

ERMINESKIN COMMUNITY

PRESCHOOL HANDBOOK

Updated December 2018

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ABOUT THE PRESCHOOL

INTRODUCTION

Ermineskin Community Preschool is a parent-owned, parent-operated cooperative within the Ermineskin Community League. We are a non-profit organization, with all funds going back into the preschool. We are licensed for a maximum of 18 children per class. Vacancies during the school year are filled from the waiting list on a "first-come, first-served" basis, with priorities as established by the Ermineskin Community Preschool policies.

As your child grows and becomes more aware of the surrounding world, he or she will enjoy and benefit from socialization with his or her peers. Ermineskin Community Preschool meets these socialization needs by allowing children in our community to meet and play together.

The Preschool aims to be a fun and happy place for your child. We want him or her to be comfortable here, and we want you, the parents, to be comfortable with the school too. We hope you and your child will make good friends through your association with Ermineskin Community Preschool.

PHILOSOPHY AND AIMS

The primary focus of the preschool's program is to develop strong socialization skills while utilizing a "learn through play" philosophy. We believe that children learn best by exploring all aspects of play in a safe, non-threatening environment. Through play children learn self-control and cooperation. They also discover how to solve problems, make decisions, master new skills, and express themselves creatively. To achieve these goals, much of the time in the classroom will be unstructured. Academic content is largely learned informally.

Because of the teacher/adult to child ratio (up to two teachers and two parent volunteers for 18 children), the teachers are given an excellent opportunity to really get to know your child and what his or her needs are. The teachers are able to guide your child to an area of play that best suits his or her learning needs. The program is designed to balance physical and intellectual needs with your child's social and emotional needs.

Our aims are fostered by providing:

- Time to find an activity that reflects both the interests of your child and his or her needs;
- An adult nearby to facilitate your child's play as well as providing support and stability; and
- A wide variety of activities and materials to appeal to the interests of all children in the program.

Most importantly, we believe that cooperation between parents and teachers in reinforcing common goals, hopes and caring is an unbeatable combination. Parents provide knowledge of the child acquired through a loving and caring relationship, and the teachers add educational expertise and objectivity. Together, they can strengthen and enhance the quality of your child's first experience in an organized social, learning situation. Please feel free to discuss your child's progress or kindergarten readiness with the teachers at any time.

PROGRAMS

3 YEAR OLD PROGRAM

Children must be 3 by March 1st of the following year and not turn 4 prior to November 1st of the current year to enrol in this class. Children who are not toilet trained will not be able to enter the program until they are trained.

Program Days: Tuesday, Thursday
Program Hours: 9:00 a.m. to 11: 35 a.m.
Fees: \$125 per month

4 YEAR OLD PROGRAM

Children must be 4 by March 1st of the following year to enrol in this class. Children who are not toilet trained will not be able to enter the program until they are trained.

Program Days: Monday, Wednesday, Friday
Program Hours: 9:00 a.m. to 11: 35 a.m.
Fees: \$150 per month

3 & 4 YEAR OLD BLENDED PROGRAM

Depending on the demand in any given year, the Preschool Executive may choose to offer an afternoon blended 3 & 4 program.

Ermineskin Community Preschool operates from the Tuesday following Labour Day in September, aligning with Edmonton Public School Board, through to the last Friday in May.

Admission is accepted on a "first come, first served" basis, with the following priorities:

1. Early registration is offered to all children (and any siblings) currently attending Ermineskin Community Preschool, Ermineskin Community residents, and alumni. Early registration is typically in late January or early February.
2. Children within these categories will be enrolled if the completed registration form and non-refundable registration fees are submitted.

Children must be toilet trained by the time preschool classes commence in September. Exceptions may be made for special needs children.

Special needs children will be admitted to the program subject to approval by the teacher and the executive board, with circumstances considered on an individual basis. No more than two educational assistants will be permitted in each class.

Children must come to school each day with a backpack containing:

- A complete change of clothes in case they have an accident in the class (i.e. spilling their drink).
- A water bottle with their name on it.
- A clean pair of indoor shoes (ideally running shoes) that can be left at the school.

CHILDRENS' DAILY ROUTINE

8:45 a.m.	Duty parent arrives with child
9:00 - 9:15 a.m.	Children arrive and teachers focus on greeting the children
9:15 - 10:15 a.m.	Free play & activities Children choose their own activity centre and play freely, with positive encouragement and suggestions from the teachers and parent helpers
10:15 - 10:25 a.m.	Clean-up time Teachers and parent helpers aid children with this task
10:25 - 10:35 a.m.	Circle time Structured time with the teachers; includes group discussion, songs, finger plays, Show & Share, new ideas (i.e. to do with weekly theme)
10:35 - 10:40 a.m.	Wash up A trip to the school washrooms
10:40 - 10:50 a.m.	Snack We will sit as a group and freely chat, remembering (fairly good) manners
10:50 - 11:00 a.m.	Circle time Structured time with teachers
11:00 - 11:30 a.m.	Outdoor activity or gym time
11:35 a.m.	Parents collect children

MEMBER (PARENT) RESPONSIBILITIES & INFORMATION

As a parent cooperative program, members of the Ermineskin Community Preschool are responsible for:

1. Payment of the required monthly tuition fees (post-dated cheques) provided at the September Annual General Meeting;
2. Taking responsibility for an assigned job;
3. Attending assigned duty days;
4. Completing one housekeeping day per child registered in the preschool;
5. Making the required payment towards the special event fund; and,
6. Fulfilling a volunteer commitment for the community league or preschool throughout the school year.

COMMUNITY LEAGUE MEMBERSHIP

Please note that a Community League Membership is required for your child to attend Ermineskin Community Preschool, as the preschool is covered under Community League insurance. Community League Memberships can be purchased at the Annual General Meeting or Registration night. Your community league membership should be purchased from the community you reside in. You can complete this purchase at your community league office or online at www.efcl.org.

TUITION FEES

Registration Fee

There is a non-refundable \$50.00 registration fee, payable to Ermineskin Community Preschool, due at the time of registration.

Monthly Tuition Fees

Monthly fees are set in accordance with the needs of the program. Cheques for the school year are collected at the September Annual General Meeting.

Nine post-dated cheques in total starting at September 1, 2019* (for September fees), October 1, 2019 thru to May 1, 2020:

- \$125/month for the 3 year old class (Tuesday/Thursday)
- \$150/month for the 4 year old class (Monday/Wednesday/Friday)

All cheques should be made payable to Ermineskin Community Preschool. The preschool does have a stamp available for the “pay to the order of” field, so you don’t need to fill this part in.

In the memo field for the monthly cheques, please print your child's name and the program he or she is enrolled in (i.e. Sam Jones, 4 yr class).

If you have more than one child registered in a class, you can write one set of cheques with both children's names in the memo field and their corresponding classes.

It is the responsibility of the parents to ensure the fees are paid to the Treasurer at the required time. In the event that attendance at the first meeting is not possible, please make payment arrangements with the Treasurer or the President. The teachers are not responsible for collecting fees, as their attention during school will be on the children.

Fees are payable in full whether or not your child attends all the sessions to which he or she is entitled. Fees will not be refunded for illness or holidays.

Other Fees

Two additional cheques are required as deposits. These cheques are held onto for the year by the Treasurer and are cashed in the event that you do not fulfill a duty day, housekeeping, or volunteer obligation:

- 1 duty day deposit cheque for \$40 - NO DATE
- 1 housekeeping/volunteer deposit cheque for \$100 - NO DATE

A charge of \$15 will be levied for cheques that are not honoured by the bank.

PREPARING YOUR CHILD FOR SCHOOL

The following hints in preparing your child for school may help alleviate some anxieties your child may have about school.

1. Speak positively about school, and the good things it offers.
2. Try to be on time—not too early and not too late—and stay with your child until 9 a.m. when class begins. We prefer the child to enter the classroom alone. Only children of duty parents should be in the room before opening time.
3. Saying goodbye is easy for some children; for others there is a natural fear of being left by their mother or father, even when it is just for a few hours. In some cases it may be easier to leave promptly at the door and allow the teachers to handle the situation. The teachers are very experienced in handling separation anxiety of both the parents and the child, and will be happy to discuss coping strategies.
4. Ensure you leave a phone number where you can be reached on the list outside the classroom door. Telephone calls will be made in cases of emergency or illness.
5. Do not be late when picking your child up at the end of the day. To be the only child left at school can be very traumatic. The teachers are not responsible for the children after class.

TEACHER-PARENT COMMUNICATION

If you have concerns or worries, please bring them to the teacher's attention. It can be difficult to talk at drop off or pick up times, so feel free to set up a time to talk with the teachers outside of class time. In this way, the teachers may devote their full attention to the problems and solutions. The teachers will also appreciate knowing if your child has been sick, or if any joy or trauma has occurred at home which could affect your child's behavior at school. This information will help the teachers in finding a suitable activity for your child, should he or she appear uncomfortable.

PARENT INVOLVEMENT

We operate as a parent cooperative, and therefore each family will be required to either take a board position or take on a particular job. As part of the registration package, you will be asked to prioritize your choice of job and every opportunity to fulfill first choices will be attempted; however, there is no guarantee.

DUTY DAYS

Parents should be prepared to take a turn in the classroom approximately once every four to six weeks. Due to licensing requirements, siblings and non-registered preschool children are not permitted to accompany you on your duty day.

If parents are unable to attend on their scheduled day, they must make their own arrangements to have the session covered by someone else (i.e. another parent, grandparent, nanny, baby-sitter, etc.). You may find it necessary to trade days with someone else on the roster list. The substitute must be eighteen years of age or older. Please do not expect the Duty Roster Coordinator to make these arrangements for you once the roster is drawn up; once this schedule is posted, it is your responsibility to conform to it.

If you have any particular requests (i.e. requiring roster duty on Thursdays only) please let the Duty Roster Coordinator know before the schedule is drawn up, so that they may accommodate your request. The duty roster is available for distribution to parents by the 15th of the preceding month and a copy is posted on the bulletin board located outside the classroom.

One of the two duty parents brings a nutritious snack on his or her day at school. Please check the allergy list for each class. Snacks must be commercially prepared; home baking is not allowed.

The duty day child may bring one favourite toy or special item from home on these days only. This will be shared with the class during "Show & Share" at circle time. Otherwise, children are not allowed to bring toys from home into the classroom or into the playground.

In consideration of the teachers' dependence on your help, duty parents must be in the classroom 15 minutes before the start of class to ensure the classroom is ready when the children arrive, and stay up to 15 minutes after class ends, or until all children are picked up, to tidy the room. This will give you time to:

BEFORE CLASS

- Help set up centres.
- Check with teacher regarding activities for the day and read the daily plan.
- Oversee the classroom while the teacher greets the children.
- One duty parent shall disinfect the bathrooms in the community league washrooms.
- Record snack on calendar in snack cupboard.

DURING CLASS

- Help at activity centres.
- Ensure all art work is labelled with child's name.
- Caption work whenever possible.
- Encourage children to try puzzles. Read to them.
- Assist and guide children during clean up time.
- Check allergy sheet against the ingredients in the snack.
- Sit with children during snack and encourage them to try it.
- Join story, circle and exercise sessions.

AFTER CLASS

- Collect name tags. Distribute art work and notices.
- Ensure that classroom is tidy. Clean art utensils.
- Wipe tables and counters.
- Help put away gym equipment.
- Sweep floor.
- Vacuum carpets.
- Remain in the classroom until all children are picked up.

HELPFUL HINTS FOR YOUR DUTY DAY

On your duty day you may not recognize your child. Do not be alarmed. Some children react differently when their own parents are with them at school. It is not always easy for a child to share his or her parent, and many complications may ensue. Be patient, relax, and let your child know you are happy to be at his or her school.

Wear comfortable clothing so that you can paint or crawl on the floor without concern or discomfort.

When children are playing happily please don't interfere. However, there will be times when your presence and interest stimulates the children's interest. The teachers will help direct you to an activity.

SNACKS (NUT FREE SCHOOL)

Snack time is a welcome and looked-forward-to break for both the children and the teachers. Children will be encouraged to taste whatever snack the Duty Parent brings.

You should plan to bring enough snacks for eighteen children and all food must be store-bought and brought to class in unopened packages. Snacks should be healthy and represent at least two food groups. As part of our licensing and health inspection, home baking is not allowed. Knives, cutting boards, bowls, etc. are provided in the room for snack preparation. The Duty Parent prepares the snack in the classroom while the teachers are in the “Clean Up” and “Circle Time” phase of the activities.

An “Allergy List” is posted in the classroom.

NOTE: Due to severe allergies that have the potential to be fatal to some children, it our policy that all nuts or nut products be banned from preschool snacks. Please note that while there may not be a child in your son or daughter’s class with a nut allergy, it is important to realize that the smell or touch of something that has been exposed to nuts has the potential to trigger these children’s allergies. Please read all labels on snack materials carefully looking for nut or nut products. It is also important to note that bulk foods could pose a risk and should not be brought to preschool as a snack.

Please remember to write the snack you bring on the calendar hanging inside a cupboard in the classroom. If the Duty Parents make a point of checking this, it helps to provide variety.

Snack Suggestions (should include two food groups):

NO NUTS

- raw fruit or vegetables
- cubes of meat or cheese with crackers
- small sandwiches (cheese, etc.)
- muffins
- cookies
- yogurt

FIELD TRIPS

The Executive will choose and book field trips throughout the year. These will include in-class field trips and offsite field trips. For all offsite field trips, the special events coordinator will send out a letter outlining all of the details and pertinent information. A consent form must be signed by parents before each field trip in order for their child to participate.

Parent volunteers are necessary during field trips. Sign up sheets will be posted on the classroom door 1-2 weeks prior to the field trip. Field trips will be postponed if there are insufficient parent volunteers to ensure the safety of students. When parents do volunteer, they are considered primary staff (provincial Day Care Regulations) and the following rules apply:

- Volunteer parents cannot bring siblings unless otherwise noted (there may be activities in which the entire family is invited to participate).
- There are limits to the number of volunteers for each trip based on the number of students attending.
- There will be a brief review of volunteer duties before each field trip to minimize confusion. Please read the handout prepared for this purpose, which will be provided by the teaching staff.
- Teaching staff will carry with them at all times a portable record of each child attending the field trip. The form will include, but may not be limited to the following: child name, date of birth, parents' names, home address and contact numbers, emergency contact information (including names, addresses and phone numbers), any other relevant health info (immunizations, allergies).
- Teaching staff will also carry the numbers of local emergency response services and poison control centre.

SCHOOL CLOSURES

Class cancellations may be necessary during severe weather conditions, i.e. blizzard, extreme cold, or mechanical problems. If this is necessary you will be contacted by email or phone with as much advance notice as possible.

CLOTHING

Please bring your child to school in clothes for PLAYING. This means clothes which you will not mind getting dirty, as the children will be painting, gluing, and using sand and water tables. They can participate more freely if they are not inhibited by clothes which must be protected.

As we do have a physical activity/outdoor component in our program, please ensure that your child always has weather appropriate outdoor clothing with them at preschool.

The children will also need a pair of shoes, preferably runners as they are the safest for physical activity. Fire regulations require that children have something on their feet while they are at school.

Please clearly label all clothing, shoes, scarves, mitts, hats, etc. with your child's name.

BIRTHDAYS

The Duty Roster Coordinator will try to arrange your scheduled duty day as close to your child's birthday as possible. Bringing cupcakes or a special treat is common, but not necessary. We will celebrate summer birthdays on your child's last duty day.

MEETINGS

Executive meetings involving the President, Vice-President, Secretary, Treasurer, Special Event Coordinator, Newsletter Editor, Job Coordinator, Class Representatives and the teachers are held monthly throughout the year. Members are welcome to attend. Please contact the president if you would like to attend an Executive meeting.

One Annual General Meeting will be held in the Community League building in September. At least one parent, or parent representative from each family, is required to attend. Extra meetings may need to be called during the year and at least one parent is required to attend.

The Annual General Meetings provide a time for the teachers to share requirements, needs, concerns and anecdotes about life in the classroom with your child. They need and want your input so the school environment will suit your child and his or her needs as much as possible, and so that the school itself will be an association you are happy to be part of. The Executive also depends on your input and expressed desires for the sake of administering the school. Executive meeting minutes will be posted on the bulletin board outside the classroom for parents to read.

ROLE OF THE EXECUTIVE

The purpose and duties of the Executive shall be:

- To act on behalf of, and represent the parent group at large, and facilitate the exchange of information between the preschool and the community. The Executive needs to hear from the parent group, and has the responsibility of being aware of ideas and concerns.
- To act for the parent group as an advisory body to the teachers of the preschool on matters relating to the program.
- To assist in the creation and operation of all committees.
- To maintain liaison between the teacher and the parent group.
- To consult with persons outside the parent group on matters relating to the preschool program.
- The Executive serves in an advisory/consultative capacity to the teachers and staff of the preschool.
- The Executive is accountable to the parent group.
- Changes in these Guidelines may be made by a majority vote at an Executive meeting. The parent group will be informed of the changes through the newsletter.
- The Executive may institute a penalty for late pick-ups at their discretion.

BULLETIN BOARD

Information for parents is posted on the bulletin board located just outside the classroom. Please keep in touch with the bulletin board, as the teachers will be posting up-to-date notices about themes and special items needed.

Agendas, minutes and other notices will also be posted on the board.

WITHDRAWAL FROM THE PROGRAM

A notice to withdraw a child from Ermineskin Community Preschool must be given in writing to the President or the Treasurer on or before the last day of a school month to be effective on the last day of the following school month (i.e. one month notice). Withdrawing members who do not provide the required notice shall be responsible for all tuition fees covering such notice period. Cheques that have not been cashed will be returned. If you withdraw before completing your volunteer or housekeeping commitment, that commitment is still your responsibility. If you are unable to cover your commitment then your volunteer and/or housekeeping cheques will be cashed.

For example:

- If the President receives written notice on Sept. 30, the member/parent is responsible for October. Fees and cheques for subsequent months will be returned to the member/parent.

SUSPENSION

Failure to meet any parental obligations outlined in the handbook may result in disciplinary action taken by the Executive of the preschool. A member may be asked to withdraw from the preschool by the Executive for the following:

- Failing to fulfil the responsibilities outlined within the handbook.
- Just cause pursuant to the recommendation of the teacher(s). The Executive reserves the right upon recommendation of the teacher(s) to ask a child to leave the program for just cause. Irresolvable difficult behaviour may be just cause.
- Fees that are in arrears by two calendar months.

CHILD GUIDANCE AND DISCIPLINE

The methods of discipline used in the program are consistent with the philosophy of “learning through play” and include building a child’s self-esteem, encouraging independence, and developing good decision-making skills. Ermineskin Community Preschool teaching staff model and teach child guidance strategies based on rapport and respect. A positive climate in which children will most likely act responsibly can be fostered if adults:

- Set limits and give directions; children must know the limits of what is acceptable behavior;
- Give instructions or teach using a pleasant but firm tone of voice;
- Use preventive and re-directive methods whenever possible; and
- Encourage children to work out conflicts on their own; keeping an open, calm mind and using positive statements and remarks.

Any serious behavior problems will be discussed first with a child's parent. If the problem continues, the staff will involve the Executive Board to resolve the problem. Every effort will be made to work with the family to resolve behavioral issues. As a last resort, however, the Executive reserves the right to ask a family to remove their child from the program at any time.

SPECIFIC METHOD OF DISCIPLINE

Physical force is never used as a punishment at the preschool. In dealing with students, our teachers subscribe to the following child-guidance principles:

1. Model appropriate behavior (i.e. set a good example). This comes from our desire to teach children to make positive decisions rather than imposing external controls.
2. Avoid using the words "no" and "don't." Instead, teachers will offer the child another avenue or direction to take.
3. The teachers never use labels such as "bad boy" or "bad girl." Our staff emphasize that they still **like** a child who is misbehaving; it is his or her behavior that is disapproved of.
4. The teachers never use physical force or restraint, nor do they deny or threaten to deny any basic necessity.
5. The teachers may redirect a child's attention by distraction, and substitute a more acceptable alternative to diffuse a situation that seems to be leading to trouble.
6. The teachers may review examples of inappropriate behavior to help the child make good choices.

ILLNESS

Parents are asked to adhere to the following guidelines:

- Your child should not be sent school if they are ill, including having such symptoms as coughing, sneezing, and/or a runny nose which are "productive" (i.e., producing a coloured mucous). These symptoms are different from a dry cough or a clear nasal discharge, which are common with allergies. Allergy symptoms do not require exclusion from class unless the child is lethargic and unable to participate in class activities.
- Your child must be free of fever, diarrhea and vomiting for 24 hours prior to returning to class.
- If your child has a condition that may be contagious, such as an eye or skin infection, please have them visit a doctor before bringing them to school. If medication is required, they may return to school when they have been on the medication for at least 24 hours.
- For illnesses such as chickenpox, your child should remain home from school until there is no open or oozing pox and they have been fever-free for 24 hours.

INCIDENT/ACCIDENT REPORTING

Incidents/accidents are occurrences that are not normally experienced in the school environment, and which may result in immediate or potential harm or emotional upset of a child or children. Incidents are defined as negative events that do not result in discernible physical harm, while accidents result in a physical injury. **In the case of a severe medical emergency, the teachers will first contact 911,**

then the parent, and then the child's family physician. It is usually one of the staff members that will handle incidents or accidents, should one occur. However, if a volunteer is on the spot when an incident occurs, he or she is the person expected to handle it. The volunteer should then inform the teacher about the incident. Teachers are required to report any incident or accident involving a child by completing the prescribed form within two business days. Teachers must complete the form for the following:

Incidents

1. A child wanders off;
2. A child becomes disoriented, confused or suddenly ill for no apparent reason;
3. A child suddenly spikes a high fever;
4. A child is extremely frightened;
5. An intruder to the program;
6. A child removed from the premises without parent/guardian consent; or
7. A child left on premises after operating hours.

Accidents

1. Injuries to the head, eyes or teeth;
2. Injuries to the groin or genitalia;
3. Fractures, sprains or strains;
4. Burns, cuts, serious scrapes; or
5. Loss of consciousness.

In addition to the instances mentioned above, incident reports should be completed in the case of minor injuries that may have a sustained physical impact or effect. Other minor injuries or incidents will be noted in the child's file and mentioned to the parent or guardian but an incident report will not be completed.

Staff members will follow these procedures for reporting incidents/accidents:

- The staff member who handled the situation will complete the appropriate form.
- The parent will be contacted.
- The parent will sign the report.
- The President or Vice-President will sign the report.
- The report will be photocopied for the parent.
- The report will be filed in the incident report file.

COMMUNICABLE DISEASE

Any child attending Ermineskin Community Preschool who is suffering from a communicable disease will be required to leave the school immediately. A parent or emergency contact will be called to come and remove the child from the school. The ill child will be kept away from the rest of the children until their parent or emergency contact arrives to take them home. If any child becomes ill with a communicable disease after school hours, we ask the parents to please contact the school as soon as possible so that other families may be notified.

SUPERVISED CARE FOR SICK CHILDREN

Any child who is feeling ill at school will sit in a quiet space (within the classroom) away from the other children while waiting for a parent to come and pick them up.

ADMINISTRATION OF MEDICINE

In the event that medication needs to be administered by the teaching staff, the following information must be provided:

1. Written consent of the child's parent in the event that first aid is deemed necessary by teaching staff.
2. Medication must be in the name of the individual receiving it.
3. Medication must be delivered in its original labeled container.
4. Medication must have clear written instructions as to when and how the medication is to administered, as well as the specific dosage.
5. A log will be kept by the teachers to indicate that the medication was administered which will include the date, time and initials of the teacher administering the medication.
6. Emergency medications will be stored in the classroom; out of the children's reach but accessible to the teaching staff.

HEALTH CARE

Ermineskin Community Preschool may provide or allow for the provision of health care to a child only when the written consent of the parent has been obtained, or when the health care provided is in the nature of first aid.

SMOKING

Ermineskin Community Preschool's classroom is located in the Ermineskin Community Hall, which is adjoined to Steinhauer Elementary school. As a result, the preschool chooses to follow the Edmonton Public School System Smoking Policy which reads as follows:

1. Tobacco use is prohibited in Edmonton Public Schools' facilities utilized in whole or in part by district staff.
2. Tobacco use is banned from all district property.

NUTRITION

Duty parents are to bring snacks as indicated on the duty roster. All snacks that are left over are to be taken home at the end of class or thrown out. The following is a list of guidelines for parents bringing snack:

- Please wash hands with hot water and soap and wipe with paper towel before and after preparing snacks.
- All snacks must come in original unopened packaging.
- Fruit and vegetables are to be washed and peeled at school. The Board of Health regulates that no part of the snack may be prepared at home; all food preparation must be done at school.
- No home baking is allowed.
- Healthy snacks will be provided in each class including at least two different food groups from Canada's Food Guide.
- There are up to 18 children in each class, so the duty parent is responsible for providing enough servings for the entire class.
- Parents are responsible for checking the allergy list posted on the cupboard inside the classroom to avoid certain foods. If you are in doubt of a particular food item you wish to serve, please ask the teacher.

CHILDREN'S RECORDS

All families attending Ermineskin Community Preschool will ensure they provide the school with all up-to-date information regarding the following:

- Child's name, date of birth and home address;
- A completed enrolment form;
- The parents' names, home address and telephone number;
- The name, address and telephone number of a person who can be contacted in case of an emergency;
- The name, address and telephone number of the child's doctor;
- Details regarding medication; and
- All relevant health information regarding the child including immunizations and allergies.

The teaching staff at Ermineskin Community Preschool will keep this information easily accessible in their classroom. The teaching staff will ensure that the records are available at all times for the licensing officer's inspection, and by the child's parent at reasonable times. The teaching staff will send out a reminder throughout the year (via their monthly newsletter) asking families to inform the Class Representatives to any changes that may have occurred since filling out the required forms at the time of registration; the Class Representatives will make the teaching staff aware of said changes.

ADMINISTRATIVE RECORDS

The teaching staff will maintain accurate records in regards to the following:

- Daily attendance records of each child, including arrival and departure;
- Evidence of the child care certification of the staff member;
- Verification that a current criminal record check for those required has been provided to Ermineskin Community Preschool; and
- A current First Aid certificate.

The Board at Ermineskin Community Preschool will keep this information easily accessible in their classroom. The teaching staff will ensure that the records are available at all times for the licensing officer's inspection, and that the referred material is retained for a minimum period of two years.

PORTABLE RECORDS

All Emergency information is stored in a binder located in the classroom. In addition, electronic copies of all records are located off-site.

EMERGENCY PROCEDURES

Fire Procedures

1. Upon sight of FIRE – activate alarm at pull station located at exit doors.
2. Upon hearing fire alarm – line up children to evacuate premises.
3. DUTY PARENT – check to ensure all children have left; check washrooms.
4. TEACHER – pick up attendance sheets and pick up emergency file on way out.
5. Last person out (Duty Parent) closes all doors behind him or her.
6. Outside, Teacher does roll call to ensure all children are accounted for.
7. Phone Edmonton Fire Department – 911
8. DO NOT RE-ENTER THE BUILDING until Fire Department permits.
9. Proceed to area of Refuge as indicated in classroom.
10. Phone parents to arrange for pick-up of children.

Staff and children practice fire drills to familiarize themselves with the procedures.

Evacuation Plan

In case of emergency:

1. Teachers evacuate children through fire exit located in the classroom or out the front door of the Community League building. When in the gymnasium, teachers evacuate children through the gym doors leading outside.

2. The teachers check bathrooms, classroom, and front hall area for any lingering children.
3. The teachers will take roll call outside, at the specified meeting place, in the playground.
4. The parent on duty will go for help or to the telephone if necessary; and collect coats on the way out, if possible.

Medical Emergency

In case of a medical emergency with an individual child, the child will be sent by ambulance to the University of Alberta Hospital with one of the teachers. Parents shall be responsible for the cost of the ambulance.

PLEASE ENSURE THE PRESCHOOL HAS THE CORRECT PHONE NUMBER WHERE YOU CAN BE REACHED.

SUPERVISION POLICY AND PRACTICES

At Ermineskin Community Preschool the teachers will:

1. Ensure that children are supervised at all times;
2. Plan and implement activities that foster social, physical, intellectual, creative and emotional development;
3. Implement a program that has established routines;
4. Communicate clearly and effectively so children can understand;
5. Be available to offer positive feedback and give support to a developing child;
6. Observe the children and make note of their progress;
7. Encourage children who have individual needs (i.e. encouraging a shy child to enter into play);
8. Help children who have trouble controlling their emotions by redirecting them to a different centre;
9. Provide a carefully planned classroom arrangement that ensures the safety of each child is also a priority;
10. Provide adequate equipment and activities;
11. Know that it is important to make children feel safe and secure and allowing them to freely explore, discover and create;
12. Provide positive responsive relationships with children that will enhance their developmental needs;
13. Provide warm and friendly interactions;
14. Consult and collaborate with each child's family; and
15. Respect diversity and different cultural backgrounds.

PARENT JOB LISTING AND DESCRIPTIONS

The following is a list of all positions which must be filled by volunteer parents to ensure the smooth and effective functioning of our parent cooperative preschool:

President (Executive Position)

- Attends Executive meetings. If unable to attend, provides a report to another Executive member for presentation at the meeting.
- Prepares agenda and chairs Executive and Annual General Meetings. Executive meetings normally take place monthly throughout the school term. The Annual General Meeting takes place just prior to the start of school, and when it is felt necessary throughout the year.
- Oversees and calls for updates from Executive members. Updates are recorded in the meeting minutes and placed in the President's file.
- Organizes a committee to interview for Teachers (if necessary) and sets qualifications and job descriptions for Teachers.
- Reviews program with Teachers and offers any suggestions or ways the Executive can be of assistance.
- Attends Ermineskin Community League meetings on the second Tuesday of each month and reports to them any relevant information. Sends a representative if unable to attend or if preschool meeting falls on the same day.
- Informs appropriate agencies of address or executive member changes.
- Contacts Social Services for license renewal and meets with representatives as required.
- Ensures proper contract is finalized with Teachers by the end of June.
- Shares all correspondence at Executive meetings, and responds to items as required.
- Conducts registration with preparation for forms going out in late January, collection of forms and registering of children into classes.
- Conducts late registration from own home when required. Contacts parents of children on the waiting lists when positions become available. Explains roles of parent, fees, duty days, and housekeeping requirement. Collects registration form, registration fee and post-dated cheques. Turns money over to the Treasurer and contacts the Job Coordinator and Housekeeping chair with contact information for the new parent.
- Assigns all parents a job for the year, based on their registration form preferences.
- Ensures all jobs are being completed in accordance with job descriptions.
- Handles advertising of the preschool. This will include notices for registration events using posters, the preschool newsletter, and Ermineskin Enlightener.
- Keeps copies/samples of advertising used to pass on to incoming President.
- Contacts Ermineskin Community League membership coordinator regarding sales at the Annual General Meeting.
- Main contact for the Ermineskin Community League and web content for the preschool.

Vice-President (Executive Position)

- Attends Executive meetings. If unable to attend, provides a report to another Executive member for presentation at the meeting.
- Assumes duties of the President in the absence or inability of the latter.
- Phones/emails Executives to remind them of upcoming Executive meetings.
- Investigates which grants the preschool is eligible for and applies for those that are appropriate.
- Acts as “Sunshine Person” for the preschool; purchases gifts for teachers, buys cards, flowers, and gifts certificates as required, and provides a submission to the Newsletter Editor.
- Books community league rooms required for Executive meetings, the Annual General Meetings, and registration events.
- Arranges for class photos to be taken—usually in February—and books the necessary rooms.

Treasurer (Executive Position)

Monthly Duties:

1. Banking:
 - Deposit preschool fees at the beginning of the month
 - All other miscellaneous bank deposits as required
 - Contacts parents who are delinquent in payment or who have NSF cheques, and communicates this with the President and the teachers
2. Payroll:
 - Calculate payroll, including payroll deductions for CRA
 - Submit paycheques to teachers on the second last day of the month
 - Submit CRA Employer Payroll Deductions cheque to the treasurer of the Ermineskin Community League (must be paid to the CRA before the 15th of the following month)
3. Expenses:
 - Reimburse teachers and other parents for preschool expenses as incurred
 - Look after all other expenses as they occur: cell phone bills, licensing fees, etc.
4. Executive Meetings:
 - Attends Executive meeting and present year-to-date financials to Executive, which will be included in the minutes (if absent, report must still be presented and included in minutes).
5. Alberta Government Child Subsidy:
 - Complete subsidy forms and submit them by fax or mail as early in the month as possible.

- Once the monies have been deposited in the preschool chequing account, reimburse the parents who qualify for the subsidy for the amount paid to the preschool for their child.
- Note: it is the parent's responsibility to apply for the subsidy, not the preschool's. The government will notify the preschool once a child has qualified for the subsidy.

Annual Duties:

- February:
 - Attends Registration Night for the upcoming year and collects registration fee cheques.
- May:
 - Prepares a preliminary budget for discussion at the final Executive Meeting of the year preceding the AGM in September.
- August:
 - Completes the books for the fiscal year end (August 31st) and prepares the books for audit purposes.
 - Prepare budget for the first Executive meeting of the year.
- September:
 - Attends the Annual General Meeting and collects post-dated preschool fee cheques and post-dated duty day cheques.
 - Prepares the year-end financial statements and the budget for the incoming Treasurer at the AGM.

Secretary (Executive Position)

- Attends Executive Meetings. If unable to attend, provides a report to another Executive member for presentation at the meeting.
- Takes minutes of meetings, types them and provides a copy to each Executive member (can be done via email).
- Posts a copy of the minutes on the Preschool Bulletin Board within 2 weeks of each meeting.
- Arranges for another Executive member to take the minutes if unable to attend the meeting.
- Prepares correspondence as directed by the Executive.

Newsletter Editor (Executive Position)

- Attends Executive Meetings. If unable to attend, provides a report to another Executive member for presentation at the meeting.
- Puts together a parent information newsletter every month (Newsletter should be completed and distributed in the last week of the month for the following month).
- Sets deadline date for submissions and collects them from the Executive
- Liaise with Ermineskin Community League webmaster for online content, announcements and updates for the preschool website.
- Coordinates and types the information received from these sources.

- Distributes Newsletter by emailing to parent group and teachers, posting on the website, and posting on the bulletin board.
- Class Representative – 3, 4 year** (Executive Positions)
- Attends Executive Meetings. If unable to attend, provides a report to another Executive member for presentation at the meeting.
 - Acts as liaison between Executive, Teacher, and parents in class. Parents should be encouraged to bring suggestions and concerns to their class representative, who in turn discusses them with the Executive, President and/or Teacher.
 - Makes reminder calls/emails to all parents regarding the AGM (date, time, location, items to bring, and information to provide).
 - Attends AGM and collects any missing information from registration forms.
 - Assists with registration events.
 - Approaches new parents who have started after the Fall Orientation and familiarizes them with the program (parent responsibilities in the classroom, etc.).
 - Draws up an alphabetical class list and keeps accurate waiting lists for each class. Ensures a copy of the class list is distributed to each parent at the start of the school year. Maintains updated class list throughout the year and reports changes to Executive and parents.
 - Notifies the Vice-President of any occasion where a card is required (i.e. new baby, death, etc.).
 - Telephones/emails each parent as required to notify them of special information regarding the school such as field trips, meetings and/or cancellations.

Special Events Coordinator (Executive Position)

- Attends Executive meetings. If unable to attend, provides a report to another Executive member for presentation at the meeting.
- Researches and recommends a selection of field trips and special events to the Teachers and Executive. Once approved by the Executive, books event and transportation.
- Ensures permission slips are prepared and sent home prior to each field trip.
- Contacts the Treasurer to have a cheque prepared for payment of special event expenses.
- Looks for and posts notices of children's events on preschool bulletin board (i.e. newspaper notices such as circus, library programs, etc.).
- Communicates with the Class Party Organizers and reports party plans to the Executive.

Fundraising/Garage Sale Coordinator (Executive Position)

- Promote Mabel's Labels within the preschool.
- Promote and organize Fundscrip fundraiser in November.
- Organizes all aspects of the Fundraiser Garage Sale (works with executive to set date, book hall, coordinate with Community League on Big Bin Event and Pancake Breakfast).
- Does all advance preparations (donation collection and storage).
- Runs Garage sale (set up, pricing, volunteer coordination, clean-up, removal/donation of excess items).

Webmaster (Executive Position)

- Ensure the website is up to date at all times.

Housekeeping Coordinator

- Sets up a housekeeping schedule for the year, keeping in mind the dates when the school will be closed. Cleaning and set-up should be done before school starts in the fall, with cleaning scheduled approximately once a month thereafter. The schedule should be booked for Monday-Thursday evenings, during hours that the community league office is open.
- Attends preschool Registration night with the schedule to allow parents to choose their own cleaning date. After first or second week of school, assigns remaining parents their date, ensuring that each parent has a turn at housekeeping duty.
- Posts housekeeping schedule on the bulletin board located outside the preschool classroom.
- Makes sure sufficient cleaning supplies are available and notifies the Supplies Coordinator if any more are needed prior to the first cleaning day and following each cleaning day thereafter.
- Includes names of parents scheduled for housekeeping duty day in the newsletter.
- Contacts parents approximately one week in advance to remind them of their cleaning day so that all those listed will be present.
- Ensures a list of specific cleaning to be done is left on the counter for the parents scheduled for cleaning to follow.
- Follows up with one of the parents who just completed their scheduled cleaning to confirm all parents showed up for their cleaning duty. Once everyone has been confirmed for completing their scheduled cleaning, housekeeping deposit cheques should be returned to those parents.

Duty Roster Coordinator – 3, 4 year

- Draws up a rotating schedule to ensure that there are two parents at the class each day to serve as parent helpers, one parent required to bring snack.
- Ensures duty roster is available for distribution to parents by the 15th of the preceding month and posts a copy on the bulletin board.
- Makes revisions as required when changes take place in the class lists.
- Ensures an equal number of duty days are assigned for each child. Posts a list in January and mid-May that indicates the number of times each parent was scheduled to work, and the number of times asked to bring snack.
- Assists Class Representatives at the AGM.
- Assigns parents to provide snack on or before their child's actual birthday.
- Schedules Class Party Organizer on day of Christmas Party and Year End Celebration.
- Prior to the Fall AGM:
 - Obtain staggered entry class list from President.
 - Schedule **one** duty parent for each staggered entry day (ensuring that his or her child is attending that day), and assign them to bring snack for 9 children.

Class Party Organizer – 3, 4 year

- Organizes all parties for the children (Halloween, Christmas, Year-End Celebration) under the teacher's discretion.

- Does all advance preparations (i.e. food sign-up sheets, wraps gifts from Santa, decorates the room and takes down decorations at the end of the party).
- Will be scheduled by the Duty Roster Coordinator to be one of the duty parents on the party days.
- Responsible for cleaning up after a party (i.e. putting tables and chairs away, etc.).
- Arranges for Santa at the Christmas party (**Preschool will provide the Santa suit).

Librarian – 3, 4 year

All the preschool books are stored in the classroom in the top upper cabinets. They are organized by theme and labelled with a number in the top right corner. A library book box will be located on the counter within the classroom for books requiring repair and/or new cards; the librarians are responsible for the maintenance of the preschool library books. The librarians' duties include:

- File away books that have been returned over the summer at the beginning of the school year.
- Ensure all new books are stamped with the Ermineskin Community Preschool stamp, and a borrower's card and pocket are put into each book.
- Repair damaged books as required by Teacher (these will be filed in the library book box).
- Refers any books beyond repair to Teacher to be disposed of at her discretion.
- Check the signed out books by each class and send reminder notes home to students who have three or more books signed out.
- On or before May 15th sends a note home to every student who has library books signed out reminding them to return their borrowed books before school is completed.
- Recommend books to add to the library.
- Update the inventory list with any new books added throughout the school year; to be provided by Teacher at the end of the year. (Listed in alphabetical order by title and indicate if it is a hard cover book and if it is accompanied by a CD.)

Arts and Crafts – 3, 4 year

- Be proactive in assisting the teachers in this role. Don't be afraid to ask what needs to be done to help!
- Completes art and craft preparation for the class (i.e. cutting, gluing, etc.) as per the Teacher's instructions; these are "at home" duties.
- Assist the teachers with updating/changing the bulletin boards both inside and outside the classroom.

Playdough – 3, 4 year

- Make homemade playdough for the class.
- Teachers will provide a tried and tested recipe along with some ingredients. All other ingredients purchased are refundable by turning in an expense form and receipt.

Housekeeping – Repairs and Maintenance

- Checks with teacher to see whether any repairs/maintenance is required.
- Arranges for necessary repairs.
- May be responsible to purchase items required to complete a repair. If so, an expense form should be completed and submitted to the Treasurer for reimbursement.

Housekeeping – Sewing

- Makes any necessary repairs or alterations to doll clothes, paint shirts, etc., as requested by teacher.
- Makes or acquires new doll clothes and/or dress-up clothes as requested.
- Does any other sewing required by the Teacher.

Housekeeping – Laundry

- Takes home towels, bedding, cushion covers, paint shirts, etc. for washing, as requested by the teacher.
- Laundry should be taken home on child's last preschool day of the week and returned after the weekend (folded and put away).
- Identifies any items in need of repair to the teacher.

Scholastic Book Organizer

- Posts a notice on the bulletin board advising of the deadline for return of book orders and cheques. Advises parents these items are to be put in file marked "Scholastic Book Organizer."
- Consults with teacher regarding free items to be ordered for the school.
- Completes the master order online within a few days of the deadline. Mails cheques after the order is submitted.
- Upon receipt of books, sorts as per retained order forms and groups by class the orders for distribution.

Toy Cleaning Coordinator

- Obtains a list of Toy Cleaners from the President, and housekeeping dates from the Housekeeping Coordinator.
- Prepares a schedule (omitting housekeeping dates) for bi-weekly cleaning of toys, assigning 2 people per week.
- Posts the schedule on the preschool Bulletin Board and provides each toy cleaner with a copy.
- Phones parents approximately one week in advance to remind them of their cleaning day so that all those listed will be present.

Toy Cleaner

- Prior to the scheduled week, the two toy cleaners make contact to determine the exact date and time when cleaning will be done. Cleaning may take place during community league hours (hours/days are posted on the Community League door). Obtain key for preschool room from Ermineskin Community League office.
- Disinfects all toys in the classroom and return them to their original location. Supplies are located in the Cleaning Supplies Cupboard.

Recycling Coordinator

- Responsible for removing all recyclables from the classroom each week and/or as needed.
- Take the recycling to a recycling station or put the items in a blue bag for pick up from your house.
- Take refundable bottles to the bottle depot and submit monies earned to the treasurer for deposit into the preschool account as a fundraiser.

Volunteer Coordinator

- Ensures everyone has signed up for a volunteer position.
- Gives reminder calls/emails one week prior to the volunteer commitment.

DUTIES OF THE TEACHER

- Promotes a nurturing and encouraging atmosphere.
- Communicates clearly with parents concerning expectations in the classroom.
- The teacher has the right to refuse a child's admittance to a class when in doubt about the child's health. The teacher also has the authority to request a written statement from the child's doctor indicating a clean bill of health before the child returns to preschool.
- Attends Annual General Meetings and Executive Meetings.
- Provides detailed curriculum plans to the Executive upon request.
- Informs the President in the event that he/she is not able to attend class.
- Responds to requests made by the Executive on behalf of the parent group.
- Holds fire drills as stipulated by the Fire Department.
- Makes sure that children remain in the classroom until dismissal time, and that they are released only to approved adults.
- At year end, provides a list of supplies needed for the following year.
- Prepares the school calendar in advance of the Annual General Meeting; this calendar is to be handed out to all parents as part of the Handbook.
- Provides information for all newsletters to the editor.
- Records lesson plans in the day book and provides a monthly calendar for parents.
- Attends Registration night to answer questions.
- Produces and submits required forms in the case of accidents or major disciplinary issues.
- Deals with disciplinary issues.
- Maintains accurate attendance records on a daily basis.
- Recommends replacement for worn or dangerous toys and furniture to the Executive.