



THREE YEAR OLD PROGRAM

ORIENTATION PACKAGE

Drop Off and Pick Up Procedures

The Silver Springs Preschool's priority is to provide a safe and secure environment for all children, so we ask that you please adhere to the parking signs and the "NO PARKING" yellow curb in front of the basement door where you will enter. Because of the number of children entering the preschool at the same time each day, please exercise extreme caution when entering the parking lot area.

In order to minimize the congestion both in the parking lot and in the building at drop off and pick up times, we stagger our class entry times by designating a 15-minute drop off/pick up window to each class. Parents/caregivers are encouraged to be as precise and efficient with this process as they can be.

The class times are as follows:

3yr old AM class is 8:45am - 11:15am in Classroom A

3yr old AM class is 9:00am-11:30am in Classroom B

3yr old PM class is 12:45pm - 3:15pm in Classroom A

For our 3's program we expect a parent to pick up and drop off their child INSIDE the building. Classroom doors open at 8:45am and 12:45pm for the students in Classroom A. The doors will open at 9:00am for the students in Classroom B. Parents can start bringing children into the building 5 minutes prior to class starting to get them out of outdoor wear and lined up outside the classroom. PLEASE DO NOT COME INTO THE BUILDING ANY EARLIER THAN 5 MINUTES PRIOR as we still want to avoid congestion issues.

Preschool Access Times - Tuesdays and Thursdays

The preschool exterior doors will be open during the following hours:

- **Morning:**
8:30 AM - 9:15 AM
11:00 AM - 11:45 AM
- **Afternoon:**
12:30 PM - 1:00 PM
3:00 PM - 3:30 PM

Please note: **You may leave the building at any time.**

If you arrive outside these times (for a late drop-off, early pick-up, or toy cleaning duty), please enter via the upstairs entrance and use the internal staircase to reach the preschool classrooms.

Please promptly leave the building after picking up your child and avoid socializing inside, as other programs need the space. For everyone's safety, do not touch any equipment, respect shared areas outside, and supervise your child at all times.

As per our policies, consistent late pick-ups are subject to a fee. For more information please see our SSPS policies.

After the May Long Weekend, we will be transitioning the 3's to an outside drop-off procedure. This will hopefully prepare them for the 4's program where there are more expectations for the children to enter the building independently and put on and take off their shoes and outdoor wear. Children will still be picked up from inside the building.

If your child will not be attending classes on a certain day due to holidays or sickness, please notify your teacher.

Class Communication - Class Dojo

All of our teachers use **Class Dojo** as an online platform to stay connected with families. This is the **main way teachers will communicate** with parents throughout the year.

Please note:

- **Class Dojo is not an instant messaging service.** While messages can be sent anytime, teachers may need up to **48 hours** to respond to non-urgent messages.
- Teachers may **not be able to check messages during class** or on non-preschool days.
- For **urgent matters during class hours**, please contact the **SSCA Office at 403-288-2616**.

Class Dojo is especially helpful for:

- Sharing **weekly summaries and classroom highlights**
- Providing **quick updates**, such as schedule changes due to weather or other circumstances

If your child will be away due to illness, holidays, or other reasons, please notify your teacher through Class Dojo.

Setting Up Class Dojo:

In **late August**, you will receive a message from your child's teacher along with a **personal code**. Please:

1. Download the **Class Dojo App**
2. Use your personal code to connect to your child's class
3. **Enable notifications** and place the app in an easy-to-find spot on your device

If you have any questions or would like to speak with your child's teacher, please send a message through Class Dojo to arrange a convenient time or email for matters that don't require a meeting.

What does your child need to bring to Preschool?

A backpack, large enough to comfortably fit the following items:

- a pair of indoor shoes (no tie up laces)
- a snack container
- a water bottle
- a spare change of clothing (pants, top, underwear and socks)
- crafts made a preschool
- winter gear such as waterproof mittens (not gloves) and hat/summer gear such as sunglasses, sun hat

*****Please ensure that ALL items are clearly labelled with your child's name*****

We find that those children who have a larger backpack have greater success gaining independence as they can easily fit items into their backpack. They also have room to fit any craft treasures in. Although very cute, we would ask that you avoid the very small "Skip and Hop" backpacks often found at Chapters. A general rule of thumb is that if you have to strategically pack it to get everything in, chances are they will struggle. The more space the better!

Also, please make sure that your child wears comfortable, easy fitting clothing to preschool. Belts and buckles make it harder for them to be independent, particularly in the bathroom.

We do ask that your child does not bring personal items such as special toys except on their sharing day.

Finally, remember....preschool gets messy when we are creating and having fun! Clothes may get paint/marker/mud/grass stains so dress your child in clothing that you don't mind them getting dirty.

SNACK RULES

Snacks are the responsibility of each parent or caregiver. Snacks are NOT to be shared due to food allergies.

The Silver Springs Preschool is a nut/peanut-free environment!

Please ensure that your child's snack does not contain, or has not been in contact with, nuts, peanuts or their oils. Nuts and peanuts (even trace amounts) can cause severe and/or life-threatening reactions in certain children. Please check the ingredients list on all packaged foods such as crackers, granola bars, and cookies for nut or peanut content.

Food allergies

Your teacher will inform all parents of any specific allergies in your class.

Birthday snacks/treats

When it is your child's birthday, we allow them to bring in a small treat (food or non-food item) to share with their class. Please make sure that the snack complies with any allergies within your class that your teacher has specified at the start of term. Please let your teacher know in advance if you are planning to bring in a birthday treat. There are a maximum of 16 children in the class. **This is completely optional and not required.**

The preschool does not permit the following foods:

Nuts and seeds, hard candies, caramels/toffees, chewing gum, jellybeans, popcorn, gum drops, and snacks made with toothpicks or skewers.

What to bring for snack?

Please have your child bring a fully labeled snack bag and a water bottle to class each day.

Please no juice boxes.

It is important that you equip your child with easy-to-open containers and packages containing their food items. This helps to reduce teacher contact with personal items. Bento Boxes are easy for the students to access their own food. Yogurts and apple sauce are better sent in easy-to-open Tupperware containers as the children are prone to spillage when attempting to open individually packaged food themselves. A simple cut on top of a granola bar wrapper helps minimize the difficulty of that initial tear while also fostering the child's autonomy.

Please also be conscious of the size of the snack that you send with your child. Send snacks that they can consume in 10 minutes or less.

The preschool does not have a refrigerator or microwave, so please do not send food items that need to be kept cold or reheated. Ice packs may be used to keep them cold.

Please help us minimize choking hazards and ensure that all carrots, pepperoni sticks, grapes, cheese strings or circular shaped foods are cut lengthwise. It is suggested that snacks come from two of the four food groups (grains, vegetables and fruits, milk products, meat and alternatives). Here are some IDEAS:

*Fruit: Cut-up fruit of any kind. Grapes must be sliced lengthwise and pitted fruits such as peaches, nectarines, cherries, and plums should have the pits removed. Hard fruits should be cut into bite-sized pieces.

*Vegetables: Cut-up vegetables of any kind. Carrots have to be cut lengthwise as the roundness is sometimes difficult for children to swallow. Hard vegetables should be cut into bite-sized pieces.

*Cheese: Prepared in slices please.

*Crackers: Can include animal crackers, fish crackers, soda crackers, Teddy Grahams, etc. Whole grains are preferred where possible. (Please check the ingredient list for nut or peanut content).

*Baked Items: Mini-muffins, banana loaf or cookies.

*Pepperoni Sticks Cut lengthwise as the roundness is sometimes difficult to swallow.

Please note: no candy is permitted. Please refer to the full snack policy online.

POTTY TRAINING

We have a strict policy of no pull-ups. Children need to be fully potty trained.

If toileting mishaps are a frequent occurrence in class, your teacher will be in contact with you to discuss a way forward. We may have to ask that the child takes a break from school until they are more successful with toileting.

BEHAVIOUR MANAGEMENT

SSPS is a positive environment and all children are treated with respect.

We strive to prevent difficult discipline problems from arising by tackling the root cause of inappropriate behaviours (ie. anxiety, stress and frustration).

We set clear routines and boundaries and provide constant, positive reminders of these. We work on teaching and role-modeling good communication skills using the 'We Thinkers' social awareness program. We use redirection techniques, we provide positive reinforcement for good behaviour and we allow for flexibility in our programming so children can make choices in their day.

When necessary, teachers will reach out and inform parents if there are concerns regarding behaviour.

For further information on our discipline policy, we ask parents to refer to our policies.

HEALTH

The health and safety of our preschool families is of utmost importance to us. It takes all of us to protect each other. We will always adhere to the advice from Alberta Health Services and adapt and change protocols as and when needed.

If your child is experiencing any of the following symptoms, we ask that they remain at home.

- Fever
- Heavy/severe cold (persistent cough or runny nose)
- Vomiting/diarrhea

If your child has had a fever, vomiting or diarrhea, we ask that they only return to school once they have been completely symptom-free for at least 24 hours. Please err on the side of caution when considering a return to preschool following an illness. This will help reduce the spread of germs within the classes.

We understand that cold symptoms can linger for many weeks after an infection. Only have your child return to preschool when there is a significant improvement in the symptoms and your child feels well again. Should your child arrive at school visibly unwell or become unwell during class, you will be contacted to pick up your child immediately.

Other contagious diseases/infections

If your child contracts an infectious disease/condition, such as Hand, Foot and Mouth disease, RSV, Chickenpox, Measles, Fifth Disease or Lice, you must contact your teacher IMMEDIATELY by Class Dojo.

Hand, Foot and Mouth Disease, Fifth Disease, Measles and Chickenpox can be particularly dangerous for pregnant women and thus an immediate notification can not only prevent the spread

of these infectious diseases but can also give warnings to more vulnerable individuals/families to stay away from the preschool.

PARENT VOLUNTEER DUTIES

Silver Springs Preschool is a partial parent-cooperative program. Parental involvement is essential in helping to operate a well-run facility and successful learning environment. Those roles that are labelled "home volunteer role" are kept for those parents who cannot come into the preschool on a regular basis and therefore cannot commit to toy cleaning

VOLUNTEER ROLES WITHIN THE PRESCHOOL

TOY/GYM EQUIPMENT CLEANERS Toy cleaners will be allocated between 3-6 cleans during the school year, and need to arrive only 10 minutes prior to pick-up to complete the task. Cleaning is done using the commercial kitchen located in the upper floor of the SSCA building. Gym equipment cleaning will be done in the gym storage cupboard located in the lower gym. A schedule indicating which gym equipment is to be cleaned will be provided.

PLAYDOUGH MAKING TEAM (home volunteer role) Join a class playdough making team to provide playdough for the year. Each team member will be assigned 2-3 separate playdough making dates. On each date the playdough maker will provide 2 batches of different coloured playdough. The recipe and resources will be provided

CRAFT PREPARATION TEAM (home volunteer role) Assist the teachers with approximately an hour of craft preparation. (cutting , drawing around a stencil)

LAUNDRY TEAM (home volunteer role) Join a laundry team to make sure all laundry (towels and dress up clothes) are laundered weekly. Each team member will be assigned approximately 4 cleans per year.

ROOM PARENT (home volunteer role) Room Parents help to communicate information, particularly through digital monthly calendars but also other information about field trips, etc. to the parents. Monthly calendars, with information about what the class is learning about, as well as sharing days and toy cleaning assignments, will be sent out each month.

SCHOLASTIC COORDINATOR Coordinates and oversees the Scholastic Book Campaign. Places Scholastic orders for the preschool online and coordinates book orders for individuals. Helps coordinate delivery of flyers and books to the preschool families. This is a monthly role.

SCHOLASTIC ADMIN Assists the Coordinator in collating the Scholastic flyers each month as well as back-up for deliveries when needed. This is a monthly role.

Parents will be expected to indicate at-home volunteer job requirements either at the time of registration or by email to volunteercoordinator@silverspringspreschool.com by June 30th. These roles are limited and we cannot guarantee a home job.

The majority of families will be assigned the Toy Cleaner role (unless an at-home volunteer job has been previously requested). Toy Cleaners will be allocated between 3-6 cleans during the school year. It is your responsibility to ensure these cleans are completed. If you cannot fulfill a clean on any given date, it is YOUR responsibility to make alternative arrangements (ie. find/switch with another parent to take on your clean.)

The PSAC Board will be tracking all volunteer fulfillment to ensure the continued success of our preschool. Should these volunteer duties not be fulfilled, your \$250 volunteer deposit will be taken at the end of the school year.

Please note that volunteering in the classroom or on field trips is separate from volunteer duties.

If you have any questions/concerns about parent volunteer job requirements please contact our volunteer coordinators at:

volunteercoordinator@silverspringspreschool.com (3-year program)

FIELD TRIPS AND CLASS VISITORS

We welcome and appreciate parent volunteers in the classroom. Ideally, we prefer only 1 parent to volunteer in the class at any one time (unless it is a special event). Priority for volunteers in the classroom will be given to parents whose child has a birthday or a sharing day. As sharing days don't start until January, from September to December parents can contact their teacher via Class Dojo to request a volunteer day.

We have two field trips planned this year for the 3's. At the end of April, we will be going to the Calgary Zoo and at the beginning of June we will be going to Butterfield Acres. Specific details will follow closer to each date.

As part of our regular programming, children will also have weekly music instruction from our Music Teacher, Mrs. Craig.

SECURITY CLEARANCE

Police clearances are required if you wish to volunteer on a field trip or volunteer in the classroom. Volunteer clearances are also required in order to attend your child's sharing day. Please also refrain from taking photos or videos of the children without permission from the classroom teacher or assistant. We have a strict social media policy in place to keep our students safe.

To apply for a Police Clearance request a volunteer letter by sending an email to Sara at : programs@silverspringscommunity.ca

If you do not have a letter from SSCA stating that you are volunteering, you will be unable to submit an EPIC application. Your volunteer letter must be attached to your online EPIC application.

Once you have the volunteer letter, go to policeinformationcheck.calgarypolice.ca and click on "perform police information check" (note that the application process may take up to 30 minutes to complete). The agency that you will be applying under is "Silver Springs Community Association". When you begin typing "Silver Springs" the correct agency name will pop up.

Once you have received notification from the Calgary Police Service that your application has been processed and cleared, **YOU MUST SHARE** this information with SSCA through the EPIC online system. SSCA will not receive this information from the CPS unless you complete this step.

For more information, please visit <https://www.policerelations.ca/checks/services/calgary/>

This link will provide step-by-step instructions on how to complete the EPIC application through Calgary Police Services.

Please visit www.silverspringspreschool.com for the complete Silver Springs Preschool policy.