



**FOUR YEAR OLD AM & PM  
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.

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 for each class. Parents/caregivers are encouraged to be as precise and efficient with this process as they can be.

### **Class times are as follows:**

**4-year-old AM class is 8:45am-11:45am in Classroom A**

**4-year-old PM class is 12:45pm-3:45pm in Classroom A**

**4 year All Day class is 9:00am-3:30pm in Classroom B**

It is our intention that pick-up and drop-off occur outside. Children must not enter the building until the teacher opens the doors to welcome them in. Please ensure, for the safety of your child, that there is a direct visual handoff between your child and the teacher. We understand that not all children will be immediately comfortable entering the preschool without their parent or guardian and so there is some flexibility in those first few sessions of preschool for caregivers to accompany their child into the building.

Once inside the building, children will be helped and supported by their teachers to:

- remove their outdoor footwear and put on their indoor shoes in the Gym;
- carry their own belongings to their individual coat hook in the Hallway; and
- remove their lunch kits from their backpacks and place their lunch kits and water bottles underneath their backpacks in the hallway.

### **\*\*\*IMPORTANT\*\*\***

If you arrive later than your designated time (i.e. later than 8:45 am or 12:45 pm) and no longer see a member of our teaching staff at the arrival doors, you must follow the steps listed above and accompany your child to the classroom. At all times the child should be in direct contact with an adult.

Children will be dismissed individually by their classroom teacher. They will not be released to an adult who has not been indicated on the child's information and emergency contact sheet without prior arrangement and instructions from the primary caregiver.

### **Preschool Access Times – Monday Wednesday and Friday**

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

- 8.30-9.15AM
- 12.30-1.00PM

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.

If socializing after class, we ask that you 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.

## 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 lunch/snack kit
- a water bottle
- a spare change of clothing (pants, top, underwear and socks)

A reusable, labelled grocery type bag containing specific outdoor equipment for the season

In Winter months the bag should contain snowpants, warm waterproof mittens (not gloves) and a hat.

In early Fall and late Spring/early summer the bag should contains a sunhat and/or sunglasses

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

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

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.

Finally, remember, preschool gets messy when we are creating and having fun! Clothes may get paint/marker/mud/grass stains on 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. Nut and peanuts (even trace amounts) can cause severe and/or life-threatening reactions in certain children. Please check the ingredients listed 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. This is completely optional. Please make sure that the snack complies with any allergies within your class that your teacher has specified at the start of the term. Please let your teacher know in advance if you are planning to bring in a birthday treat. There are a maximum of 18 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. Please help us minimize choking hazards and ensure that all carrots, pepperoni sticks, grapes, cheese strings or circular shaped foods are cut lengthwise

### **What to bring for a snack?**

Please have your child bring a fully labelled 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.

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.

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's 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 6-8 cleans per year.

**SCRAPBOOKER (home volunteer role - 4's program only)** There is one scrapbooker per 4 year old class. You are expected to put all photographs taken and printed off by the teacher (approximately 30 photos per child) into a mini photo album for each child. Teachers may request help to sort and collate the photos for each child.

**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, sharing days and toy cleaning assignments, will need to be sent out each month.



**SCHOLASTIC COORDINATOR** Coordinates and oversees the Scholastic Book Campaign. Places Scholastic orders for the preschool online, 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 [volunteercoordinator2@silverspringspreschool.com](mailto:volunteercoordinator2@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, and need to arrive only 10 minutes prior to pick-up to complete the task. 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 on June 30<sup>th</sup> 2025.

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

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

[volunteercoordinator2@silverspringspreschool.com](mailto:volunteercoordinator2@silverspringspreschool.com) (4-year program)

## **FIELD TRIPS AND IN 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. Parents can switch their child's sharing days with another child but you must let the Room Parent know of any switches. You can also request to volunteer by contacting your teacher through Class Dojo.

We will be having special guests like Clay for Kids and Mad Science this year as well as a field trip offsite. Further details to follow.

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](mailto: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 <https://www.policiesolutions.ca/checks/services/calgary> 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 Silver Springs Community Association (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.policiesolutions.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](http://www.silverspringspreschool.com) for the complete Silver Springs Preschool policy.