



**HEPBURN COOPERATIVE  
PLAYSCHOOL**

Parent Handbook

2023-2024



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# 1. About the Hepburn Cooperative Playschool

## Who We Are

The Hepburn Playschool is a cooperative group run by parents for the children in the community of Hepburn. We employ one teacher and one person for parent helper with assisting the teacher in the classroom and with cleaning and sanitizing after each class.

The Playschool is governed by a volunteer Board who hold monthly meetings to assess the needs of the playschool, carry out all administrative duties, communicate with parents, carry-out teacher and program evaluations and address various needs as they arrive. Board positions are filled/renewed annually at the General Meeting and all positions must be filled in order to run the Playschool Program each year.

## Mission Statement

We strive to provide a safe, nurturing, child friendly environment where children can learn and grow physically, emotionally, intellectually and socially at their own pace. The self-confidence of children is of great importance. Children learn through play and activities provided will stimulate sensory motor development, language development and social interaction.

## Philosophy

The main goal of Hepburn Cooperative Playschool is to prepare children for kindergarten by giving them a positive early school experience. We believe strongly that children learn through play. Play and Exploration: Early Learning Program Guide published by the Ministry of Education will be our main curricular guide. A copy will be kept at the playschool for reference and it is available for online viewing at <http://www.education.gov.sk.ca/ELCC/play-and-exploration-program-guide>

# 2. About the Board

All positions on the Playschool Board must be filled in order for Playschool to operate. If all positions are not filled at the AGM, the school will not operate until someone steps forward to fill the empty position. All money will be held for one month. If no one steps forward before the first scheduled playschool day, all money will be refunded.

Board Positions and Responsibilities

**Members of the Hepburn Cooperative Playschool Board receive one month of free tuition.**

PRESIDENT – KLASKE HOVING

- Planning and presiding over all executive, Board and general meetings
- Overseeing committee activities
- Organizing monthly meetings
- Preparing agendas
- Preparing parent helper schedules
- Maintains Playschool email account
- Acting as a signing authority

VICE-PRESIDENT – AMANDA PITCHER

- Assisting the president and any other Board members when help is needed
- Assuming the duties of the president in his/or her absence
- Maintains the social media presence for the Playschool
- Involved with President in advertising the Playschool
- Collect all Criminal Record Checks
- Acting as a signing authority

SECRETARY – LORI HILDEBRANDT

- Taking of the meeting minutes
- Distributing meeting minutes to the board
- Keep minutes for passing onto the next Board

TREASURER – MICHELLE HERMANS

- Maintaining financial records
- Preparing financial statements

- Working with the Executive to prepare the budget
- Keeping Board and members aware of the financial position
- Acting as a signing authority
- Payroll
- Receiver General
- Weekly or biweekly mail collection & deposits
- Collection of all overdue moneys owed to the co-operative

#### FUNDRAISING CO-ORDINATOR –

- Co-coordinating and planning at least three major fundraisers each year (Fall, Winter & Spring)
- Working with the treasurer to ensure the money is properly collected and deposited in a timely manor
- Working with the help of the Board to ensure the success of each fundraiser
- To oversee the goal of raising enough funds to meet the annual budget requirements and also leave a surplus of \$3000 in the savings account at the end of the fiscal year

#### BOARD CHAIR – HEATHER MACDONALD, PAIGE SPRIGGS

- Large item shopping, such as if there is something new the playschool Board decides they are going to buy for the classroom. (Our teacher usually does her own purchasing for crafts etc.) They will also go shopping for Christmas presents, Easter baskets, Teacher Gifts and Graduation presents as well as help the Fundraising Co-coordinator in any purchases planned for fundraising.

#### TEACHER – KAREN VOTH

- Apply for Grants applicable for the Playschool.
- Create and implement developmentally appropriate teaching plans.

- Organize and oversee all activities for each class sessions modelling respectful care. Supporting problem solving, child-centered, and play-based philosophies.
- Plan thematic units and activities for the school year. These themes can be implemented through crafts, stories, circle time, songs, games, outings, etc.
- Schedule out of room activities for the children to participate in, such as gym time, playground, and other community outings.
- Keep stock of supplies needed for crafts, decorating and classroom use (i.e.: cups, napkins, paper towel, etc.) If supplies are picked up with our Playschool debit card, submit receipts to the Treasurer. If supplies are picked up directly by the Teacher, receipts must be submitted to be reimbursed.
- Disciplinary plan: The teacher will determine a consistent disciplinary plan to administer in situations which require action or to settle conflicts between students (i.e.: The Thinking Chair). These situations should be communicated to the parents of the child/children involved.
- Work closely with parents/caregivers as parent-helpers in class.
- The teacher should feel free to utilize the parent helpers by having them provide supervision in the classroom as well as when the children are outside the classroom. The teacher should expect the helpers to assist in the craft, clean-up of the classroom, structure and work together with the helpers as a team.
- Ensure open communication with appropriate parties as needed:
  - With the playschool board: The teacher should feel free to communicate to and with the board regarding any concerns, needs, etc. that come up throughout the school year.
  - With parents: The teacher should communicate any problems, concerns, and/or encouragement to parents about their children in terms of behavior, conflicts, accomplishments, etc. This should be done privately, either by phone or meeting in person at an agreed upon time.
  - With Heritage Common. If there are concerns regarding our schedule with the school facilities, the maintenance of our building, or other needs the teacher will initially contact the President of the Board, if possible as the liaison between the playschool and Heritage Commons. If it is a concern that needs immediate attention, the teacher will speak directly to the events coordinator or caretaker of Heritage Commons.
- The Teacher is NOT required to attend monthly meetings. Attending a meeting, the Teacher will be given an automatic 3 hour pay to attend. Meetings that may require attendance could include

- Christmas and graduation preparation meetings.
- Be aware of safety procedures.
    - The teacher will be aware of the safety procedures in the case of fire or other emergencies.
    - The teacher **MUST** have a valid CPR and First Aid, which must be renewed accordingly. Costs associated with this will be covered by the cooperative.

### **3. General Information**

#### Location

The Playschool is located in the Hepburn Community Centre, in classroom B161 (close to the gym). Our drop-off will be at the North doors closest to the gym. Outdoor footwear must be removed at the door. Only indoor footwear will be worn inside Heritage Commons and Playschool.

#### 2023-2024 Playschool Dates

Meet the Teacher Night & AGM (for both classes): Thursday, August 31<sup>st</sup>, 2023.

4-year-old class:

- Starts Tuesday, September 5<sup>th</sup>, 2023
- Last day of classes is Thursday, May 23<sup>rd</sup>, 2024
- Grad Ceremony is Tuesday, May 28<sup>th</sup>, 2024

3-year-old class:

- Starts Thursday, October 5<sup>th</sup>, 2022
- Last day of classes is Thursday, May 23<sup>rd</sup>, 2024

#### Program Hours

The Playschool Program for the four-year-old class runs on Tuesdays and Thursdays from 9:00 - 11:30 am. A calendar will be provided to ease your planning.

The three-year-old class runs from 1:00 – 3:00 pm on Thursdays\*.

\*In the event of low attendance for our three-year-old class, the class will then be combined with four-year-old on Thursday mornings.

#### Operational Days and Cold Weather Policy

The Playschool runs on the same schedule as Hepburn School, observing all holidays and school closures.

Playschool will not run when the weather is too cold for the busses (-40 with wind-chill in Saskatoon at 6am). Updated bussing information can be found on the Prairie Spirit website (<http://www.spiritsd.ca/>) under the Transportation tab. The Playschool will notify parents if classes are cancelled.

#### Parent Helper Role



Classes are operated with the joint effort of the teacher and the parent helper/s. This, in addition to fundraising, helps keep tuition costs down. There is at least 1 parent helper each day. Additional parent helpers may be required based on the number of students or the needs of the class. All parents will be given a volunteer schedule prepared by the Board secretary. Helpers should arrive fifteen minutes before class and be prepared to stay at least 15 minutes after class on their scheduled day.

#### Responsibilities of the Parents Helper

- Assist the teacher with games, activities, crafts, and class management.
- Assist the students with games, activities, and crafts.
- Engage in play with the students.
- Accompany children to use the washroom and assist with washing hands if needed.
- Help clean up after activities and at the end of class (sweep, vacuum, take out garbage, empty the water basin etc.).

Parent helpers are there to act as a support to students and the teacher, which includes assisting in learning and play, as well as helping to prevent accidents. Parents are encouraged to use their discretion – if something doesn't seem OK, it is your place to intervene. The teacher appreciates your support and encourages active parent helper involvement.

**Parent helpers are asked to refrain from being on their cell phones during their shifts; the class and teacher need you.** Taking an occasional photo with your cell phone of your own child, or the whole class is tolerated. Because of the privacy of the children, please keep these photos for yourself.

#### Additional Children

Younger siblings are permitted to accompany the parent helper on his or her scheduled day, provided they are not a distraction to the program and that their attendance does not prevent the helper from engaging in class activities. Other children, such as day care kids or other relatives, who are not siblings of a playschool student, are not allowed to attend.

#### Parent Helper Replacement

Parents are responsible to work their scheduled shift or find a replacement if they are unable to be there. If the shift is not covered, or the replacement does not show up, the parent will be charged \$35 by the Board. It is not an option to accept the fine as a way of avoiding working a shift. Failure to work a shift twice will result in the immediate withdrawal of that parent's child.

If you are unable to be a parent helper, and are unable to have the shift traded or covered, you can pay a \$35 fee to have the Board find a replacement. The

\$35 fee is paid to the replacement helper, who will be responsible for attending in your place that day.

Please alert the teacher or a member of the Board as soon as possible if you would like to use this service.

If you are a parent who would be willing to do extra shifts when required, please let a Board member know.

### **Criminal Record Checks**

All Parent helpers must have a Criminal Record Check, with a Vulnerable Sector Check, completed. **This needs to be completed and handed in to the Board prior to your child starting classes.** (Four-year-old's, September 5<sup>th</sup>, 2023; and three-year-old's October 5<sup>th</sup>, 2023). A letter will be provided by the Board that can be taken to the Rosthern RCMP to have the check completed and the fee waived.

### Contact and Communication

The Playschool email, Facebook page, and Website are important communication methods between the Board, teacher, and families; they are used to share important information, such as fundraising, school cancellations, or programming updates.

Email: [hepburnplayschool@gmail.com](mailto:hepburnplayschool@gmail.com)

(Email is primarily used to communicate parent contact information, and necessary updates). Etransfers for payment are also sent to our Gmail email.

Facebook: <https://facebook.com/pg/hepburncooperativeplayschool/>  
(Facebook is primarily used to share program updates, school cancellations, and general reminders.)

Website: <http://hepburnplayschool.weebly.com>

(The Website is primarily used to share general program information)

Teacher contact is for concerns regarding your child in the class.

## **4. Enrollment, Attendance Requirements, and Discontinuation**

### Enrollment

There must be a minimum of 8 students per class for our program to run. In the event of having lower attendance, we will combine the two ages to create one class. The Board will make decisions pertaining to class make-up once registrations have been processed each year.

### Attendance Requirements

- Your child must be 4 years of age on or before December 31<sup>st</sup>, 2023 to be enrolled in the 4-year-old class.
- Your child must be 3 years of age on or before October 31<sup>st</sup>, 2023 to be enrolled in the 3-year-old class.
- At the beginning of the school year, if your child's birthday falls between October 31<sup>st</sup> – December 31<sup>st</sup>, 2023, there will be an option to enroll after the Christmas break in January.

Your child must be fully toilet trained prior to starting play school. This includes being able to communicate the need to use the bathroom as well as the ability to use the washroom without assistance. We ask that parents responsibly consider their child's readiness in this area.

### Program Discontinuation

If your child is discontinuing the Playschool program, written notification stating the child's last day is expected. You will need to give at least one-month notice.

### Refunds

Refunds for students who discontinue within the school year will be pro-rated taking into account the number of school days remaining, not based on months remaining.

Students who join within the year will be charged based on the number of classes remaining, not the months remaining in the school year.

## 5. Tuition

### Membership Fee

There is an initial membership fee of \$10 (non-refundable) to be paid to the Cooperative. This is a one-time fee per family.

### Tuition Fees

- 4-year-olds - \$65 per month (September - May) – 9 months.
- 3-year-olds - \$35 per month (October- May) – 8 months.

### Payment Options

There are three payment options available:

- Monthly: (Post-dated cheques given at registration, etransfer\*)
  - 4-year-olds: \$65 per month
  - 3-year-olds: \$35 per month
- Twice a Year: (Post-dated cheques, two cash payments, or two etransfers\*)
  - 4-year-olds: September 3<sup>rd</sup>, \$260.00 \$; Jan 1<sup>st</sup>, \$325.00
  - 3-year-olds: October 3<sup>rd</sup>, \$105.00; January 1<sup>st</sup> \$175.00
- Yearly: (Cheque, Cash, or etransfer\*)
  - 4-year-olds: September 3<sup>rd</sup>: \$585.00
  - 3-year-olds: October 3<sup>rd</sup>: \$280.00

***Reminder that Board members receive one month of free tuition.***

***\*etrasfer payments are welcomed PROVIDED THOSE parents are diligent in sending their payment with the appropriate due dates (i.e., on the first of each month). We want to avoid having our volunteer treasurer having to track down late payments. This handy service will be eliminated if payments are consistently being submitted late with reminders.***

### Payment Policies and Procedures

Each month's fees must be paid in full by the 1<sup>st</sup> day of the month. Receipts will be issued in January (for September-December) for both classes and in May (January-May) for the three-year old and June (January-June) for the four-year-old class. Cheques and etransfers will be deposited as close to the first as possible. NSF cheques will be charged a fee of \$25.

If full payment is not received by the payment due date, you will be charged a \$25 late fee. You will be notified by the Treasurer in writing and it will be added to your next month's tuition. If fees are delinquent for two months, your child will be required to discontinue playschool until all arrears are paid in full. If alternate payment arrangements need to be made, please contact the Board President or Treasurer and we will do our best to accommodate you and make appropriate payment arrangements.

### Subsidies and Grants

If your family is in financial need, there are subsidies and grants available that could support your tuition payments.

The Saskatchewan Pre-School Foundation is one such resource. Information and eligibility requirements can be accessed at:

<https://www.spf.sk.ca/pages/subsidies2.html>

### Fundraising

Fundraising is essential to the success of the Playschool Program and allows us to keep tuition costs down.

Each year a minimum of **three** fundraisers will be planned by the Fundraising Representative and the Board. All parents will be required to participate.

To ensure that we meet our fundraising goals and that we have as much parental participation as possible, we require fundraising deposits. If families choose to not participate in the fundraising event, they will be billed a minimum of \$50.00 per fundraiser. This amount is subject to change.

## **6. Attendance Policies and Procedures**

### Absences

If your child will be absent, please notify the teacher prior to 9:00 am. Tuition will not be refunded for missed school days.

### Drop Off

Children must be dropped off at school by a person who is at least sixteen years of age or older, and who has been authorized by the parent or guardian who registered the child in Playschool.

Children should not be dropped off before five minutes before class. This allows our teacher and helper to prepare for the day.

### Pick Up and Releasing Children

All children must be picked up by a person who is at least sixteen years of age or older and has been authorized by the parent or guardian who registered the child in Playschool. Please inform our playschool teacher if someone else will be picking up your child.

### Library Books

Students have access to the classroom library and can exchange a new book each school day. When we can; our playschool will visit the Hepburn School Library to sign out a book.

### Birthdays

You are welcome to provide a special treat on your child's birthday. We ask that you send smaller sized portions, ideally, individually wrapped, such as mini cupcakes. Again, these must be nut free. Another idea to consider is donating a book to the classroom in your child's name on their birthday. June and summer birthdays will be celebrated in spring before school ends for the season.

## 7. Behaviour Policy and Procedures

The playschool's philosophy and practices with regard to guidance and discipline are always based on a positive, non-punitive approach. Behavior management is a process by which children develop socially acceptable and appropriate behavior patterns. In cases where 'discipline' is needed, our teachers will acknowledge feelings, set limits, offer appropriate choices, and use natural and logical consequences. It will be a positive learning experience and reinforce appropriate behavior. If behavior is more significant, the following management action will be taken:

1. For acts of aggression and fighting (i.e., biting, hitting, etc.): the children will be immediately separated and comfort and care/treatment for the injured child will be provided.
2. The child is removed from the situation to allow them time to calm down.
3. The teacher will then discuss with the child as to why he/she was removed.
4. Depending on the regularity of the misbehaviour, privilege loss may be used as a management tool.
5. A report will be written about the incident and will then be discussed with the parent.

If aggressive and/or disruptive behavior continues to the point that other children's safety is in question or the teacher feels the behavior is affecting their ability to teach, the parent will be asked to choose between removal of their child from the program or attendance with their child in all classes for a two-0week period to help their child feel secure and aid in properly addressing any further incidences. After the two-week period the child's suitability for remaining in the program will be discussed with the Board, parents and teacher.

## **8. Medical, Safety, and Emergency Policies and Procedures**

### Accidents / Injuries

The teacher is allowed to perform simple first aid in the treatment of injuries using supplies in the first aid kit.

All accidents will be reported to the parents the same day that the injury is sustained. In the event of a more serious accident, the teacher or parent helper will call the parent(s). Furthermore, an accident form will be completed and kept on file.

In the event of a serious accident or medical problem where the child requires immediate medical attention, the teacher is instructed to:

- Call, or designate someone to call, 911.
- Attempt to contact the parent.
- Contact the child's designated Emergency Contact in the event that a parent cannot be reached.
- Refrain from signing any consent forms for the medical treatment of the child.

Under no circumstances may the teacher sign or give consent for any medical procedures or treatment of the child.

### Allergies

We are a nut free facility.

The Hepburn Cooperative Playschool will be sensitive to all allergies affecting the students and their families. Appropriate measures will be taken annually based on need.

### Medication

Due to the short time children are present in the program, regular medication will not be administered. Where emergency situations demand, medication (ex. 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.

### Fire Drill and Emergency Plan

The Playschool will run two fire drills per year in both the three-year-old and four-year-old classes.

### In the Event of a Fire



1. Alert everyone of the fire.
2. Children line up quickly and quietly by the door
3. The teacher leads the children out of the room and then exits Heritage Commons through the North doors. The teacher will bring the Roll Call and Emergency numbers folder with her.
4. The Parent Helper will close the classroom door and turn off the lights.
5. Everyone meets by the designated area.
6. Teacher takes attendance.
7. The class proceeds to the arena.
8. Parents and/or emergency contacts will be notified to pick up the children.
9. The teacher and helpers will remain with the children until all children have been picked up.

## 9. Clothing, Supplies and Snacks

All children (three- and four-year-old class) are required to have the following items for Playschool:

- Shoes – preferably Velcro unless he/she is able to tie laces independently. These MUST stay at school to ensure that they always have a pair of shoes to wear indoors.
- Water bottle
- Backpack to bring home crafts, library books, water bottles, etc.
- Extra clothing and socks

Additional items for four-year-old class:

- Crayola Original Markers (non-scented) – can usually be found at Dollarama or Walmart
- Pencil Box

Please clearly label all removable clothing with your child's name, including footwear. It is a good idea to label all of your child's belongings. Children will go outside when weather permits; please dress them appropriately and send appropriate clothing in their backpack.

### Snacks

We are a nut free facility. Please check labels and do not bring food items that may contain nuts. Popular nut-free snack ideas include: popcorn, cheese and crackers, fruit, vegetables, haystacks, Rice Krispie Squares, Nut-free granola bars, or baking, fruit snacks, Goldfish crackers, Pretzels, or Jello cups.

There will be a scheduled time each class for snack that you will send with your child. Please remember to have snacks in packaging that your child can open on their own.

Please send a water bottle in your child's backpack every class.