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# Southland Leisure Centre **Playschool** Program Handbook

September 2020 – June 2021

## **WELCOME TO PLAYSCHOOL AT SOUTHLAND LEISURE CENTRE**

**2000 Southland Drive S.W.  
403-648-6582**

Your child will grow and develop through a variety of activities that emphasize social, physical, intellectual and emotional development with the guidance of qualified and experienced instructors.

Children will learn through play and experience while using the Leisure Centre's variety of resources. We will have your child singing songs, splashing in the water, playing games, being creative with arts & crafts and more!

Our Playschool is a recreation based program that provides preschool aged children with skills and awareness, emphasizing the value of recreational play, ultimately contributing to lifelong patterns of active living.

### **GENERAL INFORMATION**

#### **2 and 2 ½ year old classes**

Staggered start, children will start at a slower pace to help them (and their parent/ guardian) adjust easier. Your child will attend class for 1 hour (rather than 2.5 hours) for the first 2 weeks of classes. You will receive your child's time (first half or second half of the schedule class time) to attend prior to classes starting.

Children do not need to be toilet trained. Instructors will provide guidance with toilet training and will work closely with parent/guardians to ensure a positive experience.

The 2 year old classes, your child must be 2 years old by October 31, 2020.

The 2 ½ year old classes your child must be 3 years old by March 1, 2021.

#### **3 and 4 year old classes**

Children **MUST** be fully toilet trained.

The 3 year old classes your child must be 3 years old by December 31, 2020.

The 4 year old classes your child must be 4 years old by December 31, 2020.

Please note: you may be required to produce a birth certificate for proof of age to help us place your child in the appropriate program.

## **PROGRAM FEES AND PAYMENT PLAN**

### **Program Fees**

Fees are directly related to the number of classes scheduled in the Playschool year. Enrolment is for a period of 10 months (Sept. - Jun.). Payment can be made in full or on a pre-authorized payment plan at the time of registration.

Our rates and fees are decided by City Council and are subject to change without notice.

### **Payment Plan/Scheduled Payment**

To go on a payment plan, the total fee is divided equally into 10 months for the “payment convenience”. An initial deposit of 1 months’ worth of payments plus a non-refundable administration set up fee of \$25.00 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. Note, processing of payment *may take up to 14 days through your financial institution*. Scheduling payments will require the customer to leave a valid credit card on the file.

### **On-going/ Late Registrations**

The program fee will be prorated according to the start date. Initial payment must be paid at time of registration. Payment plan/Scheduled payments will begin the month following registration date.

### **Sibling discount**

Siblings attending the programs simultaneously will be given a 10% discount off the least expensive program. Please advise the staff at the front desk if you have a second child in the Playschool program.

### **Withdrawals/Cancelation from playschool**

You must withdraw your child from the program at Customer Service on the last day of attendance.

Withdrawals are charged a \$20.00 withdrawal fee.

Failure to withdraw at Customer Service will result in continued monthly payments being charged to your account. Refunds (if applicable) will be processed from the date that the notice of withdrawal is received, regardless of attendance. Refunds are based on the number of classes attended, plus a cancelation fee of \$20.00.

### **Transfers**

Request for course changes must go through Recreation Program Specialist first.

A \$10.00 transfer fee will apply.

### **Credit card information 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).

Changes must be received 5 business days before the end of the month prior to the effective date.

## Declined or late payments

Payments are due on the 1<sup>st</sup> day of each month. Unreported changes to credit card information resulting in a rejected payment, declined credit cards or outstanding balances will be charged a \$25.00 administration fee and could result in withdrawal from the course.

### *First occurrence*

If your payment has not been honoured or received, we will attempt contact requesting immediate payment arrangements.

Please note that your child will not be permitted to attend class until payment is received. A letter will be provided to the parent as soon as known. Please note that your child will not be permitted to attend class until payment is received, in the event the payment is not received the child(ren) will be withdrawn from the program. A \$20 withdraw fee will also be applied to the account. A dishonor fee of \$25 will be noted on the client record and must be paid before re-registering for any program. The parent may re-register if space allows and must pay the dishonor fee.

For payment plan information, changes to credit card information or to make payment arrangements please call: 403-648-6589.

Keep your Registration Receipt for your income taxes; your receipt will not be reprinted.

“What is a teacher? I'll tell you: it isn't someone who teaches something,  
but someone who inspires the student to give of her best in order  
to discover what she already knows.”

— [Paulo Coelho](#), [The Witch of Portobello](#)

## **MONTHLY NEWSLETTERS/CALENDARS**

Newsletters/calendars are posted each month in your child's classroom. We suggest taking a picture of the calendar for easy reference on your phone.

Newsletters/calendars are *very important* as they contain all the information you will need regarding monthly themes, schedules and important news.

These newsletters/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, talk to your child's instructor.

## **SICK CHILD**

- Your child must be well enough to participate in the daily activities of the day.
- Keep your child home in the following circumstances: diarrhea, vomiting, severe coughing/sneezing, sticky/ red eyes or high fever.
- Inform your child's instructor immediately if your child has or come in contact with a contagious illness such as chicken pox, pink eye, measles, strep throat, ring worm or hand, foot and mouth disease.
- Call your child's instructor and/or leave a message in the classroom if you know your child is not attending class.

Building Blocks Room	403-648-6597
Sunshine Garden Room	403-648-6585
Toybox Room	403-648-6571
Pumpkin Patch Room	403-648-6583
Rainbow Room	403-648-6598

## **DROP-OFF AND PICK-UP**

### **Waiting for class to start**

Parents/ guardians are responsible to bring their children to and from Playschool daily. You are asked to wait in the hallway until an instructor invites you in. While you are waiting for your child's class to start, make sure that you are actively supervising your child. Once the door is opened, parents/guardians can bring their child into the classroom.

### **Drop off**

- Parents/guardians are asked to wait in the hallway until the instructor invites you in. Be cautious of other children and families. Once the door is opened, parents/guardians can bring their child into the classroom.
- Sign your child in and out of the program on the sign in / out form daily.
- Have your child 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**

If your child is to be picked up by someone other than yourself, inform one of the instructors beforehand in person, by telephone or a written note.

**Note: Children will only be released to a pre-designated person upon the showing of picture ID. We do not release children to anyone 16 years of age and under.**

It is expected that children will be picked up on 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  
This fee must be paid at the customer service prior to your child returning to the program. Keep your receipt as proof of payment. After repeated occurrences, your child's position in the program may be reviewed.
- b) Instructors will contact the child's home phone number and then the emergency contact number. Your child may be taken to program services or babysitting service and will not be released until the late penalty is paid. If no call is received from the parents after one hour, we will phone Social Services.

After repeated occurrences of your child not being picked up on time, we will review your child's position in the program.

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

## **CLOTHING AND PERSONAL BELONGINGS**

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

Dress your child in “play” clothes as he/she will be using paint and glue on a regular basis. Due to fire regulations, shoes must be worn in the classroom. Children need to wear running shoes (we recommend Velcro rather than laces), no crocs, in the classroom for safety reason (i.e. fire alarm) and for running in the gym. Practice putting on and taking off shoes with your child, as they will be asked to remove and put on their own shoes when we use the Kinder room and gym. Shoes can be left in your child’s classroom at the end of each day.

Shoes, boots, backpacks and outdoor clothing should be identified with your child’s name. Dress your child in comfortable layers; easy to put on items. Keep the weather in mind as we will be going outside whenever possible. 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.

Identify your child’s belongings by putting their name on them. Each room has a Lost and Found box.

## **WASHROOM**

- **Please take your child to the washroom before dropping them off for class.**
- 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.



## **SNACK**

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

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 (with cheese Wiz)
- 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, ask your child's instructor.

A reusable juice 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 juice containers.

Our Playschool 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.

## **CHILD'S BIRTHDAY**

We will acknowledge each child on their special day. If you would like your child to celebrate their birthday with their class, speak to the instructor. If you decide to bring a birthday treat in for your child's special day, keep in mind the allergies in the classrooms and have it individually wrapped to send home with each child. They will not be eaten during the class time.

We will **NOT** be accepting any cakes. Our facility has a **NO** balloon policy. **DO NOT** send *balloons* as they are an extreme choking hazard for children.



## INSTRUCTOR GUIDED PLAY

A typical playschool day includes free play, circle time, art time, gym 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:

- Language skills
- Pre-reading skills
- Learning to follow directions
- Working independently and as a group
- Gathering information
- Connecting stories to pictures

### **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.



## ART TIME

Children explore art as a learning experience; an activity of discovery that is stimulating 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.

Suggested comments:

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

In our efforts to use recyclable products for our art projects, we would appreciate any items from home that you would normally throw out. Remember to wash any containers that have had food or liquid in them before you bring them.

**Please talk to your child's instructor before bringing in anything to class to ensure the items are needed.**

The following items may be requested:

- margarine/yogurt containers
- wrapping paper rolls or tubes
- paper towel rolls (NO toilet paper rolls)
- buttons
- plastic grocery bags



## **VOLUNTEERS**

There are volunteer opportunities available for parents/guardians both outside and inside the classroom, though volunteering is not mandatory in our program.

Some opportunities outside the classroom environment may include making play dough and bringing in treats for special days. Other opportunities within Playschool time include swimming, skating and special class days. *Note: Volunteers are required in order for these activities to take place.* We reserve the right to limit and or decline volunteer service for our programs.

For skating and kiddie pool swimming, is a minimum of 1:3 ratio (1 adult per 3 children). Check with your classroom to determine what your ratio will be i.e. (1:1 ratio). Without this ratio, these special events will be cancelled. Volunteers must enter the water, be on the ice and participate with the class. Check with your classroom if a smaller ratio is requested.

*Note: Volunteers are required in order for these activities to take place.* We reserve the right to limit and or decline volunteer service for our programs.

*\* City policies require all volunteers to sign a form prior to volunteering.*

*\* Siblings of the participants will not be able to accompany the volunteers for safety reasons, class ratios and waivers.*

If you are interested in volunteering, talk to your child's instructor for more information.



## **SWIMMING AND SKATING**

Playschool will be using many areas of the Leisure Centre.

### **SWIMMING**

We may swim 2 - 3 times in the school year. Our swim time is a "water orientation". Children will splash, blow bubbles and play games in our little pool.

Please refer to your child's classroom calendar for specific dates.

#### **2 and 2 ½ and 3 year old classes**

Children will come to class as usual and pack in their bags swimsuit, towel, "little Swimmer" and plastic pants. Instructors will help get the children changed prior to going to the pool.

All children 3 years and under are required to wear little swimmers and plastic pants under their swim wear, as per City of Calgary and Alberta Health Services Policies. You may purchase little swimmers and plastic pants with customer service before you enter the paid area.

Parent involvement is required on swim days.

#### **3 and 4 year old morning classes**

Classes are tentatively booked to participate in swim lessons during the month of January (**dependent on pool availability**). Afternoon classes are invited to join the morning lesson times, due to pool access; afternoon swim lessons are not available.

Refer to your child's classroom calendar for specific dates.

Volunteers will be required.

### **SKATING**

#### **3 and 4 year old classes**

Classes will participate in a Family Skate during the month of May (**dependent on ice availability**). Refer to your child's classroom calendar for specific dates.

Volunteers will be required.

**Swimming and Skating are not guaranteed therefore are not incorporated into the fees.**

## **PHYSICAL ACTIVITY**

Children will participate in physically active play daily.

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 will have more fun because they know how to run, jump, and 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](http://calgary.ca), search physical literacy for resources.

### **CHILDREN'S HEALTH and DEVELOPMENTAL SERVICES**

Have your child screened with Alberta Health Services  
Call the Health Link at 811

Screening for;  
Speech development,  
Fine motor,  
Large motor skills,  
and more.



## **DISCIPLINE PHILOSOPHY**

We at Southland Leisure Centre Playschool 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. We recognize mistakes and difficulties are a part of normal child development.

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 playschool supervisor will work closely with the parents/ guardians ensuring that each child is treated with respect and privacy and together will determine the goals needed for each individual child.

Please note: In some cases we may determine that a child may not be ready for the type of program we offer. In the best interest of the child we reserve the right to withdraw your child from the playschool program. If possible, alternative programs will be suggested.

Together we can make a difference.

## **PARENT ETIQUETTE**

Our playschool 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 behaviour when dropping off and picking up their child. This includes using positive language when talking to children and adults alike.

Please do not use your time before, during or after classes to talk about behaviour incidents/situations that may have happened in class involving your child or other children, this only makes situations worse. Your child's instructor is available to discuss situations (keeping things confidential) or we are available to listen to situations and help find solutions that are in your child's best interest at a scheduled day and time.

## TIPS FOR AN EASY TRANSITION FROM HOME TO PLAYSCHOOL

Some children may feel anxiety when leaving their parents; 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:

- Come see the facility so that your child knows where he/she will be going.
- Attend the **PARENTS ONLY meeting Thursday, September 10 at 5 p.m.** This is the parent's opportunity to have questions answered by the Instructors.
- Drop in with your child for 15-20 minutes to the **Parent & Child Open House on Friday, September 11, between 9:30 – 11 a.m.** No appointment necessary.
- Read books, talk positively about Playschool. 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:

- Make sure your child has a good night's sleep and a hearty breakfast or lunch.
- Come to the classroom; take off coats and backpacks, and sign-in.
- Settle them down at a table or toy.
- Tell your child when you are leaving and that you will come back when Playschool is over; do not try sneaking out.
- If a child is unsure, leave a belonging of importance to you, i.e.: keys, watch or a photograph of the family. It will help them to understand that you will be returning.
- Leave with a 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.
- Please resist the temptation to peek back in the room as it disrupts the class and will add to your child's anxiety if they see you.

If we feel your child is not settling, we will contact you. Stay in the Centre for the first half-hour if you have any concerns. Resist the temptation to peek back in as it disrupts the class and your child.

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.

The instructors are available to field your questions and comments before and after class time. If you or your child have any concerns, it is important that you voice them right away. We value and welcome your input. Evaluations will be done throughout the year.

Remember to complete and hand in the Playschool Information Form to your child's instructors on or before the first day of class.

Should you have any additional questions or suggestions contact the Playschool Supervisor at 403-648-6582.

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



# Playschool 2020 – 2021

## Southland Leisure Centre

### September 2020

Sept. 10 – Parent Meeting at 5 p.m.  
 Sept. 11 – Parent & Child Open House between 9:30 -11 a.m.

		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 2020

				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

Halloween Family Events October 29 and 30  
 No regular classes

### November 2020

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December 2020

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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 2021

						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	Swimming Lesson 3Y & 4Y (tentative)						

### February 2021

		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							

### March 2021

	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 2021

				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	

### May 2021

							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	Skating for 3Y and 4Y (tentative)					

### June 2021

		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				

- Party
- Halloween
- Graduation
- Skating
- Swimming Lessons
- Staggered Start (2 and 2.5 yr only)
- No Class

- Supervisor 403-648-6582
- Building Blocks 403-648-6597
- Sunshine Garden 403-648-6585
- Toy Box 403-648-6571
- Pumpkin Patch 403-648-6583
- Rainbow Room 403-648-6598

Meet the Teacher:  
 Sept. 10 – Parent Meeting at 5 p.m.  
 Sept. 11 – Parent & Child Open House between 9:30 – 11 a.m.







**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 311