



Ermineskin Community Preschool

General information and parent duties for the school year

Duties of Parents

1. **Duty Days:** To assist and participate actively in the preschool and provide snack and drink on a rotating basis. As stipulated by the preschool's license, parent helpers are required in the classroom in addition to the teachers. As a duty parent, you should arrive 15 minutes before class starts and remain until all children have been picked up.
2. **Housekeeping Day:** Each family must take a turn during the course of the year cleaning the preschool room. This usually takes place on a Tuesday, Wednesday or Thursday evening and will involve a thorough cleaning and organizing of classroom materials.
3. **Assigned Job:** Parents are required to sign up for one of the available jobs. See the preschool handbook for job descriptions.
4. **Annual General Meeting:** All parents must attend the Annual General Meeting on **Thursday, September 7, 2017 from 7 – 8 p.m.** All payments and deposit cheques will be collected at this meeting.
5. **Volunteer Commitment:** Parents are required to sign up for a minimum of one volunteer commitment throughout the school year. This could include, but is not limited to: Ermineskin Community League Casino, Ermineskin Community League Craft Fair, Ermineskin Community Preschool Garage Sale.

Your child **MUST** be toilet trained when preschool commences. Pull-ups are not permitted.

All application forms must be filled in completely and be accompanied by a non-refundable \$50 registration fee. Required deposits and tuition cheques are due at the Annual General Meeting and must be received before the child may start class.

All children require a designated pair of non-slip shoes, a plastic cup with their name on it for juice (no lids or straws please), and a backpack with a full change of clothes in it (including socks and underwear).

Parents must wait in the hall with their child until class starts at 9 a.m./12:30 p.m. and pick-up children no later than 11:30 a.m./3 p.m. when class is dismissed. Clear instructions must be left with the teacher as to who may pick up your child.

One month written notice is required if you wish to withdraw your child from the program. If sufficient notice is not provided, parents will be required to pay one month's tuition fees at the time of withdrawal.

Classes commence the week of September 11th, with a staggered start. You will receive information at the Annual General Meeting indicating which day your child should come to school that week.