



Parkview Preschool

2024-2025

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Purpose of Preschool

The primary purpose of preschool is to aid in your child's social, emotional, physical and intellectual development. These objectives are achieved through emphasis on the following:

Social

- Developing responsibility for belongings
- Being cooperative, sharing with others, taking turns
- Being courteous, prompt, friendly and helpful
- Sitting and listening quietly
- Having healthy attitudes towards community members (e.g., police, firemen, etc.)

Emotional

- Adjusting and being happy in a group setting away from home
- Overcoming shyness and making new friends
- Controlling tempers and tears
- Having a feeling of self-worth and satisfaction in what is done
- Coping with feelings of anger, jealousy, frustration, etc.

Physical

- Developing large muscle control through games, exercises, and action songs
- Developing small muscle control through printing, scissor use, painting, etc.
- Establishing desirable health habits (e.g., handwashing, etc.)
- Developing self-help skills & encouraging independence

Intellectual

- Developing language and listening skills
- Being able to think for himself/herself and sharing ideas with a group
- Developing curiosity, creativity, and imagination
- Understanding and enjoying holidays and seasonal times

Creative

- Create art using different mediums (markers, crayons, glue, paint, playdough, etc.)
- Providing opportunities to mimic an example or create something completely original during the daily craft activities

The goals and aims of our playschool, as listed above, are achieved through classroom activities such as:

- Free time to play and share toys, puzzles, and books etc.
- Story time and songs with and without actions
- Exercising to music with tapes and rhythm instruments
- Crafts, painting, colouring and cutting
- Show and share & "Busy Bee" responsibilities (on assigned days)
- Class parties for special holiday days
- Kindergarten preparedness

This is likely your initial introduction to a formal school setting. Please recognize any intervention as a positive step to helping your child achieve his or her maximum potential.

One of the roles of the schools' staff is to assist in early identification of potential challenges of the child. They can, as necessary, also facilitate access with the parent and Chair member(s), appropriate resources inside and outside of the classroom.

It is the intention that the school's early intervention may benefit the student in their primary schooling.

If extra resources are identified or deemed to be potentially beneficial for the learners needs, meetings will be initiated with the parent/guardian to discuss these needs.

The goal of the preschool is to enhance all social, emotional, intellectual or physical needs of the child, recognizing that each child is individual. Our goal is to create a partnership between the family and preschool to enhance each child's success.

A Day at Parkview Preschool

Students and parents will become familiar with this process at drop off:

- Drop off is between 8:35 - 8:50 AM, class begins at 8:50 AM
- Parents will drop off their child at the front door, where the teachers will be there to greet them
- The children will hang up their coats and backpacks on their hook and put on their indoor shoes
- At 8:50, children will head up to the classroom, with their snacks & water bottles

Once the students are in the classroom, here is what a typical day will look like:

- Children assemble on the carpet for daily routines that include instructions about new activities, discussing current classroom themes, calendar and stories
- Centre time for children to explore, cooperate, create and play, where teachers interact and support learning objectives
- Snack time - children wash their hands, find their place mat and enjoy a small, healthy snack together
- Gym time - children regularly head downstairs to the gym for physical activity - dancing, sports and games
- Share Time - during the last 10 minutes of class, the "Busy Bee" has an opportunity to talk to the class about something of their interest. Their peers then have an opportunity to ask questions to learn more about the topic. Past topics have included vacations, siblings, grandparents, pets, a favourite toy or stuffie, skating lessons, a hot tub...

At the end of class, the children will be released either from the gym or the classroom once a designated adult has arrived.

Registration Information

The Parkview Preschool is a not for profit, cooperative organisation dependent upon parental involvement, which offers a quality program. The preschool is a division of the Parkview Community League and is managed by an Executive Committee that consists of parents that are currently in the program.

Currently, the Preschool accepts **16 children in the 4-year-old am program. There are 14 children accepted in the 3-year-old am program.**

***According to licensing, children must be toilet trained.**

Registration Policy:

Pre Registration Prior to the Registration Night: Children registered in the 3 year old program are guaranteed a spot in the 4 year old program the next school year. Parents must get their child's registration into the preschool before Open registration begins. After this date, the spot is not guaranteed once it is open to the community.

Open Registration Priority

All registrations will be gathered during the registration week & sorted in the following order:

- **First** – Priority will be given to siblings of children previously registered in the program who live in Parkview/Valleyview.
- **Second** - Priority will be given to all new Parkview/Valleyview registrations.
- **Third** – Priority will be given to siblings of children previously registered in the program from other communities.
- **Fourth** – Priority will be given to registrations from all other communities. Where there are applications that exceed space availability when fifth priority is reached, a draw for the remaining spaces will be held by two members of the executive board.

**Children registering for the 3yr old program must be 3 years of age and toilet trained by the first day of the school year. Registration of a child who turns 3 after September 30 and prior to December 31, of the school year will be permitted, provided there is space in the program. However, this child will not be permitted to attend until they have had their third birthday and the space is secured with payment.*

All registrations taken after Registration Week will be accepted in the order that they are received. Registration by proxy will be permitted.

4-Year-old Program Specifics

- Children must be four years of age by December 31st, of the school year they will be attending. This is the current entry deadline for the school system.
- The program is offered: Monday, Wednesday and Friday 8:50 to 11:20 am.

3-Year-old Program Specifics

- Children must be three years of age and **toilet trained**.
- The program is offered Tuesday and Thursdays 8:50 to 11:20 am

Fees

Payment options include Annually and Monthly:

3-Year-old Program (5 hours/week)

Annual Fee: \$1,650.00

Monthly Fee: \$165.00

4-Year-old Program (7.5 hours/week)

Annual Fee: \$2,000.00

Monthly Fee: \$200.00

Invoices are sent each month and are due by the 1st. These invoices can be paid by e-transfer to: billing@parkviewpreschooledmonton.com.

You will also be accountable for:

- **Registration Fee:** \$125, non-refundable due following registration to confirm preschool .
If your child is not accepted into the program due to space availability, and placed on a waitlist, the registration fee will not be required until a spot in the program is offered.
- **Last Month Deposit:** A **\$165 for 3 yr and \$200 for 4 yr** E-transfer for Last Month fees is due at Registration
 - **PLEASE NOTE:** The last month's fees are due at the February Registration meeting and are non-refundable after **June 30th of the current year.**
After February registration week, you will receive communication if your child has been accepted to the program, at which point you are considered an **ACTIVE STUDENT.**
Therefore, if you register for Parkview Preschool but decide not to attend after June 30th, the last month's fees are non-refundable (See page 12 for more information).
- **Volunteer Deposit Fee:** A **\$175.00** deposit per family per school year in the program will be given in September. Once your obligation of a minimum of 3 hours has been fulfilled in either the pancake breakfast, skate party, casino, or other community events, your deposit will be refunded at the end of the school year.
 - **PLEASE NOTE: Mandatory Orientation Meeting** - A representative from each family must attend the Orientation Evening in June. This is part of your volunteer Deposit Fee duty as well.
- **Activity & Experience Fee:** A **\$150.00** payment per child is required in September. In lieu of smaller mandatory fundraisers throughout the year, this fee will help enhance the preschool program by covering the cost of field trips, special parties, crafts and other upgrades.

Alberta Child Care Subsidy:

- Visit alberta.ca/child-care-subsidy.aspx for the most up to date information
- Effective January 2022, child care in Alberta will be more affordable under the new [federal-provincial child care agreement](#). Fees will be lowered in 2 ways - expanded subsidy and affordability grants. Eligibility has been expanded to include families with a gross income of up to \$180,000, for children 0 to kindergarten-age.
- Under the affordability grant, monthly program fees will be reduced by \$75 per registrant. Families may also be eligible to receive up to \$125 towards the monthly program fee if approved for the subsidy.
- Application: <https://applychildcaresubsidy.alberta.ca/>
- Have more questions? Contact Alberta Supports Contact Centre: 1-888-644-9992

Tax Receipts:

- Tax receipts for preschool tuition fees will be issued and delivered to student families by the first week of March and at the end of June.
- If you need further information or an email version of the tax receipt, please contact the Chair.

Parental Involvement

MANDATORY VOLUNTEERING:

- \$175 deposit cheque/e-transfer – returned once volunteer commitment has been fulfilled.
- Events include: Community Pancake Breakfast in September, the Family Skate Party in February, a casino night every 2 years, and/or other if not available for these options.
- The Parkview Community League and the Preschool have a working relationship in regards to the volunteer commitments.

MANDATORY ORIENTATION MEETING:

- Mandatory attendance at the orientation evening in June, school fees are due at this time, as well as signing up for volunteer commitments.

MANDATORY COMMUNITY LEAGUE MEMBERSHIP

- EFCL members - Families must have any active community league membership.
- Information to purchase your Community Membership online <https://efcl.org/membership-purchase/>
- Membership year is September 1-August 31

FUNDRAISING

Parkview Preschool is a non-for-profit program therefore relies on fundraising to generate additional money for equipment, field trips and supplies. The proceeds provide a better learning environment for your child. In lieu of mandatory smaller fundraisers, the Preschool has implemented the Activity fee. However, there are still a few easy optional fundraisers that may be run throughout the year.

General Requirements:

- Participate in activities, year dependent, as per Preschool executive committee
- Special Supplies (e.g., bring in recyclables, craft materials, etc.) as needed and requested
- Assist with field trips and special occasions (optional)
- Serve as Preschool Executive Committee Members (optional)

General Information

Drop-off and Pick-up

- Drop off time will be between 8:35 AM and 8:50 AM at the front door.
- **Notify the teacher if a child is to be picked up by anyone other than the primary caregiver.** (If this is to be a regular occurrence, the person(s) allowed to pick-up and/or drop-off, should be listed on the registration form. Otherwise, your child will not be released without first gaining your consent.) This person **MUST** be over the age of 12 yrs.
- Parents or caregivers are responsible for picking up children promptly at 11:20 a.m.
PLEASE DO NOT BE LATE. Being the last one to be picked up can be very traumatic.
- **If there is a late pattern developing, you will be contacted by the Chair and will be given a warning. The next course of action is late fines, which would be implemented immediately. You will be charged \$20.00 for every 15 minutes late, rounded up. Those fees will need to be paid in cash before your child attends the next class.**

Personal Belongings

- One pair of indoor shoes (non-skid, close toe) must be left on the premises.
- Please bring in a labelled Ziploc: 1 pair of socks, 1 pair of pants, 1 shirt, and 1 pair of underwear to the classroom. This will be used as a change of clothes in case the need should arise.
- Label all personal belongings to be left at the Preschool (e.g., indoor shoes, etc.)
- Refrain from bringing toys, dolls, etc. (except on scheduled Show & Share days).

Snacks

- Each child is responsible for bringing their own nutritious snack and a non-leaking water bottle.
- Do not bring snacks containing nuts, peanuts, peanut butter or nut oil/flavourings. Any other allergies will be communicated at the beginning of the school year.
- Abstain from bringing small candies or snacks that may pose a choking hazard.
- Keep the snack small and simple, snack time is not long, and too many choices may overwhelm the child and impact how much is consumed.

Field Trips

- Throughout the year, we will have in-house field trips.
- The teacher will communicate these events as far in advance as possible, and when necessary, the teacher may ask for parent volunteers.
- The preschool classes may at times go outside to use the field and sidewalks adjacent to the preschool. On these occasions, the teacher will bring the portable registration forms. Each child's emergency contact is on these Hard Copies kept in the classroom. Please keep this information current.

Absences (Illness and Vacation)

- Please communicate expected absences, like vacation or changes to pick up, directly with our teacher, either when you see her or send via email to **marnie@parkviewpreschooledmonton.com**
- For unexpected absences (illness) 'morning of' absence, please text the school phone number **780-486-7560**.

Separation Anxiety

- The teachers understand that preschool is often a child's first extended experience away from parents or regular caregivers, and that the first days of preschool can be daunting.
- If your child has some tears at drop-off, the best thing you can do is to leave your child in the comforting hands of the teacher and don't linger or make false promises ("I will be in my car while you are in school ...") - We have a large window in the classroom, and children have checked in the past). If your child is upset, and you do not leave, this can give your child false hope that you will stay for the day or bring him or her home. In the teacher's experience, 99.9% of the time, the tears do not last, and the fun things in the classroom are a distraction.
- If, however, the teacher feels that your child is inconsolable, after all efforts have been made to comfort and reassure you child, they will call you to discuss options. This has yet to occur but be assured that you will be contacted if the teachers felt that it was necessary.

Share Time – “Busy Bee”

- Every child enjoys being the “Busy Bee” or the teacher’s special helper. The Busy Bee holds the door for peers, is first in line, helps with the calendar (4’s only), and moves the shoe bucket at the end of class.
- On your child’s Busy Bee day, they will talk to the class about a topic of their choice at the end of the day, and peers can later ask questions. Parents of the Busy Bee will be welcome to join the class during Share Time once each child has had one turn being the Busy Bee. As this varies depending on the class size, the teacher will let you know when parents will be welcome via the monthly newsletter.
- The 4 Year class starts Busy Bee in October, and the 3 Year class starts Busy Bee days in January.
- If the day assigned to your child does not work, you are welcome to switch days with another family, but please let the teacher know. Each parent will be provided with a class list of names and phone numbers.

Program Supervision

- Our room is set up so that each staff member can see all aspects of the room in one glance.
- The teachers are required to take head counts of all the children within the room and are encouraged to communicate with one another about all necessary classroom situations. Regular safety checks are routinely completed, and children are never left unattended. Our educators are also in charge of observing the children continuously throughout their class time and ensuring that any safety situations are preventatively and proactively handled.
- Teachers will sign their children in at drop off time. The Teacher will use this form as a reference for the rest of the class. They will do head counts using the numbers and keep the sheet handy in case a phone number is needed. At pick up time, children can only leave the classroom after the teacher sees that a properly identified adult is there. If needed, some adults may have to show ID to verify who they are.
- Our program supervision practices strive to meet the developmental needs of each child. At all times, staff are to observe the children whether it be through observations or playing with them. This way, staff may become engaged with the children and play with them or may be taking notes for interests/needs/abilities of each child, finding themes of emergent curriculum based on the play with children, or completing records for children (anecdotal records etc.). This way, our staff can ensure that we are providing the children with what each of their unique requirements are within our classroom.

Medical Issues

- No medication will be given at Parkview Preschool.
- Sick children are to be kept at home and cannot return until they are symptom free for 24 hours, or following the current health recommendations regarding our current situations.
- The teacher must be notified about any ongoing medication(s) that your child may be taking and all medical issues. Please ensure that you have completed this section of the registration form. This includes allergies.
- The Preschool MUST be notified immediately if your child contracts a communicable illness (e.g., Chicken Pox, rash, pink eye, lice, etc.) to stop the spread.
- If the teacher notices any signs of communicable diseases, the teacher will contact the parent immediately to have the child removed from class. The child will not be able to return until completely not contagious.
- If a child becomes sick during class, and if the parents or guardians cannot be reached, the emergency contact person(s) will be contacted. Until a parent arrives for the sick child, they will have a spot in the classroom made for them away from the other children to make the child as comfortable as possible.
- In the case of a medical emergency, where the teacher is unable to contact parents, guardians or emergency contacts, the child, if necessary, will be transported by ambulance at the parents’ expense.
- Accident reports are to be filled out and signed by the Board Chair, Teacher and Educational Assistant when injuries occur.

Birthday Celebrations and Invitations

- Birthdays can be acknowledged in the classroom by bringing in small nut-free treats (ex. small nut-free cupcakes, birthday Bearpaws) for the class to enjoy after their nutritious snack. This is optional!

Communication with Parents

Parkview Preschool encourages open communication between parents and the teacher, as well as parents and the Executive Committee.

- The teacher will send a monthly newsletter and calendar to parents with a synopsis of the past month, the theme for the next month, important dates, upcoming in-class field trips, and Busy Bee days. Please make sure the email you provide us is checked regularly.
- We have private Facebook pages for parents to join to see more photos of their children and activities in the classroom
- We encourage all parents to feel free to seek out the teacher to discuss their child's activities and behaviour at preschool. As it is not always convenient to do this during class time, please arrange a time that is convenient for a discussion. **marnie@parkviewpreschooledmonton.com**
- Comments, suggestions, or concerns about the program can be directed to the Executive Board by a written email signed by a parent or guardian. Please note that anonymous emails cannot be accepted due to lack of resolution.
- If the teacher has concerns about your child, it may become necessary for them to contact you to make an appointment to discuss how to best handle the situation.
- We encourage you to be present for the last 10 minutes of your child's Busy Bee day. It is a time set aside for you to see your child in the class setting and to connect with the staff to see how your child is progressing.

Parental Volunteering in the Classroom

In-class field trips may require extra help from parent volunteers. On these occasions, the teacher will send the request via email, and parents can respond. If the teacher receives more offers than volunteer positions, she will first choose parents who have not yet had the opportunity to volunteer, and then, if necessary, draw names. The teacher will contact those who offered to confirm if they are needed.

Closure Policy

If the outside temperature drops to -40C with the windchill according to the Environment Canada website, preschool will be closed for safety reasons.

Classes will be cancelled when circumstances affect the safety and security of the children (e.g., gas leaks, failed furnace, etc.).

In the event of an illness/absence of a teacher, all efforts will be made to find a substitute teacher. If a substitute teacher cannot be found, preschool will be cancelled as the class requires two teachers for supervision of children according to licensing.

In the event of a cancellation for any reason, an email and text will be sent to inform parents, either the evening before, or the morning of the cancelled class. A note on the front door will also be posted.

No refunds for missed classes will be given for classes that are cancelled for those circumstances that are beyond the control of the preschool.

Discipline in the Classroom

The rules of the preschool are explained or demonstrated frequently throughout the day and school year so that the children know what is expected of them. If inappropriate behaviour (e.g., hurting others (verbally or physically), being destructive, failing to follow direction) is exhibited, the teacher will use the following developmentally appropriate techniques:

- Step 1 Speak to the child.
- Step 2 Redirect the child to another activity.
- Step 3 The Teacher and/or Educational Assistant will then take the child aside and speak to him/her one on one discreetly.
- Step 4 If the same issues are a cause of concern for the teacher, then the teacher will speak to the parents to make them aware of the problem, using supporting documentation. Effort will be made with the family to resolve behavioural issues in a discreet manner. This may include informal conversations with the parents, notes home, and/or formal meetings with the teacher, parents and if needed, board members.
- Step 5 Repeated disruptive behaviour or uncooperative parental response will be brought to the attention of the Executive Board to come up with a resolution.
- Step 6 The final course of action will be expulsion of the student. In making this decision, the Teacher and the Executive will consider the impact of the child's behaviour on other students, the likelihood of the child's behaviour improving and whether our program can support the needs of the child.

It is the commitment and priority of this Preschool to ensure the safety and well-being of all our students.

Toilet-training

All students enrolled in this program must be toilet-trained.

The classroom does not have changing facilities and our licence only allows toilet-trained children in this program.

BUT... accidents happen.

The teacher and educational assistants understand that many of the children are newly toilet-trained.

They will provide frequent reminders and opportunities to go to the bathroom.

Should your child have an accident, they will be changed into the clothes that were brought to the classroom labelled at the start of the year.

It can be stressful on your child to deal with these delicate and sometimes embarrassing situations in the presence of their peers.

If this is happening on a regular basis, the Board President may contact you to discuss the situation.

If your child is not toilet trained, your child's spot will only be held if fees continue to be paid.

If you choose to not pay the fees throughout the school year, your priority for registration will not be held for the following school year, as it is for current enrollees.

Leaving the Program

Leaving the Program

If the preschool cannot accommodate a child's needs:

It will be noted that the preschool may not have the resources or personnel to address certain student's challenges. If there are unmet needs identified, it may be requested by the preschool to hold the child's attendance until the aid can be provided.

The parent will be asked to provide (at their cost) the necessary support in the class (i.e. teacher's aide) for the student. If this is requested by the preschool, a one-month grace period at no cost will be granted to such students to hold the position until such time as extra resources for the student in the classroom can be obtained by the parent. If the aid cannot be provided, the child may be asked to withdraw from the program.

If a child is asked to leave the program, all remaining fees if prepaid will be returned to the parent or guardian.

The fees will be retained from either the date the child last attended class or when the parent spoke to the Chair / Teacher regarding the situation, whichever date is later.

If the child leaves the program, priority placement will not be provided should the child wish to return to the program the following year.

If a family chooses to leave the program with Mid-Year Withdrawal (After September 30th):

- Written notice, stating that withdrawal is required, must be given to the Teacher, Chair or Registrar.
- Once the school receives the notice, the rest of the fees for the month plus the last month fee, paid at time of registration will be withheld.

ACTIVE STUDENT Withdrawal (after June 30th but before the first REGULAR school week):

- Withdrawal after June 30th, yet before regular classes begin is very labour intensive for the preschool executive committee, and is disruptive to the school and teachers as they try to settle in.

It also takes up a space that could have been used by a family trying to find a preschool. Therefore, we do our best to prevent this from happening and make it an unappealing option.

- Registration fee (\$125), and June program fee (\$165/\$200) will not be returned.

Outstanding Balances

Any outstanding balances or overdue tuition from the current school year must be paid to Parkview Preschool by June 30. Enrollment for the upcoming school year (i.e., age 3 student moving into the age 4 class) will not be confirmed until all overdue fees are paid in full. If payment is not received by the deadline, enrollment for the upcoming school year may be forfeited. The preschool will provide timely reminders and updates regarding payment deadlines and outstanding balances. The parents/guardians are responsible for ensuring that all payments are made on time and communicating with the preschool regarding any issues or concerns.

Fire Drills and Emergency Plan

According to fire regulations, preschools must have periodic fire drills. As you too may be in the school at the time of a fire drill, please make yourself aware of our evacuation plan.

Emergency Evacuation Plan

1. In the event of a fire, alert everyone with a shout and activate the building fire alarm system.
2. When the fire alarm rings, children line up single file behind the Educational Assistant in front of the door and proceed outdoors to the designated 'safe zone'.
3. The teacher will check all facility areas to ensure that everyone has evacuated the premises and carry the registration binder containing emergency phone numbers.
4. Doors and windows will be closed as persons leave the area. Lights are left on.
5. Everyone will meet at the park (designated safe zone), adjacent to the hall, where the teacher will take attendance.
6. The Educational Assistant will phone the fire department (911) after everyone is safely outside or as quickly as possible.
7. If possible, after the children are safely relocated, the EA should meet the Fire Department.

If the Fire Department and Teacher decide it is safe to do so, children may return to the building. Otherwise, all children and adults will move to an alternate place of refuge:

- i. **Parkview Elementary School, just west of the hall**
- ii. **Andy's IGA located at 142 Street and 91 Avenue**

Volunteer Executive Positions

The preschool is operated and managed by a volunteer executive committee that is a division of the Parkview Community League (PVCL).

The preschool committee reports to the PVCL on all financial aspects and important preschool matters.

Committee members are not responsible for doing mandatory volunteer activities. A representative for all positions must attend monthly meetings (or if not able send an update) and be present at June Orientation Night.

There are approximately eight meetings per year.

- ☐ **Chair (1-2 Positions):** Manages and oversees all aspects of the preschool operations with the assistance Chair and other volunteer executive members and preschool staff.
- ☐ **Communications/Social Media:** Manage the social media accounts and take Executive meeting minutes monthly.
- ☐ **Registrar:** Manages all registration processes.
- ☐ **Treasurer:** Manages finances with our school bookkeeper
- ☐ **Subsidy Coordinator:** Administer and oversee our government subsidy administrative duties
- ☐ **Fundraising Coordinator:** Organises preschool fundraising event (silent auction at pancake breakfast, gingerbread houses, greeting cards, etc.)

We look forward to getting to know your family.

Please feel free to contact the executive with any questions.

