

EDELWEISS PREPARATORY SCHOOL BACK TO SCHOOL 2010 NEWS



CELEBRATING OUR 23rd YEAR!

We are entering our 23rd school year and are glad to have your child as part of our program this year!

PRESCHOOL & JR. KINDERGARTEN MEET THE TEACHER HOUR:

Attached at the end of this newsletter is a list of Meet the Teacher Open House Dates. For the "Meet the Teacher Open House", children visit the classroom with a parent or caregiver and meet their teachers and friends. We will be taking the class on a mini-tour and explaining to parents and children what we do in each area and how our classes are set up. This is a time for your child and their classmates to become familiar with their new school setting and is therefore not a time that walking siblings can attend.

UNIFORMS, COATS, SHOES & TOTE BAGS:

All Preschool, Jr. Kindergarten and Kindergarten children wear uniforms. All uniforms for students are to be purchased from Wear It, our official uniform supplier and not any other stores. You can order online at www.wearit.ca or call by phone (403)240-2783 to arrange to go to the store at 4 Spruce Ctr SW. You may order from any of the uniform selections that are for Edelweiss. Just choose whatever you think your child will be most comfortable wearing. Edelweiss does not make any profit from uniforms. Your child will get a tote bag and snack container and drink container at the Open House which was already paid for by you as part of

the materials fee. Each child has a labeled coat hook for their coat and totebag to be hung up on in their own cubby. Children share cubbies with other children on different days. When the weather is wet/snowy, we ask that you remove boots on the carpeted area to help keep the floor clean. Children are asked to wear **non-marking, non-skid shoes in school at all times**. You may leave a pair of shoes that are labeled with your child's name on them (www.edelweiss.mabel.ca) at the school if that is more convenient.

MAIL, CALENDAR AND SHOW & TELL:

School newsletters are emailed monthly, however, each child has a mailbox for their crafts and notices, so please remember to check for "mail" everyday when you pick up your child at school. Your child's mailbox is **UNDER** his/her name. You will also receive a monthly class calendar that will notify you of themes, birthdays and show & tell turns by a monthly calendar from your child's teachers via email. On the special day your child is the "Special Helper" he/she helps to lead the line up, start a game, etc., as well as having a turn for Show & Tell where your child may bring 1 appropriate item of their choice to share with the class. If possible we ask that not only toys be brought in but rather an educational item such as something from nature, a photo or picture of an event your child would like to talk about or perhaps a favorite book.



SNACKS & BIRTHDAYS:

At the Meet the Teacher Open House your child will receive a snack container and 2 drink containers. Starting on the first day of school, (not the Open House) your child needs to bring a snack (Nut and sesame Free) and a drink (in the container we provide you with) that is clearly labeled with your child's name on it. Please make sure your child's name is clearly marked on the **outside** of their snack box and on their drink box at all times. Mabel's Labels work great for this purpose www.edelweiss.mabel.ca Please place snack containers in the appropriate snack cart for your child's class located in the coatroom. We will not accept the tetra juice boxes at school as most children do not drink the entire box, and it is too time consuming to empty all the juice boxes out prior to recycling. We will be accepting a birthday snack for the class on your child's birthday. We ask that you keep them simple and do not send in baking as we would be unsure of the ingredients for children with allergies. The September newsletter will have a list of suggested snacks. The room parent will call you prior to the date that your child's birthday is being celebrated and will remind you about the snack. Please note that children with August birthdays will be celebrated in September and

children with July birthdays will be celebrated in June so that each child will have a "birthday" at school. Please do not put treat bags into children's mailboxes. If you wish to do so, please give them out after class outside of the school. It is not necessary and parents sometimes feel obligated to do them if other parents are doing so on top of a party they are already having. When treat bags go into mailboxes the children start to look for treats in their mailboxes on a regular basis and that is not something we want to promote at the school. Treat bags are not part of the child's school birthday celebration. The day we will be celebrating your child's birthday will be marked on the class calendar. Edelweiss gives each child a special birthday book and balloon and they wear a birthday crown and we all sing Happy Birthday to your child on their special day.

SICKNESS POLICY:

We appreciate children not attending school with bad colds for the sake of the rest of the class. If a child has a fever, has been vomiting, has excessive coughing, or green nasal discharge within the last 24 hours, we will ask that you keep your child at home. If a child exhibits any of these symptoms at school, we will call you to come and pick up your child. **If your child is diagnosed with a contagious illness/communicable disease you will require a doctor's note specifying the date your child can return to school prior to returning to school.** If your child is going to be absent, please leave a message at the school stating the illness your child has for your child's teachers to know. Please remember to specify which class time your child attends.

TOILETTING POLICY:

Please note that the Edelweiss policy for entrance in the school is that your child must be able to toilet independently. Teachers do not change pull ups or wipe children. If this is a concern for your child when you receive this notice, please call Margaret at (403)282-4220 or email epschool@telus.net

CLASS TIMES & LATE FEES:

Teachers come and line up children to start the class but if you are late and they are not there, you will need to bring your child to the classroom door and make contact with the teacher when dropping off your child. Children are not to be left unattended in the coatroom prior to teachers taking them. Parents are asked to be prompt when picking up their child at the end of class time in their classroom. Late fees (\$20 per incidence) are added to your tuition if necessary. Based on past history and in order that our teachers can maintain a decent lunch break and

adequate time to prepare for the next class, we feel it is necessary to have late fees. There will be a 5 minute "grace period", however, after that time, a \$20.00 fee will be charged for every 15 minutes after class time. (eg. 6 - 15 minutes would be \$20.00 16 - 31 minutes would be \$40, etc). This fee will be collected in addition to your tuition and given directly to the teacher(s) who had to stay with the child. We trust that this will not be necessary and that if you know you are going to be late picking up your child, you call another parent from the class to stay with your child until you arrive. Class lists with contact information are provided prior to school starting. All classroom clocks are synchronized at the school. It may be a good idea to note times on our clocks in order to eliminate any conflicts. We appreciate your co-operation in this area.

Children do not leave the school without a parent or caregiver over the age of 18. It is the parent/caregiver's responsibility to put children's coats etc. on before leaving. Our external building doors are locked 10 minutes after classes begin and remain locked throughout class time. They are unlocked 10 minutes before classes are over. There is a doorbell you need to ring if you want to come in during locked times.

CONTACTING THE SCHOOL:

If you need to get in touch with your child's teacher, please leave your name and phone number on the school answering machine (403)282-4220. You can also fax the school at (403)282-3991. Teachers will return calls outside of class times. NO calls will be received by the teachers during class time as they are in classes with the children. Administration can help you during class times. The school email is epschool@telus.net. We used to give out our home email but would prefer not to this year. Many of you have it in your computer and we ask that you use the school email instead.

COATROOM:

Please remember that when other classes are operating, they can hear coatroom and hallway noise. We ask that parents keep the coatroom and hallways quiet at all times. By clearing the coatroom after dismissal, we hope to cut down on congestion in the parking lot as well. Also, there is to be no food served in the coatroom to students or siblings in an effort to keep our school clean and sanitary. Lost and Found items are kept in the coatroom with the exception of lost valuables which are kept in the office.

PARKING:

Our school is so fortunate to have a nice large parking lot to use! We just ask for a few rules to be followed. Firstly, please park closely together so that there is room for everyone to fit in. We have staggered class times so that if parents leave after the children go in, there is enough space for the next group coming. At the start of school when parents are staying longer to observe their child settling in, the parking lot tends to overflow to the laneway but this lightens up as parents leave sooner once children have settled into drop off routines.

We also ask that no one park in front of or beside the big brown garbage bin in the parking lot. The City of Calgary needs access to that. If it is blocked, we will have to charge the parent or parents the fee that the City will charge the Cambrian Heights Community Association for coming back at an alternative time. Also, please do not park in the NO Parking space or in the loading zone area beside it.

OBSERVATION WINDOWS:

Please feel free to make use of the observation windows at any time during class hours. We would remind parents that the glass is not sound-proof and we would appreciate it if you could keep your voice level low in order not to disturb the class in progress. We welcome you to observe your child at any time throughout the year.

VOLUNTEERING:

We welcome parents to volunteer at the school outside of the classroom. There are volunteer opportunities such as being a room parent, volunteering for special events and field trips; recycling school paper and cardboard; washing/sterilizing toys or other work. We are pleased to say that at this point we already have our list of toy sterilizing parents through to the beginning of November. Each class is responsible for one month of weekly toy sterilizing. The Kindergarten classes started the year off with September and October being covered. For the other months, a room parent will send out an email to request a few volunteers from each class to take one turn during one month only. We are also pleased that we also have the Recycling Parents for the whole school year. Many thanks to Christine Fawcett, Jennifer Biegler, Lisa Przybojewski, Shawna Karst, Michelle Allison and Danielle Biletsky who will be taking a day each week to recycle school paper/cardboard etc. The Room Parent positions have all been filled as well. Many thanks to all of the eager parents who came forward to help out! We did not have enough spots for everyone! There will be other opportunities coming up later as well. We really appreciate the wonderful response from everyone!

FUNDRAISING:

Edelweiss is a non-profit society and we do have fundraisers to help enrich the programs at the school. You are under no obligation to participate in any of them, only if it is something you feel you need. We appreciate it when parents take the order forms to work to see if any coworkers are interested. The following are some of our regular fundraisers.

Book Fairs



Usborne Books will be holding Book Fairs at parent/teacher interview times as a fundraiser for the school. We get a selection of free books based on sales received. There will be a book fair during each Parent/Teacher conference day which is held at the end of Sept, Nov and the beginning of March.

Labels

As a way to target the problem of lost belongings and a large lost and found, we are fundraising with **Mabel's Labels**, a company with all types of labels that are colourful, indestructible, easy-to-use and fun! They also have Allergy Alert labels. Personalize your labels with names & fun icons that help little ones identify their own belongings. Dishwasher, microwave, laundry & kid tested! Dispatched within 24 hours! Go to our customized Mabel's Labels website (www.edelweiss.mabel.ca) to place your order while helping our fundraiser! This fundraiser can be ordered from anytime throughout the year but it is good to get them now so everything is labeled at the start of the year. Edelweiss is not responsible to lost or stolen items at school. We strongly recommend the use of these labels to keep your child's items from getting lost at school. Parents that have them always find their items!

Magazines

The magazine campaign is a great one that we hold in the fall and it is wonderful savings for parents and provides for easy Christmas shopping as well. It is through CCRP. If you have any renewals we would appreciate it if you could save them for our campaign. All special offers are honoured just keep your offer coupon. More information will be in the September newsletter about this.

Cinnamon Buns

We will hold a Cinnzeo Cinnamon Bun Fundraiser in time for early Dec delivery. These buns freeze and refreeze and are handy to have for Christmas time.

ADMINISTRATION & TEACHING STAFF:

The school is operated by Walter & Margaret Reid. Please feel free to approach us anytime. If you cannot come in person, please contact us at (403)282-4220 or email us at epschool@telus.net. We welcome your feedback at any time. There is also a permanent suggestion box outside the office door for your feedback as well. There is a "Staff" bulletin board in the coatroom where you can read a short biography on each teacher. We will be emailing you a complete Parent Handbook prior to the Open House with detailed information about the school and your child's program. Each month you will receive an emailed newsletter from us. The September newsletter will have the school dates for the year included in it.

We welcome you and trust that this school year will be a wonderful learning experience for your child!!! See you in September!

Walter & Margaret Reid
School Directors



**Keeping reading below for Open House &
First class dates & times and info!**

EDELWEISS PREPARATORY SCHOOL

MEET THE TEACHER OPEN HOUSES 2010/2011 SCHOOL YEAR
THIS IS FOR PARENTS/CAREGIVERS & TOGETHER WITH THE REGISTERED STUDENT ONLY. WE WILL HAVE A LITTLE MINI-CLASS TOGETHER AND WILL GIVE YOU YOUR TOTE BAG & SNACK CONTAINERS.

SORRY NO WALKING SIBLINGS CAN ATTEND THE OPEN HOUSES

PRESCHOOL

OPEN HOUSE ON TUESDAY, SEPTEMBER 7TH, 2010

The 8:50 Preschool class will visit from 9:15 - 10:00 a.m.

The 9:00 Preschool class will visit from 10:30 - 11:15 p.m.

The 1:00 Preschool class will visit from 1:00 - 1:45 p.m.

FIRST CLASSES BEGIN ON THURSDAY, SEPTEMBER 9TH ($\frac{1}{2}$ class*)

JR. KINDERGARTEN (2 DAY)

OPEN HOUSE ON TUESDAY, SEPTEMBER 7TH, 2010

The 2 Day 12:50 JrK class will visit from 2:00 - 2:45 p.m.

FIRST CLASS BEGINS ON THURSDAY, SEPTEMBER 9TH ($\frac{1}{2}$ class*)

JR. KINDERGARTEN (3 DAY)

OPEN HOUSE ON WEDNESDAY, SEPTEMBER 8TH, 2010

The 8:50 JrK class will visit from 9:00 - 9:45 a.m.

The 9:00 JrK class will visit from 10:15 - 11:00 a.m.

The 12:45 JrK class will visit from 12:45- 1:30 p.m.

The 12:50 JrK class will visit from 2:00 - 2:45 p.m.

FIRST CLASSES BEGIN ON FRIDAY, SEPTEMBER 10TH ($\frac{1}{2}$ class*)

KINDERGARTEN

Kindergarten classes begin without an Open House on
Tuesday, September 7th, 2010

A.M. CLASS at 8:40 until 11:25 a.m.

P.M. CLASS at 12:40 until 3:25 p.m.



EDELWEISS OPEN HOUSE REMINDERS FOR PARENTS:



- Children wear their uniforms for the Open House
- No snack is required on the Open House Day
- Find your child's mailbox (UNDER your child's name) and cubby using the codes below:

8:50 Preschool - Teddy Bears	Mrs. Kelly & Mrs. Any
9:00 Preschool - Frogs	Mrs. Aleksandra & Mrs. Lora
1:00 Preschool - Crayon Box	Miss Rebecca & Mrs. Lora
2 Day T/Th JrK 12:50 - Stars	Mrs. Pat & Mrs. Aleksandra
8:50 3 Day JrK - Apples	Mrs. Any & Mrs. Kelly
9:00 3 Day JrK - Lady Bugs	Mrs. Aleksandra & Miss Rebecca
12:45 JrK - Frogs	Mrs. Any & Miss Rebecca
3 Day M/W/F JrK 12:50 - Bees	Mrs. Pat & Mrs. Aleksandra
- Your teachers (listed above) will come to get you in the coatroom and take you on your guided Open House (sorry no strollers or walking siblings in classrooms)
- Look at your original registration form and update information and sign that it has been reviewed/updated. Teachers will have these forms in the classroom for you to do during the Open House.
- Teachers will give you a tote bag, snack box and drink containers. The tote bag is used as a backpack to and from school and the snack box and drink container is what you use for snack each day. Please label all items clearly with your child's name in permanent marker or purchase labels from www.edelweiss.mabel.ca
- If your child has an EpiPen or inhaler, please come to the office after your Open House to see Margaret for forms and snack container allergy alert labels.
- If you have not given us a photo of your child, please bring a small passport sized one to the office with your child's name on the back of the photo.

You are almost done... keep reading for info on the $\frac{1}{2}$ class days...

FIRST NON-PARENTED CLASS (1/2 class)

* $\frac{1}{2}$ classes are designed to help the children settle in and enjoy a shorter class on their first non-parented class of the school year. We would prefer you to stay and watch at the observation glass windows and not leave until you see your child has settled in. If you think your child may have difficulty separating from you, we ask that you remain close to the school so we can contact you if your child becomes upset. Snack is NOT needed for the $\frac{1}{2}$ class days. Times are as follows:

Non-Parented shortened 1st class times

8:50 Preschool:	8:50 - 10:10 a.m.	Sept 9 th only
9:00 Preschool:	9:00 - 10:20 a.m.	Sept 9 th only
1:00 Preschool:	1:00 - 2:20 p.m.	Sept 9 th only
12:50 2 day JK:	12:50 - 2:10 p.m.	Sept 9 th only
8:50 3 Day JK	8:50 - 10:10 a.m.	Sept 10 th only
9:00 3 Day JK	9:00 - 10:20 a.m.	Sept 10 th only
12:45 3 Day JK	12:35 - 2:00 p.m.	Sept 10 th only
12:50 3 Day JK	12:50 - 2:10 p.m.	Sept 10 th only

Regular class times resume after these classes as follows:

Preschool:

8:50 - 11:05	starting September 14th
9:00 - 11:15	starting September 14th
1:00 - 3:15	starting September 14th

2 Day JrK:

12:50 - 3:20	starting September 14th
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3 Day JrK:

8:50 - 11:20	starting September 13th
9:00 - 11:30	starting September 13th
12:45 - 3:15	starting September 13th
12:50 - 3:20	starting September 13 th

SEE YOU IN SEPTEMBER!!