

## Parent Handbook

### Lorelei Beaumaris Playschool

16220 –103 Street  
(780) 456-2031

Welcome to Lorelei Beaumaris Playschool, a fun and safe place for children to come and learn through play! Our qualified teachers are passionate about supporting students to develop their social and cognitive skills, to mature emotionally, and gain the self-confidence required to take on the world! We are a parent cooperative program and believe that family involvement enriches children's early learning experience and helps to cultivate their life-long love of learning. We strive to create a strong sense of community and look forward to working together to create unforgettable memories this upcoming school year.

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### Playschool Executive Members Contact Information 2019 – 2020

Teacher	Caroline Jansson	<a href="mailto:Carolinemj57@hotmail.com">Carolinemj57@hotmail.com</a>
Educational Assistant	Debbie Reiter	<a href="mailto:d.reiter@shaw.ca">d.reiter@shaw.ca</a>
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Secretary	Vacant	
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Community League President	Oksana Delgado	<a href="mailto:president.calbcl@gmail.com">president.calbcl@gmail.com</a>
Community Bingo Coordinator		<a href="mailto:bingolbcl@gmail.com">bingolbcl@gmail.com</a>

### Executive Board Roles and Responsibilities

**Teachers/Educational Assistant:** curriculum design/student concerns

**President:** regulatory matters/fines

**Vice President:** support the President and assist with registrations

**Ways & Means:** fundraising

**Treasurer:** budget/monthly fees/financial inquiries

**Secretary:** meeting coordination and documenting minutes

**Registrar:** student enrolment inquiries and registration

**Community League President/Bingo Coordinator:** community league commitments

[loreleibeauamarisplayschool.com](http://loreleibeauamarisplayschool.com)

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**Note: All commitments are per child enrolled in the playschool.**

### Eligibility & Requirements

#### **Age Requirement**

##### 3/4 Year Old Program:

Children must have reached three years of age when starting the program and be fully toilet trained. The playschool does not accommodate children in diapers.

If enrollment space is available after the school year has begun, spots will be filled by children who turn three years old before December 31st of that year, but may only start attending classes after they have had their third birthday.

##### 4 Year Old Program

Children must be 4 years old on or before December 31st of the school year.

Both programs accept children that may require an Aide.

#### **Community League Membership**

Valid community league membership is mandatory due to liability insurance coverage provided by the *Edmonton Federation of Community Leagues*. You may be a member of any community league, but it must be current. For your convenience, Lorelei Beaumaris memberships will be made available for purchase at the AGM. Children **will not be permitted** to attend class until a valid membership number is registered.

#### **Annual General Meeting**

The Annual General Meeting takes place in August of each year and is mandatory attendance. Its purpose is to finalize registration by providing an overview of the program, communicating expectations, introducing staff/board members, settle payments, and completing sign up for both mandatory and voluntary commitments. Please **no children** at the Annual General Meeting.

Parents are also welcome and encouraged to attend the playschool's monthly executive meetings. Please contact the Secretary if you wish to attend.

#### **Lorelei Community League Volunteer Commitments**

Our playschool is a program offered by the community league. The volunteer shifts worked by playschool parents pay for the playschool rental space and utilities. Please be aware of the following:

- There is a mandatory requirement to sign up for **two community league commitments per registered child**. Commitments include: two bingos OR two shows OR one casino (if the school year falls on a casino year).
- A \$250 postdated cheque for each commitment must be submitted to the "Volunteer Coordinator." Cheques will be returned upon completion of the shift.
- If unable to work your shift, it is **your responsibility** to find a replacement.
- Unfulfilled commitments will result in your cheque being deposited.
- If an insufficient number of volunteers are present on the day of the commitment, the Community League is fined and is at risk of losing its fundraising license.
- This policy is in effect for all programs with a total run time of 10 hours and above.

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## **Cooperative Clean Up Commitment**

A deep cleaning of the classroom is conducted each month. This entails disinfecting the shelves, toys, chairs, tables, etc. **Each family is required to participate in one clean-up during the year per child enrolled.** There will be an opportunity at the AGM to sign-up. The finalized schedule will be communicated at the beginning of the year and will also be posted in the classroom. If you are unable to commit to your scheduled shift, it will be **your responsibility** to make arrangements to trade days with another parent. **You will be required to submit an undated cheque for \$100 at the AGM. When the commitment has been fulfilled, the \$100 cheque will be returned to you.** If you fail to meet your clean up commitment, the cheque will be deposited. You will be required to reschedule for another day and submit another \$100 cheque. If the second clean up shift is missed, your child will be removed from the program and May's fees withheld. If you swap days with someone else, please confirm the change with the coop leader. Children are **not** permitted at the clean-up for health and safety reasons.

## **Playschool Operations**

### **Hours of Operation**

The playschool operates from September until May. Exact start and end dates will be communicated to parents once finalized. Non-instructional dates will be aligned to those set by the Edmonton Public School Board.

#### 3\4 Year Old Program:

Tuesdays/Thursdays

9:00 am – 11:15 am

#### 4 Year Old Program:

Mondays/Wednesdays/Fridays

9:00 am – 11:15 am

The playschool classroom will remain locked until 5 minutes prior to the start of class. Those who arrive early may wait in the rink shack which is located in the same building next door to the playschool.

There may be cases when classes are combined and class time/dates changed for special events or fieldtrips. In such cases, parents will be notified in advance.

### **Fees for 2019/2020**

Rates:

2-day program: \$90/month

3-day program: \$135/month

Monthly fees for the school year must be paid before the beginning of each school year at the Annual General Meeting (AGM).

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## **Payment Options:**

**Cash:** Payments will be split into two lump sums: September-December and May which are due at the AGM. January to April is due on first day back to school following winter break. Late penalties of \$1 per day will be charged if January to April fees are not paid by the 5th of January. If payment is not made by the 15th of the month, your child will be removed and May's fees will be withheld. Special circumstances will need to be communicated to the Playschool President and the Treasurer.

**Cheques:** Cheques for all nine months of tuition (September to May will be collected at the AGM. September and May cheques will be cashed immediately while the remaining cheques will be cashed at the beginning of each corresponding month.

There will be a **\$25 charge on all NSF cheques**. After one instance of NSF, you will be required to pay cash for the remaining months. To avoid penalization, please notify the playschool of any account changes and provide valid cheques.

Please note that families with outstanding payments to the playschool will not be eligible to participate in any other community program.

## **Alberta Stay At Home Parent Subsidy Program**

Eligible stay-at-home parents may qualify for a subsidy of up to \$100 per month for each preschool-aged child participating in an approved early childhood development program. These include community-based services, such as licensed nursery schools that provide opportunities for pre-school children (either on their own or with a parent) to participate in activities that promote healthy childhood development.

All families who qualify for the Alberta Stay-at-home Parent Subsidy will be required to provide postdated cheques which will be cashed by the school. These will be refunded upon receipt of subsidy payments. There will be no exceptions.

Please visit the Alberta Children's Services website at <https://www.alberta.ca/child-care-subsidy.aspx> for more information or call 1-877-644-9992.

## **Communications**

Information will be communicated with parents regularly through printed monthly newsletters, handouts, parent message board, e-mails and verbal discussions.

Information gathered from parents by Lorelei Beaumaris Community Playschool (such as names and contact information) may be shared with the Community League Executive and other playschool parents solely for program purposes. Should you have any concerns regarding this matter, please inform the Playschool President.

## **Pick Up and Drop Off**

The classroom entrance is located opposite the skating rinks on the south side of Lorelei Beaumaris Community Hall at 16220-103 street. Children must be escorted to the classroom each day by an adult.

**The adult must sign their child in before leaving.** Teachers will track attendance at the beginning of class when children arrive. This is done by helping children identify and affix their name tag.

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Dismissal will be from the rink shack. **Parents are asked to wait in the rink shack for their children and sign their child out before leaving.** Your child's crafts and class notices will be laid out in the rink shack for collection. Please inform the teachers if you are unable to pick up your child and who will be doing so on your behalf. Children will not be dismissed without a consented adult present.

### **Tardiness**

It is your responsibility to pick up your child on time. While exceptions will be made for emergencies, if tardiness becomes a regular occurrence, you will be charged a \$1 every minute you are late.

### **Parking**

Entry into the parking lot is **STRICTLY PROHIBITED**. All vehicles must park legally on the street. This is vital in ensuring the safety of all children at the playschool and at Lorelei Elementary School. Persons found entering the parking lot will have their license plate number recorded. Tickets will be issued without warning to those in violation. For safety reasons, parking is not permitted on crosswalks and designated bus lanes.

### **Cubbies**

A cubby will be assigned to each child for the purpose of storing their outdoor shoes, coats, and backpacks. The top shelf in each cubby will act as a mailbox where information including calendars, notices and handouts will be distributed. Please check the mailbox daily.

### **Snack Program**

Please provide a nutritious snack for your child each day. All foods should be prepared at home and ready for your child to eat. Snack will be kept in children's cubbies until snack time.

- Grapes must be cut in half lengthwise
- Carrots should be sliced into thin strips
- Fruits and vegetables should be washed
- Utensils should be packed with the snack where appropriate (spoon for yogurt etc.)
- labeled water bottle will be their beverage at snack time

A packed snack may not be required on special days (parties, certain field trips etc....) This will be communicated in the monthly newsletters.

**Please note that we are a NUT FREE ZONE \*\* This means that absolutely no nuts or ingredients containing nuts is permitted\*\* This includes peanut butter, almond butter or paste etc. Please check ingredient labels diligently for these items and consult a teacher when in doubt.**

### **Supplies**

Please label you child's belongings including:

- Indoor shoes (non-marking soles)
- Backpack
- Extra set of clothes (remains in backpack)
- Full water bottle

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We recommend shoes with Velcro closures to help encourage children to put on their shoes by themselves. Please no shoes with laces.

Footwear and extra clothing must go home with the child as the cubbies are shared by all classes. All personal items must come and go with your child. The playschool is not responsible for items left behind. **Please do not bring any toys from home!**

## **Child's Special Day**

On your child's special day, he/she is invited to bring a show and tell item. Your child's name on the monthly calendar will indicate their special day.

## **Parent Volunteer Days**

**There are no parent duty day requirements** however, we maintain an open-door policy. Parents are encouraged to volunteer in the classroom as much as possible. If you are interested in volunteering, please notify one of the teachers.

## **Parent Volunteer Responsibilities**

Parents are encouraged to get involved in the classroom to enrich the program and help cultivate a sense of community. Please dress appropriately for class as parents will be participating in craft time and assisting with clean up.

Parents can expect to:

- Assist the teachers
- Help with snack set up and clean up
- Guide students at the craft tables or activity centres
- Aid children with hand washing
- Note: vacuuming should be performed when the children are out of the classroom (i.e: gym time or during outdoor activities)
- Interact and be a positive role model!

## **Discipline Policy**

The playschool maintains a positive approach with problem solving. The teacher implements classroom rules and management. Children are expected to follow rules and routines which encourage fair play, sharing and respect for others. Volunteer parents should follow the teacher's lead in managing students' behavior.

To promote positive behavior, students are encouraged to use their words to express their feelings and learn strategies on how to resolve conflict. Students are always given constructive feedback after problem solving situations and/or disciplinary action.

The child may be asked to sit with the teacher or teacher's assistant, away from the group if the problem is serious and/or reoccurring. If the child constantly exhibits disruptive behaviour in the classroom, the teacher will follow the procedure below:

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1. Notify the parents
2. Arrange a private meeting with the parents (without the child present) and three executive members, including the President, Secretary (to take minutes) and an executive member with a child in the same class. The teacher will identify the child's behavior and duration/frequency of the occurrences. Parents will be informed that their child will be monitored using a behavioural checklist.
3. Develop an action plan. The teacher will request that the parents help to monitor the behavior at home. Teachers and parents will develop an action plan identifying the time frame in which **improvement must occur**. If there is no improvement, the child will be withdrawn from the playschool. The action plan will be shared with the child.

**The child is not permitted to attend class until a meeting has taken place and an action plan is in place.**

## Behavioural Checklist:

- ✓ Child causes harm to self and/or others
- ✓ Child displays destructive behaviour
- ✓ Child displays disruptive behaviour
- ✓ Child expresses anger inappropriately
- ✓ Child responds poorly to intervention
- ✓ Child refuses to follow direction
- ✓ Child not showing an appropriate amount of maturity

Behavioural concerns within the classroom will be kept confidential.

## **Withdrawal Policy**

Thirty days written notice is required for withdrawals from our program. In the absence of one month's notice, May fees will be withheld. In addition, cheques for all unfulfilled cleaning and/or fundraising commitments will be withheld.

## **Parent Volunteer Opportunities**

There are several committees parents may join (i.e. playdough, scrapbooking, crafts, event planning etc.). Parents are encouraged to sign up during the AGM or notify the teacher at the beginning of the year.

## **Fundraising**

**We are a non-profit organization whose ability to operate is dependent on the fundraising efforts of families.** The money raised benefits the playschool in a variety of ways. This includes procurement/replacement of classroom resources, special guests, field trips, events and gifts for the children.

There will be up to two mandatory fundraising efforts during the school year per child enrolled. Each family will be required to raise a certain amount of funds determined by the playschool. The Executive

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Committee will plan and organize the fundraising initiative. Families will then have the option of opting into the fund raising efforts or submitting a cheque equaling the minimum fundraising requirement.

Families may also be presented with optional fundraisers throughout the year. These initiatives are a great way for the playschool to generate funds to provide “extras” for the children to enjoy. The greater your fundraising efforts, the more your child benefits! Let’s make this a rewarding year!

### **Field Trips**

Field trips are exciting for children and a great learning opportunity outside of the classroom! Please dress your child appropriately for the weather, location, and type of activity communicated in the monthly newsletter.

We will walk to locations within reasonable distance of our community league boundaries. Those outside of the community will be reached via chartered bus or by parents’ vehicles. Adult family members will be recruited to chaperone field trips and sign-up sheets will be posted in the classroom. An adequate number of adults are required on each field trip as the children will be divided into smaller groups to maximize fun and safety. Teachers will keep record of parent helpers and their student groups. If not enough volunteers are recruited, field trips will need to be cancelled.

Permission slips will be sent home for each field trip. They **must** be signed by a parent or guardian and returned by the due date. All permission slips must be handed in, even if the child will not be attending. Local mini-trips within walking distance will be covered by a general permission slip completed at the beginning of the year. There may be a small cost associated with field trips.

Regular classes will not be held on field trip days. Please make alternate arrangements for your child if she/he will not be participating in the field trip.

**Siblings are not permitted to attend field trips.**

### **FOIP**

Classrooms are not public spaces. Any photos taken of students by the teacher will be for the purpose of scrapbooks and classroom-specific projects. Images will **not** be shared on any printed or digital media. Parents are welcome to take photos of their own child within the classroom but are asked not to share images of other children. Parents are required to read and sign a FOIP form as a part of the registration package. For additional information please visit the Service Alberta website.

<http://www.servicealberta.ca/foip/index.cfm>

### **Cold Weather**

The playschool will remain open during extreme temperatures and inclement weather. The decision will be made by the parent(s) whether their child will attend class.

When temperatures are –10C or below, there will be no outdoor activities. Please have your child dress appropriately for the weather.

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## **Illness**

For the protection and safety of all children, parents are responsible for keeping their child at home if they are displaying the following symptoms:

- Fever of 38 degrees C or higher, especially if persistent
- Diarrhea
- Vomiting
- Undiagnosed rash or skin condition
- Persistent/severe pain
- Persistent cough
- chicken pox and other communicable diseases
- Persistent running nose

If a child develops any of the symptoms above during class, the parents/emergency contact will be contacted for immediate pick up.

## **Medication**

Medication must be labeled clearly with the following information:

- full name
- name of medication
- date and time medication is to be administered.
- amount of medication to be administered

With written parental permission, teachers will administer prescription medication to a child during school hours. Medication must be provided to a teacher each class for safe storage. Please check your child's backpack at dismissal each day to ensure that the medication has been returned.

Please notify the playschool if your child contracts a communicable disease. It is for the benefit of both your child and his/her classmates to keep your child home until the symptoms clear.

Children with chicken pox must remain home until all spots are dried up. All cases of chicken pox, whooping cough, red measles and scarlet fever must be reported to your local health clinic.

## **Fire Drill**

Fire drill participation is mandatory. In the event of a fire drill, the evacuation plan will be followed (up to step 6 below). A portable smoke detector will be used for all practice fire drills. Children will have the opportunity to learn the sound of the fire alarm. They will be instructed to respond to all drills and that they must immediately follow the evacuation plan.

## **Evacuation Plan**

1. Children will immediately exit the classroom followed by the teacher. The teacher will ensure to leave the building with the crisis binder/attendance clipboard in hand
2. As a group, the class will proceed to the assembly area which is located on the east side of the rink fence, toward the playground.
3. The last adult remaining in the classroom will turn off the lights, close all doors and join the group.
4. Once the assembly area is reached, the teacher will immediately take attendance

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5. Once attendance is taken and everybody is confirmed to have evacuated safely, the class will proceed to **Lorelei Elementary School**, 16230 103 St NW, Edmonton, AB T5X 3A9  
**Phone:** [\(780\) 456-4488](tel:7804564488)
6. Once the group has reached the above location, parents will be notified and the children will remain in the designated area (inside the school) until their parents/emergency contact arrive for pick up.