



**THREE YEAR OLD PROGRAM
ORIENTATION PACKAGE**

Parent Volunteer Duties

Silver Springs Preschool is a partial parent-cooperative program. Parental involvement is essential in helping to operate a well run facility and successful learning environment.

In order to be efficient, Silver Springs Preschool utilizes a volunteer sign-up procedure via an online program called "Signup Genius" which will facilitate volunteer sign-up on a **first-come first-served basis**.

We require that each parent that has one or more children registered in the program commit to one of the following Specific Duties

- a. **One Clean-up Night and one other Special Duty;**
 - i. Example - February Clean up and Laundry Parent
- b. **Two Clean-up Nights.**
 - i. Example - November Clean up and June Clean up

Please do not pick 2 special duties. The volunteer coordinator will have to remove one and ask you to pick a cleanup night if this happens.

In the next few days you will receive an email from the Silver Springs Preschool with a link to Signup Genius. Please check your junk mail as it may not appear in your inbox the first time the link is sent. If you have not used Signup Genius, the following are the step to select your parent volunteer duties.

- 1- Open email and click on link.
- 2- Scroll down and pick 2 duties and 'submit and signup'
- 3- Put your child's first name in the comment box.
- 4- Either log in if you already have an account

Please be reminded that if you do not complete your required volunteer duty during the school year, \$100 will be deducted from your account on June 30th 2018.

Below are the descriptions of each duty. Please note that some special duties are specific for the 3-year-old program and/or the 4-year-old program. When you sign up for your volunteer duties using Signup Genius you will select your special duties using a list specific to your program.

SPECIAL DUTIES - JOB DESCRIPTIONS

Clean-up Night

Key Function: Ensuring the preschool is regularly sanitized in compliance with provincial licensing rules

Time Commitment: approximately 2 hours each scheduled evening

Laundry Person

Key Function: Ensuring preschool's laundry is regularly washed in compliance with provincial licensing rules

Time Commitment: approximately once per month per volunteer (10 times per year)

Baking

Key Function: To assist the teachers in the classroom on baking days

Time Commitment: 5 volunteer days between Sept-Jan

Playdough

Key Function: Make fresh playdough in compliance with provincial licensing rules

Time Commitment: approximately once per month per volunteer (10 times per year)

Toy Cleaner

Key Function: Ensuring preschool's toys are regularly sanitized in compliance with provincial licensing rules

Time Commitment: approximately twice a month.

Scrapbook Person

Key Function: Assemble a mini scrapbook for each 4-year-old child for the end of the school year.

Time Commitment: approximately 15 hours per year depending on person

Class Photographer

Key Function: To take pictures at special events and fieldtrip days throughout the year.

Time Commitment: Approx 10 volunteer days/per year

Scholastic Book Coordinator

Key Function: Coordinates and oversees the Scholastic Book Campaign

Approximate Hours: 4-7 per month

Please be sure to know your volunteer tasks and schedule. We appreciate everyone's contributions, and they all make a difference.

Please visit the website for more detailed description of each Parent Volunteer Special Duties Roles.

Drop Off and Pick Up Procedures

The Silver Springs Preschool's first priority is to provide a safe and secure environment for all children, so we ask that you please adhere to the parking signs and the "NO PARKING" yellow curb in front of the basement door where you will enter. Because of the number of children entering the preschool at the same time each day, please exercise extreme caution when entering the parking lot area.

Please ensure that your child has a pair of clean indoor shoes available for use inside the facility so that we can keep common areas, carpets, and classrooms clean. Outdoor shoes can be lined up against the wall underneath the bench located inside the main entrance to the preschool gym.

Please move down as far as possible from the entry door to remove wet footwear and tuck them away as best you can to make room for subsequent parents/caregivers as the entrance way becomes congested during drop-off and pick-up times.

Parents are also encouraged to include an extra set of clothes and a jacket appropriate for the day's weather in their child's backpack. An extra set of clothing will assist the teachers in dealing with unforeseen bathroom accidents or wet attire from exploring the water table. Additionally, as the class occasionally visits the outdoor playground facility, a weather appropriate jacket will ensure that your child is comfortable each day.

Your child's name will appear beside one hook with their class, please hang their backpack and coats here each day. The location of your hook rack is as follows:

**NW wall (outside classrooms) - Anderson 3AM, PM SE
wall (outside classrooms) - Walker 3 AM**

Please note: each teacher has their own name tag set for each of their classes so it is easy for parents and students to find their hooks

We encourage children to bring their backpacks daily as it is easier to ensure all children get any handouts and to take their wonderful creations home

The class times are as follows:

3 yr old a.m. class is 9:15 - 11:15

3 yr old p.m. class is 1:15 - 3:15

Please do not arrive more than 5 minutes before class starting times. The doors to the pre-school do not open early which provides the teachers with time to prepare for the day's events. Please ensure that you are on time to pick your children up. It can be very traumatic event for children when parents are late. If a child is not picked up within ten minutes following class dismissal, emergency contacts will be called and the child will be taken to the SSCA office to wait to be picked up.

If you are, or expect to be late, please make alternate arrangements for the pick-up of your child and inform the teacher of the identity of the adult who will be picking up your child. Children will not be released to an adult who has not been indicated on the child's information and emergency contact sheet, without prior arrangement and instructions from the primary caregiver. If your child will not be attending classes on a certain day due to holidays or sickness, please notify the school at 403-286-3170 or let your teacher know.

Which class are you in?

Classrooms "A" & "B" are marked on the entrance door to each.

Laura Anderson is in classroom A. (3 year olds Tues/Thurs all day)

Rachael Walker is in classroom B. (3 year olds Tues/Thurs AM)

Classrooms alternate during the winter session

Snack Rules

Snacks are the responsibility of each parent or caregiver. Snacks are NOT to be shared due to food allergies.

The Silver Springs Preschool is a Nut/Peanut Free Environment!

Please ensure that your child's snack does not contain, or has not been in contact with, nuts, peanuts or their oils. Nut and peanuts (even trace amounts) can cause severe and/or life-threatening reactions in certain children. Please check the ingredients list on all packaged foods such as crackers, granola bars, and cookies for nut or peanut content.

Food Allergies

Please ensure to check for class specific allergies. This information will be posted in the classrooms.

The Preschool does not permit the following foods:

Nuts and seeds, hard candies, caramels/toffees, chewing gum, jelly beans, popcorn, gum drops, and snacks made with toothpicks or skewers.

What to Bring?

Please send only a small nutritious snack that they can consume in 10 minutes or less. All snacks should be in re-useable containers, labeled with your child's name, and placed in the child's own snack bag. The Preschool does not have a refrigerator, so please do not send food items that may spoil. Ice packs may be used to keep them cold.

It is suggested that snacks come from two of the four food groups (grains, vegetables and fruits, milk products, meat and alternatives). Here are some IDEAS:

- *Fruit: Cut-up fruit of any kind. Grapes must be sliced length-wise and pitted fruits such as peaches, nectarines, cherries, and plums should have the pits removed. Hard fruits should be cut into bite-sized pieces.
- *Vegetables: Cut-up vegetables of any kind. Carrots have to be cut length-wise as the roundness is sometimes difficult for children to swallow. Hard vegetables should be cut into bite-sized pieces.
- *Cheese: Prepared in slices please.
- *Crackers: Can include animal crackers, fish crackers, soda crackers, Teddy Grahams, etc. Whole grains are preferred where possible (Please check the ingredient list for nut or peanut content).
- *Baked Items: Mini-muffins or Banana Loaf.
- *Refreshments: Water is available to the children.

Please note, snacks high in sugar (i.e. cookies, cupcakes, Rice Krispy squares, etc.) should be reserved for special occasions such as birthdays, Christmas, etc.

Please refer to the full snack policy online.

Fieldtrips and Class Visitors

Our Philosophy

All fieldtrips and class visitors tie in with the weekly or monthly classroom themes, and expand classroom learning. At the preschool level, it is often the first time that children get to "feel and do" instead of simply listen to ideas of what happens in the wider world. It also provides an educational forum that reaches the tactile learning group as well as the visual and auditory learners.

The Logistics

The children will have several class visits from an outside source to provide hands on experience of some of the topics we shall cover this year.

Children in the 3 year old class are given the opportunity to tour the Calgary Zoo and Butterfield Acres Farm near the end of the school year.

Security clearance

All parents, family members, or caregivers wishing to volunteer in the Silver Springs Preschool classrooms must undergo an electronic police background information check (e-PIC). A completed e-PIC is valid for two (2) years. The Calgary Police Service (CPS) has an online procedure for obtaining electronic police information checks.

- **The Alberta government has granted the Silver Springs Preschool a total of 50 free e-PICs for Preschool Fieldtrip Volunteers. Once the 50 e-PIC have been processed, there will be a cost of \$15 payable by you during the on-line e-PIC process.**
- **Please note that it could take up to 8 weeks to receive your clearance; therefore, please allow enough time to have the e-PIC completed before the start of the school year.**
- **The Silver Springs Preschool will accept valid e-PICs obtained through other organized programs that have also required an e-PIC security clearance.**

When completing the online e-PIC application you will be asked to upload copies of

two pieces of government issued identification. Permitted forms of identification include the following (at least one must be photo ID):

- Driver's License
- Citizenship Card
- Firearms Card
- Military Identification
- Native Status Card
- Passport
- Provincial Photo Identification
- Permanent Residency Card
- Birth Certificate
- Health Care Card
- Immigration Document
- Marriage Certificate
- Social Insurance Card

Only the above identification is acceptable; there are no exceptions (no college identification, no credit cards, no hospital cards, no police identification, etc.).

Scan, photocopy or photograph each piece of ID separately and save in a format that can be uploaded using an internet connection. As each piece of ID is uploaded separately, each file should contain only one of the above noted acceptable identification documents. In addition, you will need to know your Social Insurance Number. Please refer to the website below for instructions on completing an e-PIC application and to ensure that you have received the most up-to-date information regarding the e-PIC process.

What to do next?

1. **Request a volunteer letter from SSCA ssca2@shaw.ca. If you do not have a letter from SSCA stating that you are volunteering, you will be unable to submit an e-PIC application. Your volunteer letter must be attached to your on-line e-PIC application.**
2. **Once you have the volunteer letter, go to policeinformationcheck.calgarypolice.ca and click on "Perform Police Information Check" (note that the application process could take up to 30 minutes to complete).**
3. **The Agency you will be applying under is "Silver Springs Community Association". When you begin typing "Silver Springs" the correct agency name will pop up.**
4. **Once you have received notification from the Calgary Police Service (CPS) that your application has been processed and cleared, YOU MUST SHARE this**

information with SCA through the e-PIC online system. SCA will not receive this information from the CPS unless you complete this step.

For more information, please visit <https://policeinformationcheck.calgarypolice.ca/>.

This link will provide step-

by-step instructions on how to complete the e-PIC application through Calgary Police Services.

Please visit www.silverspringspreschool.com for the COMPLETE Silver Springs Preschool Policy