

BATURYN COMMUNITY LEAGUE PLAYSCHOOL

PARENT/GUARDIAN

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!

Playschool Contact Information

BCLPS Teacher	Dani Uretsky	psteacher@baturyn.ca
BCLPS Teacher Assistant	Nicole Yankee	psassistant@baturyn.ca
BCL Playschool Director	Janine Dale	playschool@baturyn.ca
BCLPS Registration Assistant	Amanda Bartman	psregistration@baturyn.ca
BCLPS Financial Assistant		psfinance@baturyn.ca
BCLPS Fundraising Assistant		psfundraiser@baturyn.ca
BCLPS Memory/Scrapbook Assistant		psmemories@baturyn.ca
BCL President	Patricia Stettner	president@baturyn.ca
BCL Treasurer	Paul Petersen	treasurer@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 BCLPS Parent/Guardian Handbook.*****

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Eligibility and Requirements

Age Requirements

3 Year Old Program:

- Must be or turn 3 prior to Dec 31 of the school year,
- May only attend on or after their 3rd birthday,
- Must be fully day-time toilet trained (no diapers, no pull ups, NO exceptions)

4 Year Old Program

- Must be or turn 4 prior to Dec 31 of the school year.
- Must be fully day-time toilet trained (no diapers, no pull ups, NO exceptions)

General Requirements (for both programs)

- Parents/Guardians must be a member of an Edmonton Community League.
- Tuition payment, all deposits/fees, proof of age and current membership must be received by the playschool in advance of your child attending class.
- 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. Please refer to the BCLPS Calendar for anticipated holidays and closures.

3 Year Old Program

Tuesdays/Thursdays

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

PM class: 12:45 pm - 3:15pm (this program operation dependant on registration numbers)

4 Year Old Program

Mondays/Wednesdays/Fridays

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

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

Please note there is no BCLPS supervision until 10 minutes before the start of class.

Fees and Deposits

Registration

Registration fees are paid once per school year per child. This fee is non-refundable or transferable. The \$50.00 registration fee must accompany the completed registration form (\$75.00 for 2 siblings enrolled).

Tuition

- 3 year old - \$110 monthly September to June or \$1100 yearly
- 4 year old - \$150 monthly September to June or \$1500 yearly

Payment Options

Monthly fees, half year fees and full year fees will be collected by email money transfers.

**Post dated cheques, cash, debit, or credit card payments may be accepted in extenuating circumstances and upon agreement with the BCL Treasurer only.*

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 unless prior arrangements have been made. If payment is not received or arrangements have not been made by the 10th of the month, the child will not be allowed to attend class.

Cheques are expected for the fundraising and volunteer deposits. For families unable to provide a cheque deposit, they are expected to pay upfront (to be refunded upon fulfillment of the commitment).

Subsidy

BCLPS does accept government subsidies for programming provided.

- Subsidies are accepted on a month-to-month basis.
- Parents will be responsible for the difference of the monthly fees between the BCLPS fees and what the subsidy provides.
- If a child has been enrolled, and the subsidy is subsequently denied, parents/guardians are responsible for the full fees.

Community League Membership

Parents/Guardians MUST hold or purchase a current (2022/2023) community league membership. Community League memberships expire Aug 31 of each year. New memberships can be purchased beginning in August. You must have a new community league membership by September 30th or your child will not be able to participate in the playschool program.

Baturyn memberships will be available to purchase at the Playschool General Meeting, online at efcl.org or may be purchased at the time of registration. Baturyn memberships are preferred as the League supports the Playschool, however non-BCL residents may provide proof of a current EFCL membership to their home community.

A fee of \$25 is collected when you register unless you can show proof of a current community league membership at the time of registration. This may be returned to you when you show proof of a current community league membership prior to Sept 30th, otherwise a Baturyn Community League Membership will be purchased on your behalf. Membership purchase is non-refundable.

Cleaning Fee

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

Fundraising Deposit

The playschool runs one MANDATORY fundraiser a year of a gift card basket raffle. Parents/guardians will provide a \$300 fundraiser deposit cheque or payment that will be held until the commitment is fulfilled. It is expected each family will provide a \$100 gift card to a business of their choosing, as well as sell a minimum number of raffle tickets. The fundraising coordinator will contact families after the start of the school year with a specific due date (minimum 2 weeks notice will be given) for gift card submission. If no gift card is provided by the cut off date set by the fundraising coordinator the fundraising deposit cheque will be cashed. Families will be provided 40 raffle tickets at \$5 each to sell. Families will be given 6-10 weeks to sell raffle tickets. Alternative fundraising opportunities may be made available at the discretion of the Playschool Director for families unable to participate in the raffle due to religious or ethical reasons.

Once the entire volunteer commitment is completed (gift card *and* minimum ticket sales) the fundraising deposit of \$300 will be returned. No fundraising deposit may be returned without the return of all raffle tickets and stubs as required by AGLC. **If unable to meet the entire fundraising commitment, your fundraising deposit cheque will be cashed.**

Although there is just one mandatory fundraising event each year, additional fundraising events may be planned. Your support is highly valued as all funds raised will be used to directly benefit your child's in-class programming, field trips, parties, special crafts and gifts.

Volunteer Deposit

Families must be willing to complete one or more volunteer commitments each school year. A list will be provided at registration to sign up. Once the volunteer commitment is completed, the volunteer deposit of \$250 will be returned. **If unable to meet the volunteer commitment, your volunteer deposit cheque will be cashed.** Families failing to complete the volunteer commitment to which they have agreed will be unable to make up their commitment unless due, in the opinion of the Playschool Director, to extraordinary circumstances.

Meeting Attendance Deposit

The Playschool is a program of Baturyn Community League. The League holds an Annual General Meeting each year (generally held in February) and as a League member you are expected to attend. Any member may present topics at the AGM, but it is asked that the Playschool Director and League President be informed prior to the meeting. If you are unable to attend, please contact the Playschool Director before the meeting. A \$30 meeting attendance deposit is collected at the time of registration. **If a member family fails to attend the AGM, their meeting attendance deposit will be cashed.** A family may be represented at a meeting by another community league member who must sign in for them. A member may only represent one other member's family at the meeting, but per BCL Bylaws, voting by proxy on their behalf is not permitted.

Late Registration

In the event your child is being registered for BCLPS after August 31st, all program requirements must be met before your child commences attending. No new registrations will be accepted after November 1st.

Early Withdrawal

In case of early withdrawal, the following payments are NOT REFUNDABLE:

- \$50.00 registration fee
- \$100.00 cleaning fee
- \$100 fundraiser Gift Card
- 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 volunteer commitments you are signed up for that are planned or may occur within the 30 days. Both the volunteer and fundraiser deposits will be returned.

Refunds will not be processed for withdrawals with less than 30 days written notice.

General Information

Supplies for general use in the classroom during the year (do not put name on the package):

- 2 containers of disinfecting wipes,
- 1 packages of baby wipes,
- 1" binder to be used for your child's memory scrapbook

Daily supplies

Please mark all belongings with your child's name.

- Indoor running shoes (these will be left at school for playing inside)
- Backpack or bag
- Snack (NO NUTS), including utensils if needed
- Spare set of clothes (shirt, pants, underwear, socks) in a labeled ziplock bag.
- Appropriate outdoor clothing

Please do not send any toys from home with your child.

Snacks

We allow approximately 15 minutes for snack time. Parents/Guardians are responsible for providing a small, healthy snack for their child. Please avoid treats. If you send a larger snack, your child may run out of time to eat and will be asked to save parts of it for later. Please avoid sending snack items that your child needs help opening. Place food in a container if it is easier for them to open themselves and pre-open packages of snacks and granola bars.

Please note 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. This includes Nutella, nut granola bars, nut cereals, and other nut products. If you are sending pea butter or other non-nut substitutes, please label it so we are aware of what it is.

Clothing

Parents/Guardians are expected to send children to school in clothes suitable for play, as the children paint, colour, glue, cut, play outside, etc. every day. Also dress them in items that are easy to manage during washroom breaks. Please no overalls or belts and avoid a fly and buttons if they are unable to do it themselves.

It is also important that children are dressed appropriately for the weather. Layers are helpful as our classroom can be of varying temperature. Send outdoor clothing so children may go outside during the day. This means mittens, hat, warm coat, and boots in the winter, rain gear and rain boots in the spring and fall, and a hat in the spring. We are unable to apply sunscreen to children, so please do so before you leave them at school.

Labelling

Please label everything you send to school with your child using indelible ink or permanent labels.

Examples of what to label:

- child's articles of clothing, pants, socks, underwear,
- outdoor clothing, coats, hats, mitts, toques, shoes, boots
- lunch items, including lunch bag, yogurt containers, granola bars, utensils
- all plastic storage items, including lids, zip lock bags, snacks, cups and drink containers

BCPLS is not responsible for unlabeled items and may dispose of such items.

Communication

The Playschool uses an app called HiMama for communication with parents and guardians, as well as contactless sign-in/sign-out and health screening. HiMama is available as an app on both Apple and android, or via computer log-in.

As a parent or guardian using HiMama, you have access to a messaging center for easy communication with your child's teacher and/or the Playschool Director, are able to manage your child's attendance in-app, have access to real-time updates about your child's day, as well as information about your child's daily schedule. This is also where we can securely share photos or videos of your child's classroom activities.

Class Cancellation

At unexpected times throughout the year class may have to be cancelled due to teacher illness, supervision issues, isolation or quarantine requirements, or other unexpected events. The board will do everything possible to find a suitable solution (within reason) for class to continue. Refunds will not be offered for these infrequent class cancellations. Refunds or alternate measures will only be considered when a cancellation is more than 5 days in a row.

Cleaning

To help reduce the spread of contagious diseases among our children and maintain a high standard of cleanliness in our preschool, toys and equipment are cleaned every month or taken out of rotation until they have been properly cleaned and sanitized. Toys and equipment are cleaned according to Alberta Health and Safety Standards for childcare facilities.

Drop Off and Pick Up

Parking

There is some Baturyn Community League parking available along the west side of the parking lot as noted by signs (roughly up to the light post). There is NO parking in the stalls reserved for St. Charles School. Please do not block any cars or doorways when dropping off or picking-up your children, even for 5 minutes.

Arrival and Departure

Hall doors will be opened 15 minutes prior to class.

The drop off parent/guardian must stay with their child until the teachers assume supervision 10 minutes prior to class.

The outside hall doors will be locked 10 minutes after the start of class and remain locked when the children are in class or playing outside.

Late arrivals will not be allowed into class after the doors are locked to ensure proper teacher/child ratios are maintained and to avoid class disruption. Please do not bang on doors or windows to gain access.

Drop-off

- Parents and guardians are only required to drop off their children inside the hall and remain until teachers assume supervision. Parents and guardians must complete the Health Check and digital Sign-In on HiMama each day before class.
- Include any special instructions on HiMama. If you or your emergency contact will be at a different number for the day than listed on the emergency info section of your child's registration form, please note the change on HiMama.
- Take outdoor shoes off and leave them on the carpet at the main door.
- Teachers will assist the children in transitioning and preparing for class.
- If you arrive more than 10 minutes past the beginning of class and the doors are locked, your child may not attend and should return home with their parent or guardian.

Pick-up

- Please arrive on time for pickup. Pickup is expected no later than 10 minutes after class ends.
- Remember to sign your child out on HiMama.
- Pick up all belongings and the child's communication folder.
- If someone other than the regular parent or guardian is picking up your child please inform your teachers and leave a note on HiMama. Teachers will ask this individual for identification.

Late Pick-up Charges

Late charges will apply if the parent/guardian arrives more than 10 minutes after class ends. One verbal warning will be given for a late pick-up. Subsequent late pick-ups are assessed a fee of \$25 for each incident.

Absences

If your child cannot attend class, please notify the teachers via HiMama. Please note that fees remain in effect regardless of absences due to illness or vacation.

Illness and Injury Policy

Illness

If your child is sick, please do not bring them to school. Playschool days are very busy, and it is not fair to expect kids to come to playschool when they are not up to it. It is also unfair to the other children and to the teachers. The children are in close contact with each other all day long and germs can spread quickly. Also note that the school cannot properly care for a child who isn't able to participate in the daily activities as planned or needs constant attention (ie. help with nose blowing, etc.).

Please reinforce the importance of covering both their mouth and nose when they cough or sneeze. Using their forearm or elbow is the best way to prevent the spread of germs.

Covid specific: 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.

In order to provide the most positive daily experience for each of the children, licensing regulations require that all children be observed for any signs and symptoms of illness. If your child is sick and brought to school, the teachers will decide if the child should be sent home. If your child should become ill during the day, you will be phoned to either pick up the child or arrange for the immediate removal of the child from the school. If the school is unable to reach the parents, emergency contacts listed on the child's file will be contacted.

If you have to ask your child if they are feeling well enough to go to school – they aren't.

Please do not bring your child if they exhibit any of the following symptoms:

- low energy, coughing
- diarrhea, vomiting
- headache, sore tummy, rash
- fever (BCLP deems a forehead temperature of 38°C to be a fever)
- runny nose other than clear
- shortness of breath
- pink eye
- a new unexplained rash or cough
- child requires greater care and attention than can be provided without compromising the other children in the program
- having or displaying any other illness symptoms the teachers know or believe may indicate that the child poses a health risk to the persons on the program premises.

Supervision of Sick Children

Once a child is believed to be exhibiting signs and/or symptoms of illness, a staff member will contact the parents or guardians. BCLPS staff will ensure that a sick child is comforted, removed from the vicinity of other children, and that they are directly supervised by a staff member.

Communicable Disease

If your child contracts a communicable disease such as COVID, FLU, STREP THROAT, LICE, RED MEASLES, SCARLET FEVER, HAND FOOD AND MOUTH, MUMPS or CHICKEN POX, please advise the teachers, as Alberta Health Services needs to be made aware. Notification to parents via both HiMama and a letter will be made if a child with a communicable disease attended the class. If required, we may ask the parents for a doctor's note to confirm that the child is no longer contagious before the child is allowed to return to school.

Injury

First aid will be provided as needed. (All teachers are required to have current first aid and CPR certification.) 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.

Prescription Medication

Please notify the teachers if your child is on prescription medication. You will be asked to complete a Medication Authorization Form to be kept in the classroom. The drug name, dosage, route, storage instructions, last dose given, and times to be given must be indicated on this log. The prescription label must match the information provided. No expired medications will be accepted.

The teachers can only administer the medication if the log has been filled out and the medication is in its original container with the prescription label attached. The teachers place all medications in a bag marked with the child's name and in the locked medications box. If necessary, the lock box can be placed in the fridge.

Emergency Medications

Epi-pens and asthma inhalers will be placed in a bag hung on the upper cabinet beside the classroom door. A copy of the Medication Authorization Form will be kept with the medication. IF A CHILD'S EMERGENCY MEDICATION(S) ARE EXPIRED OR NOT BROUGHT TO SCHOOL WITH THEM ON THEIR DAY, THEY WILL NOT BE PERMITTED TO STAY.

Child Guidance Policy

The playschool maintains a positive approach to 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.

Children must learn to develop socially acceptable and appropriate behavior as they grow to maturity. The goal of this Child Guidance policy is to assist children in developing self-control, self-confidence, and sensitivity in their interactions with others. Guidance is required to ensure order, prevent injury, and to ensure a child's activities are not infringing on the rights of others. We treat all children with respect by using guidance techniques that teach children self-control and responsibility.

Some examples of BCLPS child guidance strategies include:

1. Redirecting disruptive or inappropriate behavior by offering alternatives and options.
2. Providing an explanation regarding misbehavior immediately.
3. Explaining rules, limits and consequences with straightforward explanations using simple words.
4. Supporting the children to engage in positive behaviors.
5. Teaching the children to use their words to explain how they feel about the situation.

Staff will ensure that any child guidance action taken is reasonable in the circumstances. At no time will ANY staff member, with respect to a child in the program;

- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation.
- Deny or threaten to deny any necessity.
- Use or permit the use of any form of physical restraint, confinement or isolation.

Serious or Reoccurring Behaviors

When a behaviour is serious and/or reoccurring, the child may be asked to sit with one of the teachers away from the group. If the child exhibits disruptive behaviour in the classroom for more than 2 classes in a row, the teachers will follow the procedure below:

1. Have a discussion with parents/guardians about the challenges and behaviour being exhibited in the classroom to find strategies that can be used both at home and in class.
2. Implement strategies discussed in the classroom. Follow up with parents/guardians.
3. A meeting will be held between the parents/guardians, teachers and the Director to discuss the child's behaviour in the classroom and next steps to be taken.
4. Develop an action plan which includes the time frame in which improvement at school must occur. This action plan will be shared with the child. If there is no improvement, the child will be withdrawn from the playschool.

Any child that is asked to leave the program will be eligible for a refund of their deposits, not including the registration fee and the month's tuition fee.

Aggressive Behavior (Adults)

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

Parent Complaint Policy

We encourage parents to speak with the teachers on a regular basis. We are always open to your feedback. If you have any questions or concerns regarding anything happening at Playschool, the teachers should be approached first. If your questions or concerns were not answered to your satisfaction, you can then contact the Playschool Director. Parents are welcome to fill in a formal complaint form available from the Director to help resolve any issues or problems when they arise. For your convenience there is a suggestion box located at the entrance of the classroom. We will address your comments/concerns as soon as possible.

Custody agreements

For the protection of your child/children with special custody agreements, we must have a copy of the legal documentation on file. The primary contact listed on the registration form (phone number listed as the child's home phone) will be considered the contact for the child. It is not the Playschool's responsibility to contact the other parent and it is assumed that the primary contact will forward all information. The Playschool encourages mature communication between parents to ensure minimal emotional impact on the child/children involved.

Pictures

Teachers may take photos of children during class activities to share with parents and guardians on HiMama. If you do not wish your child's photo to be shared, photo consent may be denied. Due to PIPA rules no other personal photos are allowed.

Technology & Social Media Policy

The posting of confidential and identifying information about the children, parents, or staff at the school on social media (e.g., Facebook, MySpace, Twitter, etc.) is strictly prohibited. As with the use of social media, the publication of photos from BCLPS, whether online or otherwise, is prohibited without prior approval from the Playschool Director and written permission from parents when photos include pictures of children. We seldom use movies and television because we believe it's important to keep children actively engaged in play and learning.

Emergency Evacuation Policy and Procedure

Staff will ensure that children's safety is maintained at all times. In case of an emergency, all children, staff and visitors are expected to leave the building and head to the muster point. The evacuation plan will be posted beside the exit doors. In case of a real emergency, after assembling at the muster point, we will request refuge at one of the nearby elementary schools to await parent pickup.

Staff will help children leave the building in an organized manner. Staff will ensure that a head count is done before and after all children have left the room to ensure total evacuation of the building.

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, parents/guardians will be notified, and the children will remain under the care of playschool staff until their parent/guardian/emergency contact arrives for pick up.

Fire drill Procedures

For children and staff to be prepared for a real emergency, a fire drill will be practiced monthly, on different days of the week and at different times of the day. A simulation of a smoke detector will be used for all practice fire drills.

- All children should have the experience of practicing fire drills to be better prepared in case of a real emergency. 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
- All staff will be informed in advance.
- The staff must take the iPad, first aid and portable emergency records.
- Everyone will go together to the muster point. Staff will do a head count and make sure all the children are accounted for by calling their names from the attendance list.
- The assistant teacher will do a final sweep of the premises.
- Staff will call the children's parents to come pick up their children in the case of a real emergency. Under no circumstances are they to go back into the hall until cleared by fire personnel.
- The lead teacher will call 911 in case of a real emergency.
- The licensing officer will be informed in case of a real emergency.

Lock-down Procedures

- Lock-down procedures will be practiced at the beginning of the school year and again in January.
- During a lock down, all windows and doors will be locked.
- All window coverings will be drawn.
- All children and staff will be instructed to stay away from windows and doors and proceed to the female washroom.
- No one will be able to get into the building or out of the building before the situation gets resolved and, in case of a real lock-down, the police have given the all-clear.
- Staff and children will be instructed to be as quiet as possible to avoid being noticed by an intruder.

Appendix A - BCLPS Subcommittee Roles and Responsibilities

The BCLPS Subcommittee will:

- Provide support to the Playschool Director regarding playschool operation
- Be established on a voluntary basis
- Hold monthly meetings with Director and teachers as scheduled (generally the last Monday of each month)
- Participate in teacher interviews and hiring as needed
- Participate in budget preparation as needed
- Track and record all expenses for reimbursement
- Complete required individual duties as described below

The subcommittee work is done on a voluntary basis and counts as your volunteer commitment. Benefits of being on the subcommittee include having an impact on the future of this preschool program, the preschool's policies and programming, as well as more opportunities to connect with teachers and fellow parents.

Roles

Playschool Director (elected position under BCL board):

- Ensure up to date and accurate licensing
- Complete paperwork required for all grants and subsidies
- Enforce policies outlined in the Playschool handbook
- Ensure employment of teachers
- Maintain league communication with Parents/Guardians of registered children,
- Set program fees, policies, yearly budgets, rules and regulations in consultation with teachers, subcommittee members, and BCL board
- Provide playschool reports and updates to the BCL board at monthly meetings
- Prepare an annual budget for the Baturyn Playschool and its adherence.

Financial Assistant:

- Work with the Registration Assistant to ensure all registration fees and deposits have been received.
- Issue monthly tuition invoices and track payments.
- Advise Playschool Director of any outstanding or delinquent payments.
- Collect and manage committee expense forms.
- Submit monthly Child Care Claim hours (child or teacher).
- Pass on monies, deposits, and expenses to the league Treasurer in a timely manner
- In conjunction with BCL Treasurer, monitor playschool budget and assist Playschool Director by noting any potential issues.

Registration Coordinator

- Receive and organize playschool registrant information
- Ensure registration forms are complete
- Maintain records of registrations, class lists, and withdrawals
- Respond and follow up to registration inquiries through FB, email and phone in a timely manner.
- Work with the Financial Assistant to ensure all registration fees and deposits have been received.
- Provide updates to the Director regarding current and upcoming enrollment numbers.

Fundraising Coordinator

- Work with Community League to obtain an AGLC raffle license
- Collect and record gift card donations
- Print and prepare raffle tickets
- Distribute and track all raffle tickets and sales
- Complete final raffle report and provide to BCL
- Hold parent fundraising deposit cheques; return if completed, or provide to Treasurer for deposit at end of mandatory fundraiser
- Submit donation letters to local businesses for additional gift cards as required
- Provide Playschool Director list of all parents failing to fulfill fundraising commitment
- Obtain refund cheques for fundraising deposits when necessary (if a parent paid by debit, credit, or cash)

Memory Scrapbook Assistants

- Work under teacher direction in a team of 2-3 parent volunteers to create class memory books
- Coordinate with teachers for memory book crafts and materials.
- Work with the Financial Assistant to purchase necessary supplies within budget.
- Ensure memory books are completed and provided to teachers prior to the last week of classes.

Appendix B - Registration Package Checklist

Fee Payment

All payments should be made via email money transfers sent to pspayments@baturyn.ca and **need to include the CHILD'S LAST NAME** in the notes to ensure proper tracking. Cash, cheques, debit or credit card payments may be accepted in case of extenuating circumstances but are not preferred.

Registration:

- \$50.00 Registration Fee, non-refundable
- \$25.00 Community League Membership OR **cheque dated Dec.1**, returned if you show proof of membership in your respective community league OR payment fee if not currently held
- First month tuition (\$150.00 for Mon/Wed/Fri or \$110.00 for Tues/Thurs)
- UNDATED cheque** for \$250.00 Volunteer Commitment Deposit, returned upon fulfillment of commitment
- UNDATED cheque** for \$300.00 Fundraising Commitment Deposit, returned upon fulfillment of commitment
- UNDATED cheque** for \$30.00 Meeting Attendance Deposit, returned upon attendance of the BCL AGM

Monthly Tuition (Please check off applicable option)

- monthly email transfers to be made pspayments@baturyn.ca
- other arrangement made with BCL Treasurer

Baturyn Community League Residents

- Proof of address i.e: Photo ID or Utility Bill (only required for priority registration on registration night)
- Proof of a Baturyn Community league membership for applicable school year (available to purchase starting Aug. 1) or the \$25 community league membership payment so that one can be purchased for you

Non Baturyn Community League Residents

- Proof a community league membership for your respective community for applicable school year (available to purchase starting Aug. 1) or the \$25 community league membership payment to purchase a Baturyn Community League Membership.

Requested Volunteer Commitment

Completed as part of online registration forms. All efforts will be made to accommodate your preferred commitment choice, you will be contacted if you will need to choose an alternative.

Completed Forms

- Online Registration form including Parental Agreements for: BCLPS Parent/Guardian Handbook, Medical Aid, Outside Activities, and Photo Release
- Medication Authorization Form (if applicable)

For Board Members Only

- All cheques have been checked and are correctly filled out or if paid in cash amount has been
- double counted.
- All forms have been double checked and are signed and filled out by parent/guardian
- Parent/Guardian has signed up for volunteer commitment
- Parent/Guardian has received Background check paperwork (If desired)

Please be advised the completed registration form AND the registration fee must be received in order to hold a guaranteed spot in the program.

All remaining deposit cheques and documentation should be brought to the Orientation Meeting held in August.

Appendix C - Acceptance of Policies and Procedures Form

**BATURYN COMMUNITY LEAGUE PLAYSCHOOL
10505 172 AVENUE
EDMONTON, AB
T5X 4X4**

Please Initial

I have read and I understand the Toilet Training requirements. _____

I have read and I understand the Withdrawal Policy. _____

I have read and I understand the expectations of the fundraising commitment. _____

I have read and I understand the expectations of the volunteer commitment. _____

I have read and I understand the expectations of the meeting commitment. _____

**ACCEPTANCE OF ALL OTHER 2022 – 2023 BATURYN COMMUNITY LEAGUE
PLAYSCHOOL PARENT/GUARDIAN HANDBOOK, POLICIES AND PROCEDURES**

This form must be completed and returned at the time of Registration

In signing below, you are accepting and agreeing to the conditions and terms of Baturyn Community League Playschool upon Registration.

Parent/Guardian #1 Name: _____

Parent/Guardian #1 Signature: _____

Parent/Guardian #2 Name: _____

Parent/Guardian #2 Signature: _____

Child's Name: _____

Child's Birth Date: _____ (month/day/year)

Child's Current Age: _____

Date: _____

Appendix D - Volunteer Jobs

Volunteer jobs vary from year to year to meet the needs of the program and the below are examples only. The Director and teachers will decide together which volunteer roles need to be filled. One volunteer job must be filled for each child enrolled in the program..

- BCLPS Subcommittee Roles:
 - Financial Assistant
 - Registration Coordinator
 - Fundraising Coordinator
 - Memory Scrapbook Assistants
- Bottle Depot/Recycling: take the recyclables to the bottle depot on a regular basis and return the money to the Treasurer. Collect and dispose of the classroom blue bag recycling.
- Craft Prep: prepare any art materials required for the class. Must ensure items are in place for the beginning of the week and all supplies are returned.
- Handyperson: responsible for fixing/maintaining playschool-specific items in the classroom, ensuring safety of play area/equipment as per licensing and accreditation, managing first aid kits, etc. Must be willing to do repairs in a timely manner.
- Snow clearing: one or two families willing to come early in the morning to shovel and clear walkways.
- Laundry: 4AM family to take home items that the teachers need washed at the end of Friday AM class, must be able to return items Monday AM.
- Librarian: coordinate the inventory of children's books. Duties include categorizing the books on hand, recommending material for purchase, retiring and repairing books when necessary.
- Classroom assistant (1 per class): Shops for classroom supplies, year end/holiday gifts and other items for teachers the cost of which will be reimbursed. Wraps and brings gifts prior to winter break and year end.
- Fundraising assistant: Help fundraising coordinator with mandatory and any additional fundraisers
- Memory book/scrapbook assistant (2 spots): Assists scrapbooking coordinator with creation of class memory books
- Winter Break Clean (3 spots): Assist teachers with extra deep classroom clean and tear down prior to winter break
- Spring Break Clean (3 spots): Assist teachers with extra deep classroom clean and organization prior to spring break
- Year End Clean (4 spots): Assist teachers with extra deep clean, organization and inventory of classroom prior to summer break
- Year End Celebration Coordinator: Assist teachers to plan and execute the year end celebration
- Additional volunteer commitments at community league events, bingos and casinos will be announced throughout the year

Appendix E - COVID-19 Response

The BCLPS is working hard to maintain appropriate AHS and government standards during the pandemic. As a result, we have implemented the following changes:

1. Teachers are masked throughout the day.
2. Masks are not mandatory for children in the classroom, gym, or outdoor spaces. If families would like their child to wear a mask, the teachers will assist the child with proper mask usage.
3. Families are expected to use the most current COVID-19 Alberta Health Daily Checklist each day before arriving to school and to stay home as required.
4. Temperature screening will be performed each day at the entrance to class. A forehead temperature of 38°C at any point in the day will result in the student being sent home immediately. A temperature of 37.5 °C or higher will be monitored.
5. Teachers will perform increased cleaning of the classroom, main hall, and bathrooms between classes.
6. Sanitizing stations are available throughout the building.
7. Limited toy rotation (no hard to clean items or items that need to be laundered between use).
8. Outdoor play equipment owned solely by the playschool.
9. Individual spaces for the students' belongings.
10. No non-essential visitors to the building during class time.
11. All field trips and class celebrations are currently cancelled.

In case of teacher illness:

At times class may have to be cancelled due to teacher illness, isolation, or quarantine requirements. The Playschool Director and staff will do everything possible (within reason) to find a substitute teacher for class to continue, but due to the nature of the pandemic, this may not always be possible. Going forward, refunds will only be considered when cancellation is more than 5 school days in a row. Please note that fees remain in effect regardless of absences due to student illness.

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