



# **Foothills Alliance Kindergarten**

## **PARENT HANDBOOK**

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# Philosophy of Education

*At Foothills Alliance School we believe that children are unique creations of God. They are competent, curious, natural researchers who are full of knowledge and potential.*

Our educated and caring staff, focus on the development of the whole child:

**Academically** – We offer an Alberta Education approved program of studies that follows the Alberta Education Program and covers 475 hours of instructional time. This program is for children who will turn five on or before December 31st of their Kindergarten year and will enter grade 1 the following year. The program is funded directly by Alberta Education with an emphasis on Christian morals and values. The purpose of the program is to facilitate the natural unfolding of each child’s potential through the development of the whole child. We provide a well balanced program which enhances physical, social, emotional, intellectual, creative and spiritual development and give children opportunities to succeed in an environment of acceptance.

**Spiritually** – We offer a Christian based curriculum. Children learn to love God, themselves and others as we incorporate biblical truths, character traits and Christian values into each day.

**Emotionally** – Children are taught about feelings and thoughts, how to match their reaction to the size of their problem, how to problem solve and show empathy. We utilize the “Incredible Flexible You” curriculum in addition to other resources to help children develop resilience, empathy and regulation skills.

**Physically** – Daily gym and outdoor play opportunities encourage the development of gross motor skills, cooperative skills, and confidence in their physical capabilities. Fine motor activities help children develop muscles necessary for cutting and printing activities.

Every day the children participate in teacher-directed activities, but are also given opportunities for self-directed play. Center time allows the children to make decisions regarding their learning. Choosing activities that interest them engages the children and enhances the growth of their social and physical skills. Our centers change regularly presenting the children with a number of different learning opportunities.

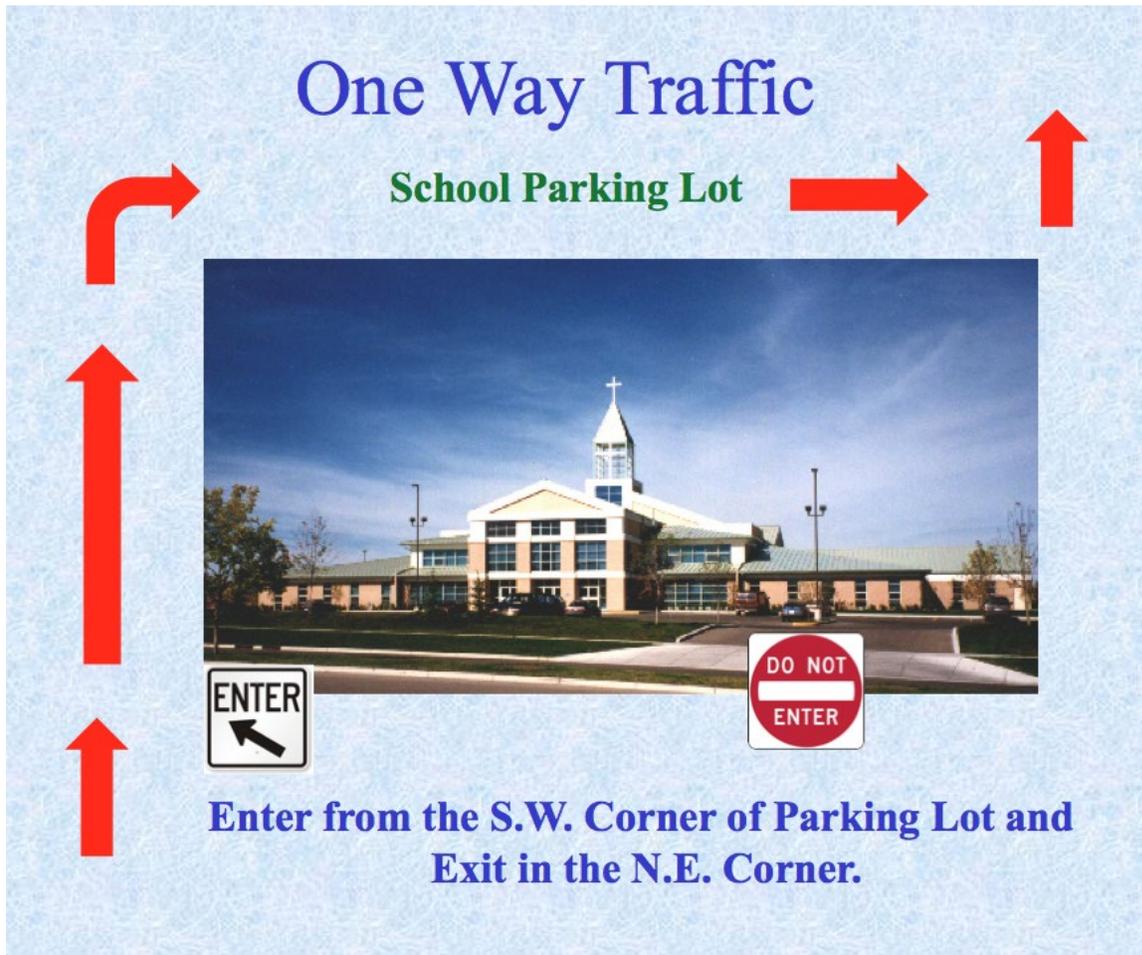
*Above all we want your child to recognize that they were created by a God who loves them, that school is a fun place to be and that they are knowledgeable and capable.*

# Policies

## One Way Traffic

In order to keep children and families safe, Foothills Alliance School has instituted a one-way traffic rule. Traffic flows clockwise around the building. When coming to the school be sure to enter from the front of the church using the furthest S.W. corner entrance. Proceed along the west side of the building to the school parking lot. When you are leaving, please exit through the North gate.

**It is extremely important that you share this rule with anyone and everyone who will be driving to the school.**



## Registration

Registration in the Foothills Alliance Kindergarten program includes a non-refundable registration fee. There will be a fee per NSF cheque. Registrations will be taken as space permits but families already enrolled in our Preschool and past alumni families may pre-register.

Government funding is available for children who are being transported to the kindergarten and reside a predetermined distance from the school. This funding is given directly to Foothills Alliance Kindergarten and parents are then reimbursed.

The Kindergarten program mostly follows the school calendar of the Calgary Public Board of Education. Professional development and organizational days will be scheduled throughout the year when classes will be canceled. Classes will conclude mid June.

As provided by Alberta Learning, Foothills Alliance Kindergarten may decline to accept a child into the program if it is felt we are not equipped appropriately or we do not have the expertise to adequately provide a program for a particular child.

## Transportation Grant

Government funding is available for children being transported to the Kindergarten who reside a predetermined distance from the school. This funding is given directly to Foothills Alliance Kindergarten and parents are reimbursed

## Volunteering in the Classroom

At Foothills Alliance Kindergarten we believe the link between home and school is very important. We welcome parents in the classroom, but volunteering in Kindergarten is not mandatory. Apart from showing your child that you value them and their school activities, parent volunteers provide support to the classroom teacher..

In accordance with school policy, parents and others volunteering will be required to complete a "Volunteer Registration Form" and a Criminal Record Check. **All volunteers require a valid security clearance before they can be utilized in the classroom.**

### What to expect when volunteering in the classroom

During Class:

- Cleaning tables after crafts, snacks, etc.
- Participate in circle times, gym games, play with children at center time
- May be asked to run a center station (i.e. a game, craft or special activity)
- Read to children during "free reading"
- Notify one of the teachers if a child needs assistance or redirection (i.e. they are in conflict with another child, or a child needs to go to the bathroom.)

Bathroom Break:

- Help children with hand washing (give soap, paper towels)
- Notify one of the teachers if a child needs other assistance

Parents are not expected to take children one-on-one to the bathroom or discipline children in any way.

## Reporting Procedures

In Kindergarten each child will receive a report card completed by the teacher. Parent/teacher conferences are an important part of the reporting process and will be scheduled throughout the year. A final report card will be issued in June.

## Field Trips

Occasionally your teacher will arrange a field trip for the class. You will be notified of upcoming field trips by email or newsletter. Prior to each trip, permission forms will be provided. Parents will be notified in advance of the field trip if an extra charge applies or if additional volunteers are needed on the trip.

Permission slips must be signed and returned to the classroom teacher at least one class in advance of the field trip date.

All field trip volunteers must have a valid Police Clearance on file with the school.

**Note:** Only one permission form per year is required for frequent trips to the same location (i.e. a neighborhood park). Parents will still be informed each time a trip off of school property is planned.

## Additional Fees

As Foothills Alliance Kindergarten is funded directly by Alberta Education, there are no additional monthly tuition fees.

A one time school fee is charged to parents for school programming, activities, supplies, special events.

An optional fee for the purchase of the kindergarten memory book.

## Late Pick Up

It is very important that children are picked-up promptly at the end of class. Staff members need to clean the classroom and prepare for the next group of children.

Caregivers picking up children more than 5 minutes after the end of class will be invoiced \$1.00 per minute that they are late.

## Revenue Canada Auditing/Immigration Fees for Children

Requests for paperwork concerning either tax audits or Immigration forms that require verification of dates attended, will be subject to a \$25.00 administrative fee per child.

## **Absence**

If your child will miss school for any reason, please notify their teacher or the office.

## **Cancellation**

Should you need to cancel your child's registration, please contact the office.

## **School Closure**

The Director of Operations can close the school due to weather or facility conditions that are considered inclement or unsafe for children. Parents will be advised of school closure as quickly as possible so alternate arrangements can be made for their children.

## **School Evacuation**

Emergency evacuation plans and procedures are posted in all classrooms.

The evacuation relocation site is Westminster Presbyterian Church at 290 Edgepark Blvd. NW (phone 403.241.1443).

In the event of an evacuation parents will be notified by phone and will be asked to pick up their child at the evacuation relocation site.

## Illness

Please do not send sick children to school. Children exhibiting symptoms of a contagious disease will be sent home.

Do not bring your child to school if they have any of the following symptoms. Children may not return to school until they are **symptom free for at least 24 hours**.

If you answer “Yes” to any of the questions below, **DO NOT** enter the school at this time.

1.	Do you, or your child attending the program, have any of the following symptoms?	Circle One	
	• Temperature above 100.4°F or 38°C	YES	NO
	• Cough	YES	NO
	• Shortness of Breath/Difficulty Breathing	YES	NO
	• Sore Throat	YES	NO
	• Runny Nose/Nasal Congestion	YES	NO
	• Feeling unwell/Fatigued	YES	NO
	• Nausea/Vomiting/Diarrhea	YES	NO
	• Muscle Aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO

The logo for the province of Alberta, featuring the word "Alberta" in a stylized script font with a small blue square to the right.

**Note:** Consistently bringing a sick child to school may result in expulsion.

## Allergies

Foothills Alliance Preschool & Kindergarten does not provide an Allergen free environment. However, allergy triggers will be avoided whenever possible. Help us protect children, staff and volunteers from severe allergic reactions by:

- Ensuring your child's snack is nut free
- Avoiding the use of heavily scented shampoos, laundry detergents, etc.
- Refraining from wearing perfume/cologne while in the school
- Leaving dander-producing animals (dogs, cats, etc.) outside the school

Should you ever wish to bring an edible treat that will be shared by all children in the class, remember that all items must be nut free and accompanied by a list of ingredients so children with allergies will be protected.

If your child has severe allergies and you do not want them eating anything but their own food, please provide the classroom teacher with alternative treats to serve when special items are supplied.

## Medications

If your child requires an EpiPen or Ventilator, one must be kept in the classroom (not in the child's backpack). Please provide the medication well labeled with the child's name and class.

**Note:** Medications given to the school need to be current and not expire during the school year. Please check expiration dates before providing medications to your child's teacher.

A medical release form must be completed allowing teachers to administer in case of an emergency. Please see your classroom teacher or the Administrative Secretary for necessary paperwork.

## Temporary Medication

If your child is prescribed medication during the school year they may still come to school as long as the ailment they are being treated for is not contagious.

Teachers will not dispense prescribed medication (except in special circumstances), but must be notified that the child is taking medicine.

Ask your teacher for a temporary medication form. Provide information such as the drug name, dosage and duration of treatment. This information is critical in case of emergency.

## Injuries and Emergencies

In any situation, the teacher will make the child as comfortable as possible and try to relieve any stress the child may be feeling.

The staff will administer basic First Aid as required or as instructed by the parent on a signed medical release form.

Depending upon the severity of the incident, staff will contact the parent or guardian of the child.

If an Incident Report is completed, parents will be provided with a copy and asked to sign the original.

In severe emergencies in which an ambulance is called, a staff member will accompany the child to the hospital and stay with the child until parents arrive.

**Note:** If an ambulance is called, it will be at the parent's expense.

## **Grievance Procedure**

If you have a concern or problem related to school programming, policies or procedures, please complete the following.

1. First bring the matter to the attention of your child's teacher. If the teacher is unable to suitably resolve the issue, the matter will be forwarded to the Director of Operations.
2. If the concern requires further examination, the Director of Operations will ask you to provide a written explanation of your problem or concern. The documented issue will be sent to the Education Advisory Board. Confidentiality will be respected.
3. When necessary, the Education Advisory Board may involve the Board of Elders of Foothills Alliance Church.