

# Lakeview Community Preschool Registration 2010/2011

## Open House:

**Wednesday February 3, 2010 at  
Lakeview Baptist Church  
5336 Lakeview Drive. S.W.  
6-7:30pm**

Registration information packages will be available at the Open House or at [www.lakeviewcommunity.org](http://www.lakeviewcommunity.org)

## Registration Nights:

### **Lakeview Residents Only**

**Monday February 22, 2010, 7:00-8:00pm**  
Lakeview Community Hall – 6110 34<sup>th</sup> Street S.W.  
(Note: Please bring ID with current address)

### **Public Registration**

**Thursday February 25, 2010, 7:00-8:00pm**  
Lakeview Community Hall – 6110 34<sup>th</sup> Street S.W.

**See [www.lakeviewcommunity.org](http://www.lakeviewcommunity.org) for registration forms and an information package or contact the Registrar (Gwen) at 403.685.9022**

- Registration must be done in person on the night specified
- **One registration per person will be allowed** (unless you are registering a sibling as well). Unfortunately, there will be no holding spots in line for other people. Thank you for your cooperation.

Lakeview Community Preschool operates out of the Lakeview Baptist Church, 5336 Lakeview Drive S.W.

For general questions regarding the preschool in 2009-10, please contact the Director (Kathy) at 403.283.5991; in the 2010-11 school year contact Ann at 403.226.5771

# Lakeview Community Preschool Registration 2010/2011

**Welcome to the Lakeview Community Preschool!**

## **Age Requirements:**

Three (3) year old class: Your child must be three (3) on or before  
December 31, 2010

Four (4) year old class: Your child must be four (4) on or before  
February 28, 2011

## **Incomplete registration packages will not be accepted.**

A complete registration package will include the following:

- **Registration Form:** completed in full and signed by the child's parent or legal guardian
- **Three (3) separate cheques for the following, dated on the day of registration:**
  - i. **Non-refundable Administration Fee:** \$30.00
  - ii. **Community Membership:** \$25.00  
Membership cards will be handed out sometime following registration. Membership will be valid from July 1, 2010 to June 30, 2011.
  - iii. **September fees:**

Three (3) year old class:	\$ 115.00
Four (4) year old class:	\$ 135.00
- **Post dated cheques:** dated for the first of each month from October 1, 2010 to May 1, 2011 for 3 year olds; October 1, 2010 to June 1, 2011 for 4 year olds
- **Birth Certificate** of the child being registered must be presented at time of registration

**Please make all cheques payable to Lakeview Community Association (or LCA).** Please write child's first and last name on the memo portion of your cheques. Cash payments will be accepted only if the entire year is paid in full.

Please check the above list carefully and make sure that you have a complete registration package. Only complete registration packages will be accepted on registration nights.

## **LAKEVIEW COMMUNITY PRESCHOOL**

5336 Lakeview Drive SW  
Lakeview Baptist Church

### **A BRIEF HISTORY...**

Lakeview Preschool was founded in 1967 by Mrs. Blasken, a mother with a young toddler who lived in the Lakeview area. She was one of our original two teachers who taught the very first year. The preschool was originally located in the new Lakeview Community Hall and focused on the "socialization" of young children. It was not long before the school outgrew the Community Hall and relocated to Clem Gardner School in 1978. That year the school started hiring qualified teachers. Previous to this, the mothers of the students did the teaching! In the mid 1980's Lakeview Preschool moved once again to Jennie Elliot School and in 2007 it moved to our current location in Lakeview Baptist Church. Interestingly, some of the first students at Lakeview went on to become local celebrities in Calgary.

### **PHILOSOPHY AND GOALS**

The Lakeview Community Preschool offers a program emphasizing learning, discovery and socialization through play. Our program is specifically designed to encourage growth in physical, emotional, intellectual and social development through an emphasis on personal discovery during play. Our qualified teachers are committed to providing quality experiences through class activities, both in and out of the classroom.

We strongly believe in and encourage family participation in all areas of the school, including our Parent Board of Directors. This "open door policy for families" allows parents and relatives to come into the classroom to volunteer or see the children in action. Family participation is an important aspect of our school as it helps children in the transition from a home to a play setting, as well as providing a needed service for the school.

Lakeview Community Preschool is dedicated to the well-being and growth of your child and provides a quality "pre-school" experience.

### **PROGRAMMING**

The preschool provides a variety of stimulating environments for children. We encourage exploration in play by maintaining several centres such as, arts and crafts, sand and water tables, carpentry, reading, music, housekeeping, play dough, and dress up. These centres are changed often to meet the needs of the children as determined by the teachers. Each teacher prepares monthly themes and activities are based on these themes. Accordingly, one class may be participating in a different theme from another class at any one time. As three and four year olds are emergent readers, story times are utilized to encourage a love of books and develop a beginning knowledge of numbers and letters. Time is also spent in the gym and at times outdoors as well (playground is nearby). There are special parties at times during the year such as Halloween and Christmas.

## **PROGRAMMING Cont'd**

The students are provided with a healthy balanced snack each day. Sweet snacks are for special days only, such as parties or other special occasions. On these days, balancing a sweet snack with fruit or vegetables is encouraged. Snack time is a sharing time when students are able to share a special snack with fellow classmates. Each student is asked to bring snack for their class on a rotational basis (on parent volunteer days).

Lakeview Community Preschool follows the Calgary Board of Education public school calendar with the exception of Professional Development days. Teachers will hand out school closures and a holiday schedule at the beginning of the year. Classes start at the beginning of September and run until the end of May. The three year old morning classes run from 9:15 to 11:30 AM, and afternoon classes from 1:00 to 3:15 PM. The four year old morning classes run from 9:15 to 11:45 AM, and the afternoon classes from 12:45 to 3:15 PM.

## **LOCATION**

Lakeview Community Preschool is located at 5336 Lakeview Drive S.W. in Lakeview Baptist Church. There is a large foyer inside giving ample space to remove all wet and muddy footwear.

## **REQUIREMENTS**

### Readiness

#### **Is Your Child Ready for Preschool?**

- Is your child fairly independent? Can he/she take care of basic needs like washing hands, going to the bathroom, wiping noses? Can he/she eat without assistance?
- Does your child share and take turns with encouragement?
- Will your child help with simple tasks like putting away toys or clearing the table?
- Is your child comfortable spending time apart from a parent? Does he/she suffer from separation anxiety?
- Is your child confident playing independently or with a small group?
- Will your child sit and listen to short instructions or a story, within a larger group?
- Can your child work on projects on his/her own? Solo projects: clay work, arts & crafts projects, puzzles, look at books, listen to stories and/or tapes?
- Is your child used to keeping a regular schedule? Does your child keep to routines/rituals at home?
- Does your child have the physical stamina for preschool?
- Does your child usually adapt easily to transitions in activities, i.e. leaving toys to come to circle time, cleaning up, etc.
- Can your child use words to express his needs and ideas?
- Is your child toilet trained?

## **REQUIREMENTS Cont'd**

### Age Requirements

**NEW:** Three year old class: Children **MUST** be three on or before December 31, 2010 to register in the three year old program.

Four year old class: Children **MUST** be four on or before February 28, 2011 to register in the four year old program.

Your child's development and progress in our classrooms are very important to the Preschool. Your child's development will be observed continuously and you will be notified if there are any concerns from the child's teacher. There will be ongoing communication between teachers and parents to resolve any concerns. However, some children are more ready for preschool than others and if at any time, in the opinion of the child's teacher, the child's development or behavior indicates that the child is not ready for preschool; your child may be required to withdraw from the preschool.

### Toileting

Children **MUST** be toilet trained to attend class. Parents will be required to return to the school should the need arise. Our teachers cannot be responsible for changing pull-ups, or soiled clothing however we realize that accidents do sometimes happen. In this case a parent will be called to assist their child. If your child continues having accidents on a regular basis or is not toilet trained at the start of the school year, you may be asked to withdraw your child.

### Parent Volunteering

There must be a parent volunteer in every class. Parents are asked to volunteer in class on a regular basis. On volunteer days, the parent volunteer is expected to provide the snack for the class. A handout of ideas for healthy snacks will be provided by the teachers at the beginning of each school year. When volunteering, parents will assist the teachers. However, the licensing authority has discouraged siblings from coming with the parent volunteer so please make sure child care has been arranged. Grandparents can volunteer in class in place of a parent. However, at all times volunteers are not to be left unsupervised with the children. When it comes to bathrooms, the doors must be left open if a parent/volunteer is going to assist a child. If a teacher assists the child, then the parent/volunteer can stay in the classroom with the remaining students but, at no time, are they to be in a one-on-one situation that cannot be monitored. Teachers will have calendars available in advance so that parents can select classes that are convenient.

### Clothing

Children should wear comfortable clothing suitable for free play. It is important to remember that the children may get messy / dirty during playtimes, so suitable attire is strongly recommended. The preschool will not be held liable for soiling or damage to clothing. Proper footwear is also required due to fire regulations and for the safety of the children. A set of indoor shoes may be left in the classroom if desired, to ensure shoes are readily available. During rainy and snowy weather, wet boots must be left upstairs just inside the entrance.

## **REQUIREMENTS Cont'd**

### Arriving / Departing & Absences

Arriving on time and picking up on time is very important not only for the children but for the teachers as well. Exact class times will be established over the summer, but the three year old morning classes will run from 9:15 to 11:30 AM, and afternoon classes from 1:00 to 3:15 PM. The four year old morning classes will run from 9:15 to 11:45 AM, and the afternoon classes from 12:45 to 3:15 PM. Please do not arrive more than 5 minutes before class, as the teachers are preparing for class. The front door to the church is always locked. There is a doorbell to ring. Parents can then assist each other with entering the church (please do not prop the door open). Students will not be allowed to enter the classroom until the teacher opens the door. If your child is going to be absent, **please notify the teacher by calling the preschool classroom at 403.826.2585**. Please do NOT telephone the church office.

### Security Policy

All children must be accompanied to and from the classroom. They must be signed in on arrival and signed out upon departure. This is especially important for security and licensing purposes. Only the parent or legal guardian can sign out the child unless a consent form is filled out for every person picking up your child. These forms will be available in the classroom on a regular basis.

### School Supplies

Some time in September, please bring a box of Kleenex and either hand sanitizer or liquid hand soap for the preschool. Teachers will let you know what other recycled items are needed for class projects and crafts

## **FEES**

To enroll with Lakeview Community Preschool the following fees must be paid at the time of registration):

- \$30.00 Non refundable administration fee per child
- \$25.00 Lakeview Community Association membership
- September tuition fees
- Post dated tuition cheques for October through May for 3 year olds or October through June for 4 year olds

### Tuition is as follows (September until June)

- 2 day program (3 year old): \$115.00 per month
- 3 day program (4 year old): \$135.00 per month

After classes commence, one month's written notice is required for any student withdrawals. This means cancellations without this notice will forfeit one month of fees. Tuition for the year is to be paid with post-dated cheques dated for the first of each month upon submitting your registration form.

## **FEES Cont'd**

The Alberta Government is offering subsidies to stay-at-home parents for preschool fees if the parents apply and are approved. The Lakeview Community Preschool has agreed to participate in this program. At the moment, the parent board is asking that the post-dated cheques be submitted with your registration package. Please watch for updates as the information comes to us on reimbursement for fees. Please go to [www.child.gov.ab.ca](http://www.child.gov.ab.ca) for further information on the subsidy.

### **INFORMATION OF SPECIAL INTEREST**

#### Consent Forms

Teachers will have a few forms for you to sign at the beginning of the year such as a general consent form, medical form in case of allergies, discipline policy form. There are also forms for field trips.

#### Nut Policy

Of special concern is the issue of nuts. Our school is a "nut free zone". Due to the dramatic increase in allergies we ask that no nuts, nut products, or products which may contain nuts be brought into the classroom at any time. If your child has any allergies or special food requirements, please notify the teacher and this will be noted in the student's file. All parents are notified before the beginning of classes which foods are not acceptable.

Each student is asked to bring a snack for their class on a rotational basis (usually once per month) so that students have a snack for each class time. Snacks are nutritionally balanced using at least 2 of the 4 food groups. Usually water is provided for the children to drink. Sweet snacks/home-made snacks are for special days only, such as parties, birthdays, or other special occasions. On these days, balancing a sweet snack with fruit or vegetables is encouraged. Snack time is a sharing time when students are able to share a special snack with fellow classmates. Snacks must be purchased and in original packaging for safety reasons as recommended by licensing. Teachers will have calendars available for parents to sign up for volunteer/snack days.

#### Contact List

Class lists containing the names of all students registered in the preschool and their parents, along with their phone numbers and addresses are shared with all parents. This allows parents to contact each other directly regarding issues or concerns and to get to know each other and schedule play dates.

You will acknowledge your consent to this information being shared with other parents by checking and initialing the box on the actual registration form. Please note that if you do not consent, **only the student's name** will be included in the list.

Please note that upon registering your child you are required to comply with the following **"Contact List Use Policy"** relating to the class list.

**"Contact List Use Policy"**: Parents are to use the class list only for the purpose set out above and will not use it for any business or other purpose and will not provide the list, or any information contained in it, to anyone else. All parents are required to comply with this.

## **INFORMATION OF SPECIAL INTEREST Cont'd**

### Parking

Please park in the lot along the side, the rear or in front of the church. Do not park in the apartment complex spots. There is lots of parking so this is not generally a problem.

### School Photos

A photo day will be arranged for both 3- and 4-year-old classes some time in the fall.

### Communication

Teachers will contact parents by e-mail mostly. There are also monthly newsletters and the bulletin board. Special notices may be sent home from time to time. The Preschool Director will also send out updates throughout the year via e-mail.

### Fundraising

There will be a few fund raisers throughout the school year. Currently, there is a Family Portrait Day held in the fall. Poinsettias are also sold for Christmas time.

### Scholastic Books

Parents are able to place orders for Scholastic Books from September through April. A parent volunteer will distribute order forms to the classes during the year. Books take about three weeks to arrive after the money has been collected and the order has been placed.

### Fieldtrips

From time to time, the children will have the opportunity to participate in field trips away from the classroom. On these occasions, parents may be asked to cover some or all of the fees required for participation in the field trip. Your child's teacher will inform you in advance when any field trips are coming up.

### Feedback and Suggestions

We encourage feedback regarding the school. Please feel free to make any suggestions to the Director or your teacher; we will be happy to talk with you regarding any aspect of the school. If you are interested in becoming involved in the school, please contact the Director.

You can reach any of the Preschool Board of Directors at the following numbers:

- Director 2009-10: Kathy Buchanan 403.283.5991
- Co-Director (Director 2010-2011): Ann Naimish 403.226.5771
- Registrar: Gwen Hart 403.685.9022

**Thank you for your interest in the Lakeview Community Preschool.**