

# Glenbrook Preschool Society (GPS)

## Four to Five-Year-Old Pre-K Program Information



### Program Information

- The program provides a stimulating environment based on child-directed, play-based learning while focusing on early literacy activities with the preschoolers.
- The program supports each child's individual social, intellectual and emotional growth.
- All classes are taught by experienced teachers trained specifically in Early Childhood Education and supported by accredited teaching assistants.
- Registration is on a first-come, first-served basis.
- Classes have a ratio of eight children to one adult and a maximum of sixteen students per class.
- Snacks are provided. GPS has a NO-Nut Policy and will make every effort to accommodate other food allergies.

### Class Schedule

Tuesday/Thursday (PM Pre-K Program) 1:00 PM – 3:15 PM

### Age Policy

Children must be four before their first day of school and turn four before December 31st to attend said preschool year. If a child will be turning five within the preschool year, it must be before March 31st to be eligible for our Pre-K Program. If a child is registered before his/her fourth birthday, regular tuition payment is required to hold the child's position until then.

### Parent Involvement

Parents play an essential and active role at Glenbrook Preschool Society. As a parent-run organization, we rely on the GPS's family community to come together each school year. There are several volunteer positions to be filled on the Parents' Advisory Committee (PAC), and parents are highly encouraged to partake in helping GPS operate our preschool program for our community. Parent involvement reduces operating costs, which results in lower tuition fees.

All parents of enrolled students are invited to attend the monthly PAC meetings, or a copy of the meeting minutes can be provided upon your request. Monthly newsletters are sent home (or can be received via email) to keep parents up-to-date on important preschool news and upcoming events. Parents are not required to volunteer in the classroom, as qualified teachers and teacher assistants instruct classes. However, if parents wish to observe a portion of their child's class, please contact your child's teacher to request arrangements to be made.

### Bathroom Breaks

In order to attend GPS, children must be fully toilet trained and able to do the bathroom "routine" on their own. They may ask to go to the bathroom at any time and will be escorted by a teacher.

### Fundraising

Tuition and registration fees cover the school's operating expenses (teachers' salaries, rent, insurance, telephone, etc.). Modest fundraising enables the preschool to buy various toys and equipment and keep the classrooms

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well-supplied. Every family is encouraged to participate in these endeavours.

### **Tuition**

Please see the [Fee Schedule](#) for tuition amounts and payment options.

### **Withdrawal Policy**

A complete refund (minus the \$75 Non-Refundable Registration Fee) is offered if written notice (via Email to Registrar@GlenbrookPreschool.org) is received before the program begins in September by the Registrar before August 1st.

If you wish to withdraw your child once the program has begun or during the school year, the Registrar must receive a 45-day written notice before the first day of the month prior to leaving our program. If the 45-day 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 before April 1st and the required 45-day written notice has been given.

### **Transfer Policy**

If you wish to transfer your child to another class, names are accepted on a first-come, first-served basis by the Registrar. If a vacancy opens, children on the transfer list are contacted before those on the waiting list.

### **To Register**

Please visit the school's website at [www.glenbrookpreschool.org](http://www.glenbrookpreschool.org) to learn more about the Glenbrook Preschool Society, its learning philosophy, and the programs our preschool offers.

If you have program and registration inquiries, please contact the Registrar at registrar@glenbrookpreschool.org or the Preschool at 403-686-6868.

*\*\* Since we are a parent-run organization, our response may be delayed. Please allow 2-3 business days for our Registrar to reply. We appreciate your patience. Thank you. \*\**