

# Outlook & District Playschool



321 Franklin Street

Outlook, SK S0L2N0

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## Parent Handbook

2022-2023

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### Schedule

#### 4-year-olds:

- Twice per week: Tuesday and Thursday Mornings 9:00am-12:00pm
- Twice per week: Tuesday and Thursday Afternoons 12:30pm-3:30pm
- Once per week: Tuesday or Thursday Mornings 9:00am-12:00pm
- Once per week: Tuesday or Thursday Afternoons 9:00am-12:00pm

#### 3-year-olds:

- Wednesday Mornings from 9:30am-11:30am
- Wednesday Afternoons from 1:00pm-3:00pm

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### General Information

- Class sizes will not exceed 11 students, and be no less than 5 children
- Children must be at least 3 years of age by December 31st of the enrollment year to enroll in the 3-year-old program.
- Children must be at least 4 years of age by December 31st of the enrollment year to enroll in the 4-year-old program.
- Families must be willing to fundraise and attend **TWO** or more volunteer commitments (toy cleaning, field trips, etc.) during the enrollment year.
- Students should not be dropped off more than 10 minutes prior to the start of class.

Parents are encouraged to try and make their goodbyes as brief and positive as possible. Assuring their child that Playschool will be fun, and they will get back to them soon. Prolonged stays can influence other children, who may then insist that their parents should stay as well.

## **Potty Training Policy**

We strongly encourage children to be potty trained to attend Playschool. If your child has an accident, the parent will be notified. Should a second accident occur the board and parent will be notified to devise a plan to better suit the student and the Playschool.

## **Playschool Parent Board**

Our Playschool is run by the parents of the children enrolled in the program; as such your involvement is crucial to the day-to-day management of this facility and we strongly encourage you to join the Board. As a member of the Board, you will have an impact on the future of the Outlook & District Playschool and its policies and programming. Attending monthly meetings also gives you more opportunities to connect with fellow parents as well as the Educator(s).

The Board Members are volunteers, and it consists of the following positions. All parents are welcome to join the meetings.

Current Board Member Positions:

- President: Emily-Anne Lawless
- Vice-President: Steffanie McAdam
- Treasurer: Hannah Taylor
- Secretary: Erika Henricks
- Fundraising (2): Alyssa Gamble, (vacant)
- Equipment: (vacant)

## **Late Pick up Policy**

Please note class start and end times. Parents or guardians are required to pick up their children, no later than the end times noted above. If you are unable to pick up your child at the scheduled time, please notify the Playschool as soon as possible. Late pick up procedures will always be in place, even if we are aware that you will be late.

- 1st offense: a written warning with documentation and a signature from the parent
- 2nd offense: \$5 charge per 5 minutes your child stays late.

To contact the Outlook & District Playschool you may email the Educator:

[edu.outlookplayschool@gmail.com](mailto:edu.outlookplayschool@gmail.com).

\*We understand emergency situations may arise and cause you to be late, please notify us as soon as possible.\*

## **Communicable Diseases/Sick Children**

In the event that a child has been infected with a communicable disease, the Playschool will follow the guidelines set forth by Public Health. In any case, notes will be sent home to all parents.

Students should not attend Playschool on days that they are ill (fever, vomiting, diarrhea, etc.). Should your child become sick at Playschool, we will make every effort to contact you, or your emergency contact to pick up your child.

**If your child presents signs or symptoms of illness, please do not bring them to Playschool. Please contact Healthline 811 for further instruction. Once the child is cleared by Public Health, they may return to class.** Children need to be fever and symptom free without the aid of medication for 24 hours prior to return to class.

The Playschool will be following the Government of Saskatchewan's Guidelines created for Primary and Secondary schools for COVID-19. The Playschool has implemented the following in order to create a safe environment following the COVID-19 pandemic.

- Additional cleaning and sanitizing will be completed after each class.
- All children must wash hands upon entering the building.
- Designated coat hooks will be assigned to each child and will be spaced out to maintain proper social distancing.
- Children will be encouraged not to share food or drinks.
- Masks are optional at this time.
- Any toys that cannot be easily cleaned and sanitized will be temporarily removed from the play area.
- Drops off and pickups will be limited to one family member only; no siblings please.
- During days designated as party days (i.e. Halloween, Christmas, etc.) shared snacks will not be implemented, anything provided will be portioned to each child.

In case of absence from class, please notify the Playschool Educator. In the event that you miss your scheduled day of Playschool due to sickness or other obligation, the Playschool CANNOT accommodate your child on another day as a replacement day. If your child would like to come an extra day, a drop-in fee will apply.

### **Classroom Information**

- Mailboxes: Each student will have a "mailbox" at the Playschool. Please check it at pickup. Completed crafts, fundraising information, newsletters, etc. will be located there.
- Bulletin Board: Please take note of our school bulletin board at the entrance. If our Educator is requiring any supplies, parent volunteers for field trips, etc. will be posted there. Don't forget to sign up for a minimum of one toy cleaning event!
- Snacks: We are pleased to support a NUT AWARE policy. We ask that children bring their own labeled, reusable water bottles in an effort to reduce waste. We have found that the children rarely finish an entire juice box in the time given for snack. No gum is allowed in the Playschool.

## **Clothing Required**

The children require inside footwear (shoes must be worn at all times) and an extra set of clothes (to remain in their backpack until needed). As they may be participating in outdoor activities, please dress your child appropriately for the weather. Parents are responsible to undress and dress their own child to see that they get in/out of the Playschool. Please label ALL of your child's belongings and check the Lost and Found regularly.

## **In Case of Emergency**

In the event of a situation where the safety of the children is compromised, via fire or other such emergency, the children will be evacuated in a timely and rehearsed manner to the Outlook Post Office. It is imperative that parents wait for us to contact them before attempting to enter the Playschool under unsafe conditions. We will follow emergency protocol and make every effort to contact you as soon as possible.

## **School Year Calendar**

September 6: First week of classes  
November 10: No school  
December 21: Last day of classes before Christmas Break  
December 22-January 3: NO SCHOOL Christmas Break  
January 4: Classes resume  
February 20-24: NO SCHOOL Winter Break  
April 10-14: NO SCHOOL Easter Break  
June 1: Last day of classes, GRADUATION for 4-year-olds

The Playschool's calendar will follow that of the Sun West School Division.

Unexpected closure due to circumstances beyond the control of the Playschool will NOT result in financial reimbursement (i.e. weather, plumbing, etc.)



## SUN WEST SCHOOL DIVISION 2022-2023 SCHOOL YEAR CALENDAR

LEGEND	
<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Student First/Last Day
<span style="background-color: lightgreen; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	No School
<span style="background-color: lightblue; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Stat / Observed Holiday
<span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	PD Staff Only Prof. Development
<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	In Lieu
Instructional/Operational Days: 181.0 197.0	
Student Days:	
Semester 1 - 91.0 Semester 2 - 90.0	

AUGUST 2022 <sup>0</sup> / <sub>5</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022 <sup>20</sup> / <sub>20</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022 <sup>18</sup> / <sub>20</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022 <sup>20</sup> / <sub>21</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022 <sup>15</sup> / <sub>15</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023 <sup>19</sup> / <sub>20</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Exam Dates: January 24 -27  
Semester 2 starts January 31

FEBRUARY 2023 <sup>15</sup> / <sub>15</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023 <sup>21</sup> / <sub>23</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023 <sup>13</sup> / <sub>14</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023 <sup>21</sup> / <sub>22</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023 <sup>19</sup> / <sub>22</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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Exam Dates: June 22, 23, 26, 27

## Field Trips

Our intention is to provide opportunities for your children to explore our community and various other sites of interest throughout the Playschool year. If the Playschool is able to plan a field trip, parent involvement will be required to aid with supervision and to share the experience with your child. Dates of tours will be included in the monthly Newsletter and posted to the bulletin board and the Parent Group on Facebook. If you would like to be a parent volunteer, please let our Educator know in advance.

## Class Parties

Parties are usually held at Halloween, Christmas, Valentine's Day, Easter and at the end of the year. Playschool graduation for our 4-year-olds will be held on June 1st.

## Toy Cleaning

Toy cleaning is done by 2 parents every 3 weeks or as needed. This is a mandatory practice that must take place to reduce the transmission of pathogens. This practice is enforced by the Public Health Inspector.

There will be a sign up sheet on the Parent Board at the Playschool. Please choose a date that works for your family. If you have not signed up by October 1st, a date will be assigned to you and it will be your responsibility to trade or find a replacement if you are unable to attend. The Educator will place a reminder in your child's mailbox prior to your Toy Cleaning date, as well as in the monthly newsletter. Toy cleaning is performed on a Thursday evening and will take approximately one hour. An explanation of the toy cleaning procedure and all supplies will be ready for you upon your arrival.

## Fees

Option A	Option B	Option C	Drop-In
4-year-olds	4-year-olds	3-year-olds	3 and 4-year-olds
Tuesday & Thursday AM	Tuesday AM or PM	Wednesday AM	1 class
OR	OR	OR	*Pending Availability*
Tuesday & Thursday PM	Thursday AM or PM	Wednesday PM	
3 Hour Classes	3 Hour Classes	2 Hour Classes	
<b>\$850</b>	<b>\$450</b>	<b>\$400</b>	<b>\$25</b>

All registration fees (with the exception of the drop-in days) include a non-refundable \$60 administration fee. All registration fees are due September 15th, payment plans are available. Please speak to a parent board member if you would like to know more about our payment plans.

**Fees do not include the toy cleaning fee of \$60. Please send this in a separate payment (undated cheque). Upon completion of your toy cleaning commitment this will be reimbursed.**

Registration fees for January-June will be determined each year based on the number of remaining school days.

### **Fundraisers**

As a Non-Profit Organization, we rely heavily on fundraising to enhance our programming choices and to supplement operating costs (i.e. rent, supplies, etc.). As a Parent Run Playschool Board, we ask all parents to become involved in or support whatever fundraising opportunities that are presented by your peers. The type and amount of fundraising will be decided at the beginning of each school year by the Parent Board. If you have any suggestions we would love to hear them at one of our monthly meetings.

### **Discipline**

The Playschool will not tolerate inappropriate language or dangerous behavior from any child. If this is a problem, the following will apply:

- 1st Offense: Child will be placed in a time-out and it will be explained by our Educator what inappropriate behavior has occurred and that it cannot be used at Playschool. Parent(s) will be notified.
- 2nd Offense (same day): Parents will be contacted and asked to take the child home for the remainder of the day. The child will be allowed to return on their next scheduled school day.
- If this becomes a recurring problem, it will be up to the discretion of the Educator and the executive to handle the suspension time appropriately. In extreme situations, the child may be asked to withdraw from the program for the remainder of the school year.

### **Withdrawing a Student**

Families are provided with a four-week grace period (starting the first day of classes) in which, if you withdraw your child from the program, the remaining fees (less a \$60 non-refundable administration fee), any undeposited cheques, and registration/personal information will be returned to the parent within two weeks of withdrawal.

*After the four-week grace period the complete registration (less the \$60 toy cleaning fee) will NOT be reimbursed.*

Withdrawing a student after registration, before the school year starts will result in a reimbursement of fees (less the \$60 non-refundable administration fee), and return of all information within two weeks of withdrawal.

The Playschool reserves the right to request withdrawal of any child during the year, upon the discretion of the Educator and executive. If this occurs, you will be reimbursed the remainder of your fees (less the \$60 non-refundable administration fee).

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Keep in touch!

Please do not hesitate to contact the Educator or the Playschool Parent Board if you have any questions or concerns. We want to ensure that you and your child have a positive experience at Outlook & District Playschool.



Outlook & District Playschool  
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Outlook, SK S0L2N0

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