

# St. Albert **CREATIVE** Preschool

## Parent Handbook

25230 TWP Rd 542, St. Albert, Alberta T8T 1L8  
info@stalbertcreativepreschool.com  
[www.stalbertcreativepreschool.com](http://www.stalbertcreativepreschool.com)

Updated: July 20, 2025

## Welcome!

Welcome to a new preschool year at St. Albert Creative Preschool! Whether this is your child's first year with the school, or if your family has been attending the school for years, we look forward to the year ahead. At St. Albert Creative Preschool, we strive to create a nurturing and safe environment where your child will have endless opportunities to learn through play in creative and meaningful ways.

## Who We Are

St. Albert Creative Preschool is a non-profit, non-denominational preschool that has been serving the community for over 50 years. We aim to provide a friendly, warm environment for young children aged 3-5 years. We place as much importance on social development as on academic achievement.

## Meet Our Teachers

### *Ms. Brittney*

Ms. Brittney is our Program Director and Lead Teacher. She has both a Bachelor of Education and a Masters in Elementary Education. Before joining us, she worked for 8 years teaching kindergarten and grades 1 and 2. Ms. Brittney strongly believes in creating a fun and nurturing atmosphere that encourages children to explore their world through play.

### *Ms. Sarah*

Ms. Sarah has her Level 3 Childcare Certificate and 14 years experience as a Program Supervisor at SIGIS. Ms. Sarah believes that play is the fundamental building block to help children become well-rounded individuals, and that allowing children the freedom of choice in play is the catalyst to creativity.

## Our Programs

Our year runs from September to June. We currently offer three programs:

- **Rainbow** – Tuesday/Thursday from 9:15-11:30 am (ages 3-5)
- **Sunshine** – Monday/Wednesday/Friday from 9:15-11:30 am (ages 3.5-5)
- **Pre-Kinder Enrichment** – Monday-Thursday from 12-2:45 pm (ages 4-5)

## **Important Information before your Child Starts School**

All school supplies, clothing, shoes and backpacks must be labeled. In the winter, please ensure your child's hats, mittens, snow pants etc. are also labeled.

### **What your child needs**

- Outdoor clothes – your child will play outside almost every class
- A backpack big enough to send snack, newsletter and crafts
- Indoor shoes (Velcro or slip-on only) – no black soles
- A large Ziploc bag with an extra change of clothes, including underwear
- Snack container and water bottle
- All items listed on the class supply list

### **Closures & Special Events**

We follow the St. Albert Public School division calendar and are closed on holiday and PD days. Reminders will be included in the monthly class calendars.

### **Communication with Teachers**

All communication is done through the Slack app. Teachers will send updates and photos using the app. Please ensure that all adults who assist with drop off and pick up have access. Updates about outdoor play, theme day reminders, etc. will be sent via Slack only.

### **Illness Policy**

Please notify the teachers if your child is unable to attend due to illness. The preschool tracks all illnesses to help prevent further outbreaks. Your child's information will always be kept confidential.

The preschool is not equipped to care for sick children. If a teacher determines that your child is showing symptoms of an illness, the parent/guardian will be notified immediately and asked to pick up their child. We ask parents to be mindful that our teachers are responsible for teaching all three classes. We are unable to run our programs if the teachers are sick. **If your child requires medication in order to alleviate any symptoms, we kindly ask that you keep them home.**

Children who are experiencing vomiting or diarrhea must remain home for 24 hours after symptoms have resolved.

Hand Foot & Mouth Disease (HFMD) is highly contagious, especially amongst preschoolers. If your child has HFMD, we kindly ask that you keep them home for 7 days from the onset of symptoms or until the symptoms, including all sores, have resolved, whichever is longer. If another child in the household has HFMD, we strongly recommend keeping your child home until the household is healthy again.

## A Typical Day in the Classroom

When students arrive in class, they will typically begin their day at an activity center (playdoh, colouring, puzzles, etc.). Once the children have settled into class, they will have circle time where they will sing songs, learn about the letter of the day, and talk about things such as the day of the week, the month and the weather. After circle time, the class will branch off into center time and free play. The teachers will interact with students at the centers and work with small groups to play various learning games. There will be a scheduled snack break part way through the day. Following snacks, students will return to centers and free play. We end class with a game, story or song depending on the day.

Our teachers believe that kids learn best when they are given ample opportunity to play and explore. In order to provide this, all classes will typically play outside every day. Please ensure your child has appropriate outdoor clothing with them.

### Snacks

Parents are responsible for sending a small, non-messy snack to school each day. All snacks MUST be nut-free. It is important that your child is able to open the snack independently.

### Drop off/Pick up

Parents will drop off and pick up children outside the main church doors. Please do not come inside the building unless you are volunteering that day or have otherwise arranged to come in with the teachers. The teachers would be happy to assist your child with their shoes at the door if it is required.

The teachers will only release your child after school to an adult pre-approved on your pick-up list. You may add a pre-approved adult by emailing or messaging the teachers directly. The teachers may ask for photo ID to validate a person's identity before releasing the child. Teachers **MUST** be informed at drop-off if someone new (anyone the teachers have not previously met) will be attending pick-up.

While teachers always do their best to communicate pertinent information at pick-up, student concerns and parent questions cannot be addressed. If you would like to schedule a time to discuss your child, please message the teachers on our communication app to set a time.

### Punctuality

It is important that your child arrives on time for class – not early and not late. The front doors will be locked promptly after the kids are let in at 9:15. If you are late you will need to message the teachers on Remind.

### **Late Pick-up**

Late pick-ups often make for an anxious and/or upset child. If you are delayed in picking up your child, you must notify the Preschool of your anticipated arrival time. After two late pick-ups, you will be notified verbally. If the problem persists, a late charge of \$20 for the first 10 minutes and \$10 for every 10 minutes thereafter will apply. The fee is payable immediately and failure to pay may result in the cancellation of your child's current registration.

### **Staying up to date with school events**

A monthly calendar will be posted in Slack. The calendar will provide details about classroom activities, special helper days, and upcoming closures and field trips. Parents are responsible to check the calendar to be up to date on all events. Reminder emails and messages will not be sent.

### **Special Helper days**

Beginning in October, children will be assigned special helper days. You will know it is your child's special helper day when you see their name on a specific day in the monthly calendar. On a child's special helper day, they are invited to bring a parent or relative, as well as an item from home that they wish to show during Show and Tell. If your child is unwell on their special helper day, please contact Ms. Brittney and Ms. Sarah to reschedule. All efforts will be made to facilitate another special helper day.

We recognize that parents may not always have childcare for younger siblings during preschool. Please know that younger siblings are welcome to attend on special helper days. As some activities may not be appropriate for younger kids, parents are responsible for supervising younger siblings at all times.

### **Volunteering**

During the year there will be many additional opportunities to come and volunteer in the classroom and during field trips. Please message Ms. Brittney and Ms. Sarah during the year to discuss.

### **Birthdays**

On your child's birthday, or the first day of class following your child's birthday, you may choose to bring in a nut-free food item for the students (22 children). This is not required. Students born over the summer will be celebrated on the last day of regular classes. Please reach out to Ms. Brittney should you wish to bring in a treat to celebrate a child with a summer birthday.

### **Field Trips**

During the course of the year, the teachers may arrange field trips. Parents will be asked to sign a consent form (also available on Slack). On the day of the field trip, parents will be asked to pick up and drop off their child at the field trip location.

### **Medications**

Should your child have any condition that requires medication to be kept at school, please bring the medication on your first day. You must also complete and bring the medication form (posted in Slack) detailing the medication and authorizing the preschool to administer medications in an emergency. Please note that all medications MUST be in their original packaging with the original label provided by the pharmacy.

### **Change of Address**

Please notify the registrar at [info@stalbertcreativepreschool.com](mailto:info@stalbertcreativepreschool.com) if there is a change of address or telephone number for you or your child's emergency contacts during the year.

### **Withdrawing your Child**

To withdraw your child from the preschool, written notice must be given to the Registrar at [info@stalbertcreativepreschool.com](mailto:info@stalbertcreativepreschool.com). If you withdraw your child from preschool after August 1, you will be charged the monthly tuition fee for September.

Once classes have commenced, one month's notice is required to withdraw your child. You will be charged tuition due within the one-month notice period. The preschool does not provide refunds for a partial month of tuition.

Refunds, including refunds for school closures, are at the sole discretion of the Board of Directors and may change from time to time.

### **Getting Involved**

A volunteer parent-run Board of Directors operates the preschool. Parents are encouraged to participate by holding a board position, attending monthly board meetings, or volunteering time for events and fundraisers. New volunteers are always welcome! Please reach out to [president@stalbertcreativepreschool.com](mailto:president@stalbertcreativepreschool.com) for more information on how you can help.

### **Insufficient Funds**

Tuition is withdrawn on the first of the month using a pre-authorized debit through Plooto. In the event that the PAD is declined due to insufficient funds, the tuition owing will be automatically due and a fee of \$30 will automatically apply. Payment of tuition and the fee is due within 24 hours of receiving notice.

### **Tax Receipts**

At the beginning of every month, you will be emailed a sales receipt from the preschool. This is your tax receipt. Please save it for your records. All requests to reissue tax receipts must be sent to our external accountant who requires time to process each request. Accordingly, requests submitted to [finance@stalbertcreativepreschool.com](mailto:finance@stalbertcreativepreschool.com) after April 12 will not be guaranteed a **response** prior to the CRA tax filing deadline. We ask parents to remember that our Finance Director is a volunteer who receives a multitude of tax receipt requests. Please remain respectful in your communications.

**There is a \$20 charge per monthly tax receipt (to a maximum of \$100) to reissue tax receipts in the spring.** Requests to reissue tax receipts will only be processed after payment has been received.

### **Severe Weather Cancellation**

The preschool reserves the right to close due to severe weather. In the event of a severe weather closure, parents will be notified as soon as possible through the Remind app as well as email. Tuition will not be refunded and there will be no classes in lieu for such a cancellation.

### **Casinos**

The preschool is selected for a two-day casino approximately every 2-3 years. The casino is a critical part of our fundraising initiative and the preschool relies heavily on these funds for our operational budget. The casino is NOT considered one of our regularly scheduled fundraisers. As such, families who have opted out of fundraising are not opted out of casinos. The board may, at its sole discretion, implement any incentive program it deems necessary to fill volunteer spots for the casino. Should a casino become available during your child's school year, we ask that you make every effort to help us fill the volunteer shifts. The last casino was completed in spring 2025.

### **Harassment/Etiquette**

The preschool has a zero-tolerance harassment policy. Any harassment of the staff or Board volunteers may result in immediate expulsion at the sole discretion of the Board.

## **Addressing Parent Concerns**

All parents acknowledge and recognize that the preschool is run by two teachers and a Board comprised of volunteer parents. If at any time during the course of the school year a parent has any concern, we ask that the concern be raised directly with the teachers or by notifying the Board at [president@stalbertcreativepreschool.com](mailto:president@stalbertcreativepreschool.com). We make every effort to create a loving, supporting and positive environment for your child and if you think there is room for improvement, we are always open to feedback. Please be respectful in your communications and be mindful that our teachers cannot provide an immediate response if they are in class. Our Board provides prompt responses whenever possible, but we are also a group of volunteer parents with external commitments.