

Calgary



Wildflower Arts Centre

Preschool

Program Handbook

September 2023 - June 2024

PROGRAM PHILOSOPHY

Welcome to the Preschool program at Wildflower Arts Centre!

Our recreation-based program offers children a creative place for social, physical, intellectual and emotional development. With the guidance of experienced instructors and weekly visits from an art instructor, children will learn creative expression, movement and active play to help prepare them for school. Our program encourages creativity, cooperation and fun, helping children build self-confidence, identity and independence.

Wildflower Arts Centre is a warm and creative environment that will support your child's unique learning experience. Our building has a preschool-dedicated classroom, art classrooms, a large studio for indoor play, in addition to an accessible playground and open greenspace right outside our doors.

The 2023-2024 school year Preschool program will be the first of its kind offered at Wildflower Arts Centre. This program is modelled after our school year Preschool programs offered by the City of Calgary at Village Square and Southland Leisure Centres, as well as Inglewood Bird Sanctuary. We are excited for our first year and look forward to meeting you and your child(ren)!

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 (September to June). Payment can be made in full or through scheduled payments arranged 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.

WITHDRAWALS

Withdrawing your child from the program and cancelling your registration must be completed on the last day of your attendance on site at Wildflower Arts Centre. 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 program changes must be completed on site at Wildflower Arts Centre. Request for transfers before program start date may be completed immediately. Request for transfers after program start date must receive approval from Wildflower's Recreation Program Specialist. A \$10.00 transfer fee will apply.

CREDIT CARD CHANGES

Please speak with Wildflower Arts Centre staff immediately if your credit card information needs to be changed or updated for any reason (new credit card, new expiry date, lost or stolen credit card, account frozen). Full credit card information is required. Changes to payments will be effective at the beginning of the following month.

DECLINES

Payments are processed on the first business day of the month. An 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 speak with Wildflower Arts Centre staff.

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

PROGRAM OFFERINGS

Visit [Calgary.ca/preschool](https://calgary.ca/preschool) for a full list of 2023-2024 program options and information on how to prepare our child for preschool.

Wildflower Arts Centre will be offering **3 – 4 year-old programs**.

- Children **MUST** be fully toilet trained
- Your child must be 3 - 4 years old by December 31, 2023

MEET THE TEACHER

We will be holding a "Meet the Teacher" open house on Wednesday, September 6th. Details of this event will be emailed to you closer to the date.

CLASSROOM INFORMATION

MONTHLY CALENDARS

Each class calendar will be posted on the bulletin board just outside of our Preschool classroom and emailed to families along with our newsletter. Newsletters and calendars are very important as they contain all the information you will need regarding monthly themes that your child will be learning about in class, program schedules, and important news. We recommend spending time talking to your child about the monthly themes. If you have any resources related to our themes that would enhance our program, please talk to your child's instructor.

BIRTHDAY CELEBRATIONS

We will celebrate with your child on their special day. Please speak with your child's instructor ahead of time, as we kindly ask that items and food are not brought in to share with the class.

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 for at least 24 hours if they are experiencing any of the following symptoms: 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). They may return to class at least 24 hours after experiencing these symptoms and once symptoms have stopped.
- 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 Wildflower Arts Centre to let staff know if you know your child will not attending class. You may leave a message if your call is unanswered.

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 so they can move comfortably and there are no concerns if their clothes get dirty from certain activities (e.g. crafts, outdoor play). Due to fire regulations, children need to bring and wear running shoes each day (we recommend Velcro rather than laces and no Crocs please). Please practice with your child how to put on and take off their shoes.

Shoes, boots, backpacks and outdoor clothing must be identified with your child's name. Please dress your child in comfortable layers and 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 and 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 the potential to lose these items.

WASHROOMS

Wildflower Arts Centre has two washrooms on site. All children will be accompanied by a City of Calgary staff member when going to and from the washroom. 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. Please practice with your child how to pull up their pants if they are unable to do so already.

VOLUNTEERS

Parent or guardian volunteers may be required for some program activities. 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.

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 into 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, one 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 time.

If your child is to be picked up by someone other than yourself, ensure this person is on your child's information form and that you have informed your child's instructor. The person picking up your child must bring and show picture Identification (ID).

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, at 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.
- b) After three occurrences of your child not being picked up on time, the child 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.

PROGRAMMING

A typical preschool day includes free play, circle time, creative play, physical activity and snack. How does our program help your child learn?

While in the classroom, children will have the opportunity to explore play centers, such as the dramatic play area, block area and table-top areas that will help your child learn:

- Cooperation with others (taking turns, sharing)
- Language skills
- How to verbalize ideas
- Fine and gross motor skills
- How to classify by shape, size and colour
- Experimentation with balance and form
- How to tap into their imagination
- How to test ideas
- How to recognize quantity
- Number concepts
- Hand-eye coordination

During circle time as a group, children learn:

- Cooperation with others (taking turns, sharing)
- Language skills
- Pre-reading skills
- To follow directions
- How to work independently and as a group
- How to gather information
- How to connect stories to pictures

Getting your child ready for success is our goal.

Great skills to have prior to school:

- Recognize the alphabet letters and the sounds the letters make
- Cutting (holding scissors properly)
- Drawing (tell a story with their picture)
- Social Skills (interacting with others, turn taking, etc)
- Large Motor Skills - hopping, jumping, running, skipping, galloping.



CREATIVE PLAY

During creative play time, children will have the opportunity to explore creative movement and expression using music, instruments, props, costumes and through interactive activities and games.

Creative play will help children learn:

- Self-expression
- Self-confidence
- Body awareness
- Movement and rhythm
- Gross motor skills

WEEKLY ART LESSON

Each week, children will participate in a one-hour visual art lesson led by a professionally-trained, practicing artist. Children will explore a variety of art making techniques while learning about two and three-dimensional art mediums. These lessons will focus on the art-making process and exploration of art and vocabulary.

During an art lesson, children learn:

- How to expand their creativity
- Communication and problem-solving skills
- Hand-eye coordination
- Fine and gross motor skills

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 have outdoor play time on the accessible playground and large greenspace. Our recreation-based program provides meaningful outdoor play opportunities which contribute to lifelong patterns of active living.

SNACK TIME

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 food labels and refrain from sending foods that contain nuts, as we do have some children in our program 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:

- Fruit, such as bananas, apple slices, strawberries, grapes (cut)
- Veggies, such as cucumbers, carrots, cherry tomatoes (cut), celery, peppers
- Yogurt, rice pudding
- Applesauce (unsweetened)
- Raisins
- Pita bread and hummus
- Yogurt with dry cereal
- Hard-boiled 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. Please do not send single-use drink containers.

GUIDANCE STRATEGIES

DISCIPLINE PHILOSOPHY

We at Wildflower Arts Centre Preschool try to prevent discipline situations from arising by having knowledgeable and experienced instructors that guide children through play and learning experiences.

Throughout the program, situations may arise where a child's behaviour is inappropriate. Instructors will offer positive redirection, guidance and explanation at each child's level. This approach typically resolves most behaviours.

As adults, we 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 children. We foster a positive learning environment and our instructors role model positive behaviour while setting reasonable limits so that children can develop to their fullest potential, socially, emotionally, physically, and intellectually.

In some cases, we may determine that a child may not be ready for the program. Alternatively, we may ask a child to leave the program if their behaviour is putting others at risk. In the best interest of the child, we reserve the right to withdraw your child from the Preschool program. If possible, alternative programs may be suggested.

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 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 a 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 or caregiver.

Before your child's first day we suggest:

- Reading books about preschool and talking positively about the experience.
- Taking your child to buy a backpack or snacks for preschool.
- Emphasizing fun.
- Reminding your child you will return every day to pick them up.
- If you are feeling anxious, try not to show it to your child. They can "pick-up" on your feelings.

On the first day we suggest:

- Returning the Preschool Information Form to your child's instructor (see last two pages of this handbook). For the Participant Medication Permission and Record Form (only if required), visit calgary.ca.
- Making sure your child has a good night's sleep and a hearty meal
- Telling your child before getting to class that you will come back when Preschool is over.
- Leaving with a quick hug, kiss and a smile. If you leave quickly with confidence and a smile this will reassure your child and help them to calm down sooner. 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 settle in and feel comfortable. Keep in mind all children deal with separation differently.

Should you have additional questions or suggestions, please contact the Preschool supervisor at 403-249-3773.

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

Sincerely,

The Wildflower Arts Centre Preschool team

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

Calgary



Wildflower Arts Centre Preschool



September 2023

Sun	Mon	Tues	Wed	Thurs	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	Tues	Wed	Thurs	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

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

December 2023

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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11	12	13	14	15	16	17
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March 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

April 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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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	Tues	Wed	Thurs	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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June 2024

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

School Breaks/No Class:

Thanksgiving weekend - Oct 9th
 Remembrance Day/Nov break – Nov 6th – 13th
 Holiday Season break – Dec 18th – Jan 6th
 Teacher's Convention – Feb 16th
 Family Day break – Feb 19th – 23rd
 Holiday break – Mar 25th – Apr 5th
 Victoria Day – May 20th

Preschool Information Form 2023-2024

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

Program: 3 – 4 years

Days of the week: Monday/Wednesday/Friday mornings

Participant Information:

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:

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

The following individuals **ARE** authorized to pick-up my child from Preschool:

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 pets? Please list name(s) of pet(s):

Is there any other information that would be helpful for the instructor to know in order to help create a positive experience for 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