

Cochrane Creative Playschool Society

Registration & General Information Handbook 2021-2022

Location: St. Andrew's United Church
128 First St. East, Cochrane (Lower level)

Mailing Address: Box 1312, Cochrane, AB T4C 1B3

Website: www.cochranecreative.ca

Phone: 403-651-7664

Email: cochranecreative@gmail.com

WELCOME

Thank you for choosing Cochrane Creative Playschool Society (CCPS). We continually strive to maintain our history of excellence in preschool education. CCPS was first formed in 1976 as Cochrane and District Nursery School. In 1985, we became the CCPS and in 1988, registered as a charitable organization. CCPS is Cochrane's only non-profit, parent-led co-operative preschool. This ensures low fees, smaller class sizes and parent participation — allowing parents to be involved while playing an active role in their child's preschool years.

Mission Statement

Cochrane Creative Playschool Society provides a quality program that promotes the social, emotional, intellectual, and creative growth in children through purposeful play. The program maintains its quality purpose and affordable rates through a cooperative effort.

Philosophy

The preschool years are some of the most important in a child's life, as there is rapid growth in emotional, social and educational development between the ages of three and five. In order to learn successfully, young children should be provided with a safe, secure, and healthy environment that challenges and stimulates and where they can experience success while developing a positive attitude towards learning. Children should be given opportunities to investigate and satisfy their curiosity, explore the environment and extend their sense of wonder.

REGISTRATION & ADMISSION

Admission Requirements

CCPS will be open to all children at least three (3) years of age on or before the last day of December of the current preschool year. Children must be able to use the toilet independently.

If the teacher believes that a younger child is not ready for preschool, the teacher, the Board and the parents will discuss suitability for the child to continue in that year. Our school welcomes students with special needs and their placement occurs in consultation with our Board, support agencies and our teacher's professional advice.

Registration

Registration for the 2021/2022 preschool year is first offered to current students and sibling/alumni starting on Monday, January 18. Registration will open to the general public on Monday, January 25. Classes will reach a maximum at 12 children per class, and then a waiting list will be started.

At the time of registration, please submit your fully completed Registration Form (available to print at cochranecreative.ca), a \$35 non-refundable registration fee, and a signed e-Transfer Agreement OR all post-dated tuition cheques (please see 'Fees' section). Please note that parents are responsible for notifying the Registrar of any change in information on their registration forms after submission.

Late Admission

Subject to available spaces, a child may register any time after the start of the current preschool year. Parents enrolling children after the designated start date must submit the \$35 registration fee, the first month's fee (which may be pro-rated if starting mid-month), the fully completed Registration Form and the fundraising bond (prorated).

FEES

The monthly tuition fee for the 2 days/week program is \$150 per month. The monthly tuition fee for the three days/week (must be 4 years old) program is \$190 per month. At the time of registration, we ask that you submit a completed e-Transfer agreement or post-dated cheques for the year (payable to CCPS).

2 days/week Program	3 days/week Program
<ul style="list-style-type: none"> • One e-Transfer (or cheque) for \$35 non-refundable registration fee 	
<ul style="list-style-type: none"> • One payment dated August 1, 2021 for \$150 (this is your September fee) 	<ul style="list-style-type: none"> • One payment dated August 1, 2021 for \$190 (this is your September fee)
<ul style="list-style-type: none"> • One payment dated October 1, 2021 for \$150 and then one for every month after, up to and including June 	<ul style="list-style-type: none"> • One payment dated October 1, 2021 for \$190 and then one for every month after, up to and including June
<ul style="list-style-type: none"> • One undated cheque for \$175 for the fundraising bond (only cashed at end of year if the fundraising commitment was not met. *Pro-rated for students who join part way through the year) OR \$175 CASH bond submitted (this will be returned throughout the year as fundraising is completed) 	

Lump Sum Tuition Discount

If you choose to pay tuition in one payment (dated August 1, 2021) you receive \$50 off:

- 3-year-old program whole year = \$1,450 (\$1,500 - \$50)
- 4-year-old program whole year = \$1,850 (\$1,900 - \$50)

NSF & Refund Policies

NSF cheques are subject to a \$10 NSF fee imposed by our bank. Any cheque returned NSF to our Treasurer must be rectified immediately with cash or a replacement cheque and include the applicable NSF fee. A refund will not be issued for partial months, including absences for illness. **If a child is withdrawing from the CCPS program, one month's written notice from the first of the month (or at the Board's discretion) or one month's tuition is required, regardless of the existence of a waiting list.**

SCHOOL DAYS

Class Days and Times

3 days/week (4-year-old) program:

Monday/Wednesday/Friday

Morning class: 9:00am – 12pm

2 days/week (3-year-old) program:

Tuesday/Thursday

Morning class: 9:00am – 11:30am

School Start Dates

The 2021/2022 preschool year will begin **Thursday September 9** with a staggered entry. By only having half the children at a time, the teacher will be able to offer more individualized attention and help ease the transition for students. Half of the 2 days/week class will attend on Thursday, September 9, and the other half on Tuesday, September 14. Half of the 3 days/week class will attend class Friday, September 10, and the other half on Monday, September 13. The staggered entry date lists will be posted at the Town Hall Meeting, which will take place the first week of September (date to be confirmed).

Regular program attendance will begin on Wednesday, September 15 and Thursday, September 16, respectively. We follow the Rocky View School calendar for days off and classes run until Friday, June 17, 2022.

What to Bring to Class

Beginning the first day, each child is expected to have:

- one pair of clean, non-marking indoor shoes (these will be left at the school)
- a change of clothes in case of accidents/spills (left in backpack in the boot room)
- appropriate outdoor clothing in the event of outside activities or fire drills
- a light, nutritious (nut-free) snack suitable for a short snack time and a reusable water bottle inside of a snack bag, which will be brought into the classroom

Please do not send security items (i.e. blanket, pacifier) or personal toys. The child's special helper day is the only day they may bring a special object or picture to show and share with the class.

PARKING

Designated parking for parents is located in the parking lot on the east side of the church, on the road in front of the church, and in the alley behind the church. Access to the school is through the west doors. Please **do not** park on the west side of the school and in the stalls clearly marked Church Parking Only. Please be considerate and help us maintain a positive relationship with the Church and the condo residents.

COMMUNICATION

The primary method of communication is the **email address** that you provided on your Registration Form (please notify us of changes). At the start of each month, you will receive the CCPS newsletter by email. A printed copy of the newsletter will be hung in the boot room. Please read the newsletter carefully, as it contains information about the month's activities, fundraising initiatives and progress, general information regarding procedures, school closures, and field trip permission forms.

MEETINGS

As a member of CCPS, your participation in the Annual General Meeting and September Town Hall Meeting is **mandatory**. Monthly meetings of our Board of Directors also take place (time and dates of the meeting are in the minutes posted in the boot room the month prior), and parents are always welcome.

Annual General Meeting

Our Annual General Meeting will be held mid-May in the evening (exact date/time will be set well in advance) at St. Andrews United Church. This is an opportunity to nominate the Board of Directors, gain insight into the past year's activities and approve possible amendments to the Bylaws.

September Town Hall Meeting

Our Town Hall Meeting will be held the first week of September (date to be confirmed well in advance) on the upper floor of the St. Andrews United Church. This is where you will receive important information about the school year, including procedures, volunteering, fundraising and exciting events. This is the place to offer your ideas and expertise for the running of your child's school! You will also learn the date that your child will start classes for the new school year.

PROGRAM

Program Overview

At CCPS, the curriculum is developed with a play-based focus, as well as preparing the child both academically and socially for kindergarten. Instruction is differentiated to support the variety of learners who are welcomed at CCPS. The activities and materials in the classroom are selected to reflect a thematic based curriculum.

Literacy and numeracy skills are enhanced through a combination of teacher-led and student-directed learning experiences. Art, crafts, and music are enjoyed in every class and are used to enhance other areas of curriculum. Sensory activities encourage children to play, create, investigate, explore and manipulate objects. Fine motor skills are developed through pencil skills, scissor skills, play and crafts. Gross motor skill activities are provided through physical education utilizing a dedicated gym space, in class activities and outdoor play opportunities.

Phonemic Awareness

Phonemic awareness helps the child to recognize the sound each letter represents. Phonemic awareness is the necessary skill needed for reading. At CCPS, daily teacher-led reading is an integral part of the curriculum. Writing is encouraged through a variety of activities where the child is given the opportunity to practice writing letters with a variety of writing instruments. As the child progresses in understanding and skill, the child will be encouraged to write his or her name.

Numeracy Awareness

Numeracy awareness is primarily focused on counting, 1-1 correspondence, geometric shapes, and simple patterning. The child practices these skills with calendar time and science/math centre activities. As well, the child is presented with opportunities to build shapes as well as write numbers. With an understanding of sequence and counting ability, the child is better prepared for kindergarten.

Social Awareness

Socially, the child is given self-directed learning opportunities, which encourage exploration and peer cooperation. The child learns he or she is trusted to use materials in a proper manner and also that his or her ideas are valuable. In addition, these student focused activities provide opportunities for children to develop self-advocacy, problem solving, and self-regulation.

CLASSROOM & STUDENT HEALTH

Sick Policy

In order for CCPS to follow Alberta Health reporting requirements, parents are asked to notify the school when a child will be absent due to sickness and indicate the child's symptoms. CCPS requests that parents keep children home when they are experiencing one or more of the following signs and symptoms:

- Vomiting or diarrhea
- Fever (even if controlled with medication)
- New unexplained rash or cough
- Any other illness or symptom that may pose a health risk to others. This may include head lice and unexplained pain

Our preschool will be following any COVID-19 related regulations that are set by Alberta Health that may still be in effect in the Fall of 2021.

When dealing with any health concerns at the preschool, the CCPS teacher will use her experience and judgement in determining the best course of action to be taken, including emergency measures according to our teacher's first aid training and licensing procedures.

In the event a child becomes ill while in attendance at the preschool, the parent will be contacted and asked to retrieve the child. If it is suspected that a child may have a communicable disease (for example: measles, chicken pox or a pneumococcal virus) the child will be asked to remain apart from the other children at a quiet activity while under supervision of the teacher until the parent or guardian arrives to take the child home. Any confirmed cases of communicable disease will be reported to Alberta Health Services and Alberta Licensing, and parents will be notified by email.

Whether the sickness is communicable or non-communicable in nature, CCPS requests that all symptoms have subsided before a child is returned to the school program. No one has a fun time at school when not feeling well and it can be distressing for the child to experience these symptoms at school. We suggest that your child is symptom free for at least 24 hours before attending school.

Medication

Only emergency medications will be dispensed by the teacher. Any emergency medications for a child require that parents complete and sign a "Consent to Administer Medication" form and provide the medication.

Peanut and Allergy Policy

CCPS strives to create an allergy aware environment and considers all allergies in its policies and procedures. With the cooperation of all CCPS parents and teachers, we are sensitive to situations and have classroom policies in place to create as safe an environment as possible.

We ask that **no peanuts, nuts, or products that list peanuts, nuts, traces of peanuts/nuts**, be brought into the school. However, it is not possible, despite best efforts, to provide a school environment that is guaranteed to have no exposure to peanuts or nuts, or other allergens. CCPS cannot be considered peanut and nut “free” because it is impossible to guarantee compliance to the guidelines. Unfortunately, participation in a public gathering, such as school, comes with a degree of risk and all members, with registration, agree to this policy and assume this risk. With registration and enrollment in the CCPS program, parents release CCPS, its Board, members and employees from liability in the matter of accidental exposure to peanuts, nuts or other allergens.

We try to maintain a no share policy on snacks. On special occasions where snacks and treats are shared, we will strive to ensure all parents, when preparing snacks for the whole class, are aware of allergies affecting classmates. Families who follow a specific diet are welcome to contribute an item on party days for the children to share so as to ensure there is at least one item their child can have. Alternatively, parents may send that child their own personal snack that day. **removed the no snack on special occasions

Smoking

CCPS is a smoke-free environment and no person shall smoke on the program premises, including all outdoor activities, field trips and transitions between events.

BEHAVIOUR MANAGEMENT

Our goal at CCPS is to maintain a safe, positive and respectful environment for everyone. As such, if a child is behaving inappropriately steps will be taken to address the behavior. The chosen action will take into account the individual child and situation but may include any of the following approaches:

- The teacher will redirect the child.
- The teacher will ask the child/children what is happening and encourage the children to actively problem solve.
- The teacher will try to determine the *cause* of the behavior to prevent it in the future.
- The focus is on a restorative model and the teacher will provide the student an opportunity to apologize (*I knocked down the blocks. I am sorry. I will help build your tower again.*)
- If the child is dis-regulated, a ‘sit for three’ approach will be used with the teacher present. During this time, the teacher will be helping the child calm down or understand the situation.

Safety & Behavior

A safe and comfortable learning environment for all children will be a priority at all times. If a child’s behavior continues to affect the safety and/or learning of other students, a conference will take place between the parent and teacher. Consultation with the Board will occur if a transfer to a more suitable class or withdrawal from the program is deemed necessary. CCPS also reserves the right to contact the parent/guardian and request a child be immediately removed from the class if the child is exhibiting behavior that is, in the teacher’s professional estimation, emotionally or physically threatening.

FUNDRAISING

CCPS holds fundraising efforts throughout the year to help maintain minimal tuition fees, ensure a variety of field trips and purchase teaching aids, books, games and miscellaneous supplies. Our Fundraising Coordinator, in conjunction with the Board, decides each year what form of fundraising will take place.

Every member of the cooperative is expected to partake in the fundraising by **raising a minimum amount of \$175/child** for the school. Should the family raise less than the \$175/child revenue, then the difference between the amount raised for the child and the \$175 minimum will be deducted from the fundraising bond.

The Town Hall in September will highlight the methods of fundraising and allow for feedback to our Fundraising Coordinator.

VOLUNTEERING

We have changed our classroom volunteering requirements for the 2021/22 school year. With the COVID-19 situation where in class volunteering was not permitted, we hired a classroom assistant and the benefit that the school program saw from this has prompted us to continue with a classroom assistant (this is why tuition fees have increased) for the future. Hopefully, in September, classroom volunteers will be welcome on a voluntary basis, but it will not be a requirement of registration at CCPS.

That said, we are a non-profit, parent-run cooperative preschool, and volunteering is what keeps our school running, there are still other parent volunteer duties (such as being a board member, making playdough for the class and toy cleaning sessions) that must be filled and sign up takes place for these roles at both the May AGM and the September Town Hall.

Volunteer Criminal Record Checks

In accordance with our licensing requirements, all parents, family members or friends who will act as volunteers in the class are required to produce a Criminal Record Check (including 'vulnerable sector' check) that was issued within six months. We encourage you to submit your record check requests early in the spring/summer so that they can be submitted at the Town Hall Meeting. CCPS will provide a letter stating that you are a volunteer, and the RCMP charge the volunteer \$10 to run this check.

If the same parent/guardian has a child or sibling continuing for a **consecutive year**, then another criminal record check is **not** required.

Your Child's Special Helper Day

Starting in October there will be a special helper calendar, on this day your child will lead the class in a variety of tasks, ranging from calendar to being the line leader. Your child may bring in a special item or picture to share with the class (more information on this will come out in September). If you are planning to come in as a classroom volunteer, this is a great day to choose.

Toy Cleaning

Clean toys are rotated into the classroom at the end of every week. Parents are required to commit to **two toy cleaning sessions** per child, per year. Under the direction of the Toy Cleaning Committee, parents will meet and follow the approved Alberta Health Services toy cleaning protocol of all required toys. Over the years, the cleaning has been streamlined and takes approximately one hour in the evening to complete.

GENERAL

Field Trips / Special Events

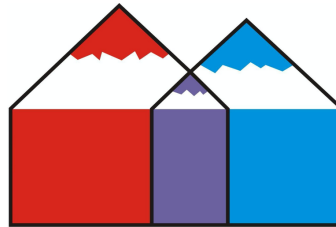
A number of field trips (and in class special events) are scheduled throughout the year. Based on the nature of the activity, the Teacher, Special Event Coordinator and the venue sponsor will decide on the proper student to parent ratio for maximum safety of the children. There will be a requirement for extra parent helpers for field trips. All students must submit a signed permission form prior to any field trip or they will not be allowed to participate. Unless otherwise stated, siblings are not permitted on field trips.

Board of Directors

The Board of Directors is a group of parent volunteers who work closely with the teacher and all society members to ensure that the preschool program is successful. Board members are elected to a one-year term at the Annual General Meeting, which is held in May. The Board meets once a month to discuss any matters pertaining to the preschool and to plan any upcoming events. **If you are interested in volunteering on the Board of Directors or any of the committees throughout the preschool year, please contact any Board member or volunteer at the Annual General Meeting.**

QUESTIONS OR FEEDBACK

Parents are asked to direct any questions or feedback regarding the CCPS daily program to our teacher before or after class. Please email cochranecreative@gmail.com with general inquiries.



Cochrane Creative
Playschool Society

"Learning through play"