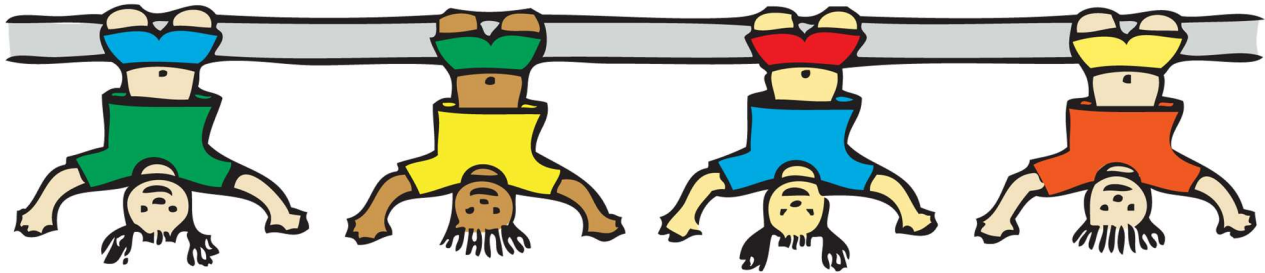


Glenbrook Community Preschool

2017-2018 Parent Handbook



Welcome to Glenbrook Community Preschool! Our goal is to create a stimulating and challenging learning environment in which children are encouraged to grow socially, intellectually and emotionally, at their own pace, through child-directed unstructured play.

In an unstructured play program, the majority of the day is devoted to free play at various activity centres. Group time (in the form of music time, story time, discussion time, etc.), is also an important aspect of the program. Some of the activity centres used throughout the year are painting, blocks, pretend play (i.e. dress-up and house), puzzles, carpentry, science and discovery, learning games, play dough, puppets, water and sand tables, books, crafts, interest centres and a snack centre.

The School

Glenbrook Community Preschool (GCP) is a non-profit organization operated by a Parents' Advisory Committee (PAC), which is guided by an Executive who is elected each school year. The PAC is comprised of parents with children enrolled in the current year's program. The Executive and the PAC perform administrative functions, approve the annual operating budget and subsequent expenditures, and establish and enforce policies and procedures governing the operations of the Preschool. In addition, several volunteer committees are formed to assist in the major areas of the Preschool's operations.

Parent Advisory Committee Executive* (2016-2017 School Year):

Chairperson	Jennifer Straatman	chair@glenbrookpreschool.org
Vice-Chairperson	Marilyn Smith	vicechair@glenbrookpreschool.org
Secretary	Katie Kilb	secretary@glenbrookpreschool.org
Registrar	Ruby Bolar	registrar@glenbrookpreschool.org
Treasurer	Hollie Ellis	treasurer@glenbrookpreschool.org
Web Master	Liz Walker	webmaster@glenbrookpreschool.org
Fundraising Coordinator	Anna Duijts	fundraising@glenbrookpreschool.org
Advertising Coordinator	Laura Alvey	advertising@glenbrookpreschool.org
Payroll Administrator	Nicole Liesemer	payroll@glenbrookpreschool.org
Newsletter Editor	Hailey Seidel	newsletter@glenbrookpreschool.org
Community Liaison	Jessica Hinton	community@glenbrookpreschool.org

**The 2017-2018 PAC Executive will be selected in June 2017*

If you have any questions, please do not hesitate to email a member of the PAC Executive, or leave a message in the Preschool's general mailbox (403-686-6868).

Contact Information:

Street Address: Glenbrook Elementary School
4725 33 Avenue SW, Calgary, AB

Mailing Address: PO Box 35065, Sargee Postal Outlet
Calgary, AB T3E 3V1

Phone Number: 403-686-6868

Website: www.glenbrookpreschool.org

Teachers:

Liz Fozzard
Brenda Miller

Teacher Assistants:

Brenda Miller
Robyn McConnell

GCP is funded by monthly tuition fees which cover the hard costs of operating the Preschool including paying the rental of the classrooms from the CBE, utilities, salaries, classroom cleaning, and teaching supplies.

A one-time cleaning fee (\$25) is included as part of the tuition fees. In accordance with our operating license, provided by Alberta Children's Services, classrooms are maintained on a regular basis.

Fundraising activities are organised to purchase new equipment and toys for the classrooms. Your family's active participation in these activities is greatly appreciated, and benefits all of the children at the Preschool.

The Preschool is affiliated with the Glenbrook Community Association (GCA) and is therefore covered under GCA's insurance policy. To enroll in the Preschool, each family must purchase a GCA membership (\$25 annual fee).

The policies and procedures that have been previously established, and amended as required, govern the Preschool's program. A copy of the *Policies and Procedures* is posted on the bulletin board in the cloakroom.

The PAC meets monthly during the school year. Unless otherwise specified, meetings are held the last Tuesday of every month at 7:00 pm (in the boardroom of the Glenbrook Community Hall). At these monthly meetings, Executive members, volunteer coordinators and teachers meet to discuss school business. All parents are welcome, and invited to attend. Because the meeting time or location occasionally needs to change, if you are interested in attending the PAC meeting, we ask that you RSVP to the PAC Secretary prior to the meeting to confirm the details. Minutes from the meetings are posted on the preschool's website.

Classes Offered

Class Description		Teacher
3 year old program (T/TH)		
Morning	9:15 – 11:30 am*	Brenda Miller
Afternoon	1:00 – 3:15 pm*	Brenda Miller
4 year old program (M/W/F)		
Morning	9:15 – 11:30 am	Liz Fozzard
Afternoon	1:00 – 3:15 pm	Brenda Miller

* Class times for all 3 year old classes are shortened for the month of September to allow the children time to ease into the program. Morning classes are from 9:15 – 11:00 AM and afternoon classes are from 1:00 – 2:45 PM.

Fees

Three and Four Year Old Programs

In addition to the cleaning fee (\$25) and Community Association Membership (\$25), there is a registration fee of \$25. Tuition is paid on a monthly, or annual, basis at the following rates:

Three year olds: \$155 per month for twice a week classes

Four year olds: \$175 per month for three times a week classes

If any NSF cheques are received, the Treasurer will notify you. To ensure your child's enrollment in the Preschool is not affected, payment must be made immediately. GCP's payment policy is outlined in the Policy and Procedures. Whenever possible, the Treasurer should be informed prior to any payment problems.

Provincial Child Care Subsidy

Many parents are unaware that the Province of Alberta provides a subsidy of up to \$100 per month, per child, towards tuition for children who are cared for by a stay-at-home parent. There is a maximum combined family income, and to qualify, the stay-at-home parent cannot work more than 20 hours per week. If eligible, parents must pay the Preschool first and then refunds will be issued from the Preschool after the government has reviewed attendance records and sent out the monthly subsidy for each child.

For eligibility requirements and further information please go to: <http://www.child.alberta.ca/home/1153.cfm>

Drop Off & Pickup

- Your child must be placed in the care of the teacher and picked up from the teacher by an authorized adult over the age of 18 as listed on your registration form. Please notify the teacher if there is a change in the persons you have authorized to pick up your child.
- The exterior cloakroom doors (south "BOYS" entrance) are locked until the class start time. Please wait outside with your child until the doors are opened by a teacher. An adult must accompany your child into the Preschool.
- Please follow and respect the Preschool's rules:
 - i) no running in the hallways
 - ii) leave wet or dirty footwear in the cloakroom – adults too!
- At the end of class, please wait outside the exterior cloakroom doors (south "BOYS" entrance) until the door is opened; the teachers will be waiting in the cloakroom with your child. Please be on time picking up your child, as your teacher may have appointments scheduled after class. The teachers are only paid for class time so please be considerate of their time and prompt in picking up your child. Parents who are late may be charged a late pickup fee (see *Late Pickup*).
- When entering the school, please come in the exterior cloakroom doors (south "BOYS" entrance) to limit the amount of traffic through the rest of the school. Please remove wet or soiled footwear at the door, and leave strollers at the entrance, as we are responsible for the cleanliness of the hallway.

Late Pickup

- Morning classes are dismissed at 11:30AM and afternoon classes at 3:15PM. Please be respectful of these dismissal times for both the sake of your child as well as our Preschool staff. Children waiting for a parent running late often feel concerned as they see the other children being picked up, while they continue to wait. The Preschool staff also needs adequate time to take a lunch break, clean up after class and make necessary preparations for the following class. Additionally, our Preschool staff is only paid for classroom time.
- If you encounter an unforeseen circumstance and know you will be detained (a flat tire, accident, medical issue, etc.), please call the Preschool as soon as possible so that the Preschool staff may work with you to make proper arrangements for your child's care.
- The Preschool has a 5-minute grace period for dismissal. Any parent arriving to pickup a student after 11:35 AM (morning classes) or 3:20 PM (afternoon classes) will be charged a late pickup fee at a rate of \$1.00 per minute, payable immediately upon arrival.
- At 11:35 AM or 3:20 PM, a member of the Preschool staff will call the child's parents (calling all parental phone numbers listed on the child's registration form). If the Preschool staff is unable to reach a parent, then the emergency contacts will be called. One attempt at each emergency number will be made. If no parent or emergency contact has been reached by 12:05 PM or 3:50 PM, and no contact has been made with parents, the appropriate authorities will be contacted in order to ensure the well-being of your child.
- It is extremely important that the Preschool has up-to-date emergency contact information. If you change jobs, home phone or cell phone numbers, or if your emergency contact numbers change, please provide the new information to the Preschool as soon as possible.

Program Withdrawal

A complete refund (minus the \$25 Registration fee) is offered if written notice (via mail or email) is received by the Registrar prior to August 1. If you wish to withdraw your child during the school year, a full thirty days written notice must be received by the Registrar before the first day of the month prior to leaving. If one month's written notice is not received, one month's tuition will be kept in lieu thereof. June's tuition fee is only refunded if you withdraw your child on, or before April 30, and the required written notice is given.

Discipline

- Discipline in the classroom is the responsibility of the classroom teacher. Any behavioral concerns that cannot be resolved by the teacher in the classroom, or any behavioral concerns of a general nature which worries parents may be referred to the Discipline Committee for resolution. The Discipline Committee is established in accordance with the *Policies and Procedures*. Principles guiding the exercise of discipline, either by the teacher or the Committee shall be:
 - i) the needs of the child;
 - ii) the needs of the class; and
 - iii) the needs of the family concerned.
- The Preschool does not permit the use of corporal punishment or any form of emotional discipline designed to humiliate or degrade a child.
- Any exercise of discipline by the teacher, over and above the standard level administered in the class, shall be conducted in full conversation with the parent(s) of the child concerned. Any review of discipline by the Discipline Committee will be done in consultation with the parent(s) and the teacher of the child concerned. In the event the Discipline Committee concludes that it is necessary to ask a child to withdraw from the Preschool or to administer any discipline of similar gravity, it will refer its decision to the Executive for review approval.

Health

- If your child is ill, you must keep him/her home (both for your child's sake and to ensure that the other children do not become ill). If your child becomes ill while at school, you will be called to come and pick him/her up.
- If your child has a communicable illness, please report this immediately to your teacher and health clinic. Regarding chicken pox, children should remain at home until all of their spots have dried up and scabbed over. We want to make every effort to keep the children at our Preschool, and their families, as healthy as possible.
- In the case of your child being involved in an accident while at the Preschool, every attempt will be made to notify you immediately. If required, your child will be taken to The Alberta Children's Hospital. Please read the medical section of the Prechool's *Policies and Procedures* to be informed as to what procedures will be followed.
- Please inform the teacher of any food allergies as the Preschool provides a daily snack. Please do not send any food to school with your child.
- The teachers will not administer drugs to children under any circumstances, except as outlined in the *Policies and Procedures*.

Safety

- The teachers and teaching assistants have current Red Cross First Aid Certificates which are posted in the classrooms.
- In case of fire, the children will walk with the teachers to the Glenbrook Community Hall on 45th Street, where they can be picked up by their parents. Fire drills may be held during the year at the discretion of Glenbrook Elementary School.
- If you need to get in touch with your teacher during school hours, please call 403-686-6868 ext. 1, and leave a message. Your call will be returned as soon as possible.

Bathroom Breaks

- Children must be fully toilet trained in order to attend the Preschool. If this affects your child, please read the toilet training section in the *Policies and Procedures*. Let your child know that he/she will need to do the bathroom "routine" on his/her own. Adults are not permitted to wipe.
- Your child may ask to go to the bathroom at any time and will be escorted by the teacher. Please dress your child in clothes that he/she can manage on his/her own.

Parent/Teacher Communication

Glenbrook Community Preschool's teaching philosophy is child-directed, play based learning. Therefore, report cards and parent/teacher conferences are not part of the Preschool's program. However, if you would like to meet with your child's teacher to discuss any aspect of your child's school experience, please know that the door is always open. To arrange a meeting time, please call the Preschool and leave a message for your child's teacher.

Evaluations

Formal evaluations of the Preschool are not conducted. Rather, to ensure an immediate response to your questions, comments and concerns, we ask that you contact a member of the PAC Executive directly. If you have a problem, or a concern, the teachers and PAC Executive members are always willing to help.

Clothing & Supplies

- We recommend that your child dress in layers (e.g. sweatshirt over a t-shirt) as even on cold winter days the classrooms become very warm.
- Please dress your child in an outfit they can play and have fun in. Please do not put them in anything you would be upset to have paint on.
- Children are requested to bring a backpack or other suitable bag (labeled with their name) for the crafts, notices, newsletters, etc. that are sent home daily. Please include a change of clothes and a plastic bag for your child in his/her bag, in case of spills or "accidents."
- Children must wear shoes in the classroom. Since all wet footwear must be left at the entrance, please send shoes along when your child wears boots. To avoid any accidents, please have your child wear no-slip shoes, preferably slip-ons or Velcro shoes.
- Please label everything your child brings to preschool including bags, shoes, jackets, mitts, etc.
- Children are encouraged not to bring special items from home into the classroom, unless they provide much needed comfort. The Preschool is not responsible for lost or broken items.

Inclement Weather

Please use your own judgment. The Preschool follows the lead of the Calgary Board of Education, and if the public schools are open, the Preschool is open.

Holidays

The Preschool observes the same statutory holidays, Christmas Break and Spring Break as the Calgary Board of Education. There may be professional days that do not necessarily coincide with the public school system. A reminder of upcoming holidays will be published in each newsletter.

Class Pictures

A class picture is taken each year, usually in the Spring, and is available for a nominal fee.

Notices

Preschool material, articles and announcements of interest are posted on the Parents' Information Board. Please check the information board in the cloakroom entrance for important notices from the teachers. Special events or needs will also be mentioned in the monthly newsletter.

Parking

As instructed by Glenbrook Elementary School, parents must not park in the staff parking lot, even for a few minutes. Please note the sign at the parking lot entrance: *Loading or unloading of children in parking lot is prohibited*. Parking is available in the alley along the fence on the south side of the playground or on the street along 35th Avenue with a short walk across the field. Please respect the no parking signs at the north end of the alley. The preschool and Glenbrook Elementary School appreciate your continued consideration in this matter!

Volunteering

The main reason the Preschool can offer fees that are lower than many other preschool programs is that we are a parent-run organization. For our preschool to be successful we count on the help and support of parent volunteers. Volunteer positions, that must be filled each year, range from simply making play dough a few times during the year to the more time consuming, yet extremely rewarding, Executive positions. The Executive positions also allow parents the opportunity of becoming familiar with the Preschool at an operational level. There are many opportunities to volunteer as the year progresses. Please watch for sign-up sheets in the cloakroom entrance, and lend your expertise. We appreciate it!

Classroom Visits

The teachers welcome classroom visits by parents. If you would like to spend time in the classroom with your child please schedule a time with the teacher. Please make alternate arrangements for siblings as they are not permitted to stay in the classroom.

Newsletter

A newsletter, carrying general preschool information, is published and distributed at the beginning of each month (an electronic version sent via email is also available). Please be sure to read the newsletter in order to stay informed about preschool activities. Please call or e-mail the Newsletter Editor with any submissions.

Snacks

A healthy snack will be provided by the Preschool. Please inform the teacher if your child has any food allergies. The Preschool is a peanut free zone.

Outside Food

Outside food, including treats for special days and holidays (birthdays, Halloween, Christmas, Valentine's Day, etc.) cannot be brought into the school – this includes the cloakroom. Not only can doing so lead to hurt feelings if some children are not included, it can pose a very serious health risk to those students who suffer from allergies. Although we are a peanut free zone, there are other food items, such as gluten and dairy products, that can cause a reaction in some children. In certain cases, a child need only come in contact with the bag a treat is in to have an allergic reaction. The wellbeing of our students is our primary concern, so we ask that all parents be sensitive to this issue.

Celebrating Birthdays

Your child's birthday is important to us, and will be celebrated in the classroom with a song and special recognition (such as a birthday crown or badge). To spare the feelings of some of your child's classmates, please avoid distributing birthday party invitations at school unless the entire class is included. Also please do not bring cupcakes or other treats for the class on the day of your child's birthday as some children have severe allergies.

**Welcome to Glenbrook Community Preschool;
we hope you have a great year!**