

FOOTSTEPS

PRESCHOOL



A PARENT'S PRIMER

www.FOOTSTEPSPRESCHOOL.CA

2018-2019

Class Times

Monday, Wednesday, Friday morning	9:00am - 11:30am
Monday, Wednesday, Friday afternoon	12:30pm - 3:00pm
Tuesday, Thursday morning	9:00am - 11:30am
Tuesday, Thursday afternoon	12:30pm - 3:00pm

FOOTSTEPS PRESCHOOL

Policies and procedures

OFF TO SCHOOL

In preparing for preschool there are some things you may want to consider:

We have "milk carton mailboxes" that we set out daily for each class. We use these mailboxes to communicate so please check them daily at drop off and pick up times.

Remember this is preschool. Please dress your child appropriately as we paint, glue and some times just have fun on the floor!

Your child will need a pair of clean indoor shoes to leave at school and wear in the classroom each day. Please put your child's name on the shoes.

Remember to choose loose fitting clothes to allow your child to easily use the toilet. They often become so involved in play that they leave it to the last minute and belts with buckles and snaps that are hard to undo etc, do not help!

If your child has a minor accident we will quietly change them into clean, dry clothes and make them feel comfortable. Please send clean dry clothes in a large ziplock bag in your child's school bag just in case. If they have a major accident we will call you or one of your emergency contacts to take them home. We believe that this is less stressful for your child.

If your child has an accident and comes home in some of our spare clothes, please launder and return them to school as soon as possible.

TEARS AND FEARS

Many children (and parents) experience separation anxieties when coming to preschool for the first time. This is perfectly normal and understandable.

Here are some suggestions that may help:

Tell your child ahead of time that they will be going to preschool in a few days time. Explain fully but simply what will happen. They will have their own hook to hang up their coat and bag then you will go into the classroom together. There will be painting and building, they can play with playdough or puzzles or look at books. There will be songs and games, snack and a story and then they will get ready to go home.

Acknowledge your child's fears if they mention them and understand that they may feel this way. Don't laugh at their concerns or say that they are silly or being a baby. Always talk about school in a happy, positive way.

Share some stories with your child, either your own experiences at school or go to the library and find some books together.

Drive to school before it starts and play an "I spy" game on the way.

Spend some time looking at the building and be matter of fact about this is their place for going to school.

Let them know that at the end of their class the teachers will help them get dressed and they will have to wait for their name to be called before they can go, even when they see that you are waiting.

When you arrive to pick up your child for the first few days, we ask that you do not come up stairs until the helper comes down to bring you up.

The reason for this is that we are teaching the children to collect their own clothes from their hooks and bring them back into the classroom to dress them selves. If they see you waiting for them, they will obviously be excited to see you and they may be reluctant to return to the classroom to dress.

Once they are used to the routine we will not have to do this. They will soon learn to say hi, give you a hug and come back in to dress for home.

After they are dressed the children stay in the classroom until we see you and call their name to go.

PLEASE BE ON TIME, YOUR CHILD WILL BE WAITING EXCITEDLY FOR YOU.

- Always accompany your child into school.
- Please try to be on time as it is sometimes difficult for a child to join into the program late.
- Always say goodbye to your child, never try to slip out quietly just because you see them playing happily.
- Make sure one of the teachers acknowledges your child before you leave.
- When you arrive to take your child home, please do not come in to the classroom to help them dress or to take them home.

- We will help all the children dress them selves for home.
- When the children are ready we will begin to call their names one by one as we see the appropriate adult. This way we know everyone is safe.

WHEN YOU JOIN US IN CLASS

You will be receiving a monthly helper schedule. Your helper day is the day you join us in class and bring a snack to share with everyone. It can be moms, dads, grandparents or other family relatives or friends, just let us know in advance. **Please read the Police Check policy.**

No older or younger siblings are allowed in class on your helper day please, you are part of the adult to child ratio in the classroom.

If you are not able to come on your scheduled helper day please switch with another helper on the schedule. If you are having a hard time making a switch let your classroom teacher know and we will help you work it out.

Your child will eagerly anticipate the day you come in and spend some time in class. It is an important time for them to show off a special person in their life, serve snack together, play games and sit on a familiar lap for stories. Wear comfortable clothes and shoes. Be relaxed, this is a fun day for you both. If you would like to share a song, a game or read a story to the class please let us know, we would love to accommodate you.

SAFETY POLICY

When you or the person who is dropping off or picking up your child come into the school, you must bring in with you any child passengers in your car.

This is our school policy with your children's safety in mind. If you are unable to do this, then please ask another adult in your class to either bring your child to the car for you or to stay with your car while you pick up your child and theirs.

POLICE CHECK

Our policy is that **every** adult who will be participating in our program must have a police check before that adult accompanies a child into the classroom. Volunteer request forms need to be submitted at the RCMP station in order to have your police check done for the volunteer rate of \$10. You will need 2 pieces of ID (one government issued photo ID) and proof of your physical address (not PO Box) along with the attached signed letter with you at the local RCMP detachment in order to request your police check. You may drop off your clearance requests Wednesdays, Thursdays and Fridays between 9am and 3pm to be processed. Please do so as soon as possible so they have time to process them before school starts, it takes 2 weeks before they are ready for pick up.

SNACK

NO PEANUTS OR NUTS PLEASE

This includes products that may contain any type of nut oils, including tree nuts

IF IN DOUBT LEAVE IT OUT!!

You will be receiving a monthly helper calendar showing when you will provide a snack for all of your class and the teachers.

Regulations specify that we must provide the children with 2 food groups daily during their time in preschool. If you are sending a perishable snack please ensure that it is kept below 4°C or above 60°C. There is a refrigerator on site for fruits, vegetables, meats, yogurts and cheese. All perishable foods must be prepared in an approved food establishment or provided to the preschool in the original container

We will be serving water, you do not need to bring juice.

Remember to keep the portions small; snack time is just a small, calming break before story time and getting ready to go home.

Please send in a small, clean plate and cup daily. Your child will take these into class each day for their snack. They will take them home each day to be washed.

Please put your child's name on each item with permanent marker.

We will try to accommodate one of your snack days nearest to your child's birthday. On that day you may choose to bring in a special birthday snack. Please bring a fruit or vegetable as well as a birthday treat on those days.

We strongly discourage any store-bought baked goods because of our policy to keep peanuts and nut oils out of all snacks. Please try and reduce waste when selecting your snacks by not choosing individually wrapped snacks. You will save money and the planet this way!

SOME SNACK SUGGESTIONS

REMEMBER NO PEANUTS OR NUTS OR NUT OIL PRODUCTS

SOME SUGGESTIONS:

1/2 banana

small home-made muffins

Nutritious home-made
cookies

small bagel with
cheese and/or jam

Small yogurts
(no yogurt tubes please)

Cheese

Crackers – please check
for peanut free label

Any fruit – keep serving small

1/2 apple, small tangerine

Grapes - MUST BE CUT IN HALF LENGTHWISE

A few vegetable sticks and dip

NO STORE-BOUGHT BAKED GOODS or COOKIES PLEASE, UNLESS THEY SAY NUT FREE

SNUFFLES

Runny noses and colds are a normal part of childhood and few children manage to make it through the year with out one or the other. If your child comes down with something that you think might be contagious please keep them home. Children need to be free of symptoms such as fever, vomiting and diarrhea for 24 hours before returning to school. Hopefully other parents will do the same and we will end up with a healthier group of children in the long run. Thank you.

COLD DAYS and OUTDOOR PLAY

On balmy winter days our program includes outdoor play. Your teacher will send out a notice of an upcoming outside play day so you can send the appropriate clothing. Put them in a plastic bag that can be hung on their coat hook so that we are ready. Please label everything: winter boots especially have a habit of all looking alike!

SCHOOL CLOSURE

In the event that Rocky View closes their schools, FOOTSTEPS PRESCHOOL will also close. FOOTSTEPS PRESCHOOL will follow as closely as possible the closures of the Rocky View Public School Board. Please note that we finish, on average, 2 weeks earlier in June.

NOTE

Events in a child's home life (for example a death in the family or illness of a sibling, even a local house move etc) may require that the teachers give a child special consideration for a time. If a few minutes prior to class are not sufficient to discuss these concerns with the teacher, or any other concerns, please arrange a time that is more convenient for you.

SCHOOL TELEPHONE NUMBER
403-606-4198

We will be in class with your children and do not want to have to answer the phone during class time. If it is an emergency, you are unable to pick up your child at the normal time because of difficulties in traffic or someone different will be picking up your child you may call during class time, we will either answer right away if we have the time or we will check for your messages as soon as we are able. You may send text messages to this number as well, they are easy to read quickly in class. Please feel free to use the number outside of class time.



Copy of Consent Form (For your records only, do not return this form)
I, the parent / guardian give my approval and permission for:

my child/ren to participate in Footsteps Preschool

the staff to administer first aid for an injury or illness during class time. All teachers are qualified and current in First Aid training

my child transported by ambulance for emergency treatment if deemed necessary by staff.

Parents will be contacted as soon as possible. Parents will bear the cost of the ambulance.

my child to accompany his/her class on outings of educational interest during the preschool term, under the supervision of a teacher and parent volunteer, with a maximum ratio of 4 children to 1 adult.

my child/ren to be included in any photographs, videotapes, email and / or print material used in the promotion of the preschool program.

The teacher is responsible for and has authority to handle classroom discipline, with the child's best interest and well being as a priority. All efforts will be taken to inform and communicate with parents involved. No child will be physically, verbally or psychologically mistreated while under the care of preschool staff. If there is a problem with a child who causes disruption in the classroom after a period of four weeks and all avenues have been exhausted then at the discretion of the teachers and the Directors, the parents may be required to withdraw the child from the program.

I have read and agree with this discipline policy.

Fee schedule

1. Non-refundable registration fee of \$50.00 and June tuition fee, both payable on day of registration.
2. September to May fees – post dated cheques for the 1st of each month, provided at time of registration.
Your yearly tuition fee has been divided into 10 equal payments for your convenience. There will be a \$20.00 N.S.F fee.
3. Thirty (30) days **written notice** must be **received** before the **first day** of the **month prior** to the leaving date if you are withdrawing from the program. If said notice is not given, you will forfeit one month's fees.
4. June tuition fee is non-refundable.