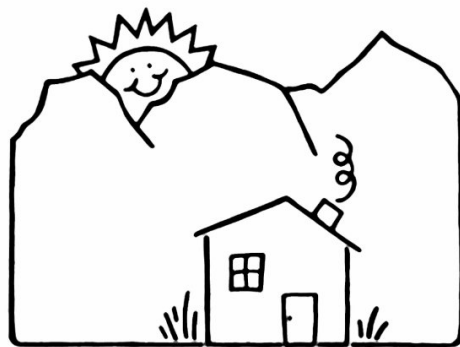




Parent Handbook 2009/2010



Canmore Preschool Society
www.canmorepreschool.com

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Welcome

Welcome to the Canmore Preschool, your child's first introduction into a more formal form of education. This booklet has been put together to give you a better idea of what we are all about and to give you some guidelines to ensure that you and your child get the best experience from preschool.

Please read this handbook carefully and save it for future reference. If you require further or more detailed information, please feel free to contact a member of the Canmore Preschool Board or ask to see a copy of the Bylaws which is kept in the Preschool at all times.

Message from the Canmore Preschool Society

The Canmore Preschool is a parent-operated preschool which encourages learning activities through social play for three and four year olds. The children learn through play-based, child-centred activities. Class size is kept to a maximum of 15 children with a qualified teacher and parent helper in each class. In 2008-2009, we adopted the beginnings of a Reggio Emilia approach emphasizing creativity, community and nature.

The Canmore Preschool Society (Preschool) is a private non-profit organization. All of the board and the committee members volunteer their time to ensure the Preschool runs smoothly and successfully. As we strive to make this an affordable learning experience for your child, we depend on parental involvement. Parents are encouraged to take part in the program as much as possible and there are many committees for which to volunteer. Parents are also required to volunteer in the classroom on a regular basis.

All that we expect of the children is that they come to school and be themselves. What we expect from the parents is that you abide by the operating procedures in this handbook and in supplemental notes and newsletters that will be sent to you from time to time. We want you to be a part of your child's Preschool experience. We welcome extra help, suggestions and constructive criticism, as well as financial, moral and volunteer support. We thank you for allowing us to join with you in providing for the care, love and nurturing of your developing child. We look forward to a mutually rewarding school year ahead.

Why Preschool?

Studies have shown that preschool is a positive first step into the world for a child. Preschool develops social, cognitive, gross and fine motor skills. Working and sharing in a group helps prepare a child for team playing and group encounters later in life. Children learn a great deal through play ... it's their work. Play provides a natural opportunity for young children to learn new skills and to practice familiar ones. Studies have shown that 70 percent child directed time and 30 percent teacher directed time is a happy balance.

Program Information

The primary goal of our program is to nurture physical and cognitive skills, to encourage creativity, to build self-esteem and good social skills through play, learning centres, and other activities. Thinking processes are developed through circle time, games, crafts, learning centres and field trips. Gross and fine motor skills are developed through outdoor play, toys, puzzles, music and finger plays.

Learning Centres — Areas in the classroom which provide children an opportunity to be active learners. Centres in our program include the following: house centre, book centre, listening centre, puzzles, water centre, sand centre, building centre, and computer centre. Children are allowed to freely choose any centre.

Circle Time—Introduction to the calendar and themes. New concepts such as colours, numbers, letters and sounds, name and shape recognition, are also introduced. The children are encouraged to participate in group discussions, to sing, to mime, and to play games with the group. They also learn to listen attentively and to wait their turn to talk.

Directed Activities—Each day the children have an opportunity to do crafts, which may involve gluing, painting, use of scissors, clay, plaster, and other mediums that encourage creativity and the development of fine motor skills. Games, songs and finger plays are introduced and repeated to promote language learning.

Outdoor Play—Each month the children will have time to play in our playground.

Story Time —Stories are read daily to promote interest in reading, listening, and comprehension.

Themes are followed throughout the year. During the fall months, the children learn about autumn, harvest, getting ready for winter, outer space, and make bread and applesauce. January, February and March cover nursery rhymes, dinosaurs, under the ocean and caring. With the arrival of spring, the children learn about the changes they see in nature, baby animals, bugs and butterflies and the beginning of growth.

Special Events

Special events, field trips and theme days are regularly scheduled.

- Colour Days
- Library Days
- Pyjama Day
- Teddy Bear Day
- Hawaiian Day
- Music programs
- Cross-country Skiing
- Skating
- Daddy/Special Person Night
- Mothers' Day Tea Party
- Visits to community places of interest
- Classroom visits from community members
- Body Moves Program

Three year olds do not go on field trips until January, at which time they go to the Canmore Public Library once a month. From past experience, they need the first part of the year to feel more comfortable in the classroom. It is MANDATORY that all children wear a helmet for skating, bike riding, and cross-country skiing. Helmets are available for use through the Preschool. The monthly Preschool newsletter will contain detailed information regarding all field trips and whether helmets are required.

NOTE: Some special events require a parent to attend with their child and some special events require the children to be picked up or dropped off at a location other than the Canmore Preschool. If you are not able to drive your child to or from some special events, please contact the Preschool for assistance in finding transportation for your child.

Parents sign a general parent consent and waiver on the Preschool registration form. The parent consent and waiver states:

"I hereby grant permission for the child named above;

- a) to participate in all of the activities organized by the Canmore Preschool Society and
- b) to use all the play equipment owned or used by the Canmore Preschool Society and
- c) to leave the school premises under the supervision of a staff member of the Canmore Preschool Society for walks in the neighbourhood and to Lion's Park, and
- d) to participate in activities involving bus transportation under the supervision of a staff member of the Canmore Preschool Society."

and **"I AGREE NOT TO HOLD THE CANMORE PRESCHOOL SOCIETY, THE BOARD MEMBERS, THEIR OFFICERS, EMPLOYEES OR AGENTS RESPONSIBLE FOR ACCIDENTS.**

When a child participates in an activity organized for preschool aged children, there is always a risk of personal injury or death, and property damage or loss. I acknowledge that the organizers will not be able to fully supervise, care for, or control the participants involved in Preschool activities. If anything happens to my child or my child's property in Preschool activities, I agree not to hold those supervising the activity, the Canmore Preschool Society, the Board Members, and their Officers, Employees or Agents responsible unless they have been grossly negligent. I realize that I am responsible for insuring my child and my child's property for any loss. "

Hours and Holidays

The 2009-2010 Preschool program begins September 14th and continues until the end of May. The three year old program is two half days per week and the four year old program is three half days per week. The hours of operation are as follows:

Three Year Old Program

Tuesday/Thursday Mornings 9:30 AM—11:30 AM OR Afternoons 12:30 PM—2:30 PM

Four Year Old Program

Monday/Wednesday/Friday Mornings 9:00 AM—11:30 AM OR Afternoons 1:00 PM—3:30 PM

The Canmore Preschool acknowledges statutory holidays and other holidays decided by the Preschool Board. The Preschool follows holidays as outlined by the Canadian Rockies Regional School Division No. 12, except for Professional Development Days. The Preschool is closed for the Teacher's Convention in February.

Eligibility

Your child must be three years old and toilet trained to enter the three year old program. Enrollment is possible until February 28th, 2010 provided your child is three years old by December 31st, 2009 and space is available. Your child must be four years old by December 31st, 2009 to enter the four year old program. Enrollment may be possible throughout the year if space is available.

After a reasonable period of adjustment (5-6 weeks), for three and four year old children, parents are expected to leave the child in the care of the Preschool teacher.

Notice of Withdrawal and Refunds

The \$45 registration fee is non-refundable. One month's written notice to the Registrar is required if a child is withdrawn from class or one month's fee in lieu of same. For a refund of program fees, the Registrar must be notified so remaining cheques can be picked up or a refund given for prepaid fees. If a child is sick and has withdrawn or is unable to attend class due to extended trips, etc. and wishes to reregister, a \$15 re-registration fee will be charged.

Parental Involvement

Parent of the Day

The Preschool's license requires two (2) adults to be present in each classroom during operation, one teacher and one parent volunteer. In order to keep program fees down, the Preschool does not employ classroom aides. Therefore, parents must take their turn in assisting the teachers. A monthly calendar is posted outside the classrooms for signing up for Parent of the Day. A fair rotation of parent volunteers will be maintained depending on the class size and the number of Preschool sessions in the month. Without a parent helper, class will be cancelled! If you are a working parent, it is your responsibility to find someone to take your place (i.e. aunt, grandparent, neighbour, etc.) If you are signed up for a day and are unable to make it, it is up to you to find a replacement. Please do not cancel at the last minute.

Parent of the Day tasks include but are not limited to:

- Assist the teacher during play period by helping the children play and have fun
- Assist the children in picking up and putting away toys and games
- Assist children at centres and writing their name on artwork , colouring pages, etc.
- Additional clean up as needed during circle time
- Assist the teacher at snack time, passing out snacks and pouring water
- Wash off tables and sweep floors after snack time
- File artwork into appropriate cubbyholes located in the Preschool lobby
- Assist children with shoes/boots, coats, backpacks, etc. as needed

Remember to enjoy yourself! It is a very special day for your child when they have mom or dad as the "Parent of the Day".

If you do not fulfill your obligation as parent of the day, you will be given a warning to sign up as soon as possible. After 2 warnings, you will be assigned a day to be parent of the day. Failure to attend on that day will result in a \$50.00 fine.

Room Parent

There is one Room Parent for each class. Their responsibility is to ensure that there is a Parent of the Day for each class day on the calendar. They monitor the calendar and make sure that each parent signs up for Parent of the Day and advises the Volunteer Coordinator. They will contact each person in the class if the calendar is not filled prior to the upcoming month to ask which day you would like to sign up for in an effort to keep parents from being charged additional fees. They will ensure that parents sign up in rotation. (i.e. once per total number of children in the class). They also make sure that there are sufficient volunteers for field trips and snacks for special days. The Room Parent is responsible for calling all parents if there is an important notice that needs to go out quickly. Please note the Room Parent is not responsible for finding your replacement if you are unable to fulfill your parent of the day commitment.

Fundraising

The Canmore Preschool Society organizes a number of fundraising activities each year. The funds raised help pay for programming, which in turn keeps program fees down. Parents are required to volunteer for fundraising activities and special events outside of the classroom. A separate post-dated cheque is required with fee payment as security towards your volunteer commitment.

Fundraising events include:

- Casino
- Canmore Christmas Artisans' Market
- Rocky Mountain Raffle
- Scholastic Book Orders
- Mountain Blends Coffee
- Le Chocolatier

Other

Arrival and Pick-Up

- Please accompany your child to the door and help him/her hang their coat up and place boots neatly below.
- Please sign your child in and out on the sheet posted by the classroom door.
- Please wait until the Parent of the Day has arrived before leaving.
- Please be on time to pick your child up from Preschool when the class is over. Your child will not be released to an unauthorized person. We must have written or verbal permission from the parent to do so.
- Please check your child's cubby daily for handouts, artwork and crafts.

Snack Time

Each child should bring a nutritious snack in a **small** container with the child's name clearly marked on the outside. Fruit, vegetables, cheese slices, or crackers are convenient and mess-free. Along with the snack, each child should bring a small, empty plastic cup (with their name). Only water is permitted at the Preschool and it will be provided.

Due to serious allergies, **peanuts, peanut butter, nuts, nut butter or snacks containing peanut or nut products such as peanut oil are not allowed at the Preschool.**

Due to Provincial regulations, the following foods are not allowed: **grapes (unless cut lengthwise), hot dogs (unless sliced lengthwise), hard candies, seeds, nuts, gumdrops, jelly beans, unpitted fruit, caramels, popcorn, toffee, chewing gum or snacks with toothpicks.**

Clothing and Personal Belongings

- Dress your child in play clothing (not good clothing) as they will be painting and gluing.
- Footwear must be worn in the classroom at all times due to fire regulations. **In winter, please bring indoor shoes for your child to wear.**
- **Label your child's belongings (shoes, backpack, lunch bag, cup, winter clothing) for easy identification.**
- Dress your child appropriately for outdoor days and field trips.

Birthdays and Special Occasions

Birthdays and Special Occasions will be celebrated at the Preschool. We will have birthday crowns and special activities for birthdays. During other special days (Valentine Day, Halloween etc.), your child may bring a special treat for themselves. If you want to send a treat for all the children, we ask that it not be a food item. Treats could be stickers, pencils etc. Balloons are not permitted at Preschool.

Communication

We communicate with parents in a monthly newsletter, via email, the website, through the room parent, at the request of the parent or teacher, on your parent volunteer day and the bulletin board. Please check the bulletin board in the Preschool lobby daily for current Preschool information. **Also check the website for important information and to download the monthly newsletter. If you do not have access to the internet, please let Nancy know that you will need a paper copy of the newsletter and important notices.** The newsletter and calendar provide information about the activities planned for each month. If you have any concerns about procedures or any aspects of the Preschool, please contact the teacher. If the discussion needs to go further, please contact the Chairperson.

Parking

For the safety of ALL and to allow emergency vehicles and bus access to the building, PLEASE DO NOT stop or park by the main door or in the NO PARKING ZONES of the parking lot. Cooperation by all is mandatory and you may be ticketed for parking in a NO PARKING ZONE. Also, please keep your children with you at all times while in the parking lot and keep the gate closed at all times.

Payment of Fees

Payment of fees for the school year is due prior to the first day of class. Three payment options are available. If payment is not made by this date, your child's space will not be held. Parents who are 10 days in arrears in fee payment may have their child removed from the program. The space may be filled by someone on the waiting list if financial arrangements have not been made. The Preschool reserves the right to charge a \$20 fee for all NSF cheques and it will be deemed as a payment in arrears. Following 2 NSF cheques, parents will be on a cash only basis. Payment, in cash, will be due on the first day of each month. **Cheques must contain the child's name and your telephone number.** Receipts are not issued automatically but are available upon request.

Class Placements

Class lists are drawn up based on the registration number given on registration night. If demand for a class exceeds the space available in that class, a lottery will be held to determine the class list. Registration forms must be received at the AGM to be included in the lottery. Classes will be deemed full if numbers on registration night so permit. The maximum class size is 15. Priority placement will be given to special needs children and to siblings who request the same class providing their parents have attended registration night. Transfers between classes can only be given where space allows. Preference is given to those children already in the program. The Preschool reserves the right to balance classes.

Classroom Behavior Expectations

The goal of the Preschool is to teach the children to socialize in a positive manner. Self-control in expressing their emotions is not always a smooth road but fair and appropriate discipline will help them to this end. Limits will be stated kindly but firmly and consequences for misbehavior will be fair and logical. Children will be kept in the mainstream where possible and any inappropriate behavior will be redirected into more positive alternatives to the situation. Children who are out of control will be removed from the situation and one on one attention will be provided until the child has gained control. The child will then be invited to join the group again.

If, in the opinion of the teacher, a child's behavior disrupts the normal operation of the classroom or the children, the teacher will contact the parents and may suggest that a childcare professional assess the child regarding suitability of that child continuing in the program.

Health Standards in the Preschool

The following are guidelines to help parents and teachers decide when a child is too ill to attend Preschool. For the safety of the other children, your child should not attend Preschool if he or she has any of the following symptoms:

- Diarrhea - Two loose bowel movements within four hours.
- Vomiting - One or more episodes within the last twelve hours.
- Cold - In combination with one of the above or fever or lethargy.
- Fever - A temperature of 100 degrees Fahrenheit or 38 degrees Celsius or higher.
- Rashes - Any questionable rashes.
- Conjunctivitis (Pink Eye) - Child should remain at home until they have been on medication for twenty-four hours.
- Ear Infection, Sore Throat, Cough - If these are being treated by a doctor with antibiotics, it is recommended that the child remain at home for at least twenty-four hours.

If the child develops any of the above symptoms while at Preschool, you or your contact person will be notified to take the child home. In case of a communicable disease (measles, mumps, rubella, etc.) or parasitic infestation, those children infested may not attend Preschool until clearance from the Doctor or Health Unit is obtained. A child must be on antibiotics for at least 24 hours and feeling well before returning to Preschool. The teacher must be notified if your child is on any kind of medication. Teachers cannot administer medication except an EpiPen. Parents must sign a release form and supply all information pertaining to their child's condition. Children who have not been immunized will be accepted at Preschool.

The Preschool Board

The Preschool Board is responsible for the administration of the Canmore Preschool. Each board member takes on different responsibilities associated with the running of the Preschool. The Board meets monthly and is elected at the Annual General Meeting/Registration Night held each May. The board members for 2009-2010 are:

Jennifer Groundwater	The Chairperson participates as well as leads all Board meetings. Other responsibilities include generally supervising all activities and speaking on behalf of the board.
Claire Lakusta	The Vice-Chairperson looks after the Casino fundraiser and assumes the duties of the Chairperson in her or his absence.
Kari Simonson	The Secretary records, distributes and maintains copies of the minutes of all board meetings.
Jacqui Huberty	The Treasurer maintains the financial records of the Preschool. The treasurer also prepares the budget, issues cheques, and supervises all book-keeping matters.
Lucy Denton-James	The Registrar processes registrations, organizes class lists and keeps them up to date, and acts as a contact person for registrations throughout the year.
Rosanne Gale	The Volunteer Coordinator looks after all the volunteer projects, room parents and assisting the Fundraising Coordinator in his or her duties.
Kayla Zabloski	The Fundraising Coordinator oversees all fundraising events including Scholastic book orders, Christmas Craft Fair, and the Rocky Mountain Raffle.
Sarah de Nys	The Children's Events Coordinator works with the teachers to plan and organize all field trips, guest speakers and other special events.
Jill Deakos	The Newsletter Coordinator writes a monthly newsletter and calendar of events based on information from teachers, Children's Events Coordinator, and board meetings.

All Preschool parents are welcome to attend the board meetings. Please contact the Chairperson if you wish to attend.

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Canmore Preschool Calendar - School Year 2009–2010

Important Dates:

First day of school 4 yr. olds: September 14
 First day of school 3 yr. olds: September 15
 Picture Day: September 30
 Artisans' Market: November 21 and 22
 Winter Break: Dec. 22 thru Jan. 1 inclusive
 Teachers Convention: February 18 and 19
 Spring Break: Mar 29 thru Apr 9 inclusive
 Last day of school: May 28

Statutory Holidays:

Labour Day September 7
 Thanksgiving October 12
 Remembrance Day November 11
 Christmas Day December 25
 New Year's Day January 1
 Family Day February 15
 Good Friday April 2
 Victoria Day May 24

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