individual and group activities, selection of materials, and sharing of ideas and interests within a safe and welcoming space.

The Objectives of the Preschool are to:

- Expose children to French language and culture through activities, stories, and songs
- Foster an interest in learning to speak French
- Introduce vocabulary and linguistic concepts to develop French oral communication skills and comprehension through a variety of activities based on themes
- Give opportunities for language and literacy development in both English and French
- Help children recognize themselves and others as valuable individuals
- Encourage individuality and creative expression

- Develop socialization and respect for others through cooperation, sharing, and play
- Grow appreciation of art, music, and reading
- Improve fine and gross motor skills through indoor and outdoor free play and directed activities
- Increase awareness of the world in which the children live through in-class experiences and field trips

École St. Matthew School

Mes Amis Preschool (<https://www.saskatoonmesamis.ca/>) operates in a classroom space within École St. Matthew School (<https://www.gscs.ca/mat>).

While the school is part of the Greater Saskatoon Catholic Schools (GSCS), Mes Amis is a non-denominational Preschool.

The integration of the Preschool into the school provides students with an introduction to the school environment, as well as access to the school amenities.

The Preschool year follows the same calendar as the school (GSCS school year) starting in September and running until the end of the following June, with the same statutory holidays, professional development days, and school breaks.

Preschool Board

The Mes Amis Preschool Board is a volunteer, parent-led group responsible for establishing, promoting, and supporting Mes Amis Preschool as a Non-Profit Corporation and for upholding its Bylaws. The Board meets monthly to consider and discuss all matters affecting the operation of the Preschool.

All families are invited to attend the Annual General Meeting in May. Minutes of the AGM can be provided to any stakeholder upon request.

You may also contact the Board to be added to the agenda at a monthly Board meeting. Minutes from each Board meeting are recorded and held on record by the Secretary.

If you need to bring any matter to the attention of the Board, please contact us at mesamispreschool13@gmail.com. We welcome all ideas and comments from families of Mes Amis Preschool.

Class Sessions

In accordance with our License Agreement with the GSCS, no child is allowed to attend more than three hours of Preschool in one day, so we offer 4 different class sessions:

1. Four-year-olds: Monday, Wednesday, and Friday, 9:00 - 11:30 am (max 16 students)
2. Four-year-olds: Monday, Wednesday, and Friday, 12:45 - 3:15 pm (max 16 students)
3. Three-year-olds: Tuesday and Thursday, 9:00 - 11:30 am (max 12 students)
4. Three and four-year-olds: Tuesday and Thursday, 12:45 - 3:15 pm (max 14 students)

Enrolment priority will be given to students who have attended Mes Amis Preschool in the previous year, as well as to families currently attending École St. Matthew.

Enrolment shall commence from the date of acceptance of your completed registration form, payment of registration fee, and payment of tuition fees in-full or post-dated by term or monthly (see [Payments](#)).

Preschool Readiness

Any student registering for the 3-year old program must be 3 years old on or before September 1st of the school year (e.g. September 1, 2025 for the 2025-2026 school year).

Any student registering for the 4-year old program must be 4 years old on or before January 31st of the school year (e.g. December 31, 2025 for the 2025-2026 school year).

It is imperative that all students starting Preschool are toilet trained (no diapers, pull-ups, training pants, etc). It is reasonable to assume that a child of 3 or 4 years of age might have a “bathroom accident”, so for this reason, a spare change of clothing is to be brought to every class in their backpack (see [Supplies for Preschool](#)).

Children starting Preschool should be able to work and play independently for short periods, to focus on one project or task for several minutes, to follow simple instructions, and to sit still for a few minutes for group activities such as circle time. It is also helpful if your child has had some experience playing with other children.

If you are questioning your child’s readiness for Preschool you may want to consider these points:

- Does my child have some same age playmates?
- Are they able to share?
- Are they able to take turns and/or participate in other group activities?

- Can they be away from their principal caregiver?
- Are they toilet trained?
- Are they able to communicate their feelings to adults or to other children?

Please be aware that this information is only to serve as a reference. You are best able to determine your child's readiness. You may also arrange a meeting with the Teacher to discuss readiness prior to registering.

Children with special needs or who require additional assistance may be enrolled in any of the class sessions offered by the Preschool at the discretion of the Teacher and the Board. The family may be asked to come and observe a whole session of the Preschool for evaluation between the family and Teacher. A medical certificate from your child's doctor will be required stating the child's ability to participate in the Preschool program. If any additional help from a professional caregiver is required, you are required to find a suitable person to assist your child in the classroom.

Payments

Registration and Tuition fees for the current school year are available on the Mes Amis Preschool website. Fees may be paid with one of the following payment frequency options:

1. Full Annual Tuition (Two payments)
 - One (1) Registration fee dated for the date of registration
 - One (1) Annual Tuition fee due by August 15th
2. Term Tuition (Three payments)
 - One (1) Registration fee dated for the date of registration
 - Two (2) Term Tuition fees due by August 15th and January 1st
3. Monthly Tuition (Ten payments)
 - One (1) Registration fee dated for the date of registration
 - One (1) First and Last month Tuition fees due by August 15th
 - Eight (8) Monthly Tuition fees dated for the 1st of each month from Oct-May

For all payment options, the registration fee as well as the first month and last month tuition fees are non-refundable.

Instructions for e-transfers:

- Send e-transfers to: mesamistreasurer@gmail.com
- Auto-deposit is enabled, so a Security question and Answer is not required.
- It is extremely important to include your child's name and their class session (i.e. MWF AM, MWF PM, TTh AM, or TTh PM) in the e-transfer memo field so that the payment is applied to the correct student account.
- Late e-transfers will incur a penalty, at the current rate posted on the Mes Amis Preschool website.

If payment has not been received, the Mes Amis Treasurer will contact you to discuss. Your child will not be allowed to attend the Preschool until payment has been received.

After a third late payment, the Board will request a meeting with you to discuss the situation further and assess alternatives.

Withdrawal from Program / Termination of Enrolment

You may withdraw your child for any reason at any time by providing written notice to the Board.

Upon receipt of written notice, a refund for the applicable balance of any tuition already paid will be processed starting the following month (e.g. if you wish to withdraw your child starting March 1st, notification must be received by February 1st). As noted under [Payments](#), the registration fee as well as the first month and last month tuition fees are non-refundable.

In a situation requiring an extended absence from the program you may not “pause” your child’s enrolment, so fees must be continued to be paid to maintain enrolment or you may withdraw from the program.

At the request of the Teacher with the consent of the Board, a student may be asked to withdraw for reasons of immaturity, health problems, or consistently disruptive social behaviour that interferes with the successful operation of the Preschool.

The Board reserves the right to terminate enrolment of any student at any time for reason, but not limited to: health, discipline, payment issues, recurring late pick-up, or failure to adhere to any of the terms of this Handbook.

Supplies for Preschool

General classroom supplies are provided by the Preschool.

To be left in your child's locker at the Preschool, please bring on the first day:

- a pair of indoor, non-marking shoes labeled with your child's name

To each class, students should bring:

- a backpack large enough to carry the items below as well as to carry home library books, printed correspondence, crafts, etc.
- a change of clothes/underwear in a labeled Zip-loc bag
- a bottle of water and a healthy snack (nut-free) packaged in containers that your child is able to open by themselves suitable to be eaten during a 10-minute snack time

École St. Matthew School and Mes Amis Preschool are nut-free environments. **DO NOT SEND ANY SNACKS THAT CONTAIN NUTS** as there are children in the school and/or classroom with life-threatening nut allergies.

Show and Tell

The Teacher will create a show and tell calendar assigning each student a specific day to show and discuss an item or a photo with the class. The teacher may suggest topics of the month or other themes as a guideline.

Please do not bring toys or other valuables from home outside of assigned Show and Tell days. The Preschool nor the School are responsible for lost, stolen, or broken personal items.

Drop-off & Pick-up

Morning classes: drop-off time is 9:00am; pick-up time is at 11:30am

Afternoon classes: drop-off time is 12:45pm; pick-up time is 3:15pm

You are responsible for your child's safe transportation to and from the Preschool classroom. Other family members, emergency contacts, or other persons over 18 years of age (collectively referred to as "you" in this section) can be authorized to drop-off and pick-up your child by recording their names on the Registration form. The Teacher can not release your child to anyone not authorized.

- At drop-off time: you must escort your child into the Preschool classroom, help them remove outerwear, and help them put on their indoor shoes
- At pick-up time: the Teacher will release your child to you at the classroom door

To maintain a clean school environment, you and your child are to remove your outdoor shoes at the racks provided inside the main doors of the school. Coat hooks for students' jackets and backpacks are located inside the lockers in the Preschool room.

Please note: all other classrooms at École St. Matthew are in session from 8:55am until 3:30pm. Thank you for keeping noise levels in the hallway to a minimum during this time.

Late Pick-up Fees

If your child has not been picked-up from the classroom door within 10 minutes of pick-up time, the Teacher will first call the primary contact phone numbers, followed by emergency contact phone numbers, to understand the situation.

Late pick-ups after 15 minutes will be subject to a \$10.00 late fee charge plus \$3.00 per minute after 15 minutes (to a maximum of \$150 per occurrence).

After a third late fee penalty at any point throughout the Preschool year, the Board may terminate enrolment of the student.

In the event that your child has not been picked-up after 60 minutes and the Teacher does not get response from any of the contacts, then the Teacher will contact Haven Kids' House (formerly Saskatoon Crisis Nursery) to take over the care from the Preschool.

Health

When your child is not feeling well (e.g. cold, cough, fever, upset stomach, or more serious disease or illness) please keep them at home.

If your child will be missing school, please inform the Teacher by email at mesamisteacher@gmail.com, by direct message through the SeeSaw app, or by leaving a message on the classroom phone at 306-659-7820 (messages are checked at the beginning and end of each class session).

In case of a serious illness or communicable disease, please notify the Teacher immediately so that other class families can be informed.

Your child must be symptom free for a minimum of 24 hours before returning to class. At the Teacher's discretion, parents may be called to take their child home at any time regarding health concerns.

Parent/Guardian Classroom Volunteers

In accordance with our License Agreement with the GSCS, a minimum adult to student ratio shall be present in the classroom at all times to maintain the children's safety, and to enhance your child's learning experience.

You are asked to volunteer during your child's class session, equally distributing volunteer times of families throughout the year. Depending on enrolment numbers in the class, this works out to volunteering approximately once every six weeks per family.

Grandparents or other family members over 18 years of age are also welcome to fill volunteer roles. If you have another younger child who needs to be with you in order for you to volunteer, please discuss with the Teacher in advance.

All classroom volunteers are required to provide an up-to-date police criminal record check (dated no earlier than 6 months prior to the start of the current school year) before volunteering at the Preschool (note: vulnerable sector check is not required). Criminal record checks are valid for the duration of the school year. The Teacher will provide volunteers with a letter to submit with their criminal record check application form that will waive the application fee. Please return completed criminal record checks to the Teacher by hard copy or email.

The Teacher will maintain the volunteer sign-up calendars for each class. These will be available on orientation day for the September-December period and at the Christmas party for the January-June period.

If a class session does not have a volunteer, the Teacher will contact families from that class in an attempt to fill the vacancy. **In the rare event there are no volunteers willing to help in a given class session, the class for that day will be canceled.**

A class contact list will be shared for each class by the Teacher. If you are no longer able to volunteer for your registered day, it is your responsibility to contact other families to arrange a trade or a switch.

General guidelines for volunteers:

- Arrive at class 15 minutes before class start to assist with classroom setup.
- Remain in the classroom at the end of class until all students have been picked-up.
- Assist the students as needed and encourage them to do things on their own.
- Encourage the students to use their “inside” voices to keep noise levels down.
- Monitor the classroom to ensure students do not hurt others or damage property. Any discipline is to be left to the Teacher to enforce.
- Ensure materials are being used properly and help to put away when not in use.
- Use positive suggestions with the students (e.g. “please walk” rather than “don’t run”).
- Do not use comparisons between students.
- Talk to the students at their own level by squatting down if able and make eye contact.
- Encourage fairness and sharing.
- Move around the classroom and avoid staying with your child. There is always something to do.
- Dress appropriately in clothing that is comfortable and durable. Remember, you will be interacting with the students and possibly messy craft materials and activities.
- Expect your child may behave differently when you are volunteering in the classroom and you may need to remind to your child that you are there to help everyone equally.

Specific volunteer duties:

- Assist the students with cleaning up between activities
- Assist the students with washing hands if needed
- Inform the Teacher if a student requires help in the washroom
- Help students put their names on anything they create and put it in their backpack (if dry) or on the drying rack (if wet)

- Set out placements for snack time
- Wipe the tables with the cleaning solution regularly
- Sweep the floor after snack time
- Assist students getting ready to leave at the end of the class

Periodic shared duties as assigned to volunteers by the Teacher:

- Dry mop the floor daily and damp mopped twice a week, at a minimum
- Collect the garbage daily
- Spot wash walls as needed
- Clean/organize lockers weekly
- Dust the classroom weekly
- Clean and disinfect sinks, toilet bowl, vanity, and mirror daily
- Wash walls around toilet when needed

Activities Around the School

The Preschool has access to the École St. Matthew School library, gym, and schoolyard.

Students will be allowed to take home one library book per week. The library book must be returned the following week before being allowed to take out a new book. Lost books are subject to a replacement fee through the school.

As weather permits, the Preschool will engage in outdoor activities within the Preschool's fenced area in the front of the school or in the school playground. The Preschool may go outside at any time, so students should always have appropriate outdoor clothing with them at each class. The Teacher will announce in advance any days of special or extended outdoor activities.

Field Trips

The Teacher will notify families of any field trips away from the school grounds.

Your help and support is necessary to make these trips safe and successful. There must be a minimum of 4:1 student to adult ratio. Some field trips and/or the type of activity may require more adult participation. The Teacher will send out requests for additional volunteers as necessary.

Classroom Management

The Teacher is ultimately responsible for classroom management.

Inappropriate behaviour will initially be addressed through verbal correction. If the behaviour persists, the student will be removed from the activity to a calm space until they are ready to rejoin with appropriate behaviour.

If the inappropriate behaviour persists, the student will be removed for a longer period of time, given direction as to how to modify the behaviour and then asked to rejoin the group.

Respect for the child and their feelings will be combined with the need to support the child as they develop an understanding of appropriate behaviour. Often it involves simply reminding the child of inappropriate behaviour.

The Teacher will communicate any challenges with you. Ongoing disruptive behaviour that doesn't improve may result in termination of enrolment.

Communications With and From the Teacher

Mes Amis Preschool uses the SeeSaw app to share communication and updates (e.g. important classroom information, daily photos, and monthly newsletters) from the Teacher to the families of each class.

For important reminders and newsletters, the Teacher will also send e-mails to all families to ensure distribution.

The Teacher will schedule Parent-Teacher Conferences twice a year. Either party may request to schedule a Parent-Teacher Conference at any time.

The Teacher is the first point of contact for you to discuss any questions or concerns. The Teacher can be contacted at mesamisteacher@gmail.com or by leaving a message on the classroom phone 306-659-7820.