

Welcome to BEARSPAW PRESCHOOL



www.bearspawpreschool.com

2010/2011 INFORMATION BOOKLET

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BEARSPAW PRESCHOOL

The Bears Paw Preschool is a not-for-profit society that offers both morning and afternoon programs for three and four year old students. The school is operated by a five member executive board, all of which are comprised of elected parent volunteers. The Bears Paw Preschool is 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.

Children are taught by a qualified Teacher as well as a Teacher's Aide. There is also a parent volunteer present for every class. Our Preschool relies heavily on our parent volunteers. Each year we look forward to working closely with parents to ensure this first school experience is the best possible for your child.

Your child's educational and social experience will include circle time, playtime, learning centers, science, and arts and crafts. Additional activities involve time in the Bears Paw Lifestyle Centre's gym, outdoor activities on the playground, and field trips and special guests to further enrich and diversify the program's offerings.

Please visit our website at www.bearspawpreschool.com.

PRESCHOOL PHILOSOPHY




The Bears Paw Preschool is a place where children come to play and learn in a safe, caring, inviting and stimulating environment. Children are able to explore and play freely in a variety of open centers with other children they choose to be with. Centers are designed to meet the growing and changing social, emotional, physical, aesthetic/artistic and intellectual needs of the children. The teachers and staff members act as a resource and guide for children to pursue classroom activities.

The program is non-competitive and there is no testing of ability or direct comparison to peers. Parents are welcome to arrange individual meetings with the teacher to discuss their child's development.

Children learn by doing. Hands-on activities that have been chosen by the child can help make sense of the world, develop social skills, and help gain emotional control, develop physically, socially, intellectually and creatively. The aim of a play-based preschool is to provide a variety of interesting learning centers where a child is often free to choose what he wants to play with.








In preparation for Kindergarten, the four-year program includes an extra half an hour of instructional time each day to allow for increased opportunities to focus on early literacy and early numeracy skills.

You will be disappointed if you expect your child to...

-  say his ABC's
-  learn her 123's
-  perform and please



But you will be pleased to find that she has improved in her attitudes and her ability to...

-  explore and run
-  share and have fun
-  finish what is begun
-  put away when done
-  demand less all or none
-  restrict her NO
-  let parent go

PROGRAM INFORMATION

Class Times

3 Year Old Program Tuesdays and Thursdays
Mornings: 9:00 - 11:00 am
Afternoons: 12:30 - 2:30 pm

4 Year Old Program Mondays, Wednesdays and Fridays
Mornings 9:00 - 11:30 am
Afternoons: 12:30 - 3:00 pm

The Classroom door will open no sooner than five (5) minutes before the start of class. It is important that you pick up your child **on time**. Please be as punctual as possible when dropping off and picking up your child.

If your child will be absent or if a different person will be picking him or her up after class please notify the classroom teacher.

Classroom A (located inside the Bearspaw Lifestyle Centre)

403-239-4441

Classroom B (located in the Portable)

403-208-9339



Please send a backpack with your child to school each day.



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 shoe laces.



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.



Students are required to wear a **helmet** on bike days. Please watch your calendar for scheduled bike days and send your child's helmet to school.



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 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.

TEACHERS

Kristine Wasylniuk (aka) Miss W – Teacher Classroom A



It is with great enthusiasm that I introduce myself as a preschool teacher at Bears paw. I have taught at the preschool for several years and I am very excited to return to my position this year.

I obtained a Bachelor's of Education degree from the University of Saskatchewan and have taught at the Kindergarten and Elementary levels. I believe in creating an exciting and educational environment for children, to encourage development in all areas. My program encompasses a wide variety of themes and activities for children to explore all aspects of the world around them.

We will have a fun-filled year with lots of smiles and laughter. I am looking forward to meeting each of you and be sure to drop by and join in the activities.

Monika Kowalski (aka) Mrs. K – Teacher Classroom B



I am very excited to once again be a part of Bears paw Preschool, where I will be able to continue to facilitate a 'play based' learning environment. My personal philosophy has been to support each child's own abilities, personalities, and learning styles.

Upon completing my Early Childhood Education at the University College of the Caribou (Kamloops B.C.), I have had many wonderful experiences over the past 23 years working with children, parents, and other Educators who share similar philosophies. In a preschool setting, I believe children are "learners at play" who thrive when given the opportunity to exercise their abilities and make choices and decisions. Our role as Educators is to provide an environment where each child is given an opportunity to experience emotional, social, physical, and intellectual growth. I also believe that parents and Educators provide a beautiful link in supporting the child as a "whole". I look forward to sharing this experience with you and your child this year!

TEACHER AIDES

**Michelle Corey
(aka) Mrs. Corey
Classroom A - AM**



**Reshel Rawling
(aka) Mrs. R
Classroom A – PM**






**Lauren Rohm
(aka) Mrs. R
Classroom B**



CLASSROOM ROUTINE

The following is an outline of our general classroom routine.

- 1. Welcome** - Before entering the classroom, the 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 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. Art is an integral part of an early childhood program and a specific art project will be offered 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. 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.
- 4. 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.
- 5. 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:
 -  **creative movement**
 -  **outside play**
 -  **bike riding** (bring your helmet!)
- 6. 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 with the teacher until an adult arrives.

Newsletters will be sent home each month with your child. A calendar of the upcoming month will highlight important 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.

Separation: It is very natural for some young children to feel apprehensive about new situations. 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 encouraged to stay at preschool until they are comfortable leaving. 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 talk to your teacher.

VOLUNTEERING

Volunteering is an integral part of the Bears paw Preschool program. Our governing board is made up entirely of parent volunteers such as yourself. Families are expected to volunteer within our program in the following ways:



- **Classroom Volunteer days**
- **Field Trips & Special Events**
- **Classroom Cleanup**

Classroom Volunteer Days

Families are expected to volunteer within the classroom. A volunteer schedule will be created and distributed during the first week of classes. The schedule will be made up for 2-3 months at a time. If you have any special requests, such as a preferred day of the week, notice of family holidays or any other accommodations, please notify your classroom coordinator.

It will be the responsibility of each family to ensure their scheduled volunteer day is covered. Parents are expected to contact another parent from their class to switch days.

The volunteer schedule will be emailed to each family, and a copy will also be posted by the classroom. The posted copy is a reference for the teacher, so parents are expected to document any volunteer changes on this calendar. Remember that non-enrolled children (such as siblings) are not permitted in the classroom on helper days. Occasionally, exceptions will be made for special events and field trip days.

We believe involving parents through classroom volunteering is an integral part of the program that gives your child the opportunity to share his/her school experience with you. There is no special training needed - all we need is your extra pair of hands and your big heart. We encourage parents, grandparents, caregivers or any other special person to share this time with the children. Volunteer days are your opportunity to see what a typical school day looks like and share some special time with your preschooler. You can expect to spend some wonderful one-on-one time with your child, meet and assist other students, and lend a hand with classroom activities and cleanup. Please help to ensure cooperative play at all times and refer any problems to the teacher.

Your child will be the "special helper" on your scheduled volunteer day. He/she is welcome to bring a favorite toy for show and share on that day. We ask all families to respect the preschool's policy of keeping violence out of the classroom (i.e. weapons).

Field Trips and Special Events

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 would not want any child to miss out on these events.

Families may be asked to volunteer for special events throughout the year. This may include providing food, helping to set up or clean up for an event or assisting with fundraising projects.

Classroom Cleanup

A representative from each family will be expected to participate in up to two classroom cleanup evenings throughout the school year. These cleanups entail a thorough cleaning of the entire classroom and all of the toys (which is required by our licensing board). Each family will be responsible for helping with one to two of the 8 clean up days each year. Parents meet in the classroom at 7:00 pm and typically finish up 2 hours later. Children are not permitted in the classroom during classroom cleanup. If you are unable to attend it will be your responsibility to find another person to fill your position.

COMMUNICATION

Communication is the cornerstone of any good relationship. In order to facilitate open communication between parents, the Board and the staff, a Classroom Coordinator is assigned to each class. Any issues, questions, concerns or suggestions about the program can be directed to your Classroom Coordinator or to any member of the Executive Board (see Staff and Board Members list on page 9).

The Preschool also maintains contact with the parents through: parents' attendance at general meetings, posting of all meeting minutes on the school bulletin board, weekly emails from Classroom Coordinators and newsletters from the teachers. We welcome your feedback and the opportunity to have open discussions about the program offerings.

*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 classroom coordinator.

GENERAL MEETINGS

There are three general meetings scheduled for the 2009/10 year:

Tuesday, October 19, 2010	7:00 pm
Tuesday, January 11, 2011	7:00 pm
Tuesday, May 10, 2011	7:00 pm (Annual General Meeting)



All parents are invited to attend these meetings. It is a forum to learn more about the running of the Preschool and bring forth any questions, comments or concerns. Minutes from all meetings will be posted in the Preschool for all to see. Questions and comments are always welcome; please contact any member of the Board (see Staff and Board Members List on page 9).

SCHOOL CLOSURES

School closures may happen due to inclement weather or any other unforeseen problems associated with the safe operation of the classroom (mechanical, plumbing, or water failures). The Preschool has the authority to cancel classes under these circumstances. In general, the Preschool follows the Bears paw School with respect to closures in the winter. In the event of any closure, Classroom Coordinators will be contacted as soon as possible and asked to initiate an emergency fan-out to families.

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 can not be reached, the Teacher will stay with the child until the child can be picked up by the appropriate parent/caregiver.

SAFETY AND SECURITY / EMERGENCY

The children will be instructed on our fire drill procedures on a regular basis. The Bears paw School has been designated the meeting place if an emergency should occur. 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. 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. The person picking up your child may be asked to show identification.





INJURY

The Teacher and Aide are required to have a First Aid Certificate. Should an accident or injury occur, the following steps will be taken:

1. **Minor** - Treated by the Teacher, Aide or parent volunteer (i.e. bandage on a cut). Incident is reported to the parent.
2. **Serious** - The Teacher, Aide, or parent volunteer 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, that is: Ranchlands Medical Clinic, the Children's Hospital or the Foothills Hospital. The child will be accompanied at all times by a Teacher designate until the child's parent arrives. 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 incident must be documented on an injury form. Two adults must remain with the class while the injured child is attended to.

ILLNESS AND MEDICATION PROCEDURES

We expect parents to responsibly evaluate their child's health before sending them to school. If your child exhibits any of the following symptoms, please **DO NOT** bring them to school:

-  Diarrhea and/or vomiting within 24 hours of class time
-  Nasal discharge that is NOT clear
-  High Fever (with or without medication)
-  ANY communicable disease (i.e. pink eye, foot and mouth, strep throat)

If your child is ill and will be absent from school, please notify the classroom teacher:

Classroom A (located inside the Bearspaw Lifestyle Centre) 403-239-4441
Classroom B (located in the Portable) 403-208-9339

If the Teacher feels your child is not well enough to attend class, you will be asked to take him/her home. If your child develops a communicable disease (i.e. chicken pox, whooping cough, impetigo, etc) the parent is expected to inform the school.

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 which specifically outline what the child's reaction looks like and if and when any intervention (like an EpiPen) is needed.

DISCIPLINE

The Teacher is responsible for setting clear expectations and consequences with respect to acceptable and not acceptable behaviour 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, 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 behaviour problem(s) and what actions may be taken to remedy the situation. The Teacher will document the behaviour in an incident report and an action plan may be formally written up.
5. An action plan defines:
 - a. observed (unacceptable) behaviours 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.

If an action plan is created, 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.

6. 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 both the Teacher and the President, based upon the written action plan and the observations/evaluations with respect to the child's behaviour since the creation of the action plan.

Feedback/Communication Guidelines

If a parent has a concern or issue with the Teacher, the Teacher's Aide or the running of the classroom, the first step is to seek clarification from the teaching staff. If this does not address your concerns to your satisfaction, you should inform the President.

It is at the discretion of the President to consult with the executive Board Members if necessary.

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 to the Registrar of the Board no later than 30 days prior to withdrawal. If timing is an issue, a telephone call to the Registrar followed by a letter will be accepted. 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.

STAFF AND BOARD MEMBERS



Staff

Teacher (classroom A)	Kristine Wasylyniuk	kristine_wasylyniuk@yahoo.ca
Aide (classroom A - AM)	Michelle Corey	mlcorey@telus.net
Aide (classroom A - PM)	Reshel Rawling	frosty4@telus.net
Teacher (classroom B)	Monika Kowalski	mkowalski@shaw.ca
Aide (classroom B)	Laureen Rohm	laureen_wilson@hotmail.com

Board - Executive

President	Tannis Williamson	tannis.williamson@telus.net
Vice-President	Colleen D'Hondt	twoplusblue@shaw.ca
Treasurer	Sheila Rule	jsrule@shaw.ca
Secretary	Kimberly Becker	kim@4ofus.ca
Registrar	Tricia Loopkey	tloopkey@shaw.ca

Board - Other Positions

Special Events Coordinator	Joanne Vandenberg	thepond@shaw.ca
3A am Classroom Coordinator	Karen Keats	karenkeats@mac.com
3A pm Classroom Coordinator	Jennifer Vanlderstine	jenni_vaniderstine@yahoo.ca
4A am Classroom Coordinator	Wendy Bulger	wbulger@shaw.ca
4A pm Classroom Coordinator	Jennifer Vorobiev	jenandmax@shaw.ca
3B am Classroom Coordinator	Maureen Smith	maureen.smith@shaw.ca
3B pm Classroom Coordinator	Heather McCarthy	heatherlmccarthy@hotmail.com
4B am Classroom Coordinator	Jaclyn Botterman	jpbotterman@hotmail.com
4B pm Classroom Coordinator	Kelly Vergie	kvergie@telus.net

Bearspaw Lifestyle Centre

403-239-1502
 info.blc@bearspawlc.ca
www.bearspawlc.ca

If your child will be absent or if a different person will be picking him or her up after class please notify the classroom teacher.

Classroom A (located inside the Bearspaw Lifestyle Centre) 403-239-4441
Classroom B (located in the Portable) 403-208-9339

CALENDAR

September 2010

- 7 or 9 Staggered Entry Days
3 year Program
- 8 Full Classes Begin
4 Year Program
- 14 Full Classes Begin
3 Year Program
- 27 Classroom Cleanup
(4 am) 7:00 pm



October 2010

- 6&7 School Photos
Individual and Class Pictures
- 11 Thanksgiving Day Holiday
No Classes
- 19 General Meeting 7:00 pm
- 26 Classroom Cleanup
(4 am) 7:00 pm



November 2010

- 1 4 Year Family Gala
- 3 3 Year Family Gala
- 11 Remembrance Day
No Classes
- 12 Professional Day
No Classes
- 30 Classroom Cleanup
(4 pm) 7:00 pm



December 2010

- 17 Last Day of Classes
Christmas Holidays



January 2011

- 3 Classes Resume
- 11 General Meeting 7:00 pm
- 12&13 Pre-Registration for
2011-2012 School Year
- 31 Classroom Cleanup
(4 pm) 7:00 pm



February 2011

- 2&3 Registration Nights for
2011-2012 School Year
- 18 Last Day of Classes
Winter Break
- 28 Classes Resume



March 2011

- 21 Classroom Cleanup
(3 pm) 7:00 pm
- 28 Professional Day
No Classes



April 2011

- 18 Classroom Cleanup
(3 pm) 7:00 pm
- 21 Last Day of Classes
Easter Break



May 2011

- 2 Classes Resume
- 10 Annual General Meeting 7:00 pm
- 20 Professional Day
No Classes
- 23 Victoria Day Holiday
No Classes
- 30 Classroom Cleanup
(3 am) 7:00 pm



June 2011

- 15 4 Year Celebration Day!
- 16 3 Year Celebration Day!
Last Day of Classes
- 17 4 Year Graduation
Last Day of Classes
- 20 Classroom Cleanup
(3 am) 7:00 pm

