

Parent Handbook



18710 – 72 Avenue

Edmonton, Alberta T5T 5E9

Classroom Phone: 780-293-3854

Email: info@callingwoodlymburnplayschool.com

Website: www.callingwoodlymburnplayschool.com

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Program Overview

Welcome to the Callingwood-Lymburn Community Playschool (CLCP); a non-profit, parent co-operative program offered by the Callingwood-Lymburn Community League (CLCL). The playschool is located within the Lymburn Elementary School at 18710-72 Ave. It is licensed by the Province of Alberta and, as part of the community league, is incorporated under the Societies Act of Alberta.



Our school has adopted the Learn Thru Play philosophy, believing that helping children to use their imagination fosters wonderful daily opportunities for learning. The purpose of the playschool is to provide enriching preschool experiences for children from the ages of three (3) years to five (5) years. It is our intent to provide a safe, warm, stimulating environment for all children; an environment that provides opportunities to play and learn under the direction of qualified and experienced teachers.

Our program strives to develop the total child: emotionally, socially, intellectually and physically. We are a co-operative playschool where all parents participate in our school's operations by assisting in classroom activities. Parents can also participate on the CLCP Parent Committee, which oversees the running of the program under the guidance and approval of the CLCL.

The programs offered are:

3 Year old Program

The 3 year old program runs Tuesday and Thursday mornings from 9:00 - 11:15 a.m. and afternoons from 1:00 - 3:15 p.m.

- Children must be 3 years of age on, or before December 31st of the school year.
- The child must be potty trained.
- Children who are 3 years of age on the first day of school are expected to attend class without a parent present.
- Due to licensing requirements, children who are 2 years of age on the first day of school must attend with their parent/guardian until the child turns 3 years of age.
- If you don't want to attend class with your child till their 3rd birthday, your child's spot can only be guaranteed if you pay the registration and tuition fees for the duration of time between the start of school in September, to the child's 3rd birthday.

4 Year old Program

The 4 year old program runs Monday, Wednesday, and Friday mornings from 9:00 - 11:15 a.m. and afternoons from 1:00 - 3:15 p.m.

- Children must be 4 years of age on, or before December 31st of the school year.
- The child must be potty trained.

*Deadline for registration for the current school year is February 1st. Exceptions can be made if the current registration is less than 8 children out of a maximum of 15 per class.

Class Environment

Our teachers create environments that will challenge and stimulate each child. We accept each child as a worthwhile individual and strive to develop his/her esteem by always stressing the positive.

The playschool is set up with learning centres. These centres offer a variety of play alternatives, so that the children are making conscious choices during the session as to what they want to explore. The learning centres include a playhouse with appropriate props and dress up clothes, water play, sand play, quiet play, painting, crafts, play-dough station and access to a gym area. We do not consider our playschool to be an educational institution with formal instruction as an objective, rather; a learning through play program.

According to Alberta Child and Family Services, the required adult to child ratio for 3 to 5 year olds in playschool is 1:12. At Callingwood-Lymburn Community Playschool (CLCP), we run our playschool with a ratio of 1:5-8 to improve teacher to child interaction and supervision.

Children requiring an education assistant or inclusive education are welcome at CLCP. Please contact our registrar for more information.

Teacher – Parent Communication

Our teachers and the CLCP Parent Committee would like to encourage all parents to feel free to seek out the teacher to discuss their child's activities and behavior at the playschool. As it is not always convenient for the teacher to interrupt the program to talk with a parent, we suggest you indicate to the teacher your desire to discuss your child. The teacher will then set up a time for you to meet and discuss your child's unique activities and interests.

Separation from Parents

Starting playschool should be a fun and exciting time for our children, however, sometimes at the start of the school year, some children have a hard time letting go of their parents. CLCP understands that. At the beginning of the school year, parents/guardians are welcome to stay with their child in the classroom for up to 2 months to help them adjust.

If your child is still experiencing separation anxiety after the first 2 months of their enrollment, at the discretion of the teacher, CLCP may require your child to withdraw from class.

If your child is experiencing separation anxiety, or if you have any questions about anxiety disorders that your child may be exhibiting, please arrange a discussion with your teacher to help work towards helping your child become more independent at playschool.

Parent Involvement

CLCP is a playschool that requires parental involvement. It is governed by a committee of volunteer parents and runs in conjunction with, and is covered through insurance by, the Callingwood-Lymburn Community League. The CLCP Parent Committee members and teachers will endeavor to keep parents informed regarding all aspects of the playschool. Parents are expected to assist in the classroom on a regular basis via a variety of methods such as parent helper ("roster") days, fieldtrips, parties, concerts, toy cleanings, bingo and other fundraising events. Every effort is made to keep fees low as possible as a result of parental involvement in the school. Most fees are used to make the classroom lease payments and pay the teachers' salaries. A portion of the fee is used to replenish classroom supplies (i.e. toys, educational aids, etc.) used in class during the year. Fundraising activities may occur at various times throughout the year to augment our fees so that we can provide the best learning experiences possible for the children.

In order to stay in touch, there are two meetings throughout the year that at least one parent from each family is expected to attend. These meetings take a couple of hours in the evening and are in September and January. These meetings are vital for the distribution of critical information, chocolate pick up, league memberships, Roster/Bingo/Toy cleaning sign-up and annual volunteer board selection.

Helper Parent (Roster) Guidelines

All families are required to help for a prescheduled number of days over the year. These days are selected by you as fairly as possible. The following rules must be adhered to as it affects either our license as a Playschool or the ability to keep your child in this playschool. Any parent or guardian (18 years or older) can serve as a helper to the teacher on your scheduled day. Do not be surprised if your child acts up while you are helping.

Helpers are required to sign in and out of the main office of Lymburn school, so they are aware of who is in the building in case of emergency or otherwise.

In the event of an emergency, the parent helper will be required to follow instructions by the teacher and/or other emergency personnel; therefore, for the safety of the children, the helper parent **MUST** be fluent in the English language.

The helper parent should, at the teacher's request, be willing to help in many different circumstances: control the class, participate in activities, prepare craft and play materials, dress children for outdoor activities and assist with washroom visits. Remember, when you are a helper, you are there to help and not to do the child's work. **Encourage the children to do as much as possible for themselves.**

The helper parent cleans and makes the room tidy at the end of the class, including sweeping and vacuuming, washing tables and counters, washing craft tools, etc. Be prepared to stay 15 minutes after class ends – 11:30 a.m. and 3:30 p.m. A complete list of cleaning duties is available in the classroom.

Siblings or any extra children are **NOT** allowed to accompany you to your Parent Helper day. Parents are encouraged to bring their own indoor shoes while helping in the Playschool.

You must fulfill your roster duty as assigned. If, for some reason, you are unable to attend, **it is your responsibility to find another parent to cover your shift.** Your child's class list with email and phone contact information will be provided to each family. Use this contact information to arrange coverage by switching helper days with another family. You may also ask your class representative for help to connect with other parents in your class. Parents can also ask friends or family to fill in for them, if needed. Teacher's should not be asked at any time to help find replacements for helper days.

Failure to take your roster turn will result in your parent helper security deposit to be withdrawn. Please see more details regarding this policy under "Security Deposits" in the Fees section of this handbook.

Arriving Late – Helper Day

Helper parents are to arrive at 8:45 a.m. for morning classes and 12:45 p.m. for afternoon classes. This is 15 minutes prior to class starting. This allows time for the helper parent to discuss the class activities with the teacher. One warning will be issued to your family via our Roster Coordinator if you arrive 15 minutes late to your helper day, with no notification - (meaning if you arrive at 9:00 a.m.). After the second 15-minute late event, your parent helper security deposit will be withdrawn. In the event a parent helper is 15-30 minutes late; this security deposit will be withdrawn on the first offense. Take weather, road conditions and hourly traffic into account when coming in for your helper day.

Toy Cleaning / Bingo Event Guidelines

All families are required to participate in either 3 Toy Cleanings or 1 Bingo and 1 Toy Cleaning during the school year.

Parents sign up for the bingo and/or toy cleanings at the general meeting held in September. These days are selected by you as fairly as possible.

The CLCP Parent Committee executive projects a budget for the year and books bingos accordingly by February of the prior year. The CLCP Parent Committee reserves the right to book extra bingos during the school year, depending on the financial status of the playschool. The CLCP Parent Committee reserves the right to request parents volunteer their time to work at the bingo(s) in order to meet the financial requirements for the school.

Toy cleanings are required to meet licensing requirements for the playschool and are held once each month during the evening and, on average, take about 2 hours. Toy cleanings involve a thorough cleaning of the contents (toys, equipment, etc.) of the playschool room following licensing guidelines.

Ghost Helper

You must fulfill your roster, bingo and toy clean duties as assigned. If, for some reason, you are unable to show on your scheduled day, it is your responsibility to find another parent to cover your shift.

Ghost helpers are meant to be used as a last resort in lieu of cancelling class. If at any time a parent/family cannot fill in the role they have signed up for and they have exhausted all means to find a replacement helper, the family can contact their class representative to call in a ghost helper to fill in that position. CLCP will withdraw either your \$100 parent helper security deposit, or \$100 Toy Clean/Bingo security deposit to help pay the ghost parent hired to cover your absence.

- If the time to start class arrives and we are unable to contact you, a ghost helper will be called, and your \$100 security deposit withdrawal will be made.
- If you arrive after class has started, without prior communication, your security deposit may still be withdrawn.
- If no one is available to stay and a ghost helper cannot be contacted, class will be cancelled.

If you are interested in becoming a Ghost Helper, please read the role description in the Playschool Volunteer section of the Parent Handbook.

Bathroom Guidelines

All children must be toilet trained. Should a child continually have toileting accidents, the parents may be asked to withdraw the child for the time required to reinforce and complete the training process. The parents will be given the option of saving the spot in class by continuing to pay the monthly fee or withdrawing and re-registering, if there is an opening.

The playschool must use the Lymburn school bathroom facility, which is located outside the classroom and down the hall. During bathroom visits, **BOTH** helper parents must accompany the children leaving no more than 12 children in class with the teacher (adhering to the adult to child licensing ratio 1:12). For example, in a class of 15 students, at least 3 will go to the bathroom with 2 helper parents, leaving 12 children in the classroom with 1 teacher.

Drop Off / Pick Up

An adult must accompany your child to and from the school. This adult must sign in your child at the beginning of class and sign out your child at the end of the class. The playschool is not responsible for any child until they are in the playschool classroom.

Remain in the hallway with your child until the teacher opens the classroom door. There are rugs to sit on and books on a shelf that you can read to your child, while waiting quietly.

Ensure your child's outerwear is removed, inside shoes are put on and the child is presented to the teacher.

You **must** remain with your child until the teacher and both helper parents have arrived. If two parent helpers are not present by the time school is supposed to start, the teacher or class representative may ask another parent to fill in. If the class does not have two parent helpers willing to stay, class will be canceled for the day.

Do not drop off your child before 9 am or 1 pm, as the teacher and the helper parents need this time to get organized. Pick up your children promptly at 11:15 a.m. or 3:15 p.m., as the helper parent must wait until all children have been picked up before he/she can leave. In the event you will be late, please notify the teacher via the school phone (**780-293-3854**), you are encouraged to keep the school phone number saved in your mobile phone. Fees will be charged if late pickups become problematic. Minutes late from 11:15 or 3:15 x \$5 = penalty.

Snack

For each morning and afternoon session, the two helper parents provide a snack for **all** the children. The snack should be nutritious and cover **two** food groups. Water will be provided to drink.

Board of Health regulations: NO part of the snack may be prepared at home.

Any preparation must be done at the playschool and all ingredients must be brought in their original, unopened packages. Food allergies for the students in your class are listed on the class contact information sheet families were provided at the beginning of the school year. Children's food allergies are also posted on the door of the classroom refrigerator. Please prepare enough for all of the children in your class. Helper parents and the teacher will give out snack. Snack items **must** be posted on the snack calendar in the classroom.

Snack suggestions:

- Raw fruit or vegetables with yogurt, cheese or salad dressing for a dip.
- Individual tins of fruit served with crackers or cheese.
- Blueberry, apple, carrot, raisin muffins, etc.
- Blueberry, zucchini, carrot, banana bread, etc.
- Small sandwiches (ingredients must be prepared at school) cut into interesting shapes.
- Nutritious cookies.
- Fruit kabobs melon, orange segments alternated with cheese cubes on a party pick.

Foods to Avoid:

Peanuts, Caramels, Hard Candy, Popcorn, Seeds, Whole Grapes, and Potato Chips.

*Please check for any food allergies before preparing snack.

Lymburn School is a nut free school; therefore, the playschool must follow this policy.

Classroom Safety

If for any reason a helper parent puts the safety of any child or the teacher (including teacher's aides) at risk, or violates human rights, that parent will be asked to leave after a replacement arrives and the child of the offending parent will be withdrawn from the program with all fees for that month and helper deposit forfeit.

CLCP operates under a zero tolerance for alcohol and drugs. Any parent in possession of illegal drugs or alcohol on school grounds will be reported to police and your child will be withdrawn from the program with all fees for that month forfeit.

Fees

The playschool is funded primarily through the monthly tuition fees, paid by parents via pre-authorized debit agreement. This is to be completed with registration. In addition to selling chocolates twice within the school year (which is an expectation in our registration package), fundraising may be held throughout the year to augment the fees.

Callingwood-Lymburn Community Playschool Fees

Item	Fee Charged
Registration Fee	\$50
Monthly tuition fee for 3-year-old program	\$110/month
Monthly tuition fee for 4-year-old program	\$135/month
Mandatory Chocolate Fundraiser	* \$90 in Sept and \$90 in Jan
CLCL family membership	\$35
Parent Helper Security Deposit	\$100
Toy Cleaning/Bingo Security Deposit or, if you are on the Parent Committee, this is your Parent Committee Responsibility Deposit	\$100
NSF Fee	\$25
Late Payment Fee	\$25

The financial books are audited each school year. Financial statements are available upon request.

*Families may also opt out of buying chocolates and pay the profits normally earned during this fundraiser. This would require the family to provide authorization for two \$50 withdrawals at time of registration in lieu of two \$90 withdrawals mentioned above. Opting out of the chocolate fundraiser does not qualify for the discount for multiple children enrolled in CLCP at the same time.

Registration Fee

A \$50 registration fee is withdrawn on the 15th of the month after registration of your child. It is required to hold the place for your child in the playschool. This registration fee is non-refundable.

Monthly Fees

Monthly fees are withdrawn on the 1st business day of each month. They are subject to change at the discretion of the CLCP Parent Committee and Community League. The Playschool has a “no cash” policy; money orders only please.

The pre-authorized debit (PAD) agreement must be completed at the time of registration. Parents may also choose to pay in one or two lump sum payments. If paying by money order, the Treasurer must receive the monthly fee by the 1st of the month.

When families register after September, all fees are withdrawn within 30 days (e.g. tuition, registration fee, CLCL membership and chocolate fundraising).

Chocolate Fundraiser

This fundraiser consists of selling chocolates at the beginning of the child’s school year (September) and at the mid-way point (January). The chocolates cost \$90 at both fundraising periods, withdrawn on September 15th and January 15th of the school year. Authorization for these two \$90 withdrawals are required at the time of registration. Proceeds go immediately to

the school. Subsequently, the money that parents might collect from their chocolate sales will then be theirs to keep. As mentioned above: families may also opt out of buying chocolates and pay the profits normally earned during this fundraiser. This would require the family to provide authorization for two \$50 withdrawals at time of registration in lieu of two \$90 payments mentioned above. Opting out of the chocolate fundraiser does not qualify for the discount for multiple children enrolled in CLCP at the same time.

Families with more than 1 child attending CLCP at the same will only be required to pay for half of the fees associated with the chocolate fundraiser for each additional child after the first child.

Community league Membership

The playschool is a Callingwood-Lymburn Community League program. **A CLCL Family Membership purchase is a mandatory component of the completed registration form for your child to be able to attend the playschool. This is for insurance purposes.**

As a program of the community league, a member of the Playschool executive committee will attend the community league monthly meetings to keep the community league board informed. The community league board will discuss and vote on any issues should the need arise. A representative from the Callingwood-Lymburn Community League will be at the September parent meeting so memberships can be distributed.

Security Deposits

Authorization for a \$100 Parent Helper security deposit is required at the time of registration. The authorization is given until the end of the school year as an assurance that your family participates in your assigned helper days. In the event of a “no show” for a parent helper day, the \$100 withdrawal will be made.

Your child will be able to attend class as normal, unless CLCP receives notice of NSF due to the security deposit withdrawal. At that time your child will be unable to attend class until your account is cleared. There is a limit for such occurrences that the CLCP Parent Committee will tolerate due to the nature of our playschool being a parent co-operative. If all parent helper days are fulfilled, the security deposit withdrawal will not be made.

Should your family “no show”/miss a second helper day during the year without arranging coverage on your own, your child’s spot in his/her class will be forfeited. The CLCP Parent Committee will advise your family, in writing, that the last day of that month will be the last day of school for your child, for that school year.

Authorization for a \$100, \$200, \$300 Toy Cleaning/ Bingo security deposit will be required at the time of registration. The authorization is given until the end of the school year as an assurance that your family will fulfill your assigned duties for one toy cleaning and one bingo during the school year.

In the event of a “no show” for a toy cleaning or bingo, the \$100 withdrawal will be made. The new value of your deposit will increase by \$100 with each “no show” to your toy cleaning or bingo.

For example: your first “no show” there will be a withdrawal of \$100 to your account, second “no-show” the withdrawal will increase to \$200, and the third “no-show” to \$300, etc. There is a limit for such occurrences that the CLCP Parent Committee will tolerate due to the nature of our playschool being parent co-operative.

Your child will be unable to attend class until the payment is provided. If all toy cleanings and bingos are fulfilled, the security deposit withdrawal will not be made.

Late Payments and Items Returned Unpaid (Non-Sufficient Fund's)

Tuition fees paid by money order are due on or before the 1st of each month. Payment received after the 1st will be considered "late". If the Treasurer does not receive payment by the 1st of the month, or the bank rejects a cheque or a pre-authorized payment due to non-sufficient-funds, the parent will be charged a \$25 late/NSF fee. The late/NSF fee and any outstanding tuition will be withdrawn on the 15th of the month after the late payment. The associated child will not be able to attend class until the account is cleared. After two late payments or NSF's the child will be automatically withdrawn from the class. Please note that our teachers are not responsible for collecting fees and will not accept your fee payments. All payments must be given directly to the Treasurer who can be contacted via email treasurer@callingwoolyburnplayschool.com

Refunds and Withdrawals

One month's written notice is required for a child's withdrawal from the playschool. There will be no refunds for partial months. Failure to provide this written notice will result in the withdrawal of your fees for the next month. Parents MUST complete and sign a withdrawal form as their written notice. Forms are available from the Registrar and on the website: www.callingwoodlyburnplayschool.com. You are required to complete any and all parent helper/toy cleaning/bingo dates you have signed up for during this one-month period. Failure to give adequate notice for withdrawal from the program, or in fulfilling parent helper/toy cleaning/bingo duties for the month, will result in the withdrawal of the following month's tuition, as well as withdrawal of toy cleaning/ bingo deposit and/or parent helper deposit.

CLCP reserves the right to immediately remove any child from the program who displays physically violent behavior, which cannot be resolved, at the Executive's discretion. In such a case, all unused portion of tuition will be returned less their fundraising funds.

Subsidy

The Alberta government provides financial assistance to low and middle-income families for childcare, including playschool. Only monthly tuition fees are subsidized. Registration fees, chocolate fundraising fees, and toy cleaning and bingo security deposits do not qualify for subsidy. Application forms and further information are available online at:

<http://humanservices.alberta.ca/financial-support/15104.html><http://humanservices.alberta.ca/financial-support/15104.html>

We encourage parents to apply early so that subsidy is in place for the start of the school year. Applications are generally accepted August 1st. Parents will be expected to complete a pre-authorized debit form for the monthly tuition payments. CLCP will debit the tuition fees from the parent's account each month and then reimbursement cheques will be issued to parents as applicable subsidy funds are received by the playschool from the government. Subsidy claim forms are submitted on the first of each month but pertain to the class hours attended during the previous month, therefore reimbursement typically begins 6-8 weeks after the start of the school year (ex. September subsidy is submitted October 1st and typically received at the end of October, October subsidy is received at the end of November, etc.).

Media (Photo / Video) Release

If you choose “Yes” for the media and photography release on your child’s registration form, then you are agreeing to the following terms:

- The use of your child's photo to be used in the Playschool and/or Newsletter, website or any other promotional material.
- Photos to be taken of your child while in the Playschool, school grounds or during fieldtrips for use in your child’s yearbook.
- Videos to be taken of your child while in the Playschool, school grounds or during fieldtrips to be used in the Playschool and/or website or any other promotional material which may include local news coverage (educational purposes only).
- The use of your child's first name to accompany photos, videos and artwork that may be displayed or used at the school, newsletter, website and/or any other promotional material.
- The use of your child's artwork to be displayed in the Playschool. This artwork may also be used in the Playschool and/or newsletter, website, videos or promotional material.

Please remember if you are using your personal device for photos / video that any photos / videos taken it is only of your child. For more information please visit

<https://www.servicealberta.ca/foip/>

Discipline Philosophy

Our goal is to help children develop the behaviour necessary for successful living via teaching and setting limits in a caring environment. There will be times when children exhibit inappropriate behaviour during the course of the program. When aggressive or disruptive action or words occur, the teacher will talk to the child. If persistent negative behaviour continues, the child will be redirected to another activity. The child will be asked for their input on any solutions.

If there are continuing problems with a child, and no conclusion or resolution can be met, the child may be asked to leave the program.

Following written documentation by the teacher, the Callingwood-Lymburn Community Playschool Executive Committee members reserve the right to immediately withdraw any child who displays physically violent behavior that puts others at risk of harm.

Please inform the teacher of any changes or upsets in your child's life. Factors such as lack of sleep, a new baby in the house, or parents being away are reasons to consider as potential causes of negative behaviour. Should the teacher observe a change in classroom behaviour, it will be brought to the parent's attention.

In accordance with the Child Care Licensing Act, the following forms of "discipline" will AT NO TIME be permitted to occur during the course of the playschool program with CLCP:

- Physical punishment
- Verbal degradation
- Emotional deprivation
- Denying of basic necessities
- Physical restraint
- Confinement Isolation

Our teachers are willing to discuss the discipline policy with all parents, should they require. To facilitate continuity in the program, we ask that the "helper parent" leave all the discipline issues to the teacher.

Incident Reporting

In the event your child is involved in an accident or becomes seriously ill while involved in the school program, the teacher and Chair member will immediately contact you. Your child will receive immediate medical attention, if required. As well, if your child is involved in a situation that makes him/her seriously ill/injured while attending the playschool program, the playschool Chair member will promptly notify the school's licensing officer with Child Care Services regarding the situation, as well as ensure all proper follow up documentation is complete.

Medication Policy

Teachers at the playschool, according to the Child Care Licensing Act, may only administer medication, or allow that to occur, once written consent of a child's parent has been obtained. Furthermore, the medication must be in the original, labeled container. The parent must complete and sign a document detailing the medical condition and use of medications. If permitted, the medication will be administered according to label directions. The teacher will

then record the name of the medication given, the time it was given, the amount administered and the initials of the person who administered the medication.

All emergency type medication provided by parents will be stored in an unlocked area, inaccessible to children, within the classroom.

Any allergies or other medical problems your child has must be detailed on the registration form. Please ensure that the information given on the registration form is current. If a child has multiple food allergies, the parent is responsible for his/her snack.

Portable Emergency Files

If the teachers leave the classroom during the playschool program, they will carry with them, at all times, portable emergency files. The files contain information regarding each child's parent or guardian and alternate emergency contact person's information, as well as allergy and immunization information.

Fire Drill, Lockdown, and Emergency Evacuation Plan

CLCP in partnership with Lymburn School and Staff are supportive of our staff, children, and parents and it is imperative that our lines of communication are kept open during emergency drills and events. This will ensure the safety of all students and adults in the building, leaving no one unaccounted for or in danger. This begins, every day, with visitors SIGNING IN (and out), in the main office. If you are staying in class as a volunteer or roster parent, you MUST SIGN IN. This informs staff and emergency personnel know who is in the building at all times.

The following is a comprehensive explanation of what our responsibilities are, as supervising adults, during fire drills, lock down drills, and real emergency events.

1) Fire Drills

When you hear the fire bell:

*collect the children you are responsible for (in the classroom, in the gymnasium, in the hall, or in the bathroom)

*make your way to the supervising TEACHER

*the TEACHER will collect the sign-in sheet (attendance) AND the emergency contact binder for the class AND the class cell phone

*it is helpful if any supervising adults have personal cell phones as well

*the teacher will lead the students, volunteers, and roster parents out of the nearest safe exit and away from the building

*the teacher will take attendance and record it on paper provided by the school (in front of "emergency contact information" binder)

*the teacher will send one adult with the attendance sheet to the front of the school to inform office staff of children and adults who are accounted for and unaccounted for

*wait for instructions to return to the school or begin calling contacts to pick up students

2) Lock Down Drills

*the school staff announces "LOCK DOWN, LOCK DOWN, LOCK DOWN" over the intercom

*the teacher informs supervising adults to guide the students under the loft (in the class room)

*the teacher turns off the lights, closes the blinds (4), and locks the classroom door with their key (kept on their person at all times)

*the teacher takes the sign-in sheet (attendance) AND the emergency contact binder for the class AND the class cell phone and joins the class under the loft

*the teacher takes attendance and records it on paper provided by the school (in front of "emergency contact information" binder OR "emergency plan" binder

*the teacher or a supervising adult informs the SCHOOL OFFICE by phone or email

*wait for instructions from school or emergency personnel
(in the case of a DRILL, the principal will go around the school checking to see if doors are locked and lights are out)

*IN THE CASE OF A LOCKDOWN DRILL OF EVENT AND YOU ARE NOT IN THE CLASSROOM (in the bathroom with students, in the gym, etc.)

**GET TO THE CLASSROOM if you are close

**GET TO THE OFFICE with the students you have and call from office phone or personal cell phone the CLASSROOM cell, to inform school and CLCP teacher that you and your students are safe (texting is fine too)

*IMPORTANT!!

1) Sign in at the office EVERY TIME YOU ARE HELPING IN THE CLASS

2) Anyone who is in charge of supervising our students MUST know about these procedures and the possibility of a drill/event (if someone is helping you out, it is your job to inform them, for the safety of your children, their classmates, and emergency personnel who are also looking out for us.

3) Helpers must be able to understand and follow instructions from the teacher.

The emergency evacuation location for CLCP is St. Martha's School, located at 7240 - 180 Street in Edmonton.

Other Important Rules and Regulations

Do not bring your child to class if he/she is sick, has a contagious condition; they have a fever, or have vomited recently. **The teacher can refuse admittance of a sick child.** The playschool also encourages families to get their flu shots in the fall.

Do not dress your children in their best clothes and be sure they come with indoor shoes. Label your child's belongings. Keep a change of clothing for your child in their backpack, should they need to change their clothing while at playschool.

Children are not to bring candy, toys, etc. to school unless they have been requested to do so. NO GUM PLEASE.

Check the bulletin board often.

The bulletin board will contain important notices that will be of interest to you. In addition to email, regularly check your child's mail slot located just outside the classroom.

Participate in all required parent meetings.

The CLCP requires input and cooperation throughout the year and cannot operate efficiently without parental involvement and support.

Parking

Do **NOT** park in the loading zone in front of the school as this is reserved for buses only and you will be towed. Do not park in the school parking lot, those spots are paid for and used by the school staff. Street parking is available.

Holidays / School Closure

The Playschool follows the Holiday's and Professional Development Days of the Edmonton Public School Board.

In the event of severe weather, it may be necessary to cancel class. Every attempt will be made to get a complete executive vote on this matter, but ultimately it might be necessary for the Chair and the teacher to make the final decision due to time constraints in order for class representatives to contact everyone in the class.

Classes will be cancelled if the temperature is -35°C without wind-chill (or below) based on Environment Canada's Forecast. Please use your discretion. If you have any questions, please contact your class representative. In the event class is canceled, it will not be made up.

CLCP Parent Committee Responsibilities

Parent Committee Responsibilities – The committee consists of parent volunteers whose roles are to be collectively responsible for day-to-day operations of the playschool.

Each Committee member must commit to attending monthly meetings and general meetings. If a parent committee member misses 3 CLCP parent committee meetings they will forfeit their \$100 parent committee responsibility deposit. Even if you are performing your responsibilities, you MUST attend 80% of the meetings.

Committee meetings are held once every month in the evening, typically in the first week. General meetings occur twice a year in September and January.

CLCP Executive Committee members:

- Chair
- Vice Chair
- Treasurer
- Registrar
- Secretary

CLCP Committee members:

- Roster Coordinator
- Media Coordinator / Publisher
- Events Coordinator
- Donations Coordinator
- Class Representatives (4)
- Teachers
- Community League Representative – provided by the Community League

CHAIR – Criminal record check required

chair@callingwoodlymburnplayschool.com

- Arranging and chairing all Committee/parent meetings (agenda, room bookings).
- Ensures completion and submission of clear criminal records check for all required positions
- Provides a monthly newsletter submission.
- Acts as liaison between the CLCL and the CLCP Parent Committee, attending league meetings each month (or has a designated executive CLCP Parent Committee member attend), providing written updates including financials. Attends CLCL AGM held in the fall to submit yearly update.
- Maintaining communication with the teachers in regard to programming.
- Ensures that the playschool complies with Child Care Licensing. Works with CLCL Executive to ensure that the license, insurance and lease agreements are intact for the duration of the school year.

- Works collaboratively with the CLCP Parent Committee to develop and enforce rules, regulations and policies of the playschool and ensuring they comply with licensing.
- Determines and monitors the playschool budget in conjunction with the Treasurer, which includes maintaining general supervision of financial position.
- Coordinates with the Treasurer and Children's Services to reimburse parents receiving subsidy.
- Works collaboratively with the CLCP Parent Committee to plan and develop short and long-range goals and objectives.
- Will maintain classroom inventory for insurance purposes.
- Maintains a list of qualified substitute teachers.
- Acts as MC for special events.
- Meets with the incoming Chair for training and information sharing.

VICE CHAIR – Criminal record check required

vicechair@callingwoodlymburnplayschool.com

- Acts as Chair when Chair is unable to do so.
- Provides a monthly newsletter submission as required.
- Monitors playschool supplies and checks with teachers at the beginning of each month for a list of required supplies. Purchases needed items.
- In charge of ensuring photographer for the year is booked and has the updated class list (will act as the photo contact person for CLCP).
- Meets with the incoming Vice Chair for training and information sharing.

Responsibilities regarding **Toy Cleanings**:

- Setting up toy cleaning schedule for General Meeting in September.
- Reminding toy cleaners of monthly cleaning (approximately a week before toy cleaning).
- Attend the toy cleaning or assign a parent coordinator for each cleaning to ensure everything is set up for toy cleaners and everyone understands what needs to be done according to Licensing.

Regarding **Bingos**:

- To establish sign-up sheets for the bingo fundraiser and remind volunteer parents to attend.
- Works in collaboration with CLCL to book bingos through Caesars in January for the following year (2-3 evening bingos).
- Must attend a league bingo prior to the first playschool bingo to learn the Controller position*
- Must attend all playschool bingos to act as a controller and ensure all parents attend*

- * If the vice chair is not able to perform the last two points, they will communicate with the CLCL to ensure a Bingo Chair is available and will provide a list of parent volunteers.

TREASURER – Criminal record check required

treasurer@callingwoodlymburnplayschool.com

- Responsible for overseeing and conducting financial matters – ideally has some accounting background.
- Works with Chair on all financial matters as determined by the CLCP Parent Committee (budget, status) as well as CLCL financial contact regarding reporting to the CLCL monthly.
- Ensures that all registration fees are collected as required.
- Coordinates all banking transactions with the CLCL financial contact.
- Prepares budget for school year, along with the Chair and CLCL.
- Makes recommendations as to how much fundraising should take place.
- Enters all financial transactions into QuickBooks.
- Generates financial reports for CLCP monthly meetings.
- Completes bank reconciliations monthly in QuickBooks.
- Acts as liaison between CLCP parents and the CLCL financial contact.
- Collects any payments that were returned as NSF.
- Organizes peer review of financial books by someone other than current signing authority (e.g. member of CLCL).
- Complete balanced year-end books (ending June 30) to pass on to new Treasurer.
- Meets with the incoming Treasurer for training and information sharing.

REGISTRAR – Criminal record check required

info@callingwoodlymburnplayschool.com

- Responsible for all playschool registrations.
- Provides a monthly newsletter submission as required.
- Responds to all inquiries regarding registration. The current registrar will have the playschool's cell phone over the summer months, as well as he/she has access to the playschool email account to monitor incoming inquiries.
- Responsible for making blank registration forms available to the parents and for receiving fees.
- Maintains the waiting list of parents wishing to register and will use this list to fill vacancies throughout the year.
- Maintains a close liaison with Chair and the teachers.
- Keeps CLCP Parent Committee members informed of new family information.

- Responsible for keeping all class lists, registration forms and portable emergency files up to date.
- Meets with the incoming Registrar for training and information sharing.

SECRETARY

Personal email is used.

- Records minutes at all CLCP Parent Committee meetings.
- Prepares a typed version of the meeting minutes for the CLCP and CLCL submission.
- Works in conjunction with the CLCP Parent Committee to produce the monthly newsletter.
- Once the monthly Newsletter is completed, Media is informed to email it out to playschool families.
- Puts monthly Minutes and Newsletters on OneDrive for record.
- Meets with the incoming Secretary for training and information sharing.

ROSTER COORDINATOR

roster@callingwoodlymburnplayschool.com

- Compiles the Helper Parent/Roster schedule for all the classes with assistance from Class Representatives to fill all helper days.
- Provides a monthly newsletter submission as required.
- Ensures all allergies are noted on respective schedule handouts.
- Completes any modifications to roster if necessary, throughout the year and notifies the parents and class reps involved.
- Ensures all parents sign up for allotted number of helper days.
- Put a copy of the roster along with the contact sheet in each child's mailbox at the beginning of each semester.
- Meets with the incoming Roster Parent for training and information sharing.

MEDIA COORDINATOR/PUBLISHER

media@callingwoodlymburnplayschool.com

- Maintains and updates the CLCP website.
- Maintains and updates the CLCP Facebook page.
- Provides a monthly newsletter submission as required.
- Once the Newsletter and Calendars are received from the Secretary, Media will email them out to all playschool families, post the links to them on the playschool's Facebook page as well as add them to the CLCP website.
- Pays website domain and website hosting account fees yearly (in April).
- Pays Microsoft (OneDrive) account fees yearly (in August).

- Management and regular checking of CLCP board email accounts.
- Posts current versions of the Parent Handbook and all registration forms on the CLCP website.
- Meets with the incoming Media Coordinator/Publisher for training and information sharing.

EVENTS COORDINATOR – Criminal record check required

events@callingwoodlymburnplayschool.com

- Coordinates CLCP events in collaboration with the teachers and the CLCP Parent Committee (e.g. Halloween party, Christmas concert, end of year Carnival). This will include booking venues, entertainment (as required) and coordinating parent volunteers.
- Works collaboratively with the Donations Coordinator regarding our special event fundraiser. Includes booking venue, entertainment, and coordinating parent volunteers.
- Creates invitations for events.
- Provides a monthly newsletter submission as required.
- Assists the teachers as needed with fieldtrip bookings, etc.
- Responsible for assisting teachers and committee members book meeting rooms, gymnasium, music room and community hall.
- Meets with the incoming Events Coordinator for training and information sharing.
- Liaison to assist teachers with individual class events

DONATIONS COORDINATOR – Criminal record check required

donations@callingwoodlymburnplayschool.com

- Coordinates chocolate fundraiser in September and January of the school year.
- Coordinates chocolates for September delivery by end of June in collaboration with the Chair.
- Coordinates chocolates for additional sales throughout the school year and restocking as required.
- Coordinates chocolates for late registrants.
- Provides a monthly newsletter submission as required.
- Plans, advertises, coordinates donations and solicits donations for special event fundraiser (e.g. Family dance in the spring). This will include booking venues, entertainment and coordinating parent volunteers in collaboration with the Events Coordinator.
- Works with CLCP Parent Committee and parent volunteers to obtain donations and prepare items for the event. Coordinates with class reps for ticket sales.
- Sends thank you letters for donations once the event has taken place.
- Meets with incoming Donations Coordinator for training and information sharing

CLASS REPRESENTATIVES (4)

Personal emails are used

- FOUR POSITIONS: one representative for each class to act as contact person for the class.
- Ideally, the class representative would consistently be dropping off or picking up their child so they should have regular contact with other parents and the teacher.
- Should arrive a few minutes prior to class each day to facilitate that communication.
- Act as a communication link between parents and the CLCP Parent Committee.
- Ensure portable emergency files are correct during the first week of classes.
- Collects any family submissions (e.g. fundraising) and helps coordinate events (e.g. gathers numbers attending Christmas Concert, year-end Carnival, etc.).
- Contacts the Helper Parents monthly and weekly with reminders for helper days and assigned snack. Includes important dates and reminders in weekly emails.
- Coordinates and informs helper parents of snack rotation.
- Has first choice in creating their class' yearbook if they choose. If the class rep does not wish to create a digital yearbook then it is their responsibility to find another volunteer within their class to make the yearbook. If no one wants to do this then that class will receive no yearbook for that year. Please see the Yearbook Volunteer guidelines located below.
- Helps the Roster parent fill in vacant helper days.
- Assists the Registrar in maintaining up to date family information (e.g. authorized persons for pickup; contact information).
- They meet with the incoming Class Representatives for training and information sharing.

Playschool Volunteers

Teacher Helpers

This group of parents helps with various duties such as making play dough or doing the laundry required for the class.

Ghost Helper Guidelines

Ghost helpers are parents or family members of our playschool that have volunteered to become available on a last-minute basis for parent helper days, toy cleans and bingos. These helpers will be compensated for their time.

If you are interested in becoming a ghost helper, please contact your current class representative.

Yearbook Volunteer Guidelines

Every school year each class has a volunteer who puts together all the photos of the students collected throughout the school year (either by the teachers or other parents) to put together a printed photo memory book. Each class representative will have first choice if they want to do the yearbook for their class. If the class rep doesn't want to do the yearbook for their class, they are responsible for finding a parent in their class to take on this responsibility. If no one volunteers to complete the yearbook, then that class will receive no yearbook for that year.

The playschool will pay for the volunteer's yearbook. The yearbook volunteer is also responsible for communicating the overall price of the books with their class to ensure the parents are aware of the cost.

The volunteer must create the photo memory book at a reasonable cost to everyone. Each parent will pay up to \$20 (including shipping) for their child's yearbook. CLCP may cover a small amount of overages based on the current state of the CLCP financials. Anything over/above this, the parents will have to cover any additional costs.

If the yearbook volunteer chooses to create a yearbook that is over \$20 each, everyone in the class who chooses to purchase the yearbook must agree to accept the extra cost and will be responsible to pay it.