

School Year:
Sept 11 - June 12

**Hounsfield Heights/Briar Hill
Parent-Child Co-op Playschool**
1233-21st St. NW Calgary AB T2N 2L8
403.210.5126
hbbhplayschool@hotmail.com
www.hbbhplayschool.ca



HHBH Playschool Registration Information

Welcome to the HBBH Playschool, registration forms are presented in a separate document this year, please make sure you have read and answered all sections. Your child's registration will only be processed and a spot reserved for him/her once all of the documents, cheques and police clearance forms (for at least one adult "attached" to the child) are **fully completed**. If the questions do not apply to you or your child, simply use n/a as a response.

Registration Process:

Pre-registration begins **Thursday, February 24th, 2011, 7- 8:30 pm at the HBBH Community Association gym** on a first come, first served basis. This is for returning families, alumni families and community residents (community residents are based on the CBE catchment area for Briar Hill School and the boundaries of the HH-BH Community Association).

Registration begins **Thursday, March 3rd, 2011, 7- 8:30 pm at the HBBH Community Association gym**. This is open to everyone, on a first come, first served basis.

After these dates, please return your completed package to the mailbox, outside the Playschool classroom, Rm. 13, Briar Hill School. Over the summer months please call 403-210-5126 to arrange for a drop-off location. As registration forms contain confidential information, please seal your forms and cheques in an envelope if you are dropping them off after the registration nights.

Enrolment confirmations will be emailed out at the end of April 2011. Class sizes and configurations are subject to overall enrolment, waitlists, withdrawals and budgetary constraints.

Class Sizes:

Morning programs - 18-20 children, 2 teachers, 1 parent volunteer
Afternoon programs - 12-14 children, 1 teacher, 1 parent volunteer

Monthly Tuition Fees:

2-day program - \$110/month
3-day program - \$150/month
5-day program - \$260/month

Cheques:

Please provide a total of **7** cheques consisting of:

Six cheques (or 12 cheques, see option under 'c'), **payable to HBBH Playschool**, consisting of the following:

- a) 1 cheque for **Playschool Registration fee of \$40 per family** (current date).
- b) 1 **post-dated cheque** (Dated August 1, 2011) **for the amount of your monthly fee**. This covers September tuition in the event of cancellation less than 30 days before September 1st. Unless the Registrar has been notified in writing of a student cancellation prior to the 1st of August 2011, this cheque is non-refundable.
- c) **3 post-dated cheques in the amount of 3 times your monthly fees** (dated October 1, 2011, January 1, 2012 and April 1, 2012) **OR 9 post-dated cheques, 1 for each month.**

- d) 1 **refundable cheque in the amount of 3 times your monthly fees** (dated April 30, 2012). This is for a deposit on your required cleaning commitment. It is important that you view the cleaning as mandatory; this fee serves only as a deterrent.

AND

One cheque **payable to Hounsfeld Heights Briar Hill Community Association** (for annual membership) for \$20. (Current date, 1 per family.) If you have already purchased a current community membership, please include your membership number where applicable instead of the cheque.

Please contact the Registrar if different financial arrangements need to be made. Partial bursaries are available where needed, please contact our administrative assistant at 403-210-5126 for details.

Child Care Subsidy Program: Implemented January 1, 2006, the Child Care Subsidy Program includes support to stay-at home parents. Qualifying parents could receive \$100 per month for each preschool-age child who is participating in a licensed nursery school or other approved early childhood development program. The HHBH Playschool is licensed and qualifies for this program. To qualify, each family must complete an application. Applications are available in the classroom. For more information you can also phone the local Child Care Subsidy Office at **403-297-6100**, or visit the website at [http://www.calgaryandareacfsa.gov.ab.ca/CRV.nsf/\(Search\)/Child+Care-Child+Care+Subsidy](http://www.calgaryandareacfsa.gov.ab.ca/CRV.nsf/(Search)/Child+Care-Child+Care+Subsidy)

Police Security Clearances:

All parent volunteers (i.e. anybody acting as 'parent helper') are subject to a Police Security Clearance. There is a charge of \$10 per security check and at least one parent/guardian must complete a police check at the time of registration. (This charge is waived if the security check forms are completed at the time of registration, the spring parents meeting or the fall parents meeting). Police clearance forms must be filled out in person in front of our privacy officer. (i.e. You cannot fill them out for your spouse)

Two pieces of original identification are required to complete the security clearance (one government and one photo, see below for examples)

A government issued identification: birth certificate, provincial health care card, or social insurance card.

An official photo identification: driver's license, passport, citizenship card, registry office photo identification, FAC card, or military ID card.

Please bring a photocopy of your identification and the originals to the registration evening or parent meetings.

Security clearances will also be available at the general meeting Monday, May 16th, 2011.

Please Note: Historically some police clearances have taken a lengthy amount of time. It is recommended that **ALL** potential adults acting as a class helper (parents, grandparents, nannies, etc.) fill out a police clearance as early as possible. Police clearances can be filled out both registration nights, allowing for anyone to complete the forms, even if that is not their assigned registration evening.

Please contact our Privacy Officer for more information

Class Information:

The HHBH Playschool is a non-profit playschool, as such all class configurations are subject to change due to changing budget restrictions, enrollments and other restrictive factors.

The HHBH Playschool follows the Calgary Board of Education calendar. Playschool classes begin with

staggered entry dates the week of September 6th and complete mid-June. You will be informed of what date your child starts Playschool in your August information package. It is important to note that the number of school days in September, December and June are less than average months. However, all months are charged at the same fee as the cost of running the school is based on an annual tuition and broken down to equal monthly payments over the entire term.

Classroom age requirements: Children must be 3 years old before they can attend the Playschool. Families can choose to pay the monthly tuition fees for up to two months to “hold” an enrolment spot until their child turns 3. For example: If your child turns 3 in November 2011, you may register anytime after Sept 1st, 2011.

August Mail-Out: In August you will receive a package that will advise you of your child’s start dates and times, September parent helper schedule, out-of-class job assignment, master calendar/theme sheet, date of Fall General Meeting, helper responsibilities, master class list and teacher orientation note. It is the responsibility of each family to review the material sent, the Executive will assume you are familiar with policies and procedures after the information has been given to you.

Cancellation Policy: Community Association fees and Registration fees are non-refundable. Monthly tuition fees are refundable after 30 days from the receipt of written cancellation notice by the Registrar. A family may be requested by the Executive, on written notice, to withdraw from participation in the program if the child’s parents fail to fulfill their parental obligations to the Playschool, or if the Executive, in consultation with the Teacher and/or another childcare professional is of the opinion that the program is not suitable for the child.

Parent Cooperative:

A cooperative Playschool requires special parents who choose to be more involved with their child’s development; participation is what makes a cooperative work. In order to keep our fees relatively low, parents are expected to take on certain responsibilities, including: participating in a scheduled evening classroom cleaning, taking responsibility for an out-of-class job, and participating in their regularly scheduled helper days. The commitment to classroom helper days must be fulfilled by parents even if their child can not attend class (whether due to the age restriction, geographic constraints etc). Parents are also expected to attend both the Annual General Meeting in May and the Parents Orientation meeting in September.

Parent Handbook: Families registered in the Playschool agree to abide by the contents of the Parent Handbook, a copy of which is distributed via email before Playschool begins in September.

Thank you, and Welcome!
HHBH Parent Child Co-operative Playschool Executive

Brief Discipline Policy

This Discipline Policy is found in the Hounsfield Heights / Briar Hill Parent - Child Co-Op Playschool (HHBH Playschool) Parent Handbook, Section 6.3 which is distributed via email to parents and available upon request at anytime.

Discipline is an integral component of learning that continues throughout our lives. The Teacher must handle each situation with a flexible and creative approach.

Each child and adult is expected to take the time to listen respectfully to what other children or adults are trying to say to them about their behavior. If children are unable to listen at the moment, they will be asked to choose an alternative activity or to sit down somewhere until they are able to respect other view points and able to negotiate a mutually acceptable solution. Should any problem continue to exist, the Teacher will work together with the child(ren) and parent(s) towards a mutually satisfactory resolution.

The Playschool addresses discipline in the following manner:

- a) Rules and expectations for behavior will be communicated to the children.
- b) Praise and acceptance will be offered whenever possible to help build self-confidence.
- c) Children will be assisted in conflict resolution by helping the children replace negative behavior using appropriate language, e.g. encourage sharing or taking turns with a toy, rather than just taking it away from the other child.
- d) Children will be encouraged to learn strategies for solving disagreements through sharing and taking turns.
- e) Children will be encouraged to listen to the needs of others. This includes offering to exchange toys.

Extremely aggressive behavior, such as biting, or continuous hitting or fighting, will be handled by the Teacher, on an individual basis, using brief time-ins to remove the child from the confrontation without ostracizing them. The rationale for this discipline policy is grounded in the belief that a positive and supportive environment will reduce negative behavior. Children require assistance in socializing and learning acceptable ways of dealing with aggressive behavior, whether that behavior is their own or that of someone else.

If a child does not stop a particular negative behavior, that child will be asked to stop what they are doing and discuss the behavior and appropriate solutions with the Teacher. If this is not successful, then the child will be removed from all activities and a brief time-in (age appropriate) will be used. Time-in will involve a child sitting on a designated chair in a quiet area of the room. The Teacher or another supportive adult will supervise the timed-in child. The parent assistant will assume leadership of the classroom for this time period if the Teacher was with the timed-in child.

In the circumstances of serious behavioral issues a child may be asked to leave the program after consultation with the Teacher and/or another Early Childhood Professional.

Please read "Guiding Children's Behavior", an excerpt from the Daycare Services Nursery School Licensing Manual. There are several copies in the classroom, which may be borrowed, as well as a copy posted on the bulletin board outside the classroom.

Note: What are Time-Ins?

"Time-ins" are used when a child needs extra guidance and attention from the Teacher. The Teacher and child go to a quiet area to have a chat or some special time as needed. Time-ins are an effective and respectful way to deal with children who are not managing their behaviour appropriately. Please note: time-ins are not always used in response to poor behaviour. For example- time-ins are also used when a child is feeling fearful or sad that Mom or Dad has left the school. In addition to this, there is an area in the classroom called the "Thoughtful Spot" where a child may go to take some settling time for themselves at the Teacher's request or their

own request. (These points are always explained thoroughly at our first parent meeting.)

In the event that the specified discipline strategies are unsuccessful, the HHBH Playschool reserves the right to:

- a. Ask that the child be accompanied by a parent or another adult aide
- b. Request that the parent/guardian seek assistance from a professional outside source, such as a paediatrician, psychologist, occupational therapist, speech therapist etc.
- c. Refuse continued attendance in the program.

Special Note: Children who come into the program coded as "special needs" will attend for a two month trial period at which time the teachers and parents will review whether the Playschool program is able to meet the needs of the child.

Brief Privacy Policy

HHBH Parent-Child Cooperative Playschool ("HHBH Playschool") is committed to protecting your privacy and the confidentiality of your personal information. Our commitment to respecting and protecting the privacy and confidentiality of your personal information is addressed in our privacy policies. We adhere to these policies and the provisions of the Alberta *Personal Information Protection Act*.

We collect personal information about you and your child in order to provide you with our Playschool program. Personal information is any information that identifies you as an individual. It does not include business contact information used for business purposes.

HHBH Playschool:

- Will not collect, use, or disclose your personal information for any purposes other than those identified to you, subject to exceptions permitted by law;
- Will make all reasonable efforts to protect the confidentiality of your personal information when doing business internally or externally with other organizations;
- Will make all reasonable efforts to protect your personal information with appropriate security safeguards;
- Will make all reasonable efforts to keep your personal information accurate and up-to-date; and
- Will attempt to honour requests you make for access to your personal information or the correction of your personal information, subject to exceptions permitted by law.

We take our responsibility to respect and protect your personal information seriously.

If you have any questions about our privacy policies or practices, or if you would like to review your personal information, please contact our Privacy Officer.

Out of Class Job Positions

A job is assigned per student in each class. If a family has more than one child enrolled, they will be assigned 1 job per child.

All positions require maintenance and the job file should be updated prior to transference to successors. All job descriptions should be kept up to date and handed back in the spring. Updating should be complete sometime around April 15 so that the file is available for the May General Meeting. Please note that jobs are subject to change based on feedback of parents currently performing the jobs, executive members and the Teachers. Jobs seen as no longer required or minor may be dropped or combined. Alternatively, larger positions may be split into multiple jobs, or have complementary positions identified.

Please be aware that this is only a sample list provided as the best information at the time of printing, they are listed roughly in priority. Some of the jobs have additional positions as enrolment allows. These additional positions would be in the lower priority positions and be filled solely based on enrolment. Remember the jobs are determined by what is needed to provide the best Playschool for our children.

Description of Executive Positions (voting members) - Voting members are required to attend all Executive meetings.

1.1 President, 2 people - Responsible for administrative matters necessary in the day-to-day running of the Playschool. These duties may be performed by the President or delegated as s/he sees fit:

- a) Calling and chairing all Executive, general and special meetings;
- b) Hiring Teacher(s) and administrative assistant and renewing annual contract offers and agreements as approved by the Executive;
- c) Providing a liaison between the Teachers and the Executive;
- d) Providing a liaison with morning and afternoon Vice-Presidents to ensure successful operation of the class(es);
- e) Coordinating the nominations for Executive positions and Teacher hiring;
- f) Working with jobs coordinator to fill all necessary jobs and track job performance;
- g) Presenting an annual report at the HHBH Community Association Annual General Meeting; attending other required meetings;
- h) Applying for operating licenses;
- i) Attends the Briar Hill School Strategy Committee Meetings and Briar Hill Parent Council Meetings as appropriate;
- j) Other duties as they arise.

1.2 Vice Presidents, 1 per class - Responsible for parent-helper scheduling and assisting the President with any duties as requested, some of which include:

- a) Attending all Executive, general and special meetings;
- b) Taking over duties of other Executive members as required;

- c) Maintaining all required forms for their respective classes; updating information on these forms at least once during the school year, and ensuring that each new family starting during the school year completes them (these forms are: Registration/Emergency Form, Medical Form, Permission Slip and Discipline Policy);
- d) Coordinating the parent helper orientation program during staggered entry week and during the year for any substitute "parent" helpers;
- e) Providing August Mail-out and orientation to any families starting mid-year, reviewing parent expectations;
- f) Maintaining communication and supporting parents with their out-of-class job; providing status reports of out-of-class jobs at monthly Executive meetings; confirming with Teachers that jobs are being performed;
- g) Drawing up the parent helper schedule of their representative class and emailing it to the parents and posting it outside the classroom;
- h) Posting a parent helper schedule in the classroom with space available for parents to fill in the snack provided each day;
- i) Establishing and maintaining a list of parent substitutes in case of parent helper illness. The list will also be posted in the classroom.

1.3 Secretary, 1 person - Responsible for the following:

- a) Attending all Executive, general and special meetings;
- b) Recording, reproducing and distributing the Minutes for all Executive, general and special meetings; including separate list of motions and action items to be dated and cleared by preset dates;
- c) Maintaining Minutes Book for annual audit containing all correspondence, staff and executive privacy oath, monthly agenda, minutes, budget updates, and class lists. As well as licensing insurance and other information as required.
- d) Posting signed copies of minutes after approval on bulletin board outside of classroom;
- e) Maintaining and posting executive contact list;
- f) Drafting meeting agenda; and
- g) Updating Parent Handbook and Policy Manual annually
- h) Maintaining Playschool electronic and paper files

1.4 Treasurer, 1 person - Responsible for all financial matters including the following:

- a) Attending all Executive, general and special meetings;
- b) Liaising with bookkeeper (administrative assistant).

- c) Handling all financial transactions on behalf of the Playschool in a timely manner (Payroll, T4s Government Source Documents);
- d) Advising and reporting financial operations to the Executive;
- e) Preparing quarterly monthly statements for presentation to the Executive and membership; a copy is to be submitted to the HHBH Community Association February 28th and August 31st);
- f) Preparing the annual budget for presentation to the Executive and membership at the May Annual General Meeting (preliminary budget) and at the September Orientation Meeting (final budget). A copy is to be submitted to the HHBH Community Association upon approval by the Executive.
- g) Preparing and supporting the annual audit of financial records; and
- h) Preparing tax receipts for all parents on or before February 15.

1.5 Registrar, 1 person - Responsible for registering all children who attend the Playschool and:

- a) Attending all Executive, general and special meetings;
- b) Liaising with administrative assistant;
- c) Maintaining and distributing up-to-date class lists and new class lists for spring Annual General Meeting;
- d) Filling vacancies as they occur during the year;
- e) Answering telephone and e-mail inquiries about the Playschool;
- f) Organizing initial registration in February (see Parent Handbook Section 7) for children starting Playschool the following September;
- g) Operating ongoing registration for September. Liaising with each class VP to ensure new families receive a copy of the handbook, Teacher orientation note, calendar, parent-helper note and current schedule;
- h) Accepting written notices of cancellation or withdrawal from the Playschool;
- i) Providing complete registration packages to Teachers prior to school commencing in September;
- j) Throughout the school year, informing the Teacher, Secretary, VPs, Treasurer and Out-of-Class Job Coordinator immediately of new registrants; and
- k) Providing completed registration forms to Teachers.

1.6 Community Association Liaison, 1 person – Responsible for liaising between the Community Association and the Playschool Executive, and:

- a) Attending all Executive, general and special meetings;

- b) Attending all CA, general and special meetings or liaises with the HHBH Education Director on a monthly basis; and
- c) Maintaining communication between both groups.

1.7 Out-of-Class Job Coordinator, Responsible for ensuring all out-of class job positions are filled and actively carried out and:

- a) Attending all Executive, general and special meetings;
- b) Maintaining liaison among Teachers, Executive (especially Registrar) and parents;
- c) Maintaining list of the out-of-class job positions and their descriptions; and
- d) Assigning jobs to each parent and helps the parent get rolling on the job description. Checks in with each parent periodically to see if any job support is required.

1.8 Privacy Officer, 1 person. Responsible for:

- a. Acting as the Playschool contact person who ensures compliance with applicable privacy legislation, under the *Personal Information Protection Act* (PIPA). This policy is intended to define accountabilities for privacy compliance within the Playschool;
- b. Coordinating and administers police security clearances and vulnerable sector searches.
- c. Maintaining lists of parents with and without security clearances and communicates this information to Presidents, Teachers, VPs and, as necessary, other members of the Executive.

1.9 Assistant President: responsible for:

- a. Assisting President with all responsibilities with the expectation that this person will stand for the President's position in the future.

1.10 Past Executive Member: Non Voting, 1 person from the past Executive;

- a. In addition to the foregoing, the Playschool may optionally elect a Past Executive Member. The Past Executive Member will attend all Executive meetings.
- b. The responsibilities of this position will include assistance in transition for the incoming Executive Board, to provide continuity and offer history and background of the Playschool for new members.

Total Executive: 9-16 parents

2 Description of Out of Class Parent Job Positions

2.1 Advertising Person, Arranges for advertising as required and directed by Executive. Communicates with and helps the Registrar. Liaises with the School Strategy Committee.

2.2 Classroom Enrichment Person, Arranges for visitors, volunteers as well as paid enrichment providers, to come to the classes, including Spring Science Project.

2.3 Classroom and Hallway Cleaner, (1 to 2 people) Cleans the classroom (dusting, thorough vacuuming and sweeping) on a monthly basis and hallway outside classroom (sweeps and mops hallway, including behind the coat racks,) on an as-needed basis but at least twice monthly.

- 2.4 Clean-up Coordinators (2 people), Prepare clean-up schedule, obtain supplies and supervise half of the Playschool clean-ups each. The coordinators will check with the Teacher and President as to school access, scheduled dates, and what needs to be cleaned before each clean up.
- 2.5 Craft Preparation Person (1 per class), Assists Teacher by preparing craft materials at home.
- 2.6 Fundraising Coordinator(s) (2 people, and more as needed), Responsible for organizing money-raising projects, which may occur in conjunction with the school and community. Liaises with Executive, particularly Treasurer.
- 2.7 Inventory, Takes inventory of Playschool toys, & equipment in the classroom and in storage; updates Excel spreadsheet with this information annually.
- 2.8 Program Evaluation, Updates, issues and collates responses from annual parent survey.
- 2.9 Laundry person (2, people), 1 person checks with the Teachers for weekly laundry; 1 person checks with Teachers for dress-up clothes laundry
- 2.10 Library Helper (1 person), Provides books on a monthly basis for assisting the Teachers with current themes and returns these books to the library before the due date.
- 2.11 Play dough Person (2 people), Supplies one double batch of play dough weekly or as directed by the Teacher.
- 2.12 Purchasing Person (2 people total: 1 Costco, 1 dollar store), Checks with the Teachers for a list of items needed on a monthly basis (must liaise with the Treasurer and keep receipts for reimbursement). Costco membership required.
- 2.13 Repairs and Handyperson (1 people), As directed by the Teachers, performs minor repairs on books and toys, painting and classroom maintenance as needed.
- 2.14 Scholastic Book Order Coordinator (1 person), Distributes monthly Scholastic Books order forms to all families. Places orders to Scholastic and distributes books to the appropriate families.
- 2.15 School and Family Photos Coordinator, Coordinates the fall photo days and the photos at end of year picnic.
- 2.16 Social Events Coordinator (2 people), Plan, communicate and host social events for Playschool community; liaise with Executive for dates; supported by each class's party and photo person as well as graduation coordinator.
- 2.17 Toy Cleaning (2 and up to 4 people as enrolment allows), Cleans toys at home as directed by the Teacher.
- 2.18 Website Coordinator, Gathers information from the Executive that needs to be on the website and ensures website is updated regularly, forward email to appropriate Executive member.
- 2.19 Party and Photo Person (1 per class), Helps the Teachers with items needed for parties and, together with the Social Events Coordinator(s), organizes the wrap up picnic. The party/photo person will take pictures at parties as required throughout the year. Print photos as directed by the Teachers. Assemble and maintain a photo album to be kept in the classroom for the enjoyment of the Playschool community. Help Social Events Coordinators with events.

2.20 Baker, 1 person MWF and 1 person TTh bake/prepare special snacks for special classroom events as directed by the Teachers.

2.21 Graduation Coordinator, support the Teachers in planning and hosting the Graduation ceremony.

2.22 Special projects, Additional jobs may be identified by Teachers and Executive to best support a specific school year; often dependent on enrolment.