



STONY PLAIN PLAYSCHOOL INFORMATION PACKAGE 2017-18 School Year

Welcome to Stony Plain Playschool! We hope that this information will help to answer all of your questions. You may also visit our website at www.stonyplainplayschool.com or find us on Facebook at www.facebook.com/stonyplainps for more information and current updates.

Who We Are

Stony Plain Playschool provides opportunities for your child to develop emotionally, physically, socially and intellectually. At our Playschool, your children will learn about themselves, friends and the world around them. They will also learn to cooperate, share, accept direction and express themselves in a creative and socially acceptable manner.

Located in the Family Connection Center, Stony Plain Playschool offers a variety of program options for your family for the 2017-18 school year. All programs provide age appropriate curriculum and activities for your children, aged 3 or 4-5, with a focus on learning through play.

Community Partnerships

We are a community-minded playschool. Through partnerships with Alberta Parenting for the Future Association (APFA) and Parkland School Division, our program brings together children from all parts of our community to learn and play in an environment designed to foster their growth and development during those fundamental first five years. These partnerships are made possible through the large capacity of our classroom. Depending on enrolment and the needs of our partners, children from APFA programs and the Parkland School Division Early Childhood Supports program may share our space and participate in our program with their required staff. These partnerships are a great asset to our families as well by providing on-site parenting and family resources, early intervention workers, speech pathologists and a wide range of learning resources to ensure the best start for all our children.

Parent-Run Program

Stony Plain Playschool is a cooperative effort where parents are encouraged to become involved. The executive and teacher are always ready to answer questions and to assist with any concerns. Communication is key to a happy playschool. Please take time to meet your child's teacher, get to know the executive and feel free to ask questions at any time.

Our Program

Stony Plain Playschool is a learn through play program with a focus on social and creative learning. The curriculum includes a balance of structured activities such as story time and craft time, as well as plenty of free play and station activities for the children to explore. The large classroom provides a variety of learning spaces including an indoor and outdoor play area, a designated quiet reading zone, ample crafting space as well as numerous learn-through-play stations throughout the room. This design provides an ideal balance for children to not only learn, but also explore their unique areas of interest to promote optimal development of the whole child.

Flexible Options

Stony Plain Playschool provides parents with a variety of program options. This way families can choose an option that meets the individual needs of their child by selecting the number of days per week your child can attend playschool.

3 Year Old Class Options

1 class per week

- Monday Afternoon: 12:15–2:45p.m.
- Wednesday Afternoon: 12:15–2:45p.m.

2 classes per week

- Tues & Thurs Mornings: 9:00–11:30a.m.

4 Year Old Class Options

2 classes per week

- Tues & Thurs Afternoons: 12:15–2:45p.m.

3 classes per week

- Mon, Wed & Fri Mornings: 9:00–11:30a.m.

Age & Class Guidelines

Children participating in 3-year-old classes must be three years old and toilet trained prior to their first day of class. If your child is turning three within the first semester and would like to start after their birthday, payment for the full year is required at registration in order to hold their space. Children participating in the 4-year-old classes must be 4 by February 28 of that school year. Registration is limited to 16 students per class. Students are guided by our certified teacher, qualified APFA and Parkland School Division staff (as needed), as well as parent volunteers.

Program Fees

The program is priced according to the number of sessions per week your child is registered and whether your family can commit to required parent volunteer days.

PROGRAM FEES (2017-18)				
WITH PARENT VOLUNTEER REQUIREMENTS <i>(deposit required)</i>				
# of Sessions Per Week	Class Options	# of Helper Days Per Year	Monthly Cost	Annual Cost (Sept - June)
1	3 Year Old: Mon PM or Wed PM	5	\$60	\$600
2	3 Year Old: Tues & Thurs AM 4 Year Old: Tues & Thurs PM	10	\$110	\$1100
3	4 Year Old: Mon, Wed & Fri AM	10	\$150	\$1500

PROGRAM FEES (2017-18)				
WITHOUT PARENT VOLUNTEER REQUIREMENTS				
# of Sessions Per Week	Class Options	# of Helper Days Per Year	Monthly Cost	Annual Cost (Sept - June)
1	3 Year Old: Mon PM or Wed PM	0	\$110	\$1100
2	3 Year Old: Tues & Thurs AM 4 Year Old: Tues & Thurs PM	0	\$160	\$1600
3	4 Year Old: Mon, Wed & Fri AM	0	\$200	\$2000

Fundraising

Fundraising is **mandatory** for all families. Fundraising is necessary to keep the program running at an affordable cost. Profits from this fundraising are put toward the monthly bills, general maintenance and supplies for the school. A \$200.00 fundraising cheque dated June 1st will be required with your registration. Profit raised will be cumulative for the entire year, so you can participate in all of the fundraisers or only one if you reach the required profit. If you raise a \$200.00 profit for the playschool, your cheque will be returned to you. If you do not raise \$200.00 profit for the playschool, your fundraising deposit cheque will be cashed. If you choose not to participate in the fundraisers please include a \$200.00 cheque or cash with your paperwork.

Parent Volunteers

Parent helpers are an essential part of our playschool in order to meet required adult to child ratios in the classroom. These days are a great opportunity for parents to observe your child's progress and development, and your child will be looking forward to sharing these school days with you. You will have the option to select your preferred Parent Helper days on your registration package, or you can attend the Sign-Up Night in August. Parent Helper days are assigned on a first come, first serve basis.

If you cannot fulfill your assigned parent helper day **you** are responsible to find an alternative parent to switch days with. There is a \$100 Parent Helper deposit required with your registration. If one parent helper day is missed you forfeit the Parent Helper deposit. If it happens one more time your family will be charged the difference between the volunteer vs. non-volunteer fees for your program.

All volunteers interacting with the children must have a **current criminal record check** completed prior to their helper day. A letter will be provided to you at the start of the school year to ensure fees will be waived when requesting the criminal record check from the RCMP. If you have had a vulnerable sector check in the past 6 months, you may submit that with your paperwork.

Helper parents should come at least 5 minutes before class times and must stay for the duration of the class. Time is spent with classroom set-up, assisting the children with projects, cleaning, sweeping, setting up snack and escorting children to the washroom. A complete list of parent helper duties is posted in the classroom. No siblings are allowed to accompany parent volunteers, but child care is available through APFA on select days. If you require child care for additional children during your parent helper time, please speak with your class coordinator to learn what options may be available to you.

Even if your family has chosen the non-volunteer program option, we still encourage parents to come spend time in the classroom as the children look forward to sharing their school experience with family.

The playschool executive consists of: president, vice president, secretary, treasurer, registrar and fundraising coordinator. These positions are filled by parent volunteers and need to be filled annually. If you are interested in becoming more involved in your child's playschool experience, please contact the current executive or teacher.

Stony Plain Playschool Policies

REGISTRATION

All paperwork must be completed and all fees must be paid prior to your child starting playschool. A \$60 non-refundable registration fee is required with every registration package. Program fees can be paid with cash or cheque for the full amount dated September 1, or 10 post-dated cheques for the monthly fees dated for the first of each month (Sept-June). There is also a \$100 Classroom Cleaning deposit required for each family. This deposit (cheque/cash) will be returned to you upon completion of your classroom cleaning date. For volunteer families there is an additional \$100 Parent Helper deposit that will be returned to you upon completion of required parent helper days. Families must also provide a \$200 Fundraising deposit that will be returned when the fundraising requirements have been reached.

All cheques are made payable to Stony Plain Playschool. There is a \$25 service charge for any NSF cheques.

FAMILY DISCOUNT

Families are eligible for a discount if two or more children are attending Stony Plain Playschool during the same school semester. The first child is full price, the second child is 10% off and the third child is 15% off. Please provide one Classroom Cleaning deposit, one Parent Helper deposit (volunteer families only) and one Fundraising deposit per FAMILY when multiple children are attending at the same time.

REFUND POLICY

In the event of a withdrawal from Stony Plain Playschool, there will be no refund of fees or deposits after the first two weeks of each semester, with the following exceptions:

- reasons of health (doctor's certificate)
- moving to another area
- the unanimous recommendation of the Executive

CLASSROOM CLEANING

To maintain the good health of all our students and their families, it is important to have a clean classroom. A \$100 Classroom Cleaning deposit will be required with your registration. There will be several cleaning days designated (1.5 hour minimum) throughout the year for parents to sign up. Your deposit will be returned to you upon completion of your selected classroom cleaning date.

SCHOOL CALENDAR

The 2017/2018 school year will run from Monday, September 11, 2017 to Friday, June 22, 2018. The school is closed on statutory holidays and follows the public school calendar for PD Days, Fall Break, Christmas, Teachers Convention, Easter and Spring Break.

ARRIVAL & DEPARTURES/LATENESS

The morning classes run from 9:00 to 11:30a.m. and the afternoon classes run from 12:15 to 2:45p.m. Please try to arrive 5-10 minutes ahead of class time and bring your children into the playschool. Help them with their gear and see that they are signed in and delivered safely to the teacher. When picking up your children please arrive 5 minutes ahead of class ending time and remain in the bootroom until the teacher opens the door. Repeated lateness (more than 2 times), or an extended late pick-up (15 minutes or more) may be subject to re-imburement of the teacher's salary. This will be dealt with on an individual basis by the executive.

The teacher **MUST** be informed in advance and in writing if you have authorized someone other than yourself to pick up your child. If your child should not be released to another person (i.e.: parent, grandparent, etc.), please speak with your child's teacher and inform the playschool in writing. In case of severe weather, you will be notified if the school will be closed. If the school remains open, please come at your own discretion.

SUPPLIES & CLOTHING

All children should have a backpack, containing inside shoes, a change of clothes, their snack bag and a water cup. The backpacks will also be used to carry their crafts and newsletters home. Please ensure that ALL your child's belongings, including their clothes, are clearly marked with their name. Children are not to bring toys from home.

Please send your child in clothes suitable for "mucking". Sometimes play can be dirty work! Clothes should be easy for the child to manage themselves so that they may enjoy independence and privacy should they have to go to the washroom. It is also important that the children are dressed to suit the weather. Outdoor activity is a part of our program. This means snowsuits, boots, mitts and hats for the winter and waterproof clothing for the rain.

SNACK

Each student is to bring their own snack to class. Please send your child with two food group options (yogurt & apple slices, crackers & cheese, etc) as we will spend time talking about healthy eating in class. The teacher will send out a note during the first week of school to let you know if there are any foods that need to be avoided for allergies in your child's class.

DISCIPLINE

Developing self-control and learning appropriate social behaviour is essential to a child's social development. Appropriate behavioural management or "discipline" methods serve to guide a child's behaviour while protecting and enhancing their self-esteem. In guiding children's behaviour, two types of methods are used: preventive and intervention strategies. Preventive strategies are used to decrease the chances that the unwanted behaviour will occur. They include appropriately planned programs and setting clear and simple rules children can remember. Intervention strategies are used to stop or redirect undesirable behaviour when it occurs, and include calming, redirecting and reassuring the children. If an undesirable situation occurs, the teacher will approach the parents/guardians to discuss the situation.

PROCEDURES DURING ILLNESS

Please **do not send** your child to playschool if they are not feeling well (i.e.: vomiting, diarrhea, fever, coughing). If the illness is contagious, your child **must** remain at home. It is better for them and it is also a safeguard for the other children. We **DO NOT** want children being sent to Playschool with any flu-like symptoms. Flu-like symptoms include: FEVER, COUGH, SORE-THROAT, EXTREMELY RUNNY NOSE and/or MUSCLE ACHES and PAINS. Children are not to return to school for **at least** 3 DAYS AFTER their fever has disappeared WITHOUT the help of fever-reducing medication. If your child becomes ill at playschool, you will be notified promptly so that you can take them home. In an emergency, the teacher will take whatever steps are immediately necessary to get medical help.

INCIDENT/ACCIDENT PROCEDURES

In the event of an incident (defined as an adverse traumatic event), or an accident requiring First Aid, children will be given immediate attention. If necessary, First Aid will be administered and/or medical assistance obtained and parents/guardians will be notified immediately.

EMERGENCIES

In the event of a FIRE, GAS LEAK or other such emergency, the children will be taken to the Multicultural Center. Parents will be notified immediately to come and pick up their children.

