

2023-2024



CLASS SCHEDULE

4
YEAR
OLD

TWICE WEEKLY ATTENDANCE
TUESDAYS & THURSDAYS
MORNINGS
9:00AM-12:00PM

4
YEAR
OLD

TWICE WEEKLY ATTENDANCE
TUESDAYS & THURSDAYS
AFTERNOONS
12:30PM-3:30PM

4
YEAR
OLD

ONCE WEEKLY ATTENDANCE
TUESDAYS
MORNINGS 9:00AM-12:00PM
OR
AFTERNOONS 12:30PM-3:30PM

3
YEAR
OLD

ONCE WEEKLY ATTENDANCE
WEDNESDAYS
MORNINGS 10:00AM-12:00PM
OR
AFTERNOONS 1:00PM-3:00PM

SCHOOL CALENDAR

SEPTEMBER

1ST DAY OF
SCHOOL
SEPTEMBER 12TH



THE OUTLOOK & DISTRICT PLAYSCHOOL WILL FOLLOW THAT OF THE SUN WEST SCHOOL DIVISION

**WITH THE EXCEPTION OF JANUARY 31ST - WE WILL HOLD CLASSES AS USUAL

OCTOBER



NOVEMBER



DECEMBER



DEC 22ND LAST DAY
NO SCHOOL (XMAS)
DEC 23-JAN 5

JANUARY

CLASSES RESUME
JANUARY 9TH



FEBRUARY

FEBRUARY BREAK
NO SCHOOL
FEB 19-23



MARCH



APRIL

EASTER BREAK
NO SCHOOL
APRIL 1-5



MAY

LAST DAY OF SCHOOL
& 4-YEAR-OLD GRAD
MAY 30



GRADUATION IS RESERVED FOR OUR 4-YEAR-OLD STUDENTS WHO WILL BE HEADING INTO KINDERGARTEN




GENERAL INFORMATION



CLASS INFORMATION

- CLASS SIZES WILL NOT EXCEED 11 STUDENTS, AND BE NO LESS THAN 5 STUDENTS.
- CHILDREN MUST BE AT LEAST 3-YEARS OF AGE BY DECEMBER 31ST OF ENROLLMENT YEAR TO ENTER THE 3-YEAR-OLD PROGRAM
- CHILDREN MUST BE AT LEAST 4-YEARS OF AGE BY DECEMBER 31ST OF ENROLLMENT YEAR TO ENTER THE 4-YEAR-OLD PROGRAM
- STUDENTS MUST BE BROUGHT INTO THE PLAYSCHOOL BY A PARENT/GUARDIAN NO MORE THAN 10 MINUTES PRIOR TO CLASS START
- NOTICE IN ADVANCE MUST BE GIVEN IF SOMEONE OTHER THAN THE PARENT/GUARDIAN WILL BE PICKING UP YOUR CHILD



FOOTWEAR MUST BE WORN AT ALL TIMES INSIDE THE PLAYSCHOOL. PLEASE SEND YOUR CHILD TO PLAYSCHOOL IN WEATHER APPROPRIATE CLOTHING SO WE MAY ENJOY PLAY OUTSIDE AS WELL!

PLEASE ENSURE ALL OF YOUR CHILD'S ITEMS ARE LABELLED.



SCHOOL SUPPLIES

- CLEAN INDOOR SHOES
- WATER BOTTLE
- BACK PACK
- HEALTHY SNACK
- EXTRA CLOTHING IN CASE OF ACCIDENTS

CLASS COMMUNICATION



THE PRIMARY METHOD OF COMMUNICATION BETWEEN PARENTS/GUARDIANS AND THE PLAYSCHOOL/EDUCATOR WILL BE DONE THROUGH SEESAW. THIS IS THE SAME PROGRAM USED BY THE OUTLOOK ELEMENTARY SCHOOL.

PRIOR TO THE START OF CLASSES, YOU WILL BE SENT AN INVITATION TO JOIN YOUR CHILD'S CLASS PAGE. THROUGH THE APP, OUR EDUCATOR WILL BE POSTING PHOTOS OF THE DAYS ACTIVITIES TO THE CLASSROOM OR INDIVIDUALLY TO YOUR CHILD'S JOURNAL.

TO DOWNLOAD THE APP SCAN THE QR CODE FOR YOUR DEVICE:



POTTY TRAINING POLICY



PART OF LEARNING THROUGH THE PLAYSCHOOL INCLUDES POTTY TRAINING. WE UNDERSTAND THAT THESE ARE YOUNG CHILDREN AND THAT THERE ARE MOMENTS WHERE ACCIDENTS HAPPEN, WHICH IS WHERE WE REQUEST A CHANGE OF CLOTHES. OUR EDUCATOR WILL BE ASKING EACH CHILD IF HE/SHE WILL BE NEEDING TO USE THE WASHROOM THROUGHOUT THE CLASS, AS A FRIENDLY REMINDER AND TO HELP SET UP A ROUTINE.

LATE PICK UP POLICY

PLEASE NOTE CLASS START AND END TIMES. PARENTS/GUARDIANS ARE REQUIRED TO PICK UP THEIR CHILDREN, NO LATER THAN THE END TIMES NOTED ABOVE. IF YOU ARE UNABLE TO PICK UP YOUR CHILD AT THE SCHEDULED TIME, PLEASE NOTIFY THE PLAYSCHOOL AS SOON AS POSSIBLE. LATE PICK UP PROCEDURES WILL ALWAYS BE IN PLACE, EVEN IF WE ARE AWARE THAT YOU WILL BE LATE.

- 1ST OFFENSE: A WRITTEN WARNING WITH DOCUMENTATION AND A SIGNATURE FROM THE PARENT**
- 2ND OFFENSE: \$5 CHARGE PER 5 MINUTES YOUR CHILD STAYS LATE**

SICK CHILDREN POLICY

STUDENTS SHOULD NOT ATTEND PLAYSCHOOL ON DAYS THAT THEY ARE ILL (FEVER, VOMITING, DIARRHEA, ETC.). SHOULD YOUR CHILD BECOME SICK AT PLAYSCHOOL, WE WILL MAKE EVERY EFFORT TO CONTACT YOU, OR YOUR EMERGENCY CONTACT TO PICK UP YOUR CHILD.

IF YOUR CHILD PRESENTS SIGNS OR SYMPTOMS OF ILLNESS, PLEASE DO NOT BRING THEM TO PLAYSCHOOL. CHILDREN NEED TO BE FEVER AND SYMPTOM FREE WITHOUT THE AID OF MEDICATION FOR 24 HOURS PRIOR TO RETURN TO CLASS.

IN CASE OF ABSENCE FROM CLASS, PLEASE NOTIFY THE PLAYSCHOOL EDUCATOR. IN THE EVENT THAT YOU MISS YOUR SCHEDULED DAY OF PLAYSCHOOL DUE TO SICKNESS OR OTHER OBLIGATION, THE PLAYSCHOOL CANNOT ACCOMMODATE YOUR CHILD ON ANOTHER DAY AS A REPLACEMENT DAY. IF YOUR CHILD WOULD LIKE TO COME AN EXTRA DAY, A DROP-IN FEE WILL APPLY.



VOLUNTEER POLICY

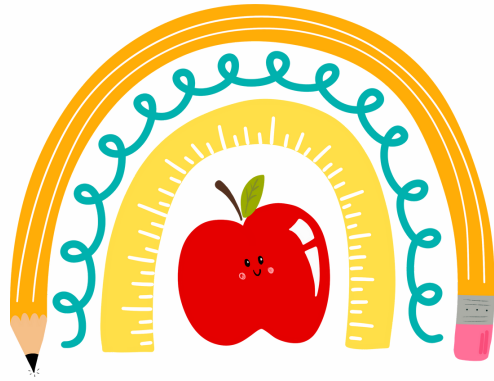
THE OUTLOOK & DISTRICT PLAYSCHOOL IS A NON-PROFIT ORGANIZATION, RAN BY A VOLUNTEER BOARD. THIS BOARD IS MADE UP PRIMARILY OF PARENTS OF OUR STUDENTS.

TOY CLEANING IS A PROCEDURE PERFORMED BY TWO VOLUNTEERS ONCE MONTHLY TO HELP REDUCE THE TRANSMISSION OF PATHOGENS. THIS PRACTICE IS ENFORCED BY THE PUBLIC HEALTH INSPECTOR. THERE WILL BE A SIGN UP SHEET ON THE BULLETIN BOARD AT THE PLAYSCHOOL. PLEASE CHOOSE A DATE THAT WORKS BEST FOR YOUR FAMILY. IF YOU HAVE NOT CHOSEN A DATE BY OCTOBER 1ST A DATE WILL BE ASSIGNED TO YOU. TOY CLEANING COUNTS AS 1 VOLUNTEER HOUR.

AS A NON-PROFIT ORGANIZATION, WE RELY HEAVILY ON FUNDRAISING AS OUR SOURCE OF INCOME. THIS ALLOWS US TO ENHANCE OUR PROGRAMMING CHOICES AND TO SUPPLEMENT OPERATING COSTS (I.E. RENT, SUPPLIES, ETC.) WE ASK THAT ALL PARENTS BECOME INVOLVED IN OR SUPPORT THE FUNDRAISING OPPORTUNITIES PRESENTED BY YOUR PEERS. OUR PROPOSED FUNDRAISERS WILL FOLLOW ON THE NEXT PAGE.

EACH FAMILY IS EXPECTED TO PARTICIPATE IN A MINIMUM OF 4 HOURS VOLUNTEERING PER CHILD (I.E. TOY CLEANING, FIELD TRIPS, SPRING TRADESHOW, ETC.) IN ORDER TO RECEIVE A REFUND OF THEIR \$60 VOLUNTEER FEE AT THE END OF THE SCHOOL YEAR.

FUNDRAISING PLAN



HERE IS OUR PROPOSED FUNDRAISING PLAN FOR THE YEAR. OUR LARGER EVENTS REDUCE THE MONTHLY FUNDRAISERS, BUT THEY DO REQUIRE VOLUNTEER SUPPORT TO MAKE THEM A SUCCESS.

FALL 2023

- CARNIVAL & OPEN HOUSE (AUGUST 2023)
- OLD DUTCH CHIPS

WINTER

- GROWING SMILES WINTER ARRANGEMENTS



SPRING

- HOP INTO SPRING TRADESHOW
- GROWING SMILES SPRING ARRANGEMENTS (POSSIBLY)

OTHER IDEAS

- PLAYSCHOOL COOKBOOK
- COWBOYS CAVIAR (BEEF JERKY)
- MOTHER'S DAY MARKET

HAVE A FUNDRAISING IDEA? PLEASE LET US KNOW! MESSAGE US THROUGH SEESAW, OR EMAIL OUTLOOKPLAYSCHOOL@GMAIL.COM

FIELD TRIPS & SUBSTITUTE TEACHING



WE ARE MAKING PLANS FOR OUR STUDENTS TO BE ABLE TO VENTURE OUT OF THE PLAYSCHOOL. SUCH EXCURSIONS WILL REQUIRE PARENT VOLUNTEERS. NOTICE OF THESE PLANNED EXCURSIONS WILL BE POSTED IN THE MONTHLY NEWSLETTER. PLEASE LET OUR EDUCATOR KNOW A.S.A.P. IF YOU CAN HELP WITH YOUR CHILD'S CLASS.

IN THE EVENT OF AN ABSENCE BY OUR EDUCATOR WE WILL BE LOOKING FOR PARENTS TO VOLUNTEER AS A SUBSTITUTE TEACHER FOR YOUR CHILD'S CLASS. A LESSON PLAN AND AN ACTIVITY WILL BE READY IN THIS EVENT. PLEASE LET US KNOW IF WE CAN ADD YOU TO THE SUBSTITUTE TEACHER LIST.

THIS COUNTS TOWARDS YOUR MINIMUM VOLUNTEER COMMITMENT WITH THE PLAYSCHOOL.

PLEASE NOTE THAT WE ARE NOT A PEANUT FREE FACILITY. WE FOLLOW THE SUN WEST SCHOOL DIVISION POLICY, PROVIDED THAT NO STUDENTS HAVE ALLERGIES WE WILL ALLOW SNACKS WITH PEANUTS OR OTHER TREE NUTS INTO THE FACILITY.

CLASS PARTIES

CLASS PARTIES USUALLY OCCUR DURING HALLOWEEN, CHRISTMAS, VALENTINE'S DAY, EASTER & GRADUATION.

THESE EVENTS MAY REQUIRE PARENTS TO HELP WITH SUPPLYING SNACKS FOR THE STUDENTS TO SHARE.

NOTICE OF PARTIES WILL BE POSTED IN THE MONTHLY NEWSLETTERS.

EMERGENCY POLICY

IN THE EVENT OF A SITUATION WHERE THE SAFETY OF THE CHILDREN IS COMPROMISED, VIA FIRE OR OTHER SUCH EMERGENCY, THE CHILDREN WILL BE EVACUATED IN A TIMELY AND REHEARSED MANNER TO THE OUTLOOK POST OFFICE. IT IS IMPERATIVE THAT PARENTS WAIT FOR US TO CONTACT THEM BEFORE ATTEMPTING TO ENTER THE PLAYSCHOOL UNDER UNSAFE CONDITIONS. WE WILL FOLLOW EMERGENCY PROTOCOL AND MAKE EVERY EFFORT TO CONTACT YOU AS SOON AS POSSIBLE.

DISCIPLINE POLICY

THE PLAYSCHOOL HAS A ZERO TOLERANCE POLICY FOR INAPPROPRIATE LANGUAGE, OR DANGEROUS BEHAVIOR FROM ANY CHILD. IF THIS IS A PROBLEM THE FOLLOWING WILL OCCUR:

- 1ST OFFENCE - CHILD WILL BE PLACED IN A TIME-OUT AND IT WILL BE EXPLAINED BY OUR EDUCATOR WHAT INAPPROPRIATE BEHAVIOR OCCURRED AND THAT IT CANNOT BE USED AT PLAYSCHOOL. PARENT/GUARDIAN(S) WILL BE NOTIFIED.**
- 2ND OFFENCE (SAME DAY) - PARENT/GUARDIAN(S) WILL BE CONTACTED AND ASKED TO TAKE THEIR CHILD HOME FOR THE REMAINDER OF THE DAY. THE CHILD WILL BE ALLOWED TO RETURN ON THEIR NEXT SCHEDULED DAY.**
- IF THIS BECOMES A RECURRING PROBLEM, IT WILL BE AT THE DISCRETION OF THE EDUCATOR AND BOARD TO HANDLE SUSPENSION AND/OR WITHDRAWAL FROM THE PROGRAM.**

PLAYSCHOOL FEES

ALL REGISTRATION FEES (WITH THE EXCEPTION OF DROP-IN DAYS) INCLUDE A NON-REFUNDABLE \$60 ADMINISTRATION FEE. ALL REGISTRATION FEES ARE DUE SEPTEMBER 15TH, PAYMENT PLANS ARE AVAILABLE. PLEASE SPEAK TO A BOARD MEMBER IF YOU WOULD LIKE TO KNOW MORE ABOUT OUR PAYMENT PLANS.

Option A	Option B	Option C
\$850	\$450	\$400
4-YEAR-OLDS	4-YEAR-OLDS	3-YEAR-OLDS
TUES & THURS AM	TUESDAY AM	WEDNESDAY AM
OR	OR	OR
TUES & THURS PM	TUESDAY PM	WEDNESDAY PM
3 HOUR CLASSES	3 HOUR CLASSES	2 HOUR CLASSES

KINDERGARTEN READINESS!



FEES DO NOT INCLUDE THE \$60 VOLUNTEER FEE. THIS WILL BE INCLUDED ON YOUR REGISTRATION INVOICE AND IT WILL BE REFUNDED TO YOU AT THE END OF THE SCHOOL YEAR, PROVIDED YOU HAVE COMPLETED YOUR MINIMUM 4 HOUR VOLUNTEER COMMITMENT.



\$25
DROP IN
3 OR 4-YEAR-OLD
1 CLASS
PENDING AVAILABILITY

WITHDRAWING A STUDENT

FAMILIES ARE PROVIDED WITH A TWO-WEEK GRACE PERIOD (STARTING THE FIRST DAY OF CLASSES) IN WHICH, IF YOU WITHDRAW YOUR CHILD FROM THE PROGRAM, THE REMAINING FEES (LESS THE \$60 NON-REFUNDABLE ADMINISTRATION FEE) WILL BE REFUNDED. ANY UNDEPOSITED FUNDS AND REGISTRATION/PERSONAL INFORMATION WILL BE RETURNED TO THE PARENT/GUARDIAN WITHIN TWO-WEEKS OF WITHDRAWAL.

AFTER THE TWO-WEEK GRACE PERIOD THE COMPLETE REGISTRATION (LESS THE \$60 VOLUNTEER FEE) WILL NOT BE REIMBURSED.

WITHDRAWING A STUDENT AFTER REGISTRATION, BEFORE THE SCHOOL YEAR STARTS WILL RESULT IN A REIMBURSEMENT OF FEES (LESS THE \$60 NON-REFUNDABLE ADMINISTRATION FEE) AND RETURN OF REGISTRATION/PERSONAL INFORMATION WITHIN TWO-WEEKS OF WITHDRAWAL.

THE PLAYSCHOOL RESERVES THE RIGHT TO REQUEST WITHDRAWAL OF ANY CHILD DURING THE YEAR, UPON THE DISCRETION OF OUR EDUCATOR AND OUR BOARD. IF THIS OCCURS, YOU WILL BE REIMBURSED THE REMAINDER OF YOUR FEES (LESS THE \$60 NON-REFUNDABLE ADMINISTRATION FEE).

PLAYSCHOOL OUTLINE

Meet Your *Teacher*

Hello parents and students! My name is Mrs. Bowey or Mrs. B! I am so excited to teach at the Outlook and District Playschool! It's going to be a really fun year full of lots of learning and new adventures! One of my goals this year is to create a classroom community where your child feels welcome, safe, and excited to learn!

Some information about me:

- I love to read, cook, paint, and create
- I am married, have two daughters, one dog, and one cat
- I live in Outlook, SK but grew up in McBride, BC
- I have had a passion for teaching and caring for children since a young age
- I have previous experience working as a nanny and child care worker, for years working at the small steps day-care
- I hope to create a fun, entertaining, learning environment for kids preparing to go to elementary school



Cassandra Bowey



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CLASSROOM EXPECTATIONS

READY TO
LEARN!

BE KIND &
FRIENDLY

LISTEN &
FOCUS

BE
RESPECTFUL

HELP
EACH OTHER

BELIEVE IN
YOURSELF

WORK HARD
& HAVE FUN

TRY NEW
THINGS!

USE POLITE
MANNERS

LEARNING OBJECTIVES

WE HAVE MADE SEVERAL IMPROVEMENTS TO OUR PROGRAM THAT WE HOPE YOU WILL ENJOY. WE FEEL THAT THIS PROGRAM WILL BETTER PREPARE YOUR CHILD FOR THEIR STEP INTO KINDERGARTEN AT AGE 5.



OBJECTIVES

- LETTERS & NUMBERS
- SHAPE KNOWLEDGE
- COLOUR RECOGNITION
- SIGHT WORDS
- WRITING THEIR NAME

HOMEWORK

THIS YEAR WE ARE ALSO GOING TO BE PROVIDING MORE HOME RESOURCES FOR YOU TO WORK ON WITH YOUR CHILD, SIMILAR TO KINDERGARTEN!

TESTING

WE ARE GOING TO INTRODUCE TESTING THIS YEAR TO HELP EVALUATE YOUR CHILD'S PROGRESS AND IDENTIFY AREAS THAT WE NEED TO STRENGTHEN



WE ARE EXCITED TO SEE HOW THESE NEW PROGRAM MODIFICATIONS GO THIS YEAR. IF YOU HAVE ANY QUESTIONS OR CONCERNS AT ANY POINT IN THE SCHOOL YEAR PLEASE REACH OUT TO US!

YEAR AT A GLANCE

SEPTEMBER



CLASSROOM
ROUTINES,
FRIENDSHIP & SAFETY

HERE IS A BRIEF OVERVIEW OF THE THEMES
YOUR CHILD WILL BE LEARNING THROUGHOUT
THE SCHOOL YEAR!

OCTOBER



THANKSGIVING &
HALLOWEEN
ACTIVITIES

NOVEMBER



SPACE THEME

DECEMBER



CHRISTMAS &
WINTER PROJECTS

JANUARY



DINOSAUR THEME

FEBRUARY



VALENTINE'S DAY &
FRIENDSHIP

MARCH



EASTER THEME &
SAINT PATRICKS
DAY

APRIL



SPRING THEME

MAY



OCEAN THEME &
GRADUATION!

GRADUATION IS RESERVED
FOR OUR 4-YEAR-OLD
STUDENTS WHO WILL BE
HEADING INTO KINDERGARTEN