

EMERGENCY PROCEDURES

Our program follows the procedures for fire drill, lock downs, and evacuation as laid out by the school and the division. Children and staff are taught these procedures and practice them regularly.

RECORDS

The program keeps an up-to-date record on each child at the program site and Division Office. This record is available to the parents of that child. A child's record contains a minimum of: a child's registration information, emergency medical information, assessments and program plans if the child is receiving specialized services.

FEES

Arrangement for the payment of fees must be made before a child attends the program. Fees can be paid in the following ways:

- **Payment by cash:** Lump sum or monthly payments
- **Payment by cheque:** Lump sum or monthly postdated payments for the year. Please make cheques out to your school for the 1st of the month and print your child's name on the memo line
- **School Cash Online:** Lump sum or monthly payments can be setup online. The 'School Cash' link can be found on our website.
- **Applying for Waiver of Fees:** More information and the application form can be found on our website. If you need assistance, please call Secretary of Learner Services at 403-223-3547 ext. 10145.
Waiver of Fees Application Deadline: **October 31st.**

Payment options link: www.horizon.ab.ca/programs/early-childhood/payment-options

Please contact the school Secretary to make payment arrangements.



Horizon School Division
403-223-3547
www.horizon.ab.ca



Horizon School Division

Early Learning Programs

**Parent Information
2021/2022**

horizon
school division

Welcome to Early Learning

...playful learning!

Dear Parents,

We are excited to welcome you and your child to the Horizon Early Learning Program. We recognize that parents are their children's first and most important teachers and we are excited to join with you on your child's educational journey.

Please feel free to share any information about your child with us. The greatest benefits for a child occur when parents and teachers work together as partners to support the child's growth, development, and education. Involvement and open communication between home and school is essential. Parents are welcome in the classroom and are free to ask any questions or discuss any concerns regarding their child.

The Horizon Early Learning Program is a play-based early childhood program built around the following beliefs:

Early childhood is a significant period in human development.

From birth to 6 years of age, a child's brain is growing and changing at a rapid rate. Our play based program provides consistently positive experiences for the children. All of a child's experiences have an impact on their overall development.

Purposeful play is important for the learning and development of all children.

Carefully planned play opportunities provide children with challenging and rewarding experiences that support their development in all areas, as well as build a solid foundation for early literacy and numeracy skills.

All children can learn and experience individual success.

Monitoring children's growth and development provides us with a better understanding and knowledge of their strengths and needs. The developmental needs of a child are met by providing a language rich environment with open-ended activities to encourage exploration, problem solving and imagination.

NOTE TO PARENTS

We ask that parents please:

- Let the school know if your child will not be attending school that day
- Dress your child in clothing that is comfortable, **able to get messy**, easy to manage, and seasonally appropriate
- **Drop off and pick up your child on time, according to the specific procedures outlined by the school**
- Ensure your child uses the bathroom before leaving home
- Bring one box of Kleenex to use in the classroom

Your child will need the following items each program day:

- Backpack or bag for their items
- Healthy snack (ie: cheddar cheese & crackers, yogurt, boiled egg, fruit, vegetables)
- Small water bottle (we encourage water as the drink of choice)
- Change of clothing in a labelled plastic bag
- Appropriate clothing for daily outdoor play
- Once winter boots are necessary, a pair of inside runners will be required