



**HEPBURN COOPERATIVE
PLAYSCHOOL**

*Parent Handbook
2016-17*

Who We Are

The Hepburn Playschool is a cooperative group run by parents for the children in the community of Hepburn. We employ one teacher and the parents are on a rotation for assisting the teacher in the classroom.

The Playschool board is made up of volunteer members who hold monthly meetings to assess the needs of the playschool, carry out all administrative duties, communicate with parents, carry-out teacher and program evaluations and address various needs as they arrive.

Volunteer Board Positions Include:

- President
- Vice-President
- Secretary
- Fundraising Coordinator
- Treasurer
- Member at Large
- 3 year-old Representative

Positions are filled/renewed annually at the General Meeting and all positions must be filled in order to run the Playschool Program each year.

Mission Statement

We strive to provide a safe, nurturing, child friendly environment where children can learn and grow physically, emotionally, intellectually and socially at their own pace. The self- confidence of children is of great importance. Children learn through play and activities provided will stimulate sensory motor development, language development and social interaction.

Philosophy

The main goal of Hepburn Cooperative Playschool is to prepare children for kindergarten by giving them a positive early school experience. We believe strongly that children learn through play. *Play and Exploration: Early Learning Program Guide* published by the Ministry of Education will be our main curricular guide. A copy will be kept at the playschool for reference and it is available for online viewing at <http://www.education.gov.sk.ca/ELCC/play-and-exploration-program-guide>

General Information

Location

The Playschool is located in the North-West portable of Hepburn School adjacent to the arena parking lot. Parking is most accessible at the tree line on the South edge of the arena lot.

Program Hours

The Playschool Program for the four-year-old class runs Tuesdays and Thursdays from 9:00-11:30am. The three-year-old class runs from 1:00-3:00pm on Tuesdays.

The Playschool will run on the same schedule as Hepburn School observing all holidays and school closures from September to May. Playschool will not run when the weather is too cold for the busses. Updated bussing information can be found on the Prairie Spirit website (<http://www.spiritsd.ca/>) under the tab *Transportation*.

Playschool Tuition

There is an initial membership fee of \$10 (non-refundable) to be paid to the Cooperative. This is a one-time fee per family.

Tuition Fees:

4 year-olds - \$65 per month (mid-September to May)

3 year-olds - \$35 per month (October- April)

Payment Options: Postdated cheques are required and will be deposited accordingly.

1) Monthly:

- a. 4 year-olds: \$65 per month
- b. 3 year-olds: \$35 per month

2) Twice a Year:

- a. 4 year olds: September 1 \$260; January 1 \$325
- b. 3 year olds: September 1 \$105; January 1 \$140

3) Yearly:

- a. 4 year-olds: September 1: \$585
- b. 3 year-olds: September 1: \$295

Each month's fees must be paid in full by the 1st day of the month. Cheques will be deposited as close to the first as possible. One receipt will be issued at the end of the year.

NSF cheques will be charged a fee of \$25. If full payment is not received by the Payment Due Date you will be charged a \$25 late fee. You will be notified by the Treasurer in writing and it will be added to your next month's tuition. If your fees are delinquent for 2 months, your child will be required to discontinue playschool until all arrears are paid in full.

If alternate payment arrangements need to be made, please contact the board President or Treasurer.

Policies and Procedures

Enrollment

There must be a minimum of 8 students per class for playschool to take place. There is the possibility of combining the two ages to create one class if enrollment is low in both age groups. Decisions pertaining to class make-up will be made by the board once registrations have been processed each year.

Attendance Requirements

Your child must be fully toilet trained and able to use the washroom without assistance.

Your child must be 4 years of age on or before December 31st to be enrolled in the 4 year-old class.

Your child must be 3 years of age on or before October 31st to be enrolled in the 3 year-old class.

If your child's birthday falls after October 31st there will be an option to enroll after the Christmas break in January.

It is suggested that you accompany your child to the classroom and wait until he or she is settled and the teacher is aware your child is there before saying goodbye. Please be sure your child knows you are leaving before you go. If your child will be absent, please notify the teacher prior to 9am. Tuition will not be refunded for missed school days.

If your child is discontinuing the Playschool program, written notification stating the child's last day is expected with as much notice as possible.

Snacks

Please note, we have become a nut-aware facility and we request parents check labels and do not bring food items which may contain nuts.

There will be a scheduled time each class for snack. Please send a water bottle labeled with your child's name along in their backpack. Snack will be provided by the scheduled parent helper each day.

Behaviour

The playschool's philosophy and practices with regard to guidance and discipline are always based on a positive, non-punitive approach. Behavior management is a process by which children develop socially acceptable and appropriate behavior patterns. In cases where 'discipline' is needed, our teachers will acknowledge feelings, set limits, offer appropriate choices, and use natural and logical consequences. It will be a positive learning experience and reinforce appropriate behavior. If behavior is more significant, the following management action will be taken:

1. For acts of aggression and fighting (i.e. biting, hitting, etc.): the children will be immediately separated and comfort and care/treatment for the injured child will be provided.
2. The child is removed from the situation to allow them time to calm down.
3. The teacher will then discuss with the child as to why he/she was removed.
4. Depending on the regularity of the misbehaviour, privilege loss may be used as a management tool.
5. A report will be written about the incident and will then be discussed with the parent.

If aggressive and/or disruptive behavior continues to the point that other children's safety is in question or the teacher feels the behavior is affecting their ability to teach, the parent will be asked to choose between removal of their child from the program or attendance with their child in all classes for a two week period to help their child feel secure and aid in properly addressing any further incidences. After the two week period the child's suitability for remaining in the program will be discussed with the board, parents and teacher.

Fundraising

Fundraising is essential to the success of the Playschool Program and allows us to keep tuition costs down.

Each year a minimum of two fundraisers will be planned by the Fundraising Representative and the board. All parents will be required to participate.

To ensure that we meet our fundraising goals and that we have as much parental participation as possible, we require fundraising deposits. Two post-dated cheques for \$50 each will be collected at registration. One dated for October 31 and the other for March 31. If families choose to not participate in the fundraising event, their cheques will be cashed and not refunded. With full participation, cheques will be destroyed at the end of each term.

Parent Helper Role

The Cooperative is operated with the joint effort of the teacher and the parent helper/s. In addition to the learning assistance provided by the helper, they are also there to help prevent accidents.

There are 1-2 parent helpers each day (depending on class size). All parents will be given a volunteer schedule prepared by the board secretary. Helpers should arrive by 8:45 on their scheduled day.

Responsibilities of the Parents Helper

1. Provide snack for the class from the Approved Nut Free Snack List.
2. Assist the teacher with games, activities, crafts and bathroom breaks.
3. Accompany children inside the school to use the washroom and assist with washing hands if need be.
4. Haul warm, soapy water from the staff room sink in Hepburn School in the morning.
5. Prepare and help serve the snack at the designated time.
6. Assist children in small group games and/or activities.
7. Help clean up after activities and at the end of the morning (sweep, vacuum, take out garbage, empty the water basin etc.).

Parents are responsible to work their scheduled shift or find a replacement if they are unable to be there. If the shift is not covered or the replacement does not show up on the scheduled day, that parent will be charged \$35 by the playschool board. It is not an option to accept the fine as a way of avoiding working a shift. Failure to work a shift twice will result in the immediate withdrawal of that parent's child.

Parent Helper Replacement:

If you are unable to be a parent helper you can pay a fee of to have another parent take your place. The cost for this service will be \$35 a time. The secretary/3-year old representative needs to be made aware of the need as soon as the schedule comes out. If you are a parents who could do extra shifts, please designate on your registration form. Parents who replace other parents will be paid a flat fee of: \$35

Additional Children

Younger siblings are permitted to accompany the parent helper on his or her scheduled day provided they are not a huge distraction to the program. Other children who are not siblings of a playschool student are **not allowed** to attend.

Releasing Children

All children must be picked up by a person who is at least sixteen years of age or older and has been authorized by the parent or guardian who registered the child in Playschool. Please inform our playschool Teacher if someone else is picking up your child.

Scholastic Book Sales

Our playschool takes part in the Scholastic Book Club. This is a great way to start or expand your home library, as the books are very affordable. Scholastic sales also benefit the classroom, as the teachers will receive credits towards purchasing classroom books and materials. Scholastic orders are payable by **cheque only**. Order forms will be sent home monthly, but there is no obligation to purchase anything.

Library Books

The four-year-old class visits the Hepburn School library once a week to sign out a book. These books are to be returned on a weekly basis and a new one can be signed out. Students also have access to the classroom library and can exchange a new book each school day.

Birthdays

You are welcome to provide a special treat on your child's birthday. We ask that you send smaller sized portions such as mini cupcakes. Again these must be nut free. Another idea to consider is donating a book to the classroom in your child's name on

their birthday. June and summer birthdays will be celebrated in spring before school ends for the season.

Clothing/Supplies

Children are required to have the following items for Playschool

- 1) Shoes – preferably Velcro unless he/she is able to tie laces independently. These MUST stay at school to ensure that they always have a pair of shoes to wear indoors.
- 2) Backpack to bring home crafts, library books, water bottles etc.
- 3) Extra clothing and socks
- 4) Supply List (see below)

*please clearly label all removable clothing with your child's name, including footwear.

*children will go outside when weather permits so please dress them appropriately.

Medical Information and Safety Procedures

Accidents / Injuries

- The teacher is allowed to perform simple first aid in the treatment of injuries using supplies in the first aid kit.
- All accidents will be reported to the parents the same day that the injury is sustained.
- In the event of a more serious accident, the teacher or parent helper will call the parent(s).
- An accident form will be completed and kept on file.
- In the event of a serious accident or medical problem and the child requires immediate medical attention, the teacher is instructed to designate someone to:
 - ♦ call an ambulance and call the emergency department of the hospital to explain the nature of the problem
 - ♦ attempt to contact the parent
 - ♦ at any time, when a parent cannot be reached, the designated "emergency person" will be contacted
 - ♦ the teacher is not allowed to sign consent forms for the medical treatment of children

Allergies

The Hepburn Cooperative Playschool will be sensitive to all allergies affecting the students and their families. Appropriate measures will be taken annually based on need.

Medication

Due to the short time children are present in the program, regular medication will not be administered. Where emergency situations demand, medication (ex. Ventilin, Epi-pen) will be administered with written permission of the parent/guardian. Emergency medication must be clearly labeled and stored so it is easily accessible to the teacher but not to the children.

Fire Drill and Emergency Plan

The Playschool will run 2 fire drills per year in both the three-year-old and four-year-old classes. These will run independent of Hepburn School but in the event that the school runs a fire drill while playschool is in session, we will also participate in the drill. All parents must familiarize themselves with the fire drill procedures on their first day as Parent Helper.

In the Event of a Fire

1. Alert everyone of the fire.
2. Children line up quickly and quietly by the door
3. The teacher leads the children out of the room through the North West door. She must bring the Roll Call and Emergency numbers folder with her.
4. The Parent Helper will close the classroom door and turn off the lights.
5. Everyone meets by the designated area.
6. Teacher takes attendance.
7. Proceed to the arena.
8. Parents and/or emergency contacts will be notified to pick up the children.
9. The teacher and helpers will remain with the children until all children have been picked up.

Board Positions

All positions on the Playschool Board **MUST** be filled in order for Playschool to operate. If all positions are not filled by the first day of Playschool, the school **will not** operate until someone steps forward to fill the empty position. All money will be held for one month. If no one steps forward before the first scheduled playschool day in October all money will be refunded.

PRESIDENT

- Planning meetings
- Presiding over all executive, board and general meetings
- Overseeing committee activities
- Being the official spokesperson for the organization
- Maintaining a working relationship with staff
- Preparing agendas
- Responsible with the Vice-President for the advertising of the playschool
- Responsible to help the Treasurer in Financial matters
- Acting as a signing authority

VICE-PRESIDENT

- Assisting the president and any other board members when help is needed
- Assuming the duties of the president in his/or her absence
- Maintains Playschool email account
- Maintains the social media presence for the Playschool
- Involved with President in advertising the Playschool
- Acting as a signing authority

SECRETARY

- Taking of the minutes
- Assisting in preparing the agenda
- Sending out notice of meetings
- Maintaining the meeting register, accepting new applications, and applications to withdraw
- Maintaining records of co-operative correspondence
- Having custody of the seal
- Preparing the "Helper List"
- Could be a signing authority
- Keep minutes for passing onto the next board

TREASURER

- Maintaining financial records
- Preparing financial statements
- Working with the Executive to prepare the budget

- Keeping board and members aware of the financial position
- Acting as a signing authority
- Payroll
- Receiver General
- Weekly or biweekly mail collection & deposits
- Collection of all overdue moneys owed to the co-operative

FUNDRAISING CO-ORDINATOR

- Co-coordinating and planning at least 2 major fundraisers each year (Fall & Spring)
- Working with the treasurer to ensure the money is properly collected and deposited in a timely manor
- Working with the help of the board to ensure the success of each fundraiser
- Fundraising Advertising
- To oversee the goal of raising enough funds to meet the annual budget requirements and also leave a surplus of \$1000 in the savings account at the end of the fiscal year

3 YEAR-OLD REPRESENTATIVE

- Liaison with the three year old class
- Responsible to create the Parent Helper Schedule for the 3 year-old class
- Other duties as assigned

MEMBER AT LARGE

- This person gets to do all our big item shopping, such as if there is something new the playschool board decides they are going to buy for the classroom. (Our teacher usually does her own purchasing for crafts etc.) They will also go shopping for Christmas presents, Easter baskets, Teacher Gifts and Graduation presents as well as help the Fundraising Co-coordinator in any purchases planned for fundraising, such as a pancake breakfast or school lunch.
- Other duties as assigned