



2021-2022

SCHOOL HANDBOOK

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ABOUT THE BEARSPAW PRESCHOOL

Welcome to Bears paw Preschool!

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

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 Bears paw 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. The children are immersed into an environment of “question” and “discovery”, whereby 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 when dealing with their peers.

Each child develops at their own pace, we are here to facilitate and encourage each individual as they set out on their 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 numeracy skills.



TEACHING TEAM

Mrs. Andrea Kuehn– Teacher Classroom A



I am so happy to join the teaching team at Bears paw Preschool. As a Bears paw community member, former Bears paw preschool parent and an early childhood teacher, I have always been very impressed with our preschool’s program. I feel very lucky to lovingly lead little ones in their learning.

I have a Bachelor of Education Degree with a minor in Early Childhood Education from the University of Alberta. I taught Kindergarten, Grade One and Grade Two before becoming a mom of three fantastic humans whom I totally adore and can’t get enough of. When my youngest was in school I returned to teaching as a substitute teacher for Rocky View Schools and worked at the Bears paw Lifestyle Centre to bring joy, togetherness, and fun to our community.

Early Childhood Education is an important preparation for primary school but is also a truly formative and remarkable time. Early childhood development sets the foundation for lifelong learning, behaviour, and health. The experiences children have in the early years shape the brain and the child’s capacity to learn, to get along with others and to respond to daily stresses and challenges. My goal is to meet each child where they are at, nurture and support them and provide them with ample multifaceted, play based opportunities to wonder and to discover. My goal is to love and lead the whole child; to teach holistically.

I look forward to singing, dancing, creating, learning, and enjoying all the playing we will do!

Mrs. Janette Solecki – Teacher Classroom B



I have been very fortunate to be a part of the Bears paw Preschool since Spring 2013. It has been a pleasure to share in the students’ educational journey and be a part of such a great team. I am passionate about working with children, creating fond school memories, and helping to ensure their first exposure to a school setting is a positive one.

I received my teaching certificate from the University of Calgary. After graduating I taught in elementary and high schools. I pursued a career in sport as well and since then I have been dedicated to coaching young athletes for many years. I have three children who have been a constant source of joy and taught me so much.

As a preschool teacher, my goal is to provide students with an opportunity to explore and create in a loving and caring environment. Fostering self confidence, trust and learning through play empowers students to acquire new skills, grow and develop a love of learning. I look forward to meeting all the students and watching them discover the many activities and themes at preschool.

Gail Stauffer
Teacher’s Aide Classroom A



Jodi Lindsay
Teacher’s Aide Classroom B



At Bears paw Preschool we recognize that parents are the child’s first teachers, and children learn best when parents are involved in their educational programming. In addition to our teaching staff, 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**” when they bring in a favorite toy to show and share with the class.

*Please be advised that parents and guests may not be permitted in the preschool classrooms at certain times due to the evolving COVID-19 pandemic. Please refer your child’s teacher’s weekly announcements should policies change as required by AHS.

PROGRAM INFORMATION

Three-Year Old Program:

Tuesdays and Thursdays
Morning: 9:00 - 11:00am
Afternoon: 12:30 - 2:30pm

Four-Year Old Program:

Mondays, Wednesdays & Fridays
Morning: 9:00 - 11:30am
Afternoon: 12:30 - 3:00pm

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 shoelaces.



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 ASAP.



Labels: Please label all of your child's belongings, (i.e. 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:

- o https://mabelslabels.ca/en_CA/
- o Blank ones available at Wal-Mart



Loveable Labels:

- o <https://www.loveablelabels.ca/multi-purpose>



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 labeled with their name.

STAGGERED ENTRY DAYS

3 YEAR OLD PROGRAM

Our teachers will be offering a staggered entry to allow children an opportunity to meet their teacher and a few classmates prior to the first official day of school. Your child will be scheduled on either Tuesday, September 7 or Thursday, September 9. Parents are welcome to attend the staggered entry session together with their child(ren). Please watch for an email from your child's teacher regarding a staggered entry session which you and your child can attend together. ***Please note this may need to be adjusted due to the evolving COVID-19 pandemic.

Please have a pen handy and allow for a few minutes to confirm emergency contacts, medical information and complete any additional paperwork. Regular classes will begin on Tuesday, September 14.

At this time parents are welcome to remain inside the Bears paw Lifestyle Centre (BLC) during the first few days of classes. We ask that parents make an effort not to disrupt the classroom proceedings. There will be a Parent Coffee and Conversation on Tuesday, September 20 at 9 am and 12:30 pm to allow parents to connect and socialize.

Please watch for an email from your Teacher regarding any first day of school information.

4 YEAR OLD PROGRAM

The first two days of school will be staggered entry. Your child will be assigned to attend on either Wednesday, September 8 or Friday, September 10. This will give the students a chance to become familiar with the new routines and procedures in class with a small group. It is encouraged that parents do not remain in the classroom during the staggered entry for our 4-year old program.

We recognize that a number of our four-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. Parents are welcome to remain inside the Bears paw Lifestyle Centre (BLC) during the first few days of classes. We ask that parents make an effort not to disrupt the classroom proceedings. There will be a Parent Coffee and Conversation on Monday, September 19 at 9 am and 12:30 pm to allow parents to connect and socialize.

Note: Please have a pen handy on the first day of school parents will be asked to review and confirm their child's registration and emergency contact information.

Please watch for an email from your Teacher regarding the first day of school information.

FIRST REGULAR SCHOOL DAY FOR ALL STUDENTS

Last year we adjusted our drop off routines due to the evolving pandemic. Our teachers have agreed to continue with the same routines as last year to help reduce the number of parents and children in the small classroom boot areas.

When you and your child arrive, you will be greeted by your Teacher and Teacher's Aide. A touchless temperature reading will be taken prior to your child entering the building. Upon entering the classroom, children will be asked to sanitize or wash their hands. After, the teacher or teacher's aide will then assist your child with putting their backpack in the assigned spot. Staff will also assist your child with removing coats and shoes should that be necessary. Please see the following section for more information regarding drop off and pick up times.

For many children preschool is the first time they are 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; 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 in the BLC building or parking lot for the first week, but by midway through the second week 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

BLC Classroom A AM/PM Drop-off routine

Parents with children in the A classroom will drive to the EAST side of the BLC building. Please wait outside the marked door in the picture below. When staff are ready to receive your child, we encourage parents to mask up and exit the vehicle. Bearpaw Preschool students do not need to wear a mask. Once staff have verbally confirmed that your child is symptom free, a quick touchless temperature check will be taken. (Temperature may be taken inside due to outdoor temperatures some days). After, the staff will take the student inside the classroom to wash hands and then staff will assist them with backpacks, shoes and coats.



Below are the outlined times in which the students may be dropped off outside the school to allow for staggered entries. Please note that drops off and pick-ups will be completed in the parking area in a designated zone and no parents will be allowed into the classroom at this time:

- o Mornings 08:50am- 09:05am
- o Afternoon 12:30pm-12:45 pm

We know that these new routines might be difficult for some children for the first few days. If you feel your child needs more time, please wait until towards the end of the staggered entry times. Staff will help

assist and try to engage your child in activities in the classroom.

BLC Classroom B (portable) Drop-off routine

Parents with children in the B classroom will drive to the WEST side of the Bears paw Preschool Portable building. Please park your vehicle and text your teacher to notify that your child is ready. ***Mrs. Solecki will provide cell number in her welcome email. When staff are ready to receive your child, we encourage parents to mask up and exit the vehicle. Bearpaw Preschool students do not need to wear a mask. Once staff have verbally confirmed that you have completed the Screening Questionnaire a quick touchless temperature check will be taken. After, the staff member will take the student inside the classroom to wash hands and then staff will assist them with backpacks, shoes and coats.

Below are the outlined times in which the students may be dropped off outside the school to allow for staggered entries. Please note that drops off and pick-ups will be completed in the parking area in a designated zone and no parents will be allowed into the classroom at this time:

- Mornings 08:50am- 09:05am
- Afternoons 12:30-12:45pm

Dismissal Procedures

All 4-year old programs will be dismissed from the BLC center starting at 11:25 am. At this time, parents are able to wait for their child inside the building. Should this policy change, please refer to APPENDIX A for our outdoor pick up instructions.

The 3- Year Old class will be dismissed from the BLC center starting at 10:55 am. At this time, parents are able to wait for their child inside the building. Should this policy change, please refer to APPENDIX A for our outdoor pick up instructions.

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 Bears paw Lifestyle Centre) 403-239-4441

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

ILLNESS AND MEDICATION POLICY

We expect parents to responsibly evaluate their child's health before sending them to school. Please refer to our COVID-19 Handbook regarding our current illness policy. Bears paw Preschool will have a zero-tolerance policy for families and staff who knowingly attend preschool when unwell.

If your child exhibits any of the following non-COVID-19 symptoms, please **DO NOT** bring them to school:

- 🌸 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 Bears paw Lifestyle Centre)

403-239-4441

Classroom B (located inside 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 that specifically outline what the child's reaction looks like, and if /when any intervention (like an EpiPen) is needed.

INJURY

The Teacher and Aide are required to have a valid First Aid Certificate. Should an accident or injury occur, the following steps would 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, 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.
**Note: Classroom A students put their snack into cubbies inside the classroom, and classroom B students leave snacks inside their backpacks.
2. **Circle Time** - Calendar activities, games, stories, songs, and discussions promote development in language, number skills and social interactions.
3. **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.
4. **Art** - An integral part of an early childhood program, children will have the opportunity to create a specific art project 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.
5. **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.
6. **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.

7. **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!).
8. **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.
9. **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 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 Bears paw 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 Bears paw Preschool:

SPECIAL HELPER DAYS

Parents are integral to our success as a preschool. We believe in a strong relationship between families and our preschool. We are excited to welcome parents into our preschool to share in their child's special day.

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.

*We respectfully ask that parents who are entering the preschool program wear a mask and follow all current AHS guidelines. Our board and teachers may need to reevaluate parents in our classrooms as the COVID-19 pandemic evolves. We appreciate your understanding and support as try to navigate through the pandemic safely, but also keep our core values that make our program unique and special.

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.

Please refer to emails from your homeroom teacher regarding any current COVID-19 pandemic information and/or health requirements.

FUNDRAISING

The Bears paw 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. Coffee Sale, Wreath/Pointsettia Order, Art Cards, Art Gala, and Bi-Annual Casino Night). We thank you in advance for participating and contributing to our program in this way.

BEARSPAW PRESCHOOL BOARD


The Bears paw 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 4 executive positions and up to 10 other volunteer roles. (A complete list of our 2021-2022 Board is outlined on the last page of the handbook.)



Please review the roles below if you are interested in joining our fabulous team and contact Alysha Blazevic at president@bears pawpreschool.com.

 **President-INTERIM**

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

 **Co-Vice Presidents (2 Roles) – 1 VACANT**

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

 **Treasurer- VACANT**

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) – 1 Vacant**

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 2021.

 **Website / IT Coordinator**


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

 **Registrar- Vacant**

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.

 **Social Media Coordinator - Vacant**

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

 **Marketing Coordinator**

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

COMMUNICATION & FEEDBACK

Communication is the cornerstone of any good relationship. Teachers send weekly emails and provide monthly calendars to ensure everyone is aware of upcoming school and classroom events.

*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 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.

The AGM is scheduled for Tuesday, May 10, 2022.

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 outside each classroom 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 Bears paw 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.

In the event of a COVID-19 related school closure, the Board will consult with Preschool staff to determine how teachers can assist children with their learning at home. In the past this has included recorded stories and craft kits.

SAFETY AND SECURITY / EMERGENCY POLICY

At the Bears paw 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 Bears paw School has been designated the meeting place in the event of an emergency.

Children will remain at the Bears paw 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 Bears paw 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.



FEE POLICY

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 Bears paw 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 will be collected monthly at this time. Program fees are due the first of every month. In the event program fees are not received, the child's placement in the Preschool may be released. Consistent payment of tuition fees may result in your child's removal from the program.

Methods of payment for tuition include:

-  e-Transfer: The e-Transfer from your online banking institute should be emailed to treasurer@bears pawpreschool.com with the answer to the security question being the first name of the student in all capital letters.
-  Cheque: Please make cheques payable to "Bears paw Preschool Society". Cheques may be delivered to one of our teachers during class time.

Methods of payment for the Bears paw Lifestyle Centre fee include:

-  Cheque: Please make cheques payable to "Bears paw Lifestyle Centre". Cheques may be delivered to one of our Teachers during class time.

 Cash: Cash can be delivered to one of our Teachers during class time.

FEE SCHEDULE – 3-YEAR-OLD PROGRAM

Tuition for our 3 -year- old program will be \$200 per month due on the first of every month. Payment is to be made via cheque or e-transfer.

FEE SCHEDULE – 4-YEAR-OLD PROGRAM

Tuition for our 4 -Year- old program will be \$230 per month due on the first of every month. Payment is to be made via cheque or e-transfer.

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 Bears paw 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) | Mrs. Andrea Kuehn | classA@bears pawpreschool.com 403-239-4441 |
| Aide (classroom A) | Mrs. Gail Stauffer | aideclassa2@bears pawpreschool.com |

| | | |
|--------------------------|-----------------------------|--|
| Teacher (classroom B) | Mrs. Janette Solecki | classb1@bearspawpreschool.com 403-208-9339 |
| Aide (classroom B) | Mrs. Jodi Lindsay | aideclassa1@bearspawpreschool.com |

| | |
|----------------------|--|
| REGISTRATION* | |
| VACANT | registration@bearspawpreschool.com |

***Note:** All Registration inquiries should be directed to this email address.

| | | |
|--------------------------------|---|--|
| BOARD | | |
| President | Interim Acting President-Alysha Blazevic | president@bearspawpreschool.com |
| Vice-President | Kelly Pruden | vicepresident@bearspawpreschool.com |
| Vice-President | VACANT | vicepresident@bearspawpreschool.com |
| Treasurer | VACANT | treasurer@bearspawpreschool.com |
| Secretary | Becki Leipert | secretary@bearspawpreschool.com |
| Special Events Co-Coordinators | Aurora Wah 1 Vacant | events@bearspawpreschool.com |
| Casino Coordinator | Holly Swinton | casino@bearspawpreschool.com |

| | | |
|--------------------------|------------------------------------|-------------------------------------|
| Registrar | VACANT | registration@bears pawpreschool.com |
| Social Media Coordinator | Interim - Lindsay Servinski | socialmedia@bears pawpreschool.com |
| IT Coordinator | Josh Goodrich | 365admin@bears pawpreschool.com |
| Marketing Coordinator | Stephanie D'Hondt | marketing@bears pawpreschool.com |
| Teacher (Classroom A) | Andrea Kuehn | classA@bears pawpreschool.com |
| Teacher (Classroom B) | Janette Solecki | classb1@bears pawpreschool.com |

Note: A copy of the complete Bears paw Preschool Bylaws, Policies and COVID-19 Policies are available upon request by emailing secretary@bears pawpreschool.com.

APPENDIX A- OUTDOOR PICK UP INFORMATION

FOR REFERENCE ONLY- Should the BLC require parents to remain OUTSIDE, these are our established pick up routines.

4- Year Old Program Dismissal procedures will be the same as drop off procedures- children will be released outside via the emergency exit doors. During the assigned pick up times our staff will be waiting with the children. Our staff will assist your child with packing their lunch kit, crafts and belongings, as well as, changing their shoes and putting on outdoor clothing.



When you arrive to pick up your child, please wait in the pickup que and upon greeting the staff you child will be brought out to you. At this time, please put on your mask and assist your child with entering your vehicle.

4-year-old class (Mon/Wed/Fri)

- o Mornings 11:25-11:35 am
- o Afternoon will be 2:55-3:05pm



The 3- Year Old class will be dismissed from the gym emergency exit door along the south side of the building (directly beside the school). Parents will drive to the East Entrance (as they did in the morning), then proceed past the skating rink and then wait in cue at the gymnasium emergency exit doors. Staff will be waiting with your child and all of his/her belongings.

3-year-old Class (Tues/Thurs)

- Mornings 10:55am-11:05am
- Afternoons 2:25-2:35 pm

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.

Dismissal Procedures

4- Year Old Program Dismissal procedures will be the same as drop off procedures- children will be



released outside via the emergency exit doors. Parents should not be waiting in the BLC building prior to pick up. During the assigned pick up times our staff will be waiting with the children. Our staff will assist your child with packing their lunch kit, crafts and belongings, as well as, changing their shoes and putting on outdoor clothing. When you arrive to pick up your child, please wait in the pickup que and upon greeting the staff you child will be brought out to you. At this time, please put on your mask and assist your child with entering your vehicle.

4-year-old class (Mon/Wed/Fri)

- o Mornings 11:15am-11:25am
- o Afternoon will be 3:1pm



The 3- Year Old class will be dismissed from the gym emergency exit door along the south side of the building (directly beside the school). Parents will drive to the East Entrance (as they did in the morning), then proceed past the skating rink and then wait in cue at the gymnasium emergency exit doors. Staff will be waiting with your child and all of his/her belongings.

3-year-old Class (Tues/Thurs)

- Mornings 10:55am-11:10am