

Yellowknife Playschool Association

Rules – updated June 9th, 2016

Enrolment and Withdrawals

1. Enrolment is limited to sixteen children per session, aged three to five years of age. The Board reserves the right to permit an exception to this enrolment limit, upon the written request of the parents of a special needs' child who would be accompanied at all times by his or her own aide and in circumstances where medical professionals have recommended the child's attendance. Children may not attend a Kindergarten program while attending the Playschool.
2. No child may commence the Playschool program after March 31st in the Playschool year, without the express written permission of the Board.
3. The Playschool recommends that children be immunized as directed by the *Day Care Act*; however, entrance to the Playschool will not be restricted to those who have immunizations.
4. Children may only enter or remain in the Playschool program if they are fully toilet trained. Children must be fully independent, needing only minimal assistance with snaps, buttons or zippers.
5. Children may enter the Playschool program during the month they reach their third birthday, so long as the child has his or her third birthday by December 31st in the Playschool year. If a child turns three years of age between October 1st and December 31st, a space may be reserved for the child upon prior payment of the fees for the month(s) in question or the child may attend the Playschool as long as the child is accompanied to each class by a parent or other responsible adult. A child whose third birthday is later than December 31st may enter the Playschool program only with the express written permission of the Board.
6. There will be a limit of one special needs aide per class, unless otherwise recommended by the teachers and subsequently approved by the Board.
7. A year-round waiting list is maintained by the Registrar and all vacancies are filled based on the initial date of contact with the Registrar with a request to be placed on the list. The Registrar will make two attempts to contact the first name on the list by phone and/or email and will provide the family with a date to reply. If a response is not received by the Registrar by the date provided,

the vacancy will be offered to the next family. The first family will not be removed and will maintain its position on the list for the next available vacancy. Names for the waiting list will be taken at any time and the Registrar will record the date the child was placed on the waiting list. If an enrolled child withdraws from the Playschool with the intent of returning later that school year, the child's name will be placed on the waiting list for that school year (as above). If the child returns to Playschool in the same school year, no duplicate registration fees will be charged.

8. Until February 28th of the school year, withdrawals are accepted with one month's written notice being submitted to the Registrar. Monthly fees for the months following the notice period will be refunded; partial months will not be refunded. 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 member. The registration fee is non-refundable. The housekeeping deposit will be returned only if the member has already completed their housekeeping obligations at the time of the withdrawal or if their scheduled weekend cleaning and toy wash have not yet occurred at the time of the withdrawal.
9. Non-registered children will only be allowed to visit a session of Playschool with the special permission of the teacher and must be accompanied by an adult. This does not apply to children accompanying the parent of a registered brother/sister to a special Playschool party.
10. Teachers have the option to enroll one of their children in Playschool. This child will be assured of the first available space in the session of the teacher's choice.

Fees

11. A non-refundable registration fee is payable at the time of registration and shall be returned to the Registrar along with the completed registration materials.
12. (1) Each year, the board of Directors shall consider the yearly tuition fees.

(2) If the Board of Directors makes a motion to recommend changes to the yearly tuition fees, the recommendation shall be made to the Members at a Special General Meeting prior to the distribution of registration forms for the following school year.

13. The registration fee is payable at the time of registration. Post-dated cheques for the months of September to June must be provided at the time of registration as well as a housekeeping deposit post dated for 01/01/2016. These cheques should be made payable to the Yellowknife Playschool Association. Should a Member wish to provide payment other than by providing post-dated cheques, the Member must make a written request to the Board for approval of this alternate payment arrangement, such approval to be at the discretion of the Board.
14. (1) Members enrolling a child before the 15th of any month shall be charged the full monthly tuition fee for the month, plus the registration fee.

(2) Members enrolling a child on or after the 15th day of any month shall be charged one half of the monthly tuition fee, plus the registration fee.
15. If a Member's cheque is returned as non-negotiable, the Member shall pay any bank charges incurred on the cheque by the Playschool plus
 - a. a fee of \$10 for the first time a cheque of the Member is returned; or
 - b. a fee of \$25 any subsequent time a cheque of the Member is returned.
16. If a Member has more than two cheques returned as non-negotiable 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.
17. A Member must continue to pay full fees during the absence of his or her child if the Member wishes to keep the child enrolled.
18. There is no discount where a Member has two or more children attending the Playschool.
19. The Yellowknife Playschool Association observes all statutory holidays of the public school system. The school year will be determined by the Board in consultation with the teachers.
20. For Playschool hours and programming please refer to current registration handbook.
Please ensure to pick up your child by the times stated, as pick-up times will be prompt. Children are supervised by a staff member and/or Board-approved substitute teacher at all times.

Responsibilities of Parents

21. The Playschool operates with a high degree of parent involvement and all parents are expected to assist in some aspect of the operational maintenance of the Playschool.
22. All members, with the exception of the Board of Directors, are required to help on a rotational basis with the weekly clean-up and participate in one toy wash. Everyone is expected to assist with fundraising projects.
23. Members should attend General Meetings of the Association and should assist with special projects of the Association.
24. (1) Parents shall not send a child with contagious condition to the Playschool. Sick children will be sent home at the discretion of the teacher.

(2) Where a teacher suspects that a child has a serious contagious condition such as chicken pox, head lice, impetigo, whooping cough, measles or hand, foot and mouth disease, the teacher may require that the parents obtain a letter of good health in respect of the child from a public health nurse before the child is permitted to return to the Playschool.
25. All children must be accompanied to the classroom and collected by a responsible adult. This is the responsibility of the parent, not the teachers. If parents cannot collect the child, the teachers must be notified as to whom will be collecting the child that day.
26. Parents are welcome to assist in the classroom activity or visit the classroom, whether it be a planned or spontaneous visit.
27. Should a child need an aide due to physical, mental or behavioural reasons, the parents of the child will be responsible for securing and paying the aide.

Confidentiality of Application Information

28. All information concerning a child or a child's family which is obtained by the Playschool from the child's application for enrolment shall be kept confidential except that the child's parents or guardian shall have access to such information and the Director of Child Day Care Services may, on request, inspect the said application or the record maintained on each child at the Playschool.