



# Lessard Community Playschool

*Where learning begins....*



## PARENT HANDBOOK 2018 - 2019

17404 – 57 Avenue NW  
Edmonton, AB T6M 1K4  
Phone: 780-686-4201  
Email: [lessardplayschool@gmail.com](mailto:lessardplayschool@gmail.com)  
Website: [www.lessardcommunity.ca/playschool](http://www.lessardcommunity.ca/playschool)

Mailing Address:  
PO Box 78129  
RPO Callingwood  
Edmonton, AB T5T 6A1

# **Welcome to Lessard Community Playschool!**

## **A WORD FROM OUR TEACHER**

*Welcome to Lessard Community Playschool! I am thrilled to be your child's playschool teacher. My name is Jennifer Foo (Miss Jen). As a mom of two fabulous children, I have experienced the best that playschool has to offer. I am committed to providing an excellent playschool experience for your child. One that will foster a love of learning in each student, and will become a basis for the many years of school ahead!*

## **OUR PHILOSOPHY**

At Lessard Playschool, we believe young children learn best through play. As children engage in play, in a safe and welcoming setting, they grow and develop socially, emotionally, and cognitively. They are able to become confident through exploration of the activities and routines at playschool; crafts, daily calendar, show and share, circle time, snack time, and centre time are all an important part of your child's growth. We strive to ensure that your child enjoys their time with us, and looks forward to playing at school each and every day!

Lessard Community Playschool is a program offered by the Lessard Community League, which is incorporated under Alberta's Societies Act. We are a non-profit, parent co-operative whereby all excess funds are put back into the playschool. As this is a cooperative, please remember involvement is needed from all parents/guardians to make each and every year a success.

Although we are a parent co-op, we do not require parent duty-days where you have to roster in the classroom. Instead, we have qualified Teacher's Assistants in each classroom. Parents are welcome to be involved in their children's learning experience at playschool, through your committee position (details to follow). Should you wish to contribute in other ways, please speak to the teacher.

Lessard is a licensed playschool subject to education, health, fire and safety regulations and inspections. We have a Parent Advisory Committee who volunteers their time to work with the staff and ensures the involvement of all parents.

## PLAYSCHOOL PROGRAMS

Our programs are for registered participants. Therefore, casual or drop-in participants cannot be accommodated. Class start date will be September 11, 2018 and the last day of classes will be June 14, 2019.

Children must be 3 years of age before they can start the program and be FULLY TOILET TRAINED (See Bathroom Policy).

3/4 year old Playschool Program: Tuesday & Thursday 9:00 am – 11:15 am

4 year old Playschool Program: Monday, Wednesday & Friday 9:00 am – 11:15 am

We follow the Edmonton Public School calendar and are closed for all public holidays, Teachers Convention, Spring Break, Christmas Break and PD (Professional Development) Days. You can view the school calendar on their website at <https://www.epsb.ca/calendars/>

Please note: Christmas Vacation is December 17, 2018 – January 4, 2019 inclusive. School commences January 7, 2019.

## DAILY CLASSROOM ROUTINE

1. Children Arrive
2. Children complete arrival routine (Name Tags, Shoes, Attendance)
3. Circle Time
4. Centres: craft, centres, play
5. Snack
6. Circle/Movement (Story, Songs, Movement)

All children should arrive at 9 am and be picked up promptly at 11:15 am. Parents are responsible for their children until class begins. Please accompany your child downstairs and ensure they have entered the classroom. If someone other than a parent is picking up your child, please make sure their name is listed in the registration package, and please inform the teacher in writing.

The main doors to the playschool will be locked from the outside at approximately 9:15 am and will reopen at 11:10 am. This is for your child's safety. There is a doorbell beside the entrance playschool door inside that you may use if necessary.

Our Teaching Team consists of one Teacher and Teacher Assistant for each class. In the unlikely event that a substitute is not available, an adult with a vested interest (parent, grandparent, nanny) who is willing and able to fill in will be contacted. There will be a sign-up sheet circulating at the beginning of the year for those who may be interested if we may need you.

## BATHROOM POLICY

Children **must** be FULLY TOILET TRAINED and able to manage themselves **independently** in the bathroom. Children cannot attend playschool in training pants (e.g. pull ups etc.)

## FIRST DAY OF SCHOOL

The beginning of the year will be a staggered entry. Half of the students will attend each day, providing a quieter introduction to the classroom. Families will be notified of which day during the first week they are expected to attend. On their staggered entry day, a parent is welcome to stay with the student for the first portion of the morning, although is not required to do so. During that time, we will familiarize students with the location of their shoe bin, coat hook, and classroom areas. We will participate in a short circle time, followed by a craft. Once the student is ready for playtime, we will ask parents to leave and return at 11:15 am for pick up. We ask that siblings not stay on staggered entry day.

## WHAT DOES MY CHILD NEED EVERYDAY?

Please ensure your child has the following items on the first day of school and each day thereafter:

- ✓ 1 pair of indoor running shoes (Velcro, non-marking soles) which will remain at school.
- ✓ 1 backpack
- ✓ 1 complete change of clothes (shirt, pants, under garment & socks)
- ✓ 1 small snack bag to hold their snack.
- ✓ 1-2 small healthy snack(s): we encourage healthy foods and portion size (please ensure all snacks are PEANUT AND TREE NUT FREE)
- ✓ 1 drinking cup WITHOUT A LID

All items are to be taken home daily, with the exception of indoor shoes.  
PLEASE LABEL ALL ITEMS CLEARLY WITH YOUR CHILD'S NAME.

### CLOTHING

Your child should be dressed in suitable play clothes for every class. During centre time, your child will paint, use glue, play in the water table and sand; therefore, please dress accordingly. Children will be provided the opportunity to play outdoors (weather permitting) so please provide rain boots, winter boots, snow pants, mittens, toques and sunscreen as per the season. **PLEASE LABEL ALL ITEMS CLEARLY WITH YOUR CHILD'S NAME.**

### SNACKS

We ask that all children bring a small snack bag and label any containers, water cups etc. Remember this is a snack not a meal. Snack time is approximately 15 minutes long where we encourage proper eating habits as well as practice social skills. Lessard Playschool is a **peanut and tree nut free zone due to allergies.** Foods that pose a choking hazard must be cut lengthwise (grapes, cherry tomatoes).

*Healthy Snack Ideas Popular with the Children (1-2 Items):*

|                       |                                |                             |
|-----------------------|--------------------------------|-----------------------------|
| <i>Cheese Strings</i> | <i>Carrot/celery sticks</i>    | <i>Goldfish Crackers</i>    |
| <i>Babybel Cheese</i> | <i>Sausage Slices</i>          | <i>Crackers</i>             |
| <i>Yogurt Tubes</i>   | <i>Turkey Pepperoni Sticks</i> | <i>Pretzels</i>             |
| <i>Applesauce</i>     | <i>Granola Bar</i>             | <i>Mini Muffins</i>         |
| <i>Fruit Cups</i>     | <i>Bear Paws</i>               | <i>Rice Krispie Squares</i> |
| <i>Fruit cut up</i>   |                                | <i>Rice Pudding</i>         |

## CLASS PARTIES

Before class parties, a sign-up poster /sheet will be available. Please remember to check labels for peanuts and that they are peanut and tree nut free.

September 5, 2018 – Welcome BBQ

April 17 & 18, 2019 – Spring Tea

October 30 & 31, 2018 – Halloween Parties

June 14, 2019 – Year End Party Both Classes

December 13 & 14, 2018 – Christmas Parties

## PARENTS RESPONSIBILITIES

To ensure the Playschool maintains a quality program at a reasonable cost, the parent(s) of each child in the program have the following responsibilities:

1. Full Payment of Monthly Fees.
2. Maintain a current community league membership.
3. Ensure your child arrives on time and is prepared.
4. Ensure your child is picked up on time.
5. Check bulletin board in the classroom and child's mailbox daily.
6. If your child is being dropped off or picked up by someone other than yourself, they must be on the "Authorization List" and may be required to show proof of ID. Please instruct them to check the child's mailbox and ensure parent receives information.
7. Option to attend Playschool Parent Advisory/Committee Meetings.
8. Responsible for a Parent Advisory Committee OR Playschool Committee position.
9. Participate in Fundraising unless you have chosen to OPT out.
10. Parents need to ensure their contact information is always current and up-to-date and inform staff of any changes. We use a variety of communication methods to get information to you in a timely manner.
11. Ensure you communicate any concerns with the Teacher(s).

## COLD WEATHER POLICY

Please ensure your child is appropriately dressed for the weather. We will not go outside in weather colder than -15°C.

We will follow the regular school systems lead should a snow day be called and classes cancelled. Please check communication methods regularly for updates.

## BIRTHDAYS

We would like to honor each child's birthday by giving a special crown, singing "Happy Birthday" and allowing the birthday child to choose a "prize" from the treasure chest. If you are opposed to this, please let the Teacher know as soon as possible. Summer birthdays are celebrated in June.

## PARENTS IN THE CLASSROOM

Please ensure your child is in the classroom before leaving and ensure the Teacher(s) sees that your child is present. If a parent would like to see the classroom, please speak to the teacher. Parents are welcome to volunteer on special days and field trips. Please let the Teacher know if you are interested in volunteering in the classroom. Siblings and unregistered children are not permitted during in-class field trips and off-site class field trips. Siblings and guests are often invited to class parties only. Please review our monthly newsletter which will inform you of these occasions.

## BEHAVIOUR POLICY

Children attend playschool for only a few hours a week. This may be their first experience in a large group situation and playing with other children who are their peers. Classroom rules will be discussed at the beginning of the year and explained frequently, so the children know what is expected of them. Positive behavior will be encouraged and modelled throughout the day using patience and consistency.

In the case of inappropriate behaviours such as hurting others, being destructive, failing to follow directions, the student will be encouraged to show acceptable behaviour through positive reinforcement. Should the behaviour continue, the child will be redirected to a constructive activity. An escalation in behaviour will result in the following steps being taken;

1. **Take a Breath/Reflect:** The child is calmly encouraged to take a break. This will be used if the child is hurting themselves or others, abusing property, and/or will not follow directions or listen to the teacher. The child will be encouraged to join the rest of the group and try again when they are ready to demonstrate acceptable behaviour.
2. The teacher **may call the parents** to pick up their child from the class that day, if the behavior is too disruptive.
3. Should the problem continue and become disruptive or unsafe to the classroom, a conference will be called with the parents to discuss a plan of action.
4. In extreme cases, the **Playschool Parent Advisory Committee Chair and Lessard Community Coordinator will be notified** and a solution worked out between the committee, teacher, and parent. If no viable solution is found, your child may be asked to withdraw from the program.

## CHILD ILLNESS

Please text/call the school at 780-686-4201 **before** 9 am if your child is unable to attend that day or will be away. Children are to stay home with a fever, vomiting, and/or diarrhea and **return 24 hours after the last incidence**. Please inform playschool of any communicable diseases that your child may have come in contact with such as lice, chicken pox, measles, mumps, etc. **Remember, if your child has a fever or needs to be medicated, then they are usually not well enough to be at school. It is important that your child has adequate rest so your child has enough energy to fully participate in class.**

## ADMINISTRATION OF MEDICINE

Under **NO** circumstances will the staff give out any medication whatsoever to a child while the child is at Playschool. It is the parents' responsibility to administer prescription and non-prescription medication. We recommend that any child who has asthma or severe allergies receive their medication PRIOR to coming to class.

EMERGENCY medications can be administered ONLY if the following documentation is provided:

- a. Written consent from the parent.
- b. Medication is in its original labelled container.
- c. It is administered according to the labelled directions.
- d. If any medication is administered the following procedure will be followed:
  - Document the type of medication, time it was given, amount that was given, and the name of the person who administered the medication.
  - The teacher will contact the parents or emergency contact to advise that the medication was administered.
  - The teacher will advise the Lessard Community Program Coordinator. They will then determine what further steps are required.
- e. If medication is left on the playschool premises, it must be stored in a container that is not accessible to children. The container shall remain locked, unless the medication is needed in emergency situations.

## FIELD TRIPS

Field trips may be planned throughout the year. Any off-site activities are planned well in advance and parents will be notified through the newsletter. Each parent will need to sign a field trip permission form for their child to participate which will include details of the field trip as well as an opportunity to volunteer. Siblings and unregistered children are not permitted during in-class field trips and off-site class field trips. You will be responsible to drop off and pick up your child from the field trip location.

## EMERGENCY PROCEDURES

Emergency procedures (map and steps to take) are outlined and posted in the classroom for your information. We have one emergency "practice" fire drill every month throughout the year per program.

Children will be relocated next door to:  
Centennial Elementary School  
17420 - 57 Avenue Edmonton, AB  
Phone: 780-481-5590

## COMMUNITY LEAGUE MEMBERSHIPS

Lessard Community Playschool operates under the umbrella of the Lessard Community League. To have your child enrolled with our program, you must have either a Lessard Community League membership or a valid membership with another community league in Edmonton. Proof is required at time of registration or one can be purchased at that time. Price is \$35 for the family rate.

## FUNDRAISING

Fundraising is a huge part of our program and the amounts raised all contribute to our bottom line. Playschool fundraising initiatives will be outlined and discussed throughout the year in collaboration with the Lessard Community League and Fundraising Committee. All families need to provide a post-dated cheque for \$275. Near the end of the year, any amount you raised up to and including \$275 will be recalculated and the cheque you provided at the beginning of the year will be adjusted or returned if you met your \$275 obligation. You have the option to opt out of fundraising at the beginning of the year. If you prefer this option, you can indicate this in the registration package and your cheque will be cashed at the beginning of the year.

## PLAYSCHOOL PARENT ADVISORY/COMMITTEES

Lessard Community Playschool does not require roster duty days. We **DO** require parents to participate in various positions on the Parent Advisory Committee (PAC) OR Playschool Committee. Should the positions not be filled, we will assign parents to a position. Non-participation on the Parent Advisory Committee OR Playschool Committee will result in the \$200 Parent Committee cheque to be cashed. These positions are designed to share the responsibility of running our school and to ensure that we have a successful year.

### **Parent Advisory Committee:**

Chair/Community League Liaison

Vice Chair

Secretary

Fundraising Administrator

Celebration Coordinator (each class)

Registrar/Social Media

*\*Attend monthly PAC meetings*

### **Playschool Committees:**

Craft Preparation

Playdough Creator

Scholastic Books Facilitator

Fundraising Team

Celebration Parents

Photographer

Laundry & Bottles (Environmental)



# PARENT ADVISORY COMMITTEE

|  |   |
|--|---|
| <p><b>Playschool Chair/<br/>Community League Liaison</b><br/><i>One required</i></p>   | <p><b>Playschool Chair:</b></p> <ul style="list-style-type: none"> <li>• Oversees the proceedings of the committee.</li> <li>• Schedule and call meetings.</li> <li>• Prepares and distributes agenda prior to the meeting and chairs playschool meetings.</li> <li>• Prepares parent and teacher satisfaction surveys.</li> </ul> <p><b>Community League Liaison:</b></p> <ul style="list-style-type: none"> <li>• Attend League meetings (6 per year)</li> <li>• Receive and review minutes from the Lessard Community League Board.</li> <li>• Report any events or community information to the Committee.</li> </ul> |
| <p><b>Vice-chair</b><br/><i>One required</i></p>   | <ul style="list-style-type: none"> <li>• Supports Playschool Chair's role.</li> <li>• Chairs playschool meetings if Chair unavailable.</li> <li>• Attends Playschool Meetings.</li> </ul>   |
| <p><b>Secretary</b><br/><i>One required</i></p>  | <ul style="list-style-type: none"> <li>• Completes and distributes minutes of meetings no later than one week after meeting.</li> <li>• Updates and maintains files of playschool documents to be forwarded to playschool regularly and upon end of term.</li> <li>• Attends Playschool Meetings.</li> </ul>  |
| <p><b>Fundraising Administrator</b><br/><i>One required</i></p>  | <ul style="list-style-type: none"> <li>• Meets initially with teacher and team at the start of year to discuss goals and fundraisers for the year.</li> <li>• Communicates with Fundraising Team.</li> <li>• Available to count money after every fundraiser.</li> <li>• Comfortable with spreadsheets and provides a master list to teacher.</li> <li>• Attends Playschool Meetings (approx. 5 per year), and updates Team.</li> <li>• Notify parents of outstanding fundraising commitment twice in the year by individual letters (first notice midway Dec/Jan and second notice end of April).</li> </ul>             |
| <p><b>Celebration Coordinator</b><br/><i>One required 3/4 year old program</i><br/><i>One required 4 year old program</i></p> <p><i>October 30 or 31st – Halloween</i><br/><i>December 13 or 14th – Christmas</i><br/><i>April 17 or 18th – Spring Tea</i><br/><i>June 14th – Year End Party</i></p> | <ul style="list-style-type: none"> <li>• Prepares, purchases, and plans classroom celebrations for Halloween, Christmas, may include Spring Tea and Year End Party in coordination with the teacher and/or assistants.</li> <li>• Work with Celebration Parents to execute a successful celebration.</li> <li>• Attends Playschool Meetings.</li> </ul>   |

# PLAYSCHOOL COMMITTEES

|  |  |
|--|--|
| <p><b>Fundraising Team</b><br/> <i>One required Startup (Sept/Oct)</i><br/> <i>Two required Fall (Oct/Nov)</i><br/> <i>Two required Winter (Jan/Feb)</i><br/> <i>Two required Spring (Mar/Apr)</i></p> <p><b>*Only a 2 month commitment and you request your preferred season.</b></p>   | <ul style="list-style-type: none"> <li>• Meets initially with Fundraising Administrator, teacher and team at the start of year to discuss goals and fundraisers.</li> <li>• Sets up and distributes the fundraiser among classes.</li> <li>• Collects funds with Fundraising Administrator.</li> <li>• Reconciles fundraiser and completes appropriate paperwork to forward to Fundraising Administrator.</li> </ul> |
| <p><b>Celebration Parents</b><br/> <i>One required 3/4 year old program</i><br/> <i>One required 4 year old program</i></p> <p><i>*Dates of events listed under Celebration Coordinator.</i></p>   | <ul style="list-style-type: none"> <li>• Assist Celebration Coordinator with celebrations for Halloween, Christmas, may include Spring Tea and Year End Party in coordination with the teacher and/or assistants.</li> </ul>   |
| <p><b>Laundry &amp; Bottles (Environmental)</b><br/> <i>One required 3/4 year old program</i><br/> <i>One required 4 year old program</i></p>  | <ul style="list-style-type: none"> <li>• Collects and washes any soiled laundry.</li> <li>• Ensures Bottles are taken to bottle depot for refund and provide refund receipt and money to playschool.</li> <li>• Assist with Environmental Needs.</li> </ul>  |
| <p><b>Craft Preparation</b><br/> <i>Two required 3/4 year old program</i><br/> <i>Two required 4 year old program</i></p>  | <ul style="list-style-type: none"> <li>• Preps crafts provided by teaching staff in a timely fashion.</li> </ul>   |
| <p><b>Photographer</b><br/> <i>One required 3/4 year old program</i><br/> <i>One required 4 year old program</i><br/> <i>Dates to be available:</i><br/> <i>Sept 5th – Welcome BBQ</i><br/> <i>October 30 or 31st – Halloween</i><br/> <i>December 13 or 14th – Christmas</i><br/> <i>April 17 or 18th – Spring Tea</i><br/> <i>June 14th – Year End Party</i></p> | <ul style="list-style-type: none"> <li>• Attends class photos, group photos, and classroom visits to capture their day.</li> <li>• Attends in-class and off-site school field trips and celebrations to capture special moments in playschool.</li> <li>• Utilize playschool camera.</li> </ul>  |
| <p><b>Scholastic Books Facilitator</b><br/> <i>One required</i></p>  | <ul style="list-style-type: none"> <li>• Sorts and distributes magazine orders.</li> <li>• Collects and processes book orders.</li> </ul>  |
| <p><b>Playdough Creator</b><br/> <i>Three required 4 year old program</i></p>  | <ul style="list-style-type: none"> <li>• Provide 2 batches per week of playdough on 2-week rotations.</li> <li>• You will receive the rotation list and playdough kit shortly before your rotation. You will supply the flour and vegetable oil to make the playdough.</li> </ul>  |
| <p><b>Registrar/Social Media</b><br/> <i>One required</i></p>  | <ul style="list-style-type: none"> <li>• Actively maintain playschool Facebook page and promote playschool.</li> <li>• Setup and help maintain any other social media platforms such as Twitter, Instagram etc.</li> <li>• Attend Welcome BBQ and help with registration table September 5th.</li> <li>• Attend Open House in February.</li> </ul>   |

## FEES SUMMARY

At time of **REGISTRATION**, we need the following:

1. Completed Registration Form (all fields must be completed).
2. \$75 non-refundable registration fee cheque dated day of registration.
3. Post-dated cheque dated August 15, 2018 for first month's school fee.  
3/4 year old program \$130 OR 4 year program \$165.  
\*Will not be cashed if your child is withdrawn prior to August 14, 2018.

**All cheques made payable to Lessard Community League.**

At time of **WELCOME BBQ/PAYMENT NIGHT** (scheduled approximately one week before school begins), we need the following done prior to final review process:

1. Nine (9) equal monthly payments dated the 1<sup>st</sup> of each month from October – June for playschool fees.  
3/4 year old program \$130/month OR 4 year program \$165/month
2. \$50 Toy Cleaning Fee. Cheque post-dated October 1, 2018. We do not require regular participation in any cleaning bees, instead a paid cleaner is provided.
3. Community League Membership (2018-2019). Must provide proof of active membership card. Can be purchased on site for \$35.
4. \$275 fundraising deposit cheque post-dated May 1, 2019. This cheque will be returned to you if participation/commitment is fulfilled. If you choose to opt-out of fundraising, please date your cheque for October 1, 2018 at which time will be cashed.
5. \$200 parent committee participation deposit cheque post-dated May 1, 2019. This cheque will be returned to you if participation/commitment is fulfilled. If you choose to opt-out of the parent committee, please date your cheque for October 1, 2018 at which time will be cashed.

Please prepare cheques prior to arriving to assist in a smooth transition.

**All cheques made payable to Lessard Community League.**

\*Please note: We are investigating automatic payment processing for monthly fees.

## SUBSIDY

The Alberta Government offers a child subsidy for children who attend a licensed Preschool program. To see if you qualify, or for more information, please visit their website [www.child.alberta.ca](http://www.child.alberta.ca) or call 1-866-714-5437.

## RETURNED CHEQUES

In the event of cheques returned due to non-sufficient funds (NSF), you will be required to resubmit the monthly fee and a \$25 service charge.

## REFUNDS AND WITHDRAWALS

One FULL month's notice is required for any participant wishing to withdraw from the program. There will be no refunds for partial months. You are required to complete and sign a withdrawal form (please ask the Teacher if you require a form). Without this formal notice, your monthly cheque will be cashed as scheduled. Fees are not refunded for absences due to illness or holidays. If your child is withdrawn for the month of June, the fee will not be refunded.