

**Calgary**



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Inglewood Bird Sanctuary

# Playschool

**Program Handbook – School Year**

September 2022 - June 2023



## **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.

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.

Due to current restrictions, resources may be limited and may be reintroduced as permitted.

The 2022-2023 school year offering are 3/4 year old classes at this time. Additional classes and extra resources may be added throughout the year.

**Please continue to visit the web site for most up to date information as provincial or municipal guidelines may change.**

[calgary.ca/preschool](https://calgary.ca/preschool)

## **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.

### **WIDTHRAWS**

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 Southland 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 \$10 transfer 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 charge of \$30.00 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 Southland Leisure Centre.

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

## **PROGRAMMING OFFERINGS**

Visit [Calgary.ca/preschool](http://Calgary.ca/preschool) for a full listing of 2022-2023 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 or 4 years old by December 31, 2022.

### **MEET THE TEACHER**

We will be holding Meet the Teacher opportunities on September 6th. Due to the ongoing changes with the pandemic the format will be emailed to you closer to those dates.

Information will be available at [Calgary.ca/preschool](http://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 (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, 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, no food will be allowed. Please do not bring additional items for the class. 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 daily 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.

## **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**

Parent or guardian volunteers may be required for some activities such as long Outdoor walks that may require crossing a street and other special days. There may be other volunteer opportunities available for parents/guardians outside the classroom such as craft prep. Volunteering is not mandatory in our program. Look for notes on the bulletin board for more information. Or your child's instructor may request assistance.

## **SIGN IN/OUT PROCEDURES**

### **DROP OFF**

- At the designated time of drop off, only one parent/guardian will escort 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 same parent/guardian will wait for the child at the designated location.
- The instructor at the door will sign your child out the program on the sign out form each time.

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) Instructors will contact the child's home phone number and then the emergency contact numbers provided. If no return call is received after one hour, City Police will be called to transport the preschooler home and Social Services will become involved.

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

### 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 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.

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](http://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 playschool 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](http://calgary.ca).
- Make sure your child has a good night's sleep and a hearty breakfast or lunch.



# Inglewood Bird Sanctuary

# Preschool

- room door to sign in tell your child what you are doing and that you will  
ool is over.  
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.
- 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 403-648-6582.

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.

## September 2022

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 2022

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

## November 2022

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

## December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

## January 2023

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

## February 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				

## March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
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## April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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## May 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			

## June 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	

Supervisor.....403-366-3926

Please bring the following page:  
**Inglewood Bird Sanctuary**  
**Preschool Information Form**  
**2022-2023** on your child's first  
day of class.

# Inglewood Bird Sanctuary Playschool Information Form 2021-2022

**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 A.M.

T/Th P.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

**Village Square** Leisure Centre Playschool - School Year

September 2020 - June 2021