



bonnie  
doon  
playschool

# PARENT HANDBOOK

## 2022/2023

## Table of Contents

Introduction	3
1.0 Our Philosophy	3
2.0 Programs and Times	5
3.0 2022-2023 Calendar of Events*	7
4.0 Supporting Your Child's Learning	8
4.1 <i>Late Arrival &amp; Absences</i>	9
4.2 <i>A Typical Day</i>	10
4.3 <i>Clothing</i>	11
4.4 <i>Snacks</i>	11
4.5 <i>Cubbies</i>	12
4.6 <i>Washroom Policy</i>	12
4.7 <i>Field Trip Policy</i>	12
4.8 <i>Supervision Policies and Practices</i>	13
4.9 <i>Sick Children Policy</i>	15
4.10 <i>Allergy and Medication Policy</i>	18
4.11 <i>Child Guidance Policy</i>	18
5.0 Parent/Guardian Expectations and Responsibilities	19
5.1 <i>Parent Code of Conduct</i>	19
5.2 <i>Registration and Fees</i>	20
5.3 <i>Fundraising/Casino</i>	22
5.4 <i>Bee Cleans</i>	22
5.5 <i>Board and Volunteer Positions</i>	22
5.6 <i>Teacher and other Staff, Parent Volunteer and Board Member Security Checks</i>	23
5.7 <i>Alumni family pre-registration</i>	23
6.0 Guidelines and Policies	24
6.1 <i>Communication Guidelines with Board Members and Teachers</i>	24
6.2 <i>Teacher Absences</i>	24
6.3 <i>Parking</i>	25
6.4 <i>NSF Cheques and Electronic Fund Transfers</i>	25
6.5 <i>Change of Information</i>	25
6.6 <i>Smoking</i>	26
6.7 <i>Withdrawal</i>	26
6.8 <i>Mid-Year Registration</i>	26

6.9 Emergency Procedures	26
6.10 Child Protection Policy	27
6.11 Monthly Expense Reimbursement Process	27
Summary of 2022-2023 Volunteer Positions	28
2022-2023 Volunteer Position Descriptions	29
Volunteer Board Positions (Elected)	29
In-class and Out-of-class Volunteer Positions	31

## Introduction

Welcome to Bonnie Doon Playschool. We are a not-for-profit parent co-operative preschool, licensed under the Alberta Government. As part of the *Early Learning and Child Care Act* and Early Learning and Child Care Regulation, our preschool is supported with the tools and flexibility to meet the needs of our students and their families.

At our preschool, families and teachers work together to provide an exceptional preschool learning environment. The success of our preschool is a result of the caring, dedicated people who help run it, from our devoted staff to supportive parents, guardians, and family members.

This parents' handbook outlines our program and some key policies and procedures of Bonnie Doon Playschool. Parents or guardians of registered students make up Bonnie Doon Playschool's membership. A Board of Directors, consisting of volunteer parents of children currently enrolled at the school, manages the business and affairs of Bonnie Doon Playschool. The Board serves on a volunteer basis, without pay. The Board is guided by Policies and By-Laws that provide parameters for operation. Parents who are not on the Board of Directors assume other volunteer positions as outlined in this parents' handbook.

If you have questions or concerns regarding the Bonnie Doon Playschool programming or policies and procedures, please do not hesitate to bring them to the attention of the Board of Directors. Your feedback is important to us.

Keep this handbook as an easy reference during your child's time in our program. We look forward to making this a memorable experience for you and your child.

### 1.0 Our Philosophy

Our goal at Bonnie Doon Playschool is to create a positive, safe, loving, and nurturing learning environment where the health, safety, and well-being of our students is of the utmost importance. Our program is designed to promote individuality, while fostering a sense of community and belonging. We encourage kindness, inquisitiveness, patience, and creativity in an inclusive learning environment, while viewing students as competent, capable, curious, and

rich in potential. Because all factors of development are of equal importance, our program offers experiences that nurture growth in social and emotional; cognitive; language and communication; and physical skill development. Providing an inclusive program is a reflection of our belief that all children belong together in a group setting, with the appropriate support required for each individual to succeed. Ultimately, we hope each student feels a sense of belonging to themselves, to their peers, to the adults in their lives, and to the world around them.

Our program uses a purposeful play approach in which learning environments and experiences are intentionally planned and facilitated to achieve intended learning outcomes, including social and emotional growth, cognitive development, and language and literacy skill development. Play promotes the development of executive functioning skills (i.e. working memory, cognitive flexibility, and inhibitory control), emotional regulation, and age-appropriate social skills. Our curriculum is built on play, as it provides many opportunities for interacting with others and exploring the world through discovery, while problem-solving, noticing patterns, making predictions, testing them, and evaluating the results. Play is a natural motivator for students, as it captures their attention and offers challenges that are within the student's capacity to master. Through play, students learn about and discover the world; they hear and use language; they practice emerging numeracy and literacy skills, and they develop interpersonal connections while practicing social skills. Our program is designed to ensure that activities and experiences are balanced and that they allow students the opportunity to explore their environment, ranging from free play to structured play.

### **Play and Whole Child Development**

Through play, the whole child is developed.

#### **Physical Needs**

Physical activity is a regular part of our classroom routine. Movement allows children to release energy as they practice existing skills and learn new ones. While considering the importance of children's overall development, experiences for developing gross and fine motor skills can be offered during all routines and transitional periods. Although children with developmental challenges may experience and express physical activity differently, teachers may adapt the classroom environment or activity to support these children, enabling them to succeed.

#### **Social and Emotional Needs**

Children are offered a consistent routine and encouragement in an atmosphere of caring, concerned adults who are sensitive to their feelings and needs, modelling successful management of emotions. Under the guidance of the teachers, the program provides countless opportunities for communication and relationship-building, as well as encouraging empathy and kindness among students.

## **Cognitive Needs**

Children are offered a variety of opportunities and experiences to develop the skills, dispositions, and knowledge that can assist them in thinking about and understanding the world around them. Students are provided with gentle guidance and encouragement as teachers foster their cognitive development by providing children with choices and prompting them to make thoughtful decisions. Teachers model patience and understanding as students are encouraged to explore different ways of problem-solving. Their creative abilities are strengthened through exploration, decision-making, and self-expression.

## **Benefits of Playschool**

The student learns to:

- Express thoughts, feelings, and ideas to others
- Show kindness and recognize kindness in others
- Compromise
- Show empathy
- Co-operate and learn to negotiate and problem-solve
- Express themselves through art, music and play
- Make friendships
- Become more independent and develop self-confidence
- Manage behavior in a group setting

Benefits to the parent/guardian include:

- The satisfaction of participating in your child's preschool experience, understanding their routines, learning about their play
- Being a part of a strong parent network
- Witnessing your child's love of learning develop
- Ensuring the smooth operation of the school through your involvement

## **2.0 Programs and Times**

### **Programs**

At Bonnie Doon Playschool, we offer an inclusive early learning program that supports children with diverse learning needs. Our curriculum and learning plans are designed to enhance the development of every child, tailored to individual strengths and learning needs.

Bonnie Doon Playschool Features:

- learning through play approach
- reflective emergent curriculum incorporating Alberta's Early Learning and Care Flight Framework
- two qualified teachers
- accessible playground
- community partnerships
- in-class special events and out-of-school field trips
- parent-led cooperative with no duty days
- not-for-profit organization

Bonnie Doon Playschool's Education Curriculum goals are:

- to foster joy and love for learning and school;
- to provide children with an enriched environment conducive to exploration and independence by utilizing and developing their senses;
- to recognize play as our main device in teaching our children, as it is an essential part of growth and expression;
- to recognize each child as an individual and encourage cooperation and sharing;
- to encourage problem-solving and patience through independent thinking by giving them opportunities to experiment and problem solve;
- to encourage the self-esteem needed to grow in confidence and to encourage the children's feelings of competence by giving them opportunities to experiment and problem solve;
- to develop the children's self-esteem by ensuring that they feel valued, respected, and cared for as individuals;
- to work in partnership with the child's parents to promote the growth and development of the child;
- to encourage the development of positive social skills and life skills;
- to prepare children for success in their formal education.

Children will be taught foundational skills and knowledge through developmentally appropriate learning opportunities presented through various units and themes. Our curriculum will address key content areas to help children in the academic domains of oral language, literacy, mathematics, and science. Child-initiated free play and structured play-based learning opportunities will aid teachers to purposefully design play experiences to support specific learning goals/outcomes.

Key domains of Child Development and Early Learning addressed are: *Social-Emotional Development, Physical Development and Health, General Learning Competencies, and Cognitive Development*. These domains are not separate of each other and cannot develop or operate exclusively, but rather they overlap and support the learning and development of each domain. Our objective is that students in this program gain an academic, physical, cognitive, and social-emotional advantage when they begin their formal education.

Bonnie Doon Playschool offers half day programs for children aged three to five years old. Each class has a maximum of 18 children and 2 teachers. Children must be daytime toilet trained.

## **Early Learning Foundations**

- For 3 olds turning 4 during the school year.
- We offer a 2 day/week half-day program
- Classes run from 9:15am to 11:45am on Tuesdays and Thursdays.
- Children attending this program must be 3 years of age by the time they start the program.
- Students attending this program continue on to the Kindergarten Readiness program the following school year, should families choose to register their child. The Early Learning Foundations program is not a prerequisite for the Kindergarten Readiness Program.

**Kindergarten Readiness Program**

- For 4 year olds turning 5 during the school year.
- We offer a 3 day/week half-day program
- Classes run from 9:15am to 11:45am on Mondays, Wednesdays, and Fridays
- Children attending this program must be turning 4 years of age by December 31st of the application year.
- Students attending this program will receive a preschool graduation certificate upon completion of the academic school year, celebrating their achievements before entering into Kindergarten the following school year.

**3.0 2022-2023 Calendar of Events\***

\*We follow the Edmonton Public Schools (EPSB) calendar, and will be closed for all EPSB school breaks and professional development days. Please see our website calendar for details (updated monthly calendars are also circulated in hard copy and electronically on a monthly basis to parents of current students).

<b>June 1, 2022 PM</b>	Annual General Meeting: Election of the incoming Executive Board and Volunteer Role sign up will occur at the AGM. <b>NOTE: All families must have a representative attend this meeting.</b>
<b>September 12 or 14, 2022</b>	First day of playschool for Kindergarten Readiness Class
<b>September 13 or 15, 2022</b>	First day of playschool for Early Learning Foundations Class
<b>December 1-2, 2022</b>	Casino dates
<b>November, 2022</b>	1st Bee Clean
<b>January, 2023</b>	Alumni Family Pre-Registration
<b>February, 2023</b>	Bonnie Doon Playschool Open House
<b>February, 2023</b>	Bonnie Doon Playschool Registration
<b>March, 2022</b>	Fundraiser
<b>March, 2022</b>	2nd Bee Clean
<b>June, 2023</b>	Annual General Meeting
<b>June, 2023</b>	Last Bee Clean
<b>June 15 or 16, 2023</b>	Last day of playschool for 2022/2023 school year

School Closures/Cancellations

Classes will be cancelled if:

- Both teachers are unable to attend classes for any reason
- We are otherwise unable to meet the regulated Staff-Student ratio (e.g. no volunteer teacher assistant parent)
- We are directed to close by a public health officer (e.g. water line/heating outage).

## 4.0 Supporting Your Child's Learning

### Student Drop Off and Pick Up

The program has a dedicated entrance on the south side of the school by the rink/enclosed field. Parents/guardians, children, and visitors will be informed of the program's designated building entrance and are advised to not seek entry through other locations in the school, unless otherwise noted by the teachers or Board.

Parents/guardians conducting drop-off should assess their children for any signs of illness prior to dropping their child off. Please keep your child at home if they are experiencing any symptoms and refer to the "Sick Children Policy" in the handbook for further information.

Parents/guardians should arrive during designated times. Early or late drop off/pick up will not be permitted unless otherwise pre-arranged with teachers. Please refer to the "Late Arrivals and Absences Policy" in the handbook for information on late fees.

#### **Drop Off Time: Classes commence at 9:15 am and doors will be locked.**

If a child is having difficulty separating from their parent/guardian, they are asked to wait until teachers are finished accepting other students and are in a better position to assist.

For some children who may need a little extra help transitioning into the classroom, we ask that parents or guardians only enter the classroom, if a teacher invites them to do so.

#### **Pick Up Time: 11:45 am, then doors will be locked.**

Parents/guardians are asked to (as feasible) limit bringing additional family members or others into the boot room during drop off/pick up times.

### Staggered Entry- First Week of Classes

In order to best set students up for success, our first two days of class in each program will be staggered entry days. To help our students feel comfortable in our classroom, and to help them understand the new routines and explore their environment, we will invite smaller groups of students for their first class, before students attend entire classes together. Having a smaller group of students on your child's first day of school will allow greater care and attention to helping everyone acclimate to their new environment. Staggered starts also provide students and teachers a greater opportunity to begin building critically supportive relationships together.



Parents/guardians will be notified of their child's staggered entry date prior to school commencement.

All students will attend their registered class together beginning the third scheduled day of class (i.e., Friday of the first week for the Kindergarten Readiness class and Tuesday of the second week for Early Learning Foundations class).

#### **4.1 Late Arrival & Absences**

**Arrival and Pick-up:** Your child must be accompanied to and from playschool by an adult who will remain with the child until the door is open and children are able to enter the classroom. Parents/guardians are responsible for preparing their child for class (e.g. removing their child's outdoor clothing/footwear; encouraging bathroom usage; washing hands prior to entering the classroom) and for helping their child with their dismissal routine following class (e.g. placing their indoor shoes in their cubby; assisting with putting on their outdoor clothing/footwear). Please note that if an alternate is to pick-up your child, please inform the teachers in writing. Photo identification will be required.

**Late Arrivals:** Please be prompt dropping off and picking up your child to and from school. Classes begin at 9:15 a.m. **and outside doors to the boot room are locked at 9:15 a.m.**

Being on time allows children to fully participate in the daily routine right from the beginning and ensures a smooth transition into playschool time. When students are late, it interferes with the learning of the other classmates, as well. Being on time prepares students (and their parents/guardians) for the attendance requirements of elementary school.

If you know you are going to be late dropping off your child, please tell the teachers so they are aware and can adjust accordingly. We understand that circumstances outside of our control may occur and ask that parents/guardians do their best to advise the teachers of their expected arrival time, either by email or text to **(825) 459-3449**.

#### **Late Pick-up Policy:**

Any pickups that occur in excess of 5 minutes late are recorded with the time of arrival. Late pickups will be addressed by the Board and the Teachers.

#### **In cases of repeated late pickups without notice:**

1. You will receive a verbal reminder.
2. Any late pickups following, will result in a charge of \$5 for every 5 minutes the parent/caregiver is late. This will automatically be withdrawn from the account on file.
3. *If you are later than 10 minutes the teachers will contact the emergency contact on file.*

**Absences:** Please notify the teachers when your child will be away from class whether it is for a single class or extended periods by email to **teacherbdps@gmail.com** and **bdpsteacher@gmail.com**. This is extremely important for Field Trip days. This small courtesy prevents teachers from worrying about missing students, and allows them to modify activities or set aside special supplies for the student's return.

## **4.2 A Typical Day**

Each morning includes the following activities; the order and length of time may vary:

### **Free Play**

The students explore the many classroom-learning centres, share stories both from books and telling, or take part in process or project art. A variety of centres are available to children depending on the theme and focus of the day. Centres may include the sensory table, sand and water table, science and discovery, listening centre, puppet theatre, dramatic play, dance and movement, outside exploration and many others.

### **Welcome Circle**

Children and teachers gather together for welcome circle, music and movement, story, and/or discussion of morning's events. We acknowledge who is present and who is away and sing our Welcome Song together.

### **Snack Time**

In the spirit of community-building, snack time is a time where we gather together and enjoy a small meal together, as it builds communication and relationship skills. Students bring their own snacks from home, except in the event of a celebration day, where our Special Event Helper would supply a communal snack. Hand washing, conversation, practicing table manners, friendships, and clearing up their snack are all part of the available experience.

### **Goodbye Circle**

Before going home, children and teachers gather together for story, music, show and tell, and/or reflection activities. We end by singing our Goodbye Song together, prior to dismissal.

## **4.3 Clothing**

***Children must have all of the below-mentioned items every time they attend:***

- **Labeled Indoor Shoes**

All children require indoor shoes that they can put on by themselves (i.e. Velcro or slip

on design). Please ensure these are labeled with your child's name. These shoes are to be kept in your child's designated cubby.

- A labeled complete change of clothing

All children require a top, bottoms, underwear, and socks in a labeled Ziploc bag. These items are to be kept in your child's designated cubby.

- A labeled lunch bag and water bottle

All children require a labeled lunch bag that is big enough to store their labeled snack containers and small, labeled water bottle/container inside. Please ensure all items fit inside their lunch bag, including their water bottle.

- Students will spend time outdoors, unless the temperature is below -15°C, with a wind chill, based on Environment Canada's current forecast. Please dress your child in weather appropriate clothing. If in doubt, always dress your child to go outside. If children arrive unprepared, the class will remain indoors.
- Proper footwear is also important. Dress shoes can be slippery and dangerous on the playground equipment. Please clearly label your child's belongings, including clothing and outerwear, with your child's name or initials.

#### **4.4 Snacks**

Parent(s) or guardian(s) are responsible for providing their child with a snack for every class they attend, unless communicated differently by teachers (e.g. holiday celebrations). Please ensure that all containers, utensils, and snack bags are labeled with your child's name. As a learning environment, Bonnie Doon Playschool encourages nutritious snacks in accordance with Canada's Food Guide ([www.food-guide.canada.ca](http://www.food-guide.canada.ca)).

Please remember, when packing your child's snack, to make healthy food choices. Many packaged snack options do not provide the nutrition necessary for their growing minds and bodies. Helping our children make healthy food choices and establish healthy eating habits is essential in today's fast food, highly-processed, high-sugar content world, and we can do this by limiting the amount of sugary treats in their snacks. Having one sweet treat is okay, but teaching moderation is key to helping our children make healthy food choices. When choosing a snack for your child, please choose options that are health-conscious. Generally, anything over 10 grams is considered high in sugar, and when combined with other high-sugar content items, often results in behavioural challenges, with the dreaded sugar high and crash.

When sending grapes, cherry tomatoes, or any round food item that may pose a choking hazard, please remember to slice them lengthwise. We ask that you do not send in candy or popcorn for snacks. We also ask to not send in fruit cups, as they are hard for children to open and tend to spill. The syrupy juice in these cups is quite sticky and is quite messy.

As we work on gaining independence, we ask that you only send items that your child is able

to open themselves, including water bottles. We are always happy to help your child if they are experiencing some difficulty, however, our goal is for your children to develop self-help skills.

Bonnie Doon Playschool is a nut-free environment. Please do not pack any peanuts and/or tree nuts in your child's snack. Please read the labels of all food items that you send for snack. Look for items that are clearly labeled nut-free and/or made in a nut-free facility.

If your child has specific food allergies, please speak directly to the teachers.

For more information on food allergies, please visit <https://foodallergycanada.ca/>

#### **4.5 Cubbies**

The children all have cubbies where they will keep their indoor shoes and a change of clothes. This cubby also acts as your mailbox. You may also find completed art/crafts and important notices there. Please take art/crafts and notices home each day.

#### **4.6 Washroom Policy**

**All children must be toilet-trained prior to the start of school. Parents/guardians are asked to ensure their child has used the bathroom prior to entering the classroom. The classroom is equipped with a bathroom, for usage as the child may need.**

#### **4.7 Field Trip Policy**

Field Trips are defined for the purposes of this policy as special events that happen either inside or outside of school premises that may require parent volunteer supervisors. When possible, several field trips will be scheduled throughout the year. For off-premises field trips that require transportation, a bus will be chartered, unless otherwise communicated. For most field trips, additional parent helpers/supervisors will be required. Parent helpers/supervisors are expected to follow the instructions given prior to the field trip (e.g. cellphone usage; student bathroom usage).

**Permission Forms:** The teacher will send out a notice and permission form with all important information at least two weeks prior to the field trip. These forms must be filled out, signed and returned by the due date noted on the permission form.

**Parent/Volunteer Supervisors:** Teachers will use SignUp.com, a free online software tool for volunteer management and event planning to organize volunteers for any upcoming field trips. Supervisors will be sent an email or given a notice that outlines their duties during the field trip. Parents/guardians who sign up to supervise on a field trip may not send in their place a person who is not their child's legal guardian.

**Alternates:** Any parents, who have signed up to supervise on a field trip and find themselves unable to attend, **may not** nominate their replacement. Alternate supervisors are to be chosen by the teacher from the list of parents who have already asked to go on the field trip but had not been chosen. The teachers are to be notified immediately if a parent, for any reason, is no longer available to attend a field trip.

**Behavior:** If, on a field trip, a child demonstrates a behavioral problem, supervision of that child will be immediately transferred from the parent volunteer to the teacher. Following the field trip and upon returning to the school, the teacher will notify the child's parent(s) of the behavioral incident. They will also issue a warning that a repeat of the behavior will result in a parent having to accompany the child on future field trips. All behavioral issues will be handled by the teacher using the same **Child Guidance Policy** (4.11) steps as if the incident were to have happened in the classroom.

**Bathroom Usage:** If, on a field trip, a child needs to visit the bathroom, supervision of that child will be immediately transferred from the parent volunteer to the teacher. Should the child of the parent volunteer need to use the bathroom, the parent is welcome to accompany their child, however, a teacher must be notified so as to provide supervision to remaining students. Should the parent volunteer require the use of the bathroom while on a field trip, supervision of all children in that parent's care will be immediately transferred from the parent volunteer to the teacher.

**Cellphone Usage:** Parents volunteers are asked to place their cellphones on "vibrate only" mode. Calls should not be made or answered while supervising in the classroom during in-class special events or when the parent volunteer is supervising students. Photos of students must not be taken by parent volunteers at any time.

**Field Trip Day Drop off:** On field trip days, children should arrive in the classroom at least 15 minutes before the scheduled time of departure. This allows time for teachers to gather students and parent volunteers to go over any important information prior to departure, to organize students with their parent volunteer and dress them in their pinny, and for the parent volunteer to collect any disposable snacks from their group, before the bus departs. Please allow extra time in your drop off schedule so the bus can depart on time.

## **4.8 Supervision Policies and Practices**

All supervision policies and practices are best practices aimed at providing effective student supervision and care to ensure that students are in a safe environment at all times. A safe environment plays an important role in assisting students to reach their potential and enhance their well being. The teachers have a duty of care to:

- ensure the school complies with the *Early Learning and Child Care Act* and Early Learning and Child Care Regulation as described by the Government of Alberta;
- provide a suitable and safe environment;
- ensure that procedures for child safety are implemented at all times;
- ensure that reasonable precautions are taken to minimize risk;
- provide adequate supervision in all aspects of the school day;
- ensure that medical assistance or care is provided to a sick or injured child;
- ensure the safety and well being of students in an emergency or critical incident

As effective caregivers, teachers will observe the children's play and behaviour by:

- monitoring and lending support to children carrying out activities that may involve some risk;
- observing play, anticipating what may happen next, and being ready to intervene in the event of potential danger;
- listening to children, including those out of their direct line of sight;
- monitoring children's health to identify early signs of fever, illness, or unusual behaviour;
- watching and participating in the children's play to ensure that children are playing in a safe manner

### **Headcounts and Roll Call**

When students arrive, teachers will track their attendance, noting arrival times that do not fall within arrival window. Teachers will use head counts to track the whereabouts of students during daily indoor or outdoor activities. Anytime students, as a group, move from one location to another, teachers will account for students by using a roll call. The roll call requires teachers to visually and verbally identify each student. Students are asked to provide a quick wave or verbal response when their name is called.

### **Teacher Communication**

Teachers will communicate effectively with one another during all activities so that all children are safe and supervised.

### **Teacher Positioning**

It is the practice of teachers to position themselves so as to see all students under their direct care. Parent volunteers are directed to do the same. A teacher should never have their back to a student(s), unless another teacher is with those students.

### **Environment Surveys**

Prior to students entering both indoor or outdoor environments, teachers shall survey the environment to ensure that no hazardous materials are present. All hazardous materials are to be removed before students are permitted to enter any indoor or outdoor environments.

### **Volunteer Teaching Assistant**

Bonnie Doon Playschool welcomes and appreciates our Volunteer Teaching Assistants. In the event that one of the teachers are away, a volunteer teaching assistant will be asked to help the teacher on duty in class. In order to make your visit both helpful and beneficial to our students, yourself, and the teachers, the following guidelines for volunteer assistants have been developed:

- Volunteer Teaching Assistants work under the direction of the teacher. The teachers will let you know which activities you will be assisting with prior to class commencement. Activities will vary depending on student and/or class needs.
- All Volunteer Teaching Assistants are required to have a Criminal Record Check and Vulnerable Sector Search which must remain on file at the school.
- When volunteering in the classroom, cell phones must be placed on "vibrate only" mode. Calls should not be made or answered in classrooms during instructional times or when the volunteer is supervising or providing support for students.

- Absolutely no photos may be taken while in the classroom, for the protection of all students, as there are privacy laws in place.
- As we may have many students who are in unique situations, confidentiality is important both within the school and the community.
- Understand that your own child may exhibit behaviours in the classroom that are not found in a typical day. They may be excited and/or may act out of character. This is okay and to be expected. Changes in routines can present some challenging behaviours and your patience and understanding is appreciated.
- Siblings may not accompany Volunteer Teaching Assistants when they are acting as volunteers in our classroom.
- All supervision policies and procedures listed above must be adhered to by the volunteer teaching assistant.
- Remember you are in class to assist all students and due care and attention should be extended to all children present.
- The Parent Code of Conduct is in effect while performing volunteer duties within the classroom. We appreciate your help and time as part of our students' learning team.
- In order to establish effective communication, any questions or concerns should be discussed with the teacher as soon as possible, after they arise.

## ***4.9 Sick Children Policy***

### **Promoting A Healthy Environment**

Please keep your child at home with the following symptoms:

- A cold with uncomfortable congestion, listlessness and/or fever
- An undiagnosed rash
- Diarrhea
- Vomiting
- A communicable disease – Please see Alberta Health for a list.
- Persistent pain or persistent cough
- Any COVID-19 symptoms - Please follow the guidance provided by the Government of Alberta (<https://www.alberta.ca/covid-19-testing-in-alberta.aspx> and <https://www.alberta.ca/isolation.aspx>), as symptoms and isolation requirements may change from time to time.

If your child is experiencing symptoms or signs of Hand, Foot, and Mouth Disease (HFMD), we ask that you keep your child at home, as it is a highly contagious virus.

Please keep your child home if s/he is showing the symptoms of HFMD outlined below:

- has a fever
- is not feeling well enough to participate in class
- Is experiencing excessive drooling from mouth sores
- Is exhibiting open blisters (even if fever isn't present) It usually takes about seven days for the blisters to dry up.)

It is important that you contact the teachers if your child is going to be absent so they may adjust the class schedule accordingly.

A child, who becomes ill during the school day, will be separated from the rest of the class with a

teacher and made as comfortable as possible while a teacher contacts a parent or guardian to come immediately and pick them up. **At no time** will the teachers diagnose a potential illness of any student.

All items used by the child while separated will be cleaned and disinfected as soon as the child is picked up. Items that cannot be cleaned and disinfected, e.g., books, will be stored in a sealed container for a minimum of 72 hours.

If a child develops symptoms during a field trip, the child will be isolated from others as much as possible. Parents or guardians will be notified and asked to pick the child up as soon as possible.

The playschool will keep a record of all children's known pre-existing conditions. If a child develops symptoms that could be caused by COVID-19 or by a known pre-existing condition e.g., allergies, it is recommended that the child be tested for COVID-19 to confirm that it is not the source of their symptoms.

**In general, a child needs to be symptom free for 24 hours before returning to class. Any child with COVID-19 symptoms should be following current Alberta Health guidelines for isolation.**

If warranted in an emergency situation, Bonnie Doon Playschool reserves the right to send a child by ambulance to the hospital at the parents' expense. In such a case, a teacher will immediately notify the parents and a teacher will accompany the child in the ambulance.

## **Masks**

Masks are not required to be worn by staff, volunteers or students. However, they may be worn at the discretion of staff, volunteers or students and we encourage acceptance of everyone's right to choose.

## **Lice Prevention Tips**

Sometimes schools have outbreaks of head lice. If your child has been exposed to lice at school, we will notify you. To reduce the anxiety and unnecessary embarrassment, our school exercises sensitivity and discretion when communicating about an outbreak.

### **How do you avoid this problem?**

The fact is there is no way to ensure that your child will not get head lice. Today lice are so prevalent, especially among young children, that it is virtually impossible to guarantee that your child will remain lice free in a school setting. However, by being informed and aware you can create new health habits and know-how.

Children are not likely to remember not to put their heads next to another person nor would we want to repress our children that way. Keeping the classroom clean is not the answer as lice do not survive off of the head for more than one day. Children should go to school with their hair in a bun or braid so that the lice have a harder time accessing and climbing up the hair to the head. Spray or put mousse or gel in your child's hair giving it a protective coating to help repel lice. Lice love clean hair, but detest hair products.



**Check your child under a bright light on a regular basis to see if he or she has lice.** This can be done once a week as part of your bathing/health check schedule.

You are looking for little bugs that move quickly and for translucent eggs that are glued to the hair. If you find signs of lice it is best to tell the teacher so that other children can be checked and treated before it gets worse and also so that they do not give lice back to your child once your child is lice free.

Go to these resources and learn the facts at: [Myhealth.Alberta.ca](http://Myhealth.Alberta.ca) – lice

Call Health Link by dialing 811

### **Room materials**

Each day, the classroom space is cleaned. Toys that have been in contact with saliva are immediately removed and sanitized at the end of the day. Frequently used toys are sanitized weekly using an industrial dishwasher. All high-traffic surfaces are cleaned in between classes.

Play dough and sensory tables (e.g., water tables and sand tables) will be used at the teachers' discretion to do so safely. Individual sensory bins are permitted (e.g., play dough in a container labeled with a child's name).

Singing and wind instruments will be used at the teachers' discretion to do so safely. Wind instruments will not be shared between students.

We ask that students do not bring items from home, excluding clothing, food and drink.

### **Hygiene**

Children will be encouraged to practice proper hand hygiene and respiratory etiquette (wash hands frequently, sneeze/cough into inner elbow, put used tissues into a waste receptacle and wash hands immediately after).

## ***4.10 Allergy and Medication Policy***

Please consult the playschool regarding specific chronic health conditions and allergies. All known allergies should be noted on your child's registration form. A discreet note of children and their allergies will be posted in the classroom so the teachers and helping parents can help in providing a safe environment.

If your child temporarily requires medication to be administered throughout the school day, please keep the child at home. The staff and volunteers of Bonnie Doon Playschool **will not** be responsible for the giving, storing and/or dosing of prescription or over-the-counter medications to students in this type of situation.

The exception to the above policy is medication required for immediate treatment of allergic

reactions, such as Epi-pens or inhalers, or for diagnosed long-term medical conditions. If your child requires such medication you will need to fill out a specific form that will be kept with the medication. The medication and form **must** be on site while your child is at school. The form gives permission for teachers to assist in administering the medication if an emergency arises.

#### ***4.11 Child Guidance Policy***

(Note: This section was largely taken from the Edmonton Preschool Association Manual)

Cooperation is best achieved when all children have a clear idea of what behaviors are expected in the classroom. The teachers discuss with the children how they want to be treated and what rules they feel are fair. Classroom rules encompass a wide range of positive behaviors such as: be kind, play safe and do your best. Clear and consistent approaches to problem solving are modeled at all times.

When dealing with inappropriate behavior, there must be a high tolerance for different types of children. Accidents and failures to consider consequences of actions should be accepted calmly and matter-of-factly. Discipline in the program will be consistent with the actions of a kind, judicious, firm parent and be reasonable in the circumstances.

If a problem arises, the following steps will be taken:

- A. First, the child will be approached and their attention will be diverted to another item (toy/material) within the play area.
- B. If this does not disrupt the unwanted behavior, a teacher will offer a logical explanation to encourage a change in behavior.
- C. If it persists a teacher will encourage the child to move to another area/activity.
- D. A dialogue encouraging problem solving will ensue. Behavior expectations, behavior description and logical consequences will help guide the child to reach an appropriate solution. The teacher will help the child choose words that describe how they feel and why they were upset and guide them to talk about a more appropriate reaction and what they could do in a similar situation in the future.
- E. If, after the above-noted steps, the problem persists, the child may have to be removed from the classroom accompanied by a teacher. During this time, the teacher will help the child regain control, and go through the process of problem solving to come up with alternatives for self-control. The child will re-join the activity or group when they feel ready and when, in the teacher's assessment, it is appropriate to do so.

The parent(s) will be notified of the behavior at the end of class, and of the strategies involved in helping the child cope with the situation.

Should the problem continue and becomes disruptive or unsafe to the classroom,

parents/guardians will be called to come pick up their child immediately. The board will be notified and a solution will be determined between the board, teacher(s) and parent/guardian(s). For issues that are not resolved by this process, Bonnie Doon Playschool reserves the right to terminate registration.

## **5.0 Parent/Guardian Expectations and Responsibilities**

### **5.1 *Parent Code of Conduct***

Respect will be shown to all children, families, community members, board members, and teachers at Bonnie Doon Playschool:

- We show respect to the children, families, and community members by being considerate in our comments, and keeping our voices at a respectful level, while using respectful language.
- We, in turn, ask families to have the same respect for children, community members, board members and teachers.
- Inappropriate outbursts of disrespectful language coming from an adult which is directed to a child, family, community member, board member or teacher will result in possible immediate discharge from the program, depending on the severity of the incident.

Parents and guardians play a vital role in the success of Bonnie Doon Playschool and the creation of a healthy, nurturing learning and social community. We expect all parents, guardians and caregivers involved with the playschool to:

- Contribute to a positive atmosphere by modeling respect and by showing consideration of the children, staff, families and volunteers.
- Fulfill the responsibilities they have committed to in becoming a member of the Bonnie Doon Playschool Association.
- Address concerns with the appropriate person, whether it be the teachers, members of the Bonnie Doon Playschool Executive Board. Please see section 6.1 regarding Communication Guidelines with Board members and Teachers.
- We will NOT tolerate inappropriate behaviour. While exact definitions vary in legislation, generally speaking workplace violence or harassment includes:
  - Threatening behaviour – such as shaking fists, destroying property or throwing objects.
  - Verbal or written threats – any expression of an intent to inflict harm.
  - Verbal abuse – swearing, insults or condescending language.
  - Physical attacks – hitting, shoving, pushing or kicking.

Violence or harassment towards students, teachers, Board members or volunteers and families will result in immediate removal from the program. For more information on violence or harassment in the workplace, please visit [The Canadian Centre for Occupational Health & Safety- OSH Fact Sheet](#).

Please be aware that Bonnie Doon Playschool reserves the right to cancel registration if a parent, guardian or caregiver is unwilling to meet these expectations.

## 5.2 Registration and Fees

Registration for our program commences in February each year. Please email [registrar@bonniedoonplayschool.ca](mailto:registrar@bonniedoonplayschool.ca) for details.

### Registration Requirements:

#### As a member of our parent-run cooperative playschool, you are required to:

1. Participate in fundraising campaigns. A casino fundraiser is held every second year; **2022/2023 is a casino year.** All families must participate in the operation of the casino and will be required to work at least one casino shift per child registered in the program
2. Participate in one of three bee cleans, typically held in November, March and June, for each child registered in the program. Note that if you have more than one child registered, one parent (or nominate) can attend more than one bee clean or have more than one parent (or nominate) attend a bee clean.
3. Fill one volunteer position per child registered in the program. Sign-up is done at or prior to the Annual General Meeting (AGM) – please review the Parent Volunteer Descriptions in Appendix A at the end of the handbook prior to attending the AGM meeting.
  - Children must be completely toilet-trained before the beginning of the school year.
  - Children must be registered in the age-appropriate class. Children must be turning 3 years old by September 1, 2022 for the Tuesday/Thursday class or 4 years old by December 31, 2022 for the Monday/Wednesday/Friday morning class.

Note: All registration forms must be handed in and a volunteer position/bee clean date selected *within two weeks of being contacted* in order to guarantee your child's spot in the playschool. If it is not, your child's spot may be given to the next family on the waitlist.

### Program Fees (2022/2023 School Year):

Program	Days	Monthly Fee
Early Foundations Class 3 and 4 yr olds	Tues, Thurs	<b>\$159</b>
Morning Kindergarten Readiness Class 4 and 5 yr. olds	Mon, Wed, Fri	<b>\$180</b>

### **Other Fees (2022/2023 School Year):**

- Registration fee:
  - \$65.00 - due upon registration, non-refundable
- Field trip and classroom/party/supply fee: non-refundable \$50 fee - collected via direct deposit with the September school fees or upon registration if student enters program mid-way through the year.

Note: neither of the fees are prorated nor refunded in any prorated amount if your child registers or withdrawals partway through the school year.

### **Automatic Withdrawal forms along with a void cheque/Authorization Form (2022/2023 School Year) will be collected by the AGM date:**

- The following fees will be collected via electronic funds transfer if your responsibilities are not met.
  - Fundraising fee: \$150 *per student per mandatory fundraiser*
    - If you opt in and the full family commitment (as defined by the Board) is not met, the \$150 fee will be charged at the end of that fundraiser.
    - If you have contributed less than the required amount for each fundraiser, the remaining amount will be withdrawn to equal \$150.
    - If you opt out of fundraising, \$150 will be withdrawn after each fundraiser.
    - If you have chosen to opt out and you would like to participate, you may contact the Fundraising Coordinator and will be required to raise the \$150 for that fundraiser.
    - There is one mandatory fundraiser in a casino year and two mandatory fundraisers in a non-casino year.
  - Bee clean fee: \$150 *per student*
  - Volunteer commitment fee: \$150 *per student*
    - Bee Clean and Volunteer Commitment fee will only be charged if you DO NOT fulfill your cleaning and/or volunteer commitments as determined by the Board.

## **5.3 Fundraising/Casino**

Fundraising is critical to the successful operation of the Bonnie Doon Playschool and helps keep costs low for parents.

For administrative reasons, prorating the fundraising fee will not be possible.

The playschool's major fundraising event is a casino, whose funds contribute to the bulk of the school's operating budget, held every second year. During a casino year, each family **must provide one volunteer for the casino per child** (the volunteer does not have to be a family member). This is non-negotiable and is not covered by the \$150 fundraising deposit. If your

family is unwilling to provide a volunteer for, or is not represented at the casino, you will be charged a fine of **\$800**. While this may seem strict, the success of the playschool is almost entirely dependent on funds raised from the casino. It is important for parents to understand that the program fees do not cover the operating costs associated with running the Bonnie Doon Playschool. Participation in casinos and other fundraising initiatives is imperative to keep program fees accessible while maintaining the high standards associated with the instruction, opportunities and materials available at Bonnie Doon Playschool.

Fundraising campaign(s) and targets will be determined and communicated by the Board. Participation by all playschool families is essential to fundraising success.

## **5.4 Bee Cleans**

Regular cleaning is required by licensing. A bee clean involves cleaning the entire classroom and all the toys. It is mandatory that you participate in one bee clean during the year per child registered in the program. A family representative can be sent on your behalf. Bee cleans typically occur in November, March and June. If you fail to fulfill your bee clean obligation, the playschool will charge you a \$150 Bee Clean fee. People arriving more than 30 minutes late for a bee clean without notice or leaving before all the tasks have been completed will have the playschool charge you a \$150 Bee Clean fee.

Note that volunteering for a Board position will exempt you from the bee clean requirement.

## **5.5 Board and Volunteer Positions**

**As a cooperatively run organization, Bonnie Doon Playschool requires each family to fill one volunteer position per child registered in the program.** This is **in addition** to casino (if your child is registered during a casino year), fundraising and bee clean obligations.

The opportunity to sign up for volunteer positions will occur at or prior to the AGM. The Board elections also occur at the AGM. Please be familiar with the roles both volunteer and board related, prior to attending the AGM. See Appendix A for a description of the Board and other Volunteer positions.

Failure to fulfill your volunteer duties will result in the charging of your Volunteer Commitment fee.

If you are going to be away during your Volunteer duty rotation, it is **your** responsibility to make prior arrangements to change your duty date or find a replacement to cover your duties. Any changes must be communicated to the Volunteer Coordinator.

## **5.6 Teacher and other Staff, Parent Volunteer and Board Member Security Checks**

All persons who are employed by, or volunteer at, Bonnie Doon Playschool who will have unsupervised access to children, either inside or outside of the classroom, must provide to the license holder (to be kept on file):

1. A current and valid copy of criminal record check, including a vulnerable sector search, dated not earlier than 6 months prior to the date of commencement with the program and every 3 years after that date. This documentation is required prior to performing any role that may permit unsupervised access to students and, in any event, should be in place no later than 4 weeks after the school year commences. To obtain the documentation, you must have valid documentation such as a current passport, driver's license, etc.
2. Failure to provide the documentation may result in the immediate termination of the employee's current contract, at the discretion of the Board. In the event that a volunteer fails to provide the required documentation, they will be sent home and the volunteer commitment fee will be deposited.

Parent Volunteer Teacher Assistants and all Board Members are required to submit the same security checks. These are paid for by the license holder (Bonnie Doon Playschool Association).

## **5.7 Alumni family pre-registration**

Alumni families are able to pre-register, however it is the family's responsibility to contact the school by e-mailing the registrar at Registrar@bonniedoonplayschool.ca. Pre-registration occurs in January/February every year immediately prior to registration opening to the general public.

## **6.0 Guidelines and Policies**

### **6.1 Communication Guidelines with Board Members and Teachers**

Any concerns that arise during the playschool year need to be dealt with in a professional and timely fashion. Families who voice a concern and request help from the Board in resolving the issue need to submit their concern in writing and be prepared to be part of the resolution process if requested.

If a concern arises for which communication with the Teachers, the Board, or other families is necessary, please use the following guidelines:

- For concerns or issues related to program content and program delivery talk to the Teachers.
- For concerns or issues related to Teacher conduct, talk to the Teacher first.

- For serious concerns or issues related to Teacher conduct, or for other concerns or issues that were not resolved in speaking with the Teacher first, talk to the President.
- For concerns or issues related to Board member conduct, talk to the President.
- For concerns or issues related to other families, talk to the President.
- For concerns or issues related to volunteer roles and commitments, contact the Volunteer Coordinator.

Parent concerns or issues regarding Board policies, Board communication, and fundraising should be communicated in writing directly to the Board.

If parent concerns or issues regarding the Teachers, or the Playschool program content and delivery cannot be resolved to the satisfaction of the parent and/or teachers, then the issue should be submitted in writing to the Board for resolution.

Any concerns or issues should be resolved in an appropriate place and time. Understand that the Bonnie Doon Playschool teachers are doing their best to ensure a happy and enriching (and conflict-free) environment for our children – parents should not disrupt the classroom or attempt to address concerns or issues before or during class. Please use your best judgment in communicating concerns and issues to the Teachers and / or Board members. At no point will raised voices, profane language, etc. towards the Teachers or Board members be tolerated.

## **6.2 *Teacher Absences***

In the event of a teacher's absence, the teacher will attempt to make arrangements for a Volunteer Teacher's Assistant (or appropriate Board member) to attend in their place. If no Volunteer Teacher's Assistant or appropriate Board member is available, the class will be canceled.

If both teachers are absent, school will be canceled.

In the event of any cancellations, parents will be contacted via email with as much notice as is possible in the circumstances. Parents/guardians are asked to ensure that the Bonnie Doon Playschool has the most up to date contact information for the purposes of these types of communications.

## **6.3 *Parking***

We have dedicated parking stalls along the east side of the skating rink. Street parking is also available in front of the hall.

## **6.4 *NSF Cheques and Electronic Fund Transfers***

Any changes to your banking information requires 30 days notice to give ample time for the volunteer board and bank to process any needed changes. Please contact the Assistant



Treasurer at the email **at.bdps@gmail.com** to submit changes. We are unable to process last minute requests. You will be responsible for any fees associated with these changes through your bank and non-sufficient funds penalties to the Bonnie Doon Playschool. Bonnie Doon Playschool may charge a \$15.00 fee for any payment that cannot be processed due to non-sufficient funds.

## **6.5 Change of Information**

The playschool must be notified of any changes of address, telephone number and/or custodial/guardian. Also, please advise the teachers of any major events in your child's life, such as a new baby, a death in the family, a move to a new house, etc. This will help them understand any associated behavior changes.

### **"Handle With Care"**

While the teachers strive to give every child care and attention, sometimes things happen that require an extra helping of love. If families are experiencing difficulty at home, the teachers would like to provide additional support at school for your child. Parents/guardians are welcome to share their child's experience with the teachers for better understanding and support, however, if families choose to not share the details, that is their choice. If a child enters the classroom after a difficult night, morning, or experience outside of the classroom, please email teachers with "Handle With Care" in the email subject line. Nothing else will be said or asked of the family. This lets teachers know that the child may need extra support and love in the classroom.

## **6.6 Smoking**

Smoking or vaping are not permitted on the program premises. The premises are anywhere the children are or will be.

## **6.7 Withdrawal**

A **30-day written notice** is required to withdraw your child from the playschool. In the event that notice is received partway through a month, you will be responsible for the full amount of the next month's fee (in addition to the amount already paid for the month in which notice was received). All written notice is to be given to the President of the playschool. You will be responsible for all volunteer duties and fundraising events during the time your child is registered at the playschool. The field trip/classroom supply fee is non-refundable.

Should a family withdraw from the program during a casino year after casino volunteer assignments have been assigned, it is the family's responsibility to fulfill the casino volunteer assignment. Failure to complete your family's casino volunteer obligations will result in the \$800 casino fee being charged.

## **6.8 Mid-Year Registration**

A family that registers part-way through the school year will be responsible for: all applicable monthly fees, the full registration fee, and the full field trip/classroom supply fee. They will also be responsible for the full fundraising fee, full/missed volunteer Commitment fee, and missed Bee Clean fee if any of these obligations cannot be met during the time in which the child will be registered.

A volunteer position will be assigned based on vacancies and need.

If a new family starts part-way through a month, the full monthly fee will be withdrawn. If there is a waiting list, the full month fee must be paid to secure the spot. We are unable to prorate fees.

The registration fee must be paid within 24hr of verbally accepting a spot at the playschool. All other fees are due on the first day the student attends.

## **6.9 Emergency Procedures**

All staff maintain current first-aid certification and training. Emergency procedures related to fires, lock downs, and evacuation of the premises are practiced regularly. In case of a fire, long term power failure, extreme weather conditions, or an evacuation of the centre due to a real situation, parents/guardians will be notified as soon as possible of the alternate location of where to pick up your child(ren).

At Bonnie Doon Playschool, children will learn proper fire drill and lock down procedures, as dictated by licensing. The teachers will lead students through drills, in an age-appropriate way, to show them what to do.

In the event of a school evacuation (other than for the purposes of a drill), parents will be contacted by a Bonnie Doon Playschool Board Member or Teacher, informed of the situation and provided with further instructions at that time.

## **6.10 Child Protection Policy**

At Bonnie Doon Playschool it is our goal is to create a safe environment for our students where children are safe from abuse and in which any suspicion of abuse will be appropriately responded to by following the procedures laid out in the *Child, Youth, and Family Enhancement Act*.

## **6.11 Monthly Expense Reimbursement Process**

As a parent co-operatively run program, members of the Bonnie Doon Playschool parent community may incur expenses in their volunteer roles, in particular board members, supply shoppers, and special event helpers..

The monthly expense reimbursement process is as follows:

- 1) Expense receipts and completed expense reimbursement forms are to be completed and submitted to the teachers.
- 2) Receipts must be signed by a teacher for approval before being submitted to the Treasurer.
- 3) Approved expenses and associated forms will then be sent to the Treasurer by the teachers.
- 4) Cheques will be issued on (or about) the 15th of the following month for expense holders to retrieve at the Playschool.

\*Note: All expense reimbursement submissions must include the receipts, and an identification of the expense type to be approved.

## Summary of 2022-2023 Volunteer Positions

Group 1: Volunteer Board Positions (Elected)	
President	Assistant Treasurer
Vice President	Registrar
Treasurer	Fundraising Coordinator
Secretary	Volunteer Coordinator

Group 2: In-class and Out-of-class Volunteer Positions
<b>In-class Volunteers</b> <i>Daytime availability essential. Siblings are not permitted to accompany parent on in-class activities.</i>
<ul style="list-style-type: none"> <li>● <b>Volunteer Teacher Assistant/on call parent</b> (6 positions; 3 per MWF class, 3 per TTH class)</li> <li>● <b>Toy cleaner</b> (4 positions)</li> </ul>
<b>Out-of-class Volunteers</b> <i>These positions can primarily be completed at home outside of Playschool hours. However, some aspects may require parents (or a designated person) to visit the classroom during daytime hours from time to time.</i>
<ul style="list-style-type: none"> <li>● <b>Laundry/Recycling Parent</b> (1 position)</li> <li>● <b>Handyperson</b> (1 position)</li> <li>● <b>Playdough Volunteer</b> (2 positions; 1 per class)</li> <li>● <b>Supply Shopper</b> (2 positions; 1 per class)</li> <li>● <b>Fundraising Assistant</b> (2 positions; 1 per class)</li> <li>● <b>Special Events Helper</b> (2 positions; 1 per class)</li> <li>● <b>Slideshow Coordinator</b> (1 position)</li> <li>● <b>Special Projects</b> (7 positions)</li> </ul>

# 2022-2023 Volunteer Position Descriptions

Note: Hours are an estimate and will vary each month

## Volunteer Board Positions (Elected)

### President

**Time Commitment:** 15-20 hours per month. Some daytime availability is important.

**Special Requirements:** Familiarity with spreadsheets and group email techniques would be an asset.

**Expenses:** This role may involve expenses from time to time. All costs will be reimbursed.

**Duties:**

Oversees the program. Chairs executive and general meetings. Deals with outside agencies such as licensing, inspectors, landlords, gaming and general inquiries about the program. Has signing authority on all bank accounts. Manages all escalated, program-related issues in consultation with the Board, Teaching Staff, and Parent Community.

### Vice President

**Time Commitment:** 12-15 hours per month.

**Expenses:** This role may involve expenses from time to time. All costs will be reimbursed.

**Duties:**

This position would ideally involve a transition to the position of President. With guidance from the Registrar and Volunteer Coordinator, coordinate the Criminal Records Checks (CRC) through the Edmonton Police Service. Each volunteer teacher assistant and board member is required to have a valid CRC as per Playschool and Child Licensing policy. Responsible for advertising and marketing. Works closely with the President and Fundraising Coordinator. Has signing authority on all bank accounts. Assists with teacher evaluations. Chairs meetings in place of President and assists the President throughout the year as required.

### Treasurer

**Time Commitment:** 10-15 hours per month.

**Special Requirements:** Some experience with book-keeping or accounting an asset.

**Expenses:** This role may involve expenses from time to time. All costs will be reimbursed.

**Duties:**

Works closely with the bookkeeper and is responsible for banking, balancing monthly statements, employee payroll, ROE's, bill payments, financial statements, audits, income tax returns, casino report, and responsible for collecting monthly reimbursements from Treasurer mailbox. Has signing authority on all bank accounts.

### Assistant Treasurer

**Time Commitment:** 5-10 hours per month

**Special Requirements:** Some experience with book-keeping or accounting an asset.

**Duties:**

Completes monthly bank deposits, completes subsidy reports, works closely with treasurer and fundraising coordinator on a casino reporting year, assists treasurer when needed and prepares tax receipts for parents January & June. Has signing authority on all bank accounts.

### Secretary

**Time Commitment:** 6-7 hrs per month.

**Duties:**

Facilitates monthly board meetings and completes all meeting minutes. Updates & creates sign in sheets for attendance, prepares documents for parent meetings.

### **Registrar**

**Time Commitment:** 5-25 hours per month.

**Special Requirements:** Some experience with spreadsheets.

**Duties:**

Responsible for handling inquiries, registering new students, creating and updating contact lists, helps coordinate open house, mails the August information package to new families, and maintains portable emergency documents. Also responsible for responding to email inquiries pertaining to registrations, some advertising. Manages all incoming correspondence. Develops or delegates development of outgoing correspondence to the parent community as required.

### **Volunteer Coordinator**

**Time Commitment:** 6-7 hours per month.

**Special Requirements:** Ability to work well with others and good problem solving skills.

**Duties:**

Coordinates parent volunteers and bee cleans. The Volunteer Coordinator is responsible for: 1) ensuring that all families have a volunteer position, understand their duties, and completes their tasks as required; and 2) organizing bee cleans. The Volunteer Coordinator maintains the volunteer and bee clean roster, sends reminder emails/notices as required, and communicates with the Board, Teacher, and Education Assistant regarding matters related to parent volunteers and bee cleans.

### **Fundraising Coordinator**

**Time Commitment:** 5-10 hours per month.

**Special Requirements:** Familiarity with spreadsheets

**Duties:** Responsible for overseeing, managing, and coordinating all fundraising activities. In a casino year, works with the casino consultant (hired resource) to ensure all casino related paperwork, administration, and operations are completed. Also works closely with the Casino Coordinator (parent volunteer) to ensure that casino is fully staffed. Identifies appropriate fundraising campaigns to meet the target budget for fundraising as well as plans, manages, and carries out the fundraising campaigns with assistance from the Fundraising Assistants. Reports to the Board and parent community on fundraising activities outcomes.

## ***In-class and Out-of-class Volunteer Positions***

### **Volunteer Teacher Assistant/ on-call parent: 6 positions**

**Time Commitment:** Varies

**Special Requirements:** Must have availability during your child's playschool hours.

**Duties:** Volunteer Teacher Assistants are responsible for assisting the available teacher in the classroom, when one teacher is away. **This often occurs at the last minute so a flexible schedule is important.**

Volunteer Teacher Assistants must provide the Playschool with a criminal record check (including a vulnerable sector search) as well as complete the Child Abuse Pledge. The cost of the record check will be arranged and paid for by the Playschool.

**Special Event Helper: 2 positions (1 per class)**

**Time Commitment:** 4-6 hours per school year

**Special Requirements:** Daytime availability is essential as this position requires the dropping off of supplies in the morning on special event days.

**Expenses:** Cost of supplies/food to the budgeted amount. All costs will be reimbursed. Receipts must be signed by a teacher for approval before being submitted to the Treasurer. Reimbursement cheques to be expected on the fifteenth of every month, provided they are submitted by the 30th of the previous month.

**Duties:** Purchase items listed by the teachers for special events. This volunteer will work independently, and with the teachers, to purchase items required for their child's classroom celebrations. Halloween, Christmas, Valentine's, Mother's Day, Father's Day, and Year-End Celebration.

**Laundry/Recycling Parent: 1 position**

**Time Commitment:** 2-3 hours per month.

**Special Requirements:** Laundry facility and storage room for recycling (and means of transporting recycling to depot)

**Expenses:** Cost of laundry soap. All costs will be reimbursed. Receipts must be signed by a teacher for approval, before being submitted to the Treasurer. Reimbursement cheques to be expected on the fifteenth of every month, provided they are submitted by the 30th of the previous month.

**Duties:** Launder paint shirts, cloths, towels and dramatic play clothing on a weekly basis and return to class in a timely fashion. Collect recycling from classroom at the end of every week and return to bottle depot monthly. Monies collected to be handed to a teacher for the classroom piggy bank. It is important that we receive this money, as students save the money they have earned back from recycling for a year-end class treat.

**Handyperson: 1 position**

**Time Commitment:** Varies

**Special Requirements:** Must have own tools or access to necessary tools. Access to a truck is an asset.

**Duties:** Responsible for odd jobs in the classroom. In the past, this has involved assembling shelving unit, assembling desk, securing shelving to the wall, fixing vacuum, and bringing old furniture to the dump. Most jobs can be completed after Playschool hours, if arranged with the teachers.

**Slideshow Coordinator: 1 position**

**Time Commitment:** 3-4 hours total

**Duties:** Create a slideshow for each of the classes To be viewed by families during the Year-End Celebrations. Photos will be provided by the teachers via shared folders or through access to the private Facebook groups.

**Toy Cleaner: 4 positions**

**Time Commitment:** 15-30 minutes per month

**Duties:** Sanitize toys as per the teaching staff instructions. This position works on a four week rotation. Ideally you would be able to stick around for roughly 20 minutes at a drop off once per month and sanitize toys using the dishwasher and sink in the kitchen.

**Supply Shopper: 2 positions**

**Time Commitment:** Various short shopping trips (approximately once a month.)

**Special Requirements:** Costco membership is an asset, but is not necessary.

**Expenses:** Receipts must be signed by a teacher for approval before being submitted to the Treasurer. Reimbursement cheques to be expected on the fifteenth of every month, provided they are submitted by the 30th of the previous month.

**Duties:** Responsible for the purchase of supplies for the classroom as requested by the Teacher. Please purchase items as specified and avoid making substitutions without prior conversation with the teachers. Please purchase the least expensive items to remain under budget. Costco, Dollarama, Dollar Tree, and Walmart should be the main source of purchases. Budgets will be provided based on teachers' requirements.

**Fundraising Assistant/Casino Coordinator: 2 positions (1 per class)**

**Time Commitment:** 1-2 hours per month, slightly more hours during a casino year.

**Special Requirements:** Access to computer/internet

**Duties:** The Fundraising Assistants/Casino Coordinators will work with the Fundraising Coordinator to plan, promote, and carry out fundraising events. They may also assist, as needed, with the casino application process. During a casino year, these volunteers are responsible for ensuring the parents from their specific class are signed up for casino shifts and are their point of contact for the casino.

**Playdough Volunteer: 2 positions, 1 per class**

**Time Commitment:** 1-2 hours per month

**Expenses:** Playdough ingredients to be reimbursed once, or up to the teachers' discretion. Receipts must be signed by a teacher for approval before being submitted to the Treasurer. Reimbursement cheques to be expected on the fifteenth of every month, provided they are submitted by the 30th of the previous month.

**Duties:** Each parent is responsible for supplying playdough for the classroom 2-3 times per month. Recipe, instructions, and schedule to be provided by teachers.

**Special Projects Volunteer: 7 positions**

**Time Commitment:** 1-2 hours per month.

**Duties:** Assists the teachers and board with special projects, as needed. This could include activities such as picking up library books, picking up printer ink/photocopying, coordinating birthday treats, helping with dramatic play area, helping with bulletin board/displaying children's artwork, preparing classroom materials, and helping with other tasks as they arise. This position may include projects ranging from one to three in a month.