

Shaunavon Co-operative Playschool

Parent Handbook 2021-2022

Teacher: Sue Peterson (home) 297-3557 (cell) 297-7682

email: dspeterson@sasktel.net

Educational Assistant: Cindy Nelson

Welcome Message

Dear Families,

Welcome to the Shaunavon Co-operative Playschool. A co-operative pre-school can be just as rewarding for your family as it is for your child. From helping in the classroom to getting together with other parents on committees or at fundraisers, you will have many opportunities to meet new people and make new friends.

Our Playschool is run by parent-volunteers. Our philosophy is to try to keep things fun for the parents as well as for the kids. We love it when parents want to be involved with our school and we always welcome new ideas and suggestions. We encourage you to attend board meetings so you can be involved in the decisions affecting your child's education here. Please also feel free to contact us with any questions or concerns you may have and we'll discover answers and/or solutions together.

Although this is a co-op and as such we all have the responsibilities to fulfill, it is our goal to keep the focus on the children and their pre-school experience. It is our belief that as parents our primary focus should always be directed toward our children and their best interests.

Thank you for joining the Shaunavon Co-operative Playschool family. We know with all of our participation, this will be a great year for the children and families of the Shaunavon Playschool! We hope the information within these pages will answer any questions you might have.

Our Philosophy

Concerning Children: We believe pre-school age children learn best through play and interaction with others. We strive to provide an environment that offers our children the chance to observe, to explore, and to experiment at their own unique developmental level in order to instill confidence and grow emotionally, physically and creatively.

Concerning Our School: The object of this organization is to provide preschool age children supervised play and teacher led group activities to expand their intellectual and social development. It is to be conducted as a

cooperative effort on the part of the teacher and parents.

What This Means: Research in the area of cognitive development in young children suggests that children learn best in an enriched, multi-sensory environment that is age appropriate. Children should be free to interact with their environment in a learning style and at a rate most appropriate for him or her as an individual. The preschool setting in which this type of learning can best occur is one in which much time is spent in free play. Free play allows children to explore their environment when and how they choose. Our classroom activities encourage growth in the following developmental areas:

Social - Emotional, Creative and Academics

- Sharing
- Taking turns
- Concerns for others
- Making new friends
- Accepting differences
- Expressing feelings appropriately
- Art activities
- Dramatic play time
- Language/Reading
- Field trips/Outdoor play
- Music and Singing
- Teacher guided activities

Physical

- Large Motor (climbing, hopping, running, jumping)
- Small Motor (puzzles, manipulative toys, play dough)

We feel that exposure to each of these areas helps to develop confidence and form a foundation for success later in school. The total environment -physical setting, teacher, equipment, curriculum, and time structure- is designed to communicate a feeling of acceptance, safety and security to young children. We want your child to feel welcome at the Playschool!

What is a Co-op?

Briefly stated, it's fun...and work! By actively participating with your child in the Playschool, you learn things that

are special about your child and other children. You may discover talents that you and your child have, or yet did not recognize while enjoying the company of other parents like yourself. A co-op is great for sharing ideas, information, and even frustrations. The following help to further define a co-op: .

- In order for the Playschool to operate properly, a good deal of cooperation is necessary (hence the name co-op). The parents are actually the administrators as well as the staff of the school. Board officers are elected democratically each year. If you wish to participate on the board, please contact a current board member to sign up.

Your Co-op Responsibilities

Board Meetings

Board meetings are held monthly. All parents are welcome and encouraged to attend. It is here that the day-to-day decisions affecting the way the school is run are made. Each family has one vote per child enrolled. If you wish to have input, please attend!

Fundraising

Fundraisers are essential to keeping tuition costs down and maintaining and building upon our program. Each year Playschool families are expected to participate in several fundraising activities to provide our Playschool and children with such things as classroom supplies, new books, toys, puzzles, classroom equipment, classroom improvements, as well as assisting with ongoing expenses such as rent.

Fundraisers in past years have included the Shaunavon Craft and Trade Fair, Parade of Homes, raffles, food concessions, Bingo nights, concerts, and sales of products like first aid kits and Mom's Pantry.

These fundraisers take the entire membership to be successful. Family participation for fundraisers is mandatory.

If you have any fundraising ideas or suggestions, please contact any Playschool Board member.

Tuition

Playschool tuition fees for 2021-2022 are as follows:

One Child:

one day a week: \$45.00 per month = \$360 per year

twice a week: \$80.00 per month = \$640 per year

Two or More Children:

one day a week: \$35.00 per month, per child = \$280/year/child

twice a week: \$70.00 per month, per child = \$560/year/child

Drop in Rate: \$15.00 per class

These fees are non-refundable

Each month's tuition is due at the time of registration and may be paid in full in advance, or with monthly post-dated cheques. If tuition is not paid on time, membership will be terminated. **NSF Cheques: There is a \$20.00 penalty for non-sufficient funds.**

REMINDER: Tuition fees can be used for income tax purposes.

Snacks

Each class has a scheduled snack time. It is the responsibility of the parent to provide a snack and drink for his/her child to bring to school. We encourage parents to provide healthy, simple to eat, and easy to open snacks such as crackers, cheese, sliced fruit, etc. Children are not allowed to share snacks due to concerns about food allergies. **Do not send nuts, fish products or avocado** as there are students in and around the classroom who have severe allergies to these. If sending juice boxes, please know that there is often a lot of juice wasted - instead reusable containers such as water bottles are a great alternative.

Photography

Throughout the year photos are taken. A consent form will be signed at the beginning of the year for all photos taken. At the end of the school year each child will receive a memory book filled with photos.

Playschool Program Information

Child Eligibility

The Playschool program is open to children 3 years of age and older. A child may register in the program and join in with the class in the month of their 3rd birthday. E.g. child's birthday is November 28; register in September; child begins school November 1.

All children attending Playschool must be toilet trained.

Educational Assistant

The Playschool employs an educational assistant. The primary tasks of the assistant are to assist the teacher with instruction and supervision of the children. She also helps improve the teacher-student ratio within the classroom and maximize the learning potential of the structures and free time for the children.

Program Dates, Sessions and Schedule

The Playschool year begins **Tuesday, October 5st, 2021** and runs until end of **May 2022**.

The Playschool offers morning or afternoon classes on Tuesdays and Thursdays, as follows.

Morning Class: Tues. and Thurs. 9:00 a.m. to 11:30 a.m.

Afternoon Class: Tues. and Thurs. 12:45 p.m. to 3:15 p.m.

Please be prompt so we don't overlap with the rest of the school

Parking is available for Playschool parents in the Hospital parking lot. **Parking is NOT permitted in front of the school.** When parking, please do not take CKS teachers parking spots, block crosswalks or interfere with school bus traffic or bus parking. When walking your child to or from the building, please use the crosswalks.

Parents must walk their child to the north door of the school and meet the teacher at the door. Parents are not allowed in the school at this time due to COVID. The teacher will walk your child to and from the classroom. Pick up will be the same, the teacher will meet you at the north door. Should your child need to leave early call or text Sue (306) 297-7682.

At the end of the day the teacher will wait with the child until the parent is there before letting the child leave her care. **If any person other than the expected parent/caregiver is to pick up the child, please inform the teacher.**

Holidays

Playschool will NOT be open on any statutory holidays falling on Tuesday or Thursday. Breaks will also correspond with the Chinook and Holy Trinity School Division calendars.

Playschool Cancellation

The Playschool will not operate on days when buses are not running and/or travel is not recommended.

Supporting Your Child's Learning

Activities are planned around 'the letter of the day'. A monthly calendar is prepared by the teacher to keep you informed of the day's events and to request items the children may need to bring.

Clothing

Dress your child in comfortable play clothes. Bring a pair of **indoor shoes** (no slippers please!) Make sure to dress your child appropriately for the weather - we occasionally go outside if time allows.

Clean Up

Children will be asked to clean up the toys they were playing with before going home.

Monthly Newsletter

Monthly newsletters and calendars will be in your child's mailbox. It is your responsibility to pick up them up.

Child Behavioural Guidance

The Playschool maintains a positive approach in problem solving. We do not believe in telling children that they are "bad". The teacher sets out the rules for the children to follow such as fair play, sharing and respect for others.

If there is an incident/accident that may have an 'after effect' (questions, emotional or physical) an incident/accident report will be filled out and given to the parent as well as a copy for Playschool files.

The children are allowed to work out the problem on their own with assistance, if necessary or verbalizing their feelings and with suggestions on non-destructive problem solving alternatives.

When a child misbehaves:

- 1st incident: A discussion with the child (at their level) about the behavior and how it hurts our friends and a better way to handle the situation. The child will go apologize (if needed) and be redirected to another activity.
- 2nd incident: A discussion will again take place, apologies made and the child will stay with the teacher at another activity for a short time.
- 3rd incident: A time out chair will be used. A discussion again will take place. Parents will be approached upon pick-up.

Remember-Every Day is a New Day!

Sick Children/Medication

Sick children MUST be kept at home. Children are too sick to be at Playschool if they have any of the following symptoms:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite
- Loss of sense of smell or taste
- Shortness of breath
- Head Lice
- An undiagnosed rash or skin condition
- A communicable disease such as chicken pox

Please notify the Playschool immediately if your child contracts a communicable disease. Whooping cough, red measles and scarlet fever must also be reported to your local health unit. Medications will only be administered to children in the case of allergies.

Emergencies

Please ensure that the child's registration form is filled out indicating the doctor's name, health care number,

emergency contact and allergies. If necessary, an ambulance will be called and the parents or family doctor will be contacted. If required, the cost of an ambulance will be the responsibility of the parents.

In case of fire, the children will be removed from the building immediately to the designated meeting place (Christ the King School Yard for attendance and then across the street to the Christ the King Church) and the parents will be notified to pick up their child. In case of power outage, parents will be notified and Playschool will be closed.

COVID PROTOCOL

Masks are mandatory at this time.

Classroom will be disinfected between morning and afternoon class.

We are looking forward to serving you and your children. Please ask any questions - open communication is important to providing the highest quality experience for your child. Comments are welcome too, we encourage feedback!

Sincerely,

The Board 2021-2022

Sue Peterson -Teacher, Cindy Nelson– Educational Assistant

Shaunavon Co-operative Playschool
REGISTRATION FORM

Child's Name: _____

Birthdate: Year: _____ Month: _____ Day: _____

Age: _____ Sex: _____

Full Name of Parents: _____ Email: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____

Your Place of Employment: _____

Playschool Session:

Tuesday: AM _____ Thursday: AM _____

Tuesday: PM _____ Thursday: PM _____

Does your child attend another child care facility? (please circle) YES/NO

IF YOUR CHILD WILL BE DROPPED OFF OR PICKED UP AT PLAYSCHOOL BY A SITTE
WE NEED THE FOLLOWING INFORMATION:

Sitter's Name: _____

Address: _____

Phone: _____

*******PLEASE NOTE: MONTHLY POSTDATED CHEQUES MUST BE SUBMITTED WITH REGISTRATION*******

Shaunavon Co-operative Playschool

APPLICATION FOR MEMBERSHIP

DATE: _____

To: The Board of Directors, of the SHAUNAVON CO-OPERATIVE PLAYSCHOOL

- I hereby apply for membership in Shaunavon Co-operative Playschool, and the sum of \$5.00 is herewith paid as a membership fee. **This is a one-time only family fee.**
- On becoming a member I agree to be bound and to abide by the bylaws of the co-operative.

Name: _____

Occupation: _____

Address: _____

Phone: _____ Postal Code: _____

- Upon expiry of this membership I _____ hereby donate the sum of \$5.00 to the Shaunavon Co-operative Playschool.

Or

- Upon expiry of the membership I _____ hereby request that it be returned to the above address.

Signature

Shaunavon Co-operative Playschool

EMERGENCY INFORMATION

Child name: _____

Home address: _____

Home phone: _____ Birth date: _____

Mother's name: _____ Work Phone: _____

Mother's cell number: _____

Father's Name: _____ Work phone: _____

Father's cell number: _____

Emergency contact: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Child's Hospitalization Number: _____

Additional pertinent information (allergies, drug or other conditions, medications, etc.)

CONSENT

I, _____ give Shaunavon Playschool the authority to

sign for my son/daughter _____ in my absence.

Health Services# _____

Shaunavon Co-operative Playschool

“WALKING”TRIP PERMISSION SLIP

_____ is hereby given permission to participate in spontaneous, walking field trips throughout the school year. I understand that each trip will take place in the neighborhood area, weather permitting, and the children will always be accompanied by the teachers.

Signature of parent or guardian _____

Date Signed _____

CONSENT FOR PHOTOGRAPHY

I _____ give Shaunavon Co-Operative Playschool permission to photograph and videotape my child _____ during playschool time. I understand that these photographs may be used for such things as a Playschool memory book or to be published in the local newspaper.

Signature of parent or guardian _____

Date Signed _____

Shaunavon Playschool Co-operative Supply List

- Backpack
- Lunch kit with snack and drink
- running shoes (for indoors)
- extra set of clothing (stays in backpack)
- plastic pencil box
- crayons
- washable markers
- scissors (child safe)
- paint shirt
- 1 container of store-bought play dough
- 1 bottle of white glue
- 1 large glue stick
- 3 bristol Boards (any color)
- 2 pictures of your child (one will be used for first day of school craft)
- 1 speciality item (which will be assigned to you)
- 1 box of kleenex
- 1 roll of paper towel

Please ensure that all supplies are clearly and *individually* labeled. (except for the Bristol board).