

Calgary



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Inglewood Bird Sanctuary

Preschool

Program Handbook – School Year

September 2023 - June 2024



PROGRAM PHILOSOPHY

Welcome to Preschool School Year Outdoor program at the Inglewood Bird Sanctuary. This program will help your child learn to be a friend of nature through a variety of outdoor (and indoor) activities that emphasize social, physical, creative, intellectual and emotional development and awareness with the guidance of qualified and experienced instructors.

Instructor-guided play prepares children for school by helping them develop social skills, motor skills, language skills and helping them learn to follow directions.

Children will connect to nature and explore the outdoors while experiencing the Inglewood Bird Sanctuary's variety of resources. Our recreation-based program provides meaningful outdoor play opportunities ultimately contributing to lifelong patterns of active living.

Children will prepare for kindergarten through a variety of meaningful play opportunities. Our program encourages creativity, cooperation and fun, helping them build self-confidence, identity and independence.

PROGRAM FEES AND SCHEDULED PAYMENTS

PROGRAM FEES

Fees are directly related to the number of classes scheduled in the Preschool year. Enrolment is for a period of 10 months (Sept. - Jun.). Payment can be made in full or set up scheduled payments at the time of registration.

SCHEDULED PAYMENTS

To set up scheduled payments, the total fee is divided equally into 10 months for the “payment convenience”. An initial deposit of 1 month is required at the time of registration. The remaining amount is scheduled equally for 9 months, the beginning of each month starting September and ending May. Payments will be processed on the first business day of the month. Scheduling payments will require the customer to leave a valid credit card on file.

LATE REGISTRATIONS

The program fee will be pro-rated according to the start date. Initial payment must be paid at time of registration. Payments will be processed on the first business day of the month.

WIDTHRAWLS

Cancellation must be completed on the last day of your attendance on site at Southland Leisure Centre Customer Service. Refunds will be processed from the date of cancellation regardless of attendance. Please allow 30 calendar days to process cancellations. Refunds are based on the number of classes attended, are subject to a \$20.00 cancellation fee. Cancellation policies are also subject to change without notice.

TRANSFERS

Request for course changes on site at Village Square Leisure Centre at Customers Service. Request for transfers before program start date may be completed immediately. Request for transfers after program start date must receive Recreation Program Specialist approval. A \$20 fee will apply.

CREDIT CARD CHANGES

Please visit customer service immediately if your credit card information needs to be changed for any reason (new credit card, new expiry date, lost or stolen credit card, account frozen). The full credit card information is required. Changes of payments will be effective the beginning of the next month.

DECLINES

Payments are processed on the first business day of the month. A NSF (non-sufficient fund) charge of \$35.00 will be applied to all declined payments including unreported changes to credit card information. If a declined payment is not paid by the next scheduled payment date, the child will be withdrawn from the program.

For scheduled payment information, changes to credit card information or to make payment updates, please see the Customer Service Representative at Village Square Leisure Centre.

Keep your Registration Receipt for your income taxes: the program fees can be claimed back on your income taxes.

PROGRAMMING OFFERINGS

Visit Calgary.ca/preschool for a full listing of 2023-2024 programs with course codes, fees and program changes.

PROGRAM OFFERINGS

3 and 4 year old classes

- Children **MUST** be fully toilet trained.
- Your child must be 3 years old by December 31, 2023.

MEET THE TEACHER

We will be happy to meet both you and your preschooler at an open house in their classrooms on the following **TENTATIVE** dates and times:

- Wednesday September 6th:
 - PM classes 1:00 – 2:00 p.m.
- Thursday September 7th
 - AM classes 10:30 – 11:30 a.m.

Information will be available at Calgary.ca/preschool prior to start date. Please review the document for specific site information and how to prepare your child for playschool. Please continue to visit the web site for most up to date information as provincial and municipal guidelines may change.

CLASSROOM INFORMATION

MONTHLY CALENDARS

Each class calendar will be posted on the bulletin board. Newsletters/calendars are very important as they contain all the information you will need regarding monthly themes, schedules, and important news. Copies will not be provided. Please take a picture of your classroom calendar each month.

These calendars contain the themes that your child will be learning about in class. Spend time talking to your child about these themes. If you have any resources related to our themes that would enhance our program, please talk to your child's instructor.

SNACKS

Our preschool program promotes healthy eating. Please send a small nutritious snack and drink each day in a reusable bag or lunch kit clearly marked with your child's name.

Our Preschool program is a **NUT AWARE** program. Read your labels and refrain from sending products containing nuts, we are aware of participants with peanut allergies. As we are not a peanut-free facility, we also ask that participants with allergies disclose this information during registration and bring the medical equipment they need, such as an epi-pen. For the safety of your child, hot dogs and grapes must be sliced lengthwise. Encourage your child to eat their own snack and not to share; this helps avoid problems with allergies.

To help you get started here are some snack ideas to send to class:

- Fruits such as banana, apple slices, strawberries, grapes (cut)
- Veggies such as cucumber, carrots, cherries tomatoes (cut), celery
- Yogurt, rice pudding
- Applesauce (unsweetened)
- Raisins
- Pita bread and hummus
- Yogurt with dry cereal
- Hard cooked egg and crackers
- Granola bar (no nuts)
- Cheese and crackers

If you need some more snack ideas, please ask your child's instructor.

A reusable water bottle or drink container is a great item to use for sending liquids as your child can drink as much or as little as they want that day. DO NOT send one time use drink containers.

BIRTHDAY CELEBRATIONS

We will celebrate with your child on their special day. Due to our learning during the pandemic, if you do wish to send a special snack for the class, items must be pre packaged (no self made items), and will be handed out at the end of the class for everyone to take home. Please speak with your instructors for more detail.

ILLNESS

Monitor your child's symptoms every day to help protect others and prevent viral spread. We can take our learnings from COVID-19 and continue to do a daily health check.

- Your child must be well enough to participate in the activities of the day.
- Please keep your child home in the following circumstances: sore throat, runny or stuffy nose, painful swallowing, chills, headache, muscle or joint aches, feeling unwell or fatigue, nausea, vomiting, diarrhea or unexplained loss of appetite, conjunctivitis (pink eye).
- If your child shows any signs of symptoms, keep your child home for 24 hours or until the symptoms are gone.
- Please inform your child's instructor immediately if your child has or come in contact with a contagious illness such as COVID-19, chicken pox, pink eye, measles, strep throat, ring worm or hand, foot and mouth disease. You may be asked to remain at home until no longer contagious.
- Please call your child's classroom to speak to an instructor or leave a message if you know your child is not attending class.

Program Room Contact Numbers

Classroom587-216-7021

Program Supervisor403-366-3926

CLOTHING AND PERSONAL BELONGINGS

With the exception of show and tell and special helper days children need to leave all personal toys at home.

Please dress your child in “play” clothes as they will be using paint and glue on a regular basis. Due to fire regulations, shoes must be worn in the classroom. Children need to bring running shoes daily to program (we recommend Velcro rather than laces), no crocs please, in the classroom for safety reasons (i.e. fire alarm) and for running in the gym. Please practice putting on and taking off shoes with your child.

Shoes, boots, backpacks and outdoor clothing must be identified with your child’s name. Please dress your child in comfortable layers; easy to put on items. Keep the weather in mind as we will be going outside on a regular basis. Each child will have their own coat hook; children will be responsible for hanging up their personal items. We do not encourage children to wear jewelry or precious items to class due to safety and loss.

WASHROOMS

The preschool room washroom is only used for program. Classes/cohorts may share the washroom with other classes/cohorts and will be cleaned after each use. Pack extra pants, socks and underwear in your child’s backpack just in case. Do not worry, washroom “accidents” happen. The instructor will help your child change into clean clothes.

Encourage your child to practice pulling their pants up and down if they are unable to do so already.

VOLUNTEERS

There will be no in class parent or guardian volunteers in the classroom at this time. However, there may be volunteer opportunities available for parents/guardians outside the classroom such as making play dough, or special event days. Volunteering is not mandatory in our program. Look for notices on your classroom bulletin board for more information, or your child’s instructor may request assistance. Please note that if we do not have enough volunteers for swimming for example that activity may be cancelled for safety.

SIGN IN/OUT PROCEDURES

DROP OFF

- At the designated time of drop off, only one parent/guardian will escort your child to the classroom door.
- The instructor at the door will sign your child in the program on the sign-in form each time.
- Your child will find their hook.
- Your child will hang their jacket and small backpack with snack bag inside on their hook.
- They can then go play in the designated areas.

- REMEMBER each child has different levels of socializing, some are shy and some confident. Be patient if your child needs time to adjust at the beginning. We will assist you to make every child feel safe and welcome.

PICK UP

- At the designated time of pick up, the parent/guardian will wait for the child at the designated location.
- The instructor at the door will sign your child out of the program on the sign out form each day.

If your child is to be picked up by someone other than yourself, ensure this person is on your child's information form, you have informed your child's instructor and inform the person picking up to bring I.D.

Note: Children will only be released to a pre-designated person upon the showing of picture ID. We do not release children to anyone 14 years of age and under.

It is expected that children will be picked up on time by the end of class time. In the event that parents/guardians are late, the following action WILL be taken:

- a) A late pick up will be charged accordingly.
1 - 10 minutes late = \$5.00 | 11 - 20 minutes late = \$10.00 | 21 - 30 minutes late = \$15.00
You and your child will be escorted to customer service to make the payment.
- b) Instructors will contact the child's home phone number and then the emergency contact number. If no call is received from the parents after one hour, Social Services will be called.

After three occurrences of your child not being picked up on time, the child(ren) will be withdrawn from the program. A \$20.00 withdraw fee will be applied to the account. The parent may re-register if space allows. If the late fee is not paid, it will be noted on the client record and must be paid before re-registering for any program.

The Parking Lot can get very busy at drop-off and pick-up times. Park in the designated areas ONLY. Vehicles parked in the fire lanes will be towed.

PROGRAMMING

INSTRUCTOR GUIDED PLAY

A typical preschool day includes free play, circle time, art time, physical activity time and snack.

How does our program help your child learn?

While playing in our play centers, such as the dramatic play, block area and our table-top area your child will be learning:

- Cooperating with others (taking turns, sharing)
- Using language skills
- Verbalizing ideas
- Developing and using fine and gross motor skills
- Classifying by shape, size and colour
- Experimenting with balance and form
- Using imagination
- Testing ideas
- Recognizing quantity
- Understanding number concepts
- Improving hand-eye coordination

While we are having group/circle time children are learning:

- Cooperating with others (taking turns, sharing) Language skills
- Pre-reading skills
- Learning to follow directions
- Working independently and as a group
- Gathering information
- Connecting stories to pictures

ART TIME

Children explore art as a learning experience; an activity of discovery that is simulating and interesting. They are more interested in the process of doing art than the result of the finished product.

The art process allows children to explore, discover and manipulate. Sometimes the process can be sensory, such as feeling slippery cool paint on bare fingers; the mystery of colour blending unexpectedly; or a blob of play dough taking form.

The instructor's job is to provide interesting materials, sit back and watch closely, but unobtrusively. During art, the children are:

- Expanding creativity
- Increasing communication skills
- Improving hand-eye coordination
- Exercising fine motor skills

Your job as the parent/guardian is to ask your child open-ended questions that will encourage your child to feel free to explore.

Getting your child ready for success is our goal.

Great skills to have prior to Kindergarten:

- Recognise the alphabet letters
- Sounds the letters make
- Cutting (holding the scissors properly)
- Drawing (tell a story with their drawing)
- Social Skills (interacting with others, turn taking, etc)
- Large Motor Skills - Hopping, jumping, running, skipping, galloping.



Suggested comments:

- Tell me about your artwork (painting, drawing, play dough, etc.).
- I see you've used many colours!
- What a big design!

PHYSICAL ACTIVITY / PHYSICAL LITERACY

All efforts in compliance to provincial guidelines will be made to provide children the opportunity to participate in physically activity.

Physical literacy is about developing the fundamental movement skills that all children need - skills such as running, hopping, throwing, catching and jumping. Children who are physically literate will be more likely to participate in physical activity and have more fun because they know how to run, jump, throw and more.

Activities and games are to physical literacy what nursery rhymes are to language; a fun and simple way for your child to develop the skills they need. Visit calgary.ca, search physical literacy for resources.

Children will connect to nature and explore the outdoors while experiencing the Inglewood Bird Sanctuary's variety of resources. Our recreation-based program provides meaningful outdoor play opportunities ultimately contributing to lifelong patterns of active living.

GUIDENCE STRATEGIES

DISCIPLINE PHILOSOPHY

We at Inglewood Preschool try to prevent discipline situations from arising by having knowledgeable and experienced instructors that guide children through play and learning experiences. Each child is accepted on an individual basis as well at different levels of development and cultural backgrounds.

Throughout the program situations may arise where a child's behaviour is inappropriate. If such problems should arise the instructors will offer positive redirection, guidance and explanation at each child's level and then if needed by substituting a toy or engaging the child in some other activity. This positive direction should resolve any behaviour problems.

We as adults have expectations for behaviour that vary greatly from family to family and from backgrounds and cultures. Everyone has a role to play in raising healthy happy individuals; positive behaviour happens through positive environments and positive role modeling and by setting reasonable limits. Through this the child will gain positive self-esteem, acceptable problem-solving skills and to be able to develop to their fullest potential, socially, emotionally, physically, and intellectually.

The instructors and preschool supervisor will work closely with the parents/guardians ensuring that each child is treated with respect and privacy. Together in partnership with instructors and parent/guardian goals needed for each individual child will be developed.

Please note: In some cases, we may determine that a child may not be ready for the type of program we offer, or if we determine that other children are at risk of the unpredictable behaviour causing risk

towards others. In the best interest of the child/children we reserve the right to withdraw your child from the preschool program. If possible, alternative programs may be suggested. Together we can make a difference.

PARENT ETIQUETTE

Our preschool program teaches children how to deal with situations in a positive manner and we would like to extend that expectation to parent/guardians, as well. We need all adults to practice positive behaviours when dropping off and picking up their child. This includes using positive language when talking to children and adults alike.

Please be sensitive as to when and where you discuss classroom situations and always keep confidentiality in mind. If you feel a situation arises where you need to speak with your child's instructor, please approach them after class once everyone has gone. If you feel the program supervisor should be involved let your instructor know and they will set up a time for the meeting. All discussions are considered confidential.

TIPS FOR AN EASY TRANSITION FROM HOME TO PRESCHOOL

Some children may feel anxiety when leaving their parents (this is very common); all our instructors are aware of this and will try to make the initial separation as easy as possible for both the child and parent.

Before your child's first day we suggest:

- Read books, talk positively about Preschool. Explain what will happen.
- Take your child to buy a backpack or snacks for their special day.
- Emphasize that they will have lots of fun.
- If you are feeling anxious, try not to show it to your child. They can "pick-up" on your feelings.
- Remind your child you will return every day to pick them up.

On the first day we suggest:

- Remember to complete and hand in the Preschool Information Form to your child's instructors on the first day of class. (see last two pages of this handbook). For the Participant Medication Permission and Record Form (only if required) visit calgary.ca.
- Make sure your child has a good night's sleep and a hearty breakfast or lunch.
- Before going to the classroom door to sign in tell your child what you are doing and that you will come back when Preschool is over.
- Leave with a quick hug, kiss and a smile.
- Leave as quickly as possible! If you hesitate, they will sense your worry or concern confirming their fears and escalating their anxiety. If you leave quickly with confidence and a smile this will reassure your child and help them to calm down sooner.

- You will be required to leave immediately to allow the next child to be dropped off and maintain proper physical distancing.
- If we feel your child is not settling, we will contact you.

Your child is our top priority. With these tips, we are sure that your child will quickly settle. Keep in mind all children deal with separation differently.

Should you have additional questions or suggestions please feel free to contact the Playschool Supervisor at 403-366-3930.

We look forward to a successful and rewarding year with your child!

RESOURCES

CHILDREN'S HEALTH and DEVELOPMENTAL SERVICES

Contact [Alberta Health Services](#), or Health Link at 811 if you would like more information on how to assist your child with any of the following:

- Speech development,
- Fine motor,
- Large motor skills, and more
- and more.

Calgary



Inglewood Bird Sanctuary



Preschool

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

School Breaks – No Classes

Truth and Reconciliation – Sept. 30
 Thanksgiving – Oct 7-9
 Remembrance Day – Nov. 6-14
 Holiday Season – Dec. 18-Jan. 6
 Teachers Convention – Feb. 15-16
 Family Day – Feb 19-23
 Holiday Break – Mar. 25-Apr. 5
 Victoria Day – May 20/24

Supervisor _____ 403-366-3930

Please bring pages 15 and 16
Inglewood Bird Sanctuary
Preschool Information Form
2023-2024 on your child's first
day of class.



Inglewood Bird Sanctuary Playschool Information Form 2023-2024

Please give this completed form to your child's instructor on the first day of class.

Course Code (please circle): 3/4 year class

Room (please circle): Pickering Room

Day(s) of the week (please circle): M/W/F P.M.

T/Th A.M.

Participant Information: PLEASE PRINT NEATLY

Child's Name: _____

Date of Birth (yyyy/mm/dd): _____ Age: _____ Male/ Female (please circle)

Address: _____
Street City Postal Code

Home Phone: _____ Language(s) spoken: _____

Email: _____

Parent/Guardian Information:

1. Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Occupation: _____

2. Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Occupation: _____

Emergency Contact: (other than the above parent/guardian)

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Pick Up:

The following individuals **ARE** authorized to pick-up my child from Playschool: (add City COVID waiver &

- Note: parents/guardians must still let instructors know who will pick up their child day to day.
- The instructor WILL ask the person to show picture ID.

1. _____
Name of person Relationship to child

2. _____
Name of person Relationship to child

3. _____

Name of person

Relationship to child

Allergies:

Dietary Restrictions: foods your child is not allowed to eat (including cultural and/or religious customs foods)

Challenges or needs: illness, disability, activity restriction, medication or fears that your child's instructor should be aware of:

Additional Information:

Does your child have any special interests and strengths? _____

Does your child have any brothers or sisters? If yes, what are their names and ages? _____

Does your child have any pet/s? If yes, what is their name? _____

Is there any other information that would be helpful for the teacher to be aware of that may affect your child? _____

Parent/Guardian's Signature: _____ Date: _____

(I have read the information contained on this page and have answered all of the questions to the best of my knowledge).

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c) (RSA2000) and is solely for the purpose of the City of Calgary Recreation safety awareness. For more information contact 3-1-1