



Foothills Alliance Kindergarten

A Ministry of Foothills Alliance Church that provides a Christ-centred program encouraging the development of the whole child.

PARENT HANDBOOK

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PHILOSOPHY OF EDUCATION

Foothills Alliance Kindergarten follows the curriculum of the education Department of the Alberta Government and our program is accredited by Alberta Learning.

The purpose of the Foothills Alliance Kindergarten program is to facilitate the natural unfolding of each child's potential through the development of the whole child.

These beliefs about a child are inherent in the Early Childhood Services System.

- Each child is unique and may have abilities which are different from those of other children.
- At any given time, each child is developing physically, emotionally, intellectually, socially and creatively. All these areas are related to and dependent on one another and are of equal importance in the child's development.
- The child has a natural curiosity that, in an appropriate environment, results in an eagerness to learn. Providing opportunities that stimulate this curiosity is important.
- Play is essential to children's learning.

Foothills Alliance Kindergarten is unique in the sense that children are helped to build their self-worth through the knowledge that they are special creations of God.

GOALS

1. To provide a balanced program which enhances physical, social, emotional, intellectual, creative and spiritual development.
2. To give children opportunities to succeed in an environment of acceptance.
3. To nourish an atmosphere of mutual understanding and respect among children, parents and staff.

REGISTRATION

1. Registration in the Foothills Alliance Kindergarten program includes a non-refundable registration fee. (There will be a \$10 fee per NSF cheque). Registrations will be taken as space permits but families already enrolled in our Preschool and past alumni may pre-register.
2. Alberta Learning funding provides for a 475 hour Kindergarten program.

3. Government funding is available for students being transported to the Kindergarten who reside 2.4 kilometres from the program. This funding is given directly to Foothills Alliance Kindergarten and parents are reimbursed. Three options are available: a) Parents may wish to donate the entire portion back to the Kindergarten; b) Parents may keep a portion of the reimbursement and donate a portion back to the Kindergarten or c) Parents may keep the entire reimbursement.
4. The Kindergarten program follows as closely as possible, the school calendar of the Calgary Public Board of Education. Professional Development days will be scheduled throughout the year when classes will be cancelled. Classes will conclude in mid-June.
5. If the registration number drops below twelve children in any class offered, that particular class may be cancelled. Every effort will be made to place the remaining students in one of the other classes.
6. A Kindergarten child must be five, on or before February 28, the year following the September start. (If your child has a January or February birthday, please consider Junior Kindergarten.) If you have questions regarding Kindergarten readiness, speak to the Program Director.
7. 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.

PARENT INVOLVEMENT

Parents are significant, contributing members of our program. There are many opportunities for parents to volunteer in the classroom and a volunteer schedule will be organized to begin after Thanksgiving weekend. Parents may indicate their preferred volunteer days. Parents are needed as part of the Parent Committee to help with field trips, special events, fundraising, library and yearbook. In accordance with school policy, parents and others volunteering will be required to complete a Police Check.

SCHOOL HOURS

Children are to arrive at school no earlier than five minutes prior to the time class is scheduled to begin. Kindergarten dismissal is punctual, so parents are asked to respect the given time schedule.

Regular attendance to Kindergarten is very important. If a child is going to be absent, the office should be notified.

REPORTING PROCEDURES

Each child will receive a progress report for each of the three semesters, completed by the child's teacher.

Parent/Teacher conferences are a vital component of the reporting process and are formally scheduled three times a year. A final report will be issued in June.

Teachers and parents may meet at any point between reporting periods should the student's achievement, work habits or behaviour warrant special attention.

A newsletter, listing upcoming school events, will be available monthly.

PROGRAM

In Kindergarten your child will be learning to:

- follow classroom procedures
- share and cooperate with others
- learn through play
- expand abilities and interests
- express ideas and thoughts and listen to others
- make new friends

Learning Centers (sand, water, housekeeping, painting, science, mathematics, etc.) are tools for teaching many skills. They are designed to:

- develop self-confidence
- improve physical skills
- develop use of all senses (sight, taste, smell, sound, touch)
- provide experiences with many developing skills
- expand vocabulary and interest in letters, words and numbers

Christian values are integrated throughout the day in centers, discussion, activities and music.

Gym

The gym program encompasses a wide variety of activities:

- co-operative games
- running games (e.g. tag)
- floor hockey
- parachute games
- aerobic exercise
- movement to music
- swimming

Field Trips

Field trips will be planned in close conjunction with the program. There will be an extra charge for these trips, and additional parental assistance may be needed for transportation and supervision on these occasions.

LIABILITY INSURANCE COVERAGE

Parents who car pool or drive other children to school on a regular basis need to be adequately covered under their own insurance policy.

FUNDRAISING

The purpose of our fundraisers is to enhance our program with new or updated equipment. There will be opportunity to support our fundraisers throughout the year, however, parents are under no obligation to participate.

EMERGENCY POLICY

In any emergency situation, the teacher will make the child as comfortable as possible and try to relieve any stress the child may be feeling. Staff members are not in a position to dispense any medication. Depending upon the severity of the incident, staff will contact the parent or guardian of the child. The parent or guardian will be given the choice of coming immediately or waiting until the end of class if the emergency allows.

An Accident Report will be filled out for severe bumps and bruises which the parent is required to sign. This report is copied, the original filed, and a copy given to the parent. In severe emergencies arrangements shall be made for a staff member to accompany the child to the hospital and for the parent to meet them there. If an ambulance is called, it will be at the parent's expense.

DISCIPLINE POLICY

Foothills Alliance Kindergarten understands that children are just that -- children -- and occasionally need to be reminded of good behaviour. By establishing guidelines for discipline through communication and cooperation, children will acquire respect for themselves, peers, authority and surroundings.

Discipline problems will be avoided by promoting positive behaviour through re-direction and behaviour modification. Any problems are dealt with immediately and in a consistent manner. Continual undesirable behaviour may result in a loss of a privilege or a short "time out" from

activities. Under no circumstance will harsh punishment be administered.

If, after being in the program for some time, it is realized that the school does not have the appropriate program, resources or expertise for a particular child, the school may find it necessary to consider removing the child from the program. In such instances, the situation would be explained to the parent(s), and advice would be provided on alternate programs with appropriate resources and/or strategies.

GRIEVANCE PROCEDURES

If parents have a concern or problem related to the program, they shall follow this procedure:

1. When applicable, first bring the matter to the teacher's attention if it concerns your child's function in the program.
2. Should the concern require further examination, contact the Kindergarten Program Director. Please state the problem in a letter. If necessary, it will be read and acted upon at the next executive meeting. Confidentiality will be respected.
3. If a grievance requires a higher body of appeal or concerns some other aspect of the program, it should be brought to the attention of the Foothills Alliance Education Advisory Board and/or school principal.
4. If you have questions relating to other aspects of the program (eg. newsletter, field trips, etc.) please call the Program Director.

FOOTHILLS ALLIANCE CHURCH

Foothills Alliance Church extends a warm welcome to all parents and children to join us at our worship service.

The first Christian and Missionary Alliance Church in Calgary was established in 1938. Since that time, the ministries of the C&MA has grown to include:

- * several churches in Calgary, one of which is Foothills Alliance, including Ethnic churches
- * A number of preschools
- * Glenmore Christian Academy
- * Camp Chamisall (children)
- * Camp Nakamun (families)