



2019-2020

MEMBER

HANDBOOK

REGISTRATION CHECKLIST

To register your child for Playschool please submit the following items:

√	Item	Submission Date
<input type="checkbox"/>	Signed Registration Package	Time of Registration
<input type="checkbox"/>	Registration Fee of \$75 (\$100 for family), cheque dated with time of registration	Time of Registration
<input type="checkbox"/>	Deposit of \$100, cheque dated with time of registration (goes towards June 2020 Tuition)	Time of Registration
<input type="checkbox"/>	Immunization Record (see registration package)	Time of Registration
<input type="checkbox"/>	Tuition Cheques \$_____ (10) dated for the first of each month (Note: Amount will depend on class chosen and the June 2020 tuition cheque is less \$100)	Aug 29, 2019 7pm (AGM) or immediately if registering post-AGM
<input type="checkbox"/>	Housekeeping Deposit of \$150, cheque dated for January 1, 2020	Aug 29, 2019 7pm (AGM) or immediately if registering post-AGM

Please refer to the member's handbook for more details regarding the playschool schedule and the associated payments.

If you have any questions, please call the Playschool at 873-3231 or email the Registrar at:

ykplayschoolregistrar@gmail.com

The Yellowknife Playschool Association is excited to provide you and your child with a positive Playschool experience!

TABLE OF CONTENTS

A. PROGRAM INFORMATION

1. Introduction to the Yellowknife Playschool Association
2. Board of Directors
3. Our Program
4. Classes Offered
5. Attendance
6. Medical
7. Arrival and Dismissal
8. Emergencies
9. Snacks (NUT FREE)
10. Shoes and Clothing
11. Special Occasions
12. Updates
13. Communication with Teachers and Observations
14. Privacy
15. Student Conduct and Behaviour Management
16. Children attending with an aide
17. Toilet Training
18. Termination of Membership
19. March break

B. FINANCIAL INFORMATION

1. Registration Fee
2. Monthly Fees
3. Method of Payment
4. Housekeeping Deposit
5. Withdrawal and Reimbursement
6. Non-sufficient Fund Cheques (NSF)

C. PARENTAL INVOLVEMENT

1. Housekeeping Obligations
2. Bake Sale/Fundraising
3. Volunteer Participation

A. PROGRAM INFORMATION

1. Introduction to the Yellowknife Playschool Association

The Yellowknife Playschool Association is registered under the *Societies Act* of the Northwest Territories as a non-profit organization. Our mission is *“to provide an opportunity for children in the 2.5 to 5 year old age group to come together in an environment in which they can grow socially, intellectually and physically without the confines of measured achievement and strict schedules.”*

The Playschool is situated at the corner of Burwash Drive and 56th Street. The building was constructed in 1991 and an addition was built in 2000. The facility includes a yard with a sandbox, outdoor toys, a small garden and an age-appropriate playground structure.

2. Board of Directors

An elected Board of Directors consisting of seven people, all parent volunteers, operates the Playschool. This includes a Chairperson, Vice-Chairperson, Secretary, Treasurer, Fundraiser, Grants Coordinator and Registrar. Board meetings are held once a month. The Annual General Meeting is held in September, at which time Board elections occur for the following year.

The Board is governed by the Constitution & Bylaws of the Association, its Rules and Policies. Copies of these documents are all available for review at the Playschool. The Board of Directors can be contacted at YKPlayschoolChair@gmail.com

3. Our program

The program is based on the principle that children learn through participation in creative play. For this reason, the program is ‘activity’ based, to provide a wide variety of experiences. The play areas include water and sand tables, building blocks, play dough, puzzle area, house and dress-up corners, art and book centers, science and environmental projects, puppets, climbing blocks, large table-top toys, manipulatives and a craft area.

Each component of the Playschool program strives to provide opportunities for the children to develop and grow in the following areas:

- **Physical development** – Children gain a perception of their bodies in relation to the surrounding environment through activities designed to promote muscle development, hand-eye coordination, gross and fine motor skills.
- **Intellectual development** – As children play, they are thinking, making discoveries and piecing bits of information together as a whole. Language skills and thought processes are developed through singing, drama, stories and imaginative play.
- **Emotional development** – Children are encouraged to explore a variety of real-life emotions through imaginary play, fantasy and stories. They develop a sense of security, trust and self-esteem while learning acceptable methods of dealing with frustration and anger.
- **Social development** – As children play in a group, they learn to pursue common interests and goals. This sense of ‘belonging’ is fostered through group activities, encouraging co-operation and mutual respect.

Children spend the first hour of the day exploring the activity centers or participating in a craft project. After tidying up, there is ‘circle time’, with songs, stories, games, poems and conversation relating to the current theme or topic of

interest being investigated. Then a nutritious snack (from home) is followed by quiet play (books and puzzles) and then a story. The day ends with outdoor play. The children are encouraged to handle the routines as independently as possible.

Each child develops at his or her own rate, according to their interest and skill level. They are encouraged to develop skills in Early Childhood concepts, i.e. colours, shapes, letters and numbers. Children are not expected to complete certain tasks before they can move on to other activities, however, any child showing an interest in doing so is encouraged by the teachers. Student progress is monitored by the teachers and they are available for consultation should you have any concerns about your child's development.

4. Classes

Monday, Wednesday & Friday Mornings - 8:15am to 12:00pm

Tuesday & Thursday Mornings - 8:15am to 12:00pm

Monday, Wednesday & Friday Full days - 8:15 am to 4:00pm

Tuesday & Thursday Full days - 8:15 am to 4:00pm

Monday, Wednesday & Friday Afternoons*- 1:00 pm to 4:00pm

Tuesday & Thursday Afternoons* - 1:00 pm to 4:00pm

**We have limited spaces in our afternoon program. Should you like to register your child in the afternoon, it should be noted that not all special activities may be offered during that time slot. In an attempt to accommodate afternoon children, the Playschool may invite them to attend the special activity in the morning, however depending on the activity this may not always be possible.*

Please indicate on the registration package the time slots you would like your child to attend.

There is a qualified teacher and assistant in attendance at all times. Classes are limited to 16 children who must be between the ages of 2.5 and 5 and cannot be attending Kindergarten. Children must be fully toilet-trained and it is recommended that children have their immunizations up-to-date.

The Registrar maintains a waiting list and vacancies are filled by the waiting list order. You may, when offered a space, wish to wait for a particular class opening. In that case, your name will remain in the same priority on the waiting list.

The Playschool observes all statutory holidays of the Yellowknife public school system. For the 2019-2020 year, the Playschool will open for students on Tuesday, September 3rd.

The Playschool has six planning days during the school year. There are no classes these days. A calendar detailing the school year, including planning days, holidays and breaks, will be available in Spring and will also be emailed to all current members.

5. Attendance

Parents/guardians are asked to notify the Playschool by phone when a child will be absent that day, or in advance of any planned absences. This is important as the children's absence directly affects the government child subsidy.

6. Medical

Please **do not** send your child to Playschool if he or she has the following symptoms, **within the previous 24 hours:** fever, rash, persistent cough, discoloured or profuse amounts of mucous from the nose, diarrhea, vomiting, sore throat,

or has any communicable disease such as measles, chicken pox, pink eye, impetigo, whooping cough, head lice or hand foot and mouth disease. Any communicable disease must be reported to the Playschool immediately.

Children who seem ill will be sent home at the discretion of the teachers and, in some cases, a letter from Public Health may be required to return to Playschool. As indicated above, it is very important when your child is **ill or absent** that you notify the teachers with a phone call.

All efforts to maintain general sanitary conditions will be adhered to by the staff, visitors, volunteers and Board. Regular and frequent hand-washing is encouraged.

7. Arrival and Dismissal

Drop off begins at 8:15 a.m. or 1:00 p.m. A flag hanging at the entrance indicates when the Playschool is open. The children and parents may come in once the flag has been hung outside.

Pick-up times MUST BE by 12:00 p.m. or 4:00 p.m. Please be respectful of our teachers' busy schedules.

Children must be accompanied to and collected from Playschool by a designated, responsible adult. Under no circumstances should the child be left to find his or her own way to and from the Playschool.

The staff will not release any child to an adult who is not the parent/guardian of the child or another adult designated on the child's registration package as someone who is authorized to pick-up that child, without the prior consent of the parent/guardian.

If you are late picking up your child, you may be assessed at a \$25 late fee.

8. Emergencies

In the event of an accident or sudden onset of illness, staff will seek proper care for the child and will immediately contact the child's parent/guardian or alternate emergency contact person. If deemed necessary by the teachers, medical assistance will be sought, as per the "Medical Waiver" consent provided by the parent/guardian in the registration package.

9. Snacks (NUT FREE)

- The Playschool does not provide snacks or lunch.
- Please send nutritious snacks, such as fruit, veggies, yogurt, nutritious cookies, muffins, slice of pizza, cheese and crackers each day.
- Please note that all food needs to be **nut-free**.
- Children attending full days will have two snacks and a lunch.
- Children attending half days will have one snack.
- On special event/party days a snack will be provided. If your child has allergies, please notify staff immediately, and send an alternate snack the days that snacks are being prepared at Playschool.

NUT FREE INFORMATION

- **This is a nut free facility. Please do not send peanut butter, peanuts or snacks made with peanut oil, or any nut products or traces of nuts.** Please keep this in mind when sending your child's regular snack and also when contributing food for special event days. We appreciate your diligence in this matter.
- Because of the growing number of allergens affecting more and more children today, it is possible that the Playschool may ban other allergy provoking foods from certain classes if necessary. The Playschool will inform you of any such allergy bans.

10. Shoes and Clothing

Please send a pair of indoor shoes with hard, non-slip soles (no slippers) to be left at the Playschool. A change of clothing, consisting of a shirt, pants, socks and underwear should be kept in your child's backpack each time they attend school. This is in case of messy play (water table play, painting) or in cases of an accident (spilling food or water) during snack time.

Please label the shoes, backpack, snack container, extra clothing and all outerwear (jackets, mittens, shoes, boots, snow pants, hats) clearly with your child's name.

Clothing should be suitable for active play, mess, and weather. The goal is for the children to go outside every day, even for short periods of time on colder days. Whether the temperature or wind is too cold for the children to go outside is at the discretion of the teacher so please dress your child appropriately every day. The Playschool has some extra gear that can be used if needed. Outdoor play is scheduled before pick up times.

11. Special Occasions

Holidays, which are celebrated broadly within Canada, will be celebrated at the Playschool. These holidays include, but are not exclusive to: Halloween, Christmas, Valentine's Day and Easter. Holidays will be celebrated at the Playschool in a secular and non-denominational fashion.

Information will be provided in the newsletter and posted on the notice board for any parent/guardian helpers or snack contributions, which are needed for special occasion celebrations.

12. Updates

The teacher will email updates and inform parents/guardians about special events, the current topic discussed at the Playschool and other relevant information.

13. Communication with Teachers and Observations

Parents/Guardians are always welcome at the Playschool and are encouraged to take part in any or all of the programs on a regular or spontaneous basis. Please contact the teachers if you wish to come and help or participate during the class. If you have a matter concerning your child or the Playschool, please contact either a teacher or a Board member by phone or email.

14. Privacy

All information concerning a child or a child's family, which is obtained by the Association from the registration package, shall be kept confidential, with the following exceptions:

- the child's parents or guardian shall have access to such information;
- the Director of Child Day Care Services may, on request, inspect the said application or the record maintained on each child at the Playschool; and
- as per the "Release of Information" consent provided in the registration package.

15. Student Conduct and Behaviour Management

Behaviour management will be approached in a positive, pro-active and respectful manner. Children will not be subject to any form of physical, verbal or emotional abuse or be denied physical necessities while at the Playschool.

Behaviour management guidelines are followed to ensure protection of each child's emotional and physical safety as well as the safety of the environment. If a behavior becomes extremely upsetting or dangerous to others, a conference with parents will be held. If the measures to change the unacceptable behaviour(s) have been tried and have been unsuccessful, the Playschool Board has the right to ask the family to withdraw their child from the Playschool or to terminate their membership.

Parents will be consulted and will work in partnership with the Playschool staff to ensure behavioural standards are met. Should this turn out to be unsuccessful, the Playschool staff reserves the right to ask the child to refrain from attending Playschool until major improvements have taken place. The Behaviour Management Guidelines are available for review at the Playschool.

16. Children attending with an aide

The Playschool allows one child attending with an aide per afternoon class. This spot is held for children with an aide until September 15th 2019, after which there are no guarantees a spot will be available. Please contact the registrar prior to submitting your registration package if you have a child attending with an aide, if you have requested for an aide or if you foresee your child requiring extra support. In cases the child needs additional help that cannot be provided by Playschool staff, the playschool reserves the right to ask the child to refrain from attending until additional help is provided in the form of a support worker.

17. Toilet Training

The Playschool does not have the capacity or facilities to deal with children in diapers or pull-ups. As a result, ECE regulates that children who are not toilet trained cannot attend the school.

All children attending Playschool must be fully toilet trained. Playschool staff can assist in the bathroom, but students need to be able to independently communicate their need to use the bathroom. A few accidents are normal at the beginning of school due to the new environment and from time to time, but students need to be aware when they have had an accident and be able to communicate it to teachers. Soiled clothes will be returned in a plastic bag the same day.

An accident log will be maintained by staff. Teachers will inform parents if accidents occur on a regular basis or the student is not communicating accidents to the teachers. The Playschool will work cooperatively with parents to try to reduce and eventually eliminate further occurrences. If no major improvement has taken place within the following 6 classes, the Playschool reserves the right to ask that the child refrains from attending Playschool until the child is ready. Playschool staff is not responsible for toilet training children.

18. Termination of Membership

Any parent/guardian whose conduct is considered detrimental to the Association, who fails to pay registration, or other fees, or whose child's behaviour is considered unacceptable or harmful as determined by the Board in consultation with the teachers may have his or her membership terminated by the Board.

19. March camp

Depending on demand and teachers availability, the Playschool may offer March break camp. The camp is a different program and is separate from the regular school year round program. The total tuition for the whole regular school year is evenly spread out over the 10 months, so that every monthly cheque is the same amount. As a result, current members will have to sign their child up and pay the full camp rate separately from the March tuition cheque for the regular school year. The camp is a full time (Mon-Fri) program for 3-5 year olds.

B. FINANCIAL INFORMATION

Registration Fee

In order to enrol your child in the Yellowknife Playschool Association, a registration fee of \$75.00(single) or \$100.00 (family) must accompany the completed registration package. The registration fee is non-refundable. The payment of this fee creates your membership in the Association and entitles you to be a voting member of the Association. The fee is also used by the Association to cover expenses such as school insurance, stamps, paper, photocopying, envelopes, etc.

Deposit

A non-refundable deposit of \$100.00 is required at the time of registration. The receipt of this deposit and signed enrollment agreement serves as a contract that your child will attend Yellowknife Playschool. This deposit will be credited to your tuition for June 2020.

Monthly Fees

Fees for the 2019-2020 school year are calculated over 10 months (September to June.) Fees must continue to be paid during any absence of the child. Fees are not adjusted for school and statutory holidays, whether they are civic, territorial or national.

All monthly fees are to be paid by ten post-dated cheques dated for the first day of each month for the months of September 2019 through June 2020. These need to be provided at the AGM scheduled for August 29, 2019 at 7pm. Any alternate payment methods must be requested in writing to the Board of Directors.

2019-2020 Monthly Tuition Fees for September 2019 to June 2020

Days	Full Days Classes 8:15am to 4:00pm	Morning Classes 8:15am to 12:00pm	Afternoon Classes 1:00pm to 4:00pm
Tuesday & Thursdays	\$397	\$260	\$161
Monday, Wednesday & Friday	\$595	\$391	\$242

Housekeeping Deposit

A housekeeping deposit of \$150.00 is required when you submit your monthly tuition cheques. The housekeeping deposit cheque should be dated for January 1, 2020. Housekeeping deposits will be returned at the end of the school year if the volunteer obligations are complete. If you prefer, you can choose to pay the housekeeping fee (\$150.00) in lieu of completing your cleaning duties. Your housekeeping deposit cheque will be cashed and a cleaner will be hired. If you choose this option, your housekeeping cheque will be deposited on January 1st 2020. Please inform the Playschool at the time of your registration.

Change Fee

After August 29, 2019 any changes to registration maybe assessed at \$25.00 change fee. This is to offset administrative costs associated with changes. Changes will be made through the registrar on the 1st of the month with a minimum of 2 weeks notice.

Withdrawal & Reimbursement

Until February 28th of the school year, withdrawals are accepted with one month's written notice being submitted to the Registrar. A Withdrawal Form can be found on the website or can be emailed to you by the Registrar. Monthly fees for the months following the notice period will be refunded. Monthly fees are refunded for full months only, so please ensure that your one month's written notice is received no later than the first of the month in order for you to receive the full refund of the next month(s)' fees. If one month's notice is not given, the following month's fees are forfeited. All remaining months' fees are forfeited in the event of a withdrawal of the child after February 28th, unless otherwise approved by the Board following a written request by the parent/guardian.

The \$75.00 registration fee and the \$100.00 deposit are non-refundable. The housekeeping deposit will be returned only if you have already completed your housekeeping obligations at the time of the withdrawal or if your scheduled housekeeping duties have not yet occurred at the time of the withdrawal.

Non-Sufficient Fund(NSF) Cheques

In the event of non-sufficient funds cheques, you are responsible to cover any bank charges incurred on the cheque by the Playschool plus (i) a fee of \$10.00 the first time a cheque is returned; or (ii) a fee of \$25.00 any subsequent time a cheque is returned. If you have any more than two cheques returned as NSF in a Playschool year, the matter will be referred to the Board of Directors for review and may result in the termination of the membership.

Late Payment

It is the responsibility of the parent/legal guardian to make sure payment to the Yellowknife Playschool Association is made on the first of each month. If payment is not received the Playschool reserves the right to ask the student to refrain from attending until payment is received. If there is a waitlist for the spot the student has it may be given to another student. This applies to students attending who are receiving funding from NTHSSA.

C. PARENTAL INVOLVEMENT

The Association operates with a high degree of parental involvement. It is an aspect of the school that makes it unique and sets us apart from a daycare situation. As involved parents/guardians, you have the opportunity and privilege to share in your children's first 'school experience'. The hope is that the enthusiasm and positive attitude that is promoted by the Playschool will be carried on by all those involved, to Kindergarten and beyond.

1. Housekeeping Obligations

Parents/guardians with a child or children at the Playschool are required to participate **in a toy wash/weekend cleaning, and an alternate volunteer task.**

Weekend clean: One family will clean the playschool the last weekend of each month. Cleaning instructions are posted at the Playschool and include: sweeping, mopping, vacuuming and bathrooms. The cleaning takes approximately two hours.

Toy wash: Two families will do a toy wash at the playschool the last weekend of each month. The toy wash takes approximately two hours.

Other task: There are many ongoing volunteer tasks required to keep the Playschool operating smoothly. Please see job descriptions below

If you are unable to attend at your assigned time, you must arrange to switch with another family. If you do not switch and miss your assigned time you will forfeit your Housekeeping deposit.

Note that if a parent/guardian sits on the Board, that family is exempted from both the weekend cleaning and toy wash requirements.

2. Bake Sale/Fundraising

In December the Playschool holds a bake sale and all parents are expected to help out by baking and volunteering for the various tasks required to run the bake sale (ie; manning the table, pricing items). At least one grocery bagging fundraiser will also be organized at some point. Additional fundraising projects may occur, however they are not mandatory.

3. Volunteer Participation

All parents/guardians are also expected to assist in specific aspects of the operation and maintenance of the Playschool. Please familiarize yourself with the following tasks as sign up will be at the AGM.

Volunteer opportunities are as follows:

- **Weekend Laundry** (Terms: Sep-Oct, Nov-Jan, Feb-Apr, May-Jun)
The teacher will set out two bags of laundry (usually towels, dishcloths and any costumes) at the end of the week for a family to pick up. The pick up time is Fridays after 1pm and will need to be returned by noon on Monday at the latest. *This job would work best for a family attending the Monday, Wednesday, Friday program.*
- **Weekly Recycling** (Terms: Sep-Nov, Dec-Feb, Mar-Jun)
Same as the laundry. The teachers will set out recycling for a family to take to the recycling bins. This can include both blue box recycling and depot recycling.
- **Shovelling Snow - weekends** (Terms: Oct-Jan, Feb-May)
Requires shovelling the playschool ramp, steps and sidewalk after school hours on weekends and for Monday arrival. Volunteers are responsible for cleaning off the sidewalk in front of the school and making sure the snow is clear on the ramp. This is imperative in order to allow access to the school during winter. During the week, the teachers will shovel before the start of school and after if needed.

- **Shovelling Snow** (Christmas, March Break)

Requires shovelling as needed over the holidays to ensure snow doesn't build up on playschool ramp, steps and sidewalk.

- **Raking**

We require a rake of the outdoor playground area before winter. The rake should include the inside and outside of the fence area, with leaves bagged and disposed of. Sometimes if leaves are left over from the previous year, a second rake will be done in the spring. This isn't scheduled and needs to be requested of a parent volunteer as the need arises.

- **Furniture Removal for Carpet cleaning** (Fall & Spring)

This task involves moving all furniture and toys off the carpets to allow for the cleaning company to come in on the weekend or over the Christmas break. The family must also return and replace the items back where they were once the carpet is dry. The timing for both these cleans is flexible, but this last year it was December and June.

- **Adding winter plastic to windows**

To save fuel costs and keep our kids and teachers warm, we add insulating plastic to some of the windows each winter. The plastic will be provided, the family need to go into the playschool in the fall to apply it to the windows.

- **Fish tank cleaning** (Terms: Sep-Jan, Feb-Jun)

A quick clean of the fish tank is required every 2 weeks. The sides will need to be scraped and 1/3 of the water will need to be replaced. This should take about 15 minutes and can be done at the time of pick up/drop off of child if suitable. Filter parts will be to be replaced once/twice a year as laid out in the detailed cleaning schedule that will be provided with the aquarium supplies.

- **Christmas Break fish feeding/maintenance** (Christmas Break)

One family will be required to go into the playschool every 2 days over the Christmas break to feed the fish and flush toilets, run faucets and check heating. A detailed list will be provided.

- **Substitute teaching**

We require parent volunteers to fill in for our teachers if they are sick or unable to come to work. A specific criminal records check will be required and must be submitted to the coordinator. This is an important task, as anytime a teacher is sick or unable to come to work, we must find a replacement otherwise class may need to be cancelled. It's usually on short notice. Substitute teachers may bring their child with them, as long as the class size does not exceed our ratios (16 or 8:1) and that child is at least 25 months of age. Babies are not allowed because ECE requirements does not allow for that. Please contact the coordinator at ykplayschoolcoordinator@gmail.com for further information.

- **Other Tasks**

The teachers will have other tasks come up throughout the school year, including dump runs, assembling toys or furniture, mending and sewing, etc. The vice-chairperson must put a call out to parents to get a volunteer to do these tasks as needed.

The teachers may also request any donations from parents throughout the year, such as costumes or themed-toys.

Board of Directors - brief description of roles:

- **Chairperson** - oversees the work of the Board members and chairs all meetings.
- **Vice-Chairperson** - coordinates the volunteers and organizes all housekeeping.
- **Secretary** - maintains minutes of meetings and filings with the Societies registry.
- **Registrar** - handles all matters relating to student registration.
- **Treasurer** - provides assistance to the bookkeeper on all financial matters.
- **Grants Coordinator** - gathers attendance information and provides reports for grant funding.
- **Fundraiser** - organizes the December bake sale, grocery bagging and any other fundraisers planned.

Note that all Board members are exempt from housekeeping duties!