



Parkview Preschool

Please be aware that temporary changes have been made that are not represented in our Preschool Handbook due to changing Covid-19 policies and requirements.

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Purpose of Preschool

The primary purpose of preschool is to aid in your child's social, emotional, physical and intellectual development. These objectives are achieved through emphasis on the following:

Social

- Developing responsibility for belongings
- Being cooperative, sharing with others, taking turns
- Being courteous, prompt, friendly and helpful
- Sitting and listening quietly
- Having healthy attitudes towards community members (e.g., police, firemen, etc.)

Emotional

- Adjusting and being happy in a group setting away from home
- Overcoming shyness and making new friends
- Controlling tempers and tears
- Having a feeling of self-worth and satisfaction in what is done
- Coping with feelings of anger, jealousy, frustration, etc.

Physical

- Developing large muscle control through games, exercises, and action songs
- Developing small muscle control through printing, scissor use, painting, etc.
- Establishing desirable health habits (e.g., hand-washing, etc.)

Intellectual

- Developing language and listening skills
- Being able to think for himself/herself and sharing ideas with a group
- Developing curiosity, creativity and imagination
- Understanding and enjoying holidays and seasonal times

Creative

- Create art using different mediums (markers, crayons, glue, paint, playdough, etc.)
- Providing opportunities to mimic an example or create something completely original during the daily craft activities

The goals and aims of our playschool, as listed above, are achieved through classroom activities such as:

- Free time to play and share toys, puzzles and books etc.
- Story time and songs with and without actions
- Exercising to music with tapes and rhythm instruments
- Crafts, painting, coloring and cutting
- Show and share & "Busy Bee" responsibilities (on assigned days)
- Class parties for special holiday days
- Kindergarten preparedness

This is likely your initial introduction to a formal school setting. Please recognize any intervention as a positive step to helping your child achieve his or her maximum potential.

One of the roles of the schools' staff is to assist in early identification potential challenges of the child. They can, as necessary, also facilitate access with the parent and Chair member(s), appropriate resources inside and outside of classroom. It is the intention that the school's early intervention may benefit the student in their primary schooling.

If extra resources are identified or deemed to be potentially beneficial for the learners needs, meetings will be initiated with the parent/guardian to discuss these needs.

The goal of the preschool is to enhance all social, emotional, intellectual or physical needs of the child, recognizing that each child is individual. Our goal is to create a partnership between the family and preschool to enhance each child's success.

A Day at Parkview Preschool

Students and parents will become familiar with this process at drop off:

- sign in on the sheet by door (required every day - including phone number)
- assist with changing into indoor shoes (wet/muddy boots will go on a rack) (we ask that parents / guardians also remove soiled/wet shoes before entering stairwell)
- hang coat and backpack on child's hook
- child carries snack bag to classroom
- proceed up the stairs and wait with your child until teachers open the classroom door

Once the students are in the classroom, here is what a typical day will look like:

- free play time as children arrive - varied activities including puzzles, play dough, small imagination toys, building toys, etc.
- children assemble on the carpet for daily routines that include instructions about new activities, discussing current classroom themes, calendar and stories
- center time for children to explore, cooperate, create and play, where teachers interact and support learning objectives
- snack time - children wash their hands, find their place mat and enjoy a small, healthy snack together
- gym time - children regularly head downstairs to the gym for physical activity -dancing, sports and games
- show and share - during the last 10 minutes of class, the "Busy Bee" has an opportunity to present a special belonging that the class learns about through asking questions

At the end of class, the children will be released either from the gym or the classroom once a designated adult has arrived.

- check your child's basket on the shelf above the coats for any mail/crafts to go home

Registration Information

The Parkview Preschool is a not for profit, cooperative organization dependent upon parental involvement, which offers a quality program.

The preschool is a division of the Parkview Community League and is managed by an Executive Committee that consists of parents that are currently in the program.

Currently, the Preschool accepts **16 children in the 4-year-old am program. There are 14 children accepted in the 3-year-old am program.**

***According to licensing children must be toilet trained.**

Registration Policy:

Preregistration Prior to the Registration Night: Children registered in the 3-year-old program are guaranteed a spot in the 4-year-old program the next school year. Parents must get their child's registration into the preschool before "Open registration" begins. After this date, the spot is not guaranteed.

Open Registration Priority

All registrations will be gathered during the registration week & sorted due to the following

- **First** – Priority will be given to siblings of children previously registered in the program who live in Parkview/Valleyview.
- **Second** - Priority will be given to all new Parkview/Valleyview registrations.
- **Third** – Priority will be given to siblings of children previously registered in the program from other communities.
- **Fourth** – Children registering for the 3yr old program must be 3 years of age and toilet trained by the first day of the school year. Registration of a child who turns 3 after September 31 and prior to December 31, of the school year will be permitted, provided there is space in the program. However, this child will not be permitted to attend until he/she has had his/her third birthday and the space is secured with payment.
- **Fifth** – Priority will be given to registrations from all other communities. Where there are applications that exceed space availability when fifth priority is reached, a draw for the remaining spaces will be held by two members of the executive board.

. All registrations taken after Registration Night will be accepted in the order that they are received. Registration by proxy will be permitted.

4-Year-old Program Specifics

- Children must be four years of age by March 1st, of the school year they will be attending. This is the current entry deadline for the school system.
- The program is offered: Monday, Wednesday and Friday 8:50 to 11:20 am.

- **3-Year-old Program Specifics**

- Children must be three years of age and **toilet trained**.
- The program is offered Tuesday and Thursdays 8:50 to 11:20 am

Fees

Payment options include Annually and Monthly:

3-Year-old Program (5 hours/week)

Annual Fee: \$1,200.00

Monthly Fee: \$120.00

4-Year-old Program (7.5 hours/week)

Annual Fee: \$1,600.00

Monthly Fee: \$160.00

Any cheques are to be made payable to **Parkview Preschool**.

Please send **E-transfers** to parkviewpreschooledmonton@gmail.com

You will also be accountable for:

- **Registration Fee:** \$100, non-refundable due with application at Feb Registration meeting.
- Exception: If your child is not accepted into the program due to space availability, the registration fee will be refunded.

- **First Month Fee:** A **\$120 for 3 yr and \$160 for 4 yr** cheque/E-transfer for September fees is due at February Registration
 - **PLEASE NOTE:** First month fees are due at the February Registration meeting and are non-refundable after **June 20th, 2018.**
After the February registration meeting, you will receive communication if your child has been accepted to the program, at which point you are considered an **ACTIVE STUDENT.**
Therefore, if you register for Parkview Preschool but decide not to attend after June 20th, the first month fees are non-refundable (See page 12 for more information).

- **Volunteer Deposit Fee:** A **\$150.00** deposit per child in program will be given at the June meeting. Once your obligation has been fulfilled in either the pancake breakfast, skate party, casino, or Fundraiser, your deposit will be refunded at the end of the school year
 - **PLEASE NOTE: Mandatory Orientation Meetings** - A representative from each family must attend the Orientation Evening in June. This is part of your volunteer Deposit Fee duty as well.

- **NSF Cheques & Service Charges:** There will be a \$20.00 service charge for any NSF cheques.

FUNDRAISING:

- **A Fundraising Deposit Cheque is not mandatory for this year.**
- **It is however expected that each family will actively participates in fundraising activities throughout the year. These activities include, but are not limited to:**
 - Pancake Breakfast Silent Auction (donating of items and/or bidding)
 - Gingerbread purchasing
 - Gift Cards purchasing
 - Cobbs Bread
 - Mabel's Labels
 - any other fundraising activity the executive committee organizes.

The tuitions fees cover the general operations of the school, but fundraising allows for preschool enrichments, such as field trips, special parties, special crafts, classroom supplies and upgrade.

Alberta Parent Stay-At-Home Subsidy Program:

- Please contact Alberta Children's Services at 780.427.0444 or www.child.gov.ab.ca/whatwedo/childcaresubsidy for more and the most current information available.
- The Alberta Government provides assistance to stay-at-home parents with preschool children who attend licensed early childhood development programs. This includes Parkview Preschool.
- A 'stay-at-home parent' is defined as a family where at least one parent stays at home to care for preschool children and does not work or go to school for more than 20 hours per week may qualify for this program.

Tax Receipts:

- Tax receipts for preschool tuition fees will be issued and delivered to student families by the first week of March and at the end of June.
- If you need further information or an email version of the tax receipt please contact the Chair.

Parental Involvement

MANDATORY VOLUNTEERING:

- \$150 deposit cheque/e-transfer – returned once volunteer commitment has been fulfilled..
- Events include: Community Pancake Breakfast in September, the Family Skate Party in February, a casino night every 2 years, and / or other if not available for these options.
- The Parkview Community League and the Preschool have a working relationship in regards to the volunteer commitments.

MANDATORY ORIENTATION MEETING:

- Mandatory attendance at the orientation evening in June, school fees due at this time as well as signing up for volunteer commitments.

MANDATORY COMMUNITY LEAGUE MEMBERSHIP

- EFCL members - Parents must have any active community league membership.

Fundraising:

Parkview Preschool is a non-for-profit program therefore relies on fundraising to generate additional money for equipment, field trips and supplies.

The proceeds provide a better learning environment for your child. Each family is required to participate in our fundraising activities. We understand your time is valuable and strive to make our fundraising event fun. Please make an effort to participate in any fundraisers planned by the executive committee.

General Requirements:

- Participate in fundraiser activities year dependent, as per Preschool executive committee
- Special Supplies (e.g., bring in recyclables, craft materials, etc.) as needed and requested
- Assist with fieldtrips and special occasions (optional)
- Serve as Preschool Executive Committee Members (optional)

General Information

Drop-off and Pick-up

- The classroom door will open at 8:50 a.m. **providing the Teacher and Educational Assistant (EA) are in attendance.** Please sign your child in and provide an emergency contact number for the day.
- **Notify the teacher if a child is to be picked up by anyone other than the primary caregiver.** (If this is to be a regular occurrence, the person(s) allowed to pick-up and/or drop-off, should be listed on the registration form. Otherwise, your child will not be released without first gaining your consent.) This person **MUST** be over the age of 12 yrs.
- Parents or caregivers are responsible for picking up children promptly at 11:20 a.m. **PLEASE DO NOT BE LATE.** Being the last one to be picked up can be very traumatic.
- **If there is a late pattern developing, you will be contacted by the Chair and will be given a warning. The next course of action is late fines, which would be implemented immediately. You will be charged \$20.00 for every 15 minutes late, rounded up. Those fees will need to be paid in cash before your child attends the next class.**

Personal Belongings

- One pair of indoor shoes (non-skid, close toe) must be left on the premises.
- Please bring: 1 pair of socks, 1 pair of pants, 1 shirt, and 1 pair of underwear to the classroom. This will be used as a change of clothes in case the need should arise.
- Label all personal belongings to be left at the Preschool (e.g., indoor shoes, etc.)
- Refrain from bringing toys, dolls, etc. (except on scheduled Show & Share days).
- If you have any special items (e.g. fossil rocks, etc.) that you would like to share with the Preschool, label the item and leave it with the teacher.

Snacks

- Each child is responsible for bringing their own nutritious snack including at least two food groups, as well as something to drink.
- Do not bring snacks containing nuts, peanuts, peanut butter or nut oil/flavorings. Any other allergies will be posted on the bulletin board for reference.
- Abstain from bringing small candies or snacks that may pose a choking hazard.
- Please use a re-usable, well-sealed, water container instead of disposable juice containers.
- Keep the snack small and simple, snack time is not long, and too many choices may overwhelm the child and impact how much is consumed.

Fieldtrips

- Throughout the year, we will have in-house and out-of-house fieldtrips.
- The teacher will communicate these events as far in advance as possible. When there is an out-of-house fieldtrip, permission slips **MUST** be signed by the child's parent or guardian. The child will not be permitted to go on the fieldtrip if the permission slip for the fieldtrip is not signed.
- The teacher will bring with her the portable registration forms. Each child's emergency contact information is on these Hard Copy Forms kept in the classroom. Please keep contact information current.

Absences (Illness and Vacation)

- Please communicate expected absences, like vacation or changes to pick up, directly with our teacher, either when you see her or send via email to parkviewpreschooledmonton@gmail.com
- For unexpected absences (illness) 'morning of' sort of thing, a txt msg or voice mail (is translated to txt) is best sent to the school phone number **780-486-7560**.

Separation Anxiety

- If you wish to stay and comfort or reassure your child, please convey your needs to the teacher or EA. It allows the teacher some input. Please understand, if you do stay, the teacher may ask for your assistance should a need present itself.
- If your child has a comfort toy or blanket, you may bring it along, but please make sure it is labeled. Try to limit this to the first week.
- The teacher's experience has been that children usually adjust more quickly if parents remain positive and cheerful. Although separation anxiety affects parents too, it is much easier for all if parents depart as soon as their child has settled in.
- In most cases, children tend to settle down fairly quickly after their parents leave, if your child does not settle in, the teacher will call you and ask you how you want to handle the situation.

Show & Share – “Busy Bee”

- Every child enjoys being the “Busy Bee” or the teacher’s special helper. The day your son/daughter is the Busy Bee he/she will be allowed to bring in a favorite item to Show and Share with the rest of the class.
- We encourage parents to come into the class to watch the Show and Share component of the class (the last 15 – 20 minutes of class).
Please also feel free to take part in the entire class if it is your child's day.
- If the day assigned to your child is inconvenient, please make arrangements to switch with another parent from your child’s class and let the Teacher know. Each parent will receive a class list of names and telephone numbers.

Program Supervision

- Our room is set up so that each staff member is able to see all aspects of the room in one glance.
- The teachers are required to take head counts of all of the children within the room and are encouraged to communicate with one another about all necessary classroom situations. Regular safety checks are routinely completed and children are never left unattended. Our educators are also in charge of observing the children continuously throughout their class time and ensuring that any safety situations are preventatively and proactively handled.
- Parents are required to sign their children in at drop off time. The Teacher will use this form as a reference for the rest of the class. She will do head counts using the numbers and keep the sheet handy in case a phone number is needed. At pick up time, children can only leave the classroom after the teacher sees that a properly identified adult is there. If needed, some adults may have to show ID to verify who they are.
- Our program supervision practices strive to meet the developmental needs of each child. At all times, staff are to observe the children whether it be through observations or playing with them. This way, staff may become engaged with the children and play with them, or may be taking notes for interests/needs/abilities of each child, finding themes of emergent curriculum based on the play with children, or completing records for children (anecdotal records etc.). This way, our staff can ensure that we are providing the children with what each of their unique requirements are within our classroom.

Medical Issues

- No medication will be given at Parkview Preschool.
- Sick children are to be kept at home and cannot return until he/she is symptom free for 24 hours.
- The teacher must be notified about any ongoing medication(s) that your child may be taking and all medical issues. Please ensure that you have completed this section of the registration form. This includes allergies.
- The Preschool MUST be notified if your child contracts lice or a communicable disease (e.g., Chicken Pox) to stop the spread.
- If the teacher notices any signs of communicable diseases, the teacher will contact the parent immediately to have the child removed from class. The child will not be able to return until completely not contagious.
- In the event that a child becomes sick during class, and if the parents or guardians cannot be reached, the emergency contact person(s) will be contacted. Until a parent arrives for the sick child, he/she will have a spot in the classroom made for them away from the other children to make the child as comfortable as possible.
- In the case of a medical emergency, where the teacher is unable to contact parents, guardians or emergency contacts, the child, if necessary, will be transported by ambulance at the parents’ expense.
- Accident reports are to be filled out and signed by the President, Teacher and Educational Assistant when injuries occur.

Party Celebrations and Invitations

- Birthdays can be acknowledged in the classroom by bringing in cupcakes or a special treat to follow the nutritious snack.

Communication with Parents

Parkview Preschool encourages open communication between parents and the teacher, as well as parents and the Executive Committee.

- Communication to parents is distributed to your child's basket in the coatroom or by e-mail. Please make sure the e-mail you provide us is checked regularly. The website is updated on a regular basis. Additional information can be found on the bulletin boards at the bottom of the stairs and outside the classroom door. We also have a Facebook page.
- We encourage all parents to feel free to seek out the teacher to discuss their child's activities and behavior at preschool. As it is not always convenient to do this during class time, please arrange a time that is convenient for a discussion.
- Comments, suggestions or concerns about the program can be directed to the Executive Board by a written letter signed by a parent. Please note that anonymous letters cannot be accepted due to lack of resolution.
- The teacher can be reached at home via email to arrange a mutual convenient meeting time.
- If the teacher has concerns about your child, it may become necessary for her to contact you to make an appointment to discuss how to best handle the situation.
- We encourage you to be present the last 20 minutes of your child's busy bee day. It is a time set aside for you see your child in the class setting and to connect with the staff to see how your child is progressing.

Parental Volunteering in the Classroom

We are not a roster program therefore parents are not required to volunteer in the classroom. That being said, we HIGHLY recommend volunteering for at least one class throughout the year. When parents are working with the students and staff in the classroom, they gain a more thorough understanding of the program.

Closure Policy

When the outside temperature is unreasonably cold, the Preschool will follow the Public School System's lead and remain open, so long as the facility is deemed to be fully operational and safe.

Classes will be cancelled when circumstances affect the safety and security of the children (e.g., gas leaks, failed furnace, etc.).

No refunds for missed classes will be given for classes that are cancelled for those circumstances that are beyond the control of the preschool.

Discipline in the Classroom

The rules of the preschool are explained or demonstrated frequently throughout the day and school year so that the children know what is expected of them.

If inappropriate behavior (e.g., hurting others (verbally or physically), being destructive, failing to follow direction) is exhibited, the teacher will use the following developmentally appropriate techniques:

- Step 1 Speak to the child.
- Step 2 Re-direct the child to another activity.
- Step 3 The Teacher and/or Educational Assistant will then take the child aside and speak to him/her one on one discreetly.
- Step 4 If the same issues are a cause of concern for the teacher then she will speak to the parents to make them aware of the problem, using supporting documentation. Effort will be made with the family to resolve behavioral issues in a discreet manner. This may include: informal conversations with the parents, notes home, and/or formal meetings with teacher, parents and if needed, board members.
- Step 5 Repeated disruptive behaviour or uncooperative parental response will be brought to the attention of the Executive Board in order to come up with a resolution.
- Step 6 The final course of action will be expulsion of the student. In making this decision, the Teacher and the Executive will consider the impact of the child's behaviour on other students, the likelihood of the child's behaviour improving and whether our program can support the needs of the child.

It is the commitment and priority of this Preschool to ensure the safety and well-being of all of our students.

Toilet-training

All students enrolled in this program must be toilet-trained.

The classroom does not have changing facilities and our license only allows toilet-trained children in this program.

BUT...accidents happen.

The teacher and educational assistants understand that many of the children are newly toilet-trained.

They will provide frequent reminders and opportunities to go to the bathroom.

Should your child have an accident, he/she will be changed into the clothes that were brought to the classroom labelled at the start of the year.

It can be stressful on your child to deal with these delicate and sometimes embarrassing situations in the presence of their peers.

If this is happening on a regular basis, the Board President may contact you to discuss the situation.

If your child is not toilet trained, your child's spot will only be held if fees continue to be paid.

If you choose to not pay the fees throughout the school year, your priority for registration will not be held for the following school year, as it is for current enrollees.

Leaving the Program

In the event that the preschool cannot accommodate a child's needs:

It will be noted that the preschool may not have the resources or personnel to address certain student's challenges. If there are unmet needs identified, it may be requested by the preschool to hold the child's attendance until the aid can be provided.

The parent will be asked to provide (at their cost) the necessary support in the class (i.e.: teacher's aide) for the student. If this is requested by the preschool, a one-month grace period at no cost will be granted to such students to hold the position until such time as extra resources for the student in the classroom can be obtained by the parent. If the aid cannot be provided, the child may be asked to withdraw from the program.

In the event that a child is asked to leave the program, all remaining fees if prepaid will be returned to the parent or guardian.

The fees will be retained from either the date the child last attended class or when the parent spoke to the Chair / Teacher regarding the situation, whichever date is later.

If the child leaves the program, priority placement will not be provided should the child wish to return to the program the following year.

In the event that a family chooses to leave the program:

Mid-Year Withdrawal (After September 30th):

- Written notice, stating the withdrawal is required. It has to be given to the Teacher, Chair or Registrar.
- Once the school receives the written notice, the rest of the fees for the month plus 1 additional calendar month of fees will be withheld.
That is regardless of the time in the month the notice is given.

ACTIVE STUDENT Withdrawal (after June 20th but before the first REGULAR school week):

- Withdrawal after June 20th, yet before regular classes begin is very labor intensive for the preschool executive committee, and is disruptive to the school and teachers as they try to settle in. It also takes up a space that could have been used by a family trying to find a preschool.
Therefore, we do our best to prevent this from happening and make it an unappealing option.
- Registration fee (\$100), first month fees (\$120 / \$160) will not be returned.

Fire Drills and Emergency Plan

According to fire regulations, preschools must have periodic fire drills. As you too may be in the school at the time of a fire drill, please make yourself aware of our evacuation plan.

Emergency Evacuation Plan

1. In the event of a fire, alert everyone with a shout and activate the building fire alarm system.
2. When the fire alarm rings, children line up single file behind the Educational Assistant in front of the door and proceed outdoors to the designated 'safe zone'.
3. The teacher will check all facility areas to ensure that everyone has evacuated the premises and carry the registration binder containing emergency phone numbers.
4. Doors and windows will be closed as persons leave the area. Lights are left on.
5. Everyone will meet at the park (designated safe zone), adjacent to the hall, where the teacher will take attendance.
6. The Educational Assistant will phone the fire department (911) after everyone is safely outside or as quickly as is possible.
7. If possible, after the children are safely relocated, the EA should meet the Fire Department.

If the Fire Department and Teacher decide it is safe to do so, children may return to the building.

Otherwise, all children and adults will move to an alternate place of refuge:

- i. **Parkview Elementary School, just west of the hall**
- ii. **Andy's IGA located at 142 Street and 91 Avenue**

Volunteer Executive Positions

The preschool is operated and managed by a volunteer executive committee that is a division of the Parkview Community League (PVCL). The preschool committee reports to the PVCL on all financial aspects and important preschool matters. Committee members are not responsible for doing mandatory volunteer activities. A representative for all positions must attend monthly meetings (or if not able send an update) and be present at June Orientation Night. There are approximately eight meetings per year.

- ☐ **Chair (1-2 Positions):** Manages and oversees all aspects of the preschool operations with the assistance Chair and other volunteer executive members and preschool staff.
- ☐ **Assistant Chair (1-2):** Assists the chair in the management of all aspects of the preschool operations with the other volunteer executive members and preschool staff.
- ☐ **Classroom Coordinator (1-2):** Coordinates classroom operations (school photos, etc.)
- ☐ **Communications (1-2):** This position can be combined or split in to 2 positions.
 - **Executive Meeting Minutes**
 - **Communications / IT**
 - **Preschool Marketing**
- ☐ **Registrar:** Manages all registration processes.
- ☐ **Party Coordinators (x4):** Plans and Coordinates school parties and events.
- ☐ **Field Trip Coordinator:** Arranges and books field trips.
- ☐ **Fundraising Coordinator (2-3):** Organizes preschool fundraising event (silent auction at pancake breakfast, gingerbread houses, greeting cards, etc. etc.)

Contact for the Preschool and all executive information is listed on www.parkviewpreschooledmonton.com.

We look forward to getting to know your family. Please feel free to contact us with questions.

Thank you!  Parkview Preschool Executive Committee and Staff