



Parent Handbook

2025-2026

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Our Philosophy

At Brookview Community Preschool Society (BCPS), we believe that learning is a cooperative and meaningful process that is best achieved through hands-on, play-based experiences. Our child development philosophy is guided by the understanding that young children learn most effectively when they are given many guided opportunities to explore, discover, and engage through play.

Through guided play, learning centres, group activities, creative art experiences, and physical activity, children are encouraged to develop problem-solving skills, make connections, and deepen their understanding of the world around them. We recognize that each child is a unique individual with their own learning style, interests, and background, and our program is designed to reflect and support the diverse needs of the children and families we serve.

By providing a nurturing and inclusive environment, we offer children many opportunities to experience success and build confidence. We believe that a positive start to schooling is essential in fostering a lifelong love of learning and knowledge.

Our Aims and Objectives

Our theme-based program is designed to support and enhance the overall development of each child. We strive to meet children's developmental needs in the following areas:

Social Development: Children are encouraged to work cooperatively with their peers, developing important social skills such as sharing, turn-taking, and effective communication. With adult guidance and support, children learn to problem-solve and manage conflicts, helping them build meaningful relationships with both peers and educators.

Physical Development: Our program offers a variety of materials and activities that support the development of both gross and fine motor skills. Indoor and outdoor physical play is an important part of Brookview Community Preschool's daily routine. Children participate in age-appropriate activities that promote coordination, strength, and an understanding of the importance of staying active for overall health.

Fine motor skills are developed through daily experiences such as playdough, painting, colouring, drawing, beadwork, cutting activities, and sand and water table play. These activities are thoughtfully planned to complement and support each monthly theme.

Emotional Development: We recognize that each child learns and develops at their own pace. Educators provide encouragement and support to help children build confidence, independence, and a positive sense of self. Individual expression is valued, and children are given many opportunities to feel successful, appreciated, and secure within the learning environment.

Intellectual Development: Our theme-based curriculum incorporates learning centres and group activities that support each child’s intellectual growth. Foundational mathematical concepts - such as one-to-one correspondence, counting, more and less, shapes, measurement, number recognition, and sequencing - are introduced and practiced in developmentally appropriate ways. Counting and calendar activities are part of our daily routine.

Early literacy skills are fostered through exposure to letters. For children who are ready, letter sounds and beginning phonics activities are introduced as appropriate.

Dramatic and creative play are also important components of intellectual development. Activities such as puppetry, acting out stories, imaginative play, singing, finger plays, and the use of musical instruments, dress-up clothing, and props allow children to explore themes, express ideas, and deepen their understanding through play.

Children are natural investigators, and our program encourages curiosity and exploration through hands-on science experiences. Learning opportunities may include the use of sand and water tables, blocks, woodwork, and themed science centres. Depending on the monthly theme, science activities may be offered for independent exploration or in small or large group settings.

Our Programs and Eligibility

Class A	4-year-old AM	Mon, Wed, Fri	8:30 - 11:00 a.m.	Must be 4 yrs old on or before Dec 31st of the attending school year.
Class B	4-year-old PM	Mon, Wed, Fri	12: 30 - 3:15 p.m.	
Class C	3-year-old AM	Tues, Thur	8:30 - 11:00 a.m.	Must be 3 yrs old or older by the end of the starting month.
Class D	3-year-old PM	Tues, Thur	12:30 - 3:15 p.m.	
Class B & D	$\frac{3}{4}$ year-old PM	Flexible up to 5 days (Mon – Fri)	12: 30 - 3:15 p.m.	

Membership

The members of Brookview Community Preschool consist of all parents and/or guardians whose children attend Brookview Community Preschool or whose children are registered to attend Brookview Community Preschool.

The purpose of membership is to:

1. Work cooperatively with and support the teachers and the preschool program.
2. Contribute ideas and engage in meaningful discussion to support high-quality preschool education.
3. Uphold the confidentiality of the program, its members, and its staff.

If you have any concerns or questions regarding your child or the preschool program, we ask that you bring them to the teachers' attention by arranging a special appointment or scheduling a mutually agreed-upon phone conversation. Please refrain from discussing concerns with teachers while class is in session or when children are present, as this allows educators to give their full attention to both the children and the discussion.

If a concern cannot be resolved with the teachers, it should be brought to the attention of the Executive Board. Families are reminded to maintain confidentiality when addressing concerns and to follow the communication protocol outlined in the policy section of this handbook.

We believe that open and respectful communication is key to a successful and positive preschool experience for both children and families. The Executive Board can be contacted by email at brookviewpreschool@gmail.com.

Executive Board

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- Communications
- Fundraising/Casino

For detailed Executive Board job descriptions, please refer to Appendix A. The Executive Board is responsible for overseeing the affairs of the preschool and is elected by the members at the Annual General Meeting (AGM).

The Executive Board serves in an advisory and consultative role to the teaching staff and is accountable to the members. Program decisions, policy updates, and changes to these guidelines may be made by a majority vote of the Executive Board. Parents and guardians will be informed of any such changes.

Any proposed amendments to the preschool bylaws will be presented to the membership and voted on at an AGM.

Parent Participation

Brookview Community Preschool values and encourages parent involvement, which plays an important role in supporting a successful preschool program. There are minimal in-class parent duties required throughout the school year.

At the start of the school year, a sign-up sheet will be available for parents to volunteer for various duties, including craft preparation, laundry, and playdough preparation. Parent participation is an essential part of our preschool community, and the teaching staff greatly appreciate and encourage family involvement.

Casino (Mandatory Participation)

Every two years, our preschool participates in a casino fundraiser, which provides a significant portion of the program's funding. It helps keep the program affordable for families in the community and ensures we can continue offering excellent programming year after year. Families volunteered years ago to keep costs reasonable and maintain the quality of our preschool.

During casino years, parent participation is required to carry that commitment forward for future families. Scheduling and coordination will be managed by the Casino Chair.

IMPORTANT: During casino years, an undated **\$500** duties cheque will be collected at the AGM in August. This deposit is to ensure each family completes their casino duties for the school year. This cheque will be destroyed once all duties have been fulfilled in their entirety. Failure to attend the casino or provide a designated representative will result in the casino deposit cheque being cashed.

Toilet Training

Children attending Brookview Community Preschool must be **fully toilet trained** by the start of the school year. This means that children must be able to recognize and communicate their need to use the toilet and use the toilet independently. Disposable pull-up pants are not permitted, in accordance with licensing regulations.

Teachers do not provide toilet training and are not expected to manage frequent toileting accidents, as this would remove them from the classroom environment and supervision of the group. However, teachers do support children's independence with toileting in the following ways:

- Providing one scheduled opportunity to use the toilet during each class
- Allowing children to use the toilet at any time during class as needed
- Assisting children on and off the toilet (step stools are available in each stall)
- Assisting with clothing when necessary (please see recommendations below)
- Reminding children to flush the toilet and wash their hands after use

To support your child's success and independence, families are strongly encouraged to follow these recommendations:

- Ensure your child uses the toilet before arriving at preschool
- Remind your child at the start of each class that they are responsible for letting a teacher know when they need to use the toilet
- Dress your child in child-friendly clothing that is easy to manage independently; elastic-waist pants are highly recommended
- Avoid clothing with snaps, zippers, belts, long shirts, or dresses, as these can be difficult for children to manage when toileting independently

For additional information, please refer to the **Probationary Period** section.

Registration and Admissions

Registration

Registration dates will be posted on the preschool website. Registration forms will be accepted subject to the following requirements:

- Registration will remain open until classes reach capacity. If classes are filled before January 31, a wait list will be created and the **Wait List Policy** will apply.
- Applications will only be accepted once the registration form has been completed in full and all required documentation and deposits have been received. Required documents include a copy of the child's birth certificate, proof of residency for Brookview residents, and all applicable fees. A space will only be held once a complete application has been received.
NOTE: Information collected on the registration form is required for licensing purposes. It is the responsibility of the parent/guardian to ensure that all forms, documentation, and cheques are submitted in full.
- Any dishonest or fraudulent information provided on registration or membership documents may result in dismissal from the preschool.
- A copy of the child's birth certificate or other proof of age is required at the time of registration.
- A current **Community League membership** is required by **September 30** of the attending school year for insurance purposes. Community League memberships may be purchased through [any community league](#) within the City of Edmonton and do not need to be specific to Brookview Community.
- Requests for changes to enrollment after a child has been assigned to a class must be approved by the Executive Board.

Please note that registration forms will not be considered if there are outstanding fees from a previous school year.

Admissions

The preschool will host an **Open House (usually the end of February)**, followed by **open registration**. All registration dates and related events are posted on the preschool website. Registration is accepted on a first come first served basis (when the registration form and deposit is received).

Wait List Policy

Brookview Community Preschool maintains an ordered wait list, which is followed strictly as spaces become available. When a vacancy occurs, the Registrar will contact families on the wait list by phone or email, based on the contact preference provided at the time of registration.

Families will be given **48 hours** to respond to the Registrar regarding their availability to accept the offered space. If no response is received within 48 hours, the Registrar will proceed to contact the next family on the wait list.

Families are responsible for ensuring that current and accurate contact information is on file and for regularly checking voicemail and email throughout the summer and school year. The Registrar cannot hold a space if voicemail messages cannot be left, emails are returned, or messages go unanswered.

If you wish to update your contact information or request removal from the wait list at any time, please contact the preschool by email at brookviewpreschool@gmail.com.

Registration Fee

A non-refundable registration fee of **\$50** is required each year and is due at the time of registration.

If paying by cheque, the registration fee must be submitted to the Registrar along with the completed registration forms in order to secure your child's space in the program. If paying by e-transfer, the registration fee is due at the time the registration form is submitted online.

The remaining tuition and deposit cheques will be collected at the **Annual General Meeting (AGM)**. It is the responsibility of the applicant (parent/guardian) to attend the meeting or to make alternate arrangements with the Registrar. Fees are due at this time; failure to submit payment may result in the loss of your child's placement in the program.

Please note that registrations received after the start of the school year must submit all required fees and tuition at the time of registration.

Monthly Fees

Monthly fees are set in accordance with the operational needs of the preschool. Fees are charged **per child** and are payable regardless of attendance.

Payments may be made by cheque or e-transfer. Cheques must be made payable to **Brookview Community Preschool**. E-transfers should be sent to brookviewpreschool@gmail.com. When submitting an e-transfer, please include your child's **full name and class** in the message field.

The \$50 non-refundable registration fee is due at the time of registration and may be paid by cheque or e-transfer. Remaining tuition and deposit cheques will be collected at the Annual General Meeting (AGM).

Fees are divided over a 10-month period. Families paying by e-transfer may pay monthly, while families paying by cheque will submit post-dated cheques covering multiple months.

Cheque Payment Schedule

- **Cheque #1:** \$50 non-refundable registration fee
(Dated with the current date; due upon acceptance of registration)
- **Cheque #2:** \$500 Casino Deposit
(Returned at the end of the school year if casino duties are completed)
- **Cheque #3:** September / October / November tuition
(Post-dated September 1)
 - 2 days per week: \$270
 - 3 days per week: \$345
 - 5 days per week: \$600
- **Cheque #4:** December / January / February tuition
(Post-dated December 1)
 - 2 days per week: \$270
 - 3 days per week: \$345
 - 5 days per week: \$600
- **Cheque #5:** March / April / May / June tuition
(Post-dated March 1)
 - 2 days per week: \$360
 - 3 days per week: \$460
 - 5 days per week: \$800

E-Transfer Payment Schedule

E-transfers are due on the **1st of each month**:

- 2 days per week: \$90
- 3 days per week: \$115
- 5 days per week: \$205

Payment Policies

Parents/guardians are responsible for ensuring all fees are paid on time. Fees are payable in full whether or not a child attends all scheduled classes. Fees will not be refunded for illness, holidays, or other unforeseen circumstances.

A fee of **\$25.00** will be charged for any cheque returned by the bank. Parents are responsible for replacing the full amount, including any bank charges, within **10 days**. Replacement payment must be made to the Treasurer by certified cheque, money order, or cash.

Teachers are not responsible for collecting fees.

Registration Forms

All registration forms must be completed in full and submitted along with the registration fee to the Registrar during the scheduled registration nights in order for a registration package to be accepted.

Any changes or updates to the information provided must be communicated to the Registrar by email. Parents and guardians may be asked periodically to review and update their information to ensure records remain current and accurate.

Meetings

The Annual General Meeting (AGM) is held each August at the start of the school year. In addition to addressing preschool business and organizational planning, the AGM also serves as a Parent Information session.

IMPORTANT: Attendance at the AGM is mandatory, and at least one adult from each family is required to attend.

Community League Memberships

For insurance purposes, Brookview Community Preschool requires that each family obtain a valid Community League membership for every preschool year. Membership information must be provided to the preschool no later than September 30 of the school year.

Families who do not obtain a Community League membership by this date will be asked to withdraw from the program.

Community League memberships may be available for purchase at the Annual General Meeting in the fall or can be purchased online through the Edmonton Federation of Community Leagues (EFCL). Memberships do not need to be purchased from the Brookview Community League. Families are encouraged to purchase memberships from the community in which they reside.

Membership Withdrawal

A child may be withdrawn from the program upon recommendation by the teachers, the child's parents/guardians, and/or the Executive Board. Families wishing to withdraw their child after registration has been accepted must notify the Registrar before the end of the month.

Probationary Period

Each child is subject to a **six-week probationary period**, beginning on their first day of preschool. Continuation in the program after this period is at the discretion of the teachers and the Executive Board, based on the child's adjustment and readiness to participate in the program.

Medical Problems

Parents and guardians are responsible for informing the teachers of any **medical or health conditions** affecting their child. In certain cases, the preschool may require a **signed waiver of responsibility**, which releases the preschool and its staff from legal liability related to the child's condition.

Incidents and Accidents During Class

Teachers follow the **Child Guidance Policy** when addressing incidents between children. Any incident that results in **injury or emotional distress** will be documented thoroughly.

All accidents are recorded on official forms, which include details of the injury and any first aid administered. These forms are maintained in compliance with licensing requirements and provide an accurate account of what occurred during class time.

The completed form will be shared with the child's parent(s) or guardian(s) to review. Both the teachers and the parent(s) are required to sign the form. The original document will be kept in the child's file, and parents may request a copy for their records.

The **Executive Board** reviews all incidents and accidents and may make recommendations to ensure the continued safety and well-being of all children.

Staggered Entry

To help children transition smoothly into preschool and become familiar with their teachers and classroom environment, Brookview Community Preschool practices staggered entry.

During the first four days of the school year, only half of each class will attend at a time. This smaller child-to-teacher ratio allows children and teachers to get to know one another and eases the adjustment to the preschool setting. These initial sessions are designed to introduce children to the classroom, routines, and daily expectations in a supportive and welcoming environment.

Arrival and Pick-up

To help your child get the most out of each school day, please ensure they arrive on time, in good health, and appropriately dressed. Arriving five minutes early allows children time to hang up coats and backpacks, put on indoor shoes, and greet their classmates. Parents are asked to stay with their child until they have been personally welcomed by a teacher.

A boot shelf is located at the front door for wet or soiled footwear.

At the end of the day, students are excited to share their experiences! Parents and siblings are asked to arrive on time and wait patiently and quietly in the hallway. Children will be dismissed individually, and teachers will ensure each child is with their parent or authorized caregiver before leaving.

If someone other than the expected parent or caregiver will be picking up your child, please inform the teachers. Children will only be released to individuals listed on your pickup form. If an alternate pickup is needed, verbal or written consent must be provided to the teachers. Text messages to the preschool phone are acceptable in urgent situations.

You do not need to contact the preschool if your child is absent unless the absence is due to a contagious illness (e.g., chicken pox, impetigo, lice).

Late Pick-up Policy

Please do not be late when picking up your child. Teachers remain on-site until all children have been picked up. To help avoid late pick-ups, it is recommended that you arrange a parent buddy in your child's class and add them to your Pick-Up Form. If you anticipate being late, you may contact your buddy to pick up your child on your behalf.

Things To Bring To School

To ensure your child has a safe and successful day, please send the following items each day:

- **Indoor Shoes:** For health and safety reasons, children must wear shoes indoors at all times. Clean indoor shoes should be placed in the basket at the front door and kept at the preschool throughout the year. Please check regularly that shoes still fit.
- **Nutritious Snack:** Send a small, nutritious snack that includes items from at least two food groups, as outlined by Canada's Food Guide. Brookview Preschool is a NUT-FREE environment; children may not bring food containing peanuts, other nuts, or traces of nuts. Please also send a healthy drink in a resealable cup. All snacks and drinks should be packed in a reusable snack bag, clearly labeled with your child's name, and placed on the trolley located just outside the classroom door.
- **Backpack:** A backpack is needed to carry school items home. Please include an extra set of clothing in case of spills or accidents.

IMPORTANT: Label all belongings. Children should not bring toys or other extra personal belongings to school, except for Show and Share Day, as the preschool is not responsible for lost or damaged items.

Parking

Parking is available directly outside the front doors of the community league. The center stalls are reserved for parents with children attending Brookview Preschool. The perimeter stalls are multi-use and may be used by parents of children attending George H. Luck School.

Policies

Illness Policy

If your child is sick, please **keep them home** from preschool. If a child becomes ill while at preschool, parents will be contacted to pick up their child. The child will be kept separate from other children until they are picked up.

Children should **not attend preschool** if they have any of the following symptoms:

- Fever of 38°C (100.4°F) or higher
- Diarrhea
- Vomiting
- An undiagnosed rash or skin condition
- A communicable disease (e.g., chicken pox)
- An obviously infected lesion with thick or colored discharge (green or reddish-brown)
- Persistent pain or a persistent cough

Teachers reserve the right to refuse admittance if there is any doubt about a child's health. They may also require a written statement from the child's doctor confirming the child is healthy before returning to preschool.

If your child contracts a communicable disease such as mumps, chicken pox, lice, whooping cough, measles, scarlet fever, or similar, please contact your family doctor or public health nurse and follow their recommendations regarding return to preschool. The preschool teachers and the Department of Health must also be notified of the incident.

Medication Policy

Brookview Community Preschool will only administer emergency medications, such as epi-pens or inhalers, while a child is at preschool.

If your child requires emergency medication, please indicate this on the registration form. A signed request from both the parent/guardian and the child's physician is required, specifying:

- The type of medication
- Required dosage
- Actions to take in the event of possible hazards or side effects

This form must be submitted before the child starts preschool and renewed each school year. Forms are available from the teachers and online.

Parents are responsible for:

- Providing the emergency medication to a teacher before each class
- Ensuring the medication is not expired
- Collecting the medication at the end of class

Teachers will ensure that emergency medications are stored safely, out of reach of children, yet easily accessible in an emergency.

The preschool is not responsible for any complications related to medication administration. Under no circumstances will teachers administer non-emergency medications while a child is at preschool.

Parents should communicate any other medical conditions or needs directly to the teachers on an individual basis.

Child Guidance Policy

Brookview Community Preschool promotes a positive and supportive approach to problem-solving and behavior management. The goal is to help children develop self-regulation, social skills, and safe interactions with others.

Clear Expectations

Teachers establish and communicate age-appropriate, positive expectations to ensure the safety of all children, adults, and classroom materials.

Redirection

If teachers anticipate a potential conflict or problem, they will engage one or more children in an alternative activity to prevent escalation.

Giving Choices

When difficulties arise, children are offered choices of alternative activities to help them make positive decisions.

Problem Solving

Teachers use problem-solving strategies that encourage children to resolve conflicts with peers constructively.

Positive Time-Outs

If a child's actions put themselves or others at risk of injury, they may be guided to a quiet space with a teacher for a short time to calm down. Once ready, the child returns to play.

Teacher/Parent Meetings

If challenges persist, teachers will meet with the child's family to develop goals and strategies for support. With written parental/guardian consent, teachers may also consult or refer to community resources as needed.

Executive Board/Teacher/Parent Meetings

If a child's behavior continues to disrupt the classroom - affecting the safety, learning, or enjoyment of others - despite the steps mentioned above the following will occur:

1. A meeting will be arranged with the parents only and three independent Executive Board members - typically the President, Secretary (who records minutes), and an Executive Board member from the child's class.
2. The child will continue to be encouraged to work through problems independently with support in verbalizing feelings and practicing safe, constructive problem-solving strategies.

Confidentiality

All classroom issues are handled confidentially to protect the self-esteem and dignity of the child or children involved.

Extreme Weather & Preschool Closure Policy

Brookview Community Preschool may be cancelled due to extreme weather, mechanical breakdowns, or unforeseen circumstances. Decisions to close will be made at the discretion of the Lead Teacher and Executive Board.

- If the preschool is closed, both AM and PM classes will be cancelled for the day.
- Parents will be notified by email.
- Classes cannot be made up due to the structured playschool schedule. Since George H. Luck Elementary School serves as our evacuation site, if that school is closed, the preschool must also close.

Medical Emergency Policy

Parents/guardians must ensure that the child's registration form is complete, including health care number, emergency contacts, and any allergies.

In the event of an accident or medical emergency requiring immediate attention:

- An ambulance will be called if necessary.
- Parents and the child's doctor (if needed) will be contacted immediately.
- If parents cannot be reached, a message will be left, and emergency contacts will be called. Teachers and emergency contacts will continue attempting to reach the parents.
- Ambulance costs are the responsibility of the parents.

Snack Policy

In accordance with Public Health and Licensing Regulations, each parent is responsible for providing a small, nutritious snack and a drink in a resealable container.

- Snacks should include items from at least two food groups, following the Canada Food Guide.
- Brookview Preschool is a NUT-FREE school. All snacks must be completely nut-free. Products labeled “may contain nuts” or “made in a facility that processes nuts” are not permitted.
- Teachers may provide suggestions for suitable snacks or advise on prohibited foods.
- During special celebrations where snacks may be shared, all food must be store-bought. Home-prepared foods are not allowed due to health regulations.
- Juice boxes are discouraged; a healthy drink in a resealable container is preferred.

Smoking Policy

Smoking is not permitted at any time. This policy applies to all staff, volunteers, and visitors while on preschool premises, school grounds, during preschool field trips, or at any location where childcare is being provided.

Protocol for Addressing Concerns

Our goal is to ensure a positive preschool experience for both your child and your family. If you have any questions, concerns, or issues related to your child, the teachers, or the program, we ask that they be addressed by following the protocol outlined below.

1. Meet with the Teachers

Parents are encouraged to first schedule a meeting with the teachers at a time when children are not present. This allows the teachers to give their full attention to the discussion. Parents and teachers should work collaboratively to identify concerns and develop goals, strategies, and possible solutions.

- Concerns should be expressed respectfully and with confidentiality in mind.
- Teachers may offer a different perspective, drawing on their expertise in child development and the preschool environment.
- Parents are encouraged to refer to the program’s policies and guidelines, which may help clarify or resolve the concern.

2. Involve the President

If a resolution cannot be reached between the parents and teachers, the President may be contacted for assistance. A meeting may be arranged to support further discussion and problem solving.

- The other party should be informed before involving the President.
- The President will gather information from all parties and assist in mediating the issue.

3. **Executive Board Review**

If the concern remains unresolved, the President may bring the matter to the Executive Board for review and resolution.

- Both the parent(s) and teachers will be notified before this step is taken.

This protocol is designed to promote respectful communication, collaboration, and confidentiality while maintaining a positive preschool environment - even during challenging situations. Suggestions or concerns regarding the operation of the preschool or the overall program should be directed to the Executive Board, rather than to the teachers. Concerns specific to a child should always be addressed directly with the teachers.

Student Aid Policy

If a child requires the support of an aide or support worker due to physical, developmental, or behavioral needs, the aide must accompany the child to preschool and remain with them at all times while they are in attendance.

If the assigned aide or support worker is unable to attend on a scheduled preschool day, it is the responsibility of the child's parent(s) or guardian(s) to arrange for a qualified substitute. If a substitute aide or support worker is not available, the child will be unable to attend preschool that day.

This policy ensures the safety, well-being, and successful participation of the child, while maintaining appropriate supervision within the classroom.

Supervision Policy

The classroom teachers are responsible for ensuring the safety and well-being of all children at all times. The building and surrounding areas are inspected for safety prior to the children's arrival each day. Attendance is taken daily, and all exterior doors remain locked during class time.

Children are always supervised by an adult when outside of the classroom. Teaching staff are present in the classroom at all times and provide continuous supervision. Teachers actively engage with the children throughout the day, guiding activities, supporting play, and encouraging exploration within a safe, positive, and developmentally appropriate learning environment.

Sponsorship Policy

The preschool welcomes sponsorship support from community residents and local businesses. Sponsorship does not grant any influence over preschool programming, hiring decisions, or registration practices.

All sponsors will be acknowledged on the preschool's website under a designated "Partners" page. Sponsor recognition may include a logo and brief company information, which will be hosted directly on the preschool's website without external links.

Use of the Brookview Community Preschool Society logo on any sponsor materials or websites requires prior written approval from the Executive Board. All sponsorship arrangements are subject to review and approval by the Executive Board.

Emergency Procedures

Fire drills are conducted monthly to help children become familiar with emergency routines. During colder weather, drills may be practiced without going outside.

Fire Safety Procedures

In the event of a fire or fire alarm at the preschool or Community Hall, the following steps will be followed:

1. The fire alarm will be activated immediately.
2. Upon hearing the alarm, children will line up quickly and calmly with a teacher.
3. One teacher will lead the children out of the classroom using the safest exit and will close the door behind them.
4. The second teacher will check washrooms, close doors, and collect daily attendance records and emergency information.
5. All staff and children will meet at the designated assembly area located north of the Community Hall.
6. Attendance will be taken to ensure all children are accounted for.
7. Emergency services (911) will be contacted.
8. If necessary, relocation procedures will be initiated.

Relocation Procedures

If evacuation from the Community Hall is required:

1. Teachers will escort the children to George H. Luck School, the preschool's designated evacuation location.
2. Parents will be contacted and asked to pick up their child. If parents cannot be reached, emergency contacts listed on the registration form will be called.
3. When possible, an evacuation notice will be posted on the exterior door of the Community Hall to inform families of the relocation location.
4. Teachers will remain with the children at all times until every child has been safely picked up.

Supporting Your Child's Learning

A Typical Day

Each preschool day is thoughtfully planned to support your child's learning and development. Daily activities are organized around age-appropriate themes and include a balance of structured and play-based experiences. Teachers prepare a monthly calendar to keep families informed about upcoming activities, special events, and any items children may be asked to bring from home.

Daily Schedule (AM Class)

Welcome	Welcome at the door followed by a Welcome Circle: <ul style="list-style-type: none">• song• introduction of superstar• show and share• explanation of activities
Free Play	<ul style="list-style-type: none">• all centers open• craft is available
Clean Up	<ul style="list-style-type: none">• signaled by music• all students participate to help with clean up
Circle Time	<ul style="list-style-type: none">• story• calendar• weather• hand washing song

Hand Washing	<ul style="list-style-type: none"> • formal hand washing time • children are asked if they need to use the toilet
Snack	<ul style="list-style-type: none"> • children open and close their own snack bags • children wash their hands after eating their snack • following snack, the children move to either puzzles or books • library borrowing privileges occur
Music and Movement	<ul style="list-style-type: none"> • songs • finger plays • games • good bye song
Preparation for Dismissal	<ul style="list-style-type: none"> • children line up at the door with their snack and library book
Dismissal	<ul style="list-style-type: none"> • good bye from the teachers at the door • hand stamp is offered

When indoor gym or outdoor play is incorporated, this schedule will be modified

Transition Times

To support smooth transitions between activities, teachers use songs, group games, and finger plays. These strategies help children move comfortably from one activity to the next and keep the day flowing in a calm, engaging way.

Arts and Crafts Philosophy

Most art activities at preschool are open-ended, meaning the focus is on the creative process rather than the final product. Children are encouraged to explore, experiment, and express themselves freely. As a result, the finished artwork may not resemble a recognizable object - and that is perfectly okay. What matters most is the experience of creating and the child's sense of accomplishment.

Each project should reflect the child's own ideas, abilities, and level of interest. We ask families to support this approach by allowing children the freedom to create without pressure for the artwork to look a certain way. When adults complete or heavily direct a project, it becomes their artwork rather than the child's. Encouraging independence helps build confidence and creativity.

Show and Share

Throughout the year, special days will be scheduled for Show and Share. On these days, children may bring one special item to share with their classmates. Teachers support children during sharing time by asking questions that help develop speech, language, and confidence when speaking in a group.

Before school, parents are encouraged to talk with their child about their chosen item—where it came from, its colors, texture, or how it feels—so they feel prepared to share. Outside of scheduled Show and Share days, toys should remain at home.

Scholastic Book Orders

Families will receive Scholastic book order catalogues throughout the year. Participation is optional. When orders are placed, the preschool earns free books and bonus points that teachers can use to purchase materials for the classroom

Appendix A: Executive Board Position Descriptions

President

Overall Responsibility

The President serves as the presiding officer of Brookview Community Preschool and represents the Executive Board in all official matters.

Specific Responsibilities

- Provides leadership to the Executive Board in achieving the preschool's mission and goals
- Oversees governance and policy development, and is accountable to the Executive Board
- Encourages and participates in both short-term and long-term strategic planning
- Guides and mediates Board discussions related to priorities and governance issues
- Calls and chairs monthly Executive Board meetings
- Prepares, distributes, and presides over meeting agendas
- Assists the Registrar with organizing the annual Open House and Registration Night
- Appoints members to special committees and working groups as needed
- Raises and facilitates discussion of issues affecting the preschool

- Acts as a primary spokesperson for the preschool
- Serves as liaison between the Executive Board and the Lead Teacher, bringing forward classroom concerns for discussion and resolution
- Oversees financial planning and reviews financial reports
- Informally evaluates the effectiveness of Board members
- Conducts an annual review of the organization's progress toward its mission

Vice-President

Overall Responsibility

Assumes the duties of the President in the event of absence, resignation, or incapacity.

Specific Responsibilities

- Fulfills the President's duties when the President is unavailable
- Performs additional duties as assigned by the President or Executive Board
- Communicates with the Brookview Community League Liaison, who attends Community League meetings
- Coordinates with the Building Manager to ensure building cleanliness and maintenance
- Schedules Executive Board meetings and confirms facility availability
- Troubleshoots building-related issues with the Community League
- Acts as the Board representative for the late pick-up policy and related follow-up

Treasurer

Overall Responsibility

Manages and oversees all financial operations of Brookview Community Preschool.

Specific Responsibilities

- Administers all financial matters for the preschool
- Maintains accurate records of income and expenses
- Prepares and presents the annual budget for Executive Board approval
- Develops and ensures Board review of financial policies and procedures
- Presents financial reports at Executive Board meetings
- Collects registration fees and membership dues
- Oversees payment of teacher salaries and bonuses
- Prepares financial receipts
- Ensures reimbursements are processed for fundraising activities

- Provides the Registrar with information needed for tax receipts
- Works with the Casino Coordinator to meet all AGLC financial requirements
- Coordinates with fundraising to ensure all obligations are fulfilled
- Prepares and distributes annual tax receipts, including for graduates from the current tax year

Secretary

Overall Responsibility

Maintains all official records and legal documentation for the Executive Board and preschool.

Specific Responsibilities

- Manages and organizes all legal and organizational records
- Maintains the Secretary's Binder, including Executive Board contact information
- Records and distributes meeting minutes in a timely manner
- Maintains familiarity with bylaws and governing documents
- Collects mail from the preschool mailbox
- Oversees updates to the Parent Handbook
- Performs additional duties as assigned by the President or Executive Board

Registrar

Overall Responsibility

Oversees all registration processes for current and future preschool families.

Specific Responsibilities

- Manages and maintains all registration records and documentation
- Organizes the annual Open House with the President
- Communicates with families regarding registration, cancellations, and class changes
- Maintains a current contact list for enrolled families
- Oversees alumni and general registration processes
- Updates registration forms as required
- Communicates class changes to the Treasurer and teaching staff
- Provides teachers with at least one week's notice when new students are joining a class

- Sends correspondence on behalf of teachers when required
- Completes emergency cards and follows up on missing registration information
- Presents a Registrar's report at Executive Board meetings

Assistant Registrar / Website Coordinator

Overall Responsibility

Supports the Registrar in all registration-related duties and maintains the preschool website.

Specific Responsibilities

- Assumes Registrar duties when the Registrar is unavailable
- Advertises registration events through newsletters, websites, signage, and other media
- Assists with organizing Open House and Registration Nights
- Updates and maintains the preschool website with current information
- Performs additional duties as assigned by the Registrar, President, or Executive Board

Fundraising / Casino Chair

Overall Responsibility

Plans and coordinates fundraising initiatives and casino events for the preschool.

Specific Responsibilities

- Organizes and oversees all fundraising activities
- Recommends fundraising initiatives to the Executive Board
- Coordinates casino events once approved
- Leads and organizes the fundraising team
- Provides recommendations regarding the return of fundraising deposit cheques
- Works with AGLC to meet all casino-related requirements