



foothills alliance school

## **Foothills Alliance Preschool & Jr. Kindergarten**

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



My Child's Class is: Day \_\_\_\_\_ Time: \_\_\_\_\_

**PARENT HANDBOOK**

**Phone: (403) 547-2193**

**[school.foothillsalliance.com](http://school.foothillsalliance.com)**

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# PHILOSOPHY OF EDUCATION

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

At Foothills, development is accomplished through the **ABC's** of education: **A**chievement oriented, **B**alanced programming, set in a **C**reative learning environment.



## **Achievement Oriented:**

- developing an inquiring mind
- learning to express their own ideas verbally and creatively
- finding satisfaction in finishing what they start
- to coordinate hands and minds together
- developing and practicing good working and playing skills
- to find personal satisfaction in their efforts (achievements)



## **Balanced Programming:**

- number experiences
- science activities
- music, dramatic play and dramatization
- books, stories, poetry and pictures (films)
- physical activities
- arts and crafts
- letter recognition (upper & lower case letters)
- manipulative games and puzzles
- big muscle equipment – physical education
- seasonal activities



## **Creative Learning:**

- |                  |           |
|------------------|-----------|
| • dramatic play  | • games   |
| • art techniques | • drama   |
| • puzzles        | • library |

- clay
- music
- sand
- construction toys
- playdough
- water
- blocks
- crayons
- stitchery

Foothills Alliance Preschool & Jr. 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.

## **OBJECTIVES**

Our objectives are to provide a first class facility, which includes a balanced program that meets physical, social, emotional and spiritual needs of the children. We give children opportunities to succeed in an environment of acceptance, with an atmosphere of mutual understanding and respect among children, parents and staff. The teachers encourage the development of intellectual skills through language understanding and recognition of the symbols for letters and numbers.

## **REGISTRATION**

1. Registration in the Foothills Alliance Preschool & Jr. Kindergarten includes a non-refundable administrative fee. Families already enrolled in our preschool and alumni may pre-register in February. Open registration begins when priority registration is complete, usually end of February or early March.
2. At the time of registration, a cheque for one month's fee is required to guarantee enrolment. This cheque will be credited to the last month's fee.
3. Monthly payments are made using pre-authorized debit instead of post-dated cheques. At the time of registration, all that is required is the registration fees, one month's deposit and a void cheque with a signed bank form that will accompany the application form. (There will be a \$25.00 fee per NSF)
4. Foothills Alliance Preschool and Jr. Kindergarten requests a 30 day written notice prior to withdrawal from the program. No June refund for cancellations. There is no rebate of fees for temporary absences (sickness, long vacations, etc.). There will be an additional administrative fee of \$25.00 for class changes that occur after the start of school in September.

5. The Preschool and Jr. Kindergarten programs follow the school calendar of the Calgary Public School Board of Education regarding statutory holidays. There will be organizational and professional days scheduled throughout the year when classes will be cancelled. Monthly fees are the same regardless of monthly holidays (pro-rated over 10 months). Classes will conclude in mid June with a closing graduation program for students going to Kindergarten in the fall.  
For Your Information – Cost per hour of instructional time is less than \$10.00.
6. If a child is registered mid-month and wishes to start immediately, the regular monthly fee will be charged.
7. 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, or post-dated cheques will be returned.
8. Any parent, with more than one child attending the preschool, will be given a 15% reduction on the youngest child's monthly fee.
9. Any child registered in the three year old class must be three by the 30th of September of the current year. Our licensing does not allow for children under "3" years of age. This is a policy upheld by with Family Services. A child in the four year old preschool class must be four, on or before February 28<sup>th</sup> of the following year. A child in the Jr. Kindergarten class must be 4 by December 31<sup>st</sup> of the current year.
10. All children must be completely toilet trained. We have a very busy schedule; if a child has an accident a parent may be called.
11. The child must speak some English prior to class enrolment (needing to use washroom, feeling ill, hurt, etc.).
12. As provided by Alberta Learning, Foothills Alliance Preschool may decline to accept a child into the program if it is felt we are not equipped to appropriately care for, or we do not have the expertise to adequately provide a program for a particular child.
13. In order to ensure and maintain a safe and secure learning environment for our students, the Foothills Alliance Preschool and Kindergarten requires all volunteers to complete a Criminal Record Check. All adult volunteers will require a valid security clearance before they can be utilized in the classroom. There will be no exceptions.

## **PARENT VOLUNTEERS**

Volunteers are significant, contributing members of our program. 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.**

A Volunteer Schedule will be posted on the Preschool & Jr. Kindergarten bulletin board every month indicating the date each family will volunteer in class. If you or another security cleared family member/friend are unable to volunteer, please trade with another parent on the class list and inform the volunteer co-ordinator immediately.

**\*\*If you do not attend or provide an alternate volunteer on your scheduled volunteer date – you will be invoiced \$45.00 for the cost of a substitute volunteer.** If you prefer, you may pay \$45.00 extra each month, allowing us to hire an additional aide for the class.

Parents are always welcome to come and observe classes. It would be appreciated if parents who plan to attend a particular class would inform the teacher or contact the office in advance. Co-ordinators are needed in various areas (ie. Fieldtrips, crafts, volunteers, library, etc.) Parents are given opportunity to sign up at our Kick-off/Orientation in September.

## **WEEKLY SCHEDULE EXAMPLE:**

### **JR. KINDERGARTEN**

MONDAY/WEDNESDAY/FRIDAY AM (9:00-11:30)

MONDAY/WEDNESDAY/FRIDAY AM (9:15-11:45)

MONDAY/WEDNESDAY/FRIDAY PM (1:00-3:30)

### **4 YR OLD PRESCHOOL**

3 / 4 SPLIT TUESDAY/THURSDAY MORNING (9:00-11:30)

TUESDAY/THURSDAY AFTERNOON (1:00-3:30)

### **3 YEAR OLD PRESCHOOL**

TUESDAY/THURSDAY MORNING (9:15-11:30)

TUESDAY/THURSDAY AFTERNOON (1:00-3:15)

Please see that all children arrive at the school on time. All parents are required to sign in by indicating time and initial the attendance record when dropping their child off, also indicating who will be picking the child up at the end of the class if there is a change.

Preschool dismissal is punctual, so parents are expected to pick their child up on time. **Parents picking up children more than five minutes after the end of class will be invoiced \$1.00 per minute they are late.** When picking up your child, parents are asked to sign out by indicating time and initial.

If a child is going to be absent, please notify the preschool office in person or by calling 403-547-2193 and leaving a message.

# COMMUNICATION

A newsletter and monthly activity calendar, listing upcoming school events, will be available on a regular basis. Progress reports are available if parents so request; they are accompanied by an interview with the child's teacher.

## DAILY PROGRAM

AGE LEVEL	APPROXIMATE DURATION	ACTIVITY
3 YRS. 4 yrs. & Jr. K	25 minutes 25 minutes	Learning by doing: free play time at learning centres such as blocks, puzzles, art, housekeeping, dress-up, math, science, and sand/water play
3 YRS. 4 yrs. Jr. K	30 minutes 35 minutes 40 minutes	Opening exercises and prayer, music Curriculum theme for the day, and sharing time.
3 yrs. 4 yrs. & Jr. K	20 minutes 20 minutes	Snack & Show & Tell
3 yrs. 4 yrs. Jr. K	20 minutes 20 minutes 25 minutes	Physical activities: indoor gym and outdoor play.
3 yrs 4 yrs Jr. K	35 minutes 35 minutes 40 minutes	Craft of the Day, Number or Letter of week.
3 yrs 4 yrs & Jr. K	10 minutes 15 minutes	Story and dismissal.

**Our schedule may change according to the various unique activities and special events that become available.**

## MONTHLY PROGRAMS

September	Kick-Off, Welcome; All About Me: Family; Homes
October	Fall: Thanksgiving: pumpkins, harvest, costume party.
November	Remembrance Day; Nursery Rhymes or Food Groups, Gingerbread Unit
December	Christmas Story; Class Parties; Concert for Parents
January	Snow Activities; Animals & Birds in Winter; Teddy Bear Picnic and/or Pets
February	Valentine's Day Parties; Family Day; Musical Instruments; Community Workers or Transportation
March	Community Workers or Transportation continued; Safety – Poison/Ouch the Outlet St. Patrick's Day, Spring Break
April	The "Real" Easter Story; Hatching Eggs, Easter Party & Hunt, Spring: Baby Animals, Planting, Bike Rally
May	Mother's Day Tea; Farm Animals or Insects & Flowers & Colors/Shapes
June	Father's Day; Graduation to Kindergarten Program; Wind-up Carnival

## FIELD TRIPS

At the teacher's discretion, there will be some field trips that go with our lesson themes such as visits to museums, Zoo, Butterfield Acres, Fire hall, Grocery Store, Airport and Pizza Hut. Occasionally there will be an extra charge for these trips. Parental assistance will be needed for transportation and supervision on these occasions.



## **LIABILITY INSURANCE COVERAGE**

Please ensure that you have liability coverage if you are transporting or car pooling other parent's children to and from school on a regular basis. You need to be adequately covered under your own insurance policy.

## **FUNDRAISERS**

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 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/guardian of the child and the local Child Care Licensing Office.

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 Preschool & Jr. 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, behaviour modification and prevention as staff are aware that bored children are likely to become problem children. Any problems are dealt with immediately and in a consistent manner. Continual undesired behaviour may result in a loss of privilege during which discussion occurs between staff and child to solve the problem and encourage the child's participation in the solution. Under no circumstance will the staff inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation; deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

Due to the fact that children mature individually and at different age levels, some children are not socially and/or emotionally mature for preschool at the age of three or four. If, after attending our preschool or Jr. Kindergarten for one month, a child continues to appear very unhappy and/or the child's behaviour is

consistently having a detrimental affect on the class as a whole, the teacher will contact the parents to help determine what further steps should be taken regarding alternative programs with appropriate resources and/or strategies. This guideline is supported by Alberta Learning.

## **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 ability to function in the program.
2. Should the concern require further examination, contact the Classroom Administrator. 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 principal.
4. If you have any questions relating to other aspects of the program (ie. Volunteer list, field trip, fundraiser, etc) please call the Coordinator in charge of that area.

## **SNACKS**

In consideration of varying diets and food allergies, Foothills Preschool requests that each child bring their own food for snack time. Bearing in mind that minimal time is allotted in the curriculum for snack time, the following items are suggested: veggie sticks, fruit, crackers/cheese, or muffins. No junk food please!

All students must bring a "labelled" water bottle for snack time.

**NUT ALLERGIES:** Nuts, or foods containing nuts are not allowed in the classroom as several children have **LIFE THREATENING** allergies to these products. School staff will make every effort to ensure that students with severe allergies eat only foods brought from home unless authorized by the parent in writing. Parents of these children must either monitor snack time or provide an alternative snack to be available for special occasions such as birthdays, Valentines, Christmas, field trips, etc.

# CLOTHING

Please remove wet footwear at the School Entrance.

Children should wear washable play clothing, which allows for freedom of movement. Children are also in regular need of the following:

1. A pair of non-marking indoor clean shoes at all times.
2. A complete change of clothing if you know your child is prone to accidents. Place in plastic bag and label with child's name and class.

Please label all exterior clothing and footwear. It is amazing how often twenty pairs of boots or mitts can look very much alike!

# FOOTHILLS ALLIANCE CHURCH

Foothills Alliance Church extends a warm welcome to all parents and children to join us. Please call the church office for service times, Sunday School and child care at 241-9777.

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)

If you require further information please contact us at:

Foothills Alliance Preschool & Kindergarten

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Calgary, Alberta

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