



FOUR YEAR OLD ALL-DAY

PROGRAM

ORIENTATION PACKAGE

Silver Springs All Day Preschool

We have listed some of the main goals and objectives of the All-Day Program.

- Teaching and fostering awareness - of themselves, others and their environment.
- Develop a love of nature and the outside environment.
- Encourage each child to challenge themselves both physically and mentally.
- Increase resilience to challenges and promote self-confidence.

- Improve gross and fine motor skills and develop core strength and balance using both the indoor and outdoor space.
- Develop strong social skills while fostering a love for learning.

How will a typical day look in the All Day Preschool class?

A typical day will include a combination of free play around various centers, craft activities, group-time activities such as gym, sharing time, storytime, and outdoor adventures. In addition to a lunch break, there will be two allotted snack times (one in the morning and one mid-afternoon). A half an hour of quiet time (or longer if needed) immediately following lunch helps the students refuel for an afternoon of outdoor play. We end the day coming together for a story, sharing, or calming play.

Each month we have various themes to inspire children with their learning and gently inspire our conversations. We feel that the best learning is done through play. This learning can occur indoors, through crafts, organized activities, gym time or play centers. It can be through group discussions, creative free play, or sharing imaginative stories. There is an underlying emphasis on social thinking, emotional awareness and fostering individual confidence as it sets the groundwork upon which learning builds.

We believe that the best way to enhance these learning opportunities is through incorporating outdoor play as well and we do our best to make it a priority in our program. Children innately activate so many senses outdoors naturally that their imagination, curiosity and inquisitiveness are stimulated. We delve deeper into our themes by creating an environment in which they can be more hands-on and experience things directly.

Risky play is an important part of our All Day Program. We strive to teach the children to acknowledge and assess risk by understanding what those little butterflies in their bellies are telling them. Over time, they become advocates for their own safety/comfort levels. Taking risks promotes problem-solving. Children in this program learn to become more resilient as they navigate new situations with the confidence that they can think for themselves and they can overcome things they may have originally feared.

Without risk there is no learning - Carl Rogers

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

Please note that our half day AM class arrives at 8:45am and the PM class finishes at 3:45pm.

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 totally 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 when inside the classroom. Indoor footwear will remain at school in their quiet time baskets;
- carry their own belongings to their individual coat hook; and
- remove their lunch kits from their backpacks and bring their lunch kits and water bottles into the classroom.

*****IMPORTANT*****

If you arrive later than your designated time (i.e. later than 9:00am and no longer see a member of the 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.

At the end of the day, 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 WILL MY CHILD NEED TO BRING TO THE ALL DAY PROGRAM?

- A **LARGE** backpack that can hold their lunch kit, water bottle and a spare change of clothes. A

general rule of thumb is that if you have to strategically pack it to get everything in, chances are they will struggle. We find that those children who have a larger backpack have greater success gaining independence as they can easily fit items into their backpack. The more space the better!

- A reusable, labelled bag (cloth or a strong supermarket reusable bag ie Sobeys). This will be used to carry blankets on certain days, carry crafts and also carry wet outdoor gear if needed. It can be tucked into their backpacks and used as needed.
- A clean pair of indoor shoes that will remain at preschool. We will send them home at the end of each term for a size check. No lace up shoes please.
- A labelled lunch kit containing a full lunch and enough snacks for 2 designated snack times. There will not be an option to heat meals so please provide a Thermos and cutlery if required. The Preschool does not have a refrigerator, so please send ice packs for food that needs to remain cool.
- A labelled water bottle filled with water daily. We are an active program and they will need to stay hydrated. We can always re-fill the bottles should they run dry.
- A spare change of clothes, including shirt, pants, underwear, socks in a large ziploc or plastic bag. This is very important as we spend a lot of time outside where there is more chance of getting wet/dirty.
- Outdoor wear. Please provide your child with relevant outdoor wear for the weather. We will be taking the children outdoors throughout the winter months so they must have warm waterproof mittens, hats, outdoor boots and snowsuits when needed. We found waterproof pants (or even rain suits) and rain boots to be very useful in the spring as we will still venture out when there is melt or puddles. A friendly tip, putting an old school string through your child's jacket sleeves and attaching their mittens on the end minimizes the risk for lost mittens throughout the year. Appropriate clothing is also relevant on the hotter days. Things like hats, sunglasses and sunscreen can assist in keeping your child safe in the heat. Please advise teachers should your child have particularly sensitive skin.
- We will be getting the children to change into their outdoor footwear whenever they go outside. A good pair of shoes ideal for walking is strongly recommended. We take the children on longer walks to Bowmont Park, Edible Gardens and The Botanical Gardens of Silver Springs.
- Each child is also invited to bring their own **SMALL** personal quiet time blanket from home. It is recommended that this blanket is one that can remain at the preschool without causing a disruption at home. Blankets will be sent home every two weeks for cleaning.

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

OTHERS ITEMS YOUR CHILD WILL NEED DURING THE YEAR

- A helmet. In the Fall and Spring we take the children out to scooter and bike ride. We have scooters at the preschool but in the Spring we will ask you to bring bikes in for about 2-3 weeks. Children **MUST** wear helmets at all times when using a bike or scooter. You will be advised ahead of time should we be planning for either activity.
- A bike for the springtime.
- A pair of ice skates and helmet (preferably skating/hockey helmet but a ski helmet works too.) If possible, a thin hat or balaclava to wear under helmets to keep ears warm. Use a labelled, strong

cloth bag to put skates and helmet in. It makes it easy for us to grab a bag and know that all the skating equipment is there. If anyone has a skate trainer we ask you bring that for the first couple of skating sessions whilst everyone is getting used to the ice. However, once everyone is comfortable we then remove the skate trainers so that they learn to skate! We got all 20 children last year skating!!!

- A sled. Again, during the winter months we will take full advantage of snowy conditions and they will go sledding. Each child will be responsible for carrying their own sled up the hill and thus, heavier wooden sleds or GT racers are not recommended.

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

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 so dress your child in clothing that you don't mind them getting dirty.

SNACK RULES

Snacks and lunch are the responsibility of each parent or caregiver. Snacks are NOT to be shared due to food allergies. Please cut grapes in half (long ways) to prevent choking. 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.

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 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. 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 term. Please let your teacher know in advance if you are planning to bring in a birthday treat. There are a maximum of 20 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.

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.

RAFT 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 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 30th 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 coordinators at:

volunteercoordinator2@silverspringspreschool.com (4-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. When the sharing

schedules come out, please advise the Room Parent if you would like to volunteer on those assigned days. Parents can switch their child's sharing days with another child but you must let the teacher know of any switches. You can also request to volunteer by contacting your teacher through Class Dojo.

We will be having special guests from 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

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.policesolutions.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.policesolutions.ca/checks/services/calgary/>

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