

# Family Handbook



January 2024 – June 2025

# Learn and Play Preschool Academy

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## All About Us

Learn and Play Preschool is a learning and play environment located #113, 178 – 96 Ave NE. We maintain class size of maximum 24 with a 1:12 ratio so we can connect with the children. This allows us to provide activities and learning centres that meet the needs, interests, and abilities of the children. We are experienced, passionate, and enthusiastic about early learning.

We look forward to guiding and supporting your children as they grow, explore, discover, learn, play & laugh. It is an honor and pleasure to be a part of it.

*"Play is the highest form of research". ~ Alberta Einstein*

## Our Philosophy

Learn and Play Preschool believe that children are adults without experience, it is our belief that every child is entitled to opportunities which recognize them as unique individuals who bring their own interests and abilities to the program and deserve to be given the encouragement and space to try new things, explore new ideas, develop their own unique creativity, encourage a sense of belonging and inspire curiosity and independence.

Learn and Play Preschool believes that children are competent, capable, curious, and rich in potential and that every child deserves a safe, caring, nurturing, stimulating and innovative environment where they can thrive. Learn and Play Preschool is committed to fostering each child's self-esteem and feeling of self-worth and value through positive care giving and stimulating activities that will promote a sense of belonging, well-being, engagement, and expression. At Learn & Play Preschool, we help children recognize and celebrate their unique qualities, discover new ideas and interests, and explore the many different ways to engage and express themselves authentically.

*"Teaching children to count is not as important as teaching them what counts."*

## Our Classes

- Monday, Wednesday, Friday AM
- Monday, Wednesday, Friday PM
- Tuesday, Thursday AM
- Tuesday, Thursday PM
- Monday – Friday AM
- Monday – Friday PM
- AM Classes 8:30am – 11:30am
- PM Classes 12:30pm – 3:30pm

## Enrollment requirements:

- Children must be 3 years old before December 31 in order to start in September.
- Later start dates available. Tuition can be paid to hold a spot or enrollment will be based on class space availability.
- Children must be toilet trained before they are able to enter the program. (Can be discussed with Director)

## Learning Through Play

From infancy to elementary school, play can be used to help children develop cognitive, language, large & fine motor, and social skills. Play remains an important learning and teaching tool after children start school. Play keeps children motivated and keeps their attention on learning.

Through play, in a secure and purposeful environment, with effective adult support, children can:

- Explore, develop, and represent learning experiences that help them make sense of the world
- Practice and build up ideas, concepts, and skills
- Learn how to control impulses and understand the need for rules
- Be alone, be alongside others or co-operate as they talk or rehearse their feelings
- Take risks and make mistakes
- Communicate with others as they investigate or solve problems

*"Play gives children a chance to practice what they are learning... They have to play with that they know to be true in order to find out more, and then they can use what they learn in new forms*

*of play. Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood."* Fred Rogers

## Kindergarten Readiness

For those Preschool students who will be graduating to kindergarten, we will support, observe, and document their Kindergarten readiness skills. Our goal is to make the transition to kindergarten the most successful one it can be. The focus is on the development of skills, confidence, and curiosity. We want children to become eager, capable learners who love school.

*"Often when you think you're at the end of something, you're at the beginning of something else." Mr. Rogers*

## All about Our Day

Classes will start with children's arrival. Outdoor footwear will go in their labeled lockers. Jackets and backpacks will go on their hooks and indoor footwear will be put on. Children use the washroom, take their nametags, answer the "Question of the Day" then begin tabletop activity. Once everyone is settled, we will discuss the day. We will introduce Learning Centres and review applicable classrooms guidelines. We will read stories, sing, explore concepts, and engage in discussions. Children will then choose their activities. We will have opportunities for active play in the classroom or outside. We will have a wrap-up Circle Time to transition to dismissal. Daily and weekly activities will vary to include Show and Share, each child's Special Day and review of their Sleepover Buddy's weekend.

## Celebrations

We love to celebrate celebrations! We will explore many holidays, from Christmas to National Cookie Day, from Valentine's Day to Dr. Seuss's Birthday. From National Apple Day to Halloween, we will be having a lot of fun – some new experiences and some familiar ones. We welcome any new family traditions, holidays, and celebrations that you would like to share with us.

## School Calendar and Closures

We follow the Calgary Catholic School District Academic Calendar for stat holidays, Christmas, and Spring Break. We will be closed for Professional Development Days. In case of an unexpected closure due to staffing, severe weather, global pandemic (Covid19) or mechanical issues, families will be notified as soon as possible by phone, email, and posted online. Please note on days when the weather is colder than -30C, at 7:30am we will be closed to ensure the well-being of everyone who is walking, taking the bus, and driving.

## Guidance and Discipline Policy

*"Guidance is not just keeping children in line;  
it is actively teaching them skills they will need for their entire lives."*



Our Guidance and Discipline Policy is reviewed and adhered to by the Preschool staff, Practicum students, and volunteers. We will share this policy with the children in an age and developmentally appropriate manner. We believe in being proactive and being preventative. We will build our foundation with attention, praise, and encouragement for prosocial behaviours. We will define and be consistent with limits and expectations rather than “Do not rules”. We will coach children in cooperative play with their peers. We will focus on social-emotional skills such as problem solving, empathy, emotional regulation, and calm down techniques. We will assist and encourage children to identify their emotions and those of others. We will work together with families to identify the cause of the behaviour and collaborate to support the child. We will ensure that any child disciplinary action taken is reasonable in the circumstances. We will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation. Our Guidance and Discipline Policy also applies to all volunteers and practicum students who are in the classroom.

*“Each child has the right to be responded to in a caring, understanding, and empathetic manner that is supportive to their physical, social and emotional development.” Willmer, D.S.E Honig*

## What to Bring

- please wear washable, durable play clothes
- indoor shoes or slippers with grips
- outdoor clothing – weather appropriate
- backpack or bag
- change of clothes
- clothing must be clearly labeled - names
- labelled water bottle – water only
- lunch kit / bag

## Separation Anxiety

The transition from home to preschool can be a tearful and anxious time, and that is just the parents. Please take with you the knowledge that it is very common, and we are empathetic to this emotional experience. We will have strategies available to help make the process go smoothly.

## Pick Up & Drop Off

The Preschool door will be locked until 5 minutes before class starts. Doors will be locked 15 minutes following the start of class and will remain locked until 15 the end of class. **People requiring access to the classroom during this period will be required to ring the doorbell for assistance.** Children will be health screened, temperatures taken, and hands sanitized before entering. Hands will also be sanitized before leaving. We will do everything we can to ensure children, families, and staff stay healthy and safe.

Children will not be released to any person other than parent, guardian, emergency contact, or approved individual as designated on their Registration Form or marked in the Communication App. **Photo ID will be required upon pick-up.** Under no circumstances will a child be sent home unescorted.

If you know in advance that you will be late picking up your child, please arrange with another parent or an alternative to pick up your child. If you are running late due to unforeseen circumstances, please call the school immediately to let the teacher know. If you are late and we have not received a phone call, we will try to contact you at home/cell/work. If we are unable to reach you, we will call your emergency contact. After 30 minutes, if the preschool cannot reach anyone to pick up your child, we may be required to contact local authorities. **Parents who are consistently late in picking up their child from the Preschool will have their enrollment terminated.**

## Snacks

Children will bring their snacks each day to preschool. We recommend two healthy snacks. Please do not send juice or juice boxes. The children should each have a labelled water bottle. We will provide you with a Canada Food Guide to give you ideas of choices, portions, and variety. **Please ensure that items such as pepperoni sticks, and grapes are cut as they are choking hazards. We do not allow NUTS or NUT PRODUCTS. We are a NUT AWARE ENVIRONMENT.** If a child has a serious nut allergy, in addition to all allergies being posted, we can provide individual snack tables to ensure your child's well-

being.

### Bathroom Routines

Proper hand washing techniques will be taught, role modeled and encouraged throughout the classes. Children **must** be toilet trained before they are able to attend Preschool, if they are not toilet trained, please speak to Mrs. Rosa to come up with a plan. If your child has an accident at school, they will be assisted to clean up and change into their change of clothes. Wet clothes will be bagged and sent home. We will handle all situations with respect and discretion.

### Show and Share

We will have Show and Share at different times throughout the year. This is a great opportunity for children to practice oral speaking skills and sharing with peers. Items will be brought in based on a question, topic, or free choice. Please send in items that can be passed around.

### Special Day

Each child will have the chance to have a Special Day. That child will get to be the Special Helper and will have some “special perks”.

### Scholastic Book Orders

Our preschool takes part in the Scholastic Book Club. The books are very affordable, and it is a great way to start or expand your home library. Early literacy



starts with a love of books. Forms will be given each month to the children, all orders will be given a deadline and are payable by cheque or online. This is a wonderful way that the Preschool can earn books for our class and lending libraries.

### Tuition & Registration Fee

There is a \$100 Registration Fee per family, not per child. This fee is payable at the time of registration. Registration Fee and 1 month tuition are required at Enrollment in order to secure your spot. Upon enrollment confirmation, please include postdated cheques, or a void check or credit card information for each additional month – September through May, dated for the first of the month. Tuition cheques can be paid monthly, every 3 months (Sept. 1, Dec. 1, March 1) or annually (Sept. 1). Tuition is payable in full whether or not your child attends all the sessions to which he or she is entitled. Fees will not be refunded for illnesses, Covid19 positive test, Covid19 mandated closures, family vacations or holidays. Please note that the Registration Fee and 1-month tuition are non-refundable in case of withdrawal before the school year starts. Returned cheques will require a \$40 NSF in addition to tuition owed. Any questions regarding fees can be directed to Mrs. Rosa.



## Withdrawal from the Program

Thirty days written notice is required to withdraw students from the Preschool. For example, to withdraw on November 19<sup>th</sup>, notice must be received on or before October 1. Failure to give timely notice will result in forfeit of the monthly tuition fee. **After March 1, no fees will be refunded unless the vacant position is filled.**

Learn and Play Preschool reserves the right to discontinue service if:

- Financial commitments are not met.**
- If Preschool is not equipped to meet the developmental needs of the child.**
- Habitual tardiness in picking up the child.**

## Illness Policy

If your child is unwell or sick, please keep them at home. They would not be at their best and would run the risk of making their friends and teachers sick as well. Please call the school to let us know that child will be absent. If a child should not feel well or become sick in class, we will call parents and/or emergency contacts to come pick him or her up. Symptoms may include vomiting, having a fever, runny nose, sore throat, diarrhea or a new or unexplained rash or cough, and/or may require greater care and attention than can be provided. The child may not return to the program premises until the child no longer poses a health risk to persons on the program premises. Families must follow all Alberta Health guidelines and recommendations for communicable diseases as well as, but not limited to, the virus Covid-19. No exceptions will be made. All staff and therapists entering the building will be following the same protocols. As protocols or health screening information changes, we will keep you up to date via Bloomz app.

In the event your child comes down with a communicable disease during the course of the school year, you are required to inform us of the illness as soon as it has been diagnosed. This will permit other parents to be informed of potential symptoms and limit the spread of the disease. If your child is not up to date with their immunizations, they may not be permitted to attend until the contagious stage has passed. The ill child cannot attend Preschool until the medically defined incubation period is over. In the case of lice, children must have been treated with appropriate product and be egg/lice free for 24 hours.

## Medication Policy

If your child requires emergency medication, such as a puffer or EpiPen, parents will be required to complete a Medication Form and follow the requirements documented on the form. Emergency medication will be stored in the classroom in a labeled space with easy access. **Families must provide a spare puffer or EpiPen to be kept on site.** If it is brought in each class, it must be handed over to the teacher each day. Children with emergency medication will not be permitted to attend class without their medication.

## Emergency Procedures

In the case of an accident or serious illness involving a child, we will ensure that the child's parent is notified, and the child receives medical attention if necessary. We will provide health care; the health care provided is in the nature of first aid by trained staff. In the case of an accident or serious illness involving a child, Learn and Play Preschool will use our best judgment as to whether ambulance services are required. If an ambulance is used, parents will be responsible for the cost.

## Fire Drills

We will have fire drills throughout the year. The children will line up at the closest designated spot with the teacher and we will follow the evacuation plan. This is one reason why we require footwear on the children at all times.

## Emergency Evacuations

In case of an emergency, the Teacher and children will evacuate the Preschool. We will take with us the Preschool Phone, Emergency Phone Numbers, contact information for the children, and our First Aid Kit. We will evacuate to the field behind the preschool (Bethany Manor Field) Once we arrive, we will contact families and/or emergency contacts to arrange for pick up.



## Child Development Resources

At Learn and Play Preschool, we will work with you to identify any developmental concerns and assist you in receiving support where needed, whether it be in the classroom or at home. We work in collaboration with I'm for Kids, Alberta Education to provide free supports and services for your child. Children will be screened in September by our Speech Pathologist, Occupational Therapist, and Physio Therapist. A screening is a simple and brief play-based interaction with your child. If a screening results in a Team Member wanting to do a more in-depth screen, your consent will be requested for an assessment. Detailed information sheets regarding the procedures, the team and our process will be shared with families on an on-going process.

## Family Volunteers & Bow Valley College Practicum Students

In order to maintain our open-door policy, we ask for families to volunteer when they are able to come into class or when their schedule permits. Volunteering will be done by sign up, to ensure as much flexibility for families as possible. Family volunteers can be parents, grandparents, nannies, or friends. Volunteers will assist in the classroom. We also welcome practicum students from Bow Valley College. Early learning and childcare students will be supervised and mentored by the teacher. Volunteers and students are bound by the same policies and procedures as the teacher, including our Guidance & Discipline Policy and Confidentiality Policy. **As of February 1, 2021 all volunteers are required to have a Police Clearance Check with a vulnerable Sector.**

Volunteers and students will receive direction from the teacher throughout the class. Some duties

and activities of volunteers and students may include:

- playing and interacting with the children
- light cleaning: wiping down tables with disinfectant, cleaning under art and snack tables
- assisting with hand washing but not toileting
- general tidy-up of Learning Centres
- extra set of eyes, ears, and hands

At no time will volunteers / students have unsupervised access to the children. **Volunteers / students are prohibited from smoking, drinking hot beverages or use of electronic devices for texting / phone calls during class time.**



### Family & Preschool Communication

Learn and Play Preschool has an open-door policy. We welcome families to speak openly and frankly with us. You are also able to email us at [info@learnandplay.ca](mailto:info@learnandplay.ca) If you have concerns or feedback, please arrange a time with us to talk before or after class. This will allow us the time and discretion to talk. We also appreciate knowing if your child has been sick, or if any joy or trauma has occurred at home which could affect your child at school. We tailor our activities and play centres based on the needs, interests, and abilities of the children. The more information we have, the better the care we can provide your child. We have a Parent News Board in the front entrance. The children have their own lockers/cubbies at the preschool entrance. Please check all of them often for notices, calendars, memos for Show and Share, Family Resources, community events, and more. We post our activities and photos on our Facebook page and using our HiMama(Lillio) App. Reminders, photos, and goings-on will also be posted on our HiMama(Lillio) App. Please be sure to let us know if you have not received your child's access for HiMama(Lillio). Electronic communication is ideal as it saves us a great deal of paper.

### Family & Community Guest Speakers (when visitors are permitted)

We all have special skills, hobbies and experiences that make us the dynamic individuals we are. Please let us know what your gift is, and we would love to have you share that with the class on your volunteer day. It may be teaching the children how to fish, talking about your job, showing us some gardening magic, we are excited to have you as part of our class. We also welcome community guest speakers such as Alberta Health Services, firefighters, mail carriers, librarians, and more!

### Family Days and Nights (when gatherings are permitted)

Learn and Play Preschool will host several Family Days and Nights throughout the year. Children

must be accompanied by an adult for our gatherings at night. We also host Parenting Workshops and Series. Notices will be sent home for these events. Family gatherings may include:

- Halloween or Christmas
- Craft Nights
- Literacy Night
- Mother's Day Tea
- Butterfly Release
- Year End Party
- Stampede BBQ
- Not a Box Building Party
- Numeracy Night

### Birthday Celebrations

Families are welcome to send in a special treat on your child's birthday. Please consider small sized portions such as mini cupcakes, puddings, fruit, or cookies. These must be nut free. Please inquire as to any other allergies in your child's class. Do not send in balloons or candles. Please notify your teacher before sending items.

### Beautiful Junk

We love and want your beautiful junk. We are always excited to receive your donations for art and building activities. Special requests will also go out via email, notices, and memos.

### Community Involvement

It is very important to us to support and be involved with our community – the preschool, the neighbourhood, the city, and the more. We do several events throughout the year. These are as successful due to the overwhelming passion and participation of our families. We do a Food Drive for the Food Bank in November. Our classroom adopts "classroom pets" from the World Wildlife Federation.

*We look forward to a wonderful year of  
learning, laughing, and growing.*



2024-2025

# Tuition Information

Base Preschool Tuition **BEFORE** GRANTS AND SUBSIDY:

- 1 Class per week – Monthly Fee \$140.00
- 2 Classes per week – Monthly Fee \$230.00
- 3 Classes per week – Monthly Fee \$275.00
- 4 Classes per week – Monthly Fee \$350.00
- 5 Classes per week – Monthly Fee \$480.00

The Alberta Provincial Government announced that they have signed an agreement with the Federal Government to support families who are accessing licensed, approved childcare. What does this mean for our Learn and Play Preschool Families? **The government will provide \$75.00 monthly credit for each child** attending a Licensed Preschool setting. This is not adjusted on the number of hours and classes each child attends. It is a flat rate per child – not per family. This will be deducted from your tuition each month. You do not need to apply – it is automatic. This means if your Preschool Tuition is \$230. Your amount paid would only be \$155.

**Here is the website:** <https://www.alberta.ca/federal-provincial-child-care-agreement.aspx>

There is also subsidy available for eligible families with household income of less than \$180,000. Eligible and approved families would receive \$125 monthly towards their Preschool Tuition. I would strongly encourage families to check their availability on the website and apply.

**Here is the website:** <https://www.alberta.ca/child-care-subsidy.aspx>