



## Welcome Class of 2017-18

**Play is the highest  
form of research.**

Welcome to the HHBH Playschool! It's hard to believe that in a few short weeks we will be welcoming new and returning children into the classroom. We are looking forward to a great year and getting to know all of our students and their families!

Albert Einstein



### Ms. Marie

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[Teachers@playschool.hh-bh.ca](mailto:Teachers@playschool.hh-bh.ca) (Sept 2017)

I grew up on a farm in Ireland and graduated from University College Dublin with an Honours Degree in Geophysics. I worked as a geophysicist for a few years before my husband, Brad and I had our three kids. Our son is now 16 and our twin girls are 14. When I was home with our children, I spent a lot of time in the classroom as a parent volunteer and co-chair! I love to do crafts and play board games with my family when we are not busy running between activities. Going for a bike ride, hike, or curling up with a good book are some of my favourite ways to unwind.

I am very excited to be returning to my eighth year at HHBH Playschool. I am thrilled to work and play with your kids in this fun, caring and nurturing environment. Through hands-on learning and observation, it is so lovely to witness each child's growth into confident capable learners. I can't wait to see you all in September.



### Ms. Liz

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[Teachers@playschool.hh-bh.ca](mailto:Teachers@playschool.hh-bh.ca) (Sept 2017)

Hi! My name is Elizabeth Dennis, but I have shortened it to Ms. Liz. ☺ I am a mother to 2 incredible children who are 13 and 9 years old. They are going into grade 8 and grade 5.

I have been working with children in various settings for over 16 years and have taught Preschool for the past 5 years. I am very excited to be joining your children in the HHBH preschool classroom and can't wait to meet all the new and returning families in September.



### Lyndsey Bristow

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[Chair@playschool.hh-bh.ca](mailto:Chair@playschool.hh-bh.ca) (Sept 2017)

We are excited to be returning to our second year at the HHBH CA Playschool. Juliana, who is 4 years old, will be back playing with friends and scouting out a permanent seat at the craft table on Tuesday and Thursday mornings. Juliana's brother Zachary (2 years old) will be trying to sneak his way into the classroom every morning in hopes he can stay, while our oldest daughter Shayla is starting in Grade One. I am an occupational therapist and a yoga teacher, when I am not wearing my mom or Playschool hat. I look forward to collaborating with all the great families at the Playschool this year!



## Christina Scott (Winger), Vice Chair

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[ViceChair@playschool.hh-bh.ca](mailto:ViceChair@playschool.hh-bh.ca) (Sept 2017)

We are looking forward to another great year at HHBH Playschool. My daughter (Caeleigh who is three) will be entering her second year and attending on Tuesday/Thursday afternoons. She can't wait for this year to start! My son (Jack) previously enjoyed two very memorable and fond years at HHBH Playschool and will be starting Grade One this fall. I'm looking forward to my role as Vice-Chair this year and am thrilled to have the opportunity to be part of such an amazing playschool. I hope to meet many of you and your children (if I haven't already) over the upcoming year. When I am not busy helping out with playschool or other motherly duties, I am a lawyer.

## Important Playschool Information

- **Parent Handbook**

Please take the time to review the Parent Handbook so you are familiar with Playschool's operations, routines, policies and procedures.

- **Police Clearance**

Our playschool relies on parent helpers to maintain the required adult/child ratios for licensing. Police Clearance is **MANDATORY** for all parent helpers. **Police clearance of at least one parent or adult who will be completing parent helper shifts at the Playschool must be received prior to the child commencing Playschool.** If you need to complete a police clearance, please do so at <https://policeinformationcheck.calgarypolice.ca/> and "share" the results with HHBH Community Association. Please contact Erica McBeth, Privacy Officer/Class Liaison at [ericamcbeth@live.com](mailto:ericamcbeth@live.com) ([ClassLiaison@playschool.hh-bh.ca](mailto:ClassLiaison@playschool.hh-bh.ca) after mid-September) if you have questions or have a valid police clearance from elsewhere. Please note that it can take several weeks for a police clearance to be processed.

- **Parent Volunteer Commitment**

Our school depends on the involvement and participation of parents. Each family is expected to complete Special Helper Days in the classroom, as well as sign up for a job in one of the four Non-Executive Parent Committees: Teacher Support Committee, Social Events Committee, Classroom Enrichment Committee, and Cleaning Committee. Please familiarize yourself with the parent volunteer expectations before the start of school (*Section 3.2 Volunteer Commitment to Support Operations* in the Parent Handbook).

- **Sign Up Genius**

The Playschool will be utilizing Sign Up Genius to allow parents to sign up online for all required volunteer commitments. More information regarding volunteer requirements and how to use Sign Up Genius will be sent to parents on **August 15<sup>th</sup>**.

- **First Day Of Class**

For your child's first day:

- Please ensure you know which day your child should arrive (see Staggered Entry below)
- You will receive a registration form and waiver one week prior to school. You will need to print off the registration form/waiver, ensure all information is correct, and bring with you on the first day.
- Please plan to stay for at least the first 10-15 minutes for paperwork/introductions

- **Staggered Entry**

Staggered entry will occur the first week of classes.

- Children enrolled in the morning class will visit for one, full 2 ½ hour class between September 7<sup>th</sup>-12<sup>th</sup>
- There will be no staggered entry for the afternoon class: regular attendance begins September 7<sup>th</sup>
- September 13<sup>th</sup>/14<sup>th</sup> will be the start of regular attendance for children in the morning classes
- Your child's assigned staggered entry day will be sent by email on August 15, 2017.

- **Fall General Meeting**

Mark your calendars, The Fall General Meeting will be held **Tuesday, September 12<sup>th</sup> at 7 pm** in the Playschool Classroom. It is mandatory that at least one family member attend. Please see *Section 6.4.1 Orientation Meeting – September* in the Parent Handbook for more information regarding this meeting.

- **Speech and Fine Motor Screening**

The Playschool is partnered with IM4Kids, a community based, early intervention program that provides developmental screening and on-site therapy support. The IM4Kids Team will be available to HHBH Playschool children to complete developmental screens on September 15, 2017. If you choose to participate, an occupational therapist and speech language pathologist will meet with you and your child and present your child with a set of age-appropriate activities. The therapists will observe your child's approach and skill level and review with you their clinical impressions. If warranted, further assessment may be recommended. If you believe your child would benefit from a developmental screen, please be sure to pick up an IM4Kids information package and sign up for an assessment time at the Playschool on the first week of classes.

## Important Classroom Logistics

### Playschool Access

In compliance with CBE policy, all doors at Briar Hill School are locked at 8:40am and remain locked throughout the day. There is a buzzer at the Playschool entrance that parents can use to access the building.

### Releasing Children

- A teacher or Parent Helper will open the school entrance door at 11:30am and 3:30pm
- 2-3 children will be called forward to meet up with their authorized parent/guardian in the hallway
- To ensure safety/security, do not take your child or “wave” your child out
- Your patience is appreciated as we become familiar with the adults authorized to pick up your child.
- Please review *Section 5.11 Child Pick Up Policy* and *Section 5.12 Late Pick Up Policy* in the Parent Handbook so you are aware of the Playschool's pick-up policies.

### Snack Expectations

- The Parent Helper will provide a healthy snack from two different food groups, for all children in the class
- Briar Hill School has a No Nuts/No Peanuts policy and the playground is a “Food Free” zone
- Every day, children need to bring a clean water-filled water bottle clearly labeled with their name
- Please review *Section 4.3 Nutrition/Snack Expectation* in the Parent Handbook to familiarize yourself with the snack expectations. Please note that many of our policies are determined by Alberta Health, Child Care Licensing and/or the Calgary Board of Education.

### Shoes/Clothing

- Children need to wear supportive shoes that allow them to move safely in the classroom and the gym.
- Children need to have a suitable sweater/coat each day in case of outdoor play or fire drill/evacuation
- Shoes can be left in your child's cubby. The Playschool is not responsible for lost/stolen items
- Please keep an extra set of clothing/underwear in your child's backpack in case of accidents, spills...etc.

### Helper Days

On your Parent Helper day, you **must arrive 10-15 minutes** before the program start time, for a briefing on the day. Please respect the teachers, children and other parents and arrive on time for this preparation. Parent Helper role and expectations will be reviewed at the Parent Orientation Meeting on September 12<sup>th</sup>. **Please thoroughly review *Section 3.1 Volunteering in the Classroom (In-Class Helper)*** for a more detailed outline of the Parent Helper role and responsibilities.

### Show & Tell

- The child of the Parent Helper is the Special Helper Child that day and can bring **ONE** show & tell item.
- Suggested items are: a favorite book, science item, toy or souvenir. Violence related toys are not allowed.
- 10-15 minutes each class is allocated for show & tell; to facilitate development of listening and speaking skills, for both the special helper child and their classmates.

### Birthday Information

- On a child's birthday, s/he will get to wear a birthday sticker and the class will sing Happy Birthday
- Often parents will try to plan to be the Special Helper on or close to their child's birthday
- Due to parent feedback, we ask that **cupcakes are not brought to class** as the snack on your child's birthday. Licensing requires that healthy snacks from two different food groups are provided.

## Important Classroom Logistics

- Parents may stay with their child on the first day (or few days) to ensure the child is comfortable.
- Discuss expectations: your child needs to know that s/he will need to remain at the school without you.
- Our teachers are experienced and well-prepared to help your child with separation anxiety. They will let you know if the separation is too difficult for your child and together we can come up with a plan.
- ALWAYS say good bye to your child BUT be careful not to drag out your departure as this can make the transition more challenging.
- If it helps with the transition, your child may bring a special/security item (like a blanket or a stuffy) until s/he is more comfortable at school. The teachers need to be aware of the item to reduce the chance of it being lost or broken. Once your child is comfortable, all special/security items need to be kept at home.
- If you have any questions or concerns, you are welcome to contact Ms. Liz and Ms. Marie by email or by phone at the Playschool after September 5<sup>th</sup>.