

# BROOKVIEW

community preschool

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## Parent Handbook

2022-2023



Building Address: 280 Bulyea Road • Edmonton, Alberta T6R 2L4  
Mailing Address: PO Box 88023 • Rabbit Hill Post Office • Edmonton, Alberta T6R 0M5

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## OUR PHILOSOPHY

At Brookview Community Preschool Society (BCPS), learning is a cooperative endeavor best accomplished through hands on, play based activities. Our child development philosophy is guided by the belief that children learn by being given many guided opportunities through play and exploration. Guided play, center time, group work, art experiences and physical activity provides young children with opportunities to learn, problem-solve and make connections to their understanding of the world. Children are each unique individuals, who have various learning styles, interests and backgrounds and our program reflects the needs of the children and their families. As such, they will be given many opportunities to feel successful. A positive start to schooling is essential to building a life-long love of learning and knowledge.

## OUR AIMS AND OBJECTIVES

Our theme based program strives to meet the developmental needs of children in the following ways:

**Social Development:** Working cooperatively with your peers necessitates sharing, turntaking, the development of communication skills and the development of various social skills. Children will be encouraged, with adult support, to problem solve conflicts with peers thus learning to develop meaningful relationships with both adults and peers.

**Physical Development:** The program provides materials and activities to develop both gross and fine motor skills. Indoor and outdoor physical activities are part of Brookview Community Preschool's daily routine. Children will be engaged in age-appropriate physical activities to develop coordination and an appreciation of the importance of keeping active to stay healthy. Fine motor skills will be developed by many daily activities such as play dough, painting, coloring, drawing, beadwork, cutting, sand, and water table activities that support the current theme.

**Emotional Development:** Each child learns at his/her own pace and will be supported in this endeavor. Individual expression is encouraged and feelings of self worth are heightened when children are given many opportunities to feel successful and appreciated.

**Intellectual Development:** As our program is theme based, centers and group activities will be created to support the intellectual development of each student. Basic mathematical



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concepts such as one-on-one correspondence, more or less, shapes, measurement, recognition of numerals and sequence are introduced and practiced when appropriate. Counting and calendar activities are a daily part of our program. Recognition of letters, environmental print and appreciation for literature are an integral part of our theme planning.

For children who are ready, letter sounds and beginning phonics activities will also be provided when appropriate.

Dramatic and creative play using puppets, acting out stories, imaginative play in various centers, singing songs and finger plays are all part of intellectual development. Musical instruments, dress-up costumes and props help children to explore first-hand a given concept/theme and learn from their imaginative play.

Children, being natural investigators, also need to be given many opportunities to develop the 'science' aspect of their learning. Our program will encourage first hand science exploration through use of items and centers such as sand and water tables, blocks, and woodwork. Depending on the theme of the month, science activities will be set up for children to explore on their own at a science center, or in small or large groups.

## OUR PROGRAMS AND ELIGIBILITY

<b>Class A</b>	4-year-old AM	Mon, Wed, Fri	8:45 a.m.- 11:15 a.m.	Must be 4 yrs old on or before Dec 31st of the attending school year.
<b>Class B</b>	4-year-old PM	Mon, Wed, Fri	12: 30 p.m. – 3:00 p.m.	
<b>Class C</b>	3-year-old AM	Tues, Thur	8:45 a.m.- 11:15 a.m.	Must be 3 yrs old or older by the end of the starting month.
<b>Class D</b>	3-year-old PM	Tues, Thur	12:30 p.m. -- 3:00 p.m.	
<b>Class B &amp; D</b>	$\frac{3}{4}$ year-old PM	Flexible up to 5 days (Mon – Fri)	12: 30 p.m. – 3:00 p.m.	



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## 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 the Membership shall be:

1. To cooperate with and support the teachers and the preschool program.
2. To meet the challenges of preschool education with ideas/meaningful discussion.
3. Uphold the confidentiality of the program, its members and staff.

If you have any concerns or worries regarding your child or the program, please bring them to the teachers' attention by special appointment or at a mutually agreed upon time for a phone discussion. Please refrain from discussing concerns with the teachers while class is in progress or while children are in the room. The teachers will be more able to devote their full attention to the discussion and a workable solution. If the problem is unable to be solved with the teachers, it should be brought to the attention of the Executive Board. Please remember confidentiality when dealing with these issues and use the protocol outlined in our policy section.

## EXECUTIVE BOARD & MEMBER VOLUNTEER POSITIONS

### Executive Board Positions

President  
Vice President  
Treasurer  
Secretary  
Registrar  
Assistant Registrar/Website  
Fundraising Chair  
Casino Chair  
Community Liaison

### Member Volunteer Positions

Classroom Liaisons



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For Executive Board Job Descriptions, please see Appendix A. The Executive Board is responsible for the affairs of the preschool and will be elected at the time of the Annual General Meeting (AGM). The Executive Board serves in an advisory/consultative capacity to the teachers and is accountable to the members. Changes in these guidelines, program decisions, and policies may be made by a majority vote of the Executive Board. Parents will be informed of any changes. Any proposed bylaw changes will be presented to the members and held for vote at an AGM. **NOTE:** Board members **DO NOT** need to pay the cleaning fee.

## PARENT PARTICIPATION

There are minimal in-class parent duties required (see below for a list of jobs). We are privileged to take part in a casino every two years, which provides most of the funding to the preschool. On casino years, parents will be required to participate. Scheduling will be handled by the casino chair. An undated duties cheque will be collected during registration, as a deposit to ensure each family completes their duty for the school year. This deposit is returned, provided duties have been fulfilled in their entirety.

A sign up sheet is available during the month of September to volunteer for a listed duty (craft preparation, laundry, Scholastic Book orders, Edmonton Public Library book pick up, play dough preparation). A sign up sheet is available each month starting in October for parents to fill in if they would like to volunteer in the classroom. Parent involvement is an essential component to a successful preschool program and the teachers encourage your participation.

## PHONE DIRECTORY: EXECUTIVE BOARD MEMBERS AND TEACHERS

The Executive Board and teachers would like to hear from you if you have any questions, comments, concerns, or suggestions. Please feel free to contact the teachers directly to discuss your child and his or her progress. Open communication is the key to a successful year for both you and your child. The Executive Board can be reached by email at [info@brookviewpreschool.com](mailto:info@brookviewpreschool.com).

## REGISTRATION AND ADMISSIONS

### Registration

Registration forms are accepted with the following requirements being observed:



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- Registrations will continue to be accepted until classes are filled to capacity or December 31<sup>st</sup> of that school year, whichever comes first. If classes are filled before December 31<sup>st</sup> of the attending school year, a wait list will be started and the Wait List Policy will be in effect.
- **Applications will only be accepted if the registration form has been completed in its entirety, and if documentation (birth certificate), proof of residency (for Brookview residents) and cheques are provided.** Only then will a spot be held. **NOTE:** The information on the Registration form is required for licensing purposes and therefore only those applications that are complete will be accepted. It is the responsibility of the applicant (parent/guardian) to submit a complete registration form with all the necessary documentation and cheques.
- Dishonest or fraudulent information provided on member documents will result in dismissal from the preschool.
- A copy of the child's birth certificate or proof of age is required during registration.
- A current community league membership\*\* is required by September 30<sup>th</sup> of the attending school year. Memberships can be purchased at the Annual General Meeting in September if you choose Brookview Community. This is required for insurance purposes.
- Requests for changes to enrollment after a child has been assigned a class will have to be approved by the Executive Board.

**Please note that registration forms will not be considered in the event that fees are outstanding from the previous school year.**

\*\*The community league membership can be purchased from any community league in the city of Edmonton. It does not need to be from Brookview Community.

## Admissions

Admission acceptance priorities are listed below and the registration dates will be published on the website homepage.

- Alumni – students who have attended the preschool in any of the previous years



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- Siblings of alumni
- Residents of Brookview Community. At least 50% of the available spaces will be offered to Brookview Community Members (those residing within the Brookview Community boundaries). Proof of residency is required. The remaining spaces will be available to members of any community.
- The preschool will have an Open House night after which an Open Registration night will be scheduled. All registration dates are posted on the home page of the website, under “Events.”
- Acceptance emails will be sent out by March 1<sup>st</sup> for those that meet the age requirements for the attending school year (see table on page 3).
- For those students that turn 3 after the first day of classes but on or before December 31<sup>st</sup> of the attending school year, acceptance emails will be sent out by June 1<sup>st</sup> and tuition must be paid starting in September to hold your spot.

## Toilet Training

Children attending the preschool are required to be **COMPLETELY TOILET TRAINED** by the start of the school year. This means that the child must be able to communicate their need to use the toilet and be able to use it. Disposable pull-ups pants are not permitted due to licensing regulations. The teachers do not toilet train children. They are also not expected to change frequent accidents as this removes them from the classroom environment. The teachers do, however, assist children in using the toilet in the following ways:

- Offering one scheduled opportunity to use the toilet throughout the course of the class.
- Open policy for students to use the toilet at any time during the class.
- Helping children on and off the toilet. Step stools are provided in each stall.
- Assisting with attire, if needed. However, please see suggestions below.
- Reminding children to flush the toilet and wash their hands after use.

The following suggestions are strongly recommended, as they encourage independence by making it easier for the child to manage:



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- Encourage your child to use the toilet before they start class.
- Communicate to your child at the start of each class that they are responsible for notifying the teachers when they need to use the toilet.
- Send your child to school dressed in child friendly clothing. Elastic waist pants are strongly recommended. Snaps, zippers, and belts are extremely difficult for a child to manage when they are pressed for time.
- Avoid sending your child to school in long shirts or dresses. It is difficult for a child to hold up their attire and balance themselves on the toilet at the same time.

For further information, please see the “Probationary Period” section on page 11.

## Wait List Policy

We will maintain and strictly adhere to an ordered waiting list. When the Registrar contacts you from the waiting list either by phone or by email (as indicated by you) to determine your availability to fill a vacancy in a class you will be **given a 48 hour period to** provide a response to the registrar. **If the registrar has not heard a response from you in 48 hours the registrar will contact the next family on the waiting list.**

Please ensure you give the correct contact information you would like used throughout the summer and school year. It is your responsibility to check for messages in case a spot becomes available. **The registrar is not responsible for holding a spot if your voicemail is full or your emails bounce back.**

If you would like to update your contact information on the waitlist or be removed from our waitlist at any time, please email the registrar: [registrar@brookviewpreschool.com](mailto:registrar@brookviewpreschool.com).

Please note no open spaces in a class will be filled after December 31st of that preschool year.

## Registration Fee

There is a set registration fee (\$50), every year, due at the time of registration. This fee is non-refundable. If paying by cheque, the registration fee must be given





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to the Registrar, with the registration forms to secure your child's spot in the program. If paying by e-transfer, the registration fee is due when the registration form is submitted online. The remainder of the tuition and deposit cheques will be collected at the Annual General Meeting. It is the responsibility of the applicant (parent/guardian) to attend the meeting or make other arrangements with the registrar. Fees are due at this time; failure to make payment may result in a loss of your child's placement in the program.

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

## Monthly Fees

Monthly fees are set in accordance with the needs of the program. Cheques must be made payable to Brookview Community Preschool. E--transfers are also accepted and need to be made payable to [brookviewpreschool@gmail.com](mailto:brookviewpreschool@gmail.com). Please ensure all e-transfers have your child's full name and class in the message area. The registration fee is due at the time of registration via cheque or e-transfer. The remainder of the tuition cheques will be collected at the Annual General Meeting. Fees are split up over a 9 month period. E-transfers can be made monthly or if paying by cheque, 3 months tuition are collected. Fees are PER CHILD.

The cheque schedule is as follows:

- **Cheque #1 -- \$50 non-refundable upon acceptance of the registration**  
Use the current date.
- **Cheque #2 -- \$170 Cleaning Fee Deposit Cheque**  
Dated September 1, 2022 (Used to cover monthly cleaning of all of the toys and program items by a professional company). **NOTE: Board members DO NOT pay.**
- **Cheque #3 -- \$250 Fundraising Deposit Cheque**  
Left undated (returned at the end of year if fundraising duties have been completed.)



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- **Cheque #4 – September/October/November tuition - dated September 1**
  - 2 days per week -- \$246
  - 3 days per week -- \$315
  - 5 days per week -- \$561
- **Cheque #5 – December/January/February tuition – post-dated December 1**
  - 2 days per week -- \$246
  - 3 days per week -- \$315
  - 5 days per week -- \$561
- **Cheque #6 – March/April/May tuition – post-dated March 1**
  - 2 days per week -- \$246
  - 3 days per week -- \$315
  - 5 days per week -- \$561

The e-transfer schedule is as follows:

- Due the 1<sup>st</sup> of every month.
  - 2 days per week -- \$82
  - 3 days per week -- \$105
  - 5 days per week -- \$187

It is the responsibility of the parents to ensure that the fees are paid. Fees are payable in full whether or not your child attends all the sessions to which they are entitled. Fees will not be refunded for illness, holidays, or any other unforeseen circumstances. A charge of \$25.00 will be levied for any cheques not honored by the bank, and it is the parents' responsibility to ensure funds are replaced (including bank charges) within 10 days to the Treasurer with a certified cheque, money order, or cash. The teacher is not responsible for collecting fees. Late e-transfers will incur a late penalty of 2% per day. If e-transfer is not paid within 10 days of the 1<sup>st</sup> of the month, the child's registration will be void.

## Registration Forms

Completely fill out **all** the registration forms and submit it together with **the registration fee** to the registrar during the registration nights for your registration package to be accepted. Any changes or updates to the information throughout the year must be emailed to the Registrar. Parents may be asked to update information occasionally.

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## Meetings

The Annual General Meeting (AGM) is held in August at the beginning of each school year. Along with a discussion of business matters and the planning of the preschool organization, it will also be used as a Parent Information session. **At least one adult from each family must attend this meeting.**

## Community League Memberships

Our preschool requires for insurance purposes that every child's family must obtain a valid community league membership for every preschool year. Families will be asked to provide their membership information no later than September 30th of each preschool year. If members fail to obtain a community league membership by this date, they will be asked to withdraw from the program. Memberships may be available for purchase at the general meeting in the fall or can be purchased online at the Edmonton Federation of Community Leagues website (<http://www.efcl.org>). It is not a requirement that this membership be purchased from the Brookview Community League. **We encourage members to purchase their memberships from the communities they reside in.**

## Membership Withdrawal

The teachers, parents of the child and/or the Executive Board may remove a child from the program upon recommendation. Members wishing to withdrawal their registration after acceptance must notify the Registrar in writing by August 1<sup>st</sup>. At any time in the school year **at least one full months' notice** must be provided to receive a refund. If received late, the Executive Board reserves the right to keep the fees for that month. Monthly fees will be refunded accordingly. There will be no refunds after March 31st of the current school year.

## Probationary Period

Each student will be subject to a six week probationary period. This period will begin on the first day the child attends preschool. A child's continuation in the program is at the discretion of the teachers and the Executive Board.

## Medical Problems

If your child has health problems, you as a parent/guardian are responsible to inform the teachers. In some cases, it may be necessary to provide the preschool with a signed waiver of responsibility, absolving the preschool and its staff from legal responsibility.

## Incidents/Accidents Involving Children During Class Time



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The teachers will utilize the Child Guidance Policy when solving incidents between children. The teachers will document any incident causing injury or emotional stress. All accidents will be documented indicating injury and any first aid given. These forms are provided with our license to operate. The form allows for accurate descriptions of an incident or accident that occurred during class time. The form will be given to the parent(s) to read. Both teachers and parent are required to sign it. The original will be kept with the child's file. Parents can request a copy if they choose. The Executive Board will review incidents/accidents that occur and make recommendations to ensure the safety of the children.

## Staggered Entry

To familiarize your child with their teachers, classroom setting and help with their transition into our program, the preschool practices staggered entry. During the first four days of attendance only half of each class will attend. The smaller child/teacher ratio for the first class allows the children and teachers to become better acquainted. This first class is organized to introduce your child to both the classroom and the preschool routines.

## Arrival and Pick Up

Make sure your child gets the most out of the school day by helping him/her to arrive at school on time, in good health and properly dressed. Arriving five minutes early for class allows your child time to prepare for the day: hang up their coats and backpacks, put on their indoor shoes and greet their classmates. Parents must wait to ensure the child is in the classroom and greeted by the teachers individually, prior to leaving. A boot shelf has been conveniently located at the front door of the building to place soiled or wet footwear (both yours and your child's).

At the end of the day, your child will be excited to see you and tell you about the events of the day. Parents (and siblings) are asked to be on time and to wait patiently and quietly in the hallway for their children. The students will be dismissed individually. The teachers will wait with the child until the parent is there before letting the child leave their care. If any person other than the expected parent/caregiver is to pick up the child, please inform the teachers. Children will only be released to persons named on your pickup form. In situations where you cannot pick up your child or require someone to pick them up who is not currently on your pick up form, verbal or written consent to the teachers is required (parents can text the preschool phone if need be). You do not need to contact the preschool if your child is unable to attend class unless their illness is contagious (i.e. chicken pox, impetigo, lice, etc).



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**PLEASE DO NOT BE LATE WHEN PICKING YOUR CHILD UP.** Both teachers are detained until all children are picked up. It is recommended that you find a parent buddy in your child's class and add him or her to your "Additional Person Pick up Form". If you are going to be late, you can contact your buddy to pick up your child on your behalf, thus avoiding a late penalty.

## Things to Bring to School

- Indoor Shoes – your child must always wear shoes due to health and safety regulations. Clean indoor shoes can be placed in the basket at the front door, which will be kept at school throughout the year. Please check regularly to ensure that your child's shoes still fit.
- Nutritious Snack – Please send your child with a small, nutritious snack. This snack shall include choices from at least two food groups, as per Canada's FoodGuide. This is a "**NUT FREE**" preschool, and therefore, the children are not permitted to bring food or other items containing peanuts or other nuts. Snacks "which may contain trace amounts of peanuts or other nuts" **will not be permitted** at snack time. The children are also required to bring a healthy drink, in a resealable cup, along with their snack, which is to be packed in a reusable snack bag, clearly labelled with the child's name on the outside of the bag. Snacks should be placed on the trolley located just outside of the classroom door.
- Backpack – to carry home your child's school related items. Also include an extra set of clothing, in case of accidents or spills.

**IMPORTANT:** Please label all your child's belongings. Also, please do not allow your child to bring toys or treats to school, except for their show and share day, as the preschool will not be responsible if they become lost or broken.

## Parking

Parking is available directly outside the front doors of the community league. The center stalls are designated 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

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## Illness Policy

If you have a sick child, please keep them home from preschool. If a child becomes sick while at preschool, the parent will be contacted to pick up their child. The child will be isolated from the other children until the parent arrives. Children are too sick to be at preschool if they have any of the following symptoms:

- fever of 38 degrees C, or higher
- diarrhea
- vomiting
- an undiagnosed rash skin condition
- a communicable disease such as chicken pox
- an obviously infected lesion with a thick or colored discharge (green or reddish brown)
- persistent pain or persistent cough.

The teachers have the right to refuse a child's admittance to class when in doubt about the child's health. They also have the authority to request a written statement from the child's doctor indicating a clean bill of health before the child returns to preschool. If your child contracts a communicable disease such as mumps, chicken pox, lice, whooping cough, red measles, scarlet fever, etc. your family doctor or public health nurse should be contacted and their recommendations followed regarding return to preschool. The incident must be reported to the preschool teachers and the Department of Health.

## Medication policy

Only medications deemed for 'Emergency Use' (such as an epi-pen or inhaler) will be given while a child is at preschool. **If your child has emergency medication, please record this on the registration form. The preschool requires a signed request from the parent and physician** indicating the type of medication to be administered, required dosage and action to be taken in the event of possible hazards or side-effects. **The parent is required to provide this request before the child starts preschool.** The preschool is not responsible for any complications in this regard. Forms are available from the teachers and online and must be done each year. Any other medical conditions need to be communicated to the teachers on an individual basis.

It is the parent's responsibility to ensure the emergency medication is given to a teacher before each class. The teachers will ensure it is not accessible to the children, but quickly accessible by the teachers in an emergency. The parent is responsible for picking up the



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medication at the end of class and will always ensure the medication has not expired. **Under no circumstances will the teachers give out any other medications while a child is at preschool.**

## Child Guidance Policy

The Preschool maintains a positive approach in problem solving.

- A. **Set Clear Expectations:** The teachers will develop and share with the children positive expectations that are age and developmentally appropriate, ensuring the safety of all children, adults and materials in the program.
- B. **Redirection:** If the teachers see a potential problem they will try engaging one or more of the children in another activity.
- C. **Giving Choices:** When difficulties arise, children will be given choices for alternative activities.
- D. **Problem Solving:** The teachers will apply problem--solving approaches, which encourage children to resolve conflicts with others.
- E. **Positive Time Outs:** If the actions of a child put themselves or others at risk of injury the child will leave the play area with an adult for a short time to calm down. When the child is ready he/she will return to play.
- F. **Teacher/Parent Meetings:** When there are continued difficulties within the classroom, the teachers will meet with the child's family to develop goals and strategies to deal with the situation. When necessary, with written (parental/guardian) permission, the teachers may access community resources for consultation or referral.
- G. **Executive Board/Teacher/Parent Meetings:** If the teachers feel that a child is disruptive to the point that the safety, learning, and enjoyment of other children is being affected on a recurring basis, after the actions of clause (g) above, the teachers will continue as follows:
  - a. Arrange a meeting with the parents (without the child present) and three independent Executive Board members, normally the President, Secretary (takes minutes) and an Executive Board member in the same class.

The children are allowed to work out the problem on their own with assistance, if necessary, on verbalizing their feelings and with suggestions on non destructive problem solving alternatives. It is important to keep in mind that `problems within the classroom **are to be kept in confidence. This will ensure the self esteem of the child or children in question is kept intact.**

## Extreme Weather Policy and Preschool Closure



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The preschool may be cancelled on any given day due to extreme weather, breakdown of mechanical equipment, and unforeseen circumstances. This will be at the discretion of the Lead Teacher and Executive Board. Please note, if the preschool is closed, it will remain closed for the entire day (both am and pm classes will be cancelled). In the event of a closure, the classroom liaison will make their best effort to contact parents. Classes cannot be made up due to the playschool schedule.

Also, as George H. Luck elementary school is our evacuation location, if there is ever a situation where George H. Luck is closed, the preschool must be closed as well.

## Medical Emergency Policy

Please ensure that the child's registration form is properly filled out indicating the doctor's name, health care number, emergency contact, and allergies for the use in the event of an emergency. If an accident or medical emergency occurs at school that requires the child to be rushed to the hospital an ambulance will be called. The parents, and family doctor if necessary, will be contacted immediately. If parents cannot be reached, a message (if possible) will be left and the emergency contacts will be called. The teachers or emergency contact will continue to try to contact the parent(s). The cost of an ambulance will be the responsibility of the parents.

## Snack Policy

In compliance with Public Health and Licensing Regulations, each parent will be responsible for preparing a small nutritious snack for their child including a drink in a resealable container. Juice boxes are discouraged. This snack should include choices from at least two food groups (as per the Canada Food Guide).

**WE ARE A NUT FREE SCHOOL.** Please check all food labels to ensure the product is completely nut free. Products that "may contain nuts" or where "this product was made in a facility that produces other nut products" are not acceptable. The teachers may provide suggestions on desirable snacks and other prohibited foods. **During special celebrations when snacks may be shared, all snacks must be store bought.** Due to Health Regulations, foods cannot be prepared at members' homes.

## Smoking Policy

Smoking will not permitted at any time. This applies to all staff, volunteers and guests within the Preschool, on the school grounds, on Preschool field trips, or any place where child care is being provided.



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## Protocol for Handling Issues or Concerns

We want your preschool experience to be a happy one for both your child and your family. If you have concerns or issues regarding your child, the teachers, or the program, please bring them up for discussion by following the outlined protocol.

1. Make an appointment to meet with the teachers when children are not going to be around. This way the teachers can devote all their attention to the discussion of the problem or concern. Work together with the teachers to develop goals, strategies, and possible solutions.
  - a. Express issues or concerns respectfully while keeping confidentiality in mind.
  - b. The teachers may be able to provide another view to a situation. Remember, they are the 'expert' in child development and the preschool environment.
  - c. Remember to look towards the policies and guidelines of the program. Perhaps they can be of assistance.
2. If things are unable to be resolved between parent and teachers, please contact the President for assistance. Again, a meeting may be necessary to help generate strategies and solutions.
  - a. Inform the other party before involving the President.
  - b. The president will look to both parties involved for information and act to help mediate the problem solving process.
3. If the problem is still unable to be solved, the President will need to take the situation to an Executive Board meeting for resolution.
  - a. Both parent(s) and teachers will be informed before this action is taken.

This protocol is in place to help maintain a positive and respectful environment in our program even during times of conflict. We also want to ensure the confidentiality of the children and their families are maintained at all times. The school's policy is that any suggestions or complaints about the operation of the school or the program be brought to the attention of the Executive Board and not directly to the teachers. Child related concerns, however, are to be directed to the teachers.

## Student Aide Policy

In the event that a student is accompanied to school by an aide or support worker due to physical limitations and/or a developmental or behavioral issue, the aide must accompany



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the student **AT ALL TIMES**. Should the aide or support worker be unable to attend with the student on any given day, it is the responsibility of the student's parents to arrange for a substitute aide or support worker for the child for that day. If a substitute aide or support worker cannot be found to attend with the child, the child will be unable to attend class for that day.

## Supervision Policy

Our classroom teachers ensure the children's safety at all times. The building and surrounding areas are inspected for safety prior to the children's arrival. Attendance is taken on a daily basis and all the doors in the building are kept locked during class time. Students are always accompanied by an adult when in areas outside the classroom. Teaching staff are present in the classroom at all times and they constantly strive to deliver a stimulating curriculum to meet individual student needs. Instructional time is spent interacting with students, guiding the children through activities and encouraging them to play and explore in a safe, supported and positive learning environment.

## Sponsorship Policy

The preschool welcomes sponsorship of its program from residents and businesses throughout the community. A sponsor, however, will not have any influence on the programming, hiring or registration practices of the preschool.

Sponsorship will be acknowledged and clearly indicated on a "Partners" page of the preschool's website. Company information can be provided and will sit behind a sponsor's logo. This information will be help within the preschool's hosted website with no outside links.

The Brookview Community Preschool Society logo may only appear on a sponsor's website with written permission from the Executive Board. The Executive Board must approve any proposed sponsorship arrangement.

## EMERGENCY PROCEDURES

Fire drills will be held once a month, although the children may not actually go outside during the cold weather.

### A. Fire Safety



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In the event of a fire in the Preschool or Community Hall facility, the following procedure is to be followed:

1. Alert everyone by pulling the fire alarm.
2. When the fire bell rings, children are lined up quickly and quietly in front of a teacher.
3. One teacher leads the children out of the room, closing the door, which she/he feels provides the safest exit.
4. The other teacher checks the washrooms and closes doors taking the daily attendance sheets and emergency records with him/her.
5. Everyone meets to the north of the community hall.
6. Teachers take attendance.
7. The teacher Calls the Fire Department. (911)
8. Proceed with relocation procedures.

## B. Relocation Procedures

1. Teachers escort the children to George H. Luck School.
2. Parents will be phoned to pick up children. If they cannot be reached the Emergency Contacts will be phoned to pick up children.
3. When possible, an evacuation notice will be posted on the outside door to notify parents if the teachers are unable to reach them.
4. The teachers will remain with the children until all children have been picked up.



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## SUPPORTING YOUR CHILD'S LEARNING

### A Typical Day

A typical preschool day includes the following activities. Activities are planned around themes. A monthly calendar is prepared by the teachers to keep you informed of the day's events and to request any special items the children may need to bring.

### Preschool Daily Schedule (AM Class)

WELCOME	<p>Welcome at the door followed by a Welcome Circle:</p> <ul style="list-style-type: none"> <li>• song</li> <li>• introduction of superstar</li> <li>• show and share</li> <li>• explanation of activities</li> </ul>
Free Play	<ul style="list-style-type: none"> <li>• all centers open</li> <li>• craft is available</li> </ul>
Clean Up	<ul style="list-style-type: none"> <li>🕒 signaled by music</li> <li>🕒 all students participate to help with clean up</li> </ul>
Circle Time	<ul style="list-style-type: none"> <li>• story</li> <li>• calendar</li> <li>• weather</li> <li>• hand washing song</li> </ul>
Hand Washing	<ul style="list-style-type: none"> <li>• formal hand washing time</li> <li>• children are asked if they need to use the toilet</li> </ul>
Snack	<ul style="list-style-type: none"> <li>• children open and close their own snack bags</li> <li>• children wash their hands after eating their snack</li> <li>• following snack, the children move to either puzzles or books</li> <li>• library borrowing privileges occur</li> </ul>
Music and Movement	<ul style="list-style-type: none"> <li>• songs</li> <li>• finger plays</li> <li>• games</li> <li>• good bye song</li> </ul>
Preparation for Dismissal	<ul style="list-style-type: none"> <li>• children line up at the door with their snack and library book</li> </ul>
Dismissal	<ul style="list-style-type: none"> <li>• good bye from the teachers at the door</li> <li>• hand stamp is offered</li> </ul>

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

**Transition time:** to ease flow between activities, teachers often sing songs, play group games, or do finger plays. This tends to help children move from one activity into the next.

**NOTE:** Most of the arts and crafts the children do will be described as “open ended” because the result is a creative expression of the individual child. The artwork or craft may not look like anything to you but what is important is the process and act of doing. The finished product must only meet the approval and satisfaction of the child, done at their own level of interest and ability. Please allow them this freedom. Avoid insisting that a project looks a certain way. This is tempting for us to do especially with your own child. If you do the work for them, then it will be your picture not theirs.

## Show and Share

Your child will have a lot of interesting and special things that they will want to share with their teachers and classmates. Special days will be set aside throughout the year for them to bring in ONE show and share item. The teachers will help the child to share this item with the class by asking questions to help your child learn and practice speech and language skills. Before school, discuss the item in relation to where they acquired it, colors, texture, weight, etc., so they can describe them to the class. Encourage your child to wait until those special days to bring toys into the classroom.

## Scholastic Book Orders

The preschool will be providing you the opportunity to order from different catalogues throughout the school year. This is not a fundraiser, however, the preschool is rewarded for the orders we place. The preschool can earn several free books as well as several dollars in coupons the teachers can use to order items for the classroom. Your child and preschool can both benefit from this opportunity. Please note that this is an option to you. You do not have to place an order.



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## APPENDIX A: EXECUTIVE BOARD POSITION DESCRIPTIONS

### PRESIDENT

**OVERALL RESPONSIBILITY:** Serves as the presiding officer of the Brookview Community Preschool. The President represents the Executive Board in all matters.

### **SPECIFIC RESPONSIBILITIES:**

- Leads the Executive Board in achieving the organization’s mission.
- Provides leadership to the Executive Board, who sets policy and to whom the President is accountable.
- Encourages and participates in the development and implementation of short--term and long--term strategic planning for the Executive Board.
- Guides and mediates Executive Board actions with respect to organizational priorities and governance concerns.
- Calls the meetings of the Executive Board (monthly).
- Establishes the agenda for, distributes the agenda, and presides at all meetings of the Executive Board.
- Assists the Registrar with the organization of the annual preschool “Open House” and “Registration Night”.
- Chairs all meetings of the Executive Board.
- Appoints members to special committees and working groups as necessary.
- Raises and leads discussion of issues confronting the Executive Board.
- Serves as a principal spokesperson for the Preschool.
- Acts as liaison with Lead Teacher, bringing forward any issues/concerns from the classroom to the Executive Board for discussion and resolution.
- Monitors financial planning and financial reports.
- Informally evaluates the effectiveness of the Board members.
- Evaluates annually, the performance of the organization in achieving its mission.

### VICE--PRESIDENT

**OVERALL RESPONSIBILITY:** Assumes duties in the event of absence, death, resignation or incapacity of the President.





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## SPECIFIC RESPONSIBILITIES:

- In the absence of the President, fulfills those duties as noted in the President's job description.
- Carries out such other duties as may be assigned by the President or by the Executive Board.
- Communicates with Brookview Community League Liaison who sits in attendance at all Brookview Community League meetings.
- Coordinates with Building Manager to ensure maintenance and cleanliness of Brookview Community League building.
- Coordinates with Building Manager to schedule Executive Board meeting dates and ensure facility is available on those nights.
- Trouble shooting building issues (physical or management) as they occur with the community league.
- Representative for late policy and follow up.

## TREASURER

**OVERALL RESPONSIBILITY:** Oversees, tracks, and records all financial activity for the Brookview Community Preschool.

## SPECIFIC RESPONSIBILITIES:

- Manages finances of Brookview Community Preschool and administrates all fiscal matters of Brookview Community Preschool.
- Maintains spreadsheet of expenses and income for the Brookview Community Preschool.
- Provides annual budget to the Executive Board for members' approval.
- Ensures development and Board review of financial policies and procedures.
- Provides Treasurer's report for Executive Board meetings.
- Collects registration and membership dues payments.
- Responsible for payment of teacher salaries and bonuses.
- Prepares receipts.
- Ensures that reimbursements are made for fundraising events.
- Provides Registrar with amounts for tax receipts.
- Coordinates with Casino Coordinator to ensure all requirements are met with AGLC fiscal requirements.



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- Coordinates with Cleaning Bee and Fundraising Coordinator(s) to ensure all duties and fundraising have been completed.

## SECRETARY

**OVERALL RESPONSIBILITY:** Manages, organizes, and maintains all relevant records and legal documents of the Executive Board and Brookview Community Preschool.

### **SPECIFIC RESPONSIBILITIES:**

- Maintains records of the Executive Board and ensures effective management of all the preschool's legal records.
- Maintains Secretary's Binder, including Executive Board Membership Contact List.
- Records and distributes minutes of Executive Board meetings in timely fashion.
- Is sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings.
- Collection of mail from preschool post box.
- Responsible for all updates to the Parent Handbook.
- Carries out such other duties as may be assigned by the President or by the Executive Board.

## REGISTRAR

**OVERALL RESPONSIBILITY:** Oversees, records and tracks all registration activity for the Brookview Community Preschool.

### **SPECIFIC RESPONSIBILITIES:**

- Manages and maintains all registration documentation for the current and upcoming students of Brookview Community Preschool.
- Organizes the annual preschool Open House and Registration Nights, with the assistance of the President.
- Communicates with potential and current parents (via email and phone) in regards to registration matters such as registering or cancelling registrations, changing classes, etc.
- Maintains contact list of current students for the Brookview Community Preschool.
- Organizes and manages alumni and general registration.
- Updates and maintains registration forms as needed.
- Communicates with Treasurer in regards to class changes.



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- Communicates with Teacher regarding class changes. Provides teacher with an acceptable amount of notice (1 week) to prepare for a new student in a class.
- Communicates with Fundraising Coordinator, Class Liaisons, and Cleaning Bee Coordinator(s) regarding class changes.
- Sends correspondence on behalf of the teachers as needed.
- Prepares and distributes yearly tax receipts for all students enrolled, including students who graduated in the current tax year.
- Completes emergency cards and contacts parents who have missing information on their registration forms.
- Provides Registrar's report for Executive Board Meetings.
- Prepares yearly tax receipts for all students enrolled, including student who graduated in current tax year.

## ASSISTANT REGISTRAR/WEBSITE

OVERALL RESPONSIBILITY: Works with the Registrar to exercise all duties associated with registrations.

### SPECIFIC RESPONSIBILITIES:

- In the absence of the Registrar, fulfills Registrar's job duties.
- Responsible for advertisement of registration events such as in newspapers/newsletters, on the preschool website, as well as rental of signs.
- Assists the President and Registrar directly with the organization of the annual preschool Open House and Registration Nights.
- Carries out any other duties that may be assigned by the Registrar, President or by the Executive Board.
- Ensures website is updated with most recent information at all times.

## FUNDRAISING CHAIR

- Organizes and coordinates all fundraising activities for Brookview Community Preschool. (NOTE: It is best to do most of the fundraising campaigns in the fall prior to Christmas. Purdy's Chocolates, In--Dey--Go Cookie Dough and Salisbury Poinsettias/Gift Cards have been the most successful campaigns)
- Suggests new fundraising opportunities to Executive Board.
- Organizes and coordinates casino, once granted.
- Leads and organizes fundraising team.



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- Provides recommendations to the Executive Board on refunding the “Fundraising Deposit Cheques”.

## CASINO CHAIR

OVERALL RESPONSIBILITY: Works with AGLC to organize and carry out the casino for the preschool.

## MEMBER VOLUNTEER POSITIONS

### CLASSROOM LIAISONS ( 1 member is recommended from each classroom)

- Attend fundraising meetings/events.
- Collection/tallying of orders/funds and distribution of fundraising campaigns.
- Assisting with any fundraising efforts as assigned by fundraising chairperson.
- Acts as formal liaison between parent body and Executive Board, bringing forth any issues/concerns that families may have for discussion and resolution by the Executive Board.
- Communicates to the parent body on behalf of the Executive Board, when needed.
- Responsible for communicating with the Lead Teacher and informing parents of any necessary messages and handouts on her behalf.
- Attends the first portion of the monthly Executive Board meeting.

### BROOKVIEW COMMUNITY LEAGUE LIAISON

- Attend monthly Brookview Community League meetings
- Acts as formal liaison between Executive Board, bringing forth any issues/concerns to Brookview Community League Board
- Communicates with Vice President/ Executive Board regarding meetings and issues from BCL.



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