



Christ Church

PRESCHOOL

Community • Responsibility • Respect

Parent Handbook

the 100 Languages

No Way.
The Hundred is there.
The Child
Is made of one hundred.
The child has
A hundred languages
A hundred hands
A hundred thoughts
A hundred ways of thinking
Of playing, of speaking.
A hundred always a hundred
Ways of listening
Of marveling, of loving
A hundred joys
For singing and understanding
A hundred worlds
To discover
A hundred worlds
To invent
A hundred worlds
To dream.
The child has
A hundred languages
(and a hundred hundred
hundred more)
But they steal ninety-nine.
The school and the culture
Separate the head from the
body.
They tell the child:
To think without hands

To do without head
To listen and not to speak
To understand without joy
To love and to marvel.
They tell the child:
To discover the world already
there
And of the hundred
They steal ninety-nine.
They tell the child:
That work and play
Reality and fantasy
Science and imagination
Sky and earth
Reason and dream
Are things
That do not belong together.
And thus they tell the child
That the hundred is not there.
The child says:
No way. The hundred is there.

*Loris Malaguzzi, Founder
of the Reggio Emilia
Approach*



Christ Church Preschool Parent Handbook

Index

Christ Church Preschool Parent Handbook.....	1
The 100 Languages.....	2
Index.....	3
CHRIST CHURCH PRESCHOOL.....	5
About Us.....	5
Mission.....	5
History and Vision.....	5
Philosophical Overview.....	5
How To Reach Us.....	5
PART 1: ADMINISTRATION.....	6
Board of Directors.....	6
Program Director.....	6
Pre School Year and Class Hours.....	6
Class Hours.....	6
Admission Eligibility.....	6
Special Needs Policy.....	7
Registration and Fees.....	7
New 3-year-old registrations.....	7
Registration for 4-year-olds continuing from the 3-year-old class.....	8
New 4-year-old registrations.....	8
Payment of Program Fees.....	9
N.S.F. Cheque Policy.....	9
Bursary.....	9
Withdrawals and Refunds.....	9
Forms / Information Required for Classroom Student Files.....	10
PART 2: PHILOSOPHY AND PROGRAM.....	10
Goals and Objectives.....	10
Teaching Approach.....	11
Teachers' Roles.....	11
Guidance Techniques.....	13
Guidance Policy.....	14
Preventive Methods:.....	14
Intervention Methods:.....	14
Developmental Learning.....	14
Emotional and Social Development.....	14
Intellectual Development.....	15
Creative Development.....	16
Physical Development.....	17
Spiritual Development.....	17

Typical Daily Schedule	17
Appropriate Clothing	17
Snack	17
Washroom	17
PART 3: PARENTS.....	18
Parent Communication	18
Problem Solving.....	18
Parent Commitments	18
Classroom Volunteering	18
Parent Observation of the Class.....	19
Confidentiality (FOIP)	19
People in the Classroom.....	19
Parent Meetings	19
PART 4: HEALTH AND SAFETY.....	20
No Smoking	20
Birthdays and Special Events.....	20
Illness.....	20
Drop Off and Pick Up Policy	20
Fire Drills and Emergency Procedures	21
Snack Safety	21
Park Safety.....	21
PART 5: STAFF.....	22
Heather Marples.....	22
Karli Martin.....	22
Flavia Fernandes.....	22
Heather Mackie	22
Jackie Bennett	22
Joni Mallabone	Error! Bookmark not defined.

CHRIST CHURCH PRESCHOOL

About Us

Christ Church Preschool is a not-for-profit organization administered by Christ Church to serve the needs of pre-school children within the parish community and environs. The staff consists of four experienced pre-school teachers, a music specialist, and a Program Director. They possess first aid certification, and have passed current criminal record checks including a vulnerable sector search.

Mission

To provide, within Christ Church and the community, a meaningful play-based environment where children can explore their natural curiosity and are guided into becoming balanced and confident life-long learners.

History and Vision

Christ Church Preschool (formerly known as CCECC) began in 1997 as a part of the Christ Church Outreach Program. The intention was to raise the profile of Christ Church within the community by providing a service that would ultimately enrich and enhance the lives of families in the community. The school would also strengthen Christ Church's position as a focal point for the community.

The preschool was designed not only to provide a safe learning environment but also to present the opportunity for families in the neighbouring area to meet, to welcome new families to the neighbourhood and ultimately to provide a socially supportive and lasting network for young families in the community.

Philosophical Overview

Christ Church Preschool is committed to educating the whole child according to individual needs. It creates a nurturing environment where children feel safe to explore through play, to take risks, and to make their own personal discoveries about the world. We believe that play is an essential and integral part of all children's healthy growth, development, and learning. This philosophy is based on the beliefs of the Reggio Emilia approach to learning (see details on Page 10 of this document).

How To Reach Us

- Teachers in classroom: 403.243.8809 or CCPSClassroom@christchurchcalgary.org
- Program Director: CCPSProgramDirector@christchurchcalgary.org

PART 1: ADMINISTRATION

The Christ Church Preschool maintains a license under the Child Care Licensing Act (Alberta Regulation 143/2008) administered by Alberta Childhood Services and carries adequate insurance, as set out under the terms of the Christ Church Insurance Policy.

Board of Directors

The CCPS is incorporated as a not-for-profit corporation under the Companies Act. Its Articles of Incorporation establish a Board of Directors. The following provisions apply:

The Board consists of at least four and not more than twelve persons who are responsible for the Operation of the Preschool.

At least half the members of the Board are drawn from the membership of Christ Church. The balance are drawn from parents or guardians of children currently enrolled in the preschool, or from members of the community.

The Board of Directors is answerable to the Shareholders, who are the Rector and Parish of Christ Church. The Board, or its representatives, meet with the Board of Management of the Parish annually.

The role of the Board is to oversee the strategy, finances, policy, and regulatory compliance of the preschool.

Program Director

The Program Director is responsible for the day to day operation of the preschool. The Program Director works with and is responsible to the Board of Directors.

Pre School Year and Class Hours

Pre-school Year

- i. The financial year shall be from August 1 to July 31.
- ii. The commencement and closure of the preschool year shall generally follow the public school system dates. Exceptions may include professional days, parent-teacher conferences, and the first and last weeks of the school year.

Class Hours

Sessions are 2.5 hours:

Mornings: 9.00-11.30 a.m.

Afternoons: 1.00-3.30 p.m.

Admission Eligibility

Any child, regardless of religious affiliation, may apply to the Christ Church Pre School provided that:

- i. the child will be 3years of age by December 31 of the enrolment year for the "3 year old Program". Due to the additional cost associated with Alberta Human Services

- Regulations for children under the age of 3 years old, children entering the program before they turn 3 years old will be charged an additional fee.
- ii. the child will be 4 years of age by December 31 of the enrolment year for the “4 year old Program”;
 - iii. he/she is toilet-trained (pull-ups are acceptable for children who may have occasional “accidents”);
 - iv. where there is concern regarding a child’s physical or emotional health, the licensing procedures are stated under the Special Needs Policy.

Special Needs Policy

In keeping with the objectives and Christian base of the preschool, children with special needs are invited into the school whenever feasible.

Christ Church Preschool works together with Kids Developmental Services (KDS), a non-profit organization that is fully funded by Alberta Education. Kids Developmental Services (KDS) provides:

- speech and language therapy
- occupational therapy
- behaviour / psychological consulting
- educational services for children who demonstrate either a mild-moderate or severe need.

Christ Church Preschool is able to accommodate 2 children per age group, 1 per class, with a significant disability or delay. In order to ensure all students in the program thrive, parents must provide a fully funded teacher’s aide to accompany their child at all times. Children with a significant disability or delay may be eligible for Provincial funding which can be used to pay for their teacher’s aide. Our staff can help you find information on relevant Provincial funding such as PUF (Program Unit Funding) and FSCD (Families Support for Children with Disabilities).

Upon registration of children with special needs, there will be a review and consultation with family members and other professionals. The Program Director is willing to assist with the coordination of this process.

Registration and Fees

The registration and program fees are established by the Board of Directors to ensure the financial stability of the school and the school’s ability to fulfill its commitment of providing teachers, resources and facilities for a complete ten-month school term. Fee schedules and registration policies are reviewed annually by the Board. The fee schedule is available from the Program Director.

New 3-year-old registrations

The Program Director will consider applications from new 3-year-old in the following order:

- i. First to siblings of current and former students and to the children of active members of Christ Church, Calgary. Applications will be considered in the order in which they are received.

- ii. Second to children who have no connection to the school or to Christ Church, Calgary. Applications in this category will be considered in the order in which they are received and the Program Director will maintain a waiting list.

The deadline for applications received in the first category outlined above is June 30 the calendar year prior to entry.

All applications must be accompanied by the non-refundable initial application fee of \$200.

Registration for 4-year-olds continuing from the 3-year-old class

Current 3-year-old students must be registered for the following 4-year-old class by February 1. After February 1 the Program Director will consider all applications as new 4-year-old registrations.

New 4-year-old registrations

After February 1 and after having placed returning 3- and 4-year-old students, the Program Director will consider applications from new 4-year-old students giving priority:

- i. First to siblings of current and past students and to the children of active Christ Church members;
- ii. Second to children with no prior connection to the school or to Christ Church.

All applications must be accompanied by the non-refundable initial application fee of \$200.

Please note

- No pre-birth registrations will be accepted.
- If there are more applicants than positions available for children in either category, places will be given according to the date applications are received. Preferences for morning or afternoon classes will be taken into account but cannot be guaranteed.
- The Program Director will finalize the class lists by February 28 of the calendar year in which the new fall session begins.
- Active membership in Christ Church is a matter of fact rather than of adherence to a set of rules. Active members are those who participate in the life of the parish, attend services and Christian education programs, are active in parish activities, give financial support, and join with others in a personal spiritual journey.
- Vacancies shall be filled from the Program Director's waiting list, which is based on the date of receipt of the initial application.
- If a vacancy in the A.M. class becomes available, it will first be offered to P.M. students who had expressed an interest in the A.M. class on the basis of date of receipt of application. If the A.M. vacancy cannot be filled this way, then it will be offered to the waiting list on the basis of the date of receipt of the application.
- The teachers and director of Christ Church Preschool reserve the right to move a student from one class to another if the situation is in the best interest of the student(s). We also reserve the right to create classes which best serve the children. Although we seek to accommodate parents' request for either A.M. or P.M. class choice, the final decision of placement will be approved by the teachers and director.

Payment of Program Fees

Placements are secured by a non-refundable pre-payment of two month's of fees in February. Options for the scheduled payment of the remainder of the fees will be offered. The program fees are reviewed on an annual basis by the Board of Directors.

Christ Church Preschool is not able to provide income tax receipts. However, a program fee receipt can be provided as long as the request is received by the Program Director before the end of February of the year in which the claim is being made.

N.S.F. Cheque Policy

If an N.S.F. cheque is received our policy is to insist on payment by cash or certified cheque for the outstanding balance of the school year. Any extra bank fees/penalties will be paid by the parent.

Bursary

The preschool has a small bursary fund which relies on donations from parents and community members. The bursary allows the preschool to offer reduced program fees to families who are experiencing difficult financial circumstances. All donations are gratefully accepted.

Families wishing to access the bursary should contact the Program Director. The Board will consider applications from any family who has demonstrated financial need.

Withdrawals and Refunds

Christ Church Preschool is a not-for-profit organization and makes a commitment to each student to provide teachers, resources and facilities for a full ten-month school session. In return, the family of each student makes a financial commitment to the preschool by paying the annual fees. Withdrawals during the school year have a significant financial impact and as such we adhere to a withdrawal policy.

Notification of withdrawals requested by parents and guardians must be given to the Program Director **in writing one month in advance**. A refund of program fees will be provided as follows:-

- If the placement is cancelled before June 15th (prior to September start) a refund of program fees already paid will be provided minus the non-refundable fee (equal to two months of fees and the registration fee).
- If the placement is cancelled any time after June 15th, a refund of program fees already paid will be provided minus three months of fees and the registration fee, calculated from the end of the one-month notice period.

If the preschool experience is not proving to be a positive one for the child, the teachers, in consultation with the parents, the Program Director, and a Board Representative, may request the withdrawal of that child. In such cases, the Board will determine if a relaxation of the Withdrawals and Refund Policy can be applied.

Forms / Information Required for Classroom Student Files

Christ Church Preschool is required by the Alberta Childcare Licensing Act to have specific information forms on file in the classroom for every child. Legally no child can attend classes unless the following information and parent consents are on file:

- Student information (date of birth, home address)
- Emergency contact information for parents and alternates
- Parent Consent for offsite activities
- Student health information
- Student medication administration consent, if applicable

All information is confidential and will only be shared with teachers and Board members as required.

PART 2: PHILOSOPHY AND PROGRAM

The Preschool philosophy is a document, which seeks to capture and inform current practices in the classroom. It is reviewed annually and revisions are made by Board members with a background in education in consultation with the Program Director and the teaching staff.

At Christ Church Preschool we bring together children, teachers, parents and community in a journey of education. We offer a program that challenges, encourages and supports children in their quest for knowledge, recognizing the developmental stages of childhood and the unique gifts, talents and abilities of each child. We seek to create an environment that is open and welcoming and a safe place in which children's curiosity is stimulated to explore the world around them.

We believe that children are able to control their own learning and play. We believe that play is an essential and integral part of every child's healthy growth, development and learning.

Purposeful play is at the heart of the Christ Church Preschool program. Learning occurs when children are guided to accomplish something meaningful to them. Attitudes of respect for oneself, for others, and for the world in which we live are fostered. Your involvement as parents is encouraged in different ways.

Goals and Objectives

To create an atmosphere of trust and security, in which the child can feel motivated and appreciated.

The program at Christ Church Preschool works to:

- promote the unique qualities and individual worth of each child;
- provide a rich environment suited to the needs of the whole child;
- promote a sense of security through predictable daily routines;
- provide opportunities for self-expression, investigation and experimentation both independently and collaboratively;
- create an environment that is rich in language in which children's developing literacy will be encouraged and enhanced;

- encourage problem-solving skills and responsible decision-making through respectful guidance;
- provide an appropriate balance between active and reflective activities, and between child-initiated and adult-initiated activities.

Teaching Approach

The program at Christ Church Preschool is inspired by the Reggio Emilia philosophy. In the city of Reggio Emilia in Italy this is a system of pre-schools where

“...each child’s intellectual, emotional, social and moral potentials are carefully cultivated and guided.” Howard Gardner.

Initiated by educator Loris Malaguzzi after World War II, the teachers and parents have collaborated to create preschools where children are listened to, can take initiative in their learning, are encouraged in their creative thinking and are guided through their inquiry. The classroom environment and the materials presented are a part of the teaching process. It is a daily goal to foster the potential of each child in a respectful, nurturing relationship with peers and teachers. Learning is seen as a process where ideas, concepts and activities can be revisited to extend understanding and creativity. Children often engage in projects that are the result of their interests and questions. Representing their learning in many forms allows them to demonstrate their developing understanding of the world. Parents and teachers are learners in this work as well. Everyone cooperates in the community, sharing responsibilities and working together to support the children and to extend their understanding of the children’s learning.

“Reggio epitomizes ... an education that is effective and humane; its students undergo a sustained apprenticeship in humanity, one that may last a lifetime.” Gardner

At Christ Church Preschool we strive to emulate the goals set out by the Reggio system of learning and teaching. We work to create an environment and develop relationships that are rich in possibilities for all the children at their level of readiness. The children’s involvement and responses are valued as we work together each day.

You may have had the opportunity to view the *Hundred Languages of Children* exhibit when it came to Calgary. Malaguzzi’s poem about those Hundred Languages reminds us that children have:

“...a hundred thoughts, ... ways of thinking,. ...of playing, ... of speaking, ... of listening, ... of marveling, ... singing and understanding, ... to discover, to invent, to dream”.

Christ Church Preschool endeavors to be a place that advocates for children in these ways. Our focus is respecting every child who comes to us, and fostering his/her unique talents in a collaborative learning environment.

Teachers’ Roles

Our teachers endeavor to provide an environment where education goes beyond the mastery of basic skills. Children are challenged to observe, investigate, question, analyze,

construct meaning and think critically. We believe that children have a wide range of capabilities and competencies that can be fostered and supported in a learning environment that is responsive to the many individual differences that influence learning. The teacher's role is vital as a challenger and provoker of ideas, co-discoverer of knowledge, and facilitator of purposeful play. Teachers skillfully guide each child's individual interests and developmental timetable into the group experience, helping children become independent, self-confident and motivated learners.

Teachers:

- establish routines that foster a sense of security;
- construct the classroom environment and materials in ways that are both stimulating and aesthetically pleasing;
- present materials in unique and creative ways to foster exploration, creativity and thoughtful decision making;
- listen carefully to understand children's ideas, questions, needs and plans;
- allow children to lead and support their inquisitive nature/needs;
- co-explore the learning experience with children;
- encourage problem-solving;
- bring nature into the classroom to nurture a sense of wonder and to establish respect for the natural world;
- take ideas from the children and build upon them for further exploration;
- document children's progress;
- help children build connections between learning and concrete experience;
- help children express their knowledge through representational work;
- foster connections between home, school and community;
- are learners themselves and reflect each day to plan for future learning; and
- follow established safety protocols.

Guidance Techniques

Cognitive development is only possible with healthy social and emotional development. We believe that children learn, with the teacher's guidance, appropriate and acceptable behaviour patterns. We are committed to providing an atmosphere that fosters trust, security and comfort. Our preschool culture is one of cooperation and mutual respect based on a strong sense of community in the classroom.

Our goals are to:

- guide children in developing respect for self, others and the environment;
- help children learn problem-solving skills;
- assist children in practicing responsible decision-making;
- teach cooperation, collaboration and compassion; and
- encourage and support the development of self-confidence, self-control and responsibility.

Our guidance methods are to:

- model appropriate behaviours;
- provide simple, clear, consistent limits and expectations;
- focus on the child's behaviour rather than demeaning the child;
- structure the room, routines and activities to avoid potential problems;
- reinforce appropriate behaviours;
- offer appropriate choices;
- use logical and natural consequences; and
- teach problem solving strategies.

Guidance Policy

All children need to feel safe at school. Occasionally a child may engage in behaviour that could be potentially harmful to others. While we understand that pre-school is a place for learning about how to relate to one another, behaviours such as hitting, punching, pinching, kicking, tripping, or any other behaviour which is intimidating and potentially harmful to another child, must have consequences. We believe that prevention is the best way to help children develop self-control, but that children also need to be aware of consequences for anti-social behaviour.

Preventive Methods:

- frequent review of behavioral expectations with all children;
- clearly stated expectations before moving to the park, gym, music class, etc.;
- praise for appropriate behaviours;
- encouragement for children to use language to solve problems;
- appropriate social stories; and
- ensure the children are aware that the teacher is there to help with their problems.

Intervention Methods:

- if a child acts aggressively, he/she is sent to the “calm-down” area;
- a child will be given a choice of two “calm-down” areas;
- if the child refuses to go by him/herself, he/she will be gently guided to the designated area;
- if the aggressive behaviour recurs in the same day, the teacher will phone the parents immediately and they will be asked to take the child home;
- the teachers will document the offence in an incident report which will be signed by the teachers, sent to the parents, and the Program Director and a Board member will be notified; and
- the teacher will inform the parents about the consequences implemented, and the possibility of losing the privilege of participating in a particular activity during the next school day.

Developmental Learning

Christ Church Preschool believes in the development of the whole child: cognitive, social, emotional, physical, aesthetic, psychomotor and spiritual. These developmental areas are interdependent and of equal importance.

Emotional and Social Development

Children will have the opportunity to play at a variety of centres. The emphasis will be on widening the child's social circle by providing learning centres where 2 to 4 children can play simultaneously. All of the learning centres provide opportunities for social play. These centres will include the following:

- sand and water tables with appropriate equipment;
- home corner, with table, chairs, kitchen equipment and accessories including dress up clothes;
- book corner where children can browse and share ideas;

- painting easels where children are encouraged to be creative;
- craft table with opportunities for cutting, pasting, and creating;
- large play stations with building blocks, garage, cars, trains etc.;
- carpentry bench with play tools;
- puppet theatre with a variety of different puppets;
- science and nature table; and
- light table to experiment with the properties of light.

The children will learn to share and take turns using different equipment in the various centres. Learning to share the teacher's time and attention will also be significant. Most of the above play centres will be available on a daily basis and the equipment at the centres will be changed frequently during the year. Our regular yoga practices also offer the children an opportunity to feel connected to themselves and to their friends.

Intellectual Development

One of the exterior measures of a child's cognitive development is the child's language. During the early years the more young children are exposed to language, the more articulate they are likely to become. This also lays the foundation for the acquisition of literacy. Christ Church Preschool provides varied opportunities for young children to develop language, communication skills, and beginning literacy.

Circle Time is an excellent medium for modeling the spoken word, and the development of communication skills. This period of the day is balanced between teacher / whole group instruction and the children's contributions. Observance of the day, date, and weather provides an opportunity for learning new concepts. At this time, counting and sorting activities introduce children to important mathematical language. "Show and Tell" discussions initiated by the children, (preferably bringing natural objects not toys), observation of birthdays, and discussion arising from experiences, all provide opportunities for language development. Circle Time also provides opportunities to acquire alphabet knowledge as children's attention is focused informally on print in the classroom such as names, days of the week and story titles.

Daily Story Time may include repetitive words and phrases, which encourage children to "chime in." Other stories may challenge the children to listen and absorb the sounds and rhythms of language. Good quality picture books, simple rhymes, finger plays and poetry will all be used.

The Book Corner provides a place for the children to explore books, become familiar with print, and talk about pictures and stories with their peers.

The Dress-Up Centre helps children expand their language through role-playing. The Puppet Theatre encourages dramatization and the use of language.

Mathematical Understanding is fostered as the children engage in exploration of numbers and patterns, sorting and classifying activities, and the handling of geometric shapes. Christ Church Preschool believes in the use of many natural materials and found objects in order to

connect math to daily life. Children are encouraged to explore items such as corks, bottle caps, keys, leaves and buttons and to use them to count, create patterns, sort by size, shape, colour, and weight. As children progress in their understanding, they will be exposed to number recognition. Children use two- and three-dimensional shapes at the block and puzzle centres and become familiar with their properties through play. They are taught the correct names for the shapes.

The Natural World is an integral part of the classroom environment. The children go for walks in the neighborhood to experience the environmental changes e.g. the changing seasons, buildings etc. A classroom Nature Table provides opportunities for the children to use their senses as they handle, care for and explore objects from the natural world, e.g., catkins, buds, spring flowers, seeds, old nests, different rocks. The light table provides opportunities for exploration and discovery of the properties of colour, light, shapes and shadows.

Creative Development

In all artwork the children are free to create their own masterpieces as they experiment with a variety of materials and mediums.

The Art Studio is provided with easily accessible and varied collage materials including recycled materials, e.g. cardboard tubes and boxes, buttons, egg cartons, ribbons, scraps of material and paper. Children are helped to use pens, markers, crayons, paint brushes and scissors as they develop cutting skills.

While many of the children's artistic creations will be individual, at certain times during the year they may contribute to a group project. A variety of tactile materials such as play dough, clay and finger paint are available at different times during the year. Children are encouraged to verbalize their ideas, purpose and stories about their artwork and the teacher will record these.

Occasionally there may be special programs, for example, an Artist-in-Residence Program, where the children may have the opportunity to enrich their skill development and artistic expression under the guidance of a professional artist.

Our Music Specialist, Katie McMillan, teaches music classes for one half-hour period each week. The classes consist of activities which emphasize active participation and are based on things children like to do: sing, chant rhymes, clap, dance and keep a beat on anything near at hand. These instincts are directed into learning music in a playful and holistic way. The students get lots of opportunities to explore various instruments and play them together, as in a small orchestra. They make games and exercises to improve in-tune singing and to develop a healthy natural voice. They get to know a variety of music pieces and songs from different cultures, epochs and styles.

These fun-filled music classes teach the children not only a repertoire of songs and nursery rhymes but also foster their physical, social and intellectual development. They learn to imitate the teacher, express their own ideas, listen to their classmates' ideas, participate in a group, and take turns on instruments.

Physical Development

Christ Church Preschool provides opportunities for children to develop both large and small muscle coordination. Small muscle dexterity arises from building activities and tabletop activities such as cutting and pasting, drawing with crayons, and puzzles. The children use large pencils and are taught to hold the pencil correctly. Children are provided with opportunities to develop large muscles during physical education classes. When the weather is fine they may play outside at the park on the climbing equipment provided. On other days they may play indoors in the gym using tricycles, balls and beanbags. The children may have a half hour period of gym each week.

Spiritual Development

The Christ Church Preschool was established in part to ensure that spirituality, Christian values (such as forgiveness, love, mercy, generosity, environmental stewardship, etc.) and biblical stories have a place in the emergent curriculum of the School. We welcome and explore children's spiritual questions, and familiarize them with stories and beliefs that have shaped art, music, literature, law and philosophy in our society. While our basic stance is Judeo-Christian, other religious traditions will also be discussed respectfully in the classroom if relevant to the children's interest.

Typical Daily Schedule

Welcoming Circle Time	15 minutes
Gym, Music or other structured activity	30-45 minutes
Hand washing and Snack	15 minutes
Play centres and project based learning	60-80 minutes
Goodbye Circle	10 minutes

The above times are approximate and will vary depending on the children's age and interest.

Appropriate Clothing

In light of the varied play activities, children should be dressed so they can participate fully. For example, runners are suitable for outdoor play days and not flip flops. Please periodically check that your child's indoor shoes still fit.

Snack

Please provide a healthy packed snack for your child. Two small items plus a drink are quite sufficient as we plan on a fifteen minutes snack time which includes a bathroom break and hand washing. Due to space restrictions we would ask you to pack your child's snack in a small bag or lunch box rather than in a back-pack. We are also an environmentally friendly school so we request that you provide a "litterless" snack. Juice boxes create problems with ants and fruit flies so we prefer drinks to be packed in re-usable containers. For specific food items please refer to the Snack Safety section in the Handbook. The preschool practices recycling as a natural responsibility.

Washroom

A washroom is contained within the classroom and is used only by the children.

PART 3: PARENTS

Parent Communication

We welcome parents as partners in your child's education. We will keep you informed about the program and important events through:

- monthly email newsletters sent out through Constant Contact for our 3 year old program;
- weekly private Instagram postings to the 4 year old parent community;
- parent-teacher conferences twice a year;
- parent meetings and educational programs as the need arises;
- on-going communication from the teachers;
- notes posted on the bulletin board outside the classroom; and
- weekly email communication from the Program Director.

The Parent-Teacher conferences are intended to be a celebration of your child's learning and participation in Christ Church Preschool. Due to the age of the children and the nature of this program, skill and performance evaluations are not provided.

Problem Solving

It is assumed that parents will maintain on-going communication with the teachers and vice-versa so that each party is quickly aware of any issues or anxieties that a child may be experiencing. In the event of any concerns, parents are to communicate first with the teachers. The Program Director or a Board member may be contacted if an issue cannot be satisfactorily resolved.

Parent Commitments

We rely on our parent community to support us in a number of key areas. All families are expected to fulfill at least one support commitment annually. Support commitments will be presented to the parent community each September.

Classroom Volunteering

Christ Church Preschool teachers welcome input and help from parents/caregivers in the classroom.

Parents are not required to assist with the daily program and classroom participation is entirely voluntary. A possible exception is that parents of children who have not yet reached the age of 3 may be asked to volunteer occasionally in order that the ratio of adults-to-children meets the Child Care Regulation of 1:6. However, our door is always open and we welcome parents/caregivers as volunteers.

Parents can enrich the program by sharing their talents in the following ways:

- spend a session in the pre-school as an "aide" or a helper;
- read a story, sing a song or help with a craft or cooking project;
- help dress the children and supervise on days when the children take their physical education time at the park;

- come to the school for special events;
- help file art work or mount it for display;
- contribute re-cycled materials;
- organize and/or attend parent education programs;

Parent Observation of the Class

Parents who wish to observe a class prior to their child's enrolment in the preschool may make an appointment with the Program Director to do so after mid- October. It is advisable that this type of observation be made without the child.

Parents with children enrolled in the preschool are welcome to observe their child in the classroom. However, it would be appreciated if the parents would wait until after the children are well settled into their school environment at the beginning of the year. Parents and family are encouraged to visit, volunteer and tour the classroom when picking up their children. Due to liability and licensing regulations, we cannot accommodate children other than registered students while classes are in session.

The teachers ask that parents give at least twenty four hours' notice if they intend to visit the classroom, whether this is for observation or to volunteer as a helper. This enables the teachers to plan the program to make the best use of your time. Contact the Program Director to make an appointment to visit at CCPSProgramDirector@christchurchcalgary.org.

Confidentiality (FOIP)

The Government of Alberta has a Freedom of Information policy (FOIP), which respects the privacy of children and teachers and is legally binding. When parents visit the classroom they are expected to keep confidential any information concerning the children in the classroom. If a parent has questions or concerns regarding anything that is happening in the classroom, these should first be addressed to the teachers.

People in the Classroom

From time to time there may be other people in the classroom such as the Government Licensing Inspector, educational assistants, students from Mount Royal University and the University of Calgary, and professionals such as psychologists, vision and hearing specialists. All student teachers and non-parent volunteers must have a completed criminal record check prior to being admitted to the classroom. A Preschool teacher is always present with the children – they are never left unattended with a visitor or allowed to leave the classroom premises with a visitor. No visitor will be allowed into the classroom without the specific authority of the teachers, the parents (if a child is the subject of the visit), and the knowledge and consent of the Program Director or at least two Board members if the Program Director is absent or unavailable.

Parent Meetings

There will be a general meeting in the fall to meet the teachers and select a parent representative from each class for the Board. Parents may also be asked to select a representative to arrange a forum on a parenting or educational topic.

PART 4: HEALTH AND SAFETY

No Smoking

There is a strict ban on smoking anywhere in the Church building or on the grounds or sidewalks or lanes.

Birthdays and Special Events

Birthdays are celebrated by way of sharing muffins/cookies (supplied by their parents) with classmates. Those with birthdays in the summer months may celebrate their special day with the class during June. We request that you keep quantities small and easy to eat with minimum clean-up required. Please refer to the Snack Safety section below for prohibited foods and keep in mind our nut-free policy.

Special events are posted on the bulletin boards and parents are informed by email.

Illness

The goal of Christ Church Preschool is to provide a safe and happy environment for your child. Colds and flu are a fact of life, but if we work together at home and at school we can minimize colds and sniffles.

The preschool staff should be notified if your child will not be present in class by dialing 403.243.8809 and leaving a message.

Children should not be brought to school if they have a fever, diarrhea, vomiting or an unexplained rash or cough, or if they are exhibiting a combination of lesser symptoms that cannot be explained. Infection can spread quickly to others in the class and children need the comfort of home when they are feeling unwell. If a child is observed to be exhibiting any of these symptoms on arrival at school, the staff will request that you take your child home. If the child becomes ill during class time, you will be notified and asked to pick up your child. We endeavor to ensure a high level of cleanliness in the classroom in order to assist the children in staying healthy.

Proper hand-washing routines before snack time and after using the toilet are taught and reinforced with the children.

Drop Off and Pick Up Policy

The safety and security of our children are priorities for everyone.

- Parents are asked not to leave any child unattended in a parked car.
- Please accompany your children to the classroom door and personally hand them over to the staff before leaving.
- A teacher will sign in and sign out the children.
- Please bring your child to class on time as this maximizes the enjoyment and learning time for all children, and minimizes disruption for the other children when there is a late arrival.
- Please do not allow children and younger siblings to run around unsupervised in the gym or hallways. Christ Church Preschool is not responsible for your child after

dismissal.

- Please be mindful of the need to remove dirty boots before entering the gym and halls.
- Parents are requested to supervise their children closely when returning to their car, or when crossing the street, particularly when the road is icy.
- If your child will be arriving late, absent or needs to be picked up early, please let the teachers know by calling 403.243.8809 and leaving a message or emailing CCPSclassroom@christchurchcalgary.org.

Fire Drills and Emergency Procedures

Safety awareness will be ongoing throughout the year. The preschool has an Emergency Response Plan which is reviewed and revised each year. Each class will have a fire drill in September and one in each of the following terms. A record of these drills is kept in the attendance book.

The teachers and students exit by the safest route and walk to the Elbow Park Community Clubhouse across the street. In the unlikely event that the Clubhouse is within the evacuation zone, the teachers and students will walk to Elbow Park School.

The classroom escape route is posted in the classroom. Locations of the fire extinguishers and the fire alarms are also marked.

Snack Safety

We are a “Nut-Free Zone” since there may be a child with allergies in the class.

Prohibited Foods

- nuts and seeds
- food with toothpicks or skewers
- caramels/toffee
- chewing gum
- popcorn
- hard Candies
- jellybeans

Caution Foods (please prepare as outlined below)

- whole grapes (slice lengthwise)
- hot dogs (slice lengthwise)
- hard vegetable pieces (shred or chop)
- fruit with pits (remove pits)
- hard fruit pieces (shred or chop)
- fish with bones (de-bone)

Park Safety

When visiting the park, teachers always take a first-aid kit, cell phone, a list of emergency contact numbers, students’ medical information and any student medication. On days when the children go to the park, the teachers are always happy to have parent assistance to help supervise.

PART 5: STAFF

Heather Marples

Program Director

Heather has been a member of Elbow Park community for 13 years. She is a parent alumna of Christ Church Preschool and has a background in Human Resources. Heather has worked in such industries as Banking, Information Technology, Oil & Gas, and Wine & Spirits Import and Distribution. Heather is delighted to be back where her daughter's academic career got off to such a great start.

Karli Martin

4 Year Old Classroom

Karli is a Community Rehabilitation and Disability Studies graduate. She has extensive training in Behaviour Analysis, and for the past 18 years has worked in the Private School Sector, both as a Behaviour Therapist and Program Coordinator, teaching children with Autism and other developmental disabilities. Karli believes that all children are beautiful, creative, curious and capable individuals; and is passionate about fostering their development and potential.

Flavia Fernandes

4 Year Old Classroom

Flavia's son attended Christ Church Preschool. She graduated from the university Pontifícia Católica de Campinas with a B.S in Nutrition with a Post Graduate in metabolic disorders and heart disease nutrition from the Centro de extensão universitária of São Paulo. Flavia is certified by Alberta Child Care as an early child care development provider.

Heather Mackie

3 Year Old Classroom

Heather graduated from the University of Calgary with a Bachelor of Education degree and also has her Level 2 Childcare Certificate. Heather has worked in preschool settings for over 20 years as a teacher, director, camp leader and most recently working one on one with preschoolers that need extra support to make preschool a positive experience. Heather enjoys working with young children and helping them to be the best they can be as they learn new things and explore their environments.

Jackie Bennett

3 Year Old Classroom

Jackie is an enthusiastic educator with a passion for helping young children reach their potential. She has both a Bachelor of Business Administration from Simon Fraser University and a Bachelor of Education from the University of Calgary. Jackie is an Early Childhood Educator and an Early Learning Specialist who has excellent understanding of child development, employing various skills and strategies to support children with varying development delays.

Joni Mallabone**Music Specialist**

Joni is thrilled to be part of the Christ Church Preschool staff. She graduated with degrees in Music (Voice) and Education as well as graduate diplomas in Fine Arts (Kodaly) and Teacher Education and Supervision from the University of Calgary. Joni enjoyed a wonderful career as a teacher with CBE, teaching Music, Kindergarten and Foods and Nutrition, and most recently was a Resource teacher at Willow Park Fine Arts School.

In addition to her teaching abilities, Joni is a respected member of the Christ Church choir. Being the Music Specialist at Christ Church Preschool perfectly combines Joni's love of teaching, music, and children.