



# Boys and Girls Clubs of the Foothills

Great futures start here

## Welcome to Preschool 2017-2018!

The Preschool is a program initiated by the Boys and Girls Clubs of the Foothills and has been in operation for 20 years, Formerly Known as Treasures From Heaven. It is located above the Oilfields Arena in Black Diamond, serving the surrounding areas. A second Location has also been added in Our Nanton Location beginning in 2017. Our philosophy is "**learning through play**". Our program is designed to meet the physical, emotional, intellectual, creative and social needs of preschool children. Our goal is to prepare your child for kindergarten by teaching the basic skills necessary for school. Listening, colors, sharing, working in a group, scissor skills, lacing, glue, etc. are our main focus but we also introduce letters and counting to 10. We utilize the outdoors as a classroom as much as the weather allows as well.

### Hours of Operation

Tuesdays and Thursdays.

Morning class for 3 year olds: 8:45 am – 11:15 am.

Afternoon class for 4 year olds: 12:15pm – 3:15pm.

Mon/Wed/Fri afternoon class -12:15 – 3:15 – 4 year olds

**We follow the Foothills School Division Calendar. There will be some PD Days on Fridays,(when there will be no class).**

It is very important that your child be dropped off and picked up promptly.

Nanton Classes Run Mon/Tues/Wed Only. Please contact for times.

### Child/Staff Ratio

We have 2 staff members and 1 parent volunteer each day. Daycare Regulation Act NSL-02-03-01 states that siblings are unable to attend with their parent. We will send home a class list so parents can trade sibling child care on their child's special day.

### First Aid

All Staff members are required to have a current first aid certificate with child and infant CPR.

### Enrollment Requirements

Children must be 3 by September 1st **and** toilet trained. All staff and volunteer parents must have a criminal records check (now a \$15.00 fee paid to RCMP) before working with the children, this helps to ensure the safety of your child. This is now standard for programs involving children. If you have a concern, please discuss it with us. All record checks are confidential and are required every two years.

### Fees:

There is a \$25.00 registration Fee, required per child, at the beginning of the year.

We require 10 post dated cheques for the **1st or 15<sup>th</sup>** of each month payable to the "*Boys and Girls Clubs of the Foothills*."

\$125.00 /child/month, For the Tues/Thurs morning from 8:45 - 11:15 am for 3 year olds.

\$150.00/ child/month, For the Tues/Thurs afternoon class from 12:15 - 3:15 pm, a 3 hour class for 4 year olds

**NEW!** \$185.00/ Month/Child For the Mon/Wed/Fri class from 12:15 -3 :15 for 4 year olds



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## **Payment**

All cheques and/or money are to be given to preschool or administration staff at the time of Registration. **All fees are due prior to attendance in our programs.** If you are experiencing Financial difficulties, please notify the Club at 933-4066 ahead of time. The Alberta government offers full subsidy.

## **Supply list**

Indoor Shoes – Velcro Only (No Laces) - Labelled  
1 Box of Kleenex  
Water Bottle - Labelled  
Back Pack – 4 Year old Classes - Labelled

**\*\*\*Please ensure that your child is dressed for the weather everyday, the class will do outdoor learning if the weather permits\*\*\***

## **Receipting**

Receipts will be issued for income tax purposes when requested.

## **NSF Cheques**

NSF cheques will be charged an additional \$25.00 on top of the program fee to be paid in cash or a certified cheque.

## **Parent Volunteers**

Each day we have one parent volunteer. Your turn will work out approximately once every 2 months. A class list will be sent home to arrange baby-sitting or arrange play dates. Parents help supervise stations, provide and prepare the snack and assist with the children. **If you can not attend on your day please make sure you trade with another parent.**

## **The Right to Refuse**

The Safety of all children in the classroom is our first priority. If we cannot cooperatively work out a solution for inappropriate behavior that jeopardizes the safety of the children, or causes constant disruption of the class, that child may be asked to leave the program.

## **Snacks**

This will probably be one of your child's favorite things about preschool. The volunteer parent brings snack for everyone. These snacks should be nutritious and be from at least two food groups, i.e. apple slices and graham crackers, fruit and cheese. If your child has severe food allergies, we recommend that you send a snack with them to ensure their safety. The following foods are **prohibited** by Alberta Social Services—nuts and seeds, hard candies, caramels, toffee, gum, gumdrops, jellybeans and snacks made with toothpicks and skewers. We discourage cupcakes as they are rarely eaten.,(except of course the icing) **Please note that we are a sugar free preschool.**

## **Medication**

Medications will not be given to children by staff with the exception of emergency medication, such as, epipens, inhalers or benadryl.



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## **Accident, Illness or Incident**

Parents will be notified and appropriate followup will be taken.

Please notify the preschool teacher of any allergies as well as noting on the registration forms provided. To ensure the health and well-being of the Children in the Program, no child/youth, coordinator or volunteer will be permitted to attend the Club if they have any of the following symptoms:

- a) Diarrhea
- b) Severe Coughing
- c) Difficult or rapid Breathing
- d) Yellowish skin or eyes
- e) Pinkeye
- f) Unusual spots or rashes
- g) Sore Throat or trouble swallowing
- h) Infected skin patch (es)
- i) Unusually dark, tea-coloured urine
- j) Grey or white stool
- k) Severe itching of body or scalp or scratching of the scalp
- l) Appears feverish
- m) Has a contagious disease

**Please Note: Our Preschool is Scent Free and Nut Free due to Severe allergies in the building.**

## **Discipline**

This program will ensure a safe, happy and secure environment for all children through reasonable disciplinary practices which include:

- Setting limits
- Setting standards for behavior
- Providing explanations
- Providing choices
- Being firm but flexible
- Anticipating the child's needs
- Recognizing child differences in age, temperament and experience
- Ignoring inappropriate behavior where appropriate
- Distracting and removing the child from the situation

If we can not resolve the conflict we will ask your advice and help in solving the problem. If your child is having difficulties with anyone or anything at the program, please tell us.

## **Confidentiality**

This program is regulated under F.O.I.P. Legislation (Freedom of Information Plan). All staff and volunteers must treat student and family information as confidential.



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## **Evacuation Plan**

In case of emergency where we must leave the building, we will take the children to Oilfield's High School. All parents will be contacted from there to pick up their child. Due to fire regulations your child must have a pair of indoor shoes.

## **Leaving the Program**

We require two weeks notice and all fees owing must be paid up to date.