

# FOOTSTEPS

PRE SCHOOL



## A PARENT'S PRIMER

[www.FOOTSTEPSPRESCHOOL.CA](http://www.FOOTSTEPSPRESCHOOL.CA)

2022-2023

## Class Times

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

# FOOTSTEPS PRESCHOOL

## Policies and procedures

### OFF TO SCHOOL

We are so excited to have you join the Footsteps Preschool family. This document will help answer some of your questions about how preschool will start this year and what your child needs to bring with them. We hope you find this information helpful and welcome any questions that you may have.

We have "milk carton mailboxes" that we set out daily for each class. We use these mailboxes to send home artwork so please encourage your child to check them daily at drop off and pick up times. We will use email primarily to communicate information to you. Please ensure that we have an email address for you that you check frequently.

Remember this is preschool. Please dress your child appropriately as we paint, glue and sometimes just have fun on the floor both indoors and outdoors!

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 his or her items to ensure each child is using their own belongings.

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, 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 and ensures that he is she is cleaned up properly.

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 they will come into the classroom with their teacher and friends. There will be painting and building, they can play with toys and 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. 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 let them know that this is their place for going to school. Go for a small walk around the building on the pathways in the ranch.

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.

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

- Always accompany your child into school and say goodbye at the door.
- 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 into the classroom to help them dress or to take them home.
- We will help all the children dress themselves 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 see the fun that we are having. It can be moms, dads, grandparents or other family relatives or friends that join us in class, 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, 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.

## 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. If you receive your clearance by email you may print it off to bring it in or simply forward it to us by email. 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.

## 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!!**

**Every student will need to bring their own small snack to school with them each day.** Please send a water bottle and snack in an easy to carry container so it can be brought into the classroom by your child. Please put your child's name on each item with permanent marker. Snack and water bottles will remain in the student's backpack until needed.

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

### **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 and crackers

Any fruit – keep serving small

A few vegetable sticks and dip

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

## **ILLNESS**

Runny noses and colds are a normal part of childhood and few children manage to make it through the year without one or the other. We would ask that you keep your children home when they are sick. This helps limit the spread of all germs in the classroom. Children with fevers, vomiting, diarrhea or rashes should not attend school until symptoms have resolved for more than 24 hours. We do have a digital

thermometer to be used in the classroom if we feel a child may be warm and coming down with a fever. We will not do daily temperature screenings at this time. Let's all do our part to have a fun and healthy year at preschool!

## **COLD DAYS and OUTDOOR PLAY**

We will try to play outside often. We can practice our gross motor skills and play lots of group games, make amazing art and have adventures outdoors! Please make sure that your child has comfortable footwear each day for running and playing. On balmy winter days our program also includes outdoor play. Your teacher will send out a notice of an upcoming outside play day so you can send the appropriate winter clothing. Put them in a plastic bag, or their backpack, 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 due to inclement weather, FOOTSTEPS PRESCHOOL will also close. We may also make our own decisions to close if temperatures drop to -40. FOOTSTEPS PRESCHOOL will follow as closely as possible the closures of the Rocky View Public School Board. You can reference the Footsteps Preschool Calendar for holidays and PD days. Please note that we finish 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 enough time 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. We will only release your child to Mom, Dad and the emergency contact listed on your form. Please let us know ahead of time if it will be anyone else picking up and send them with their picture identification. 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 wellbeing 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.

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### **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 – sent by etransfer on the 1<sup>st</sup> of each month or by post dated cheques for the 1<sup>st</sup> 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.