



Woodbend Community Playschool

Parent Handbook 2017-2018

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Woodbend Community Playschool

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www.woodbendhall.com

**Woodbend Hall is located in Parkland County
5km East of Highway 60 on Woodbend Road (9th Ave SW)
And Winterburn Road (215th St)
26002 – Twp Rd 514, Spruce Grove, AB T7Y 1A9**

Please read this entire handbook prior to the first day of class.

Welcome to our playschool! We are a non-profit, licensed, community-based, parent-run organization that has been in operation since 1976. Classes are held from September to May, with the exact dates and class length determined by the parent executive.

Mission

To enhance the quality of community life within the Woodbend area by providing a community-based, stable, parent-run playschool that is affordable and maintains high standards. Children learn through socialization and play and learning should be fun!

Registration

Registrations are held in the fall, winter and throughout the year for any late registrations. Classes are combined for 3 and 4 year olds and are filled on a first come, first served basis. Students must be 3 years of age by the first day of class and must be toilet trained and able to manage themselves independently in the bathroom. (Children are not allowed to attend the playschool in pull-ups.) Each class should have between 8-12 students with more students admitted at the discretion of the parent executive. We try to be as accommodating as possible, though the parent executive retains the right to refuse entry. The playschool executive hires the instructor under a yearly contract. We operate under the guidance of and as a subcommittee of the Woodbend Community Society.

Classes are Monday and Wednesdays.

We offer morning and/or afternoon classes (depending on number of children registered).

Morning: 9:00am to 11:30am or Afternoon: 12:30pm to 3:00pm

Registrations are accepted throughout the year, as long as space is available.

Our facility and program are licensed and inspected under the Government of Alberta Child Care Licensing Act. Parkland County Health Unit and Parkland County Fire Officials inspect the playschool at their discretion. Smoking is prohibited on the premises, during field trips and while transporting.

Fees & Withdrawal

Fees are set the previous spring in cooperation with Woodbend Community Society executive, with affordability and parent-run standards in mind. Fees need to cover the majority of expenses incurred by the playschool.

- Tuition \$79 per month

You will also be required to pay the following one time fees:

- Registration Fee \$20
- Fundraising (2 cheques dated Sept. 1 and Jan. 1) \$75 & 75
- Cleaning Deposit (undated cheque) \$60
- Woodbend Community Society membership fee \$10/year or \$27/ 3 years

The Registration Fee must be paid at registration and is non-refundable. Monthly tuition is paid by way of post-dated cheques. Parents may also choose to pay in one or two lump sum

payments. Fundraising Deposit and Cleaning Deposit must be paid no later than first day of class.

Returned Cheque (NSF) Fee: Should any of your cheques be returned by your bank for any reason, a \$35.00 returned cheque fee will be charged. This fee is to be paid in cash in addition to the amount of the returned cheque, within one week of your being notified.

The playschool requires no less than one month's written notice for any withdrawal from the program. If less than one month's notice is given, one month's fee will be kept by the playschool.

*No rebate or reduction of fees is allowed for temporary absence or holidays.

Fundraising

To help keep our monthly fees lower, the school participates in several fundraising projects throughout the year. Parents will provide two \$75 fundraising cheques which are undated. Throughout the year you may earn back this deposit and if you raise at least \$150 for the school (amount raised, not amount sold), you will receive the entire deposit back. If you do not raise the entire \$150, the school will refund only the amount raised. If a family raises more than the \$150, this money will go towards the program and supplies for the school.

Cleaning Days

Toy cleaning days will be scheduled for once a month, dates and time to be arranged by the executive. If you attend and clean toys on your cleaning days, the Toy Cleaning Deposit cheque will not be cashed.

Playschool Program

The program is a combination of both child-guided and teacher-directed activities. The child-guided activities would grow out of the interests that the children are displaying in their play. These interests could be building and stacking, transportation, or dramatic play. Teacher-directed activities would be a bit more product based, such as completing a letter or number worksheet to the best of their ability.

Playschool is a great way for children to start developing literacy skills. Just looking at a book or reading with the class can be the beginning of a lifelong relationship with reading. The main focus of playschool is socialization. It is important for children to interact with others their own age and to begin to further develop their personalities. A shy child at the beginning of the year, may be the most social at the end. I encourage a lot of free play for the children because through play, children learn. Play is their most important work because it lets them explore and experiment with theories they have with the world that they interact with. Overall, children should enjoy the time that they come to playschool and take with them as much as they can!

Our students will:

- learn socialization and to trust those outside of their families.
- gain independence and self-control.
- take initiative and assert themselves in socially acceptable ways.

- experience a sense of self-esteem.
- exhibit a positive attitude towards life.
- demonstrate cooperative, pro-social behavior.
- acquire learning and problem-solving skills.
- practice dramatic play.
- expand their verbal communication.
- develop beginning reading and writing skills.
- refine fine and gross motor skills.
- engage all senses in learning.

The program is based upon centers in the classroom. Some centers are staples, such as dramatic play, art, blocks, and the class library. Others are set up for only a few weeks and focus on a particular idea such as a grocery store, post office, or restaurant. The children have opportunity to choose and participate in the areas that interest them. Centers are small and usually allow 3-4 children to work together. In these small groups the children improve their social skills by learning to share, taking turns and valuing each other's vocabulary.

Children also benefit from centers by:

- making choices and carrying out plans to completion.
- building a positive self-image.
- developing responsibility as they use and care for centre materials.
- enhance creative problem solving.
- expanding their vocabulary.

Typical Daily Schedule at Playschool (2 1/2 hour class)

1. **Table Activities** – These activities allow children to come in and get settled into class by doing quiet activities. It allows children time to say hi to friends and socialize before class. They find out what the theme of the day or week is by coloring doing puzzles and or games.
9:00-9:15 **12:30-12:45pm**

2. **Circle Time** - Children learn the day of the week, date and weather. At this time we will pick a special helper for the day. Each child will get a turn once every 8-10 classes depending on how many students we have. This child will be line leader, will help shut off lights for clean up and do any other task teacher would have them do.
9:15-9:30am **12:45-1:00pm**

3. **Free Play** - *This time allows children to play with what they choose to as well as work on crafts, color, paint or work on numbers or letters.*
9:30-10:30am **1:00-2:00pm**

4. **Bathroom break and snack time**
10:30-10:50am 2:00-2:20pm

5. **Songs and Stories** – Children sing and participate in songs relevant to the week or their favourites. A book is read that is connected to the theme of the week 10:50-11:10am
2:20-2:40pm

5. **Gym or Playground** – Children can go in the gym to play games or outside to focus on gross motor skills and social development. Gross motor skills development: the use of balls, ropes, hoops, beanbags, etc., games, outdoor play including playground equipment. Winter outdoor activities are prearranged (e.g. tobogganing, snow play, nature walks, skating) and the parents will be notified.
11:10-11:30am 2:40-3:00pm

6. **Home Time** - Children prepare to go home by getting dressed by themselves or with help and packing lunch boxes or crafts.
11:30am 3:00pm

Note: The order and/or times in schedule may vary.

Guidelines and Behavior Management

Acceptable behavior is encouraged through positive reinforcement and building a good relationship with each child. Interventions by the teacher include redirection, modeling correct behavior and natural consequences. If a child loses control (e.g. becoming overly aggressive), he/she will be escorted to a quiet area and given a low key activity like reading or a puzzle to help him/her refocus. The child would then have the consequences of his or her actions explained to him/her, and provided an alternative to use in a similar situation (e.g. using their words). Children are never punished for accidents (e.g. spilling his/her drink), but may be asked to help clean-up as a responsibility lesson.

The teacher is solely responsible for discipline in the classroom. Any concerns the parents may have about classroom discipline should be discussed with the teacher after class time.

Roster Parent

At least one roster parent is required for each class, or more depending on class size. All volunteers interacting with the students must have a current criminal record check completed and submitted to executive prior to their assigned day. At registration, a letter will be provided to give to the RCMP that will waive your fees for the check. The roster parent will be in charge of making the schedule. If you are unable to attend your assigned day, you are responsible for switching with an alternate playschool parent.

If you are the roster parent, it is your child's show-and-tell day! Your child brings a special item to talk about with the class. Unless it is your day, please do not bring toys or other items to class.

It is highly recommended and preferred that siblings do not accompany you on your roster day. In the event that you must bring another child by necessity, a registration form must be filled out for that child so that the playschool has a record of all emergency contact info, etc. We also

require that you let the teacher know in advance so that she may make preparations accordingly. If adult/student ratio is affected, the child is disruptive or prevents you from performing roster duties, the teacher or executive may ask you to make alternate arrangements and refrain from bringing the child.

Roster Parent Expectations

- Be 5 minutes early for class to assist the teacher in any preparations for the day.
- Park away from the building in case of emergency.
- Wear clean indoor shoes.
- Enjoy the experience!

Duties During Class

- Assist children with crafts, games and activities.
- Help supervise students. Never leave children alone in any part of the hall, playground or outdoor facilities.
- Wash tables before snack.
- Help with bathroom breaks, hand washing, and snack.
- Near the end of class, fill children's baskets with correspondence and crafts.

Before Leaving

- Make sure classroom is tidy
- Clear off counters and wipe down tables.
- Sweep/mop/vacuum.
- Remove any sand, mud, etc. from the entryway.
- Other tasks at teacher's request.

Snacks

Parents are responsible for bringing a healthy, nutritious snack and drink for their child. No gum, candy or pop, please. Please label your child's lunch kit and any containers. When choosing what to pack, keep in mind that there are only 20-25 minutes to eat snack.

Birthdays and Parties

When your child has a birthday during the playschool season, you are welcome to bring in a treat such as cupcakes or cookies to share with the class. Please keep in mind any allergies within the class. Children with birthdays outside the playschool year will celebrate theirs during the "Unbirthday Party" closer to the end of the year.

Special Events

Parents will be advised of what refreshments they are required to bring for Halloween, Christmas, Valentine's Day, Easter, Year-End and Unbirthday parties. Parents and siblings are welcome to attend parties.

We will be having various field trips throughout the year. It is important to have parent participation, as we require 1 adult per 2 children. A first aid kit and student emergency info will be taken along for off-site activities.

Supplies and Clothing

All children need non-marking indoor shoes to be left at the school, a change of clothes in a backpack, and proper outdoor clothing (mittens, boots, hat, and snow pants in winter; sun hat, sunglasses, light coat, splash pants in spring/summer). Please remember to label all belongings.

Holidays and Cancellations

We close when Parkland School Division schools are not in session (i.e. spring break, holiday's, etc.) Playschool will be cancelled if buses are not running in Parkland County due to inclement weather (extremely icy roads, -25 degree or -30 degree wind chill temperatures). The teacher will make every attempt to inform everyone of a closure. You may also check on the Internet. Go to www.psd70.ab.ca and click on Student Transportation – School Closures.

Sickness, Medication, and Communicable Diseases

It is not fair to the rest of the class to bring a child who is ill. The child will not be able to participate in the program and we run the risk of infecting others. Please keep him/her home until he/she is feeling better. If your child develops a communicable disease such as measles, mumps, chicken pox, head lice, etc. please contact the teacher immediately. All communicable diseases must be reported to the Westview Health Centre Clinic. Any medications required to be given to a student during class time will be done so by the teacher and with written consent. The medication must be in its original container with the dosage and label. Allergies will be posted.

Accidents

The instructor will report all accidents occurring at playschool on an Incident Form, which must be signed by a parent. If a child is injured, the instructor will care for the injured child while the Roster Parent ushers the other students away from the area. If the child needs medical attention, the parent and/or emergency contact will be called. In serious cases, an ambulance will be called. All costs incurred are the responsibility of the child's parents.

Fire

Fire drills are held once a month to prepare the children in case of an emergency. Evacuation plans will be given to each family the start of the year. There is a smoke detector in our playschool.

Emergency Evacuation Procedures

1. Fires will be signaled by smoke alarm. Other emergencies will be signaled verbally.

2. The roster parent will usher the students outside and do a head count.
3. The instructor will check washrooms and alternate areas.
4. Keys and attendance binder will be taken (if possible).
5. Students will go to a Muster Point with the teacher and roster parent.
6. The teacher will contact all parents.

Parent Executive

Because our playschool is parent-run and non-profit, we must fill the volunteer positions available on the Parent Executive. This group represents all the parents and is a requirement in order to operate for the year.

Position	Duties
President	Chairs meetings and works with the community society executive to maintain the playschool according to policy. Carries out playschool business, leads the executive and maintains contact with our instructor.
Vice-President/ Hall Liaison	Assists the President and carries out the president's duties in his/her absence. Attends Woodbend Hall monthly meetings to pass along information from the playschool and record information passed to the playschool from the hall.
Secretary	Records the minutes of all meetings; records and responds to correspondence. Sends out the meeting minutes, either printed off or via email. Brings the previous minutes to each meeting.
Treasurer	Works with the community society executive to maintain the playschool according to policy. Handles financial obligations to keep the playschool running smoothly. Deposits cheques and handles money.
Roster/Toy Cleaning Coordinator	Prepares monthly roster schedules and makes a toy cleaning schedule for the year.
Fundraising Coordinator	Plans and organizes fundraisers to raise funds for the playschool.