



1905-5th Avenue
Fort Macleod, AB
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Parent Handbook 2025-26

We're excited to welcome you and your child to Fort Macleod Preschool for the 2025/2026 school year! At our preschool, every child is valued, and we look forward to a year of exploring, creating, and growing together each day.

Our curriculum follows the FLIGHT framework, Alberta's early learning and care curriculum, which emphasizes play, exploration, and relationships. Through a rich variety of experiences in music, art, outdoor play, and nature, your child will develop socially, emotionally, physically, and intellectually. Each day, we aim to nurture curiosity, kindness, confidence, and a sense of belonging.

Your child will also benefit from shared spaces like the school gym, outdoor areas, and the Kids Centre, making learning dynamic and engaging. We're committed to supporting your child's unique journey and are thrilled to learn, laugh, and grow alongside your family this year.

Teacher Jade

We're excited to have Jade on our Fort Macleod Preschool team! Jade brings over a decade of experience supporting young children's speech, language, and early learning, with a diploma as a Speech Language Pathologist Assistant and Level 3 Early Childhood Educator certification. She's worked in preschool classrooms for 10+ years, led countless fun, literacy-based activities, and has been a dependable sub right here at Fort Macleod Preschool for the past three years.



Jade knows firsthand what makes this program special — three of her own children have come through it, and she's even served on our preschool board. She loves creating playful, welcoming spaces where kids can learn, grow, and discover at their own pace. Outside the classroom, Jade keeps busy with her four kids, enjoys diving into a good book, and playing volleyball. She's thrilled to continue building connections in the Fort Macleod community and to be part of these children's journeys!

Email: fortmacleodpreschoolteacher@gmail.com

Teaching Assistant Autumn

We're excited to have Autumn join our Fort Macleod Preschool team as our Teaching Assistant! A certified Level 3 educator with a diploma in Child and Youth Care, Autumn brings several years of experience helping young children learn and grow. She's especially passionate about creating playful, inclusive spaces where every child feels safe, valued, and eager to explore. Autumn loves building strong connections with families and believes in keeping parents closely involved. From fun sensory activities to games that build social and motor skills, she blends creativity and structure to make each day a positive adventure. Outside of preschool, you'll find her enjoying time with her family and pets. We can't wait for you to meet her!



Fees and Payment Policies

A non-refundable volunteer fee of \$150 is required at the time of registration to secure your child's place in our program.

Starting in September, monthly preschool fees are due by the 1st of each month. If an invoice remains unpaid for more than 10 days, payment will be required before your child can continue attending preschool.

We utilize Wave for invoicing. You will receive an email invoice each month, along with a receipt after each payment. At the end of the year, you will also receive a statement that you can use for your tax records.

PROGRAM	FULL FEE	AFFORDABILITY GRANT	MONTHLY PARENT PORTION
2 DAYS/WEEK	\$150.00	\$100.00	\$50.00

If you need to withdraw your child from the FM Preschool, we ask for one (1) month's written notice.

Volunteering at the Preschool

Volunteering at the preschool requires a completed criminal record check, including a vulnerable sector check, to ensure the safety of all children. **Families are encouraged to volunteer throughout the year, and by volunteering a total of eight (8) times between September and June, you will receive your \$150 Volunteer Fee back.** Additionally, parents or guardians have the option to join the preschool board, which involves a low commitment of attending one-hour meetings each month. **Participation on the board allows you to receive your \$150 Volunteer Fee back at the end of the year.**

Policies

Toileting: Children attending our preschool must be fully potty trained and able to use the toilet independently. In the event of a poop accident, a parent or guardian will be called to change the child's clothes. If accidents, whether wet or dirty, become frequent, we will arrange a discussion to review the child's readiness for preschool.

Discipline: Discipline at our preschool focuses on guiding children toward responsible, cooperative, and respectful interactions. If a child does not follow preschool rules, the teacher will first speak with the child at their level to explain appropriate behavior, may ask for an apology if needed, and will redirect the child's attention to another activity. Physical punishment is never used under any circumstances.

Arrival and Departure: Our program operates with morning sessions running from 8:45 AM to 11:30 AM and afternoon sessions from 12:30 PM to 3:15 PM. We ask that families arrive on time for both drop-off and pick-up. If you expect to be late, please inform the preschool as soon as possible. Only adults listed on the emergency contact form will be allowed to pick up a child.

Belongings: Families are asked to ensure all belongings are clearly labeled with the child's name. Each child should bring a backpack with a complete change of clothes, a pair of indoor shoes that will remain at the preschool, and a labeled water bottle.

Absences and Illnesses: If your child will be absent for any reason, please notify us. Children who are not feeling well should remain at home to rest, and any communicable diseases must be reported to staff to ensure the well-being of all students.

Volunteering: Parents and guardians are encouraged to volunteer at the preschool. A criminal record check is required before volunteering. Sign-up sheets will be available within the preschool, and families who volunteer a total of eight (8) days will have their Volunteer fee of \$150 reimbursed at the end of the year (June).

Announcements and Communication: Notices will be posted inside the preschool classroom and shared on the ClassDojo app. Each family can be added to ClassDojo using an email address.

Medication: Forms are available for any emergency medications such as those required for allergies. Non-emergency medications will not be administered during classroom hours.

Snacks: Snacks are provided daily by FM Preschool. The full snack menu for the month can be viewed in the monthly newsletter as well as on the communication board located in the classroom.

Preschool Prep Checklist

- Indoor shoes (to stay at the preschool in their labelled cubby)
- Outside shoes
- Appropriate weather clothing for the season (e.g., winter coat, hat, mittens, or raincoat and boots)
- Labeled water bottle
- Backpack
- One extra set of clothing packed in the backpack in case a change is needed

