



2024-2025

Calgary Kindergarten Parent Handbook

Unit 129 - 2640 52 St NE – Inside the Village Square Mall Phone: 403-300-5543

Jennifer Benson – Teacher (morning class)

Jennifer.benson@foothillscreative.org

Tiffany Kopp – Teacher (afternoon class)

Tiffany.kopp@foothillscreative.org

Joan Green Principal Joan.green@foothillscreative.org

Morning kindergarten 8:30 am - 11:40 am Afternoon kindergarten - 12:30 pm -
3:40 pm Before and after school care 7:30 am-6:00 pm

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FOOTHILLS CREATIVE BEGINNINGS (FCB)

FCB is a registered non-profit society, established in 1994 and governed by a board of directors. We offer preschool and kindergarten programs as well as Early Intervention services.

We work in partnership with families to support and encourage children to reach their full potential in child-centered learning environments. We want all children to have the opportunity to embrace early education and develop a strong foundation for life-long learning.

- ✓ FCB respects the individuality and unique talents of each child.
- ✓ FCB provides an inclusive and holistic learning environment.
- ✓ FCB believes that learning through purposeful play is the basis of child development and early education.
- ✓ FCB, in partnership with families and learning centers, works to meet challenges and build support for the children we serve.
- ✓ FCB is dedicated to professionalism, seeks out and adopts best practices, demonstrates integrity and honesty in all that we do.

Kindergarten Program

Our accredited kindergarten is an independent program mandated to provide strong readiness skills in the areas of literacy, numeracy, and citizenship. We infuse art and music throughout the program. We follow the Alberta Education curriculum and value indoor and outdoor play as the vehicle for teaching academic and social skills.

Communication

Parent/Teacher Communication

The classroom teacher invites you to discuss any questions or concerns you might have about your child's classroom experience. This may be done by email or with a scheduled phone call. If the teacher can't answer your questions, you are encouraged to speak to the principal.

Newsletters

A monthly newsletter will be emailed to you containing important dates, program highlights and parent and community resources.

Assessment and Reporting

Assessment is an ongoing process guiding instructional decisions. Written report cards are sent home in January and June. An opportunity to meet with your child's teacher will occur in November and February. If the teacher has concerns about your child's adjustment or progress, they will arrange a time to speak with you.

Field Trips

Walking off-site activities

For routine outdoor activities, such as walks in the neighbourhood or outdoor play, parents provide written approval in advance for the school year. When off-site, the teacher will take a records file, cell phone and first aid kit.

Trips requiring transportation

Field trip consent forms will be sent to parents well in advance of a scheduled field trip. Notification of field trip dates will also be included in the monthly newsletter. Please be sure to return consent forms in a timely manner so your child can participate in these enriching experiences.

Early Intervention Services

FCB provides Early Intervention Services to children who qualify by applying for funding through Alberta Education. We screen all kindergarten children to determine if early intervention would benefit them. For those children who qualify, therapists will provide speech/language and/or occupational therapy as needed. We provide the additional support of an educational assistant in the classroom setting as required. Additionally, if needed, we access psychology, behaviour support and physiotherapy services.

FCB administers funding from Alberta Education through PUF, Mild and Moderate (M/M) and English as an Additional Language (EAL) grants. Information about these grants is available on our website.

All Early Intervention services are overseen by our school Principal and Director of Education and Early Intervention, Joan Green. Questions may be directed to joan.green@foothillscreative.org or 403-300-5543.

Individual Program Plans (IPP)

Children assessed by a member of our multidisciplinary team as meeting the criteria for Early Intervention Services, will have an IPP developed in collaboration with parents. The IPP will include goals for growth, identified strengths and the strategies and supports being implemented to achieve the goals. We schedule times to meet with parents to review IPP goals and strategies. The meeting will include the classroom teacher and members of the child's early intervention team.

Scheduled IPP Meetings

- ✓ November 7/8 Meet the teacher and IPP days.
- ✓ February 6/7 Parent/Teacher learning conferences and IPP meetings.
- ✓ May 29/30 Parent/Teacher learning conferences and final IPP meetings.

*There is no school for children on these days

Policies and Procedures

Enrichment Fee

This fee covers supplies, and extra programs such as our music program and is collected via auto withdrawal through the submission of a preauthorized debit (PAD) form. The PAD form is available on the [website](#) and should be completed before the end of August. You may choose to pay in monthly installments of \$40/month or in a lump sum of \$400. The September payment is withdrawn on September 15th. Following auto withdrawals will be taken on the 1st of each month from October to June. For questions about fee payment contact our Controller, Donnelle Watson at donnelle.watson@foothillscreative.org.

Parent Contact Information

Should there be a change during the year in any information such as address, email, phone number or caregivers please notify us so we can reach you should an emergency arise.

Medical Conditions

If your child has a medical condition such as asthma or a severe allergy that could require staff to administer emergency medication, make sure the teacher is informed and you have completed the required consent forms.

FCB staff do not administer medication other than emergency medications such as inhalers or epi-pens. Please ensure your child's teacher is up to date on any changes to your child's health which may impact learning. Please inform the school if your child has **severe allergies**. The school will keep an epi-pen on site in case of emergency.

Illness

If your child becomes ill at school, we will remove them from the classroom, make sure they are attended to and feel as comfortable as possible. You will be notified immediately and requested to pick up your child as quickly as possible.

If your child feels ill or has been ill within the previous 24-48 hours, keep them home from school. If your child has required medication such as cough syrup or Tylenol in the previous 24 hours, they should stay home.

Medical Emergencies

At least one staff member with a valid First Aid Certificate in Child Care is available whenever children are present. For minor scrapes or bumps, staff will provide necessary first aid and parents will be notified of incidents.

Should a serious medical emergency arise, staff will administer first-aid, call EMS as required and notify parents. Please ensure we have up to date contact information.

Emergency Planning

Should there be an emergency evacuation, the children will be taken to the Village Square Library. Parents will be contacted to pick up their children. Full details of the procedure are posted at the school. Fire drills are held 4 times per school year. We practice a lockdown twice a year and parents will be notified in advance of the practice.

Insurance

The school carries general liability insurance. Parents waive all claims against the school in excess of the liability coverage. You may purchase individual or family accident insurance privately.

Drop off and pick up

It is important your child enjoys all their kindergarten program. Please arrive on time for both drop off and pick up. If you have not picked up your child within 15 minutes of dismissal, we call contacts in the following order: parents' cells, work number(s), emergency contact.

Morning kindergarten entry - 8:30 pick up 11:40
Afternoon kindergarten entry - 12:30 pick up 3:40

Discipline and Conflict Resolution

Kindergarten children are learning skills in cooperation, sharing, communication and respect. Our first concern is that all the children are safe, comfortable and feel free to develop their imagination and explore with a sense of confidence. Our policy is to recognize any behaviour as communication, investigate the root of the behaviour and foster social and emotional development to modify and manage behaviour.

We approach discipline as a teaching opportunity and use the following strategies to guide children's behaviour.

- ✓ ask children to reflect on their actions or take personal responsibility.
- ✓ ask children to recognize or manage their emotions.
- ✓ teach missing skills (what to do rather than what not to do)
- ✓ intrinsically motivate children to change their behavior.

We employ a multi-step approach.

Anticipate: We prevent problems by having enough equipment and activities and by setting clear consistent routines and expectations before problems arise.

Observe: We observe children at play and throughout the school day. If a conflict between children arises, and neither child is being hurt, we encourage the children to work through the problem with their own solutions. Observation provides the opportunity to assess children's emerging skills and provide support and direct teaching where necessary.

Facilitate: When required, the classroom teacher will step in to facilitate conversation between children and help them to negotiate. It is often necessary to trace the root of any behaviour to determine the cause. This requires careful observation and necessitates developing a strong relationship with the children in our care.

Resolution: We encourage children to generate their own solutions to issues in the classroom. This will be facilitated by the classroom teacher who will offer support as needed. If a child is unable to engage in problem solving, the teacher may spend some quiet time with the child to assist them in regulating their emotions. If there are ongoing issues, parents will be informed and together we will work towards a solution.

General Information

Photographs

There will be a school photo day in the fall and proofs will be provided with the option to purchase.

Teachers also take photographs of the children for class projects or documentation purposes. Permission for photo use was included on the registration form.

Clothing

Please send your child to school in play clothes as they will be involved in crafts and play that can be messy. Closed-toe, non-slip shoes or runners must be worn inside the school- no flip flops or sandals. Participation in gym activities requires appropriate shoes. Outdoor play is a part of our program. Please ensure your child is dressed for cool weather with hats, mitts, and boots. Please put a change of clothes in your child's backpack in case of a spill or toileting accidents.

Bringing items to School

At times, your child will be invited to bring special objects from home to share with the class. You will be notified of this well in advance. Outside of this, we request children keep toys or other objects at home.

Snacks

Kindergarten students enjoy a daily snack break. Please send a nut-free, nutritious snack and water bottle. On special occasions, students may choose to bring a snack to share with the class. Please ensure when sending a group snack,

- ✓ You have informed the classroom teacher prior to bringing the snack.
- ✓ The snack is nut-free.
- ✓ There is enough for everyone in the class.
- ✓ All safe food handling protocols are followed.

We keep some healthy, nut-free snacks on site in case a snack gets forgotten. If your child has special dietary restrictions, please provide the school with 'back up' snacks to store on site in case of emergency.