



Alpenglow

learning naturally

Academic Excellence, Outdoor Immersion, Community Minded, Artistic Expression

Family Handbook Kindergarten – Grade 6

Canmore Collegiate High School

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www.crps.ab.ca

www.alpenglowschool.ca



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Welcome

Welcome to the Alpenglow School of the Canadian Rockies Public Schools! This 2019-20 School Year is another exciting year for our school and the purpose of this handbook is to be a resource for parents with information, dates and contact details about our program and community. This handbook is a '**working document**' and there may be updates made to this handbook throughout

the year. In addition to this Family Handbook, the CRPS website, <http://www.crps.ca> provides regular district information and updates. For specific Alpenglow Community Education Society (ACES) information and event details, visit www.alpenglowschool.ca.

Message from the Principal

Welcome Alpenglow! Having Alpenglow School become more closely connected with our Canmore Collegiate School family of over 400 Grades 9-12 students and 45 instructional staff has been a wonderful success. Our Alpenglow School has 100 K-6 students and our staff continue to develop curriculum and prepare the outdoors around our building for your children. I can honestly say that we are very excited to have your little ones around the school each and every day. This past year has seen the continued establishment of partnerships with individual high school classes to support your child's learning in the classroom. These partnerships have provided wonderful opportunities for growth and development for all our students.

In our seventh year together we are still growing and improving our practice. However, as we have seen in this past year, we will work diligently to get through all the bumps that are bound to appear on our journey together. Our goal is to offer your child a fantastic, safe and caring alternative learning environment under the roof of one the best High Schools in Canada and North America.

Feel free to contact our administration anytime, drop by for a visit or come in. Please check in at our office when you volunteer in your child's classroom. Mr. Holthuis and I look forward to meeting you all and with the help and support of your fantastic Alpenglow Community Education Society (ACES) we will attempt to make this year a most memorable one for you and your child.

Chris Rogers

Principal

Alpenglow & CCHS

CCHS Alpenglow School Personnel

Principal	Chris Rogers	chris.rogers@crps.ca
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Grade 2/3	Noer Wuisman	noer.wuisman@crps.ca
Grade 3/4	Maureen Fraser	maureen.fraser@crps.ca

Grade 5/6

Graeme Ford

graeme.ford@crps.ca

Lea Toornstra

lea.toornstra@crps.ca

Educational Assistants:

Tim Sander /Jena Gatto/Raphaela Tetreault-Bergeron

Address: 1800 8th Ave Canmore, AB T1W T28

Telephone: 403 678 6192

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Website: <http://www.crps.ca/Alpenglow.php>

Canadian Rockies Public Schools Personnel

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Assistant Superintendent:

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Message from Alpenglow Community Education Society (ACES)

Welcome Alpenglow Families, both new and returning, to the 2019/2020 School Year, our seventh year! With all of the wonderful accomplishments of last year, ACES is proud to be working in partnership with Canmore Collegiate High School (CCHS) and Canadian Rockies Public School (CRPS) and is looking forward to this upcoming year. There are many exciting things ACES is working towards this year and it would not be possible without all of the amazing families who are involved in the Alpenglow School. If you have any questions, thoughts, great ideas or you just would like to check out what ACES is working on, please feel free to come to our meetings. Meeting times are posted on the CCHS/Alpenglow website.

May this year be full of many exciting new discoveries in nature, deepening of friendships and further development in their understanding about themselves and the world around them both inside and outside of the classroom for the Alpenglow children and families.

Alpenglow Community Education Society

ACES is dedicated to supporting and nurturing the Alpenglow School as it continues to grow in community, education and nature; and its responsibilities are to:

- work with the Alpenglow teachers and CCHS administration to provide resources and guidance on the development of Alpenglow School curriculum, nature-inspired education and the methods of Waldorf pedagogy.
- support and nurture the Alpenglow School community through planning workshops, festivals, and community gatherings.
- ensure that required Waldorf and outdoor resources for the success and continuity of the Alpenglow School are provided to Alpenglow students, teachers, administrators and parents, including providing funding for teacher training, educational assistants, lunchtime supervisors and specialized resources.
- perform any duty or function delegated to it by the School Board in accordance with the delegation.

ACES invites all families to participate in the program learning and growing together, and welcomes your questions and ideas. ACES meets regularly each month, and meetings are open to parents. All parents are encouraged to attend. Please check the Alpenglow website www.alpenglowschool.ca for monthly dates & times, meeting minutes and the list of current council members. Please contact ACES at info@alpenglowschool.ca with any suggestions, questions and ideas. They are always welcome and appreciated.

Alpenglow School Vision & Mission

Our Vision: Our children are inspired to discover their vision, passions and reverence for life.

Our Mission: To connect our children with themselves, nature and community through an integrated nature-based approach to learning drawing on Waldorf pedagogy.

The Alpenglow School nurtures the children in community and nature cultivating children who can trust in themselves, take risks, love learning and explore their gifts. The Alpenglow School celebrates the rhythms of nature and the magic of learning to encourage children to think for themselves so they can continue to find their own answers to their endeavours in life.

"Receive the children in reverence; educate them in love; let them go forth in freedom."
~Rudolf Steiner~

Alpenglow School Philosophy

Alpenglow School is guided by the principles of Waldorf Education and nature connection experiences. We believe that education is most effective when it builds a sense of wonder, thirst for knowledge and matches the natural stages of human development. Our program nurtures compassion, imagination and creativity. It builds a strong foundation for future learning and development by integrating the arts, academics and nature immersion. We strive to elicit in each child a strong sense of the imagination, empowerment, self-esteem and respect for self, others and the environment. We endeavour to instill within each child, a lifelong love of learning and to guide children to explore their full potential.

Educational Curriculum

The Alpenglow School is based on Waldorf teaching methods, Alberta Education curriculum, nature education practices and nature immersion. The blending of these two community and environment focused pedagogies creates an inspiring, nurturing, and creative learning environment for the children.

More and more research is showing the importance and positive academic benefits of experiential learning (learning by doing) and having educational experiences in nature. Waldorf-inspired nature education supports children by incorporating these teaching practices into the children's daily school experience. Here are some key aspects of the Alpenglow School curriculum:

- The daily routine is simplified with fewer transitions in the day, as subjects are more integrated and taught in blocks of weeks.
- There is time outside every day, in addition to recesses, for nature immersion and nature integration.
- The child's development and readiness for curriculum content are considered with each grade level. Academics first start in Grade 1.
- The AB curriculum is taught in each grade. From Grade 1 onwards additional subjects are taught. They are: music (instrument is taught- recorder), form drawing (to support handwriting, drawing & mathematical skills), handwork and a language (French).
- There is an integration of subjects, such as Language Arts, Mathematics, Science and Social Studies with nature immersion, artistic mediums, experiential learning and storytelling.
- There is a lot of movement and activity to incorporate new concepts.
- There is limited testing in elementary grades. However, Grade 6 do take part in provincially mandated Provincial Achievement Tests (PAT's)
- The students create their own workbooks and limit the use of textbooks or worksheets.
- There are yearly events and festivals, such as Winterfest and Springfest, for the school community and greater community.

Daily Time Schedule

The Alpenglow Kindergarten program is Monday - Thursday from 8:25 am - 12:00 pm. There is no Kindergarten class on Fridays. The Alpenglow Grades 1-6 program is Monday – Friday. Classes Monday-Thursday are 8:25 am - 3:15 pm, and on Fridays 8:25 am – 12:15 pm. Friday classes end at 11:45 am on Teacher Professional Learning Fridays. Please see the [CRPS Learning Calendar](#) for exact days (Alpenglow [Kindergarten Calendar](#))

The bell rings at 8:25 am. The Alpenglow School children will begin their day together outside by their entrance.

The daily time schedule is as follows:

8:05 – 8:20	Bus Arrival
8:25	Class Starts
8:25-10:00	Main Lesson Block 1
10:00-10:15	Snack in Class and Prep for Recess
10:15-10:30	Recess
10:30 - 10:50	Circle/Share Song/Morning Walk
10:50 – 12:00	Main Lesson Block 2
12:00	Kindergarten Dismissal
12:00-12:15	Lunch
12:15-12:55	Recess
1:00-3:15	Handwork/Nature Immersion/Lesson
3:15 – 3:40	Bus Departure

Please note release times for the following [Fridays](#):

Transportation & Bussing Services

CRPS provides the bussing for the students who reside 2.4 km from the school. There is no fee for bussing bus but students must be registered before they can ride the bus. Please note that only one drop-off location is permitted. Please call the [CRPS Transportation Department](#) at 403 678 5545 for further information.

All students who take the bus will be dropped off and picked up at the bus loop by their designated bus. Alpenglow teachers will pick up students from the bus loop in the morning. When all buses have arrived, the teachers and students will walk to the back field to meet the rest of their class. Alpenglow teachers will walk students to their buses in the afternoon and ensure that all students have boarded their designated buses.

Bikes and Other Wheels

Bikes should be parked in the bike stands across from the Alpenglow door. Students who come to school on scooters are required to fold them up before entering the school. Bikes, rollerblades, scooter and skateboards may not be used on school property.

Arrival & Departures

The Alpenglow School provides outdoor supervision for students starting at 8:20 am. Classes begin at 8:25 am and end at 12:00 pm for morning Kindergarten and 3:15pm for the Grades. Alpenglow classes will meet together outside on the Alpenglow deck at the beginning of each day. The main door of the Alpenglow School is at the back of the school up from the field.

Morning Drop Off

It is very important that students arrive on time as late arrivals can be disruptive to the rest of the class. Starting the day together with the morning rhythm of a greeting and morning circle benefits the children by setting a clear grounding and tone for the day.

When dropping off your child in the morning, please bring your child before 8:25 am to the Alpenglow deck to meet with the Alpenglow teachers and students. If your children are late for school, please sign them in at the main office where you will be given a Visitor Pass to bring your child/ren to their classroom.

Afternoon Pick Up

For pick-up, please ensure that you enter the school or play area to pick-up your child. If your child/ren will be picked up early from school, please notify the teacher/s in advance, pick them up and sign them out from the main office. Your child's teacher will be contacted by the main office, and your child will be brought to the main office to meet you. If your child/ren will be picked up by a

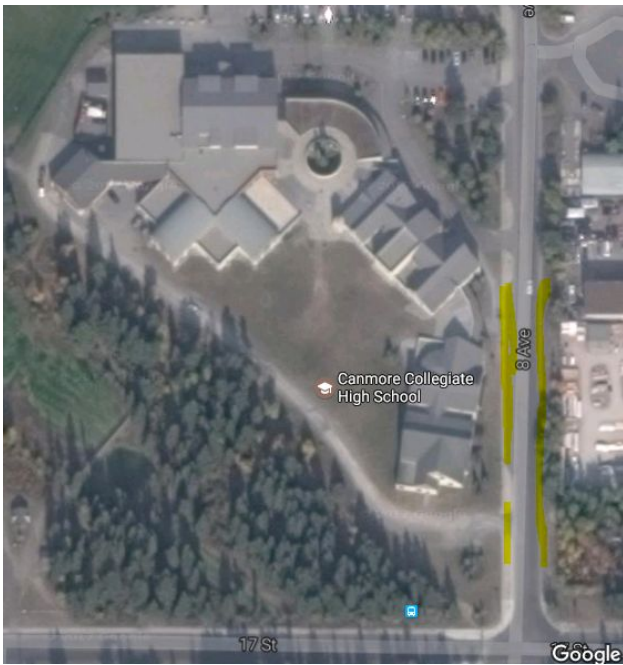
caregiver, other family member or friend, please ensure that the teacher/s or main office are notified in advance and have the person's contact details.

Parent Parking

We encourage parents to park in the **Recreation Centre parking lot** when dropping off, picking up their child/ren or volunteering at the school. However, parents and students must be vigilant for vehicles moving through the lot.



For the safety of your children, drop off and pick up are not allowed on the north-east side of the street nearest the building supply yard nor on the south-west side along the bus pullouts.



Those parking in these restricted areas may be ticketed by Town of Canmore Bylaw Services. Please observe all parking restrictions, traffic safety guidelines, and never pull past a school bus.

Attendance

Regular school attendance is important for students to progress academically. If your child is to be absent, please inform the Canmore Collegiate High School Attendance Line before 8:30 am. Please call 403 678 6192, press 1, and leave a detailed message with your child's name, their teacher's name and reason for absence. If it is necessary to have direct contact with the school, please call the main office at the same number 403 678 6192 and press 2 to speak with the Administration assistants. The main office will call home to any children who are absent without notice to confirm the reason for an absence.

If your child will be away for a specific period of time, such as for holidays, please update the teacher/s in advance. Please note that the rhythms of daily, weekly and seasonal cycles are important to the wellbeing of the child. Subjects are taught in blocks and are often built one upon the other, so that experiences missed may not be easily made up at another time.

Student Behaviour & Expectations

We strive to provide a fun, safe, comfortable and peaceful learning environment for all children. The children are encouraged and expected to have helping hands, speak with kind words, and work and play together cooperatively. Each child is respected for the unique individual he/she is, and spoken to in a respectful and calm manner. Guidance is provided to each child in a positive manner intended

to help the child develop self-control, promote self-esteem and respect for others. Modeling is also used to guide children to use appropriate behaviour themselves.

Guidance and discipline will be fair, consistent and applied in a timely manner, as well as appropriate for the age of the child and reasonable given the circumstances. If a child demonstrates inappropriate behaviour, modeling, positive redirection and positive reinforcement will be used. If a child's concerning behaviour is continually disruptive or poses a safety risk to his/herself or others, the teacher will schedule a meeting with his/her parents to discuss the situation, and an action plan will be developed.

Regular Outdoor Time/Class Outings

Exploring, being and learning in nature are essential components of the Alpenglow School. Each class will be outside each day working on class subjects, exploring nature concepts and walking on Canmore trails. Parents are required to complete an outdoor consent form for each child at the beginning of the school year.

Clothing & Personal Belongings

Based on Waldorf philosophy the clothing a child wears should fit properly, be comfortable, and free of heavy wording and branding graphics to ensure that the focus is on the child and not what she/he is wearing. Please have your child wear practical, simple clothing and footwear that they can easily move in and can potentially do painting or 'messy' activities.

Warmth is of utmost importance to the healthy development of the child. Please ensure that your child is dressed appropriately with proper outdoor clothing for the season as the classes will be outside daily. Your child will have more fun and be better able to participate fully if they are dressed well for the weather. Some suggestions are listed below and layered clothing is suggested for all weather conditions.

Hot Weather: sun hat, sturdy shoes (no flip flops or crocs) for playing outside and going on the trails, and an extra layer such as a sweater

Cold Weather: warm winter jacket, snow pants, fleece/wool sweater, long underwear, toque, mittens, scarf, winter boots, extra pair of winter socks, and an extra pair of mittens

Wet Weather: rain pants, raincoat, hat, rubber boots, extra change of clothes, and extra pair of socks

Please ensure all items, especially outdoor clothing and footwear, are clearly labeled with permanent marker or tags.

All students will need their own backpacks, and will have a hook in the hallway to store their personal belongings. Please ensure that the following items are always within their backpack:

- Change of seasonably appropriate clothing, such as socks, top, pants, underwear (in a ziplock bag)
- Leak proof water bottle
- Clearly labeled slippers or non-marking shoes (to be left on at school)

Illness

The most comforting place where a child can be properly nursed through an illness is at home. If your child has any of the following, please keep your child at home until she/he is symptom free for at least 24 hours:

- has a fever, deep productive cough, runny nose (green mucus indicates infection), watery eyes, sore throat, diarrhea, a new unexplained rash, any infectious condition (e.g. pink eye) or has been vomiting prior to the school day;
- headache and stiff neck, or any complaints of unexplained or undiagnosed pain; has a known or suspected communicable disease; displays any other signs or symptoms of illness.

If your child starts displaying symptoms of illness or becomes sick at school, you will be contacted to pick up your child. Please ensure that your child stays at home until she/he no longer poses a health risk to other children or teachers.

Emergency Illness & First Aid

In case of illness or accident requiring first aid, an Alpenglow teacher or CCHS employee with First Aid training will apply first aid. Each teacher has a travel first aid kit, carries it with her/him when outside and can assist with basic first aid. A larger first aid kit is located in the room between the Grades 1 and Grades 2 and in the Grades 5/6 classrooms as well. If further medical assistance is necessary, emergency assistance will be called for and parents or an emergency contact person will be contacted.

If a child requires immediate medical attention and must be transported to a health facility for emergency assistance, the Alpenglow teacher or CCHS employee will go with the child to the health facility by ambulance and stay with him/her until a parent or emergency contact person arrives. Every effort will be made to contact a parent before the child leaves the school. However, the health of the child is the primary concern.

If further medical assistance is not necessary, but the Alpenglow teacher or CCHS employee judges that the child should be removed from the class, the parent or emergency contact person will be called to pick up the child.

Medication

Please notify your teacher if your child has any medical issues or is on any kind of medication. The Alpenglow teachers cannot administer medication, except for an epinephrine to a child as a life saving treatment. If your child requires an epinephrine, please notify your teacher and provide an epinephrine with clearly marked instructions.

Healthy Snacks & Lunches

Making and providing healthy snack and lunch choices are of great importance to the healthy development of the child. They also greatly support the children's ability to concentrate and learn. All Grades students bring their own snack, lunch and filled water bottles each day, and are encouraged to bring only healthy snacks and lunches. Healthy snacks will be provided for the Kindergarten children. **The Alpenglow School is not a nut-free zone.** However, if a child has a severe life-threatening allergy, the particular food or substance will be banned from the classroom. Please **DO NOT** include juice, candy, sugary snack foods, or treats in lunches as added sugar can **impede** a child's ability to learn and focus optimally.

The class teachers will update families of the daily and weekly rhythms with snacks and lunches at the beginning of the school year. Each class will eat their snacks and lunches together at their tables/desks or outside. A blessing at the beginning of snack/lunch will be shared. The blessing is: *Blessings on the blossoms, blessings on the root, blessings on the leaves & stems, blessings on the fruit.* Good table manners are always expected.

In effort to reduce garbage, children are encouraged to bring lunches in reusable containers and to take home all food not eaten. Recycling bins are provided.

Lunch Hour

Grade 1- 6 students eat their lunch in their classrooms from 12:00 – 12:15 pm (or outside in the Fall and Spring). At 12:15 pm, the students begin lunch recess. They are supervised during these times by the educational assistants, play assistants and/or teachers during lunch and lunch recess.

Recess

Fresh air, exercise and outdoor play greatly benefit the child's body, mind and well-being. All students will have recess time daily; and therefore, always require appropriate seasonal outdoor clothing. If a child is well enough to attend school, she/he should be well enough for outdoor recess, unless otherwise directed by a doctor's note. Unless there is very stormy weather or a severe wind chill factor, recess will be outdoors. For indoor recess, students are expected to remain in their classrooms for quiet play. An indoor recess will be called based on the judgment of the school administration or Alpenglow teachers. If a class is outside and off school property when a storm blows in, the teacher will direct the class to a safe indoor area, and contact the school to update them on their location. It will then be decided how to return the class safely back to class. In general,

students may still go outside at -25 degrees Celsius, however, the wind chill factor will be taken into consideration.

Allergies

If your child has any allergies, please notify your child's teacher and the main office of all details at the beginning of the school year. If your child's allergy information changes in the year, please provide your child's teacher and the main office with all updates. Parents of children with severe allergies will meet with the teacher and/or the principal to review the protocol and policies of the school division. A list of children (and their picture) with serious allergies will be posted in each classroom.

If your child has been prescribed an epinephrine, she/he must keep it on their person at all times. A fanny pack works well for this purpose. In cold weather, please ensure that your child knows to keep the pen close to his/her body to ensure that the pen does not freeze.

If there is a student with a severe, life-threatening allergy to a particular food or substance, that food or substance will be banned from their classroom. Class families will be notified at the beginning of the school year which foods or substances are not allowed in the classroom and must not to be included in their child/ren's snacks and lunches.

Communication with Teachers

Communicating regularly with your child's teacher is encouraged and nourished within our Alpenglow School. The Alpenglow School has an open door policy with communication and discussions, and appreciates parent feedback, questions and suggestions. You will receive regular updates from your class teacher about your child's progress, and class topics and program activities by email. Your child's teacher will share with families at the beginning of the year how and when it is best to communicate with them.

If you have an issue or concern, please first contact your child's teacher directly during school times to clearly communicate an issue and work towards a resolution. It is our intent to address all concerns and problems in a positive and respectful way for all parties involved. If a conversation with the class teacher does not resolve the issue to the satisfaction of either party involved, they should contact the school principal for further discussion.

Urgent Messages

If you have an urgent message for a teacher, please call the CCHS Main Office at [403-678-6192](tel:403-678-6192) and speak to an Administrative Assistant who will relay your message to that specific teacher. It is critical that the main office is the first point of contact as teachers may be off site and the main office will be able to coordinate communication. Teachers will be unable to respond to emails, texts, or voicemail messages as they are teaching and being present with your children and often will not check emails until late in the day once children are dismissed.

Communication with ACES Community

The Alpenglow Community Education Society Community (ACES) welcomes all communication, ideas and support from families to help support and build community. Monthly e-newsletters from ACES will be sent out to update families on school events, fundraisers, and community events. Please read the newsletter to stay up-to-date on the happenings, events and activities of the program.

Parent Education Evenings will be held once a term to welcome parents to learn more about child development and topics of interest and concern. All parents are requested to attend them, and topic suggestions are always welcome. For all ACES related questions and inquiries, please email info@alpenglowschool.ca.

Communication with the School Administration

The principal is accessible in person or can be reached by email. The principal welcomes open and ongoing communication with the Alpenglow School families and community.

General information about the Canadian Rockies Public Schools is available on the CRPS website www.crps.ca. Parents are encouraged to visit the CRPS website regularly to keep informed about district events and news.

Communication with Alberta Education

The website for Alberta Education is <http://ednet.edc.gov.ab.ca>. There are interesting and informative sections covering a variety of information about Alberta curriculum and ways for parents to support their child's education.

Report Cards & Portfolios

There will be Alpenglow Parent Teacher Conversations (parents only) in October and March. Report cards will be sent home in February and June. The report cards are to give a picture of the student's development, strengths & challenges, and areas of progress and potential for the future. Although written reports are intended to be comprehensive, they should not take the place of regular meetings between parents and teacher for an objective review of the child's performance. You are encouraged to contact your child's teacher if you have any concerns or questions throughout the school year.

The basic guideline for promotion to the next grade level is whether the student has sufficient fundamental skills and maturity for him/her to receive benefit from instruction at the next grade level. Other factors may be included. The long-range welfare of the student and objective information should determine the rate of progress of individual students. Teachers are required to keep accurate, up-to-date records of student achievement and progress, and must at all times be able to justify a recommendation for promotion or retention. The decision to retain a student in any grade must be approved by the Administration.

Student Acceptance & Placement in the Alpenglow Program

The Alpenglow School is an alternative program for which parents may choose to register their children. As the Alpenglow School is an alternative initiative, enrollment into the program is based on many factors. CRPS Administration will decide if the Alpenglow School is appropriate to meet the student's needs and has sufficient resources to support the student in the program. Acceptance into the program will be based on the criteria outlined below.

Criteria for student enrolment in Alpenglow

1. Students coming from outside CRPS.

2. Kindergarten

- Student is 5 years old by the end of December in the school year.
- Time stamped from the date that registration for the program is open.
- Consideration is given to families who have students currently in the program.

3. Grades

- Availability of space within a grade.
- Time stamped from the date that registration for the program is open.
- Consideration is given to families who have students currently in the program.
- Students do not have any identified special learning needs. Alpenglow school is an alternative program and is not resourced to meet the needs of students with special learning needs. The learning needs of these students are better met within other programs offered within CRPS which have been more fully resourced to help these students achieve success in their learning.

4. Transfers within CRPS

- Transfers within the division only occur if the transfer does not negatively impact the resourcing of the program the student is leaving or transferring into.
- Transfers take place with the approval of the Superintendent of Schools
- Students applying for a transfer must apply within the time frame identified by the school division.
- In the case where there are more applicants than positions available in the alternative Alpenglow program, a lottery system will be used to determine the successful candidates.

With the growth of the Alpenglow School, possible grade classes and class sizes will remain limited. When possible, class size, gender balance, social/emotional needs, and learning styles will be considered when accepting a student into the program and placing him/her in a specific class.

A student must be registered and accepted in advance for the Alpenglow School. Families of registered students must agree to pay the program fee of \$875.00 (Half Day) or \$1975 (Full Day) per Kindergarten child and \$1325.00 per Grades child (plus \$200.00 Activity Fee). It is noted that the Alpenglow School does not receive additional supports or funding above standard resources and will not be able to support all students' needs.

If a student has specific needs that the Alpenglow School cannot provide adequate support resources or facilities for then the student will not be accepted into the program. If a student's need is identified once he/she is in the Alpenglow School and the program itself is not able to support the student's learning needs adequately within the Alpenglow School, the student's parents will be notified and the student will be removed from the Alpenglow School.

Student Support from Outside Agencies

Please note that the Alpenglow School does not have Learning Support Teachers (LST) and Reading Intervention Teachers.

The students in the Alpenglow School can receive student support from the following outside agencies if required. Professionals from the Alberta Health Services as well as other staff from Canadian Rockies Student Services provide support to students as necessary with parental approval. Programs from these agencies include:

- Speech and Language assessment and treatment- The Speech Language Pathologist provides speech and language support.
- Occupational Therapy services and Physiotherapy services are provided when students are referred through the school or if children have been admitted to the community care caseload.
- Vision and Hearing Screening- Screening services will be provided upon parent request or referral by the school.
- A Family School Liaison Worker provides individual counseling services on a regularly scheduled basis. This service is accessed through referral and requires written parent consent.
- School entry visits- Clinic visits for immunization are held in the spring prior to your child entering Kindergarten. You can make an appointment through the Public Health Office.
- The Alpenglow School also has access to some FCSS Programs such as Rainbows & Home Alone if there is a high enough interest.

Media

As our Alpenglow School is based on Waldorf education and nature education, we believe that a central aim of our program is to stimulate the healthy development of the child's own imagination.

Research indicates that electronic media can hamper the development of the child's imagination. In addition, there is the awareness of the physical effects of the medium on the developing child, as well as the content of much of the programming. Please consider for your family what type of media and content you wish your child/ren to be viewing and consider limiting or not using media on school days.

Please note that the Alpenglow School is an electronic media free learning environment. Electronic media and devices will not be used as teaching tools in the Alpenglow School. No student electronic devices such as cell phones, iPods, iPads, electronic game devices or laptops are allowed at school. Please keep all electronic devices at home.

Homework

For the Alpenglow School, we expect full participation in classroom activities and will give no or minimal homework for the students. Families are encouraged to include children in household chores and responsibilities, and do family activities together, such as spending time outside or reading together. Furthering your child's interest in learning can be done at home in a fun, caring way with most anything you are doing. Homework may occasionally be given if classroom expectations have not been met or a student has been away for a prolonged period of time.

School Supplies

The Alpenglow School charges a program fee, and school supplies are incorporated into this fee. The following supplies are included within the program fee: workbooks, crayons, pencils, erasers, drawing and painting paper, paints, fabric, felt, needles, glue, wood, cardboard and other handwork material. On occasion special projects may require supplies to be brought from home.

We ask families to supply clearly labelled, appropriate indoor/outdoor clothing, backpacks, slippers/indoor shoes, lunch kits, and water bottles.

Toys

The Waldorf-inspired toys used in the Kindergarten room nourish the senses with their natural materials, behold beauty of our natural world, inspire imagination and creativity, and are multi-functional. The children can enjoy the toys in the classroom together, and parents are encouraged to remind their children to save their home toys for playtime at home. Please keep all home toys, books and treasures at home since they could become lost or damaged. In addition, items from home may cause challenges during class taking away from learning time. If your child needs a comfort item, please have him/her keep it in his/her backpack unless it is really required. If the teacher notices that the comfort item is causing difficulties in class, the child will be asked to keep it at home. Toys brought to school will be placed in a basket to return at home time.

Lost and Found

Any missing items are located in the 'Lost and Found' box located in the Alpenglow hallway outside of the Kinder classroom. Please ensure that your child's clothing is properly labelled to avoid items being placed in the 'Lost and Found' box. It is requested that students and parents check this area frequently for missing items. Items are displayed each term and if not claimed will be donated.

Birthdays

Birthdays are very special for the children and each child's birthday will be celebrated with a simple birthday celebration and decorated candle (made by parents in early Sept) as close to the child's birthday as possible. Children with birthdays in July will be celebrated in June, and August birthdays in early September. The class teacher will share the birthday celebration date and details with families in advance, and parents are invited to celebrate with the class. Plain popcorn will be made on the day of each child's birthday celebration. Please do not bring gifts as the emphasis is on the special attributes of the child.

Party Invitations

Birthday parties bring lots of excitement and joy, as well as challenges and disappointment. Giving out and receiving invitations for children can often be a sensitive issue. If your child wishes to invite all of the children in his/her class to his/her birthday, you are welcome to distribute the invitations at school. If party invitations are for a specific group of children, please share them respectfully outside of the school.

Celebrations & Festivals

Seasonal celebrations are acknowledged through stories and activities and are an important rhythm to our year. Many celebrations will happen during our program time, most often on Friday mornings, while other festivals will be outside of program hours. The community festivals will be planned for evenings or weekends so that all families can join. Details of community festivals will be available in advance through the monthly e-newsletter.

School Day / Friday Morning Activities & Field Trips

Friday mornings as well as some school days for the Grades 1- 6 students will be used for school wide celebrations, additional programming projects, nature immersion, physical education, and field trips as a way to connect with the community and promote active living. There will often be opportunities for parents to take part in these special activities during this time also.

The majority of field trips will be within Canmore and the Bow Valley, and whenever possible the students will walk to their special area of interest.

The Activity Fee for the School day/Friday morning activities is \$200.00. The Activity Fees help to pay for transportation for field trips, instruction and rentals for outdoor experiences, and specialized lessons.

Parents will be able to pick their own children only from an offsite activity if that child's parents have provided written notice (or email) to administration/main office with, at minimum, 24 hours notice.

Parent Involvement

The Alpenglow School believes that the child's development is enhanced by a sense of community in which parents, teachers and other parents/community members join together to nurture the best interests and needs of the child. Parent involvement and time in the classrooms is encouraged and appreciated. The Alpenglow teachers will work with the children for the first month of classes to create daily and weekly rhythms together and build community and comfort. They will share with families when parent helpers are needed, and an online sign up will be available.

All parents or relatives volunteering in the Alpenglow School are required to fill out a Criminal Record Check. Please ask the CCHS office for the volunteer letter and forms.

Please note that volunteer work and time in the classroom may not be connected with the Alpenglow Community Education Society (ACES) volunteer work and hours.

Volunteer Work

Many Hands Make Light Work. Families of the Alpenglow School are asked to contribute time to help make the program the success that it is. A big gift for the program is the family involvement. It helps to show the children that the school is also a place for families, it builds friendships amongst families and parents and the shared vision is strengthened when we join together.

**The Canadian Rockies Public School Division believes that it has a duty to establish a safe learning environment for all children. In order to facilitate this goal, the division believes that all volunteers working with students must themselves be above reproach. To ensure we achieve this goal we ask that all parent volunteers please read the school division volunteer letter and information and return the appropriate signed documents to the main office of Canmore Collegiate High School main office before beginning volunteer work in the school with students. The form can be found online at crps.ca under the parent section. Please look for [Volunteer Information_Contract](#) under the Important Documents menu.

All families are asked to give a **\$300 volunteer deposit** (post-dated for June 30, 2020). If your volunteer commitment is not met in the school year, this cheque will be deposited at the end of June 2020. We ask each family to commit to volunteer a shift at our annual Winterfest, choose to help within 3 of our 6 key areas of events, as well as supporting your child's teacher and class as

requested and as you can.

ACES will have online sign up for the volunteer tasks (see the Volunteer tab on Alpenglow’s website, www.alpenglowschool.ca). Volunteer tasks for the 2019-2020 school year will begin in the summer months of 2019. Key areas of events for ACES consist of building and repairing our classrooms, being on committees, outside maintenance/space building, helping at seasonal fundraising festivals, such Winterfest and Springfest, Kindergarten snack making, taking photographs and creating a Yearbook, and classroom and yard cleaning days.

With many helping hands and working together, all our students will wonderfully benefit from the success and products of your volunteer work. Many thanks in advance for your time, energy and dedication.

Fundraising

The ACES wishes to keep the Alpenglow School fees affordable and comparable to other such alternative programs; therefore fundraising is required. The ACES greatly appreciates the participation of all families as best as they can in the one-off and on-going school ACES fundraisers throughout the year. Please participate in school fundraisers and share them with your friends and family, co-workers, and neighbours.

All families are asked to be involved monthly in the Grocery Card Fundraiser, one of ACES’s key fundraisers, by purchasing a minimum of \$100 per month grocery card from Save-on Foods. Order forms with instructions for post-dated cheques and amount options will be available early September. There will be a short turn-around from cheque depositing to receiving them for use. If supporting this fundraising program creates a challenge or burden for your family, please contact ACES Administration at info@alpenglowschool.ca to organize alternate options.

Program Fees

The Alpenglow School is an alternative program administered under the Canadian Rockies Public School Division. To participate in the program, there are extra program fees that are required. These program fees help to pay for the Education Assistants, Waldorf and nature/outdoor teacher training, Waldorf mentoring, lunchtime supervisors, and specialized school supplies. We do not wish for this to be a barrier to any student’s enrolment. Please contact ACES in order to discuss payment options.

Level	Year	Program Fee	Activity Fee	Yearly Total	Volunteer Deposit
Kinder - Half Day	2019-2020	\$875	N/A	\$875	\$300

Kinder - Full Day	2019-2020	\$1975	N/A	\$1975	\$300
Gr. 1-6	2019-2020	\$1325	\$200	\$1525	\$300
Kindergarten Half day– 8:25 am to 12:00pm Kindergarten Full day – 8:25am to 3:15pm – Afternoon programming will be with Forest Play					
<p>We do not wish for fees to be a barrier to any student’s enrolment. Please feel free to contact ACES in order to discuss alternate payment options. Student assistance may be available.</p> <p>There is a \$50.00 ACES membership fee per family.</p>					

For program fees payments, you will receive an email in June & July asking you to register online for your ACES membership, and schedule your payments. Payments can be made via cheque, written to ‘ACES’ or with credit card online.

Program Fee deposits of \$300.00 are due March 30, 2019.

In the event an account becomes delinquent, a notice will be sent by the ACES Council to the parents to make them aware of the delinquency and indicate to them that payment or other arrangements should be made within fifteen days. Any parent who has not responded to the above notice within the fifteen allotted days, will receive a second notice. This notice will inform the parent that they have fifteen days to respond or their account will be sent to a private collection agency.

If you require altered program fee installments, please contact ACES at info@alpenglowschool.ca to discuss options. ACES is responsible for negotiating program fee payments and pay periods.

Emergency Safety Procedures

Our central concern is the wellbeing, care and safety of the children. In the event of a serious incident or emergency, the Alpenglow teachers will follow the emergency procedures developed by CCHS and CRPS, and 911 will be notified for assistance by safety officials.

Parents will be asked to provide the school with emergency contact for their child in the event of an emergency closing of the school. This plan will include the name and phone number of an adult to whom the children can be sent in the event the parent is not available. It is important this plan is kept up to date.

A “Phone Tree” will be established by each classroom teacher. Copies will be given to designated parents who will phone parents on their list in the event of an emergency.

In the event of an emergency closing of the school (electric, weather, etc.), without need for evacuation during school hours, parents will be alerted of the school closure. Students will be kept until the teacher is positive that a parent is at home or an alternative adult is available to supervise

the child. The local radio station, 106.5 FM, will be notified and asked to regularly broadcast the school closing.

In the event an immediate evacuation of the school is necessary, staff will receive instructions by intercom or by word of mouth that emergency evacuation procedures should be followed.

Fire Drill routes will be followed for emergency evacuation.

The radio station will announce where children can be picked up.

Please be diligent in returning your child's emergency form that will be sent home in September.

It is crucial that each class teacher has full information about your child and that this information be updated if your family situation changes. Please notify the teacher or main office of any change.

Fire Drills

Fire drills are held three times in the fall and three times in the spring. Exit routes are posted at each classroom door. Students are expected to leave the building in an orderly fashion and move away from the school in order to provide easy access for safety vehicles. They are to wait until the All Clear signal is declared by the principal or principal designate before re-entering the building. Students will be under the supervision of their teacher at all times.

Students and staff follow the 3 S's: Safe, Silent, Serious.

Lockdown

Canadian Rockies Public Schools has developed a set of Emergency Procedures to direct staff in the event of emergency events such as school evacuations, loss of utilities, school closures due to severe weather, etc. One of the procedures outlines steps for a school lockdown. The lockdown drill is practiced several times throughout the school year.

Prior to the fall fire drills teachers will practice the fire drill and lockdown procedures with their students.

For both fire drill and lockdown teachers will discuss with their students about their feelings of fear, anxiety, etc. when there is a drill. They will assure them that these feelings are normal. They will also take time following the drills to debrief with their students on an emotional level as well as review areas of improvement. For the younger children, the lockdown will be framed in a gentle non-frightening way.

Freedom of Information and Protection of Privacy (FOIPP)

The Freedom of Information and Protection of Privacy Act came into effect for school boards on September 1, 1998. The Act has two fundamental purposes. It provides a right of access to records under the custody or in the control of public bodies. As well, it establishes controls on the collection,

use, disclosure, protection and retention of personal information held or controlled by these same bodies in order to protect the privacy of individuals.

Access to Information

Students and parents/guardians of students may access records kept at the school on the student by making arrangements with the School office.

Protection of Privacy

An individual's personal information belongs to them and they have a right to privacy. To ensure the protection of individual privacy, the Act establishes strict standards governing how information is collected and how it is used.

For more information on FOIPP, please visit the Canadian Rockies Public Schools [website](#).