



**Westlock Elementary School  
Early Learning Program**



**Mighty Teams, Mighty Learners**

**W-PREP**

**Westlock  
Preschool  
Readiness  
Education  
Program**

**Family Handbook  
2020-2021**

## Just Playing

When I'm building in the block area,  
Please don't say I'm "just playing."  
For you see, I'm learning as I play,  
About balances and shapes.  
Who knows, I may be an architect someday.

When I'm getting all dressed up,  
Setting the table, caring for the babies,  
Don't get the idea I'm "just playing."  
For you see, I'm learning as I play;  
I may be a mother or father someday.

When you see me up to my elbows in paint  
Or standing at an easel,  
Or molding and shaping clay,  
Please don't let me hear you say, "He is just playing."  
For you see, I'm learning as I play.  
I'm expressing myself and being creative.  
I may be an artist or an inventor someday.

When you see me sitting in a chair  
"Reading" to an imaginary audience,  
Please don't laugh and think I'm "just playing.'  
For you see, I'm learning as I play.  
I may be a teacher someday.

When you see me combing the bushes for bugs,  
Or packing my pockets with choice things I find,  
Don't pass it off as "just play.'  
For you see, I'm learning as I play.  
I may be a scientist someday.

When you see me engrossed in a puzzle  
Or some "plaything" at my school,  
Please don't feel the time is wasted in 'play.'  
For you see, I'm learning as I play.  
I'm learning to solve problems and concentrate.  
I may be in business someday.

When you see me cooking or tasting foods,  
Please don't think that because I enjoy it,  
It is 'just play.'  
I'm learning to follow direction and see differences.  
I may be a cook someday.

When you see me learning to skip, hop,  
Run and move my body,  
Please don't say I'm "just playing."  
For you see, I'm learning as I play.  
I'm learning how my body works.  
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today,  
And I say, "I just played",  
Please don't misunderstand me.  
For you see, I'm learning as I play.  
I'm learning to enjoy and be successful in my work.  
I'm preparing for tomorrow.  
Today, I am a child and my work is play.

- Anita Wadley

# Pembina Hills School Division

## Westlock Elementary School

### W-PREP Program

**Welcome to: W-PREP**

Westlock  
Preschool  
Readiness  
Education  
Program

**Where:** W-PREP classroom is housed in Westlock Elementary School.

**When:** The program will run **Monday through Thursday**. The morning class is from 8:30am-11:30am and the afternoon program is from 12:20pm-3:20pm. Classes will begin on the week of September 14, 2020 and will end on June 3, 2021. If your child is attending as a play partner, start date will be October 5, 2020.

Please take some time to review our W-PREP handbook. We hope that this will help your family's transition to our program a little easier. We are so excited to have the opportunity to work with your child and we would like to take this time to welcome you to our school.

The following are some information items about the W-PREP program:

#### **Educational Team for W-PREP:**

Early Learning Teacher:	Gloria Victoor
Program Assistants:	Maggie McGean Laura Parenteau Nicole Regimbald

Communication Assistant:	Gwen Stewart
Speech Language Pathologist:	TBA
Occupational Therapist:	Kirstin Boelman
Behavior Specialist:	Sharon Lyons
Early Learning Principal:	Kelly Ferguson



### **Philosophy of the W-PREP Program:**

W-PREP is a play-based inclusive preschool program for children 2.8 to 4.8 years of age. The program may be comprised of play partners and children with a variety of special needs. W-PREP is overseen by Early Learning Teacher, Gloria Victoor and run on a daily basis by program assistants. The program assistants are wonderful, qualified staff with growing experience and training in working with preschool aged children. This enables W-PREP to provide a quality program striving to meet the individual needs of children.

Our classroom is guided by an early learning and child care curriculum framework for Alberta called Flight. Children's play is central to this curriculum framework as an active, exploratory, creative, expressive process, deeply embedded in children's everyday experiences and through which children participate in, learn about and actively make sense of the world.

### **Daily Activities:**

PLAY is our main language in the W-PREP classroom. Research shows that PLAY is the most effective way for children to learn the early skills necessary to be successful in their school experiences. Not free-for-all play, but intentional play and learning through play activities that will be structured and offered for the children to explore, inquire, create and learn through active engagement.

Daily activities are designed to increase children's abilities in a wide variety of developmental areas. The daily program includes some of the following activities:

- Music and Movement activities
- Structured Group times
- Provocation/Invitation to Learn
- Creative art times
- Snack
- Indoor and outdoor play times
- Individual and group speech language and OT activities

Through these daily activities the children learn and develop at their own individual rates.

**Due to Covid-19 and restrictions as they relate to guidelines set out by Alberta Health Services, Alberta Education some activities may be suspended to ensure the safety of students and staff**



### Concepts and Skills Developed Through W-PREP:

- **Self-help skills** (ie: dressing, eating, toileting)  
\*\*when dropping off or picking up your child, we would encourage you to allow them to enter the classroom on their own. This will enable them to develop their independence. (ie/coat off/on, backpack zipper/lunch-kit in and out, shoes on and off). Please send VELCRO shoes.
- **Fine motor development** (ie: beading, coloring, scissor skills, pre-printing skills)
- **Gross motor development** (ie: running, jumping, coordination skills)
- **Speech language development**  
\*\*ie: receptive language (what your child understands through listening)  
\*\*ie: expressive language (what your child says)  
\*\*ie: phonological skills (how your child makes speech sounds)
- **Social skills** (ie: sharing, turn-taking, playing)
- **Participation and ability to follow routines** (ie: joining in class activities)
- **Literacy & Numeracy skills** (ie: exposure to early numeracy & literacy skills through music, literature and classroom activities)
- **Self-regulation skills**

### \*\*Funding for W-PREP:

Program Unit Funding (PUF) funding is available through Alberta Education for children who meet specific qualifications.

If there are play partners, they are required to pay fees. The number of days of your child's program will be determined by the Early Learning School Team.

Once invoiced, payments can be made in one, two or set monthly payments. Prompt payment is required for continuation of preschool services. If you have any questions, please contact Gloria Victoor at 780-307-0505.

### Individual Program Plan (IPP):

An IPP is developed for children with special needs by your child's education team. This is a plan outlining your child's history, assessment information, relevant medical information and their strengths and areas of need. Long-term goals are identified with strategies to help reach these goals. A team meeting of school staff and parents (your child's education team) will be held three times each school year to develop and review the IPP. **Parents/guardians MUST commit to attending if your child is receiving PUF funding.**

### Program Closures

1. When **PHSD schools are closed** - the W-PREP program is **closed**.
2. When buses **are not** running and schools are open, W-PREP **will be open**.

Check the PHSD website for bus and/or school cancellations.

On very cold days, parents are urged to use their best judgment concerning sending/bringing their young child to school.

### **Medications/Allergies:**

If your child needs to take any medication at school, a signed permission form is required for each day your child needs medication. Please contact the school for forms and more information. For the safety of your child, please inform us of any allergies or medical needs they have (nut allergies, bee allergies, asthma, etc.).

### **Illness/Absence:**

If your child is sick, please keep them at home to avoid the spread of illness and inform the W-PREP team by calling the school. We also request that you call the school/W-PREP program or send a note if your child will miss a day.

### **Parental visits to the classroom:**

Parents are welcome to visit the W-PREP classroom. Please be respectful of other children and happenings in the classroom. It is important to maintain the confidentiality and privacy of the children. If you have any questions regarding something you see in the classroom, please ask W-PREP staff or Early Learning Teacher, Gloria Victoor.

We would also ask you to wait outside the classroom at the end of our class as we work to establish a home time routine and encourage students to practice their self-help skills. Dependent on the school re-entry plan, pick up of children may be altered. The Early Learning teacher will apprise you of any changes.

There are PHSD guidelines for visitors and volunteers that we will be abiding by in our W-PREP classroom.

### **Notes to parents and notes from parents:**

Weekly newsletters and monthly calendars will be posted to Fresh Grade check it each week. This will give you information about activities and upcoming events that will be occurring in our classroom. This FRESH GRADE app is used to help communicate with parents. It is a great way for the classroom staff to share pictures and videos of your child and for notes to be sent home, etc. Hardcopies of the weekly newsletter and monthly calendar will also be posted outside the classroom.

We ask parents to call the school or send a note to let us know of anything happening at home that may affect your child's day.

### **Home/School Communication:**

Feel free to contact the classroom at any time. Staff will be happy to speak to you when they have a free moment. Program Assistant staff can answer your questions about day-to-day events. The Early Learning Teacher Gloria Victoor can be reached at (780) 307-0505 or Early Learning Principal Kelly Ferguson at (780) 674-8565 are available to speak to you regarding any **questions or concerns** about your child's **program or progress**.

### **Dropping off & Picking up:**

For the safety of your children, unless picked up by a parent or guardian we ask that you send **written permission** for your child to leave the premises with another adult.

- ♥ Please come through the **MAIN ENTRANCE** at Westlock Elementary School and use the main boot room for outside footwear. The children's footwear space will be labeled when they arrive.
- ♥ Parents, at the end of the day, please wait in the hallway until the children are brought out. This ensures proper closure to our day and an environment to encourage independence in dressing skills and preparing to leave. When the class is over, your child will come out to you.
- ♥ Dependent on school re-entry plan, pick up of children may be altered. The Early Learning teacher will apprise you of any changes.

### **\*\*\*Transportation:**

Transportation is a parental responsibility to and from the W-PREP program.

Transportation may be available for your child, if you are interested please contact your Early Learning Teacher.

### **What to send to school:** *(please label all items clearly with your child's name)*

- ♥ An extra set of clothing *(to be left in the classroom in case of emergencies)*
- ♥ Inside shoes (shoes should be Velcro if possible)
- ♥ Box of small, medium or large zip-lock bags (your choice)
- ♥ 2 large **Purple** Elmer's glue sticks
- ♥ Bottle of white Elmer's glue
- ♥ Box of Kleenex (to use in the classroom throughout the year)
- ♥ Pack of stickers
- ♥ **Solid clear** 15-Qt latching storage box container (Sterilite brand if possible)
- ♥ Family Photo (to be kept in the classroom)
- ♥ Backpack
- ♥ Lunch kit with a healthy snack. This might include fruit, vegetables, yogurt, crackers and cheese or nutritious granola bars (not covered in chocolate).

**Thank you!!!**

- ♥ **\*\*\*Please mark shoes, backpacks and lunch kits clearly with your child's name.**

### **Please Note:**

To ensure a quality program, our W-PREP staff, regularly observe and document for all W-PREP students. This is a tool to encourage and manage positive behaviors as well as to assist us in the planning of developmentally appropriate activities.

Please feel free to contact Gloria Victoor, if you have any questions or concerns about your child's program. We look forward to working with you and your child and being part of their growth and learning.



We are so excited to have the opportunity to work with your child this year!!! Please feel free to contact us if you have any questions or concerns.

Sincerely,

The W-PREP Team

Thank you for being a part of the W-PREP Program. We look forward to a great year!



Applications packages can be down loaded from the Early Learning website  
<https://earlylearning.pembinahills.ca/>