



Springbank Playschool Association

**PARENTS' PRIMER
2025/2026**

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SPRINGBANK PLAYSCHOOL - A PARENT-RUN CO-OPERATIVE

Welcome to Springbank Playschool - a place for fun and learning! Springbank Playschool is a non-profit, parent-run organization which relies on volunteers to ensure that everything runs smoothly. Please consider joining the Board of Directors – your participation will enhance your child's Playschool experience and allow you to contribute to an exceptional community organization. Member volunteer roles require less of a time commitment but are still essential to the operation of playschool! All families are required to take a volunteer role at the time of registration. Playschool classes are planned and run by teachers in possession of a Child Development Worker (formerly level 2) or Child Development Supervisor (formerly level 3) Certificate. Each teacher also has current First Aid and CPR in Child Care Certification and a clear police check. Teaching Assistants in each class will be certified or working on their Child Development Assistant (formerly level 1) certification, will have a clear police check, and will have or be working on First Aid and CPR certification. Parents are welcome and encouraged to volunteer to spend time in the playschool classroom – a sign up for these volunteer opportunities will be available at Orientation.

PLAYSCHOOL PHILOSOPHY

As a parent, it is important to feel comfortable with and confident in your child's Playschool experience. Our teachers are educated and experienced professionals, each of whom has refined a unique pedagogical style supported by the research involving the learning-through-play philosophy of early childhood education.

At Springbank Playschool our goal is to facilitate learning through play. In order to achieve this we provide a stimulating environment with a warm and comfortable atmosphere where parents and teachers can work together to help the children develop feelings of self-worth while assisting them to reach their full potential physically, mentally, and emotionally. We believe the best way for a child to learn is by experience, not by orchestrated, structured lessons. Most of the concepts on which reading, writing, and arithmetic are based can be learned through play. Children learn the foundations needed for success in school, learn appropriate social interactions, and are creatively stimulated and eager to learn more. The stage is set for them to go on to a formal school setting with enthusiasm and anticipation.

Play-oriented activities provide our students with many opportunities for adventure and the development of skills. Creative expression and fine motor dexterity are developed through sensory activities and during arts and craft time. Arts and crafts are meant to inspire children to enjoy the creative process; children are encouraged to explore the materials provided and consider how they may make a craft uniquely theirs. Students are praised for their effort, patience and hard work: the goal is not to produce a specific product. Problem-solving and math concepts are developed as the children try to pour a big container of sand or water into a smaller one. Physics is investigated when they discover that a toy car will slide down the wooden block ramp faster if the wood is held at a greater angle. Reading readiness is enhanced when they realize that other children's names start with the same letter as their name, but that their name is different. Physical literacy is gained through activities in class, in the gym, and at the playground where students run, climb, spin, hop, slide, and explore. So the day goes, with the children 'working' at their play, and above all learning cooperation,

acceptance of others, sharing, negotiation skills, patience, communication skills, confidence and autonomy.

The skills and abilities learned through play cannot be taught by putting the children at a designated desk and forcing them to do a designated task. The paper results may be excellent, but the child's spirit of adventure and joy in learning will be stifled, and the child's ability to learn self-direction and motivation will not be enhanced. Children will have many years of that kind of learning. Let Playschool be a time of joy and discovery at their own level of interest.

Directed group activities are also a part of our Playschool's program. Games, discussions, stories, poems, singing - often centered on a theme - enhance a child's discovery of the world, and the special people around them. "Circle time" is a time of fun and learning in a slightly more structured and more teacher-directed manner. Once again, the children learn a variety of academic and social skills and responsibilities, such as speaking in front of a group, listening to and respecting other people's ideas and learning the joy of the written word through books.

We strive to offer student emergent programming; meaning through classroom observation we make available as many activities as we can according to student interest. For example, children may still be interested in Halloween weeks after it's happened. We can extend their interests in all areas of the classroom and maximize learning from this interest. It's important to both introduce new ideas and take cues from each student to help facilitate growth and exploration, in their own unique areas of interest.

Three to five-year olds are going through an incredibly exciting time and discovering who they are. We hope that Springbank Playschool will equip them to face the coming years with confidence and enthusiasm, with acceptance of others, and respect, and with newly-acquired skills and knowledge.

MEMBERSHIP AND MONTHLY FEES

Each Playschool family is considered a member in the Playschool Association, entitled to vote at Playschool meetings. Program fees - \$230.00/month for the 2-day program, \$260.00/month for the 3-day program and \$360/month for the 4-day program - pay for the operation of the Playschool.

In January 2022, the government started providing parents more affordable child care in 2 ways –

1. **Affordability Grant:** Provided to child care operators. All of our programs qualify and it will be automatically applied to your program fees- see registration form for adjusted program fees.
2. **Child Care Subsidy:** If eligible you can apply as soon as 1 month prior to the school

start date (early August you can apply) Please visit the Alberta government website for more information on edibility and to apply - www.alberta.ca/child-care-subsidy.aspx

Fees are paid in 3 installments throughout the year using the PAD service Rotessa, along with a \$100 non-refundable registration fee due at the time of registration. The registration fee includes the cost of membership in the Springbank Playschool Association as well as the facility access fee for the Springbank Park For All Seasons.

NSF charges to the Playschool will be the responsibility of the member. Members in arrears of fees for more than 30 days may be expelled from the Playschool.

WITHDRAWAL POLICY

If for any reason you wish to withdraw from the Playschool, our Registrar will require written notice.

Members may withdraw from the playschool by providing 30 days written notice. All refunds will be at the discretion of the Executive, who will have regard to the following policy in assessing each individual situation:

Fees shall be refunded as per the following schedule:

Date Withdrawal Notification Received	Refund
Prior to August 1 st	Full Refund
August 1 st – October 15 th	2/3 Refund (Installments #2 and #3)
October 16 th – February 1 st	1/3 Refund (Installment #3)
After February 1 st	No Refund

SCHOOL ADDRESS

We have a permanent, Playschool use only classroom located on the 2nd floor of the Springbank Park for All Seasons building at: C32224 Springbank Road
Calgary AB T3Z 2L9
Telephone: (403) 240-9248

FACEBOOK

Like Us on Facebook!! For up to the minute announcements, updates, school closures, etc. www.facebook.com/SpringbankPlayschool (like us and select 'get notifications')

WEBSITE

To visit the playschool's website, go to www.springbankplayschool.ca

TEACHERS 2025-2026

Teacher – 3A	Kimberley Copithorne (Ms. Kim)
Teacher – 4A	Kimberley Copithorne (Ms. Kim)
Teacher - 4&5	Chelsea Copithorne (Ms. Chelsea)
Teacher Assistant	Sheryl Ozirny (Ms. Sheryl)

**** *Class teacher assignments are tentative and subject to change before September* ****

VOLUNTEER COMMITMENTS

As a parent co-operative program, we require each family to volunteer. There are options to serve on the Executive, Board of Directors, or in a Membership Role. You will have the opportunity to request your volunteer role at the time of registration. Our program relies on volunteers to run, this is how we keep our fees low and class sizes small. Full descriptions of available volunteer roles can be found on our website or through our Registrar.

EXECUTIVE: President, Vice-President, Secretary, Treasurer and Registrar

BOARD OF DIRECTORS: Class Representatives, Fundraising Committee, Marketing Coordinator, SPFAS Liaison

MEMBERSHIP ROLES: Fall Fundraising Volunteers, Playdough Makers, Laundry, Recycling, Social Media Coordinator, Website Manager, Registration Night Volunteers

PLAYSCHOOL CALENDAR 2025-2026

PLEASE NOTE THESE DATES ARE ALL TENTATIVE AND SUBJECT TO CHANGE. FAMILIES WILL RECEIVE ACTUAL DATES CLOSER TO THE START OF THE YEAR

Playschool Orientation (Tentative - Details TBD):

3 yr olds AM:	Thursday, September 4	10:00 - 11:00 a.m.
4 yr olds AM:	Friday, September 5	10:00 – 11:00 a.m.
4&5 yr olds PM:	Thursday, September 4	1:00 - 2:00 p.m.

School Commences:

3 yr olds AM:	Tuesday, September 9	8:50 - 11:05 a.m.
4 yr olds AM:	Monday, September 8	8:50 - 11:05 a.m.
4&5 yr olds PM:	Monday, September 8	12:30 - 2:45 p.m.

CLASS SCHEDULE FOR 2025-2026

Monday	Tuesday	Wednesday	Thursday	Friday
4 yrs AM 8:50 – 11:05	3 yrs AM 8:50 – 11:05	4 yrs AM 8:50 – 11:05	3 yrs AM 8:50 – 11:05	4 yrs AM 8:50 – 11:05
4/5 yrs PM 12:30 – 2:45	4/5 yrs PM 12:30 – 2:45	4/5 yrs PM 12:30 – 2:45	4/5 yrs PM 12:30 – 2:45	

THERE WILL BE NO CLASSES ON THE FOLLOWING DAYS:

Thanksgiving: Monday, October 13, 2025

Remembrance Day: Monday, November 10 & Tuesday, November 11, 2025

Christmas Holidays: December 22 – January 4, 2026

Family Day Week: February 16 – 20, 2026

Spring Break: April 3 - 13, 2026

Victoria Day Weekend: Friday, May 15 and Monday, May 18, 2026

Other holidays, including additional Playschool non-instruction days, will be announced well in advance - please watch your email for details. Here is the link for the full list of dates:

[RVS Dates](#)

*please note the dates in August and June do not apply.

ALL dates are tentative and subject to change for the 2025/2026 year. You will be given an updated list in September.

INCLEMENT WEATHER

Playschool classes will be cancelled in the event of inclement weather, in conjunction with the closing of the other Springbank schools and/or buses (Elbow Valley Elementary, Springbank Middle School and Springbank Community High School.) The School Division's policy dictates that at a temperature of -40 degrees more or less, including wind chill, school will be cancelled. However, extreme weather conditions which fall short of this standard may, at the discretion of the Teachers & President/VP, also warrant cancellation of Playschool classes. Please refer to local radio and TV stations and applicable websites to be advised of school closures. If the Playschool is closed it will be posted on the Playschool's Facebook page, and families will be notified by email and/or by phone.

FIELD TRIPS AND SPECIAL DAYS

Over the playschool year the students will have the opportunity to experience a variety of special days, potentially including field trips, special guests, and themed classes. Some examples of past special days include firefighter visits, Butterfield Acres, skating, pajama day, musical guests, and beach day. We love to have parents who have a special occupation or talent: please let us know if you would be interested in being a special visitor in our classroom! For all field trips parents are required to attend or arrange for transportation and supervision of their own child. Typically, siblings are welcome to attend but since field trip plans vary year to year this may not always be the case. Playschool hours will occasionally be adjusted for special days and on field trip days there will be no regular classes. Your teacher will update you on the specific plans for your child's special days as they become available.

THE BUSINESS OF PLAYSCHOOL

Age Guidelines: Any child registering for the 3 year old program must be 3 years of age on or before December 31, 2025. *Each child who begins Playschool at the age of 2 must be accompanied by an adult at every class until his 3rd birthday.* Any child registering for the 4 year old program must be 4 years of age on or before December 31, 2025. Any child registering for the 4/5 combined program must be 4 years old on or before September 1, 2025. All children registered in the playschool program must be fully toilet trained upon entry into the program.

Emergency information form: Provincial Playschool guidelines state that by the first day of Playschool, the Playschool must be in possession of a file with pertinent emergency information from each child's registration, as noted on that child's emergency card. If your child takes a prescription medication, you must indicate what it is on the emergency card and update as necessary. In case your child requires medical attention, that information will be needed by medical personnel to treat your child appropriately. Also, each child's immunization status must be kept on file.

CONTACTING THE PLAYSCHOOL

Telephone: (403) 240-9248

Telephone calls to the Playschool during class time should only be made in an emergency. If you need to phone the teacher at school (e.g. if a child is going to be absent or late), please do so before or after class. If you would like to discuss a specific matter with your child's teacher please leave a message at the Playschool letting them know – both teachers are happy to discuss such matters outside of Playschool hours and will work with you to make suitable arrangements. Teachers may not have access to email at school so if a situation is urgent please call the playschool directly.

Please let your child's teacher know if your child is going to be absent. This is particularly important on days when a field trip is scheduled, to avoid the rest of the class being kept waiting. As a courtesy to our teachers, please also call if you are going to be late picking your child up. If you are going to be more than 10 minutes late, please make arrangements with another parent. Late pick-ups can become problematic and, if frequent, can be cause for expulsion from the Playschool at the discretion of the Executive.

TREATMENT AND NOTIFICATION OF ILLNESS OR INJURY

The Calgary Health Region provides to area schools a pamphlet in chart form entitled "Alberta Health Region, Communicable Diseases". The Playschool has on hand a copy of this pamphlet which explains the incubation, onset, symptoms, period of communicability and exclusion from school pertaining to various illnesses. When a child suddenly becomes ill during class time, that child will be isolated from the other students and the parent will be notified immediately. If the parent cannot be contacted, the alternate emergency person will be notified. The isolated child will be supervised until the parent can assume full responsibility for the child. In case of injury, first aid will be administered, and then the parent will be notified. If the injury is minor, the child will be able to resume activities. If the injury is major, the parents will be notified of the injury and the treatment required. If necessary, the assistance of the SPFAS will be available.

Every major injury will be recorded, noting the date and nature of the injury, and the first aid required. Please note that parents of children on medication are to provide a daily medication diary. Should an adult or child cut themselves, surgical gloves are available to aid the clean-up and care.

IF YOU'VE GOT THE SNIFFLES

Runny noses and colds are a normal part of childhood and few children make it through the year without one or the other. Please follow the most up-to-date guidance from Alberta Health Services regarding attending school with any symptoms. The teachers and board of directors will ensure currently enrolled families have access to any relevant AHS guidance. You may be required to fill out a Daily Screening form before attending class each school day, depending on the current guidelines from public health. You will be updated about the applicable safety measures we are taking on an ongoing basis.

Because children can become apprehensive if a special classmate doesn't appear at school, we ask that where possible, you contact the Playschool prior to class time and advise of your child's absence. The teacher can then assure the class that your child will be back soon. If your child should become ill on your parent-helper day, please try to arrange with another parent to take your place. If this is not possible, contact your class representative to request assistance in finding a replacement.

Please Note: It is not uncommon for events in a child's home life (for example a death in the family) to require that your child's teacher give him or her special attention for a time. If you need to discuss such a situation with your teacher and a few moments before or after class aren't sufficient, please make arrangements to talk at a mutually convenient time outside of Playschool hours. The teachers will be more than happy to accommodate you in this way.

PARENT-HELPER - YOUR DAY IN CLASS

Each class has its own rhythm as does each child. In our play-based program, social development and the exploration by the children of how they relate to one another is an important part of the school day. As parents, it may be difficult to know how to help with the many different quirks and rhythms of each child. In order to help you navigate these waters we have put together some tips that may help, as well as some housekeeping reminders about volunteer days.

As part of a parent co-operative, we encourage all parents to take a turn volunteering in the classroom. You will have an opportunity to sign up for volunteer days at and after Orientation. Being the parent volunteer allows you to get to know your child's friends and observe their interaction with one another.

Your child will be eagerly anticipating the day his or her grownup comes to class. Unfortunately, we cannot accommodate siblings in the classroom during your volunteer days. Please make other arrangements for younger siblings. Often parents within the same class make arrangements to trade childcare on their respective volunteer days.

PARENT-HELPER REMINDERS

Learning Through Play:

- Our goal is to provide children with rich and meaningful learning experiences which require lengthy free play sessions to evolve.
- An essential role of the parent-helper is to carefully observe the children's play and model appropriate language and behavior as needed. For example: preschoolers often have difficulty agreeing on the rules of a game. In such a case, it is appropriate for the parent-helper to assist children in negotiating new rules for their game. This is accomplished by modeling the words children need to express themselves; for example, they might say "Sally (who is the oldest) is sad that she always goes last because the rules say the youngest goes first. Can we change the rule so that it is fair? Is it okay to change the rules of a game? What does it mean to be fair?"
- Engage small groups of children with games, puzzles, blocks, books, etc.
- Bins of toys are cleaned daily – please ask the teacher which bin(s) needs to be done during your shift
- Jump in wherever you see a need – have fun!

Have fun with the children and know that your participation is valuable.

IMPORTANT POINTS

- If you have any questions or concerns about things that are happening in the classroom, please take the time to talk to the teachers or any of the members of the Playschool board or executive. If we aren't told of your concerns, we can't address them.
- Please be prompt at pick-up time to ensure a safe and problem-free time in the coat area. Late pick-ups reduce the time the teachers have to eat lunch and prepare for the afternoon class.
- Pick-up times are: Morning classes - 11:05 a.m.

Afternoon classes - 2:45 p.m.

Thank you to everyone for your involvement in the Playschool and for your cooperation in making it a happy and safe place for all of our children to play and learn.

SNACK TIME

Snack time has two purposes: the first is to feed children who have become hungry while “learning through play” and the second is to introduce them to eating in a social setting. Children are to bring their own small nutritious snacks and drinks that can be eaten within 10 minutes. Please see the following lists for snack suggestions. A re-closeable drink container is required. Please do not send Juice boxes. Please label all snack containers clearly.

We are a nut-free Playschool. Your class representative will advise you of any other food allergies in your child's class and may ask that you choose your child's snacks accordingly. We appreciate your cooperation in this regard.

Some ideas for healthy snacks are:

- Raw vegetables
- Cheese and crackers
- Fruit sections
- Breads, loaves or small sandwiches

Certain foods are either hazardous to children or not nutritious and therefore, not appropriate.

The following foods are prohibited:

- nuts
- hard candies
- caramels
- toffees
- chewing gum
- gumdrops
- jellybeans
- popcorn

- snacks with toothpicks or skewers

Certain foods are hazardous without modification. The following are guidelines to make them safe:

- slice whole grapes lengthwise
- slice hot dogs lengthwise
- shred or chop hard vegetable pieces
- remove pits from fruit
- shred or chop hard fruit pieces

FIRE DRILL PROCEDURES

In the event of a fire alarm, the teachers will assemble all of the children in a line at the door and do a headcount.

The teacher will lead the children down the stairs and out the door. The teacher will bring the attendance sheets and do another headcount outside.

The teaching assistant will check the washrooms and storage rooms, closing all doors behind her. She will join the end of the line as the children exit. The fire doors to the locker room should be closed as well.

Once safely away from danger, the teacher will ensure the fire department has been called (911), and the facility staff has been notified.

The teachers and parent-helpers will organize the children in a line away from the building, in a specific area, such as the playground. We will follow directions from SPFAS for which muster point to use depending on the reason for the evacuation.

DISCIPLINE

Parents and teachers should work together to help all children develop a feeling of self-worth and responsibility for their actions. We expect the children to treat their peers, teachers and other adults with respect and politeness and we expect the adults to set examples in this regard. An important part of our teachers' job is to help the children find acceptable ways to handle conflicts and disagreements and to learn to handle difficult situations independently. If you, as a parent helper, are unsure about your role in this regard, do not hesitate to ask the teacher for guidance.

The following are the Playschool's methods of discipline:

- We use praise for good behavior and encourage the child to do more of the same.
- We advise the child of unacceptable behavior as it happens, giving the child positive solutions to the problem, and/or redirecting the child to another activity, depending on what is appropriate at the time.

- If the situation warrants it, we will remove a child from the situation at hand and give him/her time to settle down and think about his/her actions. We will allow the child to rejoin the activity when he/she is ready and able to act appropriately.
- If a problem persists, we will advise the child's parent(s).

If problems continue, the child may face temporary suspension or removal from the Playschool, at the discretion of the teacher and in conjunction with the Executive. Monthly fees will be refunded, starting on the first of the month following the permanent dismissal.

CHILD ABUSE POLICY

The Springbank Playschool Association is obligated under law to protect any child from possible abuse, neglect, harm or threat from harm. If abuse or neglect is suspected, it is our legal duty to report it to child services and to a child protection supervisor. If reasonable grounds for action are in doubt, a consultation with a child protection worker will be required. The SPA staff shall be the reporting party. To ensure confidentiality, all information shall be shared with only the SPA staff, involved parents, the reporting social worker, and the police. The Board of directors will be informed only that an incident has occurred.

OFF TO SCHOOL

Children will need a school bag or sturdy backpack for Playschool. It should be large enough to hold their snack bag as well as a change of clothing, but not so big as to be difficult for a small child to carry. The backpack should be clearly labeled with the student's name. They will also require a pair of indoor shoes which will remain at the Playschool. Children should be sent to Playschool dressed for comfort. They will be painting, climbing, playing on the floor, dancing, dressing-up – they need clothes that allow freedom of movement and they need not be worried about ruining good clothing. Please send your child in clothing that allows for independence in the washroom. Such as sweat pants or other bottoms with elastic waist bands. Please label everything your child brings to school, visit www.springbankplay.mabelslabels.com to order labels and support our school fundraiser

PREPARING YOUR CHILD FOR PLAYSCHOOL

Many children attending Playschool for the first time experience problems separating from their parents. This anxiety is perfectly normal, understandable and almost always passes within a few classes at most. Should your child continue to protest your leaving, please do not feel that this is your fault, or his or hers. Discuss the situation with the teacher, tell her your feelings and wishes and together develop a plan. Be patient! Solutions to this problem usually take time and perseverance.

Here are some suggestions for avoiding separation problems:

- Inform your child ahead of time with a happy voice that in a few days you and he will be going to Playschool.
- Indicate often that you are feeling good about this new experience.
- Explain fully but simply exactly what will happen at Playschool: that he will hang his coat up on a hook outside the classroom, put on his indoor shoes, go into the classroom to be greeted by his teacher and see his friends. Explain that she can paint, build, play with puzzles or toys, read books, or do many other wonderful things. Tell him that he will have a special snack and drink, play and sing some songs, and that you, or someone you specify, will then come back to pick him up and take him home.
- Acknowledge your child's fears if she mentions them. Understand that these fears are real and legitimate, but continue to demonstrate optimism about the new experience.
- Share stories with your child about school, from your own experience, from library books, or made-up stories.
- Take a dry-run drive to the Playschool building, pointing out the landmarks and the way to get there. This can then become a game when you are going to school.

SCREENING AND ASSESSMENT

Springbank Playschool has partnered with early education specialists such as Occupational Therapists and Speech Language Therapists to help identify learning needs with our students. Research shows that early intervention in preschool years translates to higher rates of success in later grades. The screening is typically offered in September to our 4- & 4/5-year-old classes and occasionally to our 3-year-old classes. Parents will be notified and educated on the purpose and timing of these opportunities, and consent forms will be distributed at the start of the year. Further information will be given at orientation and any questions can be directed to your child's teacher or the community agencies we work with.

COMMENTS AND QUESTIONS

Parents often have questions about the learning opportunities children experience in a play-based program. Learning through play is a dynamic process that can sometimes be difficult for parents to recognize from the snapshot they observe on their volunteer day.

Our teachers are trained to guide and listen to children as they navigate through a myriad of learning opportunities. Make a point of asking your child's teacher about his or her experiences, progress and success in class so that you may better understand your child's

ability to learn through play.

Please contact the Board if you have any suggestions or questions regarding the Playschool **as soon as they arise**.

Program evaluations are generally conducted mid-year and provide parents an opportunity to share ideas and express satisfaction with the Playschool's program. All efforts to improve the Playschool Parent Association are welcomed.

If there is a particular concern you have with your child, please discuss it with his or her teacher – we are committed to ensuring that their students have the best experience at Playschool possible and will work with you wherever necessary.

All issues, questions and concerns are handled confidentially with discretion and integrity. We all have children in the Playschool and only want the best for everyone.

Have a wonderful year!



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