



# HANDBOOK

*Chestermere Community  
Playschool Association*

*201 West Chestermere Drive  
Chestermere, Alberta T1X 1B2  
Website: [www.chestermereplayschool.com](http://www.chestermereplayschool.com)*

## **Vision Statement**

Working with families to provide children with the tools for a successful future in our community.

## **Mission Statement**

The Chestermere Community Playschool Association (CCPA) is a community based, parent-run, not for profit playschool. We offer an affordable, play-based program which emphasizes social, physical, intellectual, creative, and emotional development.

## **Belief Statement**

The CCPA believes that play is a fundamental part of children's learning, growth, and development. By providing programs for three to four and a half year-olds we offer a gradual transition from home to kindergarten.

Our teachers provide a safe environment where individual differences are appreciated, communication is open, and each child's needs are addressed.

## **Class Schedule**

### **Three year-old class**

9:30 am-12:00 pm Mondays and Wednesdays

or

1:00 pm-3:30 pm Mondays and Wednesdays

### **Four year-old class**

9:30 am-12:00 pm Tuesdays and Thursdays

or

1:00 pm-3:30 pm Tuesdays and Thursdays

### **Three and Four year-old class (optional)**

9:30 am-12:00 pm Fridays

**REGISTRATION REQUIREMENTS:**

**ALL** forms must be completed **correctly** and accompanied with the correct payment to ensure that your registration package is accepted and processed. (Should your package be incomplete and/or proper payment not received, your package will be returned for required corrections and will lose its numbered place of priority).

**ALL** children registering in the **3 year old** program must be **3 years of age on or before the first day of class of the school year.** They **must not turn 4 prior to December 31<sup>st</sup> of the school year.**

**ALL** children registering in the **4 year old** program must be **4 years of age on or before December 31<sup>st</sup> of the school year.** They **must not turn 6 prior to June 1<sup>st</sup> of the school year.**

Children **MUST** be fully potty trained prior to the first day of class. **Children may not be wearing pull-ups to school.**

The following is an outline of fee schedule:

Registration fee	\$25.00/one time	<b>Non Refundable</b>	July 1, 2012
Fundraising fee	\$50.00/one time	<b>Non Refundable</b>	Sept 1, 2012
Volunteer Bond	\$300.00/bond only	<b>10 required Volunteer hrs.</b>	June 1, 2013
Tuition (Sept - June)	\$100.00/month or \$1000.00	<b>30 Day withdrawal notice required</b>	Post Dates 1st of each month <b>or</b> lump sum pmt.
Optional Friday class (Sept - June)	\$45.00/month or \$450.00	<b>30 Day Withdrawal notice required</b>	Post dates 1st of each month <b>or</b> lump sum pmt.

**\*Please DO NOT combine ANY fee payments\***

**\*If you are joining the program after September 1<sup>st</sup>, please change the dates of your cheques accordingly. Your volunteer bond must still be issued in the amount of \$300.00. However; your required hours will be adjusted accordingly. (based on 1hr/month attended).\***

**\*Please write your child's first and last name in the Re: line of ALL cheques.\***

**ALL cheques are to be made payable to:  
"CHESTERMERE COMMUNITY PLAYSCHOOL" OR "CCPA".**

A **Community Membership** for your child is a **requirement** and **must** be obtained prior September 30th, 2012. Should your child be found **NOT** to have a community membership, it will result in the immediate withdrawal of your child from our program. Memberships for the **2012/2013** year will be available for purchase at the Rec. Center's main office.

### **PURPOSE OF YOUR VOLUNTEER BOND:**

The Chestermere Playschool is a parent run not for profit organization. We rely on the support and assistance from all members in our program. There are many opportunities both in and outside of the classroom to fulfill your required volunteer hours. Please be sure to attend our AGM in mid-September where many of the volunteer jobs will be distributed.

(See our website for dates & details: [www.chestermereplayschool.com](http://www.chestermereplayschool.com))

Although a post-dated cheque is required at the time of registration, Cheques will only be cashed should a member fail to fulfill their **TEN** required volunteer hours. The **FULL** bond amount will be cashed should **ALL** of your required hours not been fulfilled. We welcome parents, caregivers, and family members etc...to provide their assistance towards your filling your required number of hours.

### **TAX RECEIPTS:**

Although tax receipts have been issued in past years, it has come to our attention that our program is **NOT** applicable for tax deduction. The Chestermere Community Playschool is Government licensed as an “**Early Childhood Education**” program not a “**Child Care**” program. We do not offer child care services that apply to the child care deduction portion of a tax return.

- We will however be issuing everyone a receipt (mid-June) reflecting funds received by the Chestermere Playschool for the 2012/2013 school year.

- If you have any questions or concerns regarding the above Please review Tax form #T778 or contact Revenue Canada at #1-800-959-8281.

### **WITHDRAWAL/NSF POLICY:**

**There will be a \$40.00 administration charge for each NSF cheque.**

- Any member whose monthly tuition fees are fifteen or more days in arrears will be considered to have voluntarily withdrawn and the next child on the waiting list will fill their place.
- One calendar month's written notice is required for ALL withdrawals. **No** exceptions to this policy will be considered.
- Withdrawals **MUST** be submitted through our Web Site via the “**Contact Us**” link at [www.chestermereplayschool.com](http://www.chestermereplayschool.com)
- At the joint discretion of the teacher and the board of directors, a child may be asked to withdrawal if the child is considered by the Teacher to be irreconcilably disruptive to the class. All practical avenues must be explored between the teacher and the child's parents. In the event of a required withdrawal, the Board of Directors must give written notice to the parents outlining the reasons. No further fees will be charged and (if paid in a lump sum) will be refunded for the balance of the term.

- In the case of a child withdrawing, your volunteer hours and volunteer bond will be prorated and you may have to pay a portion of that volunteer bond if your hours do not meet the required amount.

### **A Glimpse of a Typical Day:**

This is a basic look at what goes on at playschool; not everyday will be exactly the same but will follow this basic outline:

- Arrival
- Hang up your snack bag on hooks
- Circle time
- Group bathroom break
- Physical activity
- Wash up
- Snack time
- Wash up
- Free play and learning centres
- Departure – do not forget to check your child’s mailbox before you leave.

### **Expectations of the Playschool**

1. Punctuality is expected at the beginning and end of each class to minimize disruption. Parents are asked to wait in the hallway until the teacher opens the doors at both the beginning and the end of class. If you are going to be late or unavailable to pick up your child at the end of class, please make other arrangements as late pick ups are not tolerated.
2. Parents are asked to keep their child at home if he/she is vomiting, has a fever, diarrhea or a new unexplained rash or cough; – requires greater attention than can be provided without compromising the care of other children in the program; or – displays any other illness or symptoms the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers or staff. A child can return to the program if the child's parent provides a written notice from a physician indicating that the child does not pose a health risk or if the license holder/provider is satisfied that a child no longer poses a health risk to other children, caregiver or staff.
3. If someone other than yourself will be picking up your child, please be sure that the person(s) picking up your child have been listed on the Permission to Release form provided in the registration package.
4. For the safety of your child, footwear must be worn at all times in the classroom. To keep the carpets and floors clean we appreciate that “indoor” footwear is worn and kept at the school.

5. While at school, the children should wear play clothes as they may get their clothes dirty during craft/play time with paints, glue, water, etc. We request that you leave a complete change of clothing (shirt, pants, socks and underwear) in your child's backpack. Parents are also required to provide properly labelled outdoor clothing (hat, mitts, boots and snow pants) in the event that the children go outside during the class.
6. All personal items should be visibly labelled with your child's name (i.e. backpack, indoor shoes, outdoor clothing, etc.).
7. Each child is required to bring a small, nut-free, nutritious snack and a drink. Snack time is limited to fifteen minutes so please only send one or two snack choices for your child.
8. In the event of an emergency, the children will be walked to the Safeway located at 100-135 Chestermere Station Way (phone # 410-9398) and parents will be contacted via phone to pick up their child.
9. Please do not send toys from home unless it is your child's day to bring a show and tell item. No weapon toys or toys of destruction are allowed in the playschool.
10. Parents must provide, **in writing**, current allergy and/or medical/psychological information to the staff concerning your child (i.e. a death in the family, death of a pet, food and other allergies, etc.).
11. As a parent in our playschool, your input is welcome and necessary. Parents are asked to read all notices and newsletters sent home or placed on the parent board in order to keep informed as to the playschool activities.

### **Responsibilities of Classroom Volunteers**

All persons who will be volunteering in class are required to submit a Criminal Record/Vulnerable Sector Check. These are free of charge and can be done at the local RCMP detachment.

A classroom volunteer is required for each class on a daily basis. A sign-up calendar is provided outside the classroom on the parent board. If you are the scheduled classroom volunteer and are unable to attend on the specified day, it is your responsibility to notify the teacher or the volunteer co-ordinator at your earliest convenience.

Volunteers help the teachers in whatever way they can - the teacher will guide you. Responsibilities include:

1. Wipe tables and chairs
2. Sweep and vacuum classroom
3. Prepare supplies for future crafts
4. Help with hand washing
5. Tidy toys

6. Discuss planned activities with staff and help out as directed
7. Play at various centres with children
8. Read to children
9. Share your talents and interests
10. Collect artwork and put in mailboxes

Parents and teachers together help your child develop to his or her full potential. We require parents to be willing and active participants in the classroom for various functions. The more help you are able to provide the teachers, the smoother the day will run and the more time they will have to carry out their plan for the day!

**\*\*Please note\*\*:**

Younger or older siblings of the children in the class are not permitted in the class if you are volunteering in class.

### **School Calendar**

Statutory holidays, Christmas and Spring Break, and bad weather closures will be the same as the Rockyview school bus system. **If the busses are NOT running, the school is closed.** Please check the Chestermere Playschool website [www.chestermereplayschool.com](http://www.chestermereplayschool.com) or the Rockyview school district website [www.rockyview.ab.ca](http://www.rockyview.ab.ca) after 8:00am to see if the school is closed. A monthly calendar and newsletter are emailed outlining the topic of the day and any upcoming events such as classroom clean up, general meetings, school pictures, etc.

### **Skating Days**

From October through until March, the teachers take the first hour of class from either the first or second Wed (for the 3 year olds) or Thursday (for the 4 year olds) of the month to skate downstairs in the blue Arena. Children and parents are encouraged to participate in this fun activity. If you cannot stay for that first hour of class, you need to make arrangements with another parent to stay with your child during skating time, even if your child just wants to color and read stories on the bench in the rink. Otherwise, please meet upstairs in the coat hallway at 10:30 for the morning class and 2pm for the afternoon class. Please make sure that your child has the proper equipment: Warm clothes, mittens, proper fitting skates, and helmets- **\*\*NO BIKE HELMETS will be allowed on the ice\*\***

### **Discipline Policy**

The Playschool has a zero tolerance policy for verbal or physical abuse. Realistic limits are set to protect the children and to maintain orderliness in their learning environment. Each child must understand what the limits are. It is important to maintain the program's goals when setting limits, all the while understanding that each child is an individual and has specific needs. Behaviours that are not acceptable will be dealt with consistently.

Unacceptable behaviours will be dealt with as follows:

12. Explain what the child has done and why the behaviour is not acceptable
13. Explain the logical consequences of their behaviour
14. Re-direct the child before the situation gets out of hand
15. Remain calm and in control of the situation
16. Always be consistent

### **Privacy Protection Policy**

The CCPA has a Communication and Privacy officer that will act as the contact person for the members and employees when privacy issues arise.

The Vice President will be responsible for the storage, security, and disposal of all registration documents containing personal information during their year on the board of directors. This would include registration forms, employee documents and any other documentation that is acquired over the year. The board members will receive a copy of names and phone numbers of the registered participants for contact purposes, and this information will be shredded at the end of the year. The teacher and teacher's assistant will also have access to the personal information of the participants for contact purposes, as well as using the information to aid in the planning of the classroom programs and activities. The emergency telephone volunteers will have access to student's names and phone numbers in order to contact parents in case of a school closure or other school related issues.

All persons who have access to personal information will be instructed as to their use of this information.

No private information will be released to the public or any other organization without consent of the member, but may be released to other members for the purpose of playschool business as seen reasonable and necessary. (i.e. school closures, special meetings, change in activity).

All information collected will be used only for its intended purpose as stated on each form.

Examples of activities where your child's personal information may be used are:

1. The use of individual or class photographs taken at the school for display in the school.
2. The use of photographs taken at the school-sponsored activities (i.e. Christmas concert, Halloween party etc.) for display in the school.
3. The use of student's names and phone numbers by emergency telephone classroom volunteers for classroom closures.

Please note: Photographs/videos of school activities (concerts, graduations, parties, etc.), that are open to the public, may be taken and used for the purpose within and

outside of the playschool. The playschool may not be able to restrict such photos/ videos from being taken at public events.

If you have any questions or concerns with the privacy policy of the CCPA, please contact the Communication and Privacy Officer.

### **Questions/Concerns**

If, at any time, you have questions or concerns regarding the playschool please feel free to contact any member of the board of directors, the teacher or the teacher's assistant. Or feel free to e mail us at [www.chestermereplayschool.com](http://www.chestermereplayschool.com) under the contact us link.