

# St. Albert Public Preschool

Handbook

2023 - 2024



## Preschool Administration

Tracy Columbine, Principal, Preschool  
tracy.columbine@spschools.org  
780-460-3712

Nancy Hologroski, Administrative Assistant  
nancy.hologroski@spschools.org  
780-419-6545



## Preschool Administration Location

60 Sir Winston Churchill Avenue  
St. Albert, AB  
T8N 0G4  
780-419-6545

## St. Albert Public Preschool

We would like to take this opportunity to welcome you and your child to a fun and exciting year filled with many wonderful activities and adventures. We look forward to a successful year of growth and development for you, your child and your family. We have classrooms located at Joseph M. Demko Elementary School, Kinosayo Elementary School, Leo Nickerson Elementary School and Wild Rose Elementary School.

## Division Mission Statement



Through our commitment to excellence in public education, we strive to ensure all students become life-long learners, confident and capable of shaping their future and meeting the challenges of today and tomorrow.

## St. Albert Public Preschool Philosophy

We believe that the early years of learning are very valuable. We encourage children to explore, experiment and develop skills at their level of ability. We will provide a positive learning experience for your children in a loving, fun and nurturing environment.

Young children are curious and eager to learn new things. Play is an effective and age appropriate way to develop new skills. Through play, children learn skills to control their bodies, develop communication and thinking skills, concentrate and follow directions. They also learn to interact and relate to others. Play in early childhood is the best foundation for success in school.

Our preschool will meet the needs of your child by:

- providing learning experiences which help to develop pre-literacy skills and early numeracy skills
- providing a positive introduction to school, learning with love, fun and enthusiasm
- providing programming in all areas of child development including communication, social, emotional, cognitive and physical
- providing programming which meets each child's developmental needs
- fostering self-esteem through relationships with children and adults who express acceptance and respect for all children
- recognizing that all children are unique in how they learn
- creating an environment that allows children to utilize problem-solving skills with peers and adults in social situations with guidance and supervision
- building a common set of experiences through interaction with others
- working together with families and community supports to meet the needs of all children and their families

## Class Schedule

Children who are in unfunded spots attend preschool Tuesday, Wednesday and Thursday. Those children receiving supports and services through Program Unit Funding (PUF) attend Tuesday thru Friday. Children do not attend on staff meeting days which are held on the first Wednesday of each month (excluding) September.

## Preschool Website

<https://preschool.spschools.org>

Your child's monthly newsletter and calendar can be found on the classroom teacher link. If you do not have access to internet or would prefer a paper copy, please talk to your child's teacher. We also have links to parent resources and payment for preschool fees, as well as answers to any of the commonly asked questions that you might have.

## Preschool Fees

Preschool fees are \$1,350.00 per year (\$135.00 per month). Parent Portal access information will be available to parents at staggered entry. The first payment is due September 15. If using the monthly payment option, please set up your plan by September 14. If you already have a PowerSchool account, you can continue as you have previously. This is the preferred method of payment, however if you do not have a credit or debit card, postdated cheques or cash will be accepted. Cheques should be provided for the entire year, be made payable to St. Albert Public Schools and have your child's name noted on the cheques. Cash is due to the preschool office on the first of each month. Ongoing concerns with prompt payment may result in a review of your child's enrollment in the preschool.

THERE ARE NO FEES FOR STUDENTS RECEIVING SUPPORTS THROUGH PROGRAM UNIT FUNDING.

## Staggered Entry Dates and one on ones

Our ½ hour one on one meetings are scheduled August 31 and September 1, 5. The staggered entry dates are set to familiarize your child with the preschool classroom and the staff, on a smaller class size basis. Our staggered entry dates are September 6, 7 and 8. All children will attend as a whole classroom grouping beginning Tuesday, September 12.



## What to Bring to Preschool

Please send your child with their backpack daily. We will provide a name tag for their pack on their first day at preschool.

Children will need to have a pair of indoor shoes, which will stay at the school. Please provide an extra change of clothes, including socks and underwear inside a labeled plastic bag which will stay at their preschool location. Make sure that your child's name is on everything that you send to school.

**Each day** please send a small, nutritious, peanut and nut free snack and a healthy beverage for your own child. A drinking box with a straw or reusable bottle is preferred. Do not send glass or pop containers or "sippy cups". If your child has specific feeding challenges, please discuss this with your child's teacher.

Toys and other personal favorites such as blankets, stuffed animals etc. should be left at home or in your vehicle. This will avoid any problems such as damage or loss, both of which may be very distressing to your child. Throughout the year, each child will have opportunities to bring something special from home to share with their class. Teachers will send more information about special days in their newsletters.



## Indoor Shoes

At St. Albert Public Preschool, we pride ourselves on creating and keeping the preschool space much like a second home for the children to enjoy.

All children must bring a pair of clean, indoor, running type shoes to stay at school. Encouraging the routine of changing into these shoes at the very beginning of the school day creates a good habit that will be easy to maintain. Ideal indoor shoes are supportive and the correct size. Building independence with putting shoes on and taking shoes off is a skill we work on in preschool. Please consider the stretch of the material, so that your child can pull back the tongue to easily slip a foot into the shoe. Also consider whether the fastener is easily opened and closed by your child. It is always a good idea to have your child with you when purchasing shoes to ensure proper fit and ease of getting shoes on and off. Keeping these tips in mind should help improve your child's independence and confidence with this skill.

Adults are always welcome at St. Albert Public Preschool. However, we ask that you respect the indoor shoe policy, and remove your outdoor shoes. It is your opportunity to set a good example! On your volunteer days, you are encouraged to bring along a pair of indoor shoes for yourself. This is important in case of an emergency.

## Food Allergies

At St. Albert Public Preschool, we take our responsibility for providing a safe school environment very seriously. We have students within our program who have severe allergies, which can cause anaphylactic reactions. An anaphylactic reaction is an allergic reaction that is so severe that it can cause death. Some children have a severe allergy to tree nuts/peanuts, and we ask that you **do not send snacks that contain nuts, or nut products**. If you are unsure of classroom allergies, please talk to your child's teacher.

We all need to do what we can to provide these children with a safe learning environment. Your support in this matter is deeply appreciated.



## Arrival, Pick-up

**ARRIVAL** – The start of each class day children are greeted at the door by the teacher and teacher assistants. While we do appreciate that children and family schedules are not always precise, we encourage you to make every effort to arrive within 5 minutes of the school's start time.

**PICK-UP** – Parents/caregivers should not arrive any more than 5 minutes prior to finish times to pick up their children. We know that unforeseen circumstances do arise, but we would encourage you to be as prompt as possible when picking up your child/children at the end of class. If you require someone other than a parent to pick up your child, we require that they be listed on the Permission for Pick-Up form. Those picking up are required to have photo ID to confirm their identity. In the event that late pick-ups become an ongoing concern, you will first be notified verbally. Continued concerns will be addressed in writing and may necessitate a financial surcharge for after class childcare.

If there is an unforeseen event, please call your child's classroom or the preschool administration at 780-419-6545.

At all our sites, we ask that you encourage your preschool child and siblings to use *walking feet and quiet bodies* at arrival and pick up times. We appreciate your cooperation in helping to respect our school environments.

## Parking

Please make yourself aware of each preschool location's parking rules. If you are in doubt about where to park, please ask the classroom teacher or contact preschool administration.

## Illness

In an effort to maintain a healthy preschool environment for both your child and all the other children attending St. Albert Public Preschool, we ask that you do not bring your child to school if they are unwell. We understand that preschool children do not like to miss school, but for the benefit of everyone, it is wiser to keep your child home until they are recovered. Please consider keeping your child at home if they have had a bad cough, a runny nose, a high fever, vomiting or diarrhea. If you are unsure whether they are well enough to return, an extra day is always the best choice. If we feel your child is not well enough to be at school, you will be called to pick them up.



## Absences

Attendance is recorded daily. In the event that your child will miss a class, please call your child's preschool site. If you have trouble contacting the site, please call the administration office at 780-419-6545.

## Medication Policy

If a child requires any type of emergency medication (eg. EpiPen) an exclusive supply for St. Albert Public Preschool of each medication, must be brought to the school at the beginning of the school year. This medication must remain at the school for the duration of the school year. It will be placed in a safe, easily accessible location. Under no circumstances are medications permitted to be kept in a child's backpack. This policy is in place to protect all the children and to ensure that any and all necessary medication is always available when needed.

We prefer that all medication is administered at home by the parent or guardian, but understand there are times that it is necessary for medication to be given at school on a temporary basis. If medication is to be transported to and from school, please discuss this with your child's teacher.

The Medication Administration Form should accompany all medication, which is available from your child's teacher. Medication should be in its original packaging that includes the prescribing physician's name, type of medication to be administered, the exact time it needs to be administered and the required dosage.

## Out of District Family Statement

Families who reside outside of the city of St Albert are welcome to attend our preschool program if there is space available. We encourage families to return to their neighbourhood school for their kindergarten year. If you have any questions about residency requirements, please contact Tracy Columbine.

## Withdrawal from the Preschool

In the event that it is necessary for your child to withdraw from St. Albert Public Preschool, parents/guardians are asked to give staff as much advance notice as possible in order to facilitate a departure that is both positive and happy.

St. Albert Public Preschool requires written notice, a minimum of one calendar month in advance of withdrawal in order to cancel a child's enrollment in the preschool. Please note we do not refund partial monthly payments. Once proper withdrawal notification has been completed, all remaining post-dated cheques or pre authorized payments will be returned to the parent/guardian or cancelled. As there may be other families who are waiting to enroll pending a vacancy, notice of withdrawal as early as possible is appreciated.

## Parent Volunteers

As a parent volunteer, you will have an opportunity to see first hand how the class is structured, spend time with the teachers, your child's classmates and see what great experiences your child is enjoying! Parents are welcome to join us on field trips and assist in supervising the children and to encourage safe and appropriate participation during activities. Parent volunteers play a key role in helping to make our field trips successful. Volunteering in our program is optional. Information regarding volunteer opportunities in your child's classroom will be communicated by your child's teacher. Please note that in order for children to become settled in their preschool routine, we do not have any parent volunteers in the month of September. A criminal record check is required before you are able to volunteer in the classroom or on field trips. The RCMP provides this service for us at no charge. A new criminal record check must be provided each school year. Please make arrangements for siblings to be cared for elsewhere on your volunteer day so you can enjoy and support classroom or field trip activities.





Thank you for choosing St. Albert Public  
Preschool. We are committed to providing a  
wonderful year full of new experiences and  
fun adventures that will create memories to  
last a lifetime!