



## **BELGRAVIA CO-OPERATIVE PLAYSCHOOL**

### **PARENT HANDBOOK**

11540-73 Avenue  
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## 1. INTRODUCTION

Welcome to Belgravia Co-operative Playschool! We are a not-for-profit co-operative school promoting learning through play. We strive to give children the tools to develop their physical, psychological, social and emotional potential, and to foster their confidence to explore the world around them. We recognize that children each progress at their own rate, and therefore endeavour to provide an environment that is both developmentally appropriate for their age group, but also flexible enough to cater to individual needs.

### 1.1. Facilities

The school is located at 11540-73 Avenue in the Belgravia Community League Building. It is a bright, sunny classroom with access to a full kitchen as well as a large space for gym-type activities. It is set in one of the neighbourhood's most cherished green spaces, right next door to Belgravia Elementary School and Belgravia Arts Park. Outside the playschool door is a sandy playground, a picnic area scaled to preschoolers, and a hill perfectly sized for sledding and rolling. Behind the building is a skating rink.

The Community League Building including the classroom itself underwent major reconstruction in 2016. New features include a large sand & water table, play stand / puppet theatre and mail centre. Toys and craft supplies are updated each year and include some of the finest early childhood materials available: maple unit blocks & tree blocks; beeswax crayons and triangular pencil crayons; felt play food, and much, much more.

### 1.2. Educational Program

A professionally trained teacher and one parent run each session. We are delighted to have Monika Fouad, a Belgravia resident and mother of two grade-school boys, as our playschool teacher. She is a wonderful, loving and gentle teacher, full of enthusiasm and creative ideas. She was trained at the Pedagogical University of Weingarten (Germany) as an elementary school teacher. The focus of her education was on "Musisch-astetischem Gegenstandsbereich", a holistic approach integrating fine arts, music and movement to promote aesthetics perception, creativity and to foster the expression of feelings. She also obtained a certificate in counseling and adult teaching. The 2016-17 will be Monika's 13th year of teaching at BCP.

#### Daily routine:

The teacher plans daily activities based on the children's expressed interests and developmentally appropriate topics. A playschool day is a balance of teacher-directed and student-directed activities.

Free play time allows the children to pursue their own interests, either by themselves or in a group. They can choose from a variety of centres, such as playing store or house at the roleplay centre; painting, drawing, doing puzzles or beadwork, or hammering a picture out of shapes at the art & manipulatives (fine motor) centre; building sand castles at the sand & water centre; building block towers as high as they are at the block play (gross motor) centre, and much more.

Circle time and story time is teacher-directed time, where the children as a group enjoy a story and class discussion, usually built around a particular theme of study.

Craft time is teacher-assisted, and one of the highlights of Belgravia playschool. Children seldom work on cookie-cutter crafts unless they're working with actual cookie cutters. They will get a chance to experiment with a wide range of media, from beautiful papers, paints, fabrics and beads to gooey and tactile substances. In addition, the teacher makes an effort to incorporate natural materials such as seeds, leaves,

pine cones, rocks and shells. Crafts are typically related to the classroom themes. Children may also find themselves enjoying kitchen “crafts” such as baking their own bread or cookies; churning their own butter; and cooking their own jam.

Gym time gives the students a chance to move! Whether they're dancing to music, playing a tag game or doing rolls on mats, the physical activity is an essential and welcome part of every day.

Snack time ensures the children get balanced nutrients to keep their energy levels up. It is also a wonderful opportunity to foster their social skills and independence, as they learn to take turns, make conversation with others, and serve themselves.

Weather permitting, the children have outdoor play time every day.

#### Additional activities

The playschool plans many additional enrichment opportunities, both inside and outside the classroom. Outside field trips, such as to the farm or nature centre, give children a chance to see the bigger world. Special visitors also bring the world into the classroom. In recent years Belgravia Playschool has seen bug and reptile experts, petting zoos and performing arts coaches come in to share their knowledge and experience. In 2009-10, students in the MWF class enjoyed wonderful Friday sing-along sessions with a playschool dad, while for the last two years students benefited from music sessions with a professional preschool music instructor.

### 1.3. **Lunch Program**

There is a lunch program available for M/W/F students on Mondays and/or Wednesdays, and/or Fridays, depending on demand. Six students stay for lunch with Ms. Monika (there are no parent helpers for the lunch program) for an extra 1.5 hours (11:15 to 12:45pm). Students can be registered for one, two, or possibly three days, depending on demand. There is an additional cost for the lunch program. As this program tends to be very popular and only 6 children can take part each day, a lottery system may be required to fill the spots. Children bring their own peanut-free lunch and participate in an extended playschool day during these sessions.

### 1.4. **Maximum class sizes**

Enrollment is limited by law to 16 children per session. Effective spring 2010, the playschool executive instituted an internal cap on the number of children in each session in order to maintain a quality classroom environment and make effective use of our resources.

The Monday/Wednesday/Friday session geared to 4-year-olds is capped at 14 students.

The Tuesday/Thursday session geared to 3-year-olds is capped at 12 students.

The Monday/Wednesday/Friday lunch program is capped at 6 students.

Current playschool families and Belgravia residents enjoy priority registration for the coming playschool year up until a date set by the executive each year. The date is typically in the spring, in March or April.

## 2. **PROGRAM AND POLICIES**

## 2.1. Hours of Operation

Class time: 8:45-11:15 a.m.

Lunch program: 11:15 a.m.-12:45 p.m.

Children attend half-days in a morning program. Four-year-olds generally attend on Mondays, Wednesdays and Fridays. Three-year-olds generally attend on Tuesdays and Thursdays. Playschool begins the week after the public school classes start in September and ends the week before the public schools break for the summer in June. Otherwise, the Belgravia Co-Operative Playschool follows the public school calendar of Belgravia Elementary School, including holidays, Teacher's Convention and Spring Break. The Tuesday/Thursday class is normally split for their very first week in September in order to give the children an opportunity to adapt (schedule communicated via email from the registrar).

## 2.2. Arrival And Departure

Parents are responsible for the transportation of their children to the school each day.

### Arrival

The program starts at 8:45 a.m. Please be on time if possible, as late arrivals disrupt the class. Please note the teacher cannot provide supervision earlier than the start time, so early arrival will require the parent to remain until class start time.

Parents must bring their child into the building, help them change out of outerwear and into their indoor shoes (please ensure belongings are labeled), and escort them into the classroom. If the first activity is circle time, parents are welcome to sit down with their child in the reading centre and read to them until circle time begins.

### Departure

Children must be picked up promptly at 11:15 a.m. (12:45 p.m. for the lunch program). Late pickups (more than 5 minutes late) are subject to a \$25 late fee for each infraction. Repeated or chronic infractions may result in an executive review of the family's continued membership in the co-op.

In winter, it is helpful if parents arrive early to assist their child in putting on their outerwear.

The teacher signs each child in and out every day. All students will be wearing yellow Belgravia pinneys when they are outside. This is the playschool's system for assisting the teacher in keeping track of students and to ensure the child's continued safety. IT IS CRUCIAL THAT THE PINNEY BE RETURNED WHEN THE CHILD IS PICKED UP. Failure to return the pinney may trigger the alarm for a missing child and require the filing of an incident report with the provincial licensing authority.

Children will only be released to an adult who is listed on the "Access to Child" portion of the registration form. Advance notice must be given if someone other than those listed will be picking your child up.

## 2.3. Age Requirements

Children must be at least 36 months old to attend the program. With teacher-approval, it is acceptable for a child of 30 months to attend the program, accompanied by a caregiver, until the child is 36 months.

Generally, three-year-olds attend the Tuesday/Thursday session and four-year-olds attend the Monday/Wednesday/Friday session.

## 2.4. Toilet Training

Children must be toilet-trained to attend Belgravia Co-operative Playschool. If a child has an accident while class is in session, the parent will be notified and required to come to playschool immediately to help the child. Repeated accidents may result in a family being asked to temporarily withdraw their child until toilet training is completed. Parents may also choose or be required to attend playschool with their child to be on hand in case of accidents.

## 2.5. Fees

- i. REGISTRATION FEE: \$100 per child (*non-refundable and non-transferable, required to hold a spot for child*)
- ii. MONTHLY FEE (September – June):
  - 3 Year Old Program – Tuesdays & Thursdays – \$132 per month/\$1320 per year
  - 4 Year Old Program – Mondays, Wednesdays & Fridays – \$198 per month/\$1980 per year
  - Lunch program \$55/month \$550/yr (1 day), or \$110/month \$1100/yr (2 days)
  - Payment for monthly fees may be made by single cheque for entire year (dated Sept. 1), 2 equal cheques (dated Sept. 1 and Jan. 1) or postdated monthly cheques.
  - Partial or Split sessions – split sessions are not allowed. A child must be enrolled in one full session, either MWF or Tue/Th.
  - Full sessions plus partial sessions - subject to availability, a child may be allowed to enroll in one full session plus a partial additional session (e.g., MWF + Th). Demand for that partial session space as a full-session space will require that the child be withdrawn or upgraded to take up the full-session space. E.g., A child is in MWF + Th. Another family requests the full Tue/Th session space. The first child must either withdraw from the Th space or enroll in both MWF and Tue/Th. Fee for a split session (i.e one extra day) is \$66.
- iii. FINE CHEQUES:
  - Cleaning Day Fine: \$200 (Postdate for May 31)
  - Duty Parent Fines: 3 cheques of \$50 each (Postdate 1 for September 1, 1 for December 31 and 1 for January 1)
  - Late Pick-up Fine: 2 cheques of \$25 each (Postdate for September 1st, January 1st)
  - A \$50 fine cheque will be cashed for each missed duty day, missed cleaning day or missed volunteer duty. Being late for duty day will attract the \$50 penalty every second late time. (i.e., two late duty days = 1 missed duty day).
  - A \$25 fine cheque will be cashed if a child is picked up more than 5 minutes late (i.e., 11:20).
  - Uncashed fine cheques will be destroyed at the end of the school year, unless the parent notifies the Treasurer in advance that the parent would like them returned.
- iv. CHEQUE REQUIREMENTS
  - Make cheques payable to **Belgravia Co-operative Playschool**.
  - All fees, including post-dated cheques and fine cheques, are due upon registration.
  - A \$30 fee is charged for NSF cheques.
- v. CANCELLATION AND RETURN OF FEES

- Belgravia Playschool requires a minimum one month's notice for return of monthly fees. E.g., notice given before Oct. 1 will result in fees returned for Nov. 1 on.
- Exception: Notice of cancellation by Aug 15 will result in return of September fees.
- Registration fees are non-refundable.

vi. CHILD CARE SUBSIDY

- Belgravia Playschool is qualified to receive the Child Care Subsidy for payment of fees. Please inform the Board if you apply for the subsidy program to ensure reimbursement. In all cases, it is the parents' responsibility to ensure that subsidy money is received by the playschool. Any unpaid subsidy will become the responsibility of the parent to pay personally.

## 2.6. Community League Membership

As Belgravia Co-operative Playschool is a program of the Belgravia Community League, all families registered at the playschool must be a member of Belgravia Community League. If a family lives outside of Belgravia, they can still register for playschool, provided they are members of their areas community League AND an associate membership in Belgravia Community League. A valid Belgravia Community League membership number for the academic year of enrollment must be provided on your registration form. Should you register for playschool prior to the memberships being on sale, you are required to provide the number to the Registrar prior to the first day of classes. Memberships for the new school year are available from the Community League starting in June. Membership applications will be available at the End-of-Year Parent meeting to be held in June and again at the beginning-of-year parent meeting at the end of August. You may also contact the membership coordinator to obtain membership information and/or application. <http://www.belgraviaedmonton.ca/bcl-board/bcl-board.html>

## 2.7. Discipline of Children

Discipline techniques. Children need guidance to help them make appropriate behaviour choices. Child care staff, including the duty parent, will use child guidance strategies that encourage self-control, self-respect and respect for others. These strategies may involve distraction/redirection, instruction and encouragement of proper behaviour. All child guidance needs to be constructive, reasonable in the circumstances, consistently followed by staff and age-appropriate. The Belgravia Playschool child guidance strategies are posted in the school's coatroom for parents to review.

Prohibited discipline: Belgravia Playschool considers corporal/physical or humiliating punishment to be a form of child abuse and under no circumstances is it permitted. "Corporal/physical punishment" is defined as any use of force with the intention of hurting the child, and includes but is not limited to: shaking, pushing, slapping or spanking. "Humiliating punishment" includes any action designed to ridicule, degrade, insult or undermine the dignity or self-worth of a child. In addition, regulations do not allow the use of segregation (i.e., "time-outs") as a discipline technique. A child may be segregated for reasons such as illness or inappropriate behaviour if the parent / emergency contact is called to come pick up the child. A child segregated pending pickup will be accompanied and supervised by a staff member.

Where issues cannot be resolved: When playschool discipline techniques fail to produce a change in the child's behaviour necessary for the health & safety of the child or other children and / or the integrity of the classroom, the teacher will contact the parent or emergency contact and require that the child be removed from the classroom for the day. Where the teacher deems necessary, the teacher will meet with a parent to suggest a course of action.

If the problem behaviour cannot be resolved by appropriate measures within a reasonable time, the playschool executive may determine the program is not suitable for the child and require that the child be withdrawn from the program. The parent(s) will be advised in writing of such a decision.

## 2.8. Withdrawal Or Dismissal of Children or Cancellation of Membership

Withdrawal: Notice of withdrawal of a child from playschool or a member from the co-op must be given in writing to the Registrar at least one month in advance. The member will be responsible for the payment of that month's fee. For example, notice of withdrawal on Oct. 20 means fees are payable for October and November, but not December.

Dismissal of children: In the event that the program is not appropriate for the needs of the child, the

Executive Board, after consulting with the teacher, may ask that the child be withdrawn from the program. In the case of dismissal, fees from the point of dismissal will be refunded.

Cancellation of Membership: As a co-operative, Belgravia Playschool relies on its members' commitment to playschool, as well as a spirit of co-operation among its member families. At a minimum, members are required to fulfill the specified requirements, including but not limited to duty days, volunteer roles, cleaning days, fundraising participation where possible, and on-time fee payments. In addition, members are expected to treat fellow members with caring, respect and courtesy. Failure to observe the above, or other circumstances which the executive deems to be inconsistent with membership in a playschool co-op in letter or spirit, may result in an executive review of continued membership. A member will be notified in writing of such a review and be given an opportunity to respond to issues identified. If the playschool executive concludes that termination is necessary after the review, fees from the point of termination will be refunded.

## 2.9. **Field Trips**

Field trips are based on class topics. Local is best! You will receive a notice form prior to any out-of-class field trip. Parents must sign a permission slip for their child to be able to participate in these outings. In the event of a field trip where transportation is required, provisions will be made to provide adequate and safe transportation for all the children. Parent help is welcomed (and usually necessary) on field trips.

## 2.10. **Snack Policy**

A healthy snack is served at every session. The duty parent for that day is responsible for providing a nutritious snack for the children. In order to provide a nutritious snack for the children, beginning in September 2013, the snack will be limited to fruit and/or vegetables. It is recommended that at least two fruits and/or vegetables be provided such that the children have a choice. The drink is water; please do not bring juice. Do not cut up at home, regulations require that food is cut up in playschool. Storebought trays of fruit/veggies are also ok, but remove any dips.

Finger food is best. Please ensure that foods considered choking hazards are sliced up thinly enough to minimize that risk. These include: grapes (cut in quarters) and hard fruits and vegetables such as raw carrots and apples.

We like to limit the amount of food packaging. Please resist bringing individually wrapped items.

### Nut-free policy

We are a nut-free school. Please ensure all snacks are nut-free. Although every effort will be made by duty parents to provide a nut-free snack, there is the potential for cross-contamination and/or a snack containing trace amounts of nuts brought in error. In the event a student has a severe/life-threatening nut allergy, it is strongly recommended that the child not partake in the communal snack but instead bring a nut-free snack from home. The playschool cannot be held responsible for providing a communal nut-free snack.

### Allergen Policy

We also recognize the potential for severe/life-threatening allergies to numerous other allergens. In the event of a child with a severe/life-threatening allergy to any allergen, it is strongly recommended that that child bring a snack from home, given the risk of cross-contamination.

## 2.11. Birthdays And Other Special Celebrations

Birthdays are important days in the lives of young children and we share your desire to make your child's day a special one. This is a time where you are welcome to bring nut-free home-baked goods to celebrate the occasion. If there is a child with a food sensitivity/allergy in the class, it is suggested that you inform their parents so that they may provide an alternative snack/treat if they wish.

## 2.12. Clothing

Children have a busy morning at playschool, running, painting, eating, climbing and many other fun-filled activities. Licensing regulations require that every child wear a pair of indoor shoes while at the school. We recommend closed-toed shoes with rubber soles. These shoes may be left at the school at the beginning of each term.

It is essential to dress children in appropriate outerwear, especially on days when they'll be taking the fun outdoors. Please be advised that your children's clothes may get dirty and stained due to the crafts and activities they will be performing. Play clothes are recommended. You may choose to send your child with a complete change of clothing in your child's backpack. There is no available storage for extra clothing.

## 2.13. Health Records and Allergies

A detailed list of each child's health information is required on registration. This includes all medical information, allergies, and emergency contact numbers, as well as all requirements related to treatment.

## 2.14. Health and Medical Emergency Policy

Parents are responsible for informing the Teacher or parent representative of any health problems, chronic or otherwise. A child who cannot play outside or exhibits any of the following symptoms is too sick to attend school:

- Persistent cough, sneezing or runny nose
- Fever of 38 C or higher
- Inflamed or infected eyes
- Infected nasal discharge (thick or coloured)
- Diarrhea or vomiting
- Communicable condition or disease (e.g., untreated lice or scabies; chicken pox, mumps, whooping cough, etc.)
- Fatigue / significant low energy

Parents/caregivers who bring a child to school exhibiting any of the above will be required to take their child home and/or make alternate arrangements. The teacher has the final say over whether a child is healthy enough to attend school.

Please keep your child at home for 24 hours after symptoms end.

If your child has been in contact with someone with a communicable disease, please inform the teacher. If your child has been diagnosed by your physician for anything more than a cold e.g. strep throat, H1N1, etc., then please let the teacher or Board member know. Where there are 2 or more children diagnosed with a

similar “unusual” communicable health condition, the playschool is responsible for informing Alberta Health Services. Failure to comply with the above may result in an official warning and / or, where the problem is chronic, review of the family's membership in the co-op.

If a child becomes sick while at school, but does not require medical treatment, the child will be isolated from the other children until the parent(s) arrives. A special mat for resting shall be provided.

In a medical emergency:

If an accident of medical emergency occurs at school that requires a child to be rushed to the hospital, the Teacher or Duty Parent will accompany the child. The parents will be contacted immediately. If unable to contact parents, the emergency contact will be notified.

Parents will be responsible for bearing the cost associated with transporting their child by ambulance in an emergency situation where the teacher deems ambulance transportation to be appropriate.

Our default medical centre is:

Stollery Emergency Department  
University of Alberta Hospital  
8440 – 110 Street  
Edmonton, Alberta

First Aid Coverage:

The teacher provides first aid coverage as per our license requirements. Where the teacher is unable to attend, a substitute parent must have an appropriate level first aid. **There must always be first aid coverage or playschool cannot proceed.**

## 2.15. Medication Policy

Due to the short time children are present in the program, regular medication will not be administered. Where emergency situations demand, medication (for example, Ventolin, Epi-pen), will be administered with written permission of the parent/guardian. Emergency medication must be clearly labeled and stored so it is easily accessible to the teacher but not to the children.

## 2.16. Emergency Drills And Evacuation

Licensing regulations require that we have a monthly fire drill. All drills are recorded on the fire drill record sheet. The fire drill record sheet and fire drill instructions are posted in the Playschool room above the mailboxes.

In the event of a real emergency, Belgravia Co-operative Playschool will use Belgravia Elementary School's gymnasium.

### **Evacuation Plan**

- When the fire is discovered, “sound the alarm” immediately.
- Evacuate. Helping parent will lead the children out and hold the door for the children. Teacher checks washrooms and closets, etc. Close doors if possible. Do not shut off lights.
- Gather at the bicycle racks to the south of the building next to the playground.

- Take roll call. When assured of safe evacuation, the teacher will phone the fire department.
- Children could find refuge in the neighboring school.

### 3. CO-OP MEMBER RESPONSIBILITIES

As a co-op, Belgravia playschool is run by parents, for parents and their children. Co-op membership thus comes with both privileges and responsibilities. Members have a big say in the direction of the playschool, by taking an executive role or making themselves heard at meetings. They also have a chance to be very hands-on with their child's education, through duty days where they are seen as teaching staff, as well as many opportunities to get involved, such as planning events or accompanying the class on field trips.

On the flip side, membership comes with many responsibilities. The playschool operates on the philosophy that children do best when their parents are highly involved, and therefore there is only one salaried teacher, with teaching assistance provided by parents on their duty days. This also enables the playschool to keep its fees low – a fraction that of comparable non-co-operative programs. While we recognize that parents are not qualified educational professionals, they are nevertheless relied upon to provide quality care and interaction with the children. It is thus essential that parents take their duty days seriously and arrive prepared and on time.

Parents are also responsible for all aspects of the playschool experience outside of teaching hours. Volunteers take on roles such as: planning field trips, organizing family events, laundry, scholastic book orders, fundraising and more. In addition, each family is required to participate in at least one cleaning day a year, when the classroom and its contents are thoroughly cleaned.

The playschool levies fines for a parent's failure to perform any of the above duties. The bigger penalty is the knowledge that the parent has failed their fellow co-op members and failed to make the most of their child's educational opportunities.

Please keep in mind that the quality of the playschool is directly tied to the willingness of its parent volunteers to step up. Your child will get out what you have put in.

For more details on parent duties, see 3.1 Board / Volunteer Roles; 3.2 Cleaning Days; and 3.3 & 3.4 Duty Parenting.

#### 3.1. Parent/Staff Communication

##### General meetings

There are three general meetings: September, January and June of each program year. Please consult the Playschool Calendar for the dates. Attendance at the meetings are mandatory, and each family should ensure that a member of their family attends. Where attendance is impossible, the family is responsible for appointing an agent to attend on their behalf to receive any necessary documentation and to keep them apprised of developments. This agent can be another parent. Parents are responsible for keeping themselves informed of what goes on at meetings. Failure to attend will not constitute a reason to reopen issues dealt with at the meeting, nor will it be accepted as an excuse for a member acting on incomplete information.

##### Board meetings

Parents are welcome to appear at Board meetings with notice and/or bring forward motions that Board members can present. Members are welcome to participate in discussion of said motions and present opinions and input. However, only Board members may vote at Board meetings. Board meetings concerning particular families or issues may be held in private due to privacy concerns.

In the interests of time management, please notify the board (or any of its members) of your intention to attend and present at a board meeting.

#### Notices

Please take time to read the parent notice board outside the classroom. Not only does this keep you up-to-date with what your child has been doing at school, but also the teacher will post reminders for needed materials for art projects and upcoming events.

#### Email

The majority of communication between parents, the board and the teacher outside of official meetings takes place through email. Please ensure your email address in playschool records is kept up to date, and make sure to check regularly for email at the email address you have provided.

#### Incident Reporting

The playschool keeps a written record on site in the form of incident reports of major or significant incidents involving or affecting children while they are under playschool care. These incidents may include, but are not limited to: medical events, health and safety incidents, behavioural incidents or other incidents.

A separate incident report will be filled out for each child involved or affected in the incident. The names of any other child(ren) involved in the incident will be anonymous on the child's form. The parent(s) of the child will be notified that an incident report has been filled out and is on file. The child's parent will be asked to attend during playschool hours and read and sign the report. The parent may also request a photocopy of the report, but may not take the original report from playschool premises.

Note: An incident report may be filled out by a duty parent or the teacher. If filled out by a duty parent, the duty parent should have the teacher read and sign it.

### **3.2. Board/Volunteer Roles**

Belgravia Playschool operates by a series of volunteer positions. Each family is required to take on a volunteer role, either by serving on the board or performing another duty. Although the distribution of work is particular to each role, parents should count on spending between 10 to 20 hours on their volunteer duty each year. Some volunteer roles require far more time; however, if you find yourself falling below 10 hours in the year, please see the board or the teacher about taking on additional duties or offer to help out a parent with a heavier workload.

The following positions are considered executive, with a place on the board: chair, co-chair, secretary, treasurer, registrar (usually two), and fundraiser. Each executive position has one vote on board resolutions.

#### Volunteer Roles

- Chair and Co-Chair (executive) – These two positions have been functioning as co-chairs recently, dividing duties between the two persons as per their judgment. Duties encompass planning and general administration of the playschool, including setting policy and liaising with appropriate government regulatory bodies i.e. AB Child and Youth Services, etc. The Chair and Co-Chair are responsible for hiring the teacher and the teacher contract. One of the positions serves as joint financial authority (with the treasurer) and as such co-signs all cheques.
- SECRETARY (executive) – The secretary is responsible for keeping playschool records, taking minutes of meetings and handling other administrative tasks, such as photocopying documents and applying for or renewing the playschool's license each year.
- TREASURER (executive) – This person is responsible for managing the playschool's finances. The treasurer's activities include:
  - Budget forecasting and tracking
  - Payments to and from the playschool, including monthly deposit of fees, payment of teacher's salary, government remittances, reimbursements of expenses and payments of bills. This includes following up as necessary where payments are overdue.
  - Picking up mail from Belgravia Elementary once a month.
  - Tax matters, including issuance of tax receipts.
- REGISTRAR (executive) and ASSISTANT REGISTRAR (executive) – These positions divide the duties of registrar and ensure continuity as the registration process begins during the previous school year. The activities of the registrars include:
  - Serving as the primary registration contact for incoming parents
  - Receiving completed registration forms and cheques
  - Coordinating with the treasurer regarding cheques
  - Maintaining a database of information as required by government regulatory bodies
  - Maintaining class lists and emergency contact information as required by regulation, and providing them to the teacher / classroom.
  - Assigning parent volunteer positions
  - Overseeing the process of registration, including waiting lists
  - Providing the duty roster volunteer with a class list
- FUNDRAISER (executive) – This position is responsible for planning the fundraising program for the playschool in order to raise additional funds to support field trips, music programs and other “extra” activities for the children.
- CLEANING DAY COORDINATOR – This position is responsible for the organization of three playschool cleaning days, in Nov/Dec, March and June.
  - Duties include setting the date, obtaining the required number of parent volunteers for the date, and keeping a record of families who have fulfilled their cleaning duties.
  - The cleaning day coordinator should be at the playschool for the duration of each cleaning session to ensure everything goes smoothly.
  - The cleaning day coordinator is responsible for ensuring needed cleaning supplies are available (i.e., coordinating with parents to bring cleaning supplies).
- FIELD TRIP COORDINATORS (2) – This position is responsible for the organization and communication of field trips for the playschool within the budget approved by the Executive. The selection of the field trips is left to the volunteer’s discretion, but it is suggested that the teacher be consulted re. suitability. The organization of field trips includes:
  - Selecting / booking field trips. In the past, an average of 3 field trips planned throughout the year have taken place. Field trips should be booked by Nov 1.

- Arranging transportation
  - Arranging payment
  - Communicating with parents re upcoming field trips and obtaining needed consent forms
  - Communicating with parents to ensure the availability of the required number of volunteers
  - Any other action required for a successful field trip.
- SOCIAL EVENTS (2) – This position is responsible for the organization of social events for the playschool children and families within the budget provided by the Executive. Traditionally, there has been one social event in the fall/winter and one at the conclusion of the school year. The organization of social events includes:
    - Selecting, booking and arranging payment for the venue
    - Notifying parents of upcoming event
    - Amassing the required parent volunteers
    - Arranging or coordinating refreshments and supplies
    - Any other needed action to make the event a success (e.g., decorating)
    - Examples of social events over the past few years:
      - Lantern parade has been a fall event (November timeframe). Students create paper lanterns in class. Children and parents gather at the hall on the evening of the event and march around the neighbourhood with lanterns ablaze and singing for the neighbours. The event closes with a potluck dinner at the hall.
      - Year end party. A potluck party is held at year’s end for students and parents.
- MARKETING/OPEN HOUSE – This position is responsible for the playschool's marketing. This consists of (1) advertising available playschool spaces throughout the year and (2) organizing and hosting the spring open house. This latter includes:
    - Coordinating with Belgravia Elementary to set a date
    - Advertising the event (through posters or paid advertising -signboards are typically used for advertising)
    - Coordinating volunteer support for the open house date (usually 2 extra people to help)
    - Setting up the classroom for the open house, including organizing displays or cleaning.
    - Making parent handbooks and registration materials available.
    - Coordinating refreshments for the open house
- HISTORIAN – This position will create a record of the school year for each child to keep as a keepsake. The record typically takes the form of photographs / images of notable events as well as regular classroom days, and can include samples of the child's work.
- LAUNDRY – This position is responsible for laundering dish cloths and other items on a weekly basis. Laundry is collected from the playschool on Fridays and returned on Mondays. Other items may be included as per the teacher’s needs.
- FLOOR CLEANING – This position is responsible for keeping the floor of the cloak room area and the non-carpeted part of the playschool room clean. The area is professionally cleaned once a week, but additional cleaning is required through the year to keep the environment acceptable. The floor cleaner must wash the cloakroom and non-carpeted part of the playschool once a month.
- LIBRARIAN – The playschool has a collection of books stored in the upper cupboards. This position is responsible for contacting Monika and exchanging the collection of books that are on display in the classroom at the start of each month according to seasonal themes. The librarian will reshelve the books from the previous month. The librarian will also examine to books to mend minor tears and ensure that the teacher and Executive are aware of books that need to be replaced.

- TOY SORTERS – There are multiple toy sorter positions. The toy sorters can plan to be scheduled twice per month. The duty calendar will indicate the week they are scheduled in and it is expected they will complete their duty sometime that week. The toy-sorters will maintain organization of the classroom as follows:
  - Assist in reorganization of the classroom (e.g., toys can be returned to their specific bins, puzzle pieces can be sorted to the appropriate puzzles, kitchen items can be returned to the play kitchen, etc.).
  - It may also include bringing in or removing toys or equipment or rearranging the classroom layout in order to further a current classroom theme, as directed by the teacher.
  - The toy sorter can plan to spend about 30 minutes in the classroom, per session.
  
- AUDITOR
  - This position will review the books with the Treasurer on an annual basis. This is a co-position for one of the presidents or one of the parents with another volunteer position.
  
- VOLUNTEER DIRECTOR
  - The volunteer Coordinator is responsible for answering any questions parents have about their volunteer duties.
  - The Volunteer Coordinator reminds parents of upcoming volunteer responsibilities and acts as an enforcer if needed.
  
- FUNDRAISING ASSISTANT
  - The fundraising assistant will assist the Fundraising Executive member with a fundraising program for the playschool.
  - This person also helps recruit volunteers for fundraisers by email reminders.
  
- DUTY ROSTER – This position is responsible for the creation and dissemination of the duty parent schedule.
  - The schedule should be created and distributed to all parents by the 15<sup>th</sup> of the previous month at the latest.
  - The duty roster coordinator must also ensure a current schedule is posted on the bulletin board.
  - The monthly schedule will also communicate all playschool schedule information to parents (e.g., board meetings, general meetings, dates for various volunteer positions, information regarding the program, field trips, etc.).
  - Prior to sending out the duty parent schedule, the duty roster volunteer should communicate with the executive to clarify any upcoming important dates that should be included on the duty parent schedule.
  - The duty roster volunteer should also communicate with the Belgravia Elementary School so that non-instructional days are included on the duty roster calendar.
  
- DATA AND WEB MANAGER
  - The data and web manager is responsible for keeping the website up to date and assist with data related issues if needed.
  
- COMMUNITY LEAGUE LIASON
  - This position works on connecting playschool with the community and BCL. The liason should attend the BCL board meetings and convey any important info from and to BCPS.
  
- OTHER SPORADIC DUTIES THAT MAY BE REQUIRED:
  - SEWING and CRAFT ASSISTANCE - provide sewing craft preparation or sewing repairs for the teacher as required.
  - FIX-IT - provide for the maintenance and minor repair of playschool facilities and equipment as required by the teacher.

### 3.3. Cleaning Days

***The cleaning day policy is changing as of September 2016 but is not yet finalized. It likely that each family needs to clean 3 times per year, approximately 2 hours per session.*** Cleaning days involve the cleaning of the entire classroom and its contents. Parents should bring cleaning supplies.

***Old policy Note:*** Failure to attend the scheduled cleaning session will result in the cashing of the \$250 cleaning day fine cheque.

### 3.4. Duty Parenting

- Belgravia Co-operative Playschool is a parent-run co-operative.
- We value a gentle, nurturing environment in which our children can learn through play.
- Duty parents bring new and interesting perspectives to the class every day for our children to explore.
- When children share the joys and accomplishments of their school experience with their caregiver, they feel a strong sense of pride.

Belgravia Playschool offers an excellent program, staffed each day with a dedicated teacher and one duty parent, who serves as the teaching assistant. Every family enrolled is required to perform duty days in their child(ren)'s session(s) according to a rotation of parents. Duty days are mandatory. In addition to furthering the playschool's philosophy of a parent-run community co-operative, parent duty days also enable the playschool to comply with licensing requirements for adult/child ratios while keeping fees low.

#### Frequency & scheduling of duty days

The frequency of duty days depends on how many children are enrolled in your child's session. For example, if there are 12 children in your child's session, then expect to perform one duty day every 12 session days. Generally, you will find yourself scheduled for a duty day every four to six weeks. This duty day always takes place during your child's scheduled session (e.g., MWF or T/Th).

The Duty Roster should be available via e-mail by the 15<sup>th</sup> of the preceding month. It will also be posted on the bulletin board.

#### Replacements and Changing duty days

Parents may change duty days, however, the parent is responsible for making the swap. A parent contact list is provided to each member to allow parents to contact each other about exchanging duty days. Once the exchange has been agreed upon, please note the exchange on the duty roster posted on the bulletin board. This ensures the teacher knows who bears the responsibility for performing (or missing) the duty day.

Parents may find a replacement adult for their duty day. This can consist of another member parent, a relative or a caregiver. It is the parent's responsibility to ensure that the replacement adult understands their role and is capable of performing it. Many parents enjoy performing duty days, and may be willing to take on additional days for due consideration.

All members are required to submit cheques for "Duty Parent Fines" at the time of registration. Failure to fulfill your duty day obligation will result in the cashing of one cheque for each missed duty day. Parents who are late for their duty day will have a fine cheque cashed for every second late (i.e., 2 lates = 1 missed). For the purposes of the fine cheques:

- A duty parent is considered "late" if s/he has not arrived by 8:45 a.m.

- A duty parent is considered “missed” if s/he has not arrived by 9 a.m.

In the absence of the scheduled duty parent, another parent will be asked to take on the role. In that case, the scheduled duty parent will automatically be responsible for performing the substituting parent's next duty day, or making alternate arrangements. A fine cheque will still be cashed, even though the missed duty parent performs the substituting parent's next duty day. Failure to perform or make arrangements for the substituting parent's next duty day will result in the cashing of another fine cheque.

Chronic or repeated lates or missed duty days will result in an executive review of the family's continued membership in the Co-op.

### 3.5. Substitute Teachers

On the registration form parents are asked to indicate if they would be willing to act as a substitute teacher. The teacher will have a list of the substitute teachers. To compensate the parent for taking on the substitute teaching role, the family will be exempt from their next duty day.

### 3.6. Duties Of The Helping Parent

The Teacher is the primary staff member and the duty parent fulfills the role of a teaching assistant. The duty parent also brings a nutritious, nut-free snack for the class, and the duty parent's child may bring an item for show-and-share.

Because the duty parent's first priority must be to assist the teacher and the students, parents should not bring younger children on their duty days. Parents who bring a younger child will not count as a staff member for the purpose of maintaining required adult/child ratios.

#### Description of duty day

**General cleaning:** The parent will be required to perform certain cleaning tasks each duty day in addition to assisting the teacher and the students. Some of these tasks may be performed throughout the morning when the parent is experiencing a lull in the action. Others must be performed after the students are dismissed outside for the day. The tasks are as follows:

- **Perform throughout the morning:**
  - with a disinfecting wipe, wipe down surfaces that are frequently touched, in the bathrooms, the cloakroom and the classroom. These include (but are not limited to): light switches, doorknobs, taps, coat hooks, door jambs, toilet seats, etc.
  - check to ensure cleaning and washing supplies are well-stocked. This includes paper towels in washroom and classroom; dish soap; cleaning spray. Refill as needed.
  - Note down supplies that are running low on the supply list. Supplies may be considered low when there's less than two weeks' worth, approximately.
- **Perform after class ends:**
  - Vacuum carpeted and uncarpeted areas in classroom (and coat area, if time allows).
  - Mop uncarpeted area with wet bee mop and cleaning solution.
  - Wash any dishes used during the morning.

**MWF session (approximate; schedule subject to minor changes as needed):**

**8:30 (8:35 for parents dropping off a child at Belgravia Elementary)**

Duty parent arrives. Set up the cloakroom play area by sweeping and laying down the carpet and moving toys into the area. Assist the teacher as needed. Assist arriving students in taking off their outerwear, putting on indoor shoes and getting settled in the reading centre.

**8:45 Circle time.** Teacher engages children in the day's program, which usually includes a story and a lesson based on the current theme. Parent may join in or begin cleaning duties.

**9:00 Craft time.** Children do craft at craft tables. Assist children in craft, but don't try to improve on or correct their work. There is no right way to do a craft!

**9:15 Free play.** Children choose their own activities at various centres. Assist them in getting settled in an activity and clean up the craft area. Check with Monika whether she needs help with preparing for future crafts, taking down or hanging up things or with anything else. Work on cleaning duties and/or begin snack preparation.

**10:00 Clean-up time.** Encourage children to clean up their centre, and assist them if they need help.

**10:10 Gym time.** Children line up at door to go upstairs for gym activities, which can include musical activities, chasing games or mat activities. Duty parent should join in gym activity.

**10:25 Show and Share.** Help children wash hands before they sit down for show and share. The child of the duty parent gets to show and share an item s/he has brought from home. The duty parent should make final preparations for the snack at this time.

- **Plate the snack**
- **Put a napkin and a cup by each child's place**
- **Fill up water jugs and place on table. Children may help themselves to water.**

**10:30 Snack time.** The children and adults sing *The Thank-You Song* and enjoy the snack.

**10:45 Book and puzzle time.** The children do learning puzzles or games, or the teacher reads them a story. The duty parent should clean up the snack area and wrap up any remaining food to take home.

**11:00 Circle Time II / Outside time.** Weather-permitting, the children will put away indoor shoes, get on outerwear and pinneys and go outside for outdoor play. Each child must be wearing a pinney before they leave the building. Assist children as needed.

If weather does not permit, the teacher may do a second Circle Time before the children get dressed for the outdoors and get into pinneys.

**11:15 Pickup.** Help Miss Monika ensure that the caregiver returns the child's pinney and signs out the child. Do the last of the cleanup duty, including vacuuming the classroom, mopping the uncarpeted area, and washing the dishes. If time permits, sweep the cloakroom.

**T/Th session (approximate; schedule subject to minor changes as needed):**

**8:30 (8:35 for parents dropping off a child at Belgravia Elementary)**

Duty parent arrives. Set up the cloakroom play area by sweeping and laying down the carpet and moving toys into the area. Assist the teacher as needed. Assist arriving students in taking off their outerwear, putting on indoor shoes and getting settled in one of the free play centres.

**8:45 Free Play time.** Children choose their own activities at various centres. Assist them in getting settled in an activity and clean up the craft area. Check with Monika whether she needs help with preparing for future crafts, taking down or hanging up things or with anything else. Work on cleaning duties.

**9:30 Clean-up time.** Encourage children to clean up their centre, and assist them if they need help.

**9:40 Circle Time.** Teacher engages children in the day's program, which usually includes a story and a lesson based on the current theme. Parent begins snack preparation.

**9:55 Craft time.** Children do craft at craft tables. Assist children in craft, but don't try to improve on or correct their work. There is no right way to do a craft!

**10:15 Gym Time.** Children line up at door to go upstairs for gym activities, which can include musical activities, chasing games or mat activities. Duty parent cleans up craft area, sets up snack table, joins in upstairs if possible. To set up the snack:

- **Plate the snack**
- **Put a napkin and a cup by each child's place**
- Fill up water jugs and place on table. Children may help themselves to water.

**10:30 Snack time.** As children return from gym time, help them wash their hands and sit down at the table. The children and adults sing *The Thank-You Song* and enjoy the snack.

**10:45 Book and puzzle time.** The children do learning puzzles or games, or the teacher reads them a story. The duty parent should clean up the snack area and wrap up any remaining food to take home.

**11:00 Circle Time II / Outside time.** Weather-permitting, the children will put away indoor shoes, get on outerwear and pinneys and go outside for outdoor play. Each child must be wearing a pinney before they leave the building. Assist children as needed.

If weather does not permit, the teacher may do a second Circle Time before the children get dressed for the outdoors and get into pinneys.

**11:15 Pickup.** Help Miss Monika ensure that the caregiver returns the child's pinney and signs out the child. Do the last of the cleanup duty, including vacuuming the classroom, mopping the uncarpeted area, and washing the dishes. If time permits, sweep the cloakroom.

**11:30 Relax!** You've probably had a very busy morning!!