



# La Perle Community Playschool

Parent Handbook  
2017/2018

LA PERLE COMMUNITY PLAYSCHOOL  
PARENT HANDBOOK 2017/2018

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## INTRODUCTION

Welcome to La Perle Community Playschool! We hope that you and your child will enjoy the experiences here as they grow, learn, laugh, and change.

La Perle Community Playschool, operating in cooperation with the La Perle Community League, and La Perle School, provides a “learn through play” program for three and four year old children. As a non-profit parent cooperative, the Playschool depends on a partnership between parents, teachers, and the Executive Board to work effectively as a team to provide the children of the La Perle and neighbouring communities with an enriched preschool experience.

## Philosophy of the Playschool

The activities provided and organized for the children of the Playschool should be creative and stimulating, and should foster an atmosphere of friendship and cooperation. The objectives of the program are:

- Encourage learning through play
- Develop speaking, listening, and learning skills
- Enhance small and large muscle development
- Provide an opportunity for preschoolers to socialize with their peers
- Contribute to the involvement of parents in the education of their children
- Operate as a parent-cooperative playschool

## Philosophy of the Teachers

Together, we will enhance the children’s understanding of the world around them. We will explore physical, social, and thinking skills through participation and interaction. It is our goal that students have fun and grow through learning at the La Perle Community Playschool.

## REGISTRATION INFORMATION

**CLASSES & HOURS:** 3 year old program – Tuesday/Thursday a.m. OR p.m.

9:00 – 11:00 a.m. OR 1:00 – 3:00 p.m.

4 year old program – Monday/Wednesday/Friday a.m. OR p.m.

9:00 – 11:15 a.m. OR 12:45 – 3:00 p.m.

### Registration Fee:

There is a non-refundable registration fee per child, payable at the time of registration. The fee is \$25.00 + first month’s tuition.

**Monthly Fee:** 3 year old program - \$100.00 per month

4 year old program - \$130.00 per month

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## NSF POLICY

A \$25.00 NSF charge applies to all returned cheques. Any family having more than three NSF cheques will be asked to leave the Playschool. We appreciate your cooperation in this matter.

**START DATE:** Monday, September 11<sup>th</sup>, 2017 for the four year olds *and*  
Tuesday, September 12<sup>th</sup>, 2017 for the three year olds.

## FEE PAYMENTS

The Playschool is set up for Pre-Authorized Debits/Automatic Withdrawls (PADs), please find the agreement form and details in the letter you received in August.

Please see attached fee schedule – Appendix C.

You will require a current community league membership from any recognized community league within Edmonton, as the Playschool is covered under community league insurance. La Perle Community League memberships will be available for purchase at Playschool Registration Night. Memberships must be purchased by September 11<sup>th</sup>, 2017.

- Your fees for Parent Volunteer Duty, Toy Cleaning, Change-Over, and Ghost Parent **WILL NOT** be withdrawn **UNLESS** you have decided not to participate.
- If you opt out of Fundraisers, Volunteer Duty, Toy Cleaning, or Change-Over Duty, your name will not be entered into any La Perle Community Playschool draws, events, and/or raffles.
- Your fees for Ghost Parent will not be withdrawn unless you have exhausted avenues and require the Ghost Parent to take over your parent helper day. If your Ghost Parent fee is withdrawn, we will require a replacement fee in its place. The Treasurer will pay the Ghost Parent on your behalf.

## OTHER REQUIREMENTS

- Immunizations – Your child’s immunizations should be up to date.
- Registration Form – The nursery school licensing authority, the Alberta Department of Family and Social Services, requires that the records of all children enrolled in the Playschool be complete. Please help us to ensure that your child’s records include the physician’s name, address, and phone number; Alberta Health Care number, confirmation of immunization; and an indication of any allergies.
- All children must be at least three years of age, and potty trained.
- All children are required to bring a backpack with their “inside” shoes in it each day (no slippers).
- If wanting to register your child who is not three years old as of September 1, but will be three as of January 31, only up to four spots will be held. Parents will still be held responsible to do fundraising and pay for the months the child is not yet in the class.
- Children not three years old by September 1 can start the month of the child’s birthday, accompanied by their parent. Check with teachers for more details.

## **HOLIDAYS**

With a few exceptions, the La Perle Playschool will be closed on the same holidays and school breaks adhered to by La Perle School. School closures will be identified on the monthly calendar that is sent home with each child (and the calendar will also be posted each month at the Playschool).

## **COLD DAYS/WEATHER**

On the Executive Board's discretion, the playschool has the option of closing under extreme weather circumstances.

## **INSURANCE**

Your child is covered by the La Perle Community League's insurance policy while participating in activities related to the Playschool program. It is MANDATORY that all families involved with the Playschool have a current community league membership. (Memberships can be purchased at the Playschool Registration Night in August, or from your community league office.)

## **CHILD MANAGEMENT POLICY**

The first step in achieving cooperation is through the prevention of disruption by providing a healthy, secure, and stimulating environment. Minimal discipline is necessary when a program provides varied planning, diversion, and good example.

One of the most difficult tasks of teaching and parenting is finding the appropriate balance between freedom and discipline. Good discipline is harmonious with fostering good mental health. It is an important ingredient of a pleasant environment for everyone.

Discipline is not synonymous with punishment. Punishment comes from outside the child and creates resentment, fear, and feelings of worthlessness. Discipline may include unpleasant consequences, but is integrated with the well-being of the child.

### **The Disciplinary Goals of the Playschool include:**

- Fostering self-discipline and helping children develop inner controls.
- Encouraging children to express their feelings and emotions, and helping children to understand and to deal with inner feelings.
- Developing an awareness of others, their needs, and their differences.
- Always being conscious of a strong, positive self-concept. Children should feel good about themselves and confident of their worth.

### **The Disciplinary Guidelines for attaining the above goals include:**

- Establishing limits – these simple rules represent reasonable expectations for everyone's behaviour. They remain consistent and constant. For instance: "books must be handled gently" or, "we will use our 'inside voices' when working together at playschool".
- Using logical consequences – these are predictable and consistent events that are an immediate result of breaking a limit. The consequences may vary from one child to another. For instance: "I'm

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sorry, but you may not play in the sand table right now because you threw sand in John's eyes and that hurt him".

- Conducting situation-specific evaluation – every situation is unique. The Teacher must consider the child's behaviour in light of his or her personality, age, and previous behaviour over the school year.

In spite of planning for a healthy, secure, and stimulating environment where the emphasis is on promoting positive self-esteem in the children, discipline issues may arise. In such cases, the disciplinary strategies are as follows:

- Try to help the child suggest solutions to the problem.
- Divert the child's attention to another area.
- The Teacher (who holds primary responsibility for maintaining discipline in the Playschool) will reason with the child and an explanation will be given to encourage a change in behaviour.
- If the problem persists, the Teacher will remove the child (or children) involved from the situation. That is, if a child were throwing blocks, he or she would be removed from the block area.
- At this point, depending on the situation, the Teacher might ask the child to sit quietly for a few minutes away from the group to think about his or her actions.
- If a particular discipline problem continues, and if it is serious, a parent helper may be asked to spend some time with the child who has been removed from the group.
- In cases where a difficulty with a child appear to be affecting that child, or other children in the group, the parents would be notified by the Teacher to discuss strategies of management. Once parents have been notified, it is the Teacher's responsibility to notify the Executive Board and keep both the parents and the Executive Board abreast of the situation.

The Teacher will not make fun of the situation, hit or yell at children, but will speak firmly if necessary. Whenever possible, it is preferable to let children work out their own conflicts. They will be helped to do this by the Teacher.

Although the Teacher has primary responsibility for implementing the above-mentioned disciplinary strategies, parent helpers are encouraged to help the Teacher with discipline by:

- Attempting to prevent a disruptive situation if the Teacher is occupied elsewhere.
- Diverting the child's attention to a constructive activity if that child seems aimless or intruding on another's play space.
- Insisting on respectable behaviour on the part of the children towards other children, to the parent helpers, to the Teacher, and to the toys and equipment in the room.
- Helping the Teacher enforce certain rules or requirements.

Above all, staff, Executive members, and parent volunteers will ensure that any child disciplinary action taken must be reasonable in the circumstances. It will not include physical punishment, verbal or physical degradation or emotional deprivation. It must not deny or threaten to deny any basic necessity and must not use or permit the use of any form of physical restraint, confinement, or isolation.

## **PARENT HELPER ROUTINE**

**We are a parent cooperative playschool, therefore, helper days are MANDATORY. Parents are required to fulfill 2-3 helper days per month, per child enrolled in the Playschool.**

**It is imperative that you arrive 15 minutes before class, and will be required to stay after class to complete the daily cleaning duties (up to 30 minutes after end of class).**

While we value your participation in the Playschool program, we also hope that you take advantage of this unique opportunity for a change from your usual routine to enjoy the company of your child and his or her playschool friends. Be interactive and get involved. **No cell phones please.** For emergencies, you can be reached on the school phone.

If you are unavailable on your assigned parent helper day, please call other parents from the class and trade your day. If there are no parents able to trade, you can hire the ghost parent and you will be charged \$50.00. Please notify the Teachers and mark any changes on the calendar.

**PLEASE NOTE:** Parent helpers are not permitted to bring other children (e.g. siblings) with them on their helper days, as the Playschool's insurance does not cover unregistered children.

Please see **APPENDIX A** for details on the Parent Helper Routine.

## **GHOST PARENTS**

The names of the ghost parents for each class will be listed on the monthly calendar. These are parents who are willing to be phoned and asked to substitute as a parent helper if the designated parent helper is unable to attend as assigned, or has been unable to switch helper days with another parent from the class. The parent who requests this service will have their \$50.00 fee withdrawn and the Playschool will pay the ghost parent on your behalf. You must also ensure that the snack OR beverage that you were assigned to bring is delivered to the Playschool. If there are not two parent helpers in attendance at the Playschool, the class scheduled for that day will be cancelled.

If you are not on time for your helper day, a ghost parent may volunteer, and your fee will be withdrawn and given to the volunteer.

## **SUBSTITUTE TEACHER PROVISIONS**

The Playschool maintains a list of parents potentially available as volunteer/class leader if the Teacher is unable to attend class. These parents will be familiar with a substitute teacher lesson plan and will be assisted by the parent helpers scheduled for the class. In the absence of an available parent/leader(s), class(es) may be cancelled.

## **SNACKS**

Snack time is a welcome break for the children and the Teacher. It also provides an opportunity for the children to develop social skills generally associated with sharing food with others. Snacks are provided once during each classroom session of 2 hours, approximately 1.5 hours into the classroom time.

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The Edmonton Board of Health specifies use of prepackaged food products in the Playschool. Milk and cheese products meeting the prepackaged criteria are acceptable. Parents are to prepare as much of the snack as possible at the Playschool. No home-baked goods are allowed in the Playschool in order to avoid any contamination with allergens such as nuts, eggs, etc. *Double-check parent helper roster and posted list each day you serve a snack to ensure that children with allergies are not served something that they should not have.*

**WE ARE A “NO NUTS” PLAYSCHOOL.**

<b>Snack &amp; Serving Suggestions</b>	
Fruit	Cherries (5), Apple or Orange (1/2), Banana-skin on (1/2), Strawberries (4), Grapes cut in half (small cluster)
Vegetables	Carrots, Celery, Cucumber, cut in small sticks
Breads & Cereals	Triscuits, Ritz Bits, Handy Snacks, Cereal Bars, Soda or Fish Crackers, Cheese Buns, Prepackaged: muffins, raisin bread, or banana loaf
Dairy	Cheddar, Mozzarella, or Marble slices, Yogurt, Frozen Yogurt in cones

**PLEASE AVOID SNACKS THAT ARE HIGH IN CALORIES, BUT LOW IN NUTRITIONAL VALUE** including sweet cookies, cake, donuts, potato chips, candy, and chocolate bars. Exceptions will be made if a parent wishes to bring cake or cupcakes to celebrate their child’s birthday (must be prepackaged). In this instance, the Teacher, room representative, and the designated parent helper should be notified in advance.

**Beverage Suggestions**

Unsweetened fruit juices (such as apple, raspberry, or orange) are recommended. Juice should be served if the snack is from the dairy or bread/cereal categories. When the snack is from the fruit or vegetable category, the beverage should be white or chocolate milk. Approximately 3 ounces per child should be adequate.

**PLEASE ENSURE THAT YOU WRITE DOWN THE SNACK THAT YOU BRING ON THE ROSTER POSTED IN THE SCHOOL FOR LICENSING PURPOSES.**

**WITHDRAWAL POLICY**

A withdrawal prior to the start of classes, through contact with the Registrar, will result in forfeiting of the registration fee and the loss of a class position. Should it be necessary to withdraw your child from the Playschool once classes begin, please provide the Registrar (or Teacher for forwarding to the Registrar) with written notification at least two weeks prior to the last class day your child will be attending. The notice will be forwarded to the Treasurer to determine whether any funds may be refunded. Eligibility for a refund will depend on the funds already received/deposited, the timing of the written notification (if any), and the last day attended.

- Withdrawal forms are available at the Playschool or through the Registrar.



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- In the absence of two weeks written notice, you will be charged for two weeks of classes beyond the final class attended. This amount will be deducted from the prepaid month of tuition (i.e. the June amount) provided with the initial registration.

## **ILLNESS POLICY**

Children who are ill **MUST NOT** come to Playschool, especially if he or she has a contagious condition. If your child contracts a communicable disease such as measles, mumps, chicken pox, lice, RSV, and so on, your family physician or Public Health Nurse should be contacted and their recommendations followed regarding your child's return to Playschool.

You should advise the teacher if your child is ill and will not be attending Playschool (if necessary, leave a message on the Playschool answering machine). The Playschool is required to post notice in the classroom advising all families of any incidence of communicable disease within the Playschool.

The teacher can refuse the admittance of a sick child to Playschool; however, this decision is best made at the child's home by the parents or other caregivers.

## **EXTENDED ABSENCE POLICY**

If a child is away for an extended period of time, the parent will still be scheduled for parent helper days. The parent will need to find someone to fill their spot, which could mean switching days or paying for a ghost parent. Remember that in hiring a ghost parent, you are still required to provide the assigned snack or beverage.

## **MEDICATION POLICY**

Under **NO** circumstances will the teacher or parent helper give out any medication whatsoever to a child while the child is at Playschool. It is the parent's responsibility to administer prescription and non-prescription medication. **EMERGENCY** medications can be administered **ONLY** if proper documentation is provided with very specific instructions. We recommend that any child who has asthma or severe allergies receive their medication **PRIOR** to coming to class.

## **BATHROOM POLICY**

Reminder that children need to be fully potty trained before attending this playschool. Please take your child to the bathroom before school starts. In the event that your child needs a washroom break during school hours, a volunteer can walk the child/children to the bathroom door, but remain outside. If a child needs help wiping, the child will be encouraged and instructed to wipe themselves. If a child needs help buttoning their pants, the volunteer or Teacher can help them, but only outside the stall.

If a child has an accident, the parent of the child will be called to clean them up, and the teacher may, at their discretion, clean the child up, but depending on the circumstance, may wait for the parent to come to the playschool.

## FIELD TRIP POLICY

Field trips are so exciting for the children. Please dress your child appropriately for the location and weather. Note that field trips follow the same guidelines as a normal playschool helper day. Your helper day may fall on a Field Trip day and you are required to attend as though it was your helper day. i.e. You are responsible to find childcare (for your other children) and stay for the field trip hours, including cleaning duties. Parents are not allowed to meet the class at the field trip location. All field trips have an adequate number of parent helpers and the children are divided into small groups for fun and safety. When possible, we ask that parent helpers should help in the classroom on at least one occasion before attending a field trip so they are familiar with the children.

## PARENT INPUT AND PARTICIPATION

As a parent-cooperative Playschool that runs in cooperation with the La Perle Community League, the primary purpose of La Perle Community Playschool is to provide a playtime program that will benefit and meet the needs of the preschool children within this and surrounding communities.

You can become involved in helping us meet the needs of your child through the following venues and opportunities.

- **TALK WITH US** – express your views and point out concerns. Let us know if there are any aspects of the program where you feel that your, or your child's, expectations are not being met. This is important so that we can take steps to alleviate any concerns and serve you more effectively. We also welcome any suggestions for improvement as well as words of encouragement in any areas where you DO feel that your needs ARE being effectively met.
- **PROGRAM EVALUATIONS** – program evaluations will be provided to each Playschool family at some point during the school year. We hope that you take advantage of the opportunity to rate and comment on several areas of the Playschool program. Your input and comments on these evaluations are important to us! Your responses will be kept confidential and your identity anonymous.
- **ATTEND THE ANNUAL GENERAL MEETING** – make every effort to attend the AGM that will occur in February. You will have the opportunity to have input on a variety of issues related to the Playschool program and its operation. (It's also a great way to get to know other parents!!)
- **GET INVOLVED** – share your talent or skills. "Little things" like knowing how to make bread, hooking up electrical wires, putting together a puppet theatre, sewing, knitting, playing an instrument, telling stories, preparing craft materials, etc. These are all skills that could enrich our program and the lives of the children in it. As a parent cooperative, we must depend on the efforts of each family to ensure the success of this program for all of the children.
- **KEEP US POSTED** – tell us about your child and advise the teacher of anything that may affect your child's behaviour. Little things like not getting enough sleep, not being able to wear a favorite sweater, excitement over going to a friend's house, etc. may affect your child either positively or negatively.

**APPENDIX A**

PARENT HELPER ROUTINE

**PARENT HELPER ROUTINE**

Please treat the following as a general guide and reference outlining parent helper responsibilities and activities. Read and be familiar with the Emergency Evacuation Plan, read the pamphlet on the fire extinguishers – know where they are and where the First Aid Kit is located.

**3 YR 8:45/12:45 & 4 YR 8:45/12:30 ARRIVAL**

- Arrive and check with the Teacher to see if there are any last minute setup requirements.
- As children begin arriving at “ten to the hour”, help them to take off their outer clothes and put on indoor shoes and name tags. **(Please encourage and praise independence).**

**FREE PLAY**

- Free play begins. During play time, each parent helper is encouraged to actively look for opportunities to interact with a child or group of children (offer assistance, direction, encouragement, and ideas).
- Please put the children’s names on any pictures or paintings he/she has done and encourage them to try as well.
- Clean up time is to be done by the children, with a small amount of assistance from the parent helpers.

**CIRCLE TIME**

- Please wash any items that are left in the sink, wipe down the paint easel, and wash brushes and lids.
- Please get the craft table prepared as requested by the Teacher.

**CRAFT TIME**

- Please assist children ONLY if needed. Again, **please encourage and praise independence.** Give children the confidence that will help them create a unique, creative craft.

**MUSIC**

- The children will be in the story corner for music while the parent helpers prepare the snack (you are welcome to have your child assist you).
- Any clean up from craft time can be done at this time.
- Please spray tables down with the bleach/water solution, allow to sit for a few minutes, then wipe off.
- Please place food items for each child on a napkin, and pour juice/milk into disposable cups placed beside the snack. Include parent helpers and the Teacher in the number of settings for snack time.

**SNACK TIME**

- Parent helpers and the Teacher will participate in snack time with the children. The interaction that takes place at snack time is invaluable.

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**APPENDIX A**

PARENT HELPER ROUTINE

- As each child finishes, please encourage them to push in their chairs and to throw away any garbage left over from snack.
- The children will then be directed to the story rug.
- Wipe the tables down again, but this time only with a soapy water cloth.

**STORY TIME/OUTDOOR PLAY**

- During story time, please tidy the kitchen. Consolidate the craft area and kitchen garbage. Replace garbage bags as necessary.
- Sweep floors.
- If weather permits, the last minutes will be spent outside. The children will need help getting dressed (again, encourage independence). If outdoors is the choice, one helper will help supervise and/or play outside while the other parent may begin clean up duties.

**DEPARTURE**

- Assist the children with outerwear and any crafts and such that may be going home.
- Please help ensure ALL children sit on the story rug until their parent arrives.
- Please offer assistance to any parent that may need a little extra help.
- After the children have left, vacuum the main carpet area, story rug, and carpet in the playhouse.
- Wash all floors.
- Take garbage bag(s) to the bins located next to the school in the parking lot.

**DISCIPLINE HINTS**

- Discuss the problem with the children involved (e.g. "How did that make you feel?").
- Redirect the children to an alternate play area.
- Remove the problem toys.
- Involve the Teacher if the problem is not resolved.

**HAVE FUN!!!!**

- Take advantage of the unique opportunity for a change from your usual day and enjoy the company of the children. PLEASE BE INTERACTIVE.

**THANK YOU VERY MUCH FOR YOUR CONTRIBUTION, IT IS TRULY APPRECIATED!**

**NOTE: On parent helper days, make sure to arrive 15 minutes early, and be prepared to stay up to 30 minutes after end of class.**

**APPENDIX B**  
CONTACT LIST

**APPENDIX B**

**CONTACT LIST**

<b>Position</b>	<b>Name</b>	<b>Number/Email</b>
<b>TEACHERS</b>	Carma Wong (3 year old)	n/a
	Laurie Knoll (4 year old)	n/a
<b>PRESIDENT</b>	Amanda Percy	780-484-1767 percyfamilyschool@gmail.com
<b>VICE-PRESIDENT</b>	Michelle Albert	780-951-7091 michellemccasin@yahoo.ca
<b>TREASURER</b>	Ken Grovet	780-483-1293 ken@grovet.ca
<b>REGISTRAR</b>	Michelle Bottrill	1-866-927-6020 michbottr@gmail.com
<b>SECRETARY</b>	Jen McCallum	pandjmccallum@startmail.com
<b>FUNDRAISING COORDINATOR</b>	Gwen Hall	gwendolen.hall@shaw.ca
<b>VOLUNTEER COORDINATOR</b>	Behjan Gregory	behjan@hotmail.com
<b>SPRING TEA COORDINATORS</b>	Melissa Daigle	mel22daigle@hotmail.com
	Candace Campbell	candyh@shaw.ca
	Lindsay Cole	lindsaycole123@hotmail.com

**PLAYSCHOOL**

**18715 – 97A AVENUE**

**EDMONTON, AB**

**780-483-1864 #3**

LA PERLE COMMUNITY PLAYSCHOOL

**APPENDIX C**  
FEE SCHEDULE

**APPENDIX C**  
**Fee Schedule**

<b>Payment for</b>		<b>Amount</b>	<b>Dated</b>
Registration Fee		\$25.00	Previously Paid and/ or still needs to be paid
September Tuition	3 Year Olds	\$100.00	
	4 Year Olds	\$130.00	
June Tuition	3 Year Olds	\$100.00	September 12, 2017
	4 Year Olds	\$130.00	
October Tuition	3 Year Olds	\$100.00	October 1, 2017
	4 Year Olds	\$130.00	
November Tuition	3 Year Olds	\$100.00	November 1, 2017
	4 Year Olds	\$130.00	
December Tuition	3 Year Olds	\$100.00	December 1, 2017
	4 Year Olds	\$130.00	
January Tuition	3 Year Olds	\$100.00	January 1, 2018
	4 Year Olds	\$130.00	
February Tuition	3 Year Olds	\$100.00	February 1, 2018
	4 Year Olds	\$130.00	
March Tuition	3 Year Olds	\$100.00	March 1, 2018
	4 Year Olds	\$130.00	
April Tuition	3 Year Olds	\$100.00	April 1, 2018
	4 Year Olds	\$130.00	
May Tuition	3 Year Olds	\$100.00	May 1, 2018
	4 Year Olds	\$130.00	
Fundraiser World's Finest Chocolates	3 & 4 Year Olds	\$180.00	October 1, 2017
Toy Cleaning*	3 & 4 Year Olds	\$100.00	January 1, 2018
Spring Tea	3 & 4 Year Olds	Raffle	\$100.00
		Volunteer/Donations	\$80.00
Ghost Parent*	3 & 4 Year Olds		October 1, 2017
			March 31, 2018
Parent Volunteer Duty*		\$50.00	January 31, 2018
Change Over*	3 & 4 Year Olds	\$100.00	January 1, 2018

\*The amounts for Toy Cleaning, Ghost Parent, Parent Volunteer Duty and Change Over WILL NOT be withdrawn UNLESS you do not participate.

**APPENDIX D**  
FUNDRAISING

**“FUN”DRAISING**

La Perle Community Playschool is a non-profit, parent cooperative playschool, which depends on the money from our fundraisers to continue to operate.

Supporting the Playschool’s fundraisers allows the children to enjoy numerous field trips, travel on a Yellow School Bus (both an exciting and safe form of transportation), and many, many crafts.

Our fundraisers are important and we count on the support of all the Playschool families.

**FUNDRAISER #1 – Chocolate Sales**

We require World’s Finest Chocolates to be sold. Parents will be required to submit a payment (or Pre-Authorized Debits/Automatic Withdrawal), postdated October 1, 2017, for \$180.00. The chocolates will be handed out on Registration Night. The \$180.00 payment will be kept by the Playschool, and each family keeps the proceeds of their chocolate sales.

**FUNDRAISER #2 – Spring Tea**

In the spring, the Playschool will hold its second major fundraiser. This is an event that requires participation in preparation from every family in the Playschool. On the day of the Spring Tea, the children perform for parents and family members and take part in special activities. A silent auction and several raffles generate the majority of the fundraising money. The Spring Tea will take place towards the end of the school year, and further details will follow as the event gets closer.

**OPTIONAL FUNDRAISERS (not mandatory)**

There may also be additional opportunities for fundraising. More details to follow on these optional fundraisers.

Our Executive Board is always brainstorming new fundraising ideas. For information on our latest fundraising initiatives, or to submit your own fundraising ideas, please contact our Fundraising Coordinator.

**APPENDIX E**  
PLAYSCHOOL LICENSE

**APPENDIX E**  
**PLAYSCHOOL LICENSE**

**OFF-SITE ACTIVITY**

Parents will be made aware of any off-site trips through the monthly calendar distributed prior to the start of the month the activity is planned in. This notification will also outline how many parents will be needed on a supervisory basis for the trip (minimum is 4 parent supervisors for each class of a maximum of 20 students, plus one staff member (Teacher). The length of the trip, transportation mode, as well as any special needs e.g. warm clothing, snack requirements, will also be outlined to the parents on the monthly calendar. The employee (Teacher) will ensure that all parents sign a permission form indicating that they will allow their child to participate in the activity. The employee will keep the portable records in their possession for the duration of the field trip.

**EMERGENCY EVACUATION**

We lease our classroom space from the La Perle School and therefore follow all emergency evacuation and lock down procedures of the public school district. The employee (Teacher) is instructed by the La Perle School staff as to what the procedures are. Students and parent volunteers are directed by the employee (Teacher) of what to do in case of such emergency. In addition, we participate along with the school in their emergency drill procedures approx. 3-4 times a year, including both fire drill and lock down procedures.

Fire Preparedness:

- a) Children are required to wear shoes at all times while in the classroom in case of emergency.
- b) In the event of an evacuation, children are led out of the classroom through the emergency exit (which leads directly outside), and are then directed to a specified area of the playground away from the building.
- c) Attendance is taken to ensure everyone is present.
- d) Staff and students remain at that location until further direction is given by the La Perle School staff.

Lockdown Procedure:

- a) A special announcement or alert is sent through the school PA system.
- b) The employee (Teacher) immediately ensures all doors in the classroom to the outside or hallway are shut and locked, and all blinds and windows are shut and locked as well.
- c) The children are gathered into the middle of the classroom away from doors and windows.
- d) No person is allowed in or out of the classroom until the all clear signal had been given by the La Perle School staff member.

If an emergency will cause the staff, volunteers, and students to remain off the premises for an extended period of time, the staff member or an Executive Board Member will contact the administrator of the community league to gain access to the community league hall (located on the same outdoor



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field). This will provide temporary shelter until parents can be notified and students picked up from school.

**INCIDENT REPORTING**

Should one of the following incidents occur at the Playschool premises or while on a field trip, it is the responsibility of the employee (Teacher) to immediately report the incident to the President (or first available Executive Board Member). They will in turn ensure the assigned licensing officer or regional office is notified of the incident within two working days.

- a) Emergency evacuation of the premises.
- b) An intruder on the Playschool's premises.
- c) Playschool closed due to an emergency.
- d) A child removed from the Playschool without parental or guardian consent.
- e) Accident or illness requiring medical attention.
- f) A lost child or child left after operational hours without supervision.

**ACCIDENT OR ILLNESS**

In the event of an emergency accident or illness the employee (Teacher) will:

- 1. Ensure that the child receives the necessary medical treatment that is required in order to stabilize the situation.
- 2. The employee (Teacher) will then either themselves or will direct one of the parent volunteers to call the appropriate emergency contact for the child and then ensure the parent is informed as soon as possible if they were not the emergency contact person.
- 3. Once the situation is stabilized and the child is under the proper care and the emergency contacts have been notified, the employee (Teacher) will then advise the President of the Executive Board, or first available Executive Board Member of the situation.
- 4. The President will then notify the licensing officer and the Principal of the La Perle School, and all parents involved in all classes of the incident so they are aware of the situation.
- 5. The incident will then be reviewed at the next Executive Board meeting (or an Executive meeting will be called) to review the incident and determine if any further or corrective action needs to be taken.

**SUPERVISED CARE OF SICK CHILDREN**

If a child should become ill while at school, the employee (Teacher) will provide a quiet place within the classroom for the child to sit or lie down away from other activities while the parent or emergency contact is called and asked to make arrangements to have the child picked up from school. The employee (Teacher) will maintain supervision of the sick child and attend to their needs until the child is removed from the classroom.

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**ADMINISTRATION OF MEDICINE**

EMERGENCY medications can be administered ONLY if the following documentation is provided:

- a) Written consent from the parent.
- b) Medication is in its original labelled container.
- c) It is administered according to the labelled directions.

If any medication is administered, the following procedure must be followed:

- a) Document the type of medication, time it was given, amount that was given, and the name of the person who administered the medication.
- b) The employee (Teacher) will contact the parents or emergency contact to advise that the medication was administered.
- c) The employee (Teacher) will advise the President (or first available Executive Board member). They will then determine what further steps are required.

If medication is left on the Playschool premises it must be stored in a container that is not accessible to children. The container shall remain locked, unless the medication is needed in emergency situations.

**HEALTH CARE**

Each employee (Teacher) is required to have First Aid training and they are the only persons who are to provide any type of health care assistance to a child unless written authorization has been obtained from the parent or guardian.

**SMOKING**

In accordance with Provincial Law, as well as the guidelines outlined by the Edmonton Public School District (as we are located within an EPSB building), there is no smoking allowed either within our premises or on the neighbouring playground area.

In addition, no staff members or volunteer shall smoke at any time or place where child care is being provided, including off-site field trips.

**CHILDREN'S RECORDS**

Each employee (Teacher) will keep the children's records on the premises. These records will be kept up-to-date and available for review with the assistance of the Registrar with the following minimum information:

- a) Name, date of birth, and home address.
- b) Parent/guardian name, home address, and phone numbers.
- c) Emergency contact information.
- d) Any relevant medical information, including immunizations, allergies, and written consent to administer any necessary medications.
- e) Completed registration form.

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- f) Completed child attendance records with respect to arrival and departure times.

**DUE TO LICENSING, CHILDREN WILL NOT BE ALLOWED TO ATTEND PLAYSCHOOL UNLESS ALL INFORMATION ON THE REGISTRATION FORM IS FILLED OUT AND COMPLETE.**

The President and Registrar will ensure that the following employee (Teacher) information will be up-to-date and kept on the premises for review:

- a) Current criminal records check (must be renewed every 3 years).
- b) Current first aid certificate.
- c) Child care certificate.

**PORTABLE RECORDS**

The Registrar will maintain up-to-date child record information (items “a-e” of the Child Records section) off-site in their possession. This information will be portable and for use should any information kept on site be damaged or lost.

**COMMUNICABLE DISEASES**

If illnesses are not an emergency situation the following policy applies:

Children who are ill **MUST NOT** come to Playschool, especially if he or she has a contagious condition as outlined in Schedule 1 of the Public Health Act. If the staff member has reason to believe that a child may be suffering from a disease listed in Schedule 1 (Notifiable Communicable Diseases), the staff member or a member of the Executive Board must ensure that the child’s parent removes the child from the program premises forthwith. If your child contracts a communicable disease such as mumps, measles, chicken pox, lice, RSV, and so on, your family physician or Public Health Nurse should be contacted and their recommendations followed regarding your child’s return to Playschool. You should advise the teacher if your child is ill and will not be attending Playschool (if necessary, leave a message on the Playschool answering machine). The Playschool is required to post notice in the classroom advising all families of any incidence of communicable disease within the Playschool. The teacher can refuse the admittance of a sick child to Playschool; however, this decision is best made at the child’s home by the parents or other caregivers.

In the case of Head Lice, the child will be required to miss one class in the 3 year program and two classes in the 4 year program after treatment with the appropriate shampoo.

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**PUBLIC HEALTH ACT**

**SCHEDULE 1**

**(NOTIFIABLE COMMUNICABLE DISEASES)**

(Section 6(1) of this Regulation;  
Sections 20(1) and 22(1) of the Act)  
Acquired Immunodeficiency Syndrome  
(AIDS)  
Amebiasis  
Anthrax  
Arboviral Infections (including  
Dengue)  
Botulism  
Brucellosis  
Campylobacter  
Cerebrospinal fluid  
isolates Chickenpox  
Cholera  
Congenital Infections (includes Cytomegalovirus,  
Hepatitis B, Herpes Simplex, Rubella,  
Toxoplasmosis, Varicella-zoster)  
Dengue  
Diphtheria  
Encephalitis, specified or unspecified  
Enteric Pathogens. See note below  
Foodborne Illness. See note below  
Gastroenteritis, epidemic. See note  
below Giardiasis  
Haemophilus Influenzae Infections (invasive)  
Hemolytic Uremic Syndrome  
Hepatitis A, B, Non A, Non B  
Human Immunodeficiency Virus (HIV) Infections  
Kawasaki  
Disease Lassa  
Fever Legionella  
Infections  
Leprosy  
Leptospirosis  
Listeriosis  
Malaria  
Measles  
Meningitis (all causes)  
Meningococcal  
Infections  
Mumps

Neonatal Herpes  
Nosocomial Infections  
Ophthalmia Neonatorum (all  
causes) Pandemic Influenza  
Paratyphoid Pertussis Plague  
Poliomyelitis Psittacosis  
Q fever  
Rabies  
Reye Syndrome  
Rickettsial Infections  
Rocky Mountain Spotted Fever  
Rubella (including Congenital  
Rubella) Rubeola  
Salmonella Infections  
Severe Acute Respiratory Syndrome  
(SARS) Shigella Infections  
Smallpox  
Stool Pathogens, all types. See note below  
Tetanus  
Toxic Shock Syndrome  
Trichinosis Tuberculosis Tularemia Typhoid Typhus  
Varicella  
Viral Hemorrhagic Fevers (including Marburg,  
Ebola, Lassa, Argentinian, African Hemorrhagic  
Fevers) Waterborne Illness (all causes) See note  
below  
West Nile Infection  
Yellow Fever

NOTE: Enteric Pathogens, Foodborne Illness,  
Gastroenteritis, epidemic and Waterborne Illness  
include the following and any other identified or  
unidentified cause: Aeromonas; Bacillus cereus;  
Campylobacter; Clostridium botulinum and  
perfringens; E. Coli (enteropathogenic serotypes);  
Salmonella; Shigella; Staphylococcus; Viruses such as  
Norwalk and Rotavirus; Yersinia.

**APPENDIX F**

SPRING TEA INFORMATION

**APPENDIX F**

**SPRING TEA INFORMATION**

Every year our primary fundraiser is our Spring Tea. It has many components, so if we break down the events of the day, as well as the expectations of our Playschool parents along the way, the Spring Tea will be much more enjoyable for all.

- 1) Our most successful fundraiser for the Spring Tea is the raffle. Each child's family is responsible for selling at least 50 raffle tickets at \$2.00 per ticket. The selling of the MANDATORY ticket sales will take place in February, and additional tickets will also be sold during the Spring Tea. Items that have been raffled off in previous years include iPad Minis and Acer Chromebooks.
- 2) We have a kids raffle table and silent auction for each Spring Tea, which we require each child's family to donate one \$20.00 item and at least one corporate donation (can be two \$20.00 gifts, two corporate donations, or two \$20.00 cash donations). A large portion of our proceeds of the day are from the silent auction tables, so the more donations we get the better. If you can get multiple corporate donations, or would like to contribute more, we would greatly appreciate everything you can contribute. The donations are due in April so we can have them organized for the events.
- 3) Each parent will have a volunteer duty for Spring Tea. The parents from the 3-year-old program will participate (or volunteer for) the 4-year-old Tea and the parents from the 4-year-old program will participate (or volunteer for) the 3-year-old Tea. This way, the parents will be able to enjoy their child's performance. There will also be positions available such as set-up and clean-up. The list of volunteer duties will be placed on the Playschool door for signup in April so parents will know their responsibilities in advance.
- 4) We also have a kids raffle draw. Tickets will be sold on the day of the Spring Tea. Tickets are \$2.00 each, or 3 for \$5.00.
- 5) There will be games and crafts for your children to enjoy free of charge.
- 6) Anyone wishing to donate baking (nut-free) can bring baking the day before the Tea.

AND... the best part of the Spring Tea are the concerts put on by the 3 year olds and the 4 year olds! Parents are encouraged to help their child practice the songs at home.