



PARENT INFORMATION BOOKLET

MARLBOROUGH PARK PRESCHOOL

Direct: 403-235-2996 Office: 403-248-1775

MARLPARK.PRESCHOOL@SHAW.CA

Denyse (Accounts Payable): marlpark.ap@shaw.ca

Table of Contents

WELCOME TO MARLBOROUGH PARK PRESCHOOL	4
PHILOSOPHY.....	5
POLICIES	5
DISCIPLINE POLICY	6
REGULATIONS	7
General Items.....	7
Transportation of children to/from school.....	8
Holidays.....	9
Parent/Teacher Interviews	9
Cancellation of Classes.....	9
Illness	10
Withdrawals.....	10
STAFF.....	11
CLASSES OFFERED	11
FEES.....	12
Registration Fees.....	12
Class Fees	12
CLASSES "A" and "B"	13
CLASSES "C" and "D"	13
CLASSES "E" and "F"	13
Phone Policy.....	14
Late Pick-Up Fee Policy	14
Community Volunteer Deposit	155
Cheque Deposits	15

Returned Cheques	16
Child Care Subsidy.....	166
EMERGENCY PLAN AND EVACUATION PROCEDURE.....	16
MEDICAL EMERGENCIES	17
PROGRAM SCHEDULE	17
FIELD TRIP	18
THINGS TO BRING TO SCHOOL	19
PARENT INVOLVEMENT	200
BAD WEATHER INFORMATION	20
PARENTAL CONCERNS.....	211
SIGNATURE PAGE.....	23

WELCOME TO MARLBOROUGH PARK PRESCHOOL

We hope the upcoming school year will be an enjoyable one for both you and your child, and we look forward to getting to know you!

This handbook is meant to guide you, as a parent, to understand the policies of Marlborough Park Preschool (the "Preschool"). We are a not-for-profit organization, run under the supervision of the Marlborough Park Community Association ("MPCA"), putting all our excess funds back into the preschool.

As your child grows and becomes more aware of the surrounding world, he or she will enjoy and benefit from socializing with his or her peers. Preschool meets this need by allowing children to meet and play together in a safe environment, while learning the skills necessary for moving on to kindergarten and beyond.

Early childhood is an important period to human development, and a positive first learning experience is crucial for a successful transition to later school experiences. We offer a rounded program that will meet your child's needs in the area of social, emotional, intellectual, physical and creative growth.

Preschool is for children between the ages of three (3) and five (5). A child may enrol once he or she has reached their third birthday. In the case of a new registration, the child may enter the program on the first day of the month following their birthday.

Returning children will be given priority registration in the spring. Pre-registration for September-June school calendar year starts in April.

Preschool offers the following programs (see particulars on "Classes Offered")

- The five (5) day a week programs is for children who will turn four (4) year olds before February 28th of the current school year.
- The three (3) day week programs are focused on four (4) years and up development that will be attending Kindergarten the following year.
- The two (2) day a week programs are focused on three (3) years development.

Please read through this package carefully.

If you have any questions, please ask for assistance.

PHILOSOPHY

Our program has two components.

1. Learning through play.

We are a play based program that allows children to learn at their own pace at varies learning center.

The values of play are outlined by Dr. James Hymes, a national authority on early education, in the following way:

“Play teaches you to talk. Language grows and stretches all the while you make-believe. Play teaches you to plan. You learn to think ahead and are active and bustling all through your building and spur-of-the-moment games. Play teaches you to work with others. You wait, you share, you give and you take, all while the fun goes on. Play makes you more curious and play gives you facts.”

2. Learning.

We offer an emotionally safe, caring environment, and have a specific educational focus on programming that meets the need of the young learner`s development. We will assist the children to develop knowledge, skills, creativity, and attitudes that will help prepare them for a lifetime of learning.

This will include center time where the children can choose to play with other children or solitary, daily artwork opportunities, physical activity, storytelling, songs and movement, manipulative play and learning time with the teacher and/or assistant.

Since this is a child`s first school experience it is essential that it is a happy and satisfying one. Activities are carefully planned for the children. Preschool wishes to assist the child to develop their social skills, to develop a positive self-image, all while having fun and learning about the world around them.

POLICIES

- You must have a valid MPCA membership. No exceptions.
- One member of the family, i.e. mother or father, must attend the orientation night. No children are to come to the orientation.
- All cheques must be turned in no later than orientation night. Take time now to ensure you have a full supply of cheques. These cheques may be left in an envelope in the MPCA office between August and Orientation night. Doing so will

help speed up the requirements of that evening. A child will not be allowed to attend the preschool unless all cheques have been turned in.

- You must volunteer for one full event or Bingo shift (minimum 5 hours) for MPCA by April or pay the \$100.00 deposit. To volunteer for Jelly Bean Dances, you must volunteer for two dances to get your cheque back. If you chose to just forfeit your \$100.00 deposit, please let the office know in writing to please cash your cheque.
- You must volunteer for 2 cleaning bee or pay the \$20 per cleaning bee deposit. If you chose to just forfeit your two (2) \$20.00 deposits, please let the office know in writing to please cash your cheques.

DISCIPLINE POLICY

The word discipline means a branch of knowledge or learning. True discipline results from self discipline. Discipline involves personal responsibility on the part of students, teachers and parents. We seek to develop self-discipline in the following areas.

- Cheerful obedience to classroom rules and teachers (inside voices, walking feet, listening ears when other are talking, friendly hands, sharing, etc.)
- Cleanliness in person
- Cooperation, courtesy and respect for others
- Good manners
- Respect for other's property
- Promptness in attendance
- Truthfulness

Any disciplinary action taken must be reasonable in the circumstances. When dealing with inappropriate behaviour, discipline will be both kind and firm. Physical punishment, verbal or physical degradation or emotional deprivation is not allowed. This includes not denying or threatening to deny any basic necessity or subjecting the child to confinement. The preschool staff will not use physical restraint as a rule, however, depending on the circumstance, it may be necessary to use gentle physical guiding to remove the child from an area if they are at risk of harming themselves or other children.

The Preschool intervenes with the problem at hand. Suggestions will be given to deal with the problem. If the problem persists, the child(ren) will be redirected to a new activity. If the problem still presents itself, the child will be asked to join the teacher in an activity. The child will be asked to rejoin the group when calm.

If the behaviour is repetitive or harmful to the child or others, the parent will be notified to assist in solutions. At the teacher's discretion, a parent may be asked to stay and observe a class. Extreme cases may result in the withdrawal of a child from the program. This action will not be taken until every effort has been made to alleviate the problem.

We want the preschool to be a safe, non-threatening environment for all. If your child complains about a policy or discipline, please follow these procedures:

- Give the teacher the benefit of the doubt
- Realize that a child will report from an emotionally based point of view
- Consider that all facts may not be presented
- Approach the preschool and ask for all the facts
- Realize that the preschool has reasons for rules and that they are enforced without favouritism.

REGULATIONS

General Items

In an effort to keep the Preschool running smoothly, we must ask for your co-operation in observing the regulations of the Preschool and the Community Center generally.

1. A child turning three (3) years old may begin Preschool a month after their 3rd birthday.
2. Children presently attending the program, returning for a second year, will be given early registration for the fall, in the spring of the current school year. Registration of special needs children is at the discretion of the teacher and may be reconsidered for the best interests of all registered children.
3. All children must be toilet trained.
4. Children will not be allowed in the classroom prior to the start of class time.
5. Please do not block the entrance way to the community center for other people wishing to access the facility.
6. Parents are reminded that there is a no parking zone in front of the community center and you cannot stop there to drop off or pick up students. Please do not stop in front of the dumpster either.
7. The Preschool is not responsible for the safety of any child until they are inside the classroom. We are also not responsible for any child once they have left the classroom into your care.

8. **Children must be signed in and out** by the custodial parent or adult person approved by the parent(s). Only those persons approved by the child's parent(s) may take a child from Marlborough Park Preschool. If those persons are not known to current staff, identification will be required.
9. **Children are not to bring candy, gum, chips, chocolate, Juice Boxes, or any other junk food to class.**
10. Children are not to bring toys or any other items from home unless otherwise specified.
11. If your child has any health problems, please inform the teacher. In the case of an allergy, please submit a small picture of your child to the teacher. If your child contracts a communicable disease, please notify the Preschool immediately.
12. Do not dress your child in their best clothes. With all the playing, painting, gluing and busyness going on, accidents happen, and we would hate for anything to get ruined.
13. Please dress your child **appropriately** for the weather at all times, as the class will go outside every day, weather permitting. The children will only stay inside when the weather is under -18° with or without wind-chill.
14. The community center, pursuant to the City of Calgary by-law, is a non-smoking facility. Please respect the city by-laws and refrain from smoking within 5m of the doors.
15. Any concerns, suggestions, or ideas are welcomed. These can be made in writing to the MPCA board of directors via the Preschool Liaison and can be left at the main office (please see "Parental Concerns")
16. The Preschool must be informed of any changes regarding telephone numbers, addresses, change in working parent status, babysitter, doctor, etc.
17. Children/Siblings who are not registered in the class are not permitted to stay during class times.
18. Marlborough Park Preschool reserves the right to request the withdrawal of any child whose behaviour, maturity or toilet habits become a problem. In addition, other serious infractions of the policies, by a child or a parent, may cause your child's enrolment to be reviewed. This will be reviewed by the teachers and liaison.

Transportation of children to/from school.

Parents are responsible for transporting their children to and from the Preschool on time. If anyone other than the parent is picking up the child, the teacher must be notified in advance. You may submit permanent permission for someone other than a parent to perform this duty by speaking to the teachers or filling out the appropriate form.

Holidays

The Preschool will have all statutory holidays off and will follow the Calgary Board of Education traditional calendar for non-instructional days, holidays, and winter and spring breaks. We will also be closed for teacher's convention. Some non-instructional days may be modified. Updates will be provided in the agendas.

Parent/Teacher Interviews

Parent and teacher interviews will be held during the month of November and May.

Cancellation of Classes

Any class may be cancelled due to inclement weather (see "Bad Weather Information") or other unforeseen conditions. You will be notified or a notice will be posted on the Preschool or Community Center door, if possible. In the event that a class is going to be cancelled in advance the teachers will do their best to notify everyone by email. Please make sure that your email is up to date with the teachers.

Illness

Immunizations must be kept up to date prior to the start of school. For special circumstances, please contact the teacher.

No child will be accepted if he or she has any symptoms stated on our child illness policy. Should the child become ill during his/her day here, parents will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home.

If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up. The child will be accepted back when they are no longer contagious. All parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

If your child can not fully participate in class, he or she is too sick to be at school. If he or she has vomited or had a fever in the last twenty-four (24) hours, your child **must** stay home. In the event that you are questioning whether they should come to school or not, it is best to keep them home.

Withdrawals

When a child enrolled in the program presents a problem that cannot be resolved, and the steps outlined in our discipline policies have been followed, the parent will be asked to withdraw their child from the program. This is subject to the discretion of the teacher and preschool liaison.

When a child is going to be absent for more than two (2) classes, please notify the teacher. It is assumed that any child missing from the program for five (5) consecutive classes, **without prior written notice**, has been withdrawn by the parent and his or her spot may be filled.

The preschool requires **30 days written notice**, (notice given on the first of the month for the month following) for the withdrawal of a child from the program. Without this notice, the June fee paid at the time of registration will not be refunded.

If there are any openings in classes, new registrations will be taken until March 31st. No new registrations are taken after this date, subject to the discretion of the teacher and preschool liaison. Therefore, there will be no refunds or returns of post-dated cheques for withdrawals received after this date.

If you want to change your child's frequency of attendance you must give written notice 30 days prior and is subject to availability.

STAFF

Teacher Ms. Samantha Evans
Teacher Ms. Jennifer Melnychuk

Classes operate on a ratio of one staff per 12 children with a maximum of 18 children per class. Marlborough Park Preschool provides professional qualified teachers who understand child development and the value of play-based learning. Teachers are educated, experienced and hold valid first aid certificates and security clearance.

CLASSES OFFERED

CLASS "A"

Monday/Wednesday/Friday- 9:00 AM to 11:30 AM
4 year olds

CLASS "B"

Monday/Wednesday/Friday- 12:00PM to 2:30 PM
4 year olds

CLASS "C"

Tuesday/Thursday- 9:00 AM to 11:30 AM
Children must turn 3 at least a month before starting preschool

CLASS "D"

Tuesday/Thursday- 12:00PM to 2:30 PM
Children must turn 3 at least a month before starting preschool.

CLASS "E"

Monday/Tuesday/Wednesday/Thursday/Friday - 9:00 AM to 11:30 AM
Children must turn 4 before February 28th of the current school year.

CLASS "F"

Monday/Tuesday/Wednesday/Thursday/Friday - 12:00PM to 2:30 PM
Children must turn 4 before February 28th of the current school year.

*** Note: **All children must be potty trained*****

~ 11 ~

FEES

NOTE: ALL CHEQUES SHOULD BE MADE PAYABLE TO "MPCA"
(MARLBOROUGH PARK COMMUNITY ASSOCIATION)

Every participant in the program must be registered prior to attendance in class. **All information and payments** needed by the preschool **must be submitted prior to a child's entrance into the program.** This includes registration fees and volunteer cheques.

This program is intended to be a full-time participation. Therefore no casual or drop-in participants will be allowed. **TEMPORARY ABSENCES SUCH AS VACATION, STATUTORY HOLIDAYS, MID-MONTH ENROLMENT, MID-MONTH WITHDRAWAL, OR ILLNESS ARE NOT DEDUCTED FROM MONTHLY FEES.**

As MPCA and the Preschool function as a non-profit society, and not a daycare facility, you cannot use the preschool fees for your income tax. Therefore no tax receipt is issued.

Registration Fees

There is a \$40.00 non-refundable registration fee per family, due at the time of registration. This includes a MPCA family membership for the school year and is required for insurance purposes. No child is permitted to attend Preschool without the family having a MPCA membership. MPCA memberships are currently \$20.00 per year, running from September 1 through August 31. In order to simplify matters for parents, membership cards will be issued to all Preschool families once the New Year's memberships go on sale.

Class Fees

Fees are based on a yearly rate, but may be paid in instalments as outlined below. It should be noted that June payment is always collected in advance. Note that all costs are in addition to the \$40.00 registration fee.

CLASSES "A" and "B"- Three (3) classes per week program

There are 3 options of payment. Please choose one that is best for you.

- A) Payment in full-
 - \$1,600.00 in advance at registration (10 months @ \$160.00 per month)
 - OR
 - \$320.00 in advance at Registration (September and June payment) and \$1280.00 postdated to October 1st (8 months @ \$160.00)
- B) Twice Yearly-
 - \$320.00 in advance at registration (September and June payment) and \$640.00 postdated to October 1st (4 months @ \$160.00) and \$640.00 post-dated to February 1st (4 month @ \$160.00)
- C) Monthly Instalments-
 - \$320.00 in advance at registration (September and June payment) and eight (8) post-dated cheques of \$160.00 for the 1st day of each month October through May.

CLASSES "C" and "D"- Two (2) classes per week program

There are 3 options of payment. Please choose one that is best for you.

- A) Payment in full-
 - \$1250.00 in advance at registration (10 months @ \$125.00 per month)
 - OR
 - \$250.00 in advance at Registration (September and June payment) and \$1000.00 postdated to October 1st (8 months @ \$125.00)
- B) Twice Yearly-
 - \$250.00 in advance at registration (September and June payment) and \$500.00 post dated to October 1st (4 months @ \$125.00) and \$500.00 post-dated to February 1st (4 month @ \$120.00)
- C) Monthly Instalments-
 - \$250.00 in advance at registration (September and June payment) and eight (8) post-dated cheques of \$125.00 for the 1st day of each month October through May.

CLASSES "E" and "F"- Five (5) classes per week program

There are 3 options of payment. Please choose one that is best for you.

- A) Payment in full-
 - \$2550.00 in advance at registration (10 months @ \$255.00 per month)
 - OR
 - \$510.00 in advance at Registration (September and June payment) and \$2040.00 post dated to October 1st (8 months @ \$255.00)

- B) Twice Yearly-
\$510.00 in advance at registration (September and June payment) and \$1020.00 postdated to October 1st (4 months @ \$255.00) and \$1020.00 post-dated to February 1st (4 month @ \$255.00)
- C) Monthly Instalments-
\$510.00 in advance at registration (September and June payment) and eight (8) post-dated cheques of \$255.00 for the 1st day of each month October through May.

NEW: WE NOW HAVE AUTO WITHDRAWAL ON THE 15TH OF EACH MONTH. Please ask the office for the paperwork.

*******Please note that we still will need to have the first and last month payment, by cash or cheque. The Auto withdrawal will begin on October 15th, 2018.*******

Late Pick-Up Fee Policy

The Preschool finishes at 11:30 a.m. for our morning classes and 2:30 p.m. for our afternoon classes. Parents are required to notify the Preschool as soon as possible, if they are unable to arrive by pick-up time. If you are not able to pick up your child, alternate arrangements must be made. Please notify the preschool if an unauthorized person will be picking up your child. Verbal or written permission and the password that you provide us must be received before we will release a child to anyone who is not authorized on the registration form. We will require identification. The person should then be added to the list of people authorized to pick up the child.

If a child remains in the Preschool past the pick-up time after 5 minute grace period, a late fee of \$1.00 per minute per child still in attendance thereafter will be charged. Time will be calculated using clocks at the Preschool. Parents must sign a late sheet as they are leaving the Preschool. Cash payment must be made to the office within 24 hours. Continued violation of the preschool's hours of operation and/or payment of late fees may, at the absolute discretion of the preschool, result in withdrawal of your child. If a child is left past the closing time without notification from parents, all attempts will be made to contact the parents and emergency contacts for immediate pick-up. If no contact can be made by within half an hour, Police Services and/or Family and Children's Services will be notified.

We will waive three late pickups not spanning more than 15 minutes. After that, you will be charged \$1.00 per minute.

Community Volunteer Deposit

As part of the Preschool's rental agreement with MPCA, each parent is required to volunteer for one full event or Bingo shift (minimum of five (5) hours) per family per preschool year to MPCA. This volunteer time helps to reduce the amount paid to MPCA by the Preschool for rent, photocopying and insurance costs. Without volunteer time for the community center, monthly class fees would need to be increased. **To ensure this is accomplished, parents are required to hand in a \$100.00 undated cheque at Orientation night. Volunteer time must be finalized by April 30th of the school year.** Upon fulfilling your volunteer requirement, your cheque will be returned to you unused. We ask that you do not bring children to your volunteering. If this is a problem or it is an event you were hoping that your child could participate in, please talk to the teacher to put you in contact with the person planning the event.

MPCA has several BINGO's per year for which volunteers are required as well as other community functions such as various children events, fairs. A list of available dates will be provided for your consideration. It should be noted that if you fail to show up for an assigned time, or fail to work your minimum five (5) hours, your check will be cashed immediately without notice to you.

Cleaning Bee Deposit

As part of preschool licensing, we must clean the entire preschool monthly. This includes toys, walls, chairs and tables. This is a job where many hands truly makes for fast work. Due to this, it is required that one adult for every child must sign up and attend 2 of our monthly cleaning bees. . To ensure this is accomplished, parents are required to hand in two (2) \$20.00 undated cheque at Orientation night. Cleaning bee sign-up must be finalized by April 30th of the school year. Upon fulfilling your cleaning bee requirement, your cheque will be returned to you unused. We ask that you do not bring children to the cleaning bee for safety reasons.

Cheque Deposits

Monthly fees are deposited on the 1st day of each month, or as soon thereafter as possible, and the 15th day of each month, or as soon thereafter as possible. If for any reason you find it necessary to replace a cheque with cash, this must be done **5 days prior** at the office, the 25th of the month or by the 9th of the month. **For auto withdrawal to be held the office needs notice by the 8th of the month as this needs to be done 6 days prior to withdrawal.**

Returned Cheques

There is a \$20.00 service fee plus bank charges (current total \$27.00) on all NSF cheques. The amount of the returned cheques plus the service fee and bank charge must be paid in cash within seven (7) business days of the date the cheque is returned to MPCA by the bank.

You will be given a notice setting out the exact amount due and the deadline date for payment. Failure to receive the cash settlement by the due date will result in a temporary suspension of your child from the program until such time as the funds are received. In the event that the funds are not received by month's end a permanent suspension will result and your child's spot vacated.

Child Care Subsidy

The provincial government subsidizes preschool fees for the children of low and moderate income families who are cared for by a stay-at-home parent. Parents who work less than 20 hours per week can also qualify. There is a maximum household income, which varies according to family size, but it is more generous than many people realize.

This subsidy provides up to \$1200 per year per eligible child. If eligible, parents must still pay the preschool each month. Monthly refunds will be issued by the preschool after the government has reviewed attendance records and sent out the monthly subsidy for each child.

Please note, you can use the online subsidy estimator to see if your household income falls within the limits without first having to fill out the application form.

This estimator can be found at:

<http://humanservices.alberta.ca/financial-support/15668.html>

For all other eligibility requirements and further information please go to:

<http://humanservices.alberta.ca/financial-support/15679.html> or call **1-877-644-9992**

EMERGENCY PLAN AND EVACUATION PROCEDURE

- Periodic fire drills will be held. Children will not exit the building for drills held in extreme cold weather.
- Identify the fire or emergency and alert occupants either by voice, whistle, and/or light switch.

- Teacher takes attendance book and stands by exit which all will use to evacuate building
- Before leaving the building, the assistant checks the bathroom and house areas and assists in moving children to the exit.
- Children, Teacher, and Assistant meet in the parking lot or the tennis court where roll call is taken
- Call 911 when all are out of the building
- Proceed to Dr.Egbert School (on south side of parking lot) if it is necessary to evacuate. In the event of a fire, an "all clear" must be given by the fire department before returning to the building.
- Parents will be called from Dr. Egbert School. The schools phone number is 403-777-7780. Classroom representatives may be solicited to help with the phoning. Parents will pick children up from Dr.Egbert School.
- Alternate evacuation site is Cappy Smart Elementary, 5508 Madigan Drive NE (North of the community center). The school's phone number is 403-777-8110

MEDICAL EMERGENCIES

In the case of a medical emergency with a child, the one of the teachers will begin first aid, and an ambulance will be called if necessary. One teacher will stay with the child until the child's parent/guardian arrives. The other teacher will stay at the Preschool with the children. The child's parent will be notified by a teacher. Depending on the emergency it may be necessary to cancel the remainder of the class (and following classes that day) and parents will be contacted to pick up their children.

PROGRAM SCHEDULE

AM Class	PM Class	
9:00am – 9:30am	12:00pm – 12:30pm	Arrival/Free Play/Art
9:30am – 10:00am	12:30pm – 1:00pm	Clean up/Carpet time
10:00am – 10:30am	1:00pm – 1:30pm	Bathroom/Snack/Quiet Reading
10:30am – 11:00am	1:30pm – 2:00pm	Small Groups (Letters, Table Activities)

11:00am – 11:25am	2:00pm – 2:25pm	Gross Motor(Outdoor/Gym Time)
11:25am – 11:30am	2:25pm – 2:30pm	Dismissal

Daily schedule is flexible and will be alter for special activities such as field trips, picture day, class parties, and other events.

Planning a good routine for a preschool setting can build a solid foundation and foster healthy development in young children.

- Routines are emotion regulators
- Shape habits of behaviour
- Offers emotional security
- Physiologic stability
- Builds self-control
- Easier transition into school

Typical Activities

Carpet Time: Social, physical, creative, fine motor, cognitive, language (Singing, dancing, play acting, games, reading, etc)

Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, duplos/legos, play sets, Household toys, pull/push toys, art materials, books, play dough, etc.

Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards

Dramatic play: Dress up, role playing, puppetry, etc.

Outdoor play: (weather Permitting) Swinging, climbing, running, walking, ball playing, water play (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)

Special Days: Include holiday parties, Mother’s Day, Father’s Day, and Graduation.

FIELD TRIP

Field trips are a fun and educational experience, which the Preschool would like your child to benefit from. During the upcoming year, there will be a mix of field trips, out of classroom times, and special in-class visitors.

The cost of the field trips are normally fully or partial covered by the Preschool, through our fundraising efforts over the course of the year. There is usually a free ratio of volunteers to

children with any additional volunteers needing to pay for themselves. Additional volunteers will be required to pay in advance.

Transportation to and from a field trip is the parent's responsibility unless the Preschool has made other arrangements. You will be notified in advance of any upcoming field trip events, the day and time and method of transportation. The adult/child ratio will be a minimum of 1 adult to 3 children. The teacher will take the emergency binder on the field trip.

If you do not wish your child to participate in a particular field trip, you may choose to keep your child at home. Please notify the Teacher in advance, if at all possible, as we have to book the number of people attending and are billed on that number. There will be a field trip sign up form for the children and volunteer form for the parent volunteer(s). Any child that signs up but does not attend for the day of the field trip, will be charged the fee for what the preschool had to pay for that space. On average this will vary from \$5.00 to \$25.00 per field trip.

Please note that the Preschool reserves the right to alter your child's class day and or time in order to accommodate some field trips. You will always be notified in advance of any change to the regular schedule.

THINGS TO BRING TO SCHOOL

- **Indoor Shoes** –Your child must wear indoor shoes at all times due to health and safety regulations and in case of a fire.
- **NUTRITIOUS SNACK** - Send a healthy snack and water bottles (**no chips/pop/candies/chocolate/cupcakes/donuts/ Juice Box, etc**) with your child to each class (The children will not be permitted to eat these items if they are brought.)This snack must include choices from at least two food groups. Having gummy fruit snacks or bear paws are considered as treats, not healthy snacks. The preschool is a **NUT FREE ZONE**; check your labels, products that "may contain nuts" or where "this product was made in a facility that produces other nut products" are not acceptable. Read all labels to ensure that your child's snack is completely nut free!
- **Backpack** - Children should bring a **full sized** backpack to carry home their papers, art, shoes, and snack bag. Please make sure your child's name is on the outside of his or her bag. In addition, please make sure **all items belonging to your child are labelled with his or her name** i.e. lunch bags, water bottles, shoes, etc. Also include an extra set of clothing in your child's backpack (i.e. shirt, pants, socks, underwear).

IMPORTANT: Please label all your child's belongings.

PARENT INVOLVEMENT

You are an important part of the program and as such, please be prepared to participate. There is no pressure to make a commitment! We know you are busy, but there are lots of ways to help.

Your involvement is required as follows: (“*” indicates mandatory requirement).

1. Work a minimum of four (6) hours of volunteer time for MPCA (see volunteer deposit, on page sixteen). *
2. Work a minimum of two (2) cleaning bees (see cleaning bee deposit, on page sixteen)
3. If parents are unavailable to sign up for a cleaning bee night, the preschool has other volunteer duties with in the classroom that will help them out; such as laundry, play dough making, cutting out crafts, Scholastics, Etc. There will be a sign up sheet at the beginning of the year.
4. Volunteer on field trips: The preschool needs to have a certain amount of volunteers to be able to go on field trips. Signup sheet will be posted a month in advance. If the preschool does not get the numbers they need, they will have to cancel the trip.
5. **Attendance by at least one parent at the orientation night. No children are permitted to attend the orientation. You will be contacted with a date.***

PLEASE NOTE THAT YOUR VOLUNTEERING HELPS CUT BACK ON EXPENSES AND THEREBY HELPS TO REDUCE CLASS COSTS!! YOU ARE A VALUABLE PART OF OUR PROGRAM!!

BAD WEATHER INFORMATION

Only under the most severe circumstances will the Preschool be closed due to bad weather. We desire to operate classes on all school days. A good rule of thumb is that if schools in our area are closed, the Preschool is certainly also closed. If we can get into the community center, a notice will be posted on the outside door. You may also call the community center at 403-248-1775 or the Preschool at 403-235-2996 and if anyone is there, they will inform you.

Beyond our control, if there is a serious snowstorm accompanied by a very heavy snowfall overnight, the community center itself will either be closed, or will notify the Teacher that they will not open for preschool classes. This is due to a couple of factors. Firstly, the community center hires the services of an outside company to snowplough the parking lot. In the event of a heavy snowfall overnight, the ploughing company may not have had a chance to get to the community center yet to plough it. The community center will then not allow us in. In the event that a parent gets stuck in the parking lot the snow plough will not be able to properly plow the parking lot when it arrives. Secondly, the office staff themselves may not be able to get to the

community center to open it. Preschool staff does not have a building key or security clearance to turn off the alarm system. This situation has happened on occasion, but it is extremely rare.

Thank you for your understanding and co-operation. We hope that a school day closure will not be necessary at all, as we have so many special activities planned and need each and every one of our classes to fully benefit our program. However in the presence of any of the foregoing conditions, closure is at the discretion of the Teacher and the community center.

PARENTAL CONCERNS

Most of the time, the teachers are unable to discuss issues at length right before or after class due to the busyness of these times. If you have a matter that you wish to talk to the preschool staff regarding, please talk to them after class to set up a time that is convenient for both of you.

MPCA has a designated Preschool Liaison Director on its Board of Directors. Preschool parents are invited to leave any comments they may have, be they good or bad, with regard to teaching, organization, field trips, concerns, etc. in an envelope in the MPCA office. Please place in a sealed envelope with ATTN: Preschool Liaison MPCA Board of Directors. Once they have been received the Preschool Liaison Director will contact you for a follow up if required.

You may also call the preschool liaison at any time. They will get back to you within a 48-hour time frame. You can get their phone number from the monthly community newsletter, the preschool staff or the community office.

Thank-You for choosing Marlborough Park Preschool

**Please rip this page out of the booklet,
sign it and turn into the office with
your signature before your child starts
classes.**

I have read and understand off the policies
and procedures in this handbook.

Signature

Name

Date

Child's name

Class