

Care to Learn Preschool Parent Handbook 2025-2026

Welcome to Care to Learn Preschool!

We are excited to have you and your child as part of our preschool community. This handbook provides essential information about our program, policies, and procedures to ensure a smooth and enjoyable experience for everyone.



 **Our Mission:** We provide a nurturing and educational preschool environment based on FLIGHT - Alberta's Early Learning and Care Framework. Our goal is to foster independence, creativity, social skills, and school readiness through engaging, play-based learning.

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1. Introduction & Goals

 We believe preschool should be a fun and enriching experience that helps children develop important life skills. Our program focuses on:

- ✓ Encouraging **independence** and **problem-solving**
- ✓ Nurturing **creativity** and **exploration**
- ✓ Strengthening **social skills** and **communication**
- ✓ Preparing children for **school readiness** in a fun and engaging way

Our play-based approach ensures that learning happens naturally through fun and interactive activities that fosters confidence and curiosity in our young learners.

2. Registration & Fees 💰

📌 **How to Register:** Complete the online registration form found on our website nlpsab.ca. You will receive a confirmation email confirming the class your child has been placed in. In early September the Preschool Instructor will be in touch with site specific details. Start dates are noted on the nlpsab.ca website, along with other pertinent information.

📌 **Payments:** Payments are made via *School Cash Online* and include applicable fees. Information can be found on our website nlpsab.ca.

📌 **Late Payment Fee:** A \$27 late fee applies for overdue payments. Payments are due by the 1st day of the month.

📌 **Affordability Funding:** Government funding is available; attendance is required to qualify. Parents are responsible for the monthly amount of the federal funding in the event they have zero hours in a month.

📌 **Non-Refundable Deposit:** A non-refundable deposit is required upon registration. Please note this fee is to secure your space in the program and will not be refunded if you withdraw for any reason, any time after payment has been made. At the end of the school year, once we have received all payments and federal funding, any credit balances will be refunded as required.

📌 **Amount of Non-Refundable Deposit:**

- Half-Day Preschool: \$350
- Full School-Day Preschool: \$670
- Full Day Care: \$1095

📌 **Preschool Withdrawal Policy:** In order to provide continuity in our programming our preschool programs operate on a yearly not monthly basis. If withdrawing before January 31st, half of the yearly fee is waived. No refunds after February 1st.

📌 **Day Care & Full School-Day Withdrawal Policy:** A 30 day (one calendar month) written notice is required to withdraw from the program.

📌 **Parent Helper Commitment:** Some locations (Ardmore, Glendon, Iron River) require parent volunteers to meet ratio requirements. Please speak to the Instructor if you need to switch your helper day with another parent. In the event you do not fulfill your Parent helper duties, you will be required to pay a \$100 fee/per class (plus School Cash Fees). Class may be canceled in the event there is no parent helper.

🗣️ *Fees may vary by location. Contact us for specific details.*

3. Supplies from Home 🎒

- ✚ A site specific list will be emailed to parents in **early September**.
- ✚ All students will require indoor shoes, a snack/lunch box, change of clothes, backpack, weather appropriate outdoor clothing.
- ✚ In keeping with the philosophy of active learning, appropriate clothing is required. Children will be involved in painting, water play, climbing, outside play, etc., so easy care clothing is essential.
- ✚ To set children up for success dress them in clothing they can manage when using the washroom. Please pack appropriate outdoor wear for your child as we enjoy spending time outside. (loose pants, velcro shoes etc)

4. Snack & Nutrition Guidelines 🍎

To promote healthy eating habits, please follow these guidelines:

- ✓ Pack **nutritious** snacks including at least two food groups.
- ✓ Drinks may include **water, milk, or 100% fruit juice**.
- ⊘ No pop, Kool-Aid, Tang, candy, or gum.
- ✓ Special treats are welcome **for celebrations!** Please speak to the Preschool Instructor prior to bringing treats.

⚠ **Allergy Alert:** Please follow allergy-related instructions from your Preschool Instructor to ensure a safe environment for all children.

5. Policies & Procedures 📋

- ✚ **Age & Eligibility:** Children must be 3 years old and fully toilet-trained; please note - pull ups are not allowed. (except for those in the *Little Lights* program). The Little Lights program supports those requiring additional support and services. Please speak to the Preschool Instructor for more information.
- ✚ **Non-Attendance Days:** The majority of our programs follow the NLPS calendar, closing on major holidays and non-school Fridays.
- ✚ **Missed classes:** Refunds are not given for sick days, holidays, or canceled classes.
- ✚ **Cold Weather Policy:** Care to Learn Preschool follows NLPS policy for inclement weather. The programs may close when school classes are canceled due to the weather. Your Instructor will contact you in the event the program must close.

✚ **Personal Belongings:** Please label all items (shoes, bags, lunchboxes, etc.).

✚ **Photography & Social Media:** Parents may only take photos/videos of their own child. Posting images of other children is strictly prohibited.

✚ **Transportation:** Parents are responsible for the safe escort of their children to and from the preschool classroom.

✚ **Room Safety:** Medications must be locked and out of children's reach. Personal items of staff and parent helpers must be inaccessible. Children must have footwear on at all times when indoors and out.

✚ **Drop-off & Pick-up:**

✓ Preschool parents must **remain until a parent helper arrives** (where applicable).

✓ A **\$15 late pick-up fee** applies for every 10 minutes past dismissal.

✓ If the parent will not always drop off/pick up their child, an authorized person must be named on the registration form.

✓ No child will be released to an individual less than 16 years of age.

✓ Parents must provide written (email or text) consent to have someone not on their list pick up their child.

✓ ID will be requested if staff are not familiar with the individual.

6. Behavior & Guidance ☀

✚ We use **positive behavior management** to encourage good habits and minimize conflicts. Strategies include:

✓ Modeling good behavior (e.g., sharing, taking turns)

✓ Providing clear, simple expectations

✓ Encouraging problem-solving skills

🚫 **Corporal punishment is NEVER used.** If behavior issues persist, parents will be contacted to discuss solutions.

✚ If your child requires additional support or services, the Preschool Instructor may make recommendations to seek further assessment for your child.

A child's early preschool experiences are fundamental
to their growth and development.

When children play, they practice essential skills
in every aspect of growth.

They reason, innovate, express themselves,
explore movement, collaborate, and cultivate
a sense of right and wrong.

Through play, they are preparing for the real world!

7. Illness & Health Guidelines 🤔

Each child must be in a state of health to attend preschool. They must be able to go outdoors, and take part in active play. **We ask that you please keep your child at home if they are ill or have cold or flu symptoms.**

✚ A child can also be considered ill if they require greater care and attention that cannot be provided without compromising the care of other children or if a staff member knows or believes the child poses a health risk to other persons on the program premises.

🚨 **Keep your child home if they:**

- ✓ Have a fever, vomiting, diarrhea, or an unexplained rash/cough.
- ✓ Show signs of illness that require extra attention and care.
- ✓ Are recovering from a contagious illness (e.g., pink eye, chickenpox, etc).
- ✓ Have lice – once treated the child must have no **live lice** and be **nit-free** before returning to the program.

✚ **Children must be symptom-free for at least 48 hours before returning to preschool or the parent must provide a note from the child's physician prior to returning to the program.**

- ✓ If a child becomes ill during class, the parents or guardians will be notified, and the child must be picked up promptly. The child will be removed to a quiet area to rest until the parent/guardian arrives.
- ✓ A child who has or is suspected to have a communicable disease must be removed from the preschool. The parent will be notified and the child must be picked up from the school immediately, and will not be allowed to return until medical or public health officials indicate the risk of contagion is over.
- ✓ A staff member will notify the health clinic at once and request guidance as to how to ensure the safety of the other children.
- ✓ The parent must provide confirmation of the immunization record

8. Emergency Procedures 🚨

✚ **Fire Drills & Lockdowns** – Practiced monthly in accordance with school policies.

✚ **Emergency Evacuation Plan** – Posted in each classroom.

✚ **Accidents & First Aid** – Staff members hold valid First Aid certification. Parents will be notified immediately in case of serious injury. An accident form will be

completed.

🚨 **Emergency Evacuation** – parents will be notified in the event of an emergency evacuation or lockdown.

9. Contact Information 📞

If you have any questions, please reach out to your **Preschool Instructor** or the **Division Coordinator**. We are happy to assist you!

✉ Email: glenda.bouvier@nlsd.ab.ca

📞 Phone: 780-623-4414

☀ We look forward to a wonderful year of learning and growing together! ☀

