

# Outlook & District Playschool



321 Franklin Street

Outlook, SK S0L2N0

(306) 867-1844

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## Parent Handbook

2021-2022

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### Schedule

AM Classes: 9:30 AM - 11:30 AM

PM Classes: 1:00 PM - 3:00 PM

3-year-olds      Wednesday AM or PM

4-year-olds      1 day per week - Tuesday or Thursday AM or PM

2 days per week - Tuesday AM or Thursday AM or PM

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### General Information

- Class size will not exceed 12 children, and be no less than 5 children.
- Children must be at least 3 years of age as of December 31st of the enrollment year.
- Families must be willing to fundraise and attend **ONE** or more volunteer commitments (toy cleaning, etc.)
- Students should **NOT** be dropped off more than 10 minutes prior to class start.

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 be back to get 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 school. 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 Committee

Our Playschool is run by the parents of the children 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 committee. As a member of the Committee, you will have an impact on the future of this Playschool association and its policies and programming. Attending monthly meetings also gives you more opportunities to connect with fellow parents as well as the teacher(s).

The Committee work is done on a voluntary basis. The Playschool Parent Committee consists of the following positions and holds monthly Meetings. All parents are welcome to join the meetings.

Parent Committee Positions:

- President
- Vice President
- Treasurer
- Secretary
- Fundraising (2)
- Equipment
- Publishing
- Registrar

**Late Pickup Policy**

Please note class start and stop times. Parents are required to pick up their children, no later than 11:30 AM for morning classes and no later than 3:00 PM for afternoon classes. If you are unable to pick up your child at the scheduled time, please call the Playschool as soon as possible. Late Pickup Procedure will always be in place, even if we are aware that you will be late.

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

\*\*We understand emergency situations may arise and cause you to be late, please call the Playschool as soon as you know that you may be late.\*\*

**Communicable Diseases/Sick Children**

In the event that a child has been infected with a communicable disease, the Playshool 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 your, or your emergency contact, to pick up your child.n

***If your child presents any signs or symptoms of illness, please do not bring them to the Playschool. Please contact Healthline 811 for further instruction. Once the child is cleared by Public Health, they can 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 during 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.
- Children are encouraged to wear masks during the school day, with frequent mask breaks.
- Any toys that cannot be easily cleaned and sanitized will be temporarily removed from the play area.
- Drop 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 this year. The child will be asked to bring a regular snack on those days.

In case of absence from class, please notify the Playschool staff.

In the event 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. If your child would like to come on an extra day, drop-in fee will apply.

### **Classroom Information**

- **Mailboxes:** Each student will have a “mailbox” at the playschool. Please check it every time you pick up your child. Completed crafts and leftover snack items will be located there.
- **Bulletin Board:** Be sure to check the bulletin board at the entrance for any notices. If the teacher needs any used items for crafts, it will be posted on the bulletin board. There will also be notices posted regarding any field trips that may be coming up and any parties that will be happening.
- **Parent Board:** Contains important reminders for parents and the toy cleaning schedule and information (located beside the bulletin board).
- **Library Books or File Folder Games:** There is a small library of books or file folder games for the children to borrow. If there is a book your child would like to borrow, please have them show this book to the Teacher, so they can record the date it was taken and by whom. When the book is returned, please ensure that the Teacher is aware, so it can be recorded as such.
- **Snacks:** We are pleased to support a **NUT FREE** policy. Given the potentially serious nature of all child allergies, especially peanut allergies, we require that all snacks provided do not contain **PEANUT** or other **NUT** products. We recommend following Canada’s Food Guide for healthy snack choices. Snacks should be limited to two items (example: fruit and dip or cheese and crackers) as the children only have 15 minutes to enjoy their snack. We ask that the children bring their own labeled reusable water bottles in an effort to reduce waste. We have found that 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:**

September 20: First week of classes  
December 17: Last day of classes before Christmas Break  
December 20-January 1: NO SCHOOL Christmas Break  
January 3: Classes resume  
February 21-25: NO SCHOOL Winter Break  
April 18-22: NO SCHOOL Easter Break  
June 16: Last day of classes  
June 16: GRADUATION for 4-year-olds

The Playschool's calendar will follow that of the Sun West School Division, with the exception of in-service/professional development and interview days, unless otherwise stated.

**The Playschool's calendar will also be following the Sun West School Division's guidelines for COVID-19, which means if the school closes due to the COVID-19 Pandemic, then the Playschool will close also.**

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

#### **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. However, due to the COVID-19 Pandemic, there will likely be fewer field trips planned compared to previous years. If the Playschool is able to plan a field trip, parent involvement is appreciated in these adventures, not only to aid with supervision, but also to share in the experience with your child. Date of tours will be included in the monthly Newsletter and posted to the bulletin board and our Facebook Page. If you would like to be a parent volunteer, please let the Teacher 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 is held for the 4-year-old class in June.

#### **Toy Cleaning**

Toy cleaning is done each month by 2-4 parents. 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 not signed up by October, a date will be assigned to you, and it will be your responsibility to trade or find a replacement if you are unable to make it. The person on the list with a \* by his/her name will be responsible to phone and remind the rest of the group. The Monthly Newsletter will include the Toy Cleaning date for that month, as well as the parents names as a reminder. Toy Cleaning is done on a Thursday evening, and will take approximately one hour if all assigned parents attend. An explanation of the toy cleaning procedure is available at the Playschool. Information sheets are also provided when Toy Cleaning is being performed.

## **Fees**

A non-refundable administration fee of \$60 is included in the registration fee. (See withdrawing a student)

One day a week: \$350

Two days a week: \$650

Drop-in Rate: \$20/class

\*\*Please call in advance to check on space availability for Drop-in's as our classes cannot exceed 12 students

\*\*January registration fees will be determined each year\*\*

- **Fundraising Fee:** Parents will be asked to leave a post dated check of \$25.00 (Dated December 1, 2020) for the Cookie Crumble Fundraiser at the time of registration. Families will automatically receive one container of cookie dough from the fundraiser.
- **Toy Cleaning Fee:** Parents are asked for a \$60.00 UNDATED cheque. In the event that you DO NOT show up for your Toy Cleaning day at the playschool, or do not find a replacement for your Toy Cleaning shift, your cheque will be deposited. If you complete your day or find a replacement, it will be returned to you after completing your toy cleaning, or upon completion of the school year.

## **Fundraisers**

As a Non-Profit Organization, we rely heavily on fundraising to enhance programming choices and to supplement running costs (i.e. rent, supplies, etc.). As a Parent Run Playschool Committee, 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 Committee.

- Fundraisers: a fundraising schedule will be issued at the beginning of each year once it has been decided and approved by the Parent Committee.

## **Discipline**

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

- 1st time: child will be taken to time-out and it will be explained by the teacher what inappropriate behaviour has occurred and that it cannot be used at Playschool. Parent(s) will be notified.
- 2nd time (same day): Parent(s) will be phoned to come and take the child home for that day. The child will return to Playschool on his/her next scheduled day.
- If this becomes a recurring problem, it will be up to the discretion of the Teacher 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 year.

## **Withdrawing a Student**

Families will be given 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 \$60.00 non-refundable administration fee) all undeposited cheques and registration/personal information will be returned to the parent by mail within two weeks of withdrawal.

After the four-week grace period the complete registration (less the \$60.00 toy cleaning fee) will NOT be reimbursed.

Withdrawing a student after registration, before the school year starts (September 3rd) will result in reimbursement of fees, less the non-refundable \$60.00 registration fee, and return of all information by mail within two weeks of withdrawal.

The Playschool reserves the right to request the withdrawal of any child during the year, upon the discretion of the teacher and Executive. If this occurs you will be reimbursed the remainder of your fees, less the non-refundable registration fee of \$60.00.

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Keep in touch!

Don't ever hesitate to contact the Teacher(s) or the Playschool Parent Committee if you have any questions or concerns. We want to ensure that you and your child have a positive experience at Outlook & District Playschool.



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