Welcome

Welcome to the Edmonton Public Schools Pre-Kindergarten Program

This Parent Information Handbook will help you learn more about our program. As the parents/guardians of a child in our program, we value our partnership with you. We share a common goal of providing the best environment for your child to grow and learn. In this partnership, you will be consulted and involved in decisions as we provide programming for your child.

MISSION STATEMENT

The mission of the Pre-Kindergarten Program is to foster growth and development of young children with unique learning needs through the provision of exemplary service to children and families.

We value:
• a child and family-centered approach to learning
• learning through play
• open communication between home and school
• an atmosphere of love and dignity for all children
• the fun and enjoyment of learning!

VISION STATEMENT

Edmonton Public Schools Pre-Kindergarten Program provides children with individualized play-based, language-enriched programming that is a safe and appropriate environment for early childhood development. We believe child-centered and developmentally appropriate programming fosters active learning and independence in children. Our goal is that children will gain a sense of pride and self-confidence as they successfully develop foundational life skills.

PROGRAM GUIDELINES

The Pre-Kindergarten Program provides services to preschool children. Alberta Education criteria states that a child must be between 2 years 8 months and 4 years 8 months as of September 1 of the year they are attending. Children must continue to meet the criteria established by Alberta Education.

Your child is eligible for Program Unit Funding (PUF) for a maximum of two years within Edmonton Public Schools. Children are encouraged to attend Kindergarten at their designated school following Pre-Kindergarten.
Children with special education needs can access appropriate programming and services in a manner that serves the best interests of the child. Eligibility for Program Unit Funding is based on documentation which supports that the child has a:

- Severe delay in at least one of the following areas of speech and language development: (receptive, expressive, communication)
- Severe physical impediments to normal development and learning. (i.e., deafness, blindness)
- Medical Diagnosis: Down Syndrome, Autism Spectrum Disorder, Cerebral Palsy, etc

Children referred to Pre-Kindergarten Programs are required to have an assessment/diagnosis prior to registration.

**PROGRAM OVERVIEW**

**ADMINISTRATION**
Pre-Kindergarten Programs are located at 6 schools in Edmonton Public Schools (Duggan, Evansdale, Hazeldean, Hillview, Mayfield and Scott Robertson). The program is administered by the school Principal who is responsible for all school activities.

**CLASSROOM COMPOSITION**
In Pre-Kindergarten, each half-day Pre-Kindergarten classroom averages 11-12 children accessing Program Unit Funding (PUF). A classroom teacher is assigned to each classroom with at least one Educational Assistant (EA) and/or a Speech-Language Assistant (SLA).

Each classroom also has a Speech Language Pathologist, Occupational Therapist, and Physical Therapist who work regularly with each classroom of children.

The children in each classroom have a wide range of abilities and strengths. The classroom teacher works closely with his/her staff team to provide the children with a supportive and engaging learning environment. Activities are determined based upon the needs of the children.

**Speech-Language Pathologist**
The Speech-Language Pathologist (SLP) Consultant provides assessments, consultation and treatment for children in the areas of speech and language development. Services focus on developing and enhancing communication skills needed to interact with peers and adults within the classroom and home. Speech and language intervention is guided by the SLP and implemented throughout all routines in our play-based approach.

**Occupational Therapy Consultant**
The Occupational Therapy (OT) Consultant provides assessment, consultation and treatment for children experiencing difficulties with self-regulation, self-care skill development and fine motor skills (small muscles). Services focus on developing or enhancing fine motor and perceptual skills needed for the educational program, as well as daily living and personal care routines. Children who require special or
adapted equipment for positioning, feeding or hand skills have these needs met by the Occupational Therapy Consultant. During their time in the classroom, they provide assessment, direct programming and programming suggestions to the classroom team.

Physical Therapy Consultant
The Physical Therapy (PT) Consultant provides assessment, consultation and treatment for children in the area of gross motor development (large muscles). They provide gross motor activities within natural routines and transitions of the classroom and the home. Their role is to implement gym activities and model strategies for the classroom team in the educational setting.

CONSULTING SERVICES
School staff, with parental consent, may request specialized support and services offered through Edmonton Public Schools to enhance programming for children with specialized learning needs such as visual or hearing impairments.

INDIVIDUAL PROGRAM PLANS (IPP)
An Individual Program Plan (IPP) is a working document formulated each fall by the child's educational team (i.e parents, teacher, SLP, OT, PT, and classroom staff). The plan identifies areas for growth and strategies to support the child's development. Parents have input into identifying areas of growth. As part of any ongoing assessment process, goals/strategies may be added, removed or changed throughout the school year.

ASSESSMENT
Parents are asked to provide the school with reports from doctors or other professionals prior to the child entering the program and throughout the year as updated reports are available.

The Pre-Kindergarten Program uses a variety of methods to gain information about your child. This information will assist you and the Pre-Kindergarten Program Staff to know what skills your child has developed and identify new skills to be taught. Initial assessments will provide information for the Individual Program Plan meetings. School staff uses data, conversations, observation, products and formal and informal assessment as ongoing processes to measure your child’s progress throughout the year. Year-end assessments take place to determine each child’s eligibility for the upcoming school year.
CONFIDENTIALITY
The Pre-Kindergarten Program has a strict policy of confidentiality of information. Only Edmonton Public Schools employees who need to see your child’s file will be given access. Information typically in your child’s file includes:

- Registration form and birth certificate
- Consent and/or Release forms: Forms that allow us to assess your child, release of information to other agencies, etc. These forms require your signature
- Reports from the school, i.e., Individual Program Plan (IPP), Speech-Language Pathology, Occupational Therapy and Physical Therapy reports
- Reports from other agencies. These reports are available to us only if you provide a copy to the school.

Parents have full access to information in their child’s student record. If you wish to see your child’s student record, please contact the Assistant Principal or Principal.

The Student Record is kept throughout the life of the student with Alberta Education. It will be moved from school jurisdiction to school jurisdiction throughout the province as needed, and in Edmonton Public Schools, will be kept on file until the student is at least 30 years old. The Student Record is a provincial record; it does not belong to the student, the parent or the school board. Anyone with the right of access to the student record, as defined in the School Act and in the Student Record Regulation, may see the student record.

SCHOOL ASSIGNMENT:
All children are assigned to their Pre-Kindergarten schools through Division Support Services. Factors that determine placement include transportation needs and available space. This central placement occurs in the springtime.

SCHOOL YEAR
The Pre-Kindergarten Program is administered by Edmonton Public Schools. School begins in early September and continues until late June. The program follows the Division calendar.

SCHOOL SCHEDULE
The Pre-Kindergarten Program provides classes five days a week, Monday through Friday. Your child will attend classes either in the morning or afternoon.
Instructional Focus/Program Collaboration Days:
There will be one day each month that children do not come to school. The yellow school buses will not run on these days. These monthly program collaboration days will take place on a Thursday and will provide opportunities for staff to collaborate with each other and with families with the goal to enhance programming and progress for each child.

There will be at least four of these Thursdays where children and families will be invited to participate in activities at the school taking place during school hours.

2022-2023 Program Collaboration Days:

| September 15 | February 2 |
| October 6    | March 9    |
| November 3   | April 6    |
| December 1   | May 4      |
| January 12   | June 1     |

ATTENDANCE
To benefit fully from the Pre-Kindergarten Program it is important that your child attend on a regular basis. If an absence is planned for up to one month (family trip), parents must notify the school. To report all absences, please call or email your child's school.

SCHOOL SUPPLIES
- A backpack carrying school work and a snack between home and school.
- Each child requires a pair of inside shoes (Velcro closing) and at least one change of clothing that can be kept at the school.
- If your child is not toilet trained, we will require a supply of diapers, pull-ups/wipes that will be kept at the school. We store each child’s pull ups separately and will inform you when we need a new supply.

Please label all items of clothing with your child’s name.
COMMUNICATION:

Your child’s teacher and classroom team values communicating with you. Please connect with your child’s teacher or the school, as on-going communication is important.

SchoolZone:
At Edmonton Public Schools, we use SchoolZone as our primary method to send information to families about your child’s progress, classroom newsletters, and other information. This process involves using the computer and a special login and password you will receive once your child has registered and is accepted at your school. Parents will use SchoolZone to access important information throughout the year.

TRANSPORTATION

Transportation is arranged through Edmonton Public Schools and the Transportation department determines availability. The bus will pick up and drop off the child at home, the babysitter or daycare, within the transportation zone. Each bus is equipped with integrated car seats.