



Bearspaw

PRESCHOOL

www.bearspawpreschool.com

2018-2019

SCHOOL HANDBOOK

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ABOUT THE BEARSPAW PRESCHOOL

Welcome to Bearspaw Preschool!

The Bearspaw Preschool is a volunteer managed not-for-profit society that offers a learning through play preschool program for both three and four year olds.

We have been serving Calgary and area families since 1989 and are committed to providing a rich and exciting play environment where your child can learn, play, make new friends, discover and create in a positive and fun way.

This handbook will provide you with detailed information about our policies and procedures.

PRESCHOOL PHILOSOPHY

At Bearspaw Preschool we host an inclusive environment that will teach to the whole child. There is a balance between structured and play based activities that will support the children in their social and academic development. The play based learning experiences will encourage the physical, social, emotional and cognitive growth in all children. In our classroom your child will engage in many learning opportunities that will enable the students to explore, create, imagine and play.

A balance of theme related and inquiry based activities will provide an authentic and meaningful first school experience for all children. There are many special guests and field trips that will enhance our program. By the children being immersed into an environment of “question” and “discovery”, they are provided with the opportunity to learn “how to learn”. Our program not only benefits and challenges the child intellectually, but also promotes a spirit of respect and co-operation among the children when dealing with their peers.

Each child develops at their own pace and we are here to facilitate and encourage each individual as they set out on the life-long journey of learning.

In preparation for Kindergarten, the four-year program includes an extra half hour of instructional time each day to allow for increased opportunities to focus on early literacy and early numeracy skills.

TEACHING TEAM

Children are taught by a qualified Teacher as well as a Teacher's Aide.

In addition, there is usually a volunteer parent, family member or close friend present for every class. This provides an opportunity to see what a typical school day looks like and to share some special time with your preschooler while they are the designated "**Special Helper**" and bring in a favorite toy to show and share at class. At Bearspaw Preschool we recognize that parents are the child's first teachers and children learn best when parents are involved in their education program.

Kristine Chamberlin – Teacher Classroom A

I've had the privilege of teaching at Bearspaw Preschool since 2006. I enjoy working with our great team of creative and nurturing teachers.



I obtained a Bachelor of Education degree from the University of Saskatchewan and have taught both Kindergarten and Elementary levels. Through my love of creating, design and travel I believe in always being up for a challenge and learning new skills!

My pre-school programming encompasses a wide variety of themes and activities where children can explore all aspects of the world around them. This allows the students to develop a variety of skills focusing on areas such as physical, social and cognitive development. It is my goal to build an exciting educational environment for all the students in my class. I strongly believe that creating an open, positive experience promotes the development of life-long learners.

I look forward to meeting each and every little personality and seeing all the smiling faces every day!

Michelle Corey – Teacher Classroom B

I have been very fortunate to have had the opportunity to learn work with children for many years.



The majority of those years have been working as part of the Bearspaw Preschool teaching team. I have also worked in the elementary and middle school environment as a Program Assistant working with special needs children. While working at the preschool, I have furthered my education (Bachelor of Business Administration) and received my Early Childhood Education Certificate from Mount Royal University.

After having children, I decided to take a leave from my profession and began to volunteer in their elementary school. This is where I discovered my passion for working with young children and helping them learn, develop and grow. My work, education and life experience has given me the wonderful opportunity to assist many children in developing their physical, cognitive, social and emotional skills. I have a genuine interest in helping children learn, succeed and be happy and I look forward to continuing to “learn as we play” with your child at Bearspaw Preschool!

TEACHER AIDES

Jodi Lindsay



**(aka Mrs. Lindsay)
Classroom A**

Janette Solecki



**(aka Mrs. S.)
Classroom B**

Gail Stauffer



**(aka Mrs. Stauffer.)
Classroom A - PM
Classroom B - PM**

PROGRAM INFORMATION

3. **Year Old Program** Tuesdays and Thursdays
 Mornings: 9:00 - 11:00 am
 Afternoons: 12:30 - 2:30 pm
4. **Year Old Program** Mondays, Wednesdays and Fridays
 Mornings 9:00 - 11:30 am
 Afternoons: 12:30 - 3:00 pm

PREPARING FOR PRESCHOOL



Backpack: Please send a backpack with your child to school each day.



Shoes: Children are required to **leave a pair of non-marking shoes** at the school. Both indoor and outdoor footwear should be done up with Velcro or zippers rather than shoe laces.

Clothes: Please keep a **change of clothes** and a plastic bag in your child's backpack, in case of spills or other accidents during the school day.




Snack: Each child is required to bring their own healthy, **nut-free** snack to class. The recommended snack is one serving from two food groups, as well as 100% fruit juice or water. We strongly encourage all students to use **re-usable food and beverage containers**. Our goal is to have a **litter-less snack**. All juice boxes, recyclable containers and Zip-lock bags will be returned in your child's backpack for recycling at home.

*If your child suffers from any allergies, please inform the teacher.



Labels. Please label all of your child's belongings. (ex. Back Packs, Snack Containers, Water Bottles, Jackets, Shoes, Boots, Toques, Mitts, Extra clothing, helmets etc.)

Labeling can be as simple as a permanent marker or if you would like to have labels made up so that you do not have to go through the work; here are some companies that make fun labels for children!

 Mabel's Labels - <http://www.mabelslabels.com/> (blank ones available at Walmart)

 Loveable Labels - <http://www.lovablelabels.ca/label.aspx>



Helmet Students are required to wear a **helmet** on bike days. Please watch your calendar for scheduled bike days and send your child's helmet with them to school so they will be able to participate and benefit in developing this important gross motor skill. Please ensure your child's helmet is labelled with their name.

THE FIRST DAY OF SCHOOL – 3 YEAR OLD PROGRAM

At Bearspaw Preschool you and your child will attend the first scheduled class together. This is a great opportunity to ease children into the preschool classroom and become familiar with a new environment.

We divide the class in half and you and your child attend one class the first week of school, before beginning regular classes the following week. This allows for an intimate introduction to your Teacher and Teacher's Aide, as well as an opportunity to meet some fellow classmates and parents.

We've found that this is a great way to help reduce anxiety for both parents and the child.

Note: during this time parents will be asked to review their child's registration and emergency contact information is correct.

Please watch for an email from your Classroom Coordinator this summer to learn what date your first day of school will be.

THE FIRST DAY OF SCHOOL – 4 YEAR OLD PROGRAM

The first week of school your child will attend only one day of class. We divide the class in half to allow your child to have an intimate introduction to your Teacher and Teacher's Aide, as well as an opportunity to meet some fellow classmates.

You are invited to stay for the beginning of class or if your child is comfortable in their new environment you can get them settled and depart. At Bearspaw Preschool we

recognize that a number of our 4 year old students may have already attended school or other unparented activities and their comfort level may vary so we take an approach that is appropriate for each child.

Note: on the first day of school parents will be asked to review their child's registration and emergency contact information is correct.

Please watch for an email from your Classroom Coordinator this summer to learn what date your first day of school will be.

FIRST REGULAR SCHOOL DAY

The second week of school your child will attend class by themselves.

When you arrive you will be greeted by your Teacher and Teacher's Aide and you will help your child hang up their coat and put on their inside shoes. You will then say good-bye and your Teacher and Teacher's Aide will invite your child to the carpet for circle time.

For many children preschool is the first time they're going to spend a considerable amount of time away from their parents.

There are new people involved in their lives, new friends to make and new rules to learn and almost all children and parents experience some form of Separation Anxiety.

These feelings are normal and mark an important milestone in your child's learning journey - One that is almost always harder on the parents than the child!

Please be assured that your child will be treated with gentleness and respect, and given the time that he or she needs to adjust to preschool.

Parents are welcome to stay at preschool for the first month, but by midway through the second month parents are asked to make the transition to leaving their child at the beginning of class.

Remain cheerful and positive about school, and trust that your child will be able to handle this challenge. If you have further questions or need guidance please refer to our Separation Anxiety Tips for Preschoolers articles and speak to your teacher.

PICK UP / DROP OFF

Students will normally be picked up at their classroom (if they are in the Classroom A) or the gymnasium (if they are in Classroom B – Portable). The pickup location may vary occasionally, if a special event is occurring, or at the teacher's discretion.

When you arrive to pick up your child, please wait until the aide releases your child to you. Please do not enter the classroom or gymnasium until all students are released to their caregivers.

If you wish to speak with the teacher after class, please wait until all students are released. For student safety, the teaching team will not engage in conversations with parents during dismissal while there are still students in their care.

It is important that you drop off and pick up your child **on time**. In the event that unforeseen circumstances prevent you from arriving on time to pick up your child, please call your child's classroom, and notify one of the teachers or leave a message on the answering machine. After all other students are dismissed the teachers will remain in your child's classroom with them until you arrive.

Students will only be released from the classroom to an authorized adult (as designated on the Child Release Waiver). Families **must** notify the teacher if alternate arrangements are necessary. The person picking up your child will be asked to show identification.

If a different person will be picking him or her up after class please notify the classroom teacher.

Classroom A (located inside the Bearspaw Lifestyle Centre) 403-239-4441

Classroom B (located in the Portable) 403-208-9339

ILLNESS AND MEDICATION POLICY

We expect parents to responsibly evaluate their child's health before sending them to school. If your child exhibits any of the following symptoms, please **DO NOT** bring them to school:

- 🌸 Diarrhea and/or vomiting **within 24 hours** of class time
- 🌸 Nasal discharge that is NOT clear
- 🌸 High Fever (with or without medication)
- 🌸 ANY communicable disease (i.e. pink eye, foot and mouth, strep throat, chicken pox, whooping cough, impetigo, etc.) If your child develops a communicable disease the parent is expected to inform the school.

If your child is ill and will be absent from school, please notify the classroom teacher:

Classroom A (located inside the Bearspaw Lifestyle Centre)	403-239-4441
Classroom B (located in the Portable)	403-208-9339

If the Teacher feels your child is not well enough to attend class, you will be called to come and pick up your child.

Medications **will not** be administered to children unless the appropriate medication form has been completed and signed by the parent, and provided to the Teacher.

ALLERGIES


Please ensure that the Teacher is aware of any allergy your child may have. All allergies are posted in the classroom to help ensure the safety of every child. We have information sheets on each child with allergies which specifically outline what the child's reaction looks like and if and when any intervention (like an EpiPen) is needed.


IMMUNIZATION

Each child is required to have a current immunization certificate on file in the classroom. Updated certificates should be provided to the center as children receive future immunizations. Please bring your latest health records certificate to the first day of class.

INJURY

The Teacher and Aide are required to have a First Aid Certificate. Should an accident or injury occur, the following steps will be taken;

 **Minor** - Treated by the Teacher or Aide (i.e. bandage on a cut). Incident is reported to the parent.

 **Serious** - The Teacher or Aide will contact the parent or the emergency contact person. If unable to contact a parent, the child will be taken to the nearest medical clinic or hospital.

The Teacher will make the decision as to whether or not an ambulance must be called. Any fee incurred is the parent's responsibility.

The child will be accompanied at all times by a Teacher designate until the child's parent arrives. Two adults must remain with the class while the injured child is attended to.

After the incident all parties involved must complete the injury form.

BATHROOM aka POTTY TRAINING

We recognize that “accidents” may happen from time to time but we expect your child to be completely potty trained to attend our school.

By law we are not allowed to “wipe” your child and if an “accident” happens we will contact you to come and change your child as we do not have facilities to support this. (Note: please remember to always pack a change of clothes in your child’s backpack.)

To set your child up for success please ensure they visit the bathroom before you leave home, or when you arrive at school and send your child in clothing that does not impede their ability to use the washroom independently.

Please speak to your teacher if you have concerns about your child's level of training in this regard. Preschool is an excellent time for children to learn new skills and to foster independence and we are happy to support you and your child (ex. pull-ups are acceptable.)

CLASSROOM ROUTINE

The following is an outline of our general classroom routine.

1. **Welcome** - Before entering the classroom, the students will hang up their belongings and put on their indoor shoes. They will be greeted by a teacher and move directly to the circle time area.
2. Note: Classroom A students put their snack into cubbies inside the classroom and classroom B students leave snacks inside their backpacks.
3. **Circle Time** - Calendar activities, games, stories, songs and discussions promote development in language, number skills and social interactions.
4. **Centers** - Children are free to circulate among the choice of centers and activities set out for them. They are encouraged and guided in cooperative play throughout this time.
5. **Art** is an integral part of an early childhood program and a specific art project will be offered each day. Students will be given a variety of materials, and instruction on how to use those materials appropriately, but there will be very little emphasis on the finished product.
6. **Rotating Centers** such as the sand/water table, dramatic play areas, science and discovery, building, puzzles and games, and the story corner will provide rich opportunities for global development.

7. **Snack** - Please ensure that your child has a nutritious snack each day. This is an important social time where quiet conversation and polite table manners are encouraged.
8. **Gym or Outdoor Play** - Physical education is a fun and busy time! There will be a combination of instructional time and free play with the equipment provided. There will be scheduled days for bike riding (bring your helmet!).
9. **Class Meeting** - Each class will wind up with a short discussion of the day's events and plans for the future. At dismissal time the children will stay in the classroom or gymnasium with the teacher until an adult arrives.
10. **Class Dismissal** – When you arrive to pick up your child, please wait until the aide releases your child to you.

Weekly Email Communications and **Monthly Calendars** will be sent home, so please watch for these communications as they will highlight activities for the coming week and give you advance notice for things such as field trips and special events.

Toys from home will not be allowed in the classroom but can be left in the coat area. The exception to this rule is if a child has a security item that he or she would like to hold onto during class time. Please let the teacher know if this is the case for your child.

DISCIPLINE POLICY

The Teacher is responsible for setting clear expectations and consequences with respect to acceptable and not acceptable behavior in the classroom. The Teacher and the Teacher's Aide will work together to encourage and enforce these expectations in appropriate ways.

Discipline will be administered through a series of escalating actions as follows:

1. Allow the children a reasonable length of time to solve the problem on their own, with zero tolerance for violence (hitting, kicking, scratching, spitting, etc.)

2. The Teacher will talk to the children regarding the incident, guiding them to consider the rights and feelings of others and assisting with finding a solution.
3. Teacher intervention may involve distraction, redirection or separation of the children, if necessary.
4. For unmanageable disruption or incidents that interfere with the well-being of others, the Teacher will contact the parents of the child (ren) involved, as well as the President, to discuss the behavior problem(s) and what actions may be taken to remedy the situation. The Teacher will document the behavior in an incident report and an action plan may be formally written up.
5. An action plan defines:
 - a. observed (unacceptable) behaviors of the child;
 - b. method(s) of approach to deal with the concern(s);
 - c. indication from all parties of their support of the approach;
 - d. A schedule for follow up meetings.
6. If an action plan is created the teaching staff will write down a simple log of observations (positive and negative) on a regular basis so that the situation can be more objectively assessed.
7. If, after reasonable efforts on the part of the teaching staff and parent, a child cannot cope within the guidelines of the program, he/she will be asked to leave the program.

This will be evaluated by both the Teacher and the President based upon the written action plan and the observations/evaluations with respect to the child's behavior since the creation of the action plan.

VOLUNTEER OPPORTUNITIES

The Bearspaw Preschool is an entirely volunteer managed non-profit school and your involvement is integral to our success.

By sharing your time, talent and experience you are not only making a big difference in our community, but also in the lives of our children. Families are the primary teachers

for their children so by being actively involved in your child's education you can help to make the connection from home to school and share in their learning journey.

There are a number of ways to get involved at Bearspaw Preschool:

SPECIAL HELPER DAYS

Special Helper Days are designated days where you or another family member or close friend can attend class while your child is the designated "Special Helper" and brings in a favorite toy to show and share at class. (Note: Volunteers must be 18 years of age or older and we ask all families to respect the preschool's policy of keeping violence/weapons out of the classroom.)

These days provide an opportunity to see what a typical school day looks like and share some special time with your preschooler. There is no special training needed - all we need is your extra pair of hands and your big heart.

You can expect to spend some wonderful one-on-one time with your child, meet and assist other students, lend a hand with classroom activities and cleanup. We ask that you help to ensure cooperative play at all times and refer any problems to the teacher. (Note: Unfortunately due to classroom size restrictions non-enrolled children (such as siblings) are not permitted in the classroom on helper days.)

Your Teacher will be emailing you our online Special Helper Scheduling tool this summer so you can select a day that works best for you and your family.

Although volunteering within the classroom is not mandatory, it is strongly encouraged, especially in our 3 Year Old classes. If you are unable to volunteer in the classroom, your child will still have a special helper day where they can bring in their favorite toy.

FIELD TRIPS

From time to time field trips (ex. Zoo, Safety Centre, Butterfield Acres etc.) will be scheduled to enhance our curriculum. Families are expected to provide transportation to and from field trips and remain on-site to assist with supervision. Often siblings are welcome to attend field trips as long as they are supervised by a parent.

If there is a situation when you are unable to accompany your child, please contact your classroom teacher ahead of time to make alternate arrangements. We are not permitted to transport children, but with your permission we can often have another volunteer assist with supervising. We would not want any child to miss out on these events.

SPECIAL GUESTS

From time to time special guests are invited to class (ex. Yoga, music, gymnastics instructors, Police or Fire, theme related experts, etc.) If you have a special talent that could enrich our curriculum please let your teacher know.

SPECIAL EVENTS

Families may be asked to volunteer for special events throughout the year (Ex. Gala, Graduation etc.) This may include providing food and helping to set up or clean-up for an event.

CLASSROOM CLEANUP

A representative from each family is expected to participate in up to two classroom clean-up evenings throughout the school year.

Alberta Health Services, our licensing board, requires that all toys and surface be cleaned/sanitized thoroughly to prevent the spread of harmful germs and bacteria to our children. The teachers do a daily cleaning of all the hard surfaces, but sometimes the little things can get overlooked.

You will find that this is a great time to chat with other parents in your child's class and get to know other members of our community while you wipe down books, play centres, and sanitize and disinfect toys.

Parents meet in the classroom at 7:00 pm and typically finish up 1 to 2 hours later. (Note: Children are not permitted in the classroom during classroom cleanup.)

Each family will be responsible for helping with one to two of the 8 clean up days each year. Your Classroom Coordinator will be emailing you our online Cleaning Scheduling tool this summer so you can select an evening that works best for you and your family.

Please note, if you are unable to attend it is your responsibility to find another person to fill your position.

FUNDRAISING

The Bearspaw Preschool does not have access to any outside funding and relies on several annual and bi-annual fundraising events to operate our preschool programs.

Parents, relatives and close friends are strongly encouraged to participate in all events (ex. Bake Sale, Pumpkin Order, Art Gala, and Bi-Annual Casino Evening.) We thank you in advance for participating and contributing to our program in this way.

BEARSPAW PRESCHOOL BOARD

The Bearspaw Preschool is run by an entirely volunteer board. This is an excellent way to get involved in your child's education. The Board consists of 6 executive positions and 12 other volunteer roles. (A complete list of our 2018-2019 Board is outlined on the last page of the handbook.)



Please review the roles below and contact Kate Gollogly at president@bearspawpreschool.com if you are interested in joining our fabulous team.

President

As the chief volunteer of the organization ensures the effective action of the board in governing and operating the preschool.

Co-Vice Presidents (2 Roles) One Role is Vacant

The Vice-President team assists the President in leading a team of volunteers responsible for board governance, human resources, marketing and special events.

Registrar

Manages the end to end registration process of students, including sign up forms, organizing class lists and ensuring enrollment numbers meet specified rules and regulations as set out by Alberta licensing.

 **Treasurer**

Manages the finances of the organization, including tuition payments, overseeing employee payroll, and providing an annual budget for board approval.

 **Secretary**

Manages all correspondence, including maintaining records of the board, recording and distributing board meeting minutes, and coordinating responses to the general preschool website email.

 **Special Event Coordinators (2 Roles)**

Chairs a committee of board and non-board members to execute special events such as the Art Gala, Mother's Day Tea and Graduation.

 **Casino Fundraising Coordinator**

Chairs a committee of board and non-board members to host a bi-annual fundraising casino event. The next Casino event is scheduled for the fall of 2019.

 **Website Coordinator **Vacant****

As the chief administrator of our website, he/she manages content, updates website design and manages board email addresses.

 **Social Media Coordinator**

Develops and executes a Board approved integrated social marketing plan to drive enrollment

 **Marketing Coordinator **Vacant****

Develops and executes a Board approved integrated marketing plan to drive enrollment.




COMMUNICATION & FEEDBACK

Communication is the cornerstone of any good relationship. To facilitate communication between parents, the Board and the staff, a Classroom Coordinator is assigned to each class. Classroom Coordinators are volunteer parents who assist the teaching team and the Board with preparing communications to ensure everyone is aware of upcoming school and classroom events. In addition, teachers send weekly emails and send a monthly calendar.

*As the majority of classroom and Board correspondence is sent electronically, please make sure your contact information (including your email address and phone number) is always up-to-date with your classroom coordinator and your child's teacher.

If you have any issues, questions, concerns or suggestions about the program please contact your teacher. If you are not able to resolve your concerns with your teacher, please bring them to the attention of the Board through contacting a Board Member, attending a General Meeting and/or emailing the board (see Teaching Team and Board Members list on page 9). We welcome your feedback and the opportunity to have open discussions about the program offerings.

There are three general meetings scheduled for the 2018-2019 school year:

-  Tuesday, October 9, 2018 7:00 pm
-  Tuesday, January 8, 2018 7:00 pm
-  Tuesday, May 14, 2018 7:00 pm

We encourage all parents to attend and not only provide the Board with feedback and input, but to also get to know other members of our community. If you are unable to attend the minutes from all meetings will be posted in the Preschool for all to see so please do not hesitate to contact a board member if you have any questions or concerns.

SCHOOL CLOSURES

School closures may happen due to weather or any other unforeseen problems associated with the safe operation of the classroom. In general, the Preschool follows the Bearspaw School/Rockyview School Board with respect to closures in the winter.

In the event of any closure, the Teaching Team will contact parents/emergency contacts.

Should the Teacher deem it necessary to cancel a class already in progress, the school will notify parents of the shortened class and parents/emergency contacts will be required to pick up their children. If the emergency contact cannot be reached, the Teacher will stay with the child until the child can be picked up by the appropriate parent/caregiver.

SAFETY AND SECURITY / EMERGENCY POLICY

At the Bearspaw Preschool we take the safety and security of students very seriously. Children will learn about fire drill procedures on a regular basis. Please check the bulletin board for Fire Drill dates and dress your child accordingly.

If there is an emergency in the classroom requiring evacuation, children will be safely escorted from the building and parents/emergency contacts will be notified by school staff immediately. The Bearspaw School has been designated the meeting place in the event of an emergency.

Children will remain at the Bearspaw School until parents/emergency contacts are able to pick up their children. We rely on the emergency information on your registration form. If contact names change during the year, parents are responsible for notifying the Teacher of these changes to keep our records current.

Students will only be released from the classroom to an authorized adult (as designated on the Child Release Waiver). Families **must** notify the teacher if alternate arrangements are necessary and the person picking up your child will be asked to show identification.

PHOTOGRAPHY/VIDEOGRAPHY POLICY

Public Events

The Preschool hosts a few public events throughout the year that are open to all family members (ex. Art Gala, Holiday Celebrations and 4 Year Old Graduation). The Preschool welcomes families to record these special events, and as they are public events, no parental consent for recordings is required under the FOIP Act.

Private (In-Class) Events

Regular classroom days are not open to the public. The Bearspaw Preschool Society recognizes that parents and caregivers may want to record their child's special helper day and the Teachers will allow cameras in the classroom. However, the policy of the preschool is that parents/caregivers may only photograph their own child and that no media recorded in the classroom may be published to a public forum including social media sites (Facebook, YouTube, Twitter, etc.) without written consent from the board, teachers, and parents' children involved in the photos.

REGISTRATION POLICY

Registration is determined as per the priority levels outlined below.

1. Pre-Registration: Pre-registration for the following year commences at the beginning of the calendar year with a date to be determined by the Board. Priority at pre-registration will be given in the following order:
 - a. Returning Students – children who are currently enrolled in the Preschool, same Teacher and time of day (am/pm);
 - b. Returning Students – children who are currently enrolled in the Preschool, change of Teacher and/or time of day; and
 - c. Alumni – siblings of children currently or previously enrolled in the Preschool.

2. Open Registration: Open registration for the current year commences immediately after the priority registration with a date to be determined by the Board. New registrations will be processed on a first come basis for any remaining spots.

A student may only be enrolled in one class per day. As per the Alberta Child Care Licensing Act, the Preschool can only provide a maximum of four hours of instructional time per child per day.

Registrants will be notified by email if their child has been accepted into the Preschool. Registrants choosing to accept placement at the Preschool must complete the registration process by:

1. Fulfilling requirements as per the Fee Policy; and
2. Completing the full registration form.

Failure to complete any of the Registration requirements may result in the child's placement being released.


FEES

Registrants will be notified by email if their child has been accepted into the Preschool. Once a placement in the Preschool has been offered and accepted, registrants have 48 hours to submit the non-refundable registration fee, as per instructions given in the registration email.

All registered students must hold a valid Bearspaw Glendale Community Association (BGCA) membership. If families do not have a current valid membership, the fee is collected by the Preschool on behalf of the BGCA.


Program fees are payable in installments, as per the fee schedule. All program fees are due within 48 hours of the payment date. In the event program fees are not received, the child's placement in the Preschool may be released.

The 2018-2019 payment schedule is outlined below:

 June 1, 2018: First tuition payment is due

 First Day of School: The Bearspaw Community Centre fee is due

 November 1, 2018: The second tuition payment is due

 February 1, 2018: The final tuition payment is due

FEE SCHEDULE – 3 YEAR OLD PROGRAM

Description	Payment Date	Program Fees	
		CHEQUE or E-TRANSFER	CREDIT CARD (PayPal user fee added to amount due)
Non-refundable registration fee	Due 48 hours after a position has been offered and accepted	\$100.00	\$103.30 (includes \$3.30 PayPal user fee)
Program fees for September, October, November, June.	June 1	\$594.00	\$612.05 (includes \$18.05 PayPal user fee)
BGCA membership fee	First day of class	\$40.00	N/A – Must be paid by cheque or cash
Program fees for December, January, February	November 1	\$445.50	\$459.11 (includes \$13.61 PayPal user fee)
Program fees for March, April, May	February 1	\$445.50	\$459.11 (includes \$13.61 PayPal user fee)

FEE SCHEDULE – 4 YEAR OLD PROGRAM

Description	Payment Date	Program Fees	
		CHEQUE or E-TRANSFER	CREDIT CARD (PayPal user fee added to amount due)
Non-refundable registration fee	Due 48 hours after a position has been offered and accepted	\$100.00	\$103.30 (includes \$3.30 PayPal user fee)
Program fees for September, October, November, June.	June 1	\$800.00	\$824.20 (includes \$24.20 PayPal user fee)
BGCA membership fee	First day of class	\$40.00	N/A – Must be paid by cheque or cash
Program fees for December, January, February	November 1	\$600.00	\$618.23 (includes \$18.23 PayPal user fee)
Program fees for March, April, May	February 1	\$600.00	\$618.23 (includes \$18.23 PayPal user fee)

WITHDRAWAL / CANCELLATION POLICY

Cancelled registration at any time will result in forfeiture of the non-refundable registration fee.

After school begins, notification of withdrawal must be made in writing via email to the Registrar of the Board no later than 30 days prior to withdrawal. Failure to provide sufficient notice will result in forfeiture of the next month's tuition.

The Bearspaw Preschool Society reserves the right to discontinue a child's involvement in the program for reasons of non-payment of fees or the inability of a child or parent to adjust to the program (please refer to the Discipline Policy for further details). If a child is discontinued by the Board, the parent will not forfeit the next month's tuition.

If a child is withdrawn for any period of time (vacation or sickness) fees must be paid to maintain the child's place in the program.

CONTACT INFORMATION

TEACHING TEAM		
Teacher (classroom A)	Kristine Chamberlin	classrooma@bearspawpreschool.com
Aide (classroom A)	Jodi Lindsay	jodi.lindsay@hotmail.com
Teacher (classroom B)	Michelle Corey	classroomb@bearspawpreschool.com
Aide (classroom B)	Janette Solecki	jsolecki@shaw.ca
Aide (Classroom B)	Gail Stauffer	Gail Stauffer <gail_stauffer@yahoo.ca>

BOARD		
President	Kate Gollogly	president@bearspawpreschool.com
Vice-President	Anitra Apps	vice-president@bearspawpreschool.com
Vice-President		vice-president@bearspawpreschool.com
Treasurer	Sarah Henfrey	treasurer@bearspawpreschool.com
Secretary	Christina Reeb	Secretary@bearspawpreschool.com
Registrar	Erin Peresta	registrar@bearspawpreschool.com
Special Events Co-Coordinators	Karly Sawatzky Anise Thorogood	events@bearspawpreschool.com
Casino Coordinator	Carrie O'Connor	casino@bearspawpreschool.com
Social Media Coordinator	Clarissa von Stetten	socialmedia@bearspawpreschool.com
Website Coordinator		
Marketing Coordinator		marketing@bearspawpreschool.com
Members At Large	Tammy James Laura Gray Nicole Savoie Holly Swinton	

Note: A copy of the complete Bearspaw Preschool Policy Manual is available upon request by emailing president@bearspawpreschool.com.