

BATURYN COMMUNITY LEAGUE PLAYSCHOOL

2021-22

HANDBOOK

Located at:

10505 – 172 Avenue
780-473-1915

Mailing Address:

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

Website:

<http://www.baturyn.ca/playschool>

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!

2021-22 Playschool Contact Information

BCLPS Teacher	Kaylan Scott	psteacher@baturyn.ca
BCLPS Teacher Assistant	Rima Chehade	psassistant@baturyn.ca
BCL Playschool Director	Nicole Yankee	playschool@baturyn.ca
BCLPS Fundraising Coordinator	Laura Bots	pswaysandmeans@baturyn.ca
BCLPS Financial Assistant		psfinance@baturyn.ca
BCLPS Memory/Scrapbook Coordinator		psmemories@baturyn.ca
BCL President	Patricia Stettner	president@baturyn.ca
BCL Treasurer	Paul Petersen	treasurer@baturyn.ca
BCL Volunteer Director	Jon Dziadyk	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 2021-22 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, policies, yearly budgets, rules and regulations,
- 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 2018,
- Must be fully day-time toilet trained; BCLPS does not accommodate children in diapers.

4 Year Old Program

- Must have been born in 2017,
- 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 Public 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 September to May, no charge for June
- 4 year old - \$135.00 monthly September to May, no charge for June

A deposit fee of \$50.00 will be charged at the time of registration and is not refundable.

Payment Options

Monthly fees, half year fees and/or full year fees will be collected by:

- Debit, credit card payment
- Monthly email transfers

**It is your responsibility to ensure these payments are made and on time. A late fee of \$25 per child will be applied to any payments made after the 5th of the month.*

Miscellaneous Fees

Cleaning

The playschool deep cleans the classroom every day, as well as the bathrooms twice a day. A \$100.00 fee must be paid at the time of registration to cover this cost.

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. It will also be required that each family work a bingo to help raise funds for the playschool.

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
- 2 containers of disinfecting wipes 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. Parents/Guardians are responsible for providing a healthy snack for their child that meets the criteria of the Canada

Food Guide. Snacks will not be provided by the playschool.

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. It is also important that children are dressed appropriately for the weather outside as we like to play in the backyard often.

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 teachers 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 teachers 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 required. 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.

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
- \$100 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. Failure to notify the playschool of your withdrawal will result in payment of monthly tuition up to the date of confirming withdrawal.

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.

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 notify the teachers.

The drop off parent/guardian must stay with their child until the doors are opened 15 minutes prior to class and they are safely inside. The outside hall doors will be locked when the children are in class or playing outside. Children must arrive no later than 10 minutes after the start of class or they will not be let in. Pickup is expected no later than 10 minutes after class ends.

Class Celebrations

Celebrations will be held, however if you do not wish your child to attend, please notify the teachers.

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. These special days will be very dependent on our fundraising successes throughout the year.

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 League Playschool may attend their class specific field trips.

The teachers 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, but due to the PIPA rules of Alberta, it is illegal to do so. The teachers have a private Facebook page dedicated to sharing photos of the children and their experiences. This will be made available to the parents/guardians each year their child is enrolled.

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 teachers 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 teachers 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.

Child Guidance

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 guidance 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 teachers 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.

Appendix A

COVID-19 Responses

The BCLPS has worked hard to maintain appropriate AHS and government standards during the pandemic. This has resulted in the following changes.

1. Teachers are masked throughout the day.
2. Masks are not mandatory for children in the classroom, gym or outdoor spaces.
3. Daily deep cleaning of the classroom, main hall and bathrooms.
4. Sanitizing stations throughout the building.

5. Limited toy rotation.
6. New outdoor play equipment owned solely by the playschool.
7. New dramatic play centres that can be sanitized daily.
8. Limited craft supplies.
9. Individual spaces for the students' belongings.
10. No non-essential visitors to the building during class time.
11. Limited class sizes to accommodate cohort numbers.
12. All field trips and class celebrations are currently cancelled.

Until such time that the government announces we no longer need to have all of these measures in place, this appendix will supersede the information within the handbook.