

BATURYN COMMUNITY LEAGUE PLAYSCHOOL

2020-21

HANDBOOK

Located at:

10505 – 172 Avenue
780-473-1915

Mailing Address:

P.O. Box 36030
Edmonton, AB T5X 5V9

Website:

<http://www.baturynplayschooledmonton.weebly.com>

Facebook:

www.facebook.com/BaturynCommunityPlayschool

Welcome to Baturyn Community League Playschool (BCLPS), a fun and safe place for children to come and learn through play. Our playschool offers a learn through play program that celebrates the uniqueness and creativity of every child. We are committed to helping young children develop social skills, share new experiences, make new friends and be prepared for kindergarten! We look forward to a fantastic year with you!

2020-21 Playschool Contact Information

BCLPS Teacher		
BCLPS Teacher Assistant		
BCL Playschool Director	Nicole Yankee	playschool@baturyn.ca
BCLPS Secretary		pssecretary@baturyn.ca
BCLPS Financial Assistant		pstreasurer@baturyn.ca
BCLPS Parent/Guardian Coordinator		pscoordinator@baturyn.ca
BCL President	Patricia Stettner	president@baturyn.ca
BCL Volunteer Director	Nicole Yankee	volunteers@baturyn.ca
BCL Membership Director	Claudia Gonzalez	memberships@baturyn.ca

*****BCLPS is governed by the Baturyn Community League Bylaws, Operating Policy, Privacy Policy, Standing Committee Terms of Reference and the 2020-21 BCLPS Parent/Guardian/guardian Handbook.*****

BCLPS Subcommittee Roles and Responsibilities

The BCLPS Subcommittee will:

- be established on a voluntary basis
- Hold meetings on the last Monday of each month,
- Secure the operating license of the playschool,
- Ensure proper employment of instructor(s),
- Set program fees, fines, policies, rules and regulations, yearly budgets,
- Accept and process registrations, collect and disburse funds,
- Maintain communication with Parents/Guardians of registered children,
- Report to the Baturyn Community League.

Eligibility and Requirements

Age Requirements

3 Year Old Program:

- Must have been born in 2017,
- Must be fully day-time toilet trained; BCLPS does not accommodate children in diapers.

4 Year Old Program

- Must have been born in 2016,
- Must be fully day-time toilet trained; BCLPS does not accommodate children in diapers.

General Requirements (for both programs)

- Parents/Guardians must be a member of a Community League. Baturyn Community League memberships are preferred as they help contribute to the operation of the Playschool.
- Tuition payment, volunteer deposit and cleaning fee, along with proof of age, immunization status and current membership must be received by the playschool in order for your child to commence the school year.
- Parents/Guardians must work one bingo for the Baturyn Community League.
- Parents/Guardians must participate in fundraising efforts.

Hours of Operation

BCLPS operates from September until June. Exact start and end dates will be communicated to the Parent/Guardian once finalized. Non-instructional dates will be aligned to those set by the Edmonton Catholic School Board. Please note there will be no BCLPS supervision before the start of class.

3 Year Old Program

Tuesdays/Thursdays

AM class: 9:00 am - 11:30 am

PM class: 12:45 pm - 3:15pm

4 Year Old Program

Mondays/Wednesdays/Fridays

AM class: 9:00 am - 11:30 am

PM class: 12:45 pm - 3:15pm

Fees

Tuition

- 3 year old - \$100.00 monthly
- 4 year old - \$135.00 monthly

A deposit fee of \$50.00 will be charged at the time of registration and will be returned on the June payment. This will result in no fees owing for June.

Payment Options

Monthly fees will be collected by:

- post dated cheques dated for the first of each month for the entire school year and will be processed no later than the 5th of each month.
- Cash, debit, credit card payment
 - September through to December paid at the August Registration Event
 - January through to June paid before first class in January

Miscellaneous Fees

- \$100.00 cleaning service fee charged at the time of registration in lieu of Parent/Guardian coming in to clean.
- \$250.00 deposit held for the bingo requirement.
- \$50.00 minimum fundraiser support (ie. pub night tickets, chocolates, etc.)

Returned cheques are subject to a NSF charge of \$50.00 per cheque. All monies owing must be paid prior to the next class or your child will not be permitted to attend class.

Cleaning

The playschool deep cleans the classroom once a month, as well as the bathrooms four times a week. A \$100.00 fee must be paid at the time of registration to cover this cost.

Bingo Night

All parents/guardians must work one Bingo for the Baturyn Community League to help raise funds for the Playschool. A \$250.00 deposit cheque (undated) for your Bingo commitment will be collected at the time of registration. Once your Bingo commitment is complete, this cheque will be shredded by the Baturyn Community League. If you do not show up for your Bingo commitment, the \$250.00 cheque will be cashed by Baturyn Community League as a penalty.

Fundraising

There is one mandatory fundraising event at the start of each year. Other fundraising events are optional, however, your support is highly recommended. All funds raised will be used to directly benefit your child's field trips, parties, special crafts and gifts.

General Information

Supply List

All Parents/Guardians need to provide the following for their child. Please mark all belongings with your child's name.

- Running shoes (these will be left at school for playing inside)
- Backpack or bag
- 1 large package of Wet Wipes (no travel wipes) for general use in the classroom during the year (do not put name on package)
- 1 package of tissue for general use in the classroom during the year (do not put name on the package)
- Complete change of clothes (shirt, pants, underwear, socks) to be left in classroom
- Appropriate outdoor clothing

Snacks

We are a nut free playschool. This means no peanut or tree nut (ie. almonds, cashews, walnuts, pecans, etc.) products will be allowed on playschool premises.

Clothing Requirements

Parents/Guardians are expected to send children to school in clothes suitable to play, as the children paint, colour, glue, cut, play outside, etc. every day.

Extreme Weather Policy

It is the discretion of the parents/guardians to send your child in extreme weather.

Injury

In the event that a child is injured, the teacher will administer appropriate first aid. If the injury is serious, an ambulance will be called at the expense of the child's parent/guardian. Parents/Guardians will be notified if their child was hurt while in the care of BCLPS.

Illness

Discretion should be used when bringing children to playschool who are not well. Please follow the Alberta Health Services recommendations and guidelines. If your child has a contagious illness, please keep them at home and notify the playschool. Please note that the school cannot properly care for a child who isn't able participate in the daily activities as planned or needs constant attention (ie. help with nose blowing, etc.). If the child becomes ill at school, a parent/guardian will be called during the class, and the child will be supervised away from the other children until a parent/guardian can pick the child up.

The teacher may request a doctor's note to allow a child to attend playschool while ill. This will help keep contagious and potentially dangerous illnesses away from the other children.

Absences

If your child cannot attend class, a phone call to the school at 780-473-1915 is requested. It is sufficient to just leave a message. Refunds will not be made of monthly fees in the event the child is absent for an extended period of time.

Fire and Lockdown Drills

Fire drill and lockdown drill participation is mandatory. In the event of a fire drill, the evacuation plan will be followed (up to step 6 below). A portable smoke detector will be used for all practice fire drills. Children will have the opportunity to learn the sound of the fire alarm. They will be instructed to respond to all drills and that they must immediately follow the evacuation plan.

Fire drills and lockdown drills will be performed at random. Information regarding these drills will be sent home with the children.

Evacuation Plan

1. Children will immediately exit the classroom followed by the teacher. The teacher will ensure that they leave the building with the Daily Attendance Sheets in hand.
2. As a group, the class will proceed to the muster point.
3. The last adult remaining in the classroom will turn off the lights, close all doors and join the group.
4. Once the muster point is reached, the teacher will immediately take attendance.
5. Once attendance is taken and everybody is confirmed to have evacuated safely, the class will proceed to St. Charles Elementary School.
6. Once the group has reached the above location, parents/guardians will be notified and the children will remain in the designated area until their parent/guardian/emergency contact arrives for pick up.

Late Registration

In the event your child is being registered for BCLPS after the August Registration Event, all program requirements must be met before your child commences. The deadline for late registrations is December 31. Any request to register after this date will not be accepted.

Early Withdrawal

In case of early withdrawal, the following payments are not refundable:

- \$50.00 registration deposit
- \$100.00 cleaning fee
- \$50.00 minimum fundraiser support
- The monthly tuition for the months your child has attended the playschool both in full or in part.

30 days written notice is required for any participant withdrawal. You are required to complete any bingo dates you have signed up for. Failure to give 30 days written notice for withdrawal from the program will result in the cashing of the following month's tuition cheque (no refunds for partial months). Failure to fulfill your scheduled bingo date will result in the cashing of your \$250 deposit cheque.

Custody agreements

For the protection of your child/children with special custody agreements, we must have a copy of the agreement on file. The primary contact listed on the registration form (phone number listed as child's home phone) will be considered the contact for the child.

Parking

There is no parking permitted in the school parking lot. This is reserved for teaching staff of St. Charles school only. Fines may be issued if you are parked in the lot without a permit or your vehicle may be towed. You must park on the street and accompany your child into the school. If you or your child has a disability, please contact the Subcommittee for alternate parking arrangements.

Arrival and Departure

Only adults listed on the child's file are permitted to drop off or pick up a child from the playschool. If there is a change in who will be picking up your child, please submit the online Alternate Drop Off/Pick Up Arrangements form.

The drop off parent/guardian must stay with their child until the teacher rings the bell. The outside hall doors will be locked from the time class starts and unlocked 15 minutes prior to class ending. Once class has started, all adults other than the teacher and assistant must leave the building. Pickup is expected no later than 10 minutes after class ends.

Bulletin Board

There is a bulletin board posted outside the classroom for BCLPS communication only, please no personal advertisements.

Class Celebrations

Class parties are held to celebrate various events during the year including, but not limited to:

- Halloween
- Christmas
- Valentines' Day
- Easter
- miscellaneous revels such as pajama day, teddy bear picnic and beach parties.

Celebrations are held without a religious aspect, however if you do not wish your child to attend, please notify the teacher.

Field Trips

Permission forms must be filled out before your child can participate in any off-site field trips or they will not be allowed to attend. The deadline date will be noted on the permission forms.

Transportation will typically include walking, ETS Bus or Yellow School Bus. Field trips may vary between the 3 and 4 year old classes due to ages and interests. Parent volunteers will be requested for all field trips as we maintain a 3:1 ratio. If there are not enough volunteers for a field trip it will have to be cancelled or rescheduled. All parents volunteering for field trips will be required to obtain a Vulnerability check with EPS.

Only students registered in Baturyn Community Playschool may attend their class specific field trips.

The teacher will take an emergency backpack to each off-site activity, which will contain emergency plans, first aid kit, etc.

Pictures

Although we have memory books that will be handed out at the end of the school year to document the various activities that your child has participated in during the school year, we understand that some parents/guardians like to take additional pictures of their children to share with loved ones. If you would like to take pictures of your child during field trips, please feel free to do so, but please ensure that other children are not in the photo without consent from their parent/guardian beforehand.

Discipline

The playschool maintains a positive approach with problem solving. The teacher implements classroom rules and management. Children are expected to follow rules and routines which encourage fair play, sharing and respect for others. Volunteer parents should follow the teacher's lead in managing students' behavior.

To promote positive behavior, students are encouraged to use their words to express their feelings and learn strategies on how to resolve conflict. Students are always given constructive feedback after problem solving situations and/or disciplinary action.

The child may be asked to sit with the teacher or teacher's assistant, away from the group if the problem is serious and/or reoccurring. If the child constantly exhibits disruptive behaviour in the classroom, the teacher will follow the procedure below:

1. Notify the parents
2. Arrange a private meeting with the parents (without the child present) and three executive members, including the President, Secretary (to take minutes) and an executive member with a child in the same class. The teacher will identify the child's behavior and duration/frequency of the occurrences. Parents will be informed that their child will be monitored using a behavioural checklist.
3. Develop an action plan. The teacher will request that the parents help to monitor the behavior at home. Teachers and parents will develop an action plan identifying the time frame in which improvement must occur. If there is no improvement, the child will be withdrawn from the playschool. The action plan will be shared with the child.

Aggressive Behavior

Aggressive behaviour from parents/guardians toward other parents/guardians or the teacher will not be tolerated. This behaviour will result in the child immediately being removed from the playschool program.

All requests made outside of the above regulations will be considered on a person to person basis. Please do not hesitate to request anything you think you or your child might need.