

Cochrane Creative
Playschool Society

Registration & General Information Handbook 2019-2020

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

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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 2019/2020 preschool year is first offered to current students on Monday January 7th, then open to siblings or alumni on Monday January 14th then registration will open to the general public on Saturday January 19th. Classes will reach a maximum at 12 children per class, and then a waiting list will be started.

An **open house and general registration** will take place at the preschool for any interested registrants on Saturday January 19, 2019 from 10:00am -1:00pm. Please bring your fully completed registration form (available to print at cochranecreative.ca), a \$35 non-refundable registration fee, and 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.

The minimum size is 8 students per class, so in the event of low registration in a class, classes may be combined at Board discretion after consultation with parents.

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 all required cheques (monthly tuition and fundraising & volunteer bonds).

FEES

The monthly tuition fee for the 3-year-old program is \$125 per month. The monthly tuition fee for the 4-year-old program is \$160 per month. At the time of registration, we ask that you submit post-dated cheques for the year (payable to CCPS) as outlined here:

3-Year-Old Program	4-Year-Old Program
<ul style="list-style-type: none"> • One cheque with current date (or cash) for \$35 non-refundable registration fee 	
<ul style="list-style-type: none"> • One cheque dated August 1, 2019 for \$125 (this is your September fee) 	<ul style="list-style-type: none"> • One cheque dated August 1, 2019 for \$160 (this is your September fee)
<ul style="list-style-type: none"> • One cheque dated October 1 for \$125 and then one for every month after, up to and including June 	<ul style="list-style-type: none"> • One cheque dated October 1 for \$160 and then one for every month after, up to and including June
<ul style="list-style-type: none"> • One undated cheque for \$50 for the volunteer bond (only cashed in the event a volunteer commitment is not met, and then a new cheque must be issued) 	
<ul style="list-style-type: none"> • One undated cheque for \$150 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) 	

Lump Sum Tuition Discount

If you choose to pay tuition in one payment (dated August 1, 2019) you receive \$50 off:

- 3-year-old program whole year = \$1,200 (\$1,250 - \$50)
- 4-year-old program whole year = \$1,550 (\$1,600 - \$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

4-Year-Old program: Monday/Wednesday/Friday

3-Year-Old program: Tuesday/Thursday

Morning classes: 9:00am – 11:30am

School Start Dates

The 2019/2020 preschool year will begin **Tuesday September 10th** 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 3 year old class will attend on Tuesday September 10th, and the other half on Thursday September 12th. Half of the 4 year old class will attend class Wednesday September 11th, and the other half on Friday September 13th. The staggered entry date lists will be posted at the Town Hall Meeting on September 5th 2019.

Regular program attendance will begin on Monday September 16th for 4 year olds and Tuesday September 17th for the 3 year old class. We follow the Rocky View School calendar for days off and classes run until Friday June 19th 2020.

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 (when parent / guardian is volunteering) is the only day they may bring a special object 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 on **Wednesday, May 15, 2019 at 7:00pm** on the upper floor of the 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 on **Tuesday, September 3, 2019 at 7:00pm** 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! It is at this meeting that parents can step forward to volunteer for other necessary roles. 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

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.

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 event locations.

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

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 \$150/child** for the school. Should the family raise less than the \$150/child revenue, then the difference between the amount raised for the child and the \$150 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.

VOLUNTEER REQUIREMENTS

We are a non-profit, parent-run cooperative preschool, and volunteering is what keeps our school running! Volunteers keep our registration fees lower than any other preschool in Cochrane and also to keep parents involved in their child's growth at school. In addition to volunteering in class, there are many other parent volunteer duties that must be filled, and sign up takes place for these roles at the AGM.

If you are unable to meet your volunteer commitment, your \$50 volunteer bond will be cashed and another \$50 bond will be required, prior to your child continuing with class.

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.

Classroom Volunteering

CCPS employs one teacher and requires one parent volunteer to be the additional adult in the classroom. The teacher is considered to be the person in charge and will direct the volunteer appropriately to ensure adequate supervision of all children present. Parents are required to **volunteer in the classroom at least once every 12 classes**. (possibly more often with less than full enrolment).

A sign up calendar will be available at the Town Hall Meeting for parents to choose their volunteer days. Unselected days may be assigned by the Volunteer Coordinator. If you are unable to attend on your date, you may send in a family member or friend (if they have submitted a valid criminal record check) or switch with another parent with their consent. Failure to show up on your volunteer date will mean that class for the day will need to be cancelled and will result in the cashing of your volunteer bond cheque.

The volunteer has a specific list of duties that includes cleaning of the tables, chairs and floors of the classroom after play and crafts. Due to licensing requirements, parents or volunteers are asked not to bring siblings on their classroom volunteer days. Volunteers should be prepared to interact with all of the children and help with whatever tasks/activities they are asked to do.

Your Volunteer Day = Child's Special Helper Day ☺

The day that a parent/guardian volunteers is the time that you get to see how your child is developing in class and for your child to be the special helper for the 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 to share with the class. This is a day that your child looks forward to and it is a great opportunity for students to get to know each other, and for you, the parent, to see your child shine.

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.

Field Trips

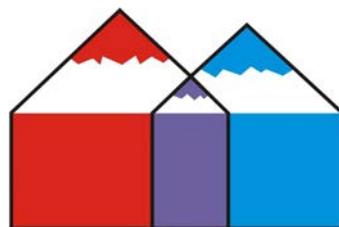
A number of field trips are scheduled throughout the year. Based on the nature of the activity, the Teacher, Special Event Coordinator and the venue sponsor will decide on the proper student to parent ratio for maximum safety of the children. There will be a requirement for extra parent helpers for field 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 or to register your child, registrarcochranecreative@gmail.com.



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"Learning through play"