

# Green Door

## Preschool Parent Handbook



# PARENT HANDBOOK

## Philosophy of the Program

At Green Door Preschool, we believe that childhood is a magical journey, full of wonder, curiosity, and limitless growth opportunities. Our philosophy centers on nurturing this special time by creating a vibrant, engaging learning environment that celebrates the joy of play.

We design intentional, hands-on experiences that spark imagination and foster a lifelong love of learning. Our program is a partnership between teachers, children, and parents—where educators provide meaningful materials and a safe space for exploration and discovery.

At Green Door, play is more than just fun—it's the foundation of learning, growth, and confidence. We invite you to join us in cherishing childhood and celebrating discovery every day.

Children at Green Door are encouraged to:

- Develop self-confidence and a sense of self-worth
- Build relationships with peers in both group and individual settings
- Interact with adults in a meaningful way
- Gain independence outside the family unit
- Strengthen fine and gross motor skills
- Begin recognizing letters and numbers
- Develop listening skills and expand their language abilities

## Snack Program

Please pack a nutritious snack and a water bottle for your child each day. Green Door is a **nut-free** school, including **all tree nuts and nut products**.

Recommended snack ideas:

- Mini muffins
- Crackers
- Cut-up fruits or vegetables

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**Prohibited foods** include:

- Nuts, seeds, and nut butters
- Nut oils
- Any products made in facilities that process nuts (check packaging for allergen statements)
- Chewing gum

To keep everyone safe, please **read labels carefully**. We appreciate your cooperation in helping us maintain a healthy environment for all children.

### Show and Tell

Your child will have a special day to bring something from home for **Show and Tell**. On this day, your child will be:

- Wearing a “Special Helper” tag
- Dressing the weather frog
- Updating the calendar and weather board
- Sitting on the “Special Helper” mat
- Leading the class in games

This is a wonderful opportunity for your child to build confidence and share something special with their classmates.

### Holidays

Green Door Preschool follows the same holiday schedule as Calgary Public Schools. Upcoming closures will be listed on the website and included in the monthly calendar.

### Volunteers

We believe that a strong preschool community includes the support of our amazing parents! Throughout the year, we will ask for volunteers—such as a “Play-Doh Parent” for each class.

We also have an **open-door policy** from October to June. If you’d like to help in the classroom, just let your teacher know in advance.

**Please note:** All volunteers must complete a criminal record check.

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## Discipline Policy

At Green Door, our approach to discipline is rooted in care and guidance. Our goal is to help children develop self-regulation, empathy, and conflict resolution skills in a supportive and respectful environment.

Our primary method is **redirection**—helping children understand safe and appropriate ways to play and express themselves. When necessary, children may be encouraged to shift activities or reflect on their choices. We also teach them how to express their feelings and apologize when needed.

## Parent Guidelines

1. **Label everything:** Please label all removable clothing and shoes with your child's name.
2. **Mess-friendly clothing:** We use paint, glue, markers, and playdough daily. Aprons are provided, but they don't cover entire outfits. Dress your child for fun and creativity!
3. **Bathroom check:** Please ensure your child uses the washroom before class. Avoid clothing with tricky fasteners or belt buckles.
4. **Footwear:** On wet or snowy days, children should remove outdoor shoes at the entrance. Indoor shoes are required and should be rubber-soled. Avoid cowboy boots, plastic sandals, or hard-soled shoes.
5. **No toys from home** unless it is your child's "Special Helper" day.
6. **Illness policy:** If your child is unwell, please keep them home. Children must be symptom-free for **24 hours** before returning. If your child becomes ill at school, we will contact you for immediate pickup. Notify the teacher if your child is absent for more than two days.
7. **Drop-off and pick-up:**
  - Wait outside or in the hallway until the classroom doors open.
  - Walk your child into the classroom and release them to the teacher.
  - If someone else is picking up your child, provide written notice.
8. **Be on time:** Pick up your child promptly at the end of class. Late pickups (beyond 5 minutes) will be charged **\$5 per minute**.

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9. **Dismissal:** During pickup, please:

- Wait in the hallway or outside.
- Avoid crowding the classroom doors.
- Come forward when your child is released to you.

10. **Emergency evacuations:**

- **Canyon Meadows location:** Muster station #4 in the main parking lot.
- **Midnapore location:** Tim Horton's at 40 Midlake Blvd SE  
Teachers will notify parents in the event of an emergency.

11. **Withdrawal policy:** One month's written notice is required for withdrawal. (e.g. If leaving March 1, notice must be given by February 1.) If notice is not provided, the upcoming month's fee will still be due.

12. **Weather-related closures:** These will be posted on our website.

### Emergency Contacts

In case of an emergency during school hours:

- **Canyon Meadows:** 403-870-7367
- **Midnapore:** 403-457-0055

For general inquiries, you may call or text **Green Door Preschool's main number** at **403-870-7367** and leave a message.

### Concerns

We value open communication. If you have any concerns about your child or their classroom experience, please don't hesitate to reach out. We will also contact you if your child's teacher has any concerns to share.

**Debbie Sheppard**

Owner & Director

☎ 403-870-7367