



Parent Handbook



WELCOME

Thank you for choosing Willow Park Preschool. This handbook has been prepared especially for you. You will find many of our policies and operating procedures explained here. We suggest that you keep this handbook nearby as a reference throughout the year. Whenever you have questions, please feel free to email or stop by the preschool.

INTRODUCTION TO WILLOW PARK PRESCHOOL

Willow Park Preschool is a parent run cooperative located in the Willow Ridge Community Centre that offers morning and afternoon classes for children ages 3 to 5.

We believe **learning-based play** is a vital part of a child's development that builds critical skills necessary for their social, intellectual, physical, mental and emotional wellbeing. Therefore, we strive to provide our students with a caring and stimulating environment that allows for purposeful and high-quality play experiences with other children. A key component to the successful running of our school is parental involvement. Parents contribute to the school in various ways ranging from classroom helper to holding an executive position on our parent board to signing up for one of the many daily and weekly tasks that ensure our classes run smoothly.

PROGRAMS OFFERED

THREE-YEAR-OLD MORNING PROGRAM

Days: Tuesdays & Thursdays (Sept – June)

Time: 9:00 am - 11:30 am

Monthly Fees: \$125 per month (after government affordability grant)

The focus of our three-year-old program is on developing and enhancing socialization skills such as listening, decision making, problem solving, healthy communication, empathy, sharing, respect, and self-control, as well as fostering curiosity, independence, self-esteem, imagination, hand-eye coordination, language and cognitive skills.

The school year is organized into monthly themes, which are accompanied by a wide range of play stations and activities that are designed to integrate the skills and concepts being taught.

FOUR-YEAR-OLD PRE-KINDERGARTEN MORNING PROGRAM

Days: Mondays, Wednesdays & Fridays (Sept – June)

Time: 9:00 am - 11:30 am

Monthly Fees: \$175 per month (after government affordability grant)

The focus of the four-year-old program, builds on the skills of the three-year old program, continuing to stimulate social growth while preparing students academically for the rigors of kindergarten. The school year is organized into monthly themes, which are accompanied by a wide range of play stations and activities that are designed to integrate the skills and concepts being taught.

THREE AND FOUR-YEAR-OLD COMBINED FULL TIME PROGRAM

Days: Mondays, Tuesdays, Wednesdays, Thursdays & Fridays (Sept – June)

Time: 9:00 am - 11:30 am

Monthly Fees: \$300 per month (after government affordability grant)

This full time program will run 5 days a week for parents who want to immerse their children in the preschool experience and give them exposure to socialize and learn between ages. It will work to stimulate social growth while preparing students academically for the rigors of kindergarten. The school year is organized into monthly themes, which are accompanied by a wide range of play stations and activities that are designed to integrate the skills and concepts being taught.

THREE AND FOUR-YEAR-OLD COMBINED AFTERNOON PROGRAM

Days: Mondays, Wednesdays & Thursdays (Sept – June)

Time: 12:30 pm - 3:00 pm

Monthly Fees: \$175 per month (after government affordability grant)

The focus of the combined three and four-year-old program will be to capture aspects for both age groups and give them exposure to socialize and learn between ages. It will work to stimulate social growth while preparing students academically for the rigors of kindergarten. The school year is organized into monthly themes, which are accompanied by a wide range of play stations and activities that are designed to integrate the skills and concepts being taught.

ENROLLMENT/REGISTRATION INFORMATION

Enrollment in Willow Park Preschool is open to all children ages 3 through 5 years old. Willow Park Preschool has a rolling registration policy based on availability, (i.e. if a child turns 3 in November and there are openings in the preschool they could enroll at that time). It is also possible to hold a space for your child in the class if they are not going to be 3 until sometime after September. To hold a space for your child, the preschool would require 40% of the monthly fee for every month until attendance starts.

Classes are filled on a first-come, first-served basis. Enrollment in the preschool is official when all registration materials have been filled out, signed and submitted to the preschool as well as required fees (processing, first months tuition

and cleaning deposit) have been paid. An email will be sent to confirm enrollment and parents will receive an email near the start of school informing them of class start time, first parent meeting and their volunteer position.

You will receive a Registration Check-List that streamlines all the registration information and required fees.

REGISTRATION PROCESS

Registration begins in January and may be an ongoing process throughout the year, depending on class sizes. We prefer registration information to be submitted online. The link to complete required registration information can be found here: [2025-2026 Registration Form](#)

If you would prefer to complete a paper registration form, please contact us, and we will send one out to you.

REGISTRATION FEES

We prefer to receive all registration fees via e-transfer. However, if you prefer to complete cheques, please coordinate with us to arrange a drop-off.

There is a one time processing fee of \$75 that is due upon registering your child in the program. This fee is nonrefundable. We also require the first month's tuition fees, dated August 1st. This fee is also non-refundable unless a month's written notice is given. If you decide not to enroll your child at Willow Park Preschool we would need to be notified in writing by August 1st. **If notice is not provided, you are responsible for the first month's fee.** It is the discretion of the board to refund this fee if another student fills your child's space.

CLEANING DEPOSIT

Part of registration includes a \$100 Cleaning Deposit to be returned upon completion of cleaning duties/time. Parents who are scheduled for a cleaning time and are unable to attend are responsible for finding a replacement. If your scheduled cleaning night is missed with no replacement schedule, your \$100 deposit will not be returned. If you do not intend to fulfill your cleaning duties, please let us know in advance so that we can make alternate arrangements. We will send out an email to sign up for deep-cleaning of the preschool closer to the start of the school year.

LATE PAYMENT OF FEES

There will be a \$25 NSF fee charge for all NSF cheques or AFT.

If late payments become a recurring issue, Willow Park Preschool reserves the right to withdraw the child from the program.

WITHDRAWING FROM THE PROGRAM

The preschool requires one month's written notice when withdrawing a child from the program. If a child is withdrawn without advance notice, one month's fees will be required in lieu of notice. Payment is required for the 30 days following the withdrawal, regardless of the period of child's attendance after notice. For example if the child is withdrawn on September 15, payment is required until October 15. Willow Park preschool would then cash the October cheque, and refund 1/2 of the amount once the cheque has cleared.

WAIT LIST POLICY

Applicants who wish to have their name placed on the Willow Park Preschool waiting list must submit a completed enrollment form. No registration fee is required at this time, although it will speed up the registration process if you

provide it. Admission will be granted on the basis of availability. Parents/Guardians will be notified by phone or email when space becomes available.

TERMINATION OF ENROLLMENT

Willow Park Preschool reserves the right to discontinue service to a family if financial commitments are not met or if it becomes apparent that the program is not equipped to meet the psychological or developmental needs of the child. Written notification will be given to the parents to allow for ample time to find alternative care. The teachers and parent board will make every effort to resolve any problems prior to termination. Documentation will be provided upon request prior to suspension or termination. Parents and children are given advance notification when suspension will take place based on a child's behavior.

In the event that the Preschool should ever find it necessary to terminate enrollment, the parent will be given **two weeks written notice except** for reasons such as but not limited to:

- Destructive, uncontrollable or violent behaviors
- Habitual tardiness in picking up the child
- Lateness of payment or nonpayment
- Lack of parental cooperation or participation

PARENT INFORMATION NIGHT

There will be a **mandatory** parent information night on Monday, August 26th at 7 pm in the preschool. One person from each family **MUST ATTEND** to go over policies and procedures and to ensure all volunteer positions are filled.

PRESCHOOL POLICIES & PROCEDURES

DROP OFF/PICK UP POLICY

Parents are asked to email the preschool teachers – willowparkpreschoolteachers@gmail.com - 15 minutes before class starts if their child is coming in late or will be absent for the day.

Only people on the pick-up list will be allowed to pick up your child. If a person needs to be added to the list, please give a written note to the teacher (this note will be attached to your child's file).

If you know in advance that you will be late from picking up your child from preschool, please arrange with another parent or your alternative pick up person to come get your child.

If you are running late due to unforeseen circumstances (traffic/accident) please call the school immediately to let the teacher know and to make other arrangements.

If a parent is late and the preschool has not received a phone call from that parent, the teacher/parent helper will:

- a. Try to contact parents at home and work.
- b. Try to contact emergency contact/pick up people.
- c. If after 10 minutes of no contact a late fee of \$1 per minute (payable directly to the teacher/parent helper) will be charged until your child is picked up.
- d. After 15 minutes of no contact the teacher/parent helper will begin to make alternate arrangements for your child (i.e. transporting the child to another location).
- e. After 30 minutes, if the preschool cannot reach anyone to pick up the child, Child and Family Services and Calgary Police will be contacted.

Parents who are consistently late in picking up their child from the preschool will have their child's enrollment terminated.

ILLNESS POLICY

Please email the school teachers (willowparkpreschoolteachers@gmail.com) if your child will be away due to an illness. Children should not be at school if:

- Child is vomiting, has a fever, diarrhea or a new unexplained rash or cough.
- Child requires greater attention than can be provided without compromising the care of other children in the class.
- Child displays any other illness or symptoms that may indicate they pose a health risk to the other children and the teacher.

We are required to report suspected outbreaks to the Alberta Health Region. If you are calling/emailing a teacher at Willow Park Preschool to report that your child will not attend due to illness please:

1. Be specific about the symptoms they are displaying (e.g. diarrhea, vomiting, fever, cough, rash etc.)
2. Report whether there is an explanation for the symptom (i.e. reaction to food, allergy, new perfume/product being used)
3. When the symptoms first appeared
4. Whether or not you have consulted a doctor, if so what the doctor said.

In the event that a child becomes ill at school, the preschool requires that the child be immediately removed from the vicinity of other students. If the parent of the child is not present, the child will be taken to a quiet area of the preschool, made comfortable, and directly supervised by the teacher. The teacher will notify the child's parents or alternate contact persons.

Should a child become sick with a contagious disease, the parent/guardians must notify the preschool within 24 hours so the staff can inform other families and Public Health. The sick child should have a doctor's approval in writing before returning to the preschool in the case where the illness was a contagious disease. Ultimately the care of the child is the parent's responsibility.

EMERGENCY PROCEDURES

I. Evacuation

In cases where the building needs to be evacuated (i.e. fire drill) children will be directed to line up single file in front of the Preschool door. The Teacher will lead the group (walking, not running) in exiting the building. The Teacher will ensure that the portable emergency records for children present at preschool that day will be taken on their person before exiting the building. Children, parents and the Teacher are to meet in the field beside the skating rink. The Teacher is to take roll calls to ensure everyone has been evacuated and is accounted for. In the event of a real emergency (i.e. fire), the children will be taken to a safe location and parents will be contacted immediately. Parents will be given the location in their important information pack received at the first parent meeting.

II. Injuries

If a student becomes injured while at school, the teacher will immediately assess the situation and treat the child's injuries, with basic first aid. If injuries are severe and require immediate medical attention, the paramedics will be called and your child will be transported by ambulance (if deemed necessary) to a medical facility accompanied by the Teacher or the Parent Helper. Parents of the injured child will be responsible for any costs incurred.

MEDICATION POLICY

Should it become necessary for your child to be given medication at the preschool, parents must adhere to the following guidelines:

- a. Willow Park Preschool will only administer emergency medication (such as as needed inhalers, epipen, or other preventative/emergency medications) If your child requires medicine or has any medication in their backpacks, must be accompanied with the appropriate completed medical form, and in its original container identifying the medicine, the child's name, doctor's name, dosage and be up to date (i.e. not expired). These forms are available from your Preschool teacher.
- b. If your child's backpack contains medication, you must hang the backpack on one of the high hooks in the coat area.

BEHAVIOUR POLICY

Willow Park Preschool strives to provide a positive environment for the social and emotional growth of each child registered. Each child is an individual and the school program shall be planned with the flexibility to accommodate the individual needs of each child. A child cannot have a positive experience in an environment in which he/she feels threatened, it is the expectation that each member will remain with their child until that child is secure.

If the behavior of one child is interfering with the rights of others, any action taken will be of a positive nature. As such the following approach will be used if a child displays inappropriate behavior:

1. The child will be redirected from the situation until he/she is able to cope.
2. The child will be given a choice of calming measures to help assist them in coping:
 - a. Shake the calming bottle up and wait the layers settle while taking deep breaths
 - b. Squeeze a ball while taking deep breaths
 - c. Stretch elastics over pegs while taking deep breaths
3. Return to the regular class once they are calm.

This procedure will be employed by the teacher or the teacher assistant.

For all instances of aggression in the classroom the previous noted behavior strategy will be employed. This includes child-child, child-teacher, and child-self aggression.

SCHOOL CLOSURES

If the preschool has to close due to circumstances beyond its control (such as an ill teacher and no substitute), every effort will be made to notify parents as soon as possible. In cases of extreme weather, the preschool will be closed if the Calgary Board of Education and the Catholic System have cancelled classes. Missed classes will not be made up.

BATHROOM PROCEDURES

Willow Park Preschool prefers that children be toilet trained before attending classes. We understand that this is a learning process and as such your child may attend in training pants if need be.

Children will be taken to the bathroom if they request but cannot be physically helped with the toileting process. You may find it easiest to have them go to the bathroom before school starts to promote their ability to stay clean.

If your child has a urine accident at school, they will be helped to clean up and put on the change of clothes you have provided. If your child has a feces accident at school, you will be telephoned to come and clean them up before they can return to playing.

SNACKS

We are a nut free facility and you will be notified of any other allergy concerns in your child's class. Please bring a healthy snack for your child in a snack kit labelled with your child's name. Please ensure that this snack does not require refrigeration or reheating, is easy for the child to serve themselves and includes 2 of the 4 food groups (no meat please). Labelled water bottles are also required to be brought by each student.

IN-CLASS EXPERIENCES

Once or twice a semester, we will aim to provide an exciting in-class experience for your child. This can range from anything such as a visit from Santa to the chance to see a firetruck up close. Siblings may attend most of the experiences but again supervision is the responsibility of the parent and we ask they not interfere with the learning experience of enrolled students.

SCHOOL CALENDAR

Each month the teachers will send out a class calendar by email. They will also be posted on our school website. The calendar includes important information about what is happening at school. It also includes instructions about field trips, any special items your child will need to bring to school and any school closures, holidays or events.

DRESS & BACKPACKS

Children are encouraged to wear play clothes and comfortable indoor shoes. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. Hats are allowed in the classroom provided they remain on your child's head for the duration of class, should the hat become a distraction it will be put away until pick-up. In addition, we ask that parents send your child to school with a backpack that includes the following items:

- Indoor shoes
- Extra clothes and underwear
- Any medication that is to be administered to your child. (Please ensure to hang your child's backpack on one of the high hooks if it contains medication.)
- A labelled water bottle

BIRTHDAYS

You are welcome to provide a store bought, unopened special treat on your child's birthday. We ask that you send smaller sized portions such as mini cupcakes. Again, these must be nut free. Another idea to consider is donating a book to the classroom in your child's name on their birthday. June and summer birthdays will be spread out over the last 8 weeks as "unbirthdays" so that the children are not having treats every day.

FUNDRAISER

Each year we do one or two fundraisers for the preschool. This allows the teachers to buy materials and supplies for the classroom. Parent volunteers will organize the fundraiser. Please forward suggestions for fundraisers to the fundraising coordinators.

SCHOLASTIC BOOK SALES

Our preschool takes part in the Scholastic Book Club. This is a great way to start or expand your home library, as the books are very affordable. Scholastic sales also benefit the classroom, as the teachers will receive credits towards purchasing classroom books and materials. A parent volunteer will be in charge of scholastic book sales for our school.

PARENT COOPERATIVE RESPONSIBILITIES

PRESCHOOL POSITIONS

All parents are required to sign up for one of the many duties that help the preschool run smoothly. To sign up for a role please indicate your choice on the preschool registration form. If you do not sign up for a position the parent board will assign one to you at the first parent meeting. Below is a list of the different positions and their responsibilities.

BOARD POSITIONS *All board positions must be filled for the preschool to run*

President

- Chair board and parent meetings
- Liaise with teachers regarding classroom needs
- Liaise with licensing regarding requirements
- Supervise teachers as per licensing requirements
- Answer school emails
- Oversee operation of preschool

- Sign cheques
- Arrange teacher evaluations
- Coordinate substitute teachers if necessary
- Liaise with parents as necessary
- Submit monthly government grants

Vice President (child in the 3-year-old program) •

Will become President in the next school year

- Chair board and parent meetings that the President cannot attend
- Coordinate enrollment for the year in which you will be president
- Liaise with teachers regarding classroom needs
- Coordinate volunteers
- Supervise teachers as per licensing requirements
- Oversee operation of preschool
- Have signing authority
- Liaise with parents as necessary
- Assist President in submitting grant applications

Treasurer

- Attend all parent and board meetings
- Collect and deposit monthly tuition fees
- Maintain the bank account (ie: checking for NSF cheques)
- Contact parents for late payments
- Receive expense forms from the teachers/Shoppers/Board members/approved activities and write reimbursement cheques
- Liaise with the bookkeeper/accountant to give monthly receipts etc. for bookkeeping purposes
- Liaise with accountant for year-end statements
- Perform initial year-end review of financial statements
- Calculate and deliver payroll

Secretary

- Attend all Parent and Board meetings and take accurate, detailed minutes, regarding the meetings' events
- Send out notices of meetings times, book rooms
- Assist in the registration process
- Maintain preschool contact list
- Edit minutes as needed and send to the President in a timely manner, for distribution to necessary parties
- Assist President/Vice President with clerical duties (ie: scanning forms, photocopying as needed, etc.)

Social Media / Marketing Coordinator

- Handle marketing matters such as signage and marketing material
- Manage and run the social media accounts (ie. Facebook page)
- Manage and update the website as required

Fundraising Coordinator

- Coordinate the school's annual fundraisers. We have done two main fundraisers in the past, Purdy's and Coco Brooks. Choice of fundraiser, however, is ultimately up to the fundraising coordinator
- Oversee planning of the Preschool Dance. The Preschool dance is our main source of fundraising and is a great chance to engage with our community at large
- Research and present fundraising choices by September or November parent meeting
- Report to the board for approval for reporting on fundraising activities
- Attend board meetings as requested to discuss fundraising initiatives
- Provide direction, communication and assignment of duties to the fundraising team

VOLUNTEER POSITIONS (Non-board positions)**Scholastic Book Coordinator (1 Required)**

- Coordinate Scholastic Book sales
- Distribute order forms in mailboxes, collect orders and place orders
- Distribute books to teachers to hand out to students

Classroom Substitute (2-3 required per class)

- Help out as substitute teacher when one preschool teacher is ill
- Follow direction of preschool teacher
- Must be available to come in at short notice

Deep-Cleaning coordinator (2 required; ideally one position is a returning parent familiar with deep cleaning routine)

- Send out survey to all parents to create cleaning schedule
- Send out reminders to the team about their cleaning dates
- Help find substitute cleaners or hire cleaners if cleaning team is unable to make it to scheduled cleaning
- Let the cleaning team into the building/ coordinate key drop-off and pick up
- Show the cleaning team where cleaning supplies are and how to do deep clean

In-class Experience Coordinator

- Work with teachers to explore in-class experience ideas (visits from Santa, visiting “Mad Scientist,” fire truck tours, traveling library, etc).
- Book in-class experiences and communicate with parents about upcoming in-class experiences

Preschool Dance Organizers (3 required)

- Work under the direction of the Fundraising coordinator to **prepare, advertise and implement** the preschool dance
- Organize extra volunteers as needed
- Arrange donation items for *silent auction*
- The preschool dance requires a theme, donations, decorations, DJ, equipment, etc. If there's a specific task you would like to do in regards to the dance, you can decide that with the other dance organizers and the fundraising coordinator

End of year Graduation Planners (1 or 2 required)

- Assist teachers in planning and coordinating end of year celebrations
- Organize volunteers as needed
- This position will only be filled once the others are filled

Fundraising Team

- Work with the fundraising coordinator on the school's main fundraisers
- Must be available to assist with sorting and packaging fundraising items when they arrive at the preschool
- Able to help out the preschool dance organizers as needed

Play dough (2 required)

- Make play dough as per recipe upon teacher's request
- Play dough recipe is available online

Year End Financial Review (2 Required)

- Review the school's financial statements for the year