



PARENT INFORMATION BOOKLET

MARLBOROUGH PARK PRESCHOOL

Office: 403-248-1775

MARLPARK.PRESCHOOL@SHAW.CA

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

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 three (3) day a week program is returning students and those ready to increase their time in a structured environment away from parents.
- The two (2) day a week programs are for 3 and those in preschool for the first time.

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.

A large block of time is allocated for the children to choose their own activities at various learning centers (center time).

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 independently, daily artwork opportunities, physical activity, storytelling, songs and actions, 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.

STAFF

TEACHER

Ms. Pam

Ms. Brenda

CLASSES OFFERED

CLASS "A"

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

3 and 4 year olds mixed

CLASS "B"

Monday/Wednesday/Friday- Noon to 2:30 PM

3 and 4 year olds mixed

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- Noon to 2:30PM

Children must turn 3 at least a month before starting preschool

CLASS "E" and "F"

Hoping to run 5 days a week Programs

Waiting for AHS to give approval.

Monday/Tuesday/Wednesday/Thursday/Friday - 12:00PM to 2:30 PM and 9:00am to 11:30am

Children must turn 4 before February 28th of the current school year.

****Note: Due to licensing, all children must be potty trained****

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.

CLASS "A" Morning class and CLASS "B" Afternoon class

Three (3) classes per week program

There are 2 options of payment. Please choose one that is best for you.

A) Auto Withdrawal-the 15th of each month

\$270.00 in advance at registration (1/2 Sept and Oct) by cash or cheque. Auto withdrawal on the 15th of Oct for Nov. for \$180.00.

OR

B) Monthly Instalments- must be paid by the 15th of each month cheque or cash.

\$270.00 in advance at registration (1/2 Sept and Oct). November must be paid by the 15th of Oct for Nov. for \$180.00.

CLASS "C" Morning class and CLASS "D" Afternoon class

Two (2) classes per week program

There are 2 options of payment. Please choose one that is best for you.

A) Auto Withdrawal-the 15th of each month

\$195.00 in advance at registration (1/2 Sept and Oct) by cash or cheque. Auto withdrawal on the 15th of Oct for Nov. for \$130.00.

OR

B) Monthly Instalments- must be paid by the 15th of each month cheque or cash.

\$195.00 in advance at registration (1/2 Sept and Oct). November must be paid by the 15th of Oct for Nov. for \$130.00.

THIS CLASS WILL ONLY RUN IF APPROVED BY AHS

CLASS "E" Morning class and CLASS "F" Afternoon class

- Five (5) classes per week program

There are 2 options of payment. Please choose one that is best for you.

A) Auto Withdrawal-the 15th of each month

\$450.00 in advance at registration (1/2 Sept and Oct) by cash or cheque. Auto withdrawal on the 15th of Oct for Nov. for \$300.00.

OR

B) Monthly Instalments- must be paid by the 15th of each month cheque or cash.

\$450.00 in advance at registration (1/2 Sept and Oct). November must be paid by the 15th of Oct for Nov. for \$300.00.

Pick-Up 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 need to be made. Please notify the preschool if an unauthorized person will be picking up your child by contacting the hall office. 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 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.

If we find that your child is being picked up late on multiple occasions despite every effort to discuss the issue with you, we may have to start charging a late pick-up fee. This fee is as follows:

- After a 5 minute grace period, \$1.00 per minute per child will be charged
- Time will be calculated using preschool clock
- Fees are to be paid at the hall office within 24 hours

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 or 2 jellybean dances. Without volunteer time for the community center, monthly class fees would need to be increased. A list of available dates will be provided for your consideration. To ensure this is accomplished:

- A \$100.00 undated cheque will be turned in on orientation night
- Volunteer time must be planned by April 30th of the school year but can be completed after this date.
- Once complete, your cheque will be returned to you unused.
- If you chose to forfeit your cheque, please let the office know in writing or signing the volunteer sheet provided by office.
- We ask that you do not bring children to your volunteering. If this is a problem, talk to the teacher to put you in contact with the person planning the event.

** It should be noted that if you fail to show up for an assigned time, or fail to sign up for your volunteering, your check will be cashed immediately without notice to you.

Cleaning Bee Deposit

DUE TO COVID WE WILL BE SANITIZING THE ROOM DAILY. NO DEPOSIT NEEDED AT THIS TIME.

Cheque Deposits

Monthly fees are withdrawn on the 15st day of each month, If for any reason you find it necessary to replace an auto withdrawal with cash, this must be done at the office before the 10th of the month, otherwise the amount will be withdrawn on the 15th.

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.

FEES

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 requires pre-registration, 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 which is required for insurance purposes. No child is permitted to attend Preschool without the family having a MPCA membership. 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.

POLICIES

- For insurance reasons, each family needs to have a valid MPCA membership. No exceptions.
- One member of the family needs to attend the orientation night. We prefer no children to attend this evening.
- All cheques should be turned in no later than orientation night. Take time now to ensure you have a full supply of cheques. Cheques can be turned in during orientation or left at the hall office. A child will not be allowed to attend the preschool unless cheques have been turned in or alternate arrangements are made.

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:

- Following classroom rules and teachers (inside voices, walking feet, listening ears when other are talking, friendly hands, sharing, etc.)
- Cooperation, courtesy and respect for others
- Good manners
- Respect for other's property
- 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 needs 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.

Teachers follow these steps:

- Suggest solutions to deal with the problem
- Redirect the child(ren) to a new activity
- Ask the child to join the teacher in an activity
- Child will rejoin the group when calm
- An apology may be asked for

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.

General Regulations

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.

A child turning three (3) years old may begin Preschool on the first class of the month following their birthday.

1. Children returning for a second year, will be given early registration for the fall, in the spring of the current school year.
2. Due to licensing, all children must be toilet trained.
3. Children will not be allowed in the classroom prior to the start of class time.
4. Please entrance way clear for other people wishing to access the facility.
5. 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.
6. The Preschool is not responsible for the safety of any child before sign in or after sign out
7. **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.
8. Children need to bring a healthy snack – Please no junk food.
9. Children need to leave their own personal items at home.
10. Any child with health or allergy concerns, need to have medical forms filled out and presented to the teachers.
11. If your child contracts a communicable disease, please notify the Preschool immediately.
12. Dress you child in clothes that can get dirty. With all the playing, painting, gluing and busyness going on, accidents happen.
13. Dress your child appropriately for the weather 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 windchill.
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 presented to the teachers. They are always open to feedback/ideas. If you require further assistance, it 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. Only registered children may stay in the class 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 an authorized person 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 in the signature package that was given to you.

Holidays

The Preschool will have all statutory holidays off and will provide a calendar of non-instruction 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 monthly newsletters.

Parent/Teacher Interviews

Parent and teacher interviews will be held during the month of November and/or 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. If a class is going to be cancelled in advance, the teachers will do their best to notify everyone by phone prior to class.

Illness

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

If a child arrives at preschool with any symptoms stated on our child illness policy or 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 needs to stay home. If 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 and we are unable to contact the family, the child 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.

EMERGENCY PLAN AND EVACUATION PROCEDURE

- Monthly 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, 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.

Typical Activities

Circle Time: Welcome song, sharing stories, calendar, weather, friendship tree, large group activities and music and movement.

Small Group Activities/Weekly Craft: Small group games, puzzles, team work and crafts.

Centres - Adjusted according to current theme:

Building Blocks: cars/ramps, train sets, animals, people, play sets etc...

Dramatic Play: Dress up, home, kitchen, restaurant, camping, babies, puppets etc...

Math/Fine Motor: Fun with sorting, matching, counting, patterns, tweezers, threading, etc

Science/Nature: Exploring magnification, magnets, natural items, experiments, colour mixing...

Art: Painting with various tools, coloring with various mediums, drawing, stamping, textures etc

ABC: Building letters, letter stamps, stencils, writing tools, games, letter matching, etc...

Quiet Book Look: Exploring books independently and/or with friends

Story Time: A story is read to the class daily.

Outdoor play/Gym: Free play, games, equipment, balancing throwing, jumping, nature play...

Daily Preschool Schedule

9:00am/ 12:00pm – Arrival, Wash Hands, and Free Play

9:25am/ 12:25pm – Clean Up

9:30am/ 12:30pm – Circle Time (Greeting song, Calendar, movement song, Overview of the day)

9:50am/ 12:50pm – Small Groups/ Literacy

10:15am/ 1:15pm – Washroom, Wash hands

10:20am/ 1:20pm – Snack/ Book Look

10:40am/ 1:40pm – Washroom

10:50am/ 1:50pm – Getting ready for Physical Activity

11:00am/ 2:00pm – Physical Activity (Gym/ Activity room/ Outside)

11:25am/ 2:25pm – Get ready to go/ Goodbye song

11:30am/ 2:30pm – Home Time

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.

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 card file containing emergency information on each child attending 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, 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** – One pair of indoor footwear is required. Your child must wear shoes at all times due to health and safety regulations. Please check that your child's shoes still fit on a regular basis.
- **Nutritious Snack** - Send a healthy snack and water bottle with your child to each class Please no junk food. We recommend providing snacks that come from at least 2 food groups – ie a banana and yogurt or cut up hot dogs and crackers. The playschool is a **nut free zone**. Read all labels to ensure that your child's snack is completely nut free!
- **Bottle of Water** – Juice boxes tend not to get finished and are easily spilled. Please send a bottle of water or even juice instead of juice boxes.
- **Backpack** - Children should bring a full-sized backpack to carry home their papers and crafts. Please make sure your child's name is on the outside of his or her bag
- **Extra set of Clothing** – accidents happen. Please pack an extra set of pants, shirt, socks and underwear in a plastic bag.

IMPORTANT: Please label all your child's belongings.

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.

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 about, 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 preschool staff or the community office.