

Clearview Preschool~ Program Guidelines





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Program Objective

Clearview Public Schools strives to create a nurturing, engaging, and safe environment for early childhood learning. These programs aim to stimulate young minds, foster social skills, and inspire a love for learning that will last a lifetime. This guide provides key details about our preschool programs and is here to assist both parents and school staff with any questions or concerns.

About Preschool Programs

Preschool Programs offered in Clearview Public Schools:

- Big Valley Preschool
- Botha Preschool
- Brownfield Preschool
- Byemoor Preschool
- Coronation Preschool
- Donalda Preschool
- Erskine Preschool
- Gus Wetter Preschool
- Stettler Elementary Preschool

Preschool programs use *Flight*, a curriculum framework to guide the significant work of early learning. Children's play is central to this curriculum framework as an active, exploratory, creative, expressive process, deeply embedded in children's everyday experiences and through which children participate in, learn about, and actively make sense of the world.

Program focus areas & activities include:

- **Fine Motor Skills:** Activities like puzzles, beading, and using tools (scissors, tweezers) build strength for writing and self-care (buttoning coats, tying shoes).
- **Gross Motor Skills:** Large gym space for running games, hula hoops, balls, balancing, and outdoor play in a community garden when weather permits.
- **Sensory Play:** Includes water tables, playdough, rice, beans, snow, ice, and more.
- **Executive Functioning/Self-Regulation:** Tools for emotional regulation include fidgets, breathing exercises, drawing, soft objects, music, and quiet spaces.
- **Curiosity/Imaginative Play:** Kitchen, dress-up for community roles (doctor, hair stylist) to enhance language and cognitive skills.
- **Social Skills:** Sharing, turn-taking, and conflict resolution fostered during circle time.
- **Academia Introduction:** literacy-enriched, play-based approach brings numbers, colors, letters, and shapes to life through fun activities.



Preschool Staff

Preschool instructors are certified at a minimum as Level 1 Early Childhood Educators, ensuring they have the expertise to support your child's development.

Program Schedules

Preschool schedules vary based on each school's specific program. Please refer to the chart below for the days & times of each preschool.

School	Days	Times
Big Valley School 403-876-2271	Tuesday and Thursday	12:15 - 2:45 p.m.
Botha School 403-742-5187	Tuesday and Thursday	9:00 - 11:30 a.m.
Brownfield School 403-578-2247	Wednesday*	9:00 - 11:00 a.m.
Byemoor School 403-579-3959	Tuesday and Thursday	12:15 - 2:45 p.m.
Coronation School 403-578-3661	Tuesday and Thursday	9:00 - 11:30 a.m. (3 year olds) 12:40 - 3:10 p.m. (4 year olds)
Donalda School 403-883-2280	Tuesday and Thursday	1:00 - 3:05 p.m.
Erskine School 403-742-5220	Wednesday and Friday	8:30 - 11:00 a.m.
Gus Wetter School 403-882-3242	Monday, Wednesday and Friday	8:40 - 11:30 a.m.
Stettler Elementary School 403-742-2235	Monday and Wednesday, or Tuesday and Thursday	8:45 - 11:30 a.m., or 12:25 - 3:00 p.m.

Program Fees

A monthly fee applies to Preschool, varying by program and location. This fee is crucial for offering programming to preschool-aged students, as the program is not funded by Alberta Education.

Age Requirements

Children must turn three on or before December 31 of the current school year in order to register for the 3 year old or 3 & 4 year old combined preschool programs. Children must turn four on or before December 31 of the current school year in order to register for the 4 year old or 3 & 4 year old combined preschool programs.



Toilet Training

Each child attending Clearview Preschools must be toilet trained prior to starting. Recognizing toilet training is a process, instructors will assist families by reminding children to use washroom facilities, helping and/or instructing children while using the facilities, encouraging, and praising the children in this regard. At no time should parents expect preschool instructors or parent volunteers to assume the parents' responsibility for toilet training their child.

Adult to Child Ratio

Programs maintain a low child-to-adult ratio to ensure personalized attention and care for every child. Ratios follow the standards set by Alberta's Early Learning and Child Care Act and are in place to support the safety and developmental needs of the children. The ratio is 1 adult for every 12 children 3 years and older.

Late Registrations

Registrations for preschool after December 31st will be considered on a case-by-case basis, taking into account factors such as the time of year, the child's developmental stage, and available space in the program. These considerations help ensure that new students can be successfully integrated into the class without disrupting the learning environment. The goal is to support each child's development while maintaining the continuity and stability of the class as a whole. Therefore, decisions regarding late enrollments will be made with the best interest of the child in mind.

Signing In/Out Expectations

For the safety of all children and in accordance with standards outlined by the Early Learning and Child Care Regulation, it is required that parents or authorized guardians sign their child in and out each day. Sign-in and sign-out sheets must be completed upon arrival and pick-up, including the signature or initials of the authorized individual and the recorded time. Only individuals authorized by parents will be allowed to pick up the child.

School Closures/Cancellations

Preschools **will be closed** on days Clearview Schools are closed for PD Days

Preschools **may be closed** under the following conditions:

- If Clearview buses are not running due to the weather, preschool may close as a result. The instructor and principal who will assess safety factors relevant to the circumstances will make this decision.
- If the instructor is ill or unable to attend due to unforeseen circumstances and a sub cannot be arranged.

In the event preschool is cancelled, parents will be notified accordingly.



Communication with Parents

We believe that strong communication with parents is key to a successful preschool experience. Instructors will provide regular updates on children's progress, activities, and milestones through emails, newsletters, or parent-teacher meetings. Open communication is encouraged and parents are welcome to discuss any questions or concerns they may have.

Parent Volunteers

Parents are encouraged to take an active role in their child's education by volunteering in the preschool. Since volunteer opportunities differ between programs, it's recommended that parents speak with the instructor to learn about available options and how they can best support their child's experience. Further information regarding volunteering can be found in Administrative Procedure 490 located on the Clearview website: clearview.ab.ca.

Health & Medical Emergency

Children's health and safety are top priorities. If a child becomes ill or injured during the day, parents will be contacted immediately. Instructors will ensure emergency contact information is up to date. In the case of a medical emergency, staff will administer first aid and seek medical attention as needed, following the emergency procedures outlined in Clearview Administrative Procedures 315 - Emergent Student Health Support. Further information regarding this administrative procedure can be located on the Clearview website: clearview.ab.ca.

Incident Reporting

All incidents at the preschool, whether minor or significant, will be documented and reported to parents the same day. We prioritize transparency and will keep parents informed of any behavioural, medical, or safety-related issues involving their child.

Student Records

Comprehensive records are maintained for each child, including registration details, attendance, health records, and progress reports. These records are kept confidential and are only accessible to authorized staff members and parents.

Photography/Videography

Preschools host various events where families are invited to attend; however, these events are not open to the public. In accordance with FOIP regulations, parents are permitted to take photos or videos of their own child only. Capturing images or videos of other children is strictly prohibited. Additionally, for safety and security reasons, posting photos or videos of other children on social media is not allowed.



Early Learning Screening

Clearview Public Schools offers early intervention screening to identify areas where a child may need extra support, such as speech and language, fine or gross motor skills, and self-regulation. Screening starts in the spring with preschool registration and continues throughout the year as needed.

We use the ASQ-3 (Ages & Stages Questionnaires, Third Edition) to gauge developmental progress for children from birth to age 5. This tool consists of parent-completed questionnaires that provide valuable insights into their child's abilities, helping educators and healthcare professionals determine if further assessments or supports are needed. While screening is voluntary, parent participation is strongly encouraged.

Early Learning Interventions

Some children may need extra support with language, motor skills, or social-emotional development. We work with specialists who can provide formal assessments, speech therapy, occupational therapy, and other services as needed. If a child is assessed and qualifies for Program Unit Funding (PUF), they will receive intervention support. If the child does not qualify for PUF, instructors will provide contact information for community resources, such as Alberta Health Services. Instructors will also continue to tailor programming and activities to meet the child's needs.

Program Unit Funding (PUF)

Program Unit Funding (PUF) is provided by Alberta Education to support children with severe disabilities or severe language delays, in accordance with the criteria outlined in Alberta Education's Special Education Coding Criteria. A qualified professional, such as a pediatrician, psychiatrist, psychologist, or speech-language pathologist, must conduct the assessment and diagnosis of severe disabilities or language delays. However, a diagnosis alone does not guarantee eligibility for PUF—specific program hour requirements must also be met.

PUF is available for children between the ages of two years, eight months, and four years, eight months, as of September 1, who require additional support beyond what is provided in regular Early Childhood Services (ECS) programs. Children may qualify for PUF for up to three years, depending on their age at the time of enrollment: two years in a preschool program and one year in kindergarten, provided they meet Alberta Education's Special Education Coding Criteria for a severe disability or delay.

Children who qualify for PUF with a severe speech and language delay should be toilet trained. For children identified with other severe disabilities or delays, parents are responsible to communicate with the program lead where their child is at in the toileting process.



PUF Learners are supported in the following ways:

- Children with a PUF designation receive an Individual Program Plan (IPP) to address the specific, individual educational needs of the child. The IPP identifies developmentally appropriate goals that are constructed in consultation with educators, specialists, and the child's parents. The IPP helps the instructor and learning team monitor the child's progress and communicates that progress to parents.
- The School's Inclusive Lead, a certified teacher, works closely with the instructor in the IPP process and is responsible for ensuring each child receives the instruction, services, and support needed to achieve their IPP goals.
- PUF learners are integrated in a supportive educational environment with children their age where they can gain important social skills and opportunities to learn from their peers.
- PUF learners may receive therapy support based on their delay or diagnosis, and potentially support from an educational assistant. However, a diagnosis or delay does not automatically result in educational assistant support. The most effective support will be implemented to help the student find success towards building their skills and abilities.
- The Rehabilitation/Educational Specialists who support the child and inform the plan may include Speech and Language Pathologists (SLP), Occupational Therapists (OT), Psychologists, Inclusive Education Consultant, Deaf and Hard of Hearing Consultant, Blind and Low Vision Consultant.

Alberta Education mandates a minimum number of hours for children who qualify for PUF (Program Unit Funding). Depending on the initial school program's schedule, some children may require additional hours to meet these requirements. PUF program schedules are determined by school administrators and can vary between schools. If the minimum required hours are not met, PUF learners will not be eligible for early learning interventions.

Contact Information

Questions or further clarification regarding preschool programs can be obtained by first contacting the school directly. Additional inquiries or concerns can be directed to Clearview's Director of Student Services, Candace Hodder (chodder@clearview.ab.ca). Our teams are committed to providing the best support for all students and families.