

**Calgary**



Shouldice Activity Centre and Inglewood  
Bird Sanctuary

# **Preschool**

**Program Handbook – Seasonal**



## PROGRAM PHILOSOPHY

**Welcome to preschool.** This program will help your child learn to be a friend of nature through a variety of outdoor and indoor activities that emphasize social, physical, creative, intellectual, and emotional development/awareness with the guidance of qualified and experienced instructors.

Instructor-guided play will prepare children for school by helping them develop social, motor and language skills and helping them learn to follow directions.

Children will connect to nature and explore the outdoors while experiencing the Shouldice Activity Centre's variety of resources. Our program provides meaningful outdoor play opportunities ultimately contributing to lifelong patterns of active living.

## **PROGRAM FEES AND SCHEDULED PAYMENTS**

### **PROGRAM FEES**

Fees are directly related to the number of classes scheduled in the preschool session. Enrolment is for a period of 12 weeks (ex. Sept. - Dec.). Payment can be made in full split payments at the time of registration.

To enroll into each session participants are expected to pay a \$100 enrollment fee per season.

### **MONTHLY PAYMENTS**

The seasonal rate can be split into three monthly payments by registering in-person at the customer service desk of these locations:

- Southland Leisure Centre, 2000 Southland Dr. S.W.
- Village Square Leisure Centre, 2623 56 St. N.E.

Payments will be processed on the first business day of each month. Monthly payments will require a valid credit card on file.

### **LATE REGISTRATIONS**

The program fee will be pro-rated according to the start date. Initial payment must be paid at time of registration. Payments will be processed on the first business day of the month.

### **WITHDRAWALS**

Should you need to withdraw - withdrawals must be completed on the last day of your attendance on site at Southland or Village Square Leisure Centre Customer Service or online.

Refunds will be processed from the date of cancellation regardless of attendance. Please allow 30 calendar days to process cancellations. Refunds are based on the number of classes attended, are subject to a \$20.00 cancellation fee. Cancellation policies are also subject to change without notice.

Withdrawals/cancellations can be processed:

- Online or in-person for online registrations.
- In-person registrations can only be cancelled in-person.

Refunds will be processed as of the date of cancellation, regardless of past attendance. Cancellation policies are also subject to change without notice.

### **TRANSFERS OR CHANGES**

Course transfers or changes can be requested in-person only at a Leisure Centre.

Changes or transfers before program start date may be completed without prior approval. Requests for changes or transfers after program start date must receive Recreation Program Specialist approval. A \$10 fee will apply.

### **CREDIT CARD CHANGES**

Please visit customer service immediately if your credit card information needs to be changed for any reason (new credit card, new expiry date, lost or stolen credit card, account frozen). The full credit card information is required. Changes of payments will be effective the beginning of the following month.

## CREDIT CARD DECLINES

Scheduled payments are processed on the first business day of the month.

Should your payment fail, a dishonour fee of \$35 will be applied to your account.

You are responsible to ensure your credit card on file is updated if it expires.

If not paid by the 15th of the month, your child's program registration will be cancelled.

Should you have three scheduled payments fail within a 12-month timeframe, scheduled payments will no longer be permitted, and any outstanding balance on the program will be required to be paid in full.

Visit the customer service counter to ensure all your outstanding payments are cleaned.

For scheduled payment information, changes to credit card information or to make payment updates, please see the Customer Service Representative at a Leisure Centre.

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***Keep your registration receipt for income tax purposes as it may be claimed as a deductible in certain cases.***

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## PROGRAMMING OFFERINGS

Visit [calgary.ca/preschool](http://calgary.ca/preschool) for a full listing of programs with course codes, fees and program changes.

## PROGRAM OFFERINGS

### 3 and 4 year-old classes

- Children **must** be fully toilet trained.
- Your child must be 3 or 4 years old by Dec. 31, 2025.

## MEET THE TEACHER

Caregivers and participants are welcome to meet their teacher in their classrooms on the following dates and times:

- **September 11, 2025:** Shouldice Activity Centre
  - 11:00 – 12:00 p.m. — a.m. classes
  - 1:00 – 2:00 p.m. — p.m. classes
- **September 12, 2025:** Inglewood Bird Sanctuary
  - 11:00 – 12:00 p.m. — a.m. classes
  - 1:00 – 2:00 p.m. — p.m. classes

Information will be available at [Calgary.ca/preschool](http://Calgary.ca/preschool) prior to start date. Please review the document for specific site information and how to prepare your child for playschool. Please continue to visit the web site for most up to date information as provincial and municipal guidelines may change.

## CLASSROOM INFORMATION

### MONTHLY CALENDARS

Calendars are posted in your child's classroom each month. Calendars are very important as they contain monthly themes, schedules, and important news. Please take a picture of your classroom calendar each month for your reference.

#### Themes

Calendars contain the themes that your child will be learning about in class. If able, spend time talking to your child about these themes. If you have any resources related to our themes that would enhance our program, please talk to your child's instructor.

### SNACKS

Our preschool program promotes healthy eating. Please send a small nutritious snack and drink with your child each day. The snack and drink should be in a reusable bag or lunch kit and marked with your child's name.

Our preschool program is a **NUT AWARE**. Read food labels and refrain from sending products containing nuts of any kind. As we are not a peanut-free facility, we ask that parents or guardians disclose participant allergies during registration. Participants should bring any medical equipment they need, such as an EpiPen or inhaler. For the safety of your child, hot dogs and grapes must be sliced lengthwise. Participants are encouraged to eat their own snack and not to share to help avoid problems with allergies.

Snack ideas:

- Fruits such as banana, apple slices, strawberries, grapes (cut)
- Veggies such as cucumber, carrots, cherries tomatoes (cut), celery
- Yogurt, rice pudding
- Applesauce (unsweetened)
- Raisins
- Pita bread and hummus
- Yogurt with dry cereal
- Hard cooked egg and crackers
- Granola bar (no nuts)
- Cheese and crackers

If you need some more snack ideas, please ask your child's instructor.

A reusable water bottle or drink container is also recommended. **Do not** send one-time use drink containers.

## **BIRTHDAY CELEBRATIONS**

We are happy to celebrate with your child on their special day. If you wish to send a special snack for the class, items must be prepackaged (no self-made items). Snacks will be handed out at the end of the class for everyone to take home. Please speak with your instructors for more detail.

## **ILLNESS**

Monitor your child's symptoms every day to help protect others and prevent viral spread.

- Your child must be well enough to participate in the activities of the day.
- Please keep your child home if the event of: sore throat, runny or stuffy nose, painful swallowing, chills, headache, muscle or joint aches, feeling unwell or fatigue, nausea, vomiting, diarrhea, unexplained loss of appetite, conjunctivitis (pink eye).
- If your child shows any signs of symptoms, keep your child home for 24 hours or until the symptoms are gone.
- Please inform your child's instructor immediately if your child has or come in contact with a contagious illness such as COVID-19, chicken pox, pink eye, measles, strep throat, ring worm or hand, foot and mouth disease. You may be asked to remain at home until no longer contagious.

## **CLOTHING AND PERSONAL BELONGINGS**

Write your child's name on their items, including shoes, boots, backpacks and outdoor clothing.

Please dress your child clothing appropriate for the weather, for being active, and for participating in arts and crafts. Pack extra pants, socks and underwear in your child's backpack.

For fire safety and activity purposes, indoor running shoes must be brought each day to wear in the classroom. Children should be able to put on and remove shoes on their own. Assistance will be provided if necessary. No crocs.

Children should leave all personal toys at home except on show and tell and special helper days. Do not bring jewelry or precious items.

## **WASHROOMS**

The preschool room washroom is only used for program participants. Classes may share the washroom with other classes and will be cleaned after each use.

Encourage your child to practice pulling their pants up and down if they are unable to do so already.

## VOLUNTEERS

Parent or guardian volunteers are not allowed in the classroom at this time. However, there may be volunteer opportunities available for parents/guardians outside the classroom, such as making play dough, or special event days.

Look for notices on your classroom bulletin board for more information, or speak to your child's instructor. Please note: if we do not have enough volunteers for special activities such as swimming, they may be cancelled in the interest of safety.

## SIGN IN/OUT PROCEDURES

### DROP OFF

- The instructor at the door will sign in your child each day.
- Your child will find their coat hook and hang their jacket, small backpack and snack bag.
- They can then go play in the designated areas.
- **Remember:** each child has different levels of socializing, some are shy and some confident. Be patient if your child needs time to adjust at the beginning. We will assist you to make every child feel safe and welcome.

### PICKUP

- The parent/guardian will wait for the child at the designated location and time.
- The instructor at the door will sign your child out each day.

If your child will be picked up by someone other than yourself, ensure this person is on your child's information form, you have informed your child's instructor and inform the person picking up to bring photo identification.

**Note: Children will only be released to a pre-designated person upon the showing of photo identification. We do not release children to anyone 14 years of age and under.**

Please pick up participants by the end of class time

Late pickups will be charged the following.

- 1 - 10 minutes late: \$5.00
- 11 - 20 minutes late: \$10.00
- 21 - 30 minutes late: \$15.00

Late pickups greater than 30 minutes: Instructors will contact the child's home phone number, then the emergency contact number. If no call is received from the parents after one-hour, Social Services will be called.

Three late pickups will result in the participant(s) withdrawn from the program and a \$20.00 withdraw fee per participant will be applied to the account. The parent/guardian may re-register if space allows and once all outstanding fees are paid.

Only park in the designated areas and always watch for children. Vehicles parked illegally, including in fire lanes, will be towed.

## **PROGRAMMING**

### **INSTRUCTOR-GUIDED PLAY**

A typical preschool day includes free play, circle time, art time, physical activity time and snack.

How does our program help your child learn?

### **FREE PLAY**

Includes dramatic play, block area and our table-top area. During this time, participants will practice:

- Cooperating with others (taking turns, sharing).
- Using language skills.
- Verbalizing ideas.
- Developing and using fine and gross motor skills.
- Classifying by shape, size and colour.
- Experimenting with balance and form.
- Using their imagination.
- Testing ideas.
- Recognizing quantity.
- Understanding number concepts.
- Improving hand-eye coordination.

### **CIRCLE TIME**

Children will practice:

- Cooperating with others ex. taking turns, sharing.
- Language skills.
- Pre-reading skills.
- Learning to follow directions.
- Working independently and as a group.
- Gathering information.
- Connecting stories to pictures .

#### **Getting your child ready for success is our goal.**

Great skills to have prior to kindergarten:

- Recognize letters.
- Letters sounds.
- Cutting with scissors.
- Storytelling by drawing.
- Social skills.
- Large motor skill like hopping, jumping, running, skipping, galloping.





## **ART TIME**

Children explore art as a learning experience; an activity of discovery that is simulating and interesting. They are more interested in the process of doing art than the result of the finished product.

The art process allows children to explore, discover and manipulate. Sometimes the process can be sensory, such as feeling slippery cool paint on bare fingers, the mystery of colour blending unexpectedly, or a blob of play dough taking form.

The instructor's job is to provide interesting materials, sit back and watch closely, but unobtrusively. During art, the children will practice:

- Creativity.
- Communication skills.
- Hand-eye coordination.
- Exercising fine motor skills.

Your job as the parent/guardian is to ask your child open-ended questions that will encourage your child to feel free to explore.

Suggested comments:

- Tell me about your artwork (painting, drawing, play dough, etc.).
- I see you've used many colours!
- What a big design!

## **PHYSICAL ACTIVITY / PHYSICAL LITERACY**

In compliance to provincial guidelines, efforts will be made to provide children the opportunity to participate in physically activity.

Physical literacy is about developing the fundamental movement skills that all children need. This includes skills such as running, hopping, throwing, catching and jumping. Children who are physically literate will be more likely to participate in physical activity and will have more fun because they know how to run, jump, throw and more.

Activities and games are a fun and simple way for your child to develop the skills they need. Visit <https://www.calgary.ca/parks-rec-programs/physical-literacy.html> for more resources.

## **GUIDENCE STRATEGIES**

### **DISCIPLINE PHILOSOPHY**

We work to prevent discipline situations from arising by having knowledgeable and experienced instructors that guide children through play and learning experiences. Each child is accepted on an individual basis as well at different levels of development and cultural backgrounds.

Throughout the program situations may arise where a child's behaviour is inappropriate. If such problems should arise, the instructors will offer positive redirection, guidance and explanation at each child's level and — if needed — substituting a toy or engaging the child in some other activity. This positive direction should resolve any behaviour problems.

We recognize that parents, guardians and caregivers can have different expectations for behaviour that vary greatly from family to family and from backgrounds and cultures. Everyone has a role to play in raising healthy happy individuals; positive behaviour happens through positive environments and positive role modeling and by setting reasonable limits. Through this, children will gain positive self-esteem, acceptable problem-solving skills and to be able to develop to their fullest potential, socially, emotionally, physically, and intellectually.

The instructors and preschool supervisor will work closely with the parents/guardians ensuring that each child is treated with respect and privacy. Goals for each individual child will be developed in partnership with instructors, parents or guardians.

Please note: In some cases, we may determine that a child may not be ready for the type of program we offer or we may determine that other children are at risk due to unpredictable behaviour. In the interest of the children, we reserve the right to withdraw your child from the preschool program. If possible, alternative programs may be suggested.

## **PARENT ETIQUETTE**

Our preschool program teaches children how to deal with situations in a positive manner and we extend that expectation to parent/guardians, as well. We need all adults to practice positive behaviours when dropping off and picking up their child. This includes using positive language when talking to children and adults alike.

Please be sensitive when discussing classroom situations and always keep confidentiality in mind. If a situation arises where you need to speak with your child's instructor, please approach them after class once everyone has gone. If you feel the program supervisor should be involved, let your instructor know and they will set up a time for the meeting. All discussions are considered confidential.

## **TIPS FOR AN EASY TRANSITION FROM HOME TO PRESCHOOL**

It is common for some children to feel anxious when leaving their parents. Our instructors are aware of this and will try to make the initial separation as easy as possible for both the child and parent/guardian.

### **Before your child's first day:**

- Read books with stories about starting school
- Speak positively about preschool and explaining what will happen.
- Take your child to buy a backpack or snacks for their special day.
- Emphasize that they will have lots of fun.
- Keep any potential anxious feelings to yourself.
- Remind your child you will return every day to pick them up.

### **On the first day:**

- Remember to complete and submit the Preschool Information Form to your child's instructors, located at the end of this handbook. The Participant Medication Permission and Record Form (only if required) is available at <https://www.calgary.ca/parks-rec-programs/forms-waivers.html>

- Make sure your child has a good night's sleep and a hearty meal.
- Before going to the classroom door, remind your child what you are doing and that you will come back when preschool is over.
- Leave with a quick hug, kiss and a smile.
- Leave as quickly as possible. If you hesitate, they will sense your worry or concern confirming their fears and escalating their anxiety. If you leave quickly with confidence and a smile this will reassure your child and help them to calm down sooner.
- If we feel your child is not settling, we will contact you.

The safety and wellbeing of your child is our top priority. With these tips, we are sure that your child will quickly settle.

Questions or suggestions can be directed to the Preschool Supervisor at 403.312.5783

We look forward to a successful and rewarding season with your child.

## RESOURCES

### CHILDREN'S HEALTH and DEVELOPMENTAL SERVICES

Contact [Alberta Health Services](#), or Health Link at 811 if you would like more information on how to assist your child with any of the following:

- Speech development.
- Fine motor skills.
- Large motor skills.

If it is determined that your child requires one on one support in the classroom, that support cannot be provided by a parent or guardian.

Calgary



2025 - 2026

# Preschool



## September 2025 Fall

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October 2025 Fall

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December 2025 Fall

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## January 2026 Winter

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February 2026 Winter

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March 2026 Winter

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April 2026 Spring

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2026 Spring

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June 2026 Spring

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Meet Teacher

No Program

## Preschool Information Form 2025-2026

Please fill out this form and give it to your child's instructor on the first day of class.

Course Code (please circle):	3 year-old class	4 year-old class
Day(s) of the week (please circle):	T/Th a.m.	T/Th p.m.
	F a.m.	F p.m.
	Shouldice	Inglewood Bird Sanctuary

### Participant Information

Child's Name: \_\_\_\_\_

Date of Birth (yyyy/mm/dd): \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Street City Postal Code

Home Phone: \_\_\_\_\_ Language(s) spoken: \_\_\_\_\_

Email: \_\_\_\_\_

### Parent/Guardian Information

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

### Emergency Contact (other than the above parent/guardian)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Personal phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

### Pickup

In addition following individuals **ARE** authorized to pick-up my child from playschool:

- Note: parents/guardians must still let instructors know who will pick up their child each day.
- The instructor will ask the person to show photo identification.

1. \_\_\_\_\_

Name of person Relationship to child

2. \_\_\_\_\_

Name of person Relationship to child

**Allergies****Dietary restrictions**

Foods your child is not allowed to eat (including cultural and/or religious customs foods).

**Challenges or needs**

Illness, disability, activity restriction, medication or fears that your child's instructor should be aware of.

**Additional Information**

Does your child have any special interests or strengths? \_\_\_\_\_

\_\_\_\_\_

Does your child have any siblings? If yes, what are their names and ages? \_\_\_\_\_

\_\_\_\_\_

Does your child have any pets? If yes, what is their name? \_\_\_\_\_

\_\_\_\_\_

Is there any other information that would be helpful for the teacher to be aware of?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(I have read the information contained on this page and have answered all of the questions to the best of my knowledge).*

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c) (RSA2000) and is solely for the purpose of The City of Calgary Recreation safety awareness. For more information contact 311.

Please bring pages 13 and 14  
Shouldice/ Inglewood Preschool  
Information Form 2025-2026 on  
your child's first day of class.