



PCA Preschool Parent Handbook






Sign-In & Sign-Out

Children must be signed in and out daily by a parent or authorized adult. If you will not be bringing or picking up your child, please be sure the staff knows who will be doing so.

Payments

Arrangements for the payment of fees must be completed before your child begins attending classes. This is typically done when the application form is returned.

2023/2024 Fees & Schedule

 Fall	145.00 ~ Sept. 12 - Dec. 14
 Winter	115.00 ~ Jan. 9 - Mar. 28
 Spring	95.00 ~ Apr. 9 - Jun. 6

Snacks & Clothing

Comfortable play clothes are appropriate. Please provide clean footwear for the classroom. Please send a filled water bottle labeled with your child's name. Food is not provided by the school. Please send a healthy snack (no drinks besides water) for your child with consideration for allergies and preferences. Licensing regulations recommend that small hard food items such as peanuts and popcorn not be sent because of the danger of choking.

Class Times

Classes run from 8:45 to 11:15 and from 1:00 to 3:30 on Tuesdays and Thursdays. Please do not arrive early as the doors will not be open and please be prompt in picking up children afterwards. STAFF MEMBERS DO NOT REMAIN AT THE SCHOOL BEYOND THEIR ALLOTTED HOURS.

Behaviour Management

Behavior management will take the form of positive reinforcement by encouraging good choices (our CAR system) which is explained further in the teachers introduction letter. The teacher will request parent involvement for more serious incidents. Every effort will be made to encourage appropriate behaviour and to provide a positive environment.

Medications

Children with communicable illnesses must be kept at home. We do not administer medications at school. If the child is recovering but still requires medication, we request that the parent come to administer it. In the case of emergency medications (asthma, allergies, etc.) please provide the original container clearly labeled with the child's name and specific written instructions as to symptoms and use.

Authorized Persons

Please inform staff if there are persons who are not authorized to have access to or receive information regarding your child. It is our intent to make the school as safe as possible for our students, but we cannot do this without appropriate information.

Contact

Please contact the PCA Preschool teachers to notify staff of child illness, changes in pick-up arrangements, or activity information.

 Marianne Dyck 403-443-8227

PCA Preschool

"Learning Through Play in a Faith Based Setting"

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