

Enrolment Handbook

Holyrood Cooperative Playschool



August 2011

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Enrolment Information

Introduction

Thank you for enrolling in the Holyrood Cooperative Playschool (HCP). This handbook provides information about the program, the Playschool Committee, parent helper duties and jobs that must be completed at the playschool. Some of the information such as the snack list, emergency evacuation plan and child guidance policy must be provided to parents as part of the requirements for licensing.

The playschool is a not-for-profit, parent-run cooperative playschool that is a program of the Holyrood Community League (HCL). The goal of this program is to offer developmentally, age-appropriate programming that promotes child-centered social, emotional, cognitive and physical development to preschool-aged children 3 to 5 years from the Holyrood and adjacent communities. As with most of the HCL programs it is expected that the HCP strive to operate as a financially and administratively self-sustaining program.

The program is grounded in the belief that a strong community helps us all to raise resilient children. We strive to offer a sense of connection for families to each other and a caring community. Like the Holyrood neighbourhood, our playschool is continually evolving and we thank you for growing with us.

Program Operation

Location

The program operates out of the Holyrood Community League building located at 9411 Holyrood Road. The telephone is located in the rink shack 465-1577 ext 3. Field trips are scheduled throughout the year, often to coincide with professional development days at the Holyrood Elementary Schedule. For field trips, parents are expected to transport their children to and from the field trip location

Schedule

The playschool operates from 9:00 to 11:15 am Monday, Wednesday and Friday. The playschool year is same as the Holyrood Elementary School calendar. This means the playschool will be cancelled for all statutory holidays including Easter Monday and Remembrance Day and during school holidays (Christmas and spring break) and for some professional development days. The Playschool cannot operate out of the building because the Holyrood Afterschool Care Program has first rights to the building. On some of the occasions for example when teachers' convention has been scheduled and the HCL building is unavailable, the Playschool will try to schedule a field trip. We strive to offer about 4 field trips per year (some may be in-house).

Curriculum

The teacher is responsible for the planning and implementation of the Program. The program will focus on learning through play. It is important for children to have fun first and foremost. Activities will be chosen that will develop age appropriate social, emotional motor and cognitive skills in children. Concepts (language, and numeric), fine motor skills that are important to entering kindergarten will be introduced, generally through play, but also through instruction during circle time. Some French language will be introduced – the extent will depend upon the teacher's comfort with the language. Play outside is encouraged on a daily basis weather permitting (-10 degrees C and above). The teacher will be directing parents and parent helpers to assist with the daily operation of the playschool.

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Feedback about the Program should be provided directly to the Director of the Playschool or designate. Feedback can be provided by emailing or telephoning the Director or by leaving written comments in the comment envelope in the bulletin board.

Fees

There are several fees that must be paid.

- The registration administration fee guarantees a spot for your child. It is non-refundable deposit.
- The monthly enrolment fees are due on the first day of that your child attends and the first day of the month thereafter. Post-dated cheques are to be written for the duration of the year and submitted in September.
- Two undated participation fee cheques made out to the playschool for \$75.00 each. The cheque(s) are cashed if you are unable to participate in the fundraisers or find you are able to complete the duties you have committed to. Unused participation fee cheques are returned at year-end.
- Proof of a membership to the Holyrood Community League or the community league in which you live is required for insurance purposes. The membership card must be shown and the number recorded. Memberships for the Holyrood Community League can be purchased from the Playschool Director or from the Community League in which you reside.

Post-dated cheques dated for the first day of each month are to made out for the entire year, or that lump sum payments be made for Sept to Dec and Jan to June and are required on the first day your child attends.

The Alberta Government Child services offers a stay-at-home parent subsidy of up to \$100.00/month. This program is approved for the subsidy. More information can be downloaded from the website www.child.alberta.ca

Withdrawal Procedures

If you withdraw the unused cheques or fees will be returned.

Withdrawal for full refund of fees requires a minimum of **one month notification provided in writing** to the Director of the Playschool. If the withdrawal date is mid-month, with one months notice, fees for the month are prorated and the unused portion returned. For less than one month notification, fees for the following month are forfeited.

Required Supplies

Please ensure all supplies are marked with your child's name

- Indoor shoes, non marking soles
- 3 to 5 Photos of your child and loved ones that will be used to make your child's placemat
- Extra change of old clothes in a Ziplock bag labeled with your child's name kept at the playschool.

Expectations of Parents

As with most of the HCL programs it is expected that the HCP strive to operate as a financially and administratively self-sustaining program. This means parents work toward this goal. We expect participants to abide by the conditions as outlined in the Parent Agreement Form. The playschool needs parents to be accountable and help out with a variety of administrative tasks, toy cleans and fundraising. Parents are expected to

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ensure that children arrive on time and are picked up promptly at 11.15 pm. Pick ups after 11.15 will be monitored according to the Late Arrival and Pick up protocols. The following section lists some of the expectations in more detail.

Late Arrivals and Pick up Protocols

The playschool has a start time of 9:00. Children arriving late not only disturb the rest of the class but also find themselves missing out on some of the activities. If dropping you child off after 9:00 am, please leave them with a parent helper at the front door. There will be less disruption to others. At 9:15 am the doors will then be closed. If you are later than 9:15, we ask that you do not attend that day.

The Holyrood Afterschool programming resumes at 11:30. Playschoolers must be picked no later than 11:15. Two grace periods will be allowed for unforeseen situations. On the third and subsequent occasions, a fee of \$20.00 for every 15 minutes will be charged.

Parent Helper

Parent helpers are required to help the teacher. Parent helpers must arrive at 8:45 am to help with the classroom set up and help with clean up, leaving by 11:30 pm. Every effort is made to keep the volunteer commitment to approximately once a month and to accommodate your other time commitments. When enrolment reaches 14 we try to schedule 2 parents in the classroom. You will be notified in advance of your scheduled workday with a written copy or email copy of the parent helper schedule. The schedule is also posted or listed in the monthly newsletter. If you are unable to work on your scheduled day, you can try to find a representative or change with another parent. If you or your representative cannot work on your scheduled parent helper day, you can pay another parent \$25.00 to work on your behalf. If finances allow, the playschool may choose to hire a teachers assistant which would alleviate the need for a second parent helper to be scheduled.

The licensing regulations do not allow for children or siblings not registered in the program to accompany parent helpers. In past, parent helpers have had other parents look after their children so that they were free to fulfill their duties.

If you wish to put in some extra volunteer time in the class, let the teacher know which day you wish to attend. There is a need for administration duties to be performed and this can take place during class.

If you wish to work regularly in the classroom, beyond your scheduled parent helper days for a reduction in fees, contact the director of the playschool.

Fundraising

The Playschool finds the money to operate from two main sources registration fees, fundraising. On occasion, the Community League also contributes funds towards the operation of the playschool.

There will be at least two mandatory fundraising events planned. Minimum quotas will be set for each event. Parents are expected to meet the set quota. We welcome people selling more than their set quota. If you are unable to participate in a fundraiser, you may choose to have your \$75.00 participation fee cheque cashed. When a participation fee cheque is cashed, the other participation fee cheque is available for the second fundraiser and to ensure accountability for performing administration tasks. Two

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participation cheques are made out to Holyrood Cooperative Playschool for the \$75.00 amount but not dated. If they are not used they are returned at yearend.

Other Parent Duties

Help with the day-to-day operations of the playschool is needed. The following jobs are available when you enroll. Most jobs do not require a large time commitment. Some jobs are a one time commitment. You may be asked to help with more than one job. You can indicate a preference for a job when you hand in your registration forms or at the annual meeting.

Toy Cleans (all parents rotating through year)

The regulations require that toys that have been used must be cleaned every 6 to 8 weeks. Most toys will have to be cleaned on-site by a team of parents working during the evening. Parents will sign up for this duty at the meeting in August. One scheduling parent will organize all toy clean sessions.

Playdough parent

Brings playdough every three weeks. A recipe for making playdough is available online. Cost of making playdough can be reimbursed.

Placemats:

Receives pictures, creates, and laminates placemats for use at snack time.

Ghost Parents (2-5 people) Available on an on-call basis to work when another parent is unable to work on their scheduled parent helper day- 2 extra shifts (or less) per month. Caregivers, parents and grandparents are welcome!!!

Website Make changes/ update the website, as needed

Special Events/Field Trip Coordinator

Works with the teacher to identify special events or field trips. Then coordinates, books the event or trip. Gives teacher all pertinent info for distribution.

Phone Parent

Ensures that all parents are informed of any cancellations or last minute situations, checks playschool phone line (can be done from another phone line) for messages weekly or as needed, this continues though the summer until the start of playschool in the fall.

Laundry Helper

Washes the linen, wash cloths, play clothes, soft toys, and puppets as needed, Changes the bleach water solution used for cleaning on a weekly basis.

Photography Group (3 people)

Work together to coordinate taking and developing pictures for the playschool. Photos for the cloakroom, pictures for scrapbooks, graduate photos, etc. will be needed. Can be available for taking pictures on Special days/ fieldtrips or delegates to someone else in their absence. You will be reimbursed for any costs associated to the developing.

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Scholastic Orders

Works with the teacher to coordinate the ordering of the Scholastic Books- done online.

Parent helper Scheduling

Prepares the Parent Helper Schedule monthly. Asks for requests 2 weeks prior to the end of the month and distributes final schedule at least 1 week prior to the start of the month, distributes final schedule to parents via email

Toy clean scheduling

Done every 6 to 8 weeks. Checks availability for toy clean dates on community calendar in kitchen), contacts those parents signed up, confirms date and writes confirmed date on calendar in kitchen, arranges for keys from Darcie Johnson (co-director).

Special events assistance/ organizing group (3 people)

Assist teacher (if needed- teacher will advise) to buy supplies for or plan activities such as mother's day, father's day parties, year end festivities, etc.

Silent Auction organizing committee(10 people)

Meet to plan and organize the Silent Auction fundraiser- this is our only fundraiser for the 2011/12 school year. **Please note all families are expected to help out at and attend the silent auction.

Program Operations Committee

The HCL envisions that its programs work towards being financially and administratively self-sustaining. The Playschool is overseen by a Playschool Director who reports to the board of the HCL. The Director needs the help of a Playschool Committee composed of parents who have children enrolled in the Program. The Committee helps to carry out the administrative functions of the Playschool.

Finance Manager Book keeping, Deposits and Expenses - Organize, perform book keeping duties. Handles the collection, receipt of all monies, payment of all expenses. Bank Deposits. Records all transactions in a spreadsheet.

Communications Manager Coordinates advertising of the program, development and distribution of newsletter.

Director of Fundraising Coordinates Silent auction and directs Auction committee.

Registration Coordinator

Coordinates registration in anticipation of the Sept school year start, takes Open House Registrations, updates info as needed and supports other team members.

Co-Director / Licensing and Community league liason Oversees the operation of the playschool. Responsible for meeting licensing requirement, reports to the HCL board on the administration and financial matters. Makes decisions on behalf of the playschool.

Co- director /Program Operations Manager Oversees the daily operation of the playschool. Works with the teacher to meet needs and directs other parents. Makes

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decisions on behalf of the playschool.

Snack Policies and Procedures

Children are to bring their own snack and drink (eg. juice box) to each class in a lunch bag labeled with the child's name. Children should be able to complete eating the snack in the 10 to 15 minutes allotted to snack time. The Playschool emphasizes healthy choices for snacks. The child services legislation mandates facilities to follow the Canada Food Guide. More information regarding healthy food choices can be found at Health Canada's website: www.hc-sc.gc.ca/fn-an/food-guide-ailment

To protect children with allergies, Holyrood Cooperative Playschool is a NUT FREE ZONE – please do not send snacks that include nuts. For toddlers and young preschoolers, ensure that any hard vegetables are softened at home for serving at Snack time

Ideas for healthy snacks:

Cucumber	Raisins	Oranges
Cauliflower	Cheese	Apples
Green Pepper	Crackers	Peaches
Cherry Tomatoes	Bagels	Pears
Carrots (softened)	Yogurt	Cantaloupe
Celery	Muffins	Grapes (must be cut up)
Broccoli	Veggie Dip	Bananas

Group Events – food that is to be shared with the group must be prepared and purchased from an approved facility such as a store. This policy has been developed because the public health department considers food brought from home to be unsanitary.

Medication and Sickness Policies and Procedures

For playschoolers requiring medication, a medication sheet listing conditions, symptoms and proper administration of medications must be filled out. Ideally we would like parents to administer medication to children prior to attending and inform the teacher that medications have been administered. When circumstances dictate the teacher as medically required and approved of by the child's parent/guardian will administer medications. Over-the-counter medications such as Tylenol for fevers and cough syrups will not be administered at playschool.

When you have administered medication to your child prior to them attending the Playschool, inform the teacher so that if an adverse situation occurs, the teacher will be able to inform emergency workers what medication has been administered.

Let the teacher know, either by phone or by informing another parent when your child will be absent. Keep unwell children at home until such time as your family doctor recommends their return. Inform the teacher and Director of the Playschool of contact with contagious disease such as chicken pox, measles, head lice, etc. In the case of head lice or contagious diseases it is mandatory that the child remains at home until they are completely lice free and have a clearance from a doctor that they are no longer contagious. Check with the local health clinic regarding updating vaccinations.

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When the teacher is sick, all reasonable attempts will be made to have a substitute. If one cannot be arranged, then classes will be cancelled and parents will be promptly notified.

Toys From Home

No toys from home are allowed unless it is your child's show and share day. Toys are often fought over and sometimes lost or broken.

Child Guidance Policy and Procedures

A variety of child guidance methods to encourage children to make the appropriate choices will be used. All methods will be child-centered, developmentally appropriate and implemented to ensure that the child is treated with dignity and respect. Parent helpers must respect that the strategies used as part of the playschool program may differ than those used at home. There may be times when the teacher will direct the parent helper to provide developmentally appropriate child guidance that is consistent with what is routinely used in the classroom

Prevention:

- Staff will try to anticipate and prevent behaviour problems.
- Expectations will be clearly established.
- Once clear boundaries have been established, they will be communicated clearly and consistently reinforced. i.e. Only 4 children at a time at the water table.
- A number of choices of play stations will be offered to encourage choice, sharing, and refocusing.
- Staff will model desirable behaviour.

Intervention

- Staff must react quickly to decrease the possibility of the situation from escalating.
- Staff will approach a child directly
- Gain the child's attention establish eye contact by getting down to their level speaking to them in a respectful manner.
- Distract a child and redirect to another activity, toy or play friend.
- Involve the child in problem-solving
- Limit the use of popular equipment so that each child has equal opportunity to play.
- Offer choices to the child allowing them some control over their behaviour
- Removal from the situation (time outs) is warranted when there is persistent refusal to abide by the class rules.

The teacher will inform parents of any situations that prevent a child from fully participating in the program. If the situation is serious, the issue will be discussed between the teacher, the parent and the Director of the Playschool or designate and a coordinated, mutually agreeable plan for handling undesirable behaviours developed and implemented.

*Corporal punishment will not be used under any circumstances.

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Emergency Evacuation Procedures

Playschool licensing requires that fire drills be scheduled monthly* and that an emergency evacuation plan be in place and communicated to parents. The following procedures will be adhered to in case of fire:

1. The teacher will call Fire Drill/will call 911 immediately upon detecting fire.
2. The children will be instructed to assemble at the West Exit in the main hall of the Community Centre.
3. Teacher will hold the hall door for children.
4. Teacher aide (Parent Helper) will lead children through WEST EXIT.
5. Teacher will check League Hall to ensure that no children are left.
6. Teacher will retrieve a class list (including parent phone numbers) and attendance sheet.
7. Teacher will close interior doors as permitted and will close hall door and follow behind children.
8. Class will proceed to the basketball courts to the south of the Community League Hall. Teacher will take roll call. In weather cooler than -10 degrees Celsius, the children will be directed to South East Edmonton Seniors Association (SEESA) building, located at 9350 82 Street, phone 468-1984
9. If the fire department deems it safe to return, orders will be given to return to the classroom.
10. If not safe, the children will remain at the SEESA building: Parents will be notified immediately.
11. Teacher will remain with any children until all children have been picked up.

*For Fire Drills, a record of the drill is entered on the safety record on the Playschool Bulletin Board

Accident or Illness Policy

In the event of accident or illness, the HCP will notify the student's parents as soon as practical. Where medical attention is required, the HCP will take all reasonable measures to ensure that students receive timely and appropriate medical attention.

Incident Reporting Policy

In the event that a serious accident occurs to a HCP student while attending the program, the director will be notified as soon as practical. In the event that an incident occurs to a HCP student while attending the program and that is believed to seriously affect the health or safety of that student, the director will be notified as soon as practical.

Administration of Medicine Policy

In the event that a student may require medicine to be administered by the HCP teacher, the student's parent(s) or legal guardian will have provided written consent, the medication will be in the original labeled container, and the medication will be administered according to the labeled directions.

Subsequent to medications being administered, the following information will be recorded:

1. The name of the medication,
2. The time of administration,
3. The amount administered,

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4. The initials of the person who administered the medication.

The HCP will ensure that the medication is inaccessible to children.

Smoking Policy

No person is permitted to smoke on HCP premises. The HCP teacher and volunteers are not permitted to smoke at any time or place where the HCP program is being provided.

Celebrations and Concerns

Your feedback is always welcome. The Playschool is always striving to improve the service it provides to the community. Bring all concerns about the Program, to the Director of the Playschool directly or email playschool@holyroodleague.org. If the Director or designate is unable to find a resolution, there may be situations where a meeting is scheduled between all involved parties.

Alberta Children's Services will also answer questions or complaints about the licensing requirements for Playschools (known as Nursery Schools) 422-0444.