



# Inspiration Station Preschool Parent Handbook

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[www.inspirationstation.ca](http://www.inspirationstation.ca)

## Our Mission

**To provide a fun, safe, developmentally appropriate, and language-rich learning environment for children so that their first structured learning experience is a positive and encouraging one.**

## **Our Philosophy Of Learning**

PLAY based learning is the evidence-based approach for preschool aged children!

Research, teachers, and other child development experts indicate that a child who arrives in kindergarten with social skills, the ability to share with peers, and follow instructions, will have better academic outcomes in elementary grades.

Human beings are hardwired to learn from birth and are best served when they are allowed, naturally, to reach *academic milestones when they are emotionally and developmentally ready*. Some children develop more slowly than others, but most get there in the end. It is our job to identify when they are READY!

**“Not all children are ready to learn the same thing  
at the same time, in the same way”**

Experts agree that formal academic learning is more productive from around age six, when children are better able to handle abstract ideas. Differences in early development have largely evened out by this age as well. Pushing academics too soon (writing your name, learning to read) may turn children off learning and they may lose their confidence.

What children seem to thrive on most in the preschool years is freedom to explore the world around them in a safe, relaxed, PLAY environment with plenty of stories, rhyming, songs, and talking.

Inspiration Station Preschool works in partnership with Airdrie Foundation 4 Early Intervention, an Alberta Education approved Private ECS Operator. This partnership creates many opportunities for the preschool children, including: certificated teacher guidance with curriculum; access to specialized learning professionals for children who are eligible for Program Unit Funding and Mild Moderate grants; extra adult support in the classroom; and opportunities to develop empathy and understanding about diverse learners.

We know your children will thrive at Inspiration Station as their confidence and learning is nurtured in our PLAY based programming!

Thanks so much for sharing your little ones with us.

Sheelagh Schulze, BSc, MSLP, R.SLP  
Preschool Owner

## **General Information**

Inspiration Station Preschool is licensed by Alberta Human Services. As such, the space and program is regularly inspected and monitored to ensure that we are maintaining standards outlined in Alberta Childcare Accreditation Standards

<http://www.humanservices.alberta.ca/documents/accreditation-standards.pdf>

## **Payment Options**

1. E-transfers: Payments will be made on the the 1<sup>st</sup> of every month.

[i.station.preschool@gmail.com](mailto:i.station.preschool@gmail.com) (no password should be required)

**Please add your child's name and the payment month in the spot for special notes.**

**Airdrie Speech Therapy owns Inspiration Station Preschool, this will be the company name on your bank statements.**

## **Tax Receipts**

Every month, you will receive a receipt for your monthly fees via email. The receipt will be made out to the person whose name is on the e-transfer.

You will need these for your taxes in February. We will not be issuing replacement receipts.

## **Child Care Subsidy**

**\*\* NEW\*\* Child Care Subsidy- effective September 2021**

<https://www.alberta.ca/child-care-subsidy.aspx>

1. Inspiration Station Preschool - South (203-2202 Luxstone Blvd SW)
2. Inspiration Station Preschool - West (1101-403 Mackenzie Way SW)

If you have applied for the child care subsidy please speak to Carla (administrator) to explain how the preschool handles the subsidy each month.

## **Major Holidays**

We follow the Rockyview School Division's calendar for all major holidays such as Christmas, Easter, etc.... We do **NOT** match all their PD days.

There is a calendar tab now on the homepage of our website for you to consult on any and all upcoming activities for the school year. [www.inspirationstation.ca](http://www.inspirationstation.ca)

## **Withdrawals/Refunds**

We require one month (30 days) notice before withdrawing from the program. We regret that we cannot give refunds for students who have missed days due to personal holidays or sickness.

## Attendance

**It is important to call the preschool when your child will be away.**

A teacher will open the door promptly at 8:45 am or 12:45 pm. Please arrange to pick up your child promptly at the end of class.

A Staff member will sign your child in and out every class.

## Sick Child Policy

Inspiration Station Preschool follows the Alberta Health Services guidelines concerning an ill child. An ill child is defined as a child who:

- A child **within the past 24 hours** has vomited, or has a fever (a temperature greater than 38 degrees Celsius,) or has diarrhea (more than two loose stools).
- We suspect may have anything communicable (pink eye, chicken pox, hand/foot/mouth, etc...)
- Requires greater attention than can be provided without comprising the care of other children in the program.

If a child becomes ill when at preschool; he/she will be separated from the class, the parents/guardians will be notified and required to pick up the child as soon as possible. **Children should be symptom free and/or have been on medication for 24 hours before returning to preschool.**

## Snacks

Please provide **one or two nutritious snacks** (eg. a small container of cut up fruit and crackers) and a filled **water bottle** in a small lunch bag each day. Keep in mind that **your child only has ten to fifteen minutes to eat.**

Please **LABEL** all containers.

Child Care Licensing strictly **prohibits POPCORN** snacks!

**We TRY OUR BEST to offer a peanut & nut free snack area.**

**If there is a child with an allergy in your child's class, you will be notified.**

## Suitable clothing

Your child will need **RUNNERS** for indoors. Velcro closure is preferred. You are welcome to either store the shoes in the bin at school or take them home daily. For safety and gross motor play, **please do not send sandals, crocs, flip flops, dress shoes or slippers.**

Please send your child in everyday clothes so they can play, paint, and get messy without having to worry about getting dirty.

Leave a **Full Change** of clothes (right down to socks) in the backpack

(accidents happened from playing in the water table to spilled yogurt at snack to bathroom mishaps)

We LOVE all the windows in the classrooms but it can also be difficult to fully control the temperature in the classrooms. Please make sure your child has a sweatshirt or sweater that can be put on and taken off as needed.

**PLEASE LABEL ALL BELONGINGS**

(Tupperware, lunch kits, mittens, boots, jackets, etc.)

## Fire Safety Practice

There will be one fire drill per month throughout the school year as per fire regulations. You will be notified at pick up when a fire drill has occurred.

## Birthdays

We will be celebrating each child's birthday as it arrives during the year. **IF** you would like to send a special treat, please ensure that it is individually wrapped so that it can be sent home for parents to offer if they so choose.

## Parent Volunteering

We recognize that working in partnership with parents is essential. It enables us to provide a happy, caring, and stable environment for children and their parents. We aim to form good relationships with parents so that information regarding their child (be it developmental, social, or health related) can be exchanged easily and comfortably. If you would like to volunteer in your child's class please talk to the teacher.

Volunteering is NOT mandatory but **ALWAYS** welcome!

Volunteers **MUST** have a criminal record check with the vulnerable sector completed before being allowed into the preschool.

Please email [i.station.preschool@gmail.com](mailto:i.station.preschool@gmail.com) if you require a volunteer letter to be taken to the RCMP station.

## Scholastic Book Orders

MY CLASS CODE: **RC186565**

BROWSE BOOKS AND PLACE YOUR ORDER AT: [www.scholastic.ca/clubshop](http://www.scholastic.ca/clubshop)

Our school earns 20% of the value of the order in rewards.

## Inclement Weather Policy

Occasionally, when snow conditions make roads impassable, and/or when the wind chill factor becomes extreme, Inspiration Station Preschool will be closed.

**School Closures will be made based on the following factors:**

- a) If the Rocky View School and/or Calgary Catholic School buses aren't running, which means the schools are automatically closed.
- b) Blizzard or white-out conditions exist throughout the area

When the preschool is closed, there will be a phone message recorded on the preschool phone.

## Discipline Policy

In the coat room a copy is pasted in the coat room, or you can look on our website for the comprehensive discipline policy.

Administration also emails this policy to each parent prior to attending preschool.

## Emergency

In the case of an accident or serious illness involving a child, the parent, or the emergency contact person will be contacted immediately. Emergency first aid will be administered if needed, and an incident form will be filled out and signed by the person picking up the child, so that all parties involved have complete knowledge of the incident.

## Programming Snapshot

### Free Play & Exploration

Children are welcome to scout around the room and choose, based on interest, any games, equipment, or activities while playing with friends. This is a great time for the children to socialize and explore; facilitating learning to share, cooperation, and building friendships. Typical experiences include both floor and table play as well as small and gross motor options. Children will regularly find variations of dramatic play, listening, painting, art table, water/sand table, trains, blocks, games, puzzles, and science items.

### Small Group Learning

We gather together on the carpet to share, discuss, and reflect on a variety of topics. We also use this opportunity to tell stories, read books, recite rhymes, sing, and do finger-plays. At this time we would introduce and review basic concepts such as; shapes, colors, numbers, and letters.

### Art Exploration

The students have the opportunity to work with a variety of different materials in an open-ended fashion. We focus on the **process**, not the end product and use the work of famous artists as inspiration. The children will regularly be using scissors, glue, paint, crayons, paper, and many other options to express themselves artistically.

### Music

The first goal of the music program is to encourage a love of music! Through playful songs, activities, and the use of instruments, we provide an introduction to basic music concepts such as; beat, tempo, loud and soft, etc. During music, the children develop; listening awareness, fine motor skills, social interaction, confidence, and attention span. Our program involves lots of singing, rhythm, movement, and a whole lot of fun!

### Out-of-School Adventures/In-House Presentations/Special Guests

There will be out-of-school field trips throughout the year to stimulate curiosity and a love of learning; promote understanding of our community; and for pure enjoyment. You will have a new field trip consent form sent home for **each** field trip as per regulations. Please do join us on field trips if you like.

In-house 'field trips' occur in the classroom. Different organizations from the community come to speak to the students. In the past, we've welcomed representatives of a dental office; the library; and a local baton twirling club.

We would love to host any parents who would consider coming in to speak to the children about their work, culture, special interests etc. Some examples of visits in the past include; a parent who is a police officer; a parent demonstrated drumming; and a parent who spoke about her culture and applied henna to the children's hands. We're open to all ideas.