



2025-2026 Parent Handbook

Glenbrook Elementary School
4725 - 33 Ave SW Calgary, T3E 3V1
403-686-6868

www.glenbrookpreschool.org

Table of Contents

Welcome!	2
Parent Advisory Committee	3
Teachers	4
Teacher Assistants	4
Fees	4
Program Withdrawal	4
Zero-Tolerance Policy	5
Drop off & Pick Up	5
Late Pick Up	6
Parking	6
Clothing and Supplies	7
Health	8
Safety	8
Bathroom Breaks	8
Child Guidance	9
Parent/Teacher Communication	9
Newsletter	9
Evaluations	9
Fundraising	10
Volunteering	10
Inclement Weather	10
Holidays	10
Class Pictures	10
Notices	10
Classroom Visits	11
Snacks and Outside Food	11
Celebrating Birthdays	11

Welcome!

Welcome to Glenbrook Preschool Society! (GPS) We aim 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, most of the day is devoted to free play at various activity centers. Group time (in the form of music time, storytime, physical activity, etc.) is also an important aspect of the program, in which one or more of the mentioned activities occur daily.

GPS is a non-profit organization operated by a Parents' Advisory Committee (PAC), guided by an Executive elected each school year. The PAC comprises 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.

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 available on our website or click on [Registration \(glenbrookpreschool.org\)](http://glenbrookpreschool.org).

Please take the time to review this document.

Parent Advisory Committee

The Parent Advisory Committee (PAC) meets monthly during the school year. Unless otherwise specified, meetings are held virtually or in person on the last Tuesday of every month at 7:30 PM. Executive members, volunteer coordinators, and teachers meet at these monthly meetings to discuss school business. All parents are welcome and invited to attend. Meeting minutes can be provided upon request by contacting our secretary. If you have any questions, do not hesitate to contact a member of the PAC executive.

PAC Executive (2024-2025 School Year):

Name	Position
Vacant	President chair@glenbrookpreschool.org
Jackie Wright	Vice-President
Nicole Bouwman	Registrar registrar@glenbrookpreschool.org
Vacant	Payroll
Tamanda Glenn	Treasurer Assistant treasurer@glenbrookpreschool.org
Ania Zuba	Secretary secretary@glenbrookpreschool.org
Morgan Needham	Fundraising Coordinator fundraiser@glenbrookpreschool.org
Ali Sinclair	Newsletter Editor newsletter@glenbrookpreschool.org
Olivia Siu	Webmaster
Randa Mohamed	Advertising Coordinator & Social Media Editor advertising@glenbrookpreschool.org
Vaughan McMillan	Social Coordinator events@glenbrookpreschool.com

Teachers

- Brenda Miller (mrs.miller@glenbrookpreschool.org)

Teacher Assistants

- Layelle Hammadieh

Program Coordinator

- Michelle Ibbotson (coordinator@glenbrookpreschool.org)

Fees

GPS is funded by monthly tuition and fees, which cover the overhead costs of operating the Preschool, including, but not limited to, insurance, rent through CBE, utilities, salaries, teaching/classroom/office supplies, among other expenses.

- One-time non-refundable fee (\$75 total) to help offset operating expenses,
- One-time supplies fee (\$75),
- Tuition is paid on a monthly, one-month-in-advance or annual basis.
 - You can find the current fee schedule on the [Registration](#) page of the website.
 - One month's tuition is due at the time of registration.

If non-payments with the credit card, pre-authorized debits or NSF cheques are received, the Treasurer or Registrar will notify you. Payments must be made immediately to ensure your child's enrollment in the Preschool is not affected. Whenever possible, the Treasurer or Registrar should be informed of any potential payment issues. GPS's payment policy is outlined in the Policy and Procedures.

Program Withdrawal

A complete refund of any tuition paid is offered if the Registrar receives written notice (via mail or email) before August 1. *As noted above, the registration fee is non-refundable.*

If you wish to withdraw your child during the school year (September-June), the Registrar must receive a full forty-five (45) days' written notice before the first day of the month. If the forty-five (45) days' written

notice is not received on time, the following month's tuition will be kept in lieu thereof, and the tuition payment will be processed. Any payments processed on the first of the month will not be refunded after the fact.

June's tuition fee is only refunded if you withdraw your child before April 1 and 45-days written notice requirements have been met.

Full details can be found in Section 3 of the Policies & Procedures, page 6.

Zero-Tolerance Policy

Should parents and guardians or family members of children attending Glenbrook Preschool choose not to comply with our Zero-Tolerance & Anti-Abuse Policy, GPS reserves the right to withdraw all involvement with the family by immediately terminating the child's enrollment with us.

Please refer to our Policies & Procedures under the Expectations & Zero-Tolerance Policy section on page 12 for further information. [Glenbrook Preschool Society - Policies and Procedures 2024-2025 \(Revision 8\) \(wsimg.com\)](https://www.wsimg.com/Glenbrook-Preschool-Society-Policies-and-Procedures-2024-2025-Revision-8)

Drop off & Pick Up

Your child must be placed in the teacher's care and picked up by an authorized adult (18 years or older), as listed on your registration form. Please notify the teacher if there is a change in the person(s) you have authorized to pick up your child.

The doors at the south entrance are locked until the class start time. Please wait outside with your child until a teacher opens the doors. An adult must accompany your child to the door.

At the end of class, please wait outside the doors until the door is opened. The teachers will be waiting at the door. Please be on time to pick 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*" section of our Policies & Procedures, page 10).

Please come in through the doors at the south entrance. **PLEASE DO NOT USE THE FRONT DOORS TO GLENBROOK ELEMENTARY SCHOOL.**

Late Pick-Up

Morning classes are dismissed at 11:30 AM and afternoon classes at 3:15 PM (**please refer to your email from the teacher regarding dismissal times for the 3-year-olds for September**). Please respect these dismissal times for both the sake of your child and our Preschool staff. Children waiting for a parent who is running late often feel concerned as they see 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 prepare for the following class. Additionally, our Preschool staff is only paid for classroom time.

If you encounter an unforeseen circumstance, such as 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 pick up 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 due on the following school day.

At 11:35 AM or 3:20 PM, a Preschool staff member will call the child's parents (calling all parental phone numbers listed on the child's registration form). If the Preschool staff cannot reach a parent, then the emergency contacts will be called. One attempt will be made at each emergency number. 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 to ensure your child's well-being.

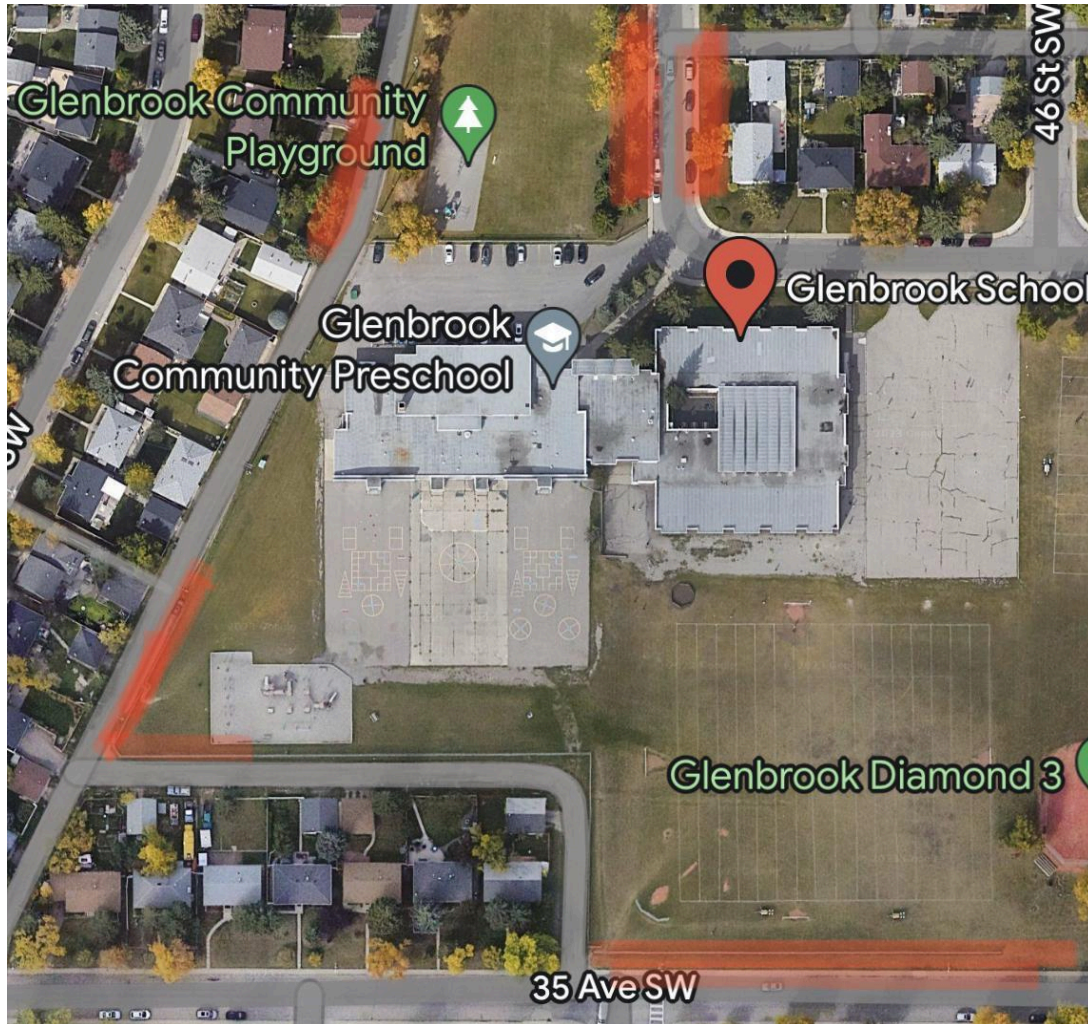
It is extremely important that the Preschool has up-to-date emergency contact information. If you change jobs, home phone numbers, cell phone numbers, or if your emergency contact information changes, please provide the new details to the Preschool as soon as possible.

Parking

As instructed by Glenbrook Elementary School, **parents are not permitted to 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 is prohibited in the parking lot.

Please refer to the picture below. Areas marked in **RED** are suitable parking zones for drop-off and pickup. Parking is available in the alley along the west and south sides of the elementary school playground, further down along the fence across from the community playground, on the street along 35th Avenue, with a short walk across the field or along Glenpatrick Drive SW, unless otherwise prohibited.

Please respect the NO Parking signs at the north end of the alley and respect the residents in the area by not obstructing or parking along their property.



The preschool and Glenbrook Elementary School appreciate your continued consideration in this matter!

Clothing and Supplies

Please dress your child in an outfit that allows them to play and have fun. Please do not put them in anything you would be upset to have paint on. Our classroom is very warm. To keep your child comfortable, we recommend that your child dress in a t-shirt, even on cold winter days.

Children are requested to bring a backpack or other suitable bag (labelled with their name) for the crafts, notices, newsletters, and other materials 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 are encouraged not to bring special items from home into the classroom. The Preschool is not responsible for lost or broken items.

Children are required to wear shoes in the classroom. Since all wet footwear must be left at the entrance, please send indoor shoes along with your child. To avoid any accidents, please have your child wear no-slip shoes, preferably Slip-on or Velcro-fastened.

Please label everything your child brings to preschool, including bags, shoes, jackets, mitts, etc.

Health

If your child is ill, you must keep him/her at 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. Your child must be medication-free (including cold medication, Tylenol, Advil, etc.) for 24 hours before the start of class time. Before leaving home, children should be screened by a parent or guardian for symptoms of sickness.

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 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.

If your child is involved in an accident while at the Preschool, every attempt will be made to notify you immediately. Your child will be taken to the Alberta Children's Hospital if required. Please read the medical section of the GPS'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 Standard First Aid and CPR, which are posted in the classrooms.

In the event of evacuation, the children will walk with their teachers to the Glenbrook Community Hall, located on 45th Street, where their parents can pick them up. Fire drills and lockdowns will be held during the year at the discretion of Glenbrook Elementary School.

If you need to contact 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 toilet-trained to attend GPS. 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.

Child Guidance

Child guidance in the classroom is the responsibility of the classroom teacher. Any behavioural concerns that the teacher cannot resolve in the classroom or any general behavioural concerns that worry parents may be referred to the Child Guidance Committee for resolution. The Child Guidance Committee is established under the Policies & Procedures. Principles conducting exercises of child guidance, either by the teacher or the Committee, shall be based on:

- The needs of the child;
- The needs of the class; and
- 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 child guidance by the teacher, beyond the standard level administered in the class, shall be conducted in a whole conversation with the parent(s) or guardian(s) of the child concerned. Any review by the Child Guidance Committee will be conducted in consultation with the child's parent(s) and the child's teacher. If the Child Guidance Committee concludes that, due to the safety of the child, other students or staff, it may be necessary to ask the family of a child to withdraw from the Preschool or to administer any child guidance options of similar gravity, it will refer its decision to the Executive for review and approval.

Parent/Teacher Communication

GPS'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 arrange a meeting time. To do so, please call the Preschool and leave a message for your child's teacher.

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 to stay informed about preschool activities. Please call or e-mail the Newsletter Editor with any submissions.

You can also keep up to date by finding us on Instagram (@glenbrook_preschool) or Facebook (@glenbrookpreschoolsociety).

Evaluations

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

Fundraising

Fundraising activities are organized to purchase new equipment and toys for the classrooms; there are 2-3 fundraisers per school year. The preschool is also registered with SkipTheDepot. Your family's active participation in these activities is greatly appreciated and benefits all the children at the Preschool.

Volunteering

The main reason the Preschool can offer lower fees 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. The Executive positions allow parents the opportunity to become familiar with the Preschool at an operational level. If you would like to join the executive team, we welcome and appreciate your interest.

Inclement Weather

As a health and safety precaution, if outdoor weather is considered severe, with temperatures falling below -30 (without wind chill) and without improvement in the day's forecast, the preschool will implement a Mandatory Preschool Closure for the day.

All parents/guardians will be notified via email and phone with confirmation of our preschool closure due to extreme weather conditions. Classes will resume when weather conditions improve.

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, Facebook and Instagram.

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 outside of the entrance for important notices from the teachers. Special events or needs will also be mentioned in the monthly newsletter.

Classroom Visits

At this time, no outside visitors will be permitted in the preschool.

Snacks and Outside Food

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, 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, but it can also pose a very serious health risk to those students who suffer from allergies. Although we are a peanut-free zone, other food items, such as gluten and dairy products, 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 well-being 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. 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 Preschool.

We hope you have a great year!