



PARENT HANDBOOK 2021 - 2022

We are a parent-run cooperative operating on a volunteer basis. We were incorporated with the Non-Profit Playschool Association in 1981. We undergo routine inspections and visits from the association representatives and must adhere to the guidelines set out in their charter.

We are a play based preschool program. We believe strongly in the proven academic and social success' from allowing children to learn through play. Play-based preschools promote an authentic kind of learning by encouraging kids to become self-directed learners who explore, develop curiosity, and solve their own problems. We are a nut free classroom, and encourage healthy snacks and activity.

We are located within walking distance to a section of the Edmonton River Valley via Gold Bar Park, as well as having access to two playgrounds right outside our classroom doors. Class is taken outdoors for most of the Fall and Spring. In the colder months, we endeavor to go outside every day. We are so fortunate to be able to explore nature and turn our preschool program into an outdoor focused adventure!

As a parent run, non-profit preschool that leases space in an *Edmonton Public School*, we are working closely with the school and the school board to ensure our program adheres to the safety guidelines outlined by Edmonton Public Schools, as well as the document provided by the Government of Alberta: [Guidance for Preschools](#).

Fees:

Registration Fees, Program Fees and Fundraising Funds are used to fund ALL expenses acquired during the year, including teacher salary, rent, teaching supplies, field trips, special events, and classroom equipment. We do strive to retain a cushion of approximately \$3000.00 each year in case of low enrollment, low fundraising participation, or unexpected expenses. These monies are always carried over to the next year to ensure the continuation of the organization. For more information regarding the fees, please refer to the Gold Bar Preschool Policy and Procedure Manual.

Registration Fee

This is a non-refundable fee of \$40.00 (per child) and it is payable upon registration, but is to be post-dated for August 31st, 2021.

Program Fees

Depending on the child's attendance plan, Program Fees can vary.

2 days/week enrollment is \$115.00 per month and 3 days/week enrollment is \$140.00 per month.

Our school year runs from September to June, a total of ten months.

Program Fees are payable in one of two ways.

1. Monthly – 10 post dated cheques for the first of each month

2. By Term – a total of 3 cheques divided into terms
 - a. Term One - The total of 4 months from September to December
 - b. Term Two – The total of 3 months from January to March
 - c. Term Three – The total of 3 months from April to June

Member Duties and Expectations:

As a parent run organization, there are different roles that need to be filled each year.

Executive Positions

President
Vice President
Treasurer

Secretary
Registrar

Support Positions

Roster Officer
Ghost Parent (3)

Play Dough Maker/Sensory Maker (2)
Fundraising Team (4)
Clean Up Team (2)
Special Events Coordinator (COVID dependant)

These are all volunteer positions with no compensation. For more information regarding the roles and responsibilities of these positions please refer to the Gold Bar Preschool Policy and Procedure Manual.

1. Parent Roster Days:

Alberta preschool legislation requires where 12 or more children are present at a program, a minimum of 2 staff are required to be present. It falls to us to be these supervisors. We refer to these as “Parent Roster Days” and it is up to us to ensure we are available for our scheduled days. It is a requirement that all parents or family members who participate in the parent roster days provide a clean Child Intervention Check prior to the start of school. This is non-negotiable.

This is the online submission page:

<https://secure.tritoncanada.ca/v/public/landing/edmontonpoliceservice/home>

The website requires a letter signed by the preschool’s president and is available in your forms folder received at the Annual General Meeting. If you will have a family member regularly filling in for your roster dates; that person must also have a clean child intervention check completed. This decision was made to ensure the safety of all preschoolers and parent volunteers.

The Parent Roster schedule is created by a parent volunteer and is posted months in advance. We all work the same number of days throughout the year. This is an excellent opportunity to participate in classroom activities, and watch your preschooler develop and grow. We require two roster parents per day so that we can work on establishing routines and helping our little learners understand the protocols in place.

There is a list of duties in the classroom to guide your participation as a roster parent. It involves assisting in prep for activities, helping preschoolers in activities, watching for safety hazards, opening lunch snacks and cleaning of the classroom each day. The tasks are not excessive, and generally there is much time to interact with the children. The classroom is a positive, happy space, and we ask that parents avoid foul language, using cell phones, and come with a positive attitude.

A Roster Parent must arrive no later than 8:30 am and leave once all daily duties are completed. If for some reason you are not able to fulfill a particular day you may find a replacement or trade with another one of the member parents. This can be worked out between whomever you find for a replacement, but ultimately it is your responsibility to ensure that your replacement arrives on the scheduled day and that your replacement is willing to do the duties that are required of a roster parent. If you do end up switching a shift, please ensure the roster officer is made aware so that changes can be reflected on the calendar.

Note: Children not enrolled in the program are not permitted to attend with the Roster Parent.

Because life can throw us the unexpected, we have Ghost Parents. These are Member Parents who have volunteered to be a last minute replacement in case something comes up. A rule of thumb is to contact them before 10:00 pm the night before the scheduled Roster Day. For last minute situations they can still be contacted in the morning but may not be available and then other arrangements would have to be made.

2. Fundraising:

Not all monies received through membership/registration and program fees can cover a year's expenses so we rely on all our member families to do their best with our fundraising endeavours. These usually include 3 major fundraisers a year. We have had great success with a hockey fundraiser draft and Purdy's Chocolates at Christmas, but are always open to new ideas and recommendations for future efforts.

3. Toy Cleaning:

Six times a year we gather at the preschool to clean and organize the toys and supplies. One representative from each member family is required to attend at least one toy cleaning per school year.

The toy cleanings are organized and managed by our Clean Up Team. In the past they have aligned with Parent Advisory Council meetings at the school, but due to COVID-19 we have had to adjust the toy cleaning schedule, and will likely continue to make adjustments next year.

4. General Meetings:

This refers to one meeting in which a representative from each member family is required to attend. The Annual General Meeting is held in Late August/Early September. This is where policy and procedures are discussed, roles are assigned, forms are handed out and fees/commitment cheques are collected. If possible, we ask that preschoolers stay at home so we can focus on the information and discussions that take place.

If necessary we may have one more in the Spring around March/April.

5. Commitment Cheques:

Because we, as member parents rely on each other for a successful school year, if a member is unable to fulfill their duties the Preschool must be compensated. This exists in the form of Commitment Cheques. These commitment cheques are cheques submitted to Gold Bar Preschool at the Annual General Meeting. This ensures that we all know our responsibilities and commit to them and unfortunately if we are unable to fulfill any of them we must make up for that in some way. Everyone's time and effort is valuable and we do a great disservice to all our members and most importantly, our children if we fail to participate.

At the beginning of the school year we require the following:

<u>Type</u>	<u>Amount</u>
Parent Roster	3 x \$50.00
Fundraising	1 x \$250.00 (\$25/month of enrollment)
Toy Cleaning	1 x \$50.00
General Meetings	1 x \$50.00
Total No. Commitment Cheques	6 @ \$500 total

All commitment cheques are to be made out to "Gold Bar Preschool" and left undated should they require cashing throughout the year. As long as your responsibilities as a Member Parent are fulfilled your commitment cheques will be returned to you at the end of the school year.

Fundraising:

Each family is required to fundraise and profit the preschool \$250 throughout the school year. The Fundraising Committee will keep track of profit earned by each family, and will ensure feedback is given after each major fundraiser. If at the end of the year you have raised a minimum of \$250 for the preschool, you will receive your cheque of \$250 back. If however your fundraising efforts fall short, your \$250 cheque will be cashed and you will be refunded the difference.

For example: Your family has brought in \$200 profit through fundraising efforts. Gold Bar Preschool will cash your \$250 commitment cheque and write you a cheque for \$200, thus retaining the \$50 shortfall.

General Meeting:

Failure to attend the Annual General Meeting in late August/early September.

Toy Cleaning:

Failure to participate in at least one of the toy cleanings scheduled throughout the year.

Parent Roster:

Failure to arrive for a scheduled shift. The Roster Parent must arrive no later than 8:45 am and only leave once the duties for the day have been completed. If a Roster Parent is going to be unavoidably late, the teacher must be notified with a phone call or text. If a phone call is not placed to the Teacher by 9:00 am and/or a shift is missed then one of the three Parent Roster cheques will be cashed. If a total of three shifts are missed (either by yourself or your replacement), all three cheques are cashed and subsequently the Member Family will be asked to leave the Preschool. This may seem drastic, but roster day commitments are crucial.

Late Pick-Up Policy:

Preschool pick-up is 11:30am or 3:00pm for morning and afternoon classes respectively.

If you are late to pick up your child:

First offence: 10 minute grace period, \$15 late fee for any time up to 12:00pm /3:30pm. \$25 fee if you are later than 30 minutes.

Second and subsequent offences: \$25 late fee up until 12:00pm/3:30pm + \$1/minute past that time.

If you are late 3 or more times in a 30 day period the Preschool Board will meet and your membership may be revoked.

All late fees are due BEFORE the 1st of the month following the late pick up or your child will not be allowed to return to preschool until outstanding late fees are paid.

If you are going to be running late please be respectful of our teacher's time and ensure that you have contacted the teacher.

The Preschool phone number (via Gold Bar Elementary School) is (780) 466-4116. For further information and details about each of the responsibilities regarding Commitment Cheques please refer to the Gold Bar Preschool Policy and Procedure Manual.

Additional Health Measures:

Before Arriving at School:

Parents will be responsible for screening their children for illness, doing a temperature check, and filling out the COVID - 19 questionnaire before they bring their child to school.

Drop Off:

Child drop off will be at our designated door (west door, closest to the classroom).

A sign in sheet will be available outside and you will also place your completed COVID 19 Questionnaire in the bin.

Roster parents will be admitted 30 minutes prior to the start of class and will be required to remain masked all day.

At 9 am students will be admitted, all farewells are to be said outside.

During Class:

Alcohol based hand sanitizer will be used as students/roster parents/teachers enter and exit the classroom.

Students will take off their outside gear, hang up on specific hooks/individual bins and sit on their own spot on the carpet. Proper handwashing and sanitation will be modelled by the teacher and roster parents.

As our classroom will be no more than 30 individuals, we are considered a cohort. The students will not require masks, as they are young and often will not be compliant for proper mask wearing procedures (See [Guidance](#)).

Preschool Programming: including a washroom break and snack will happen. To ensure the success of our program and the health of everyone involved, the following steps will be taken.

Washrooms:

We will take necessary precautions to schedule our washroom break at times when the school/daycare is not using the facility. We have also been asked to purchase approved cleaners to ensure we clean the facilities before/after use.

Snacks:

Students will bring their own food. A small snack is all that is required and a personal water bottle (pre-filled). Parents will be asked to send healthy snack items students can open on their own (containers/packaging) that don't require adult assistance.

Preschool Programming:

Physical Activity:

No gym space will be available at this time. Preschool gym equipment will be used outside only. We will schedule our outdoor time to not coincide with school recess periods and we will focus more on physical activities beyond the playground (walks, field play etc.).

Sensory Bins:

Shared sensory bins will be closed until further notice. Students will have their own individual sensory bins.

Toy Bins:

Toy bins will have specific days (Monday/Wednesday/Friday):

Monday toys which will then be given a disinfecting rinse, left to dry and be untouched until the next Monday. We have discontinued use of any materials that are soft or difficult to clean.

Student Supplies *need to be labelled with child's name*

We will be asking parent to send students with some materials to reduce those that will be shared between students and that will be difficult to clean:

- 5 markers (variety of colours)
- 1 glue stick
- 1 black marker
- 1 pair of scissors
- 1 paintbrush
- Scrapbook
- 1 personal sized hand sanitizer
- Indoor shoes
- Extra change of clothes in a large freezer bag, labelled with the student's name (accidents happen!)
- Weather appropriate clothing that the child can put on and take off themselves

Pick Up:

Parent Pick Up at the designated door, students will be led to the door, completely ready and once the parent has signed them out, they will be permitted to head home with the parent. *Sign Out Sheet* will be available outside.

Specific COVID-19 Protocols:

If child presents with symptoms, they will be isolated away from other students by 2m (we will arrange the classroom to have a chair and desk available at all times)

The parent will be contacted to pick up their child. Parent volunteer who is already wearing a mask will walk the child to the door with belongings when the parent texts the teacher that they have arrived.

A negative COVID-19 test will be required to re-enter the program.

If a positive case of COVID-19 occurs in the preschool, *Alberta Health Services* will ensure parents are contacted if the individual was in the classroom when contagious.

If two or more children have symptoms, the program will close for a minimum of 72 hours and outbreak protocol will be followed as directed by Alberta Health Services.

Concerns, Questions, and Conduct

If there are any concerns or questions that arise regarding Member Parent/Family duties and expectations, they are to address them with either the President or the Vice President. The executive committee is in place to deal with these issues leaving our teacher to focus on the well-being and development of your child.

We also understand that this year there will likely be many questions and concerns with regards to COVID-19, we will gladly listen to your input and feedback, but know that we are following closely to the guidelines set out by the Alberta Government, as well as guidelines set in place by the Edmonton Public School Division.

As member Parents/Families we also strive to keep these questions/concerns discussed in the appropriate venue. Pick up/Drop off, in front of the children, is not the best place to raise any issues. The executive committee is dedicated to ensuring that the experience at Gold Bar Preschool is a positive one for both child and parent and will be open to any discourse and gladly address any concern.

As members of the preschool, we are all expected to treat everyone with respect and civility at all times. We are all in this together and we all make Gold Bar Preschool a great place for our children to be. Our cooperation and dedication to this common goal is paramount. We have a wonderful community and this preschool is the start of a great journey!

Sincerely,
Gold Bar Preschool Association Executive Committee