



Erindale Cooperative Preschool

2017- 2018 PARENT HANDBOOK

Nut, Egg and Dairy Free!

Preschool Classroom Phone Number: 306-220-0275

Email: erindalecooperativepreschool@gmail.com

Website: www.erindalecooperativepreschool.ca

Dr. John G. Egnatoff School, Kenderdine Road, Saskatoon, Saskatchewan

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Board's Message

Dear Parents,

Welcome all new and previous preschool members to another exciting year of preschool! We hope everyone has enjoyed a fun and relaxing summer – it's hard to believe that another preschool year is fast approaching us.

Our preschool is operated by a volunteer Board of Directors with 9 positions. If you have any questions or concerns please feel free to contact the Board at any time. Our phone numbers are listed in the Handbook. The Board's goal is to make preschool a positive and enjoyable experience for everyone by working cooperatively with Mrs. Knisley and our preschool parents.

Many of you have been looking forward to this day for quite some time – some of you with excitement at having your little ones take that next step and others with apprehension as preschool brings new changes and challenges for your family.

To help provide your children with a happy and positive first experience of school there is no one better than our Mrs. Knisley. She is a warm and loving individual who loves her job along with each and every child that enters her room. Mrs. Knisley is respectful of each child's individual needs and does her absolute best to make your child feel safe and comfortable at preschool.

Due to allergy concerns our preschool is nut, dairy and egg free. Please refer to the Handbook regarding snacks that are safe to serve to our children. Parents are not responsible for bringing drinks for snack time as we have adopted a water only policy.

We encourage you to read through the entire Handbook and refer to it as needed. It contains a wealth of information regarding the preschool, schedules for Snack/Helper Parents, Toy Cleanups, Toy Cleanup responsibilities, Class Lists and phone numbers for all Board Members, parents and students.

Please remember this is a cooperative preschool and that it is your responsibility to work your scheduled days. If you are unable to work a particular shift you must make arrangements to switch with another parent or pay someone else from the class to work your shift for you.

We are looking forward to another great year of preschool. We are certain you will experience many exciting changes in your child over the course of the year as they learn to interact with others and play in a structured environment.

Have a great year!

Erindale Cooperative Preschool Board

Erindale Co-operative Preschool Board of Directors 2017/2018

**Preschool Registration & Board of Directors Phone Number
306-683-8361**

**Preschool Classroom Cell Phone Number
306-220-0275**

President	Rachael Hupaelo 306-291-6165	Vice President	Kristina Folkersen 306-717-6356
Treasurer	Tiffany Brabant 306-250-1722	Secretary	Jackie Jheengut 306-881-3401
Communications Director	Carla Ofstie 306-371-6875	Registrar	Chantal Karsgaard 306-260-3256
Director at Large #1	Jennie Vessey 306-260-9097	Director at Large #2	Meghan Goodman 306-717-0139
Purchaser	Alexis Williams 306-292-7956	Teacher	Brenda Knisley 306-373-0316



TEACHER'S GREETINGS

Dear Parents,

I would like to welcome each and every one of you to Erindale Cooperative Preschool for the 2017-2018 school year. I am eager to get back to work with all the preschool families as my job allows me to do what I love most which is being amongst incredible 3 and 4 year olds!

I enjoy every aspect of being a preschool teacher but the part I love most is being with your children. Building relationships with the children and their families is of utmost importance to me as I want all to know they are valued, loved and respected (I want everyone to feel that way – even the parents!). I attempt to make preschool a warm and caring environment so that children will feel secure while away from their parents/caregivers. The rules and routines I have in place help add to the sense of security each child has or will develop when they are with me. Feeling safe and comfortable is vital for children to thrive and flourish. I will provide a wide range of experiences and opportunities (while at the same time giving children the freedom to make choices for themselves) as this is key to healthy development in so many areas – social, emotional, physical and intellectual. While my program is based on play I will continue to utilize several programs including “Get Set for School” (under the umbrella of “Learning Without Tears” which is a program I value immensely in working with young children) as well as “The Incredible Flexible You” which I was introduced to a few years ago. I will also teach my preschoolers to be “bucket fillers” (doing things to make others feel good!) Some of the experiences your child will have at preschool include practicing fine motor skills such as coloring, painting, gluing, and cutting. We work on our gross motor skills in the gym and I love to include music in our program as well. The children get many opportunities to work on their verbal and listening skills throughout the session including during “circle time”.

It is my goal to make preschool a fun place to interact in a relaxed yet structured environment. Should you ever have any questions or concerns regarding any aspect of the preschool program and/or how your child is doing in preschool please feel free to discuss your concerns with me either by calling/texting me at 306-220-0275 (personal/preschool cell phone), at home (306-373-0316), via email (brendaknisley@sasktel.net) or in person after class. Likewise, if I have any concerns about your child's behaviour, speech or other areas of development I hope you won't mind my discussing those issues with you as I only have your child's best interests at heart! Please let me know in advance if your child has any special needs or concerns so that we can make the transition to preschool as smooth and pleasant as possible. Preschoolers have access to specialists in Saskatoon Public Health, the Kinsmen Children's Center (KCC)/Alvin Buckwold Child Development Program (ABCD), Early Childhood Intervention Program (ECIP) and RUH Speech Programs if assessments are recommended, however, wait times for appointments can be lengthy.

I look forward to a terrific year at Erindale Cooperative Preschool!

Most Sincerely,

Brenda Knisley

Preschool Information

Introduction

In the spring of 1990, a group of parents decided to survey the Erindale area to determine if there was a need for a preschool. The area was found to have many young families with preschool aged children, so the ERINDALE COOPERATIVE PRESCHOOL was started.

The preschool was established as a non-profit cooperative. Parental involvement would not just be welcomed, but be essential to the preschool's success. Each member of the cooperative would have input into the children's programs.

The philosophy of our preschool is as follows:

"To provide by co-operative effort an opportunity for each child to participate in a program of educational play based upon the child's needs, interests and abilities, so the child may develop socially, physically, emotionally and intellectually and to provide an opportunity for parents to reach a better understanding of children's needs and behavior."

Annual General Meeting

The Preschool's Annual General Meeting will be held on Wednesday, August 30, 2017 from 6:00-6:30 p.m. in the library at Dr. John G. Egnatoff School. Notice was provided to all parents registered in the Preschool for the 2017-2018 preschool year when a special Preschool Notice was emailed in August 2017. All are welcome to attend.

School Pictures



As a service to our parents, students will have the opportunity to have their photo taken by a professional photographer. Academy Photography will take class pictures on September 27th, and 28th. Purchasing of photos is voluntary.

Fundraising

The Erindale Preschool is a non-profit organization; as such, all funds raised are put back into the preschool. There is a mandatory Fundraising Fee of \$20 due at the beginning of the school year. This yearly fee assists in covering costs for new equipment, toys and expenses. From year to year we pay participate in voluntary fundraising efforts as opportunities arise. Without fundraising, the Erindale Cooperative Preschool would be unable to operate.

Preschool Classroom Phone Number

The preschool classroom is equipped with a cell phone with voice mail. The phone number is **306-220-0275**. Please call this number to report when your child will be absent from class or if you need to contact the teacher in the event of an emergency. This cell phone will also be carried by the teacher during all class field trips.

Special Needs

The Saskatoon Public School Division has made changes regarding EA support. Tuition subsidies and EA support will no longer be provided.



Bathroom Procedures

If a child indicates he/she needs to use the washroom during class time, the teacher will assign either the snack or helper parent to escort the child to the washroom and to provide any assistance the child may need. Children are not permitted to leave the classroom without being accompanied by an adult. It is expected that all children attending Preschool are to be toilet trained prior to attending their first class. Please note: a child who still requires the assistance of pull up training pants is not considered to be toilet trained.

Fire Drills and Lock Downs

Fire drills will be conducted throughout the year. All children and parents participate. These coincide with Dr. John G. Egnatoff school fire drills. Lock Downs are practiced once in the school year. All children and parents must participate. These are held in case (and we hope it never happens) a bomb threat is issued or if an armed person enters the school. Common practice is to ensure windows are covered, doors are locked and children are away from those areas. These coincide with Dr. John G. Egnatoff School Lock down Procedures.



Severe Weather Policy

In the event of severe weather, the decision to continue or cancel preschool classes will be made by the President, Vice-President and Teacher. If classes are cancelled due to severe weather, parents will be notified by phone.

Please note the Erindale Cooperative Preschool Board acknowledges that ultimately, parents hold the final responsibility when deciding whether their child will attend preschool during inclement weather. If you decide it is not safe for your child to attend preschool because of weather conditions – that is your decision to make. Please do not feel obligated to send your child to preschool during severe weather if you feel it is not safe to do so.

School Calendar

Erindale Cooperative Preschool follows the Saskatoon Public Schools calendar. We observe the same days as the public school for full day closures only. There will still be preschool during professional development days and early dismissal days that affect the rest of the school.

There will be **no** preschool on the following dates:

September 4, 2017 – Labour Day Holiday
 October 9, 2017 – Thanksgiving Day Holiday
 November 13, 2017 – Remembrance Day Holiday
 December 23, 2017 – January 5, 2018 – Christmas Holidays
 January 29, 2018 – PD Day



February 19, 2018 – Family Day Holiday
 February 20 –23, 2018 – February School Break
 March 30, 2018 – Good Friday
 April 2-6, 2018 – Spring Break
 May 21, 2018 – Victoria Day Holiday

Rules and Regulations



Our school term is from Tuesday, September 5th, 2017 to Friday, June 1st, 2018. Preschool hours are from 9:15 – 11:45 a.m. and 1:00 – 3:30 p.m. for the morning and afternoon sessions respectively. The door to the classroom will be opened by the teacher/helper at **9:15 a.m.** and **1:00 p.m.** **At this time, you are invited to bring your child into the classroom.** **PLEASE DO NOT BRING CHILDREN INTO THE SCHOOL ANY EARLIER THAN 9:10 A.M. OR 12:55 P.M. AS PUBLIC SCHOOL CLASSES HAVE BEGUN AND IT IS IMPERATIVE WE KEEP THE HALLWAY NOISE TO A MINIMUM.**

For arrivals and departures, use the primary entrance that faces Rogers Road. **While waiting, please be respectful of classes in progress within the school.** Please be seated on the bench located in the mudroom and remove wet and muddy shoes. Please note the school now locks their doors during school hours. You will have to use the front door facing Kenderdine Road to pick up your child.

Parents/caregivers **must accompany** their child into the classroom and into the care of the teacher. **At the end of the school day, parents/caregivers must enter the classroom before their child will be released.** This gives the teacher an opportunity to discuss any concerns they may have about their child. If other arrangements for picking up the child have been made (i.e. carpools or sitters), the teacher must be notified. Children will only be released into another adult's care.

Please discuss with your child that they are not allowed to leave the classroom without being accompanied by an adult.

Allergies

2017-2018 ALERT: EGG, NUT & DAIRY

If your child has a food allergy or other medical condition, please advise the teacher. Please consider obtaining an allergy form from the teacher and fill it out with pertinent information for your child. These forms will be posted on the bulletin board in the classroom to familiarize working parents with your child's situation. **Due to those children with allergies, the preschool does not permit any food items containing nuts, eggs or dairy.** If your child has come into contact with these items prior to coming to school, please make sure your child's face and hands are thoroughly washed prior to entering the classroom. In some cases trace amounts of these products can induce a severe allergic reaction.

Substitute Teacher

In the event the teacher is absent for a short term, 1 of the following 3 options will take place:

- Option #1- the substitute will be a Board approved individual.
- Option #2- the substitute will be a parent from your child's class.
- Option #3- the substitute will be a parent from another preschool class.



If the teacher is absent for a longer term, an individual, approved by the Board will be hired for the duration of the teacher's absence.

Parental Responsibilities

We cannot stress enough how important it is to be present on your scheduled helper or snack parent day. An absent parent helper disrupts the continuity of the children's class. In the case that a scheduled helper is absent, the teacher will attempt to contact that individual. The teacher will then notify the President of the Preschool Board when a scheduled helper misses a shift. Necessary action may be taken by the Board, which may include charging the absent parent a **\$100.00** fee for each shift that is missed. Further action may be carried out at the discretion of the Erindale Preschool Board.

Unfortunately we are unable to accommodate individual schedules for Helper/Snack parent days. If you are unable to work on your scheduled day, it is **your responsibility** to contact another parent in the class to arrange to trade days.

If you are unable to work on a scheduled day it is your responsibility to do one of the following:

1. Arrange to make a trade with a parent in the class.
2. Pay a substitute parent from the class \$20.00 to work your shift.
3. Find an alternate responsible adult* to substitute in your place. The Board prefers that substitutes be individuals that are familiar with the routine of the classroom to ensure a safe and positive learning environment.

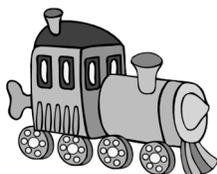
***The individual covering your shift MUST have a completed Criminal Record Check with a Vulnerable Sector Search.**

Please mark any traded days on the schedules posted in the classroom. If you are the snack parent and have traded your shift, it is **your responsibility** to ensure the snack is provided by yourself or your replacement.

In addition to working in the classroom, **parents are expected to:**

- ✿ Assist with field trips
- ✿ Provide snacks for special occasions when requested by the room parent
- ✿ Participate in 1 toy cleaning session per school year

Toy Clean Ups



Each family has been assigned 1 toy cleaning session to take place sometime during the school year. A \$100.00 deposit was collected at the time of registration. This deposit will be returned to you when you attend your scheduled toy clean up. If you fail to participate in the toy clean up, the **\$100.00 will NOT be returned** to you. If you are unable to attend on your assigned evening, please arrange to trade with another parent in the preschool. Please ensure you make a note on the classroom toy clean up schedule. Toy clean up starts at 7pm. You are expected to be there on time. If you are later than 10 minutes your cheque will be cashed. This is an important responsibility, since poor participation makes this a long laborious task, and our number one concern is for the health of our children.

The following are some instructions and a list of cleaning duties for which you are responsible prior to leaving the classroom:

Please find bottles of spray solution and gloves in grey bins. Lay larger towels located in white bin on tables, empty container of toys onto towel, spray container and toys with solution, wipe down everything with another towel, and place toys into clean container. Place wet/dirty towels in grey bin. The floor is expected to be washed on your way out. Please have someone from the group take home the dress-up clothes to be laundered.

- Clean all toys and their containers along shelving units
- Wipe down shelves
- Wipe down kitchen area and clean play food items
- Vacuum loft
- Vacuum carpets (big and small)
- Clean loft windows
- Wash easels and easel trays
- Wash doll house and all pieces
- Wash beauty salon
- Wipe down chair backs and seats
- Clean individual whiteboards and chalkboards
- Wash floor
- Launder dress-up clothes

Parents are to return the bins to the Director at Large #1 at the end of the evening.

Procedures for Parental Concerns

If parents have a concern about their preschooler's experiences with the Erindale Cooperative Preschool, the parents should use the following procedure to reduce communication problems and ensure complete satisfaction with the resolution of the situation for all involved.

1. Speak to the teacher first.
2. Major concerns must be expressed in written form, signed and addressed to the teacher with a copy sent to the Communications Director of the Board.

3. If the concerns are not resolved between the teacher and parents directly, they may then address a meeting of the Board held specifically to discuss the problems.

Suggestion Box

The Erindale Cooperative Preschool Board is always looking for ideas to improve our preschool. If you have any ideas or suggestions for changes we can make to improve our preschool, please feel free to place your suggestion in our suggestion box located just outside the classroom. We will accept both signed and anonymous suggestions. All suggestions will be reviewed, discussed and addressed at the next Preschool Board Meeting. Any decisions regarding the suggestions provided will be at the discretion of the Board. Thank you for your continued support.

Payment of Fees

In the event that a cheque is returned to the preschool for insufficient funds (NSF cheque), the Erindale Cooperative Preschool Board's policy is as follows:

The Board will charge a \$35.00 fee for each and every NSF cheque. Both the tuition fee and the \$35.00 charge must be paid in cash. In the case that a second NSF cheque is written a warning letter will be sent and the option will be given to pay the remainder of the tuition fee balance in cash or by a certified cheque. If there is a third NSF cheque written, the child may be required to be withdrawn from preschool.

Extended Holidays

If you are planning a holiday greater than **one month**, you must notify Mrs. Knisley of the length of your holiday prior to your departure. Also, prior to departure, you need to do the following:

1. Find replacements for any helper or snack parent shifts that you are scheduled for during your absence and provide Mrs. Knisley with those names so she knows who should be helping.
2. If you are unable to find replacements, you may pay other parents from your class to do your shifts. The fee is \$20 per shift and a cheque must be provided to the preschool board prior to departure. The preschool board will then pay the other parents \$20 per shift.

Refunds and Withdrawals



In order to obtain a refund for the upcoming month(s) tuition, notice must be received by the Registrar a minimum of 30 days prior to the date of withdrawal. Refunds will be given on a per month basis only. If the child is withdrawn in the middle of a month, money **will not be** refunded for that month. For example, notice must be given on Oct. 1 to have November tuition refunded. Notice given after Oct. 2 will be charged November fees.

For notices of withdrawal received on or before December 15th, the May tuition will be refunded if the vacancy can be filled. The May tuition (which is paid in September) is not refundable for withdrawals occurring after January 1st. In exceptional circumstances, the Board reserves the right to ask for the withdrawal of a child from preschool. If this occurs, the May tuition will be refunded.

Registration fees and cooperative membership fees are not refundable at any time. Fundraising fees are refundable if notice is given by July 1st.

General Information

First Day of School

To help the students adjust to the preschool environment and to allow the teacher to become familiar with your children, the first day of school will be organized as follows:

1. 4 year old classes - M/W/F a.m. and M/W/F p.m.

Only half of the class will attend the first day of preschool. The second half will attend the following session. All students will attend the third session. You have been provided with a 2017-2018 Class List, Parent Worker and Toy Clean-Up Schedules Book. In this book, you will find the start date and start time for your child(ren) and the schedule for the remainder of the preschool year.

2. 3 year old classes - T/TH a.m. and T/TH p.m.

Only half the class will attend the first day of preschool. The second half will attend the following session. All students will attend the third session. You have been provided with a 2017-2018 Class List, Parent Worker and Toy Clean-Up Schedules Book. In this book, you will find the start date and start time for your child(ren) and the schedule for the remainder of the preschool year.

Cups

Erindale Cooperative Preschool is an environmentally friendly preschool. In keeping with this philosophy, we ask that each child bring a labelled cup, **WITHOUT A LID** from home. Please make sure that your child's name is visible – without having to turn the cup over to read their name. We ask that you bring the cup each time your child attends class. The cups will be placed on a tray near the door for you to take home for cleaning when your child is picked up.

Snacks

The Erindale Cooperative Preschool follows the Nutrition Positive approach adopted by Dr. John G Egnatoff School. This also assists us in keeping with our allergy alert program for the 2017-2018 school year. Regular school day snacks will ONLY consist of fresh fruits and vegetables. On special occasion days, such as Birthdays and teacher announced celebration days, 20% of the snack can be comprised of processed foods & sweets (see specific list for 2017-2018 School Year below).

2017-2018 Allergy Alert - Nut, Egg and Dairy

Due to severe allergies present in our preschool this year, we will strive to be nut, egg, and dairy free when providing snacks for the children. The following is a brand-specific list of acceptable special treats allowed during Birthday and teacher announced celebration days (please remember, 20% of the overall snack should consist of these items):

Old Dutch or Lays Regular/Original or lightly salted potato chips
 Old Dutch or Lays Popcorn Twists
 Rold Gold Pretzels
 Old Dutch or Lays Plain/Regular/Original Tortilla Chips
 Ritz Crackers Regular/Original
 Oreo Cookies – Regular only
 Twizzlers
 Teddy Grahams –Honey only
 Skittles, Starburst
 Fruit Juice/Flavoured Water

The Erindale Cooperative Preschool Board of Directors recognizes that there are many more items that could be added to this list. For the simplicity of ensuring our allergy-alert children are safe, this list is set, approved, and complete for the 2017-2018 school year. If you have any comments or suggestions for the future school years regarding snacks, please use the suggestion box located outside the classroom door.

Please note all allergies will be discussed by individual class at the Parents' Information Night on Wednesday, August 30th, 2017.

Birthdays



Birthdays are special for children. Parents are scheduled to work on or around their child's birthday. If you wish, you may bring 20% of the snack from the approved special treat list above. We are not able to accept any other birthday foods (i.e.: cupcakes) into the classroom due to the severity of allergies this school year. As well, due to fire regulations open flames are not permitted in our classroom – please **do not** bring candles or sparklers to preschool when celebrating your child's birthday.

Show and Tell

The day you are scheduled to be a parent helper (***either snack or other***) is your child's Show and Tell day. Children are asked **not** to bring toys from home into the classroom, except for Show and Tell day.

Shoes and Clothing

Children are required to have a pair of runners for indoor use only. Dress shoes are not allowed in the gym. A backpack is suggested for your child to transport items to and from school. Please ensure all removable clothing (i.e. coats, mittens, hats, runners) are labelled with your child's name. For the first few months, we would also recommend you pack a change of clothes, just in case of an accident. Each child will be assigned a locker.



Field Trips



Students participate in a variety of excursions outside the classroom. The teacher, snack parent and helper parent will be present for each field trip. Extra volunteers will be requested prior to the classroom excursion. During field trips siblings who are not members of the specific class attending the field trip are **NOT ALLOWED** to be transported on the bus, due to insurance issues. Please **DO NOT** bring other children along to field trips that are specific for a class. Siblings are welcome to attend classroom activities when invited and are welcome to attend parties that are hosted in the classroom – i.e. Halloween Party, Christmas Party, etc.

Health Regulations

Children should not attend preschool if they are ill. Children who have signs of illness such as fever, diarrhea, vomiting or rashes should not attend preschool until they are well and/or have been treated by a doctor.

If your child becomes ill at school, you will be called to come pick him/her up. If you are unavailable, the person you have named, as an emergency parent will be notified. In the event of a serious accident, the teacher will attempt to notify the parents of the child before obtaining the necessary medical treatment (except in life threatening circumstances).

Any communicable disease (e.g. Chickenpox) should be brought to the attention of the teacher. Children should only return to class on the advice of the Community Health Unit. In some situations, a letter from a physician may be required. If the child will be absent please advise the teacher by calling the Preschool Classroom Cell Phone at **306-220-0275** and leave a message.

Each child's immunization record must be current. A first aid kit is located in the classroom and the teacher is certified in First Aid and C.P.R.

Criminal Record Check with Vulnerable Sector Search

All Helper Parents and Snack Parents are required to have a current Criminal Record Check with a Vulnerable Sector Search completed before volunteering in the classroom of Erindale Cooperative Preschool. Applications for a Criminal Record Check with Vulnerable Sector Search are included in the preschool registration package. Additional applications, if required, can be downloaded from the following web address:

http://www.police.saskatoon.sk.ca/pdf/pr_forms/SP4-02_Criminal_Occurrence_Security_Check.pdf .

All parts of the application must be completed and submitted to the Saskatoon Police Service (SPS). The SPS will require two pieces of identification for verification purposes (one piece must be government issued photo I.D.) at the time of your application. In order to waive the fee of this application, you must provide the SPS with a letter from ECP. Please fill in your name prior to submitting this to the SPS. If you require additional signed letters, please contact the ECP President and one will be provided. The SPS requires an original signature on the each letter, so a photocopy may be rejected. As per ECP policy, Criminal Record Checks are valid for one school year.

**Saskatoon Police Service --- located at 76 – 25th Street East, Saskatoon
Hours: Monday to Friday, 8 a.m. to 4 p.m.**

Completed Criminal Record Checks received back from the SPS can be dropped off in the ECP classroom during the school year. Alternatively, they can be submitted at the Parent Information Night held at the beginning of each school year. Completed Criminal Record Checks will be reviewed by the President and Vice-President of the Board before being returned back to the preschool volunteer. The information contained in the Criminal Record Check is confidential and will not be shared outside of the President, Vice-President, or Teacher positions.

Once at least one Criminal Record Check is reviewed and returned to the preschool volunteer, you will receive your CRC deposit cheque back that was submitted at the time of registration.

This safety procedure is in place as there may be times when helper and snack parents are required to work with or assist preschool children away from the direct line of vision of our preschool teacher. The Criminal Record Check process assists the Board in creating a safe learning environment for all preschoolers.

Duties and Responsibilities of Parent Helpers

Helper Parent:

- Take paint brushes from containers and clean them as necessary.
- Put fresh water in paint jars as needed.
- Wipe paint easels and tidy painting area.
- Assist with paint shirts.
- Assist with hanging paper on easels.
- Offer children a drink at snack time.
- Make sure all artwork is labeled and ready to take home at the end of the day.

Snack Parent:

- Fill water jugs from staff room sink.
- Dissolve ¼ tablet of Precept in spray bottle filled with water.
- Set tables with tablecloths and plates (provided).
- Have snack prepared for each child and when children are seated, ask if they would like the snack (Less waste this way).
- Clean tables before and after snack.
- Make sure each child has his or her cup before they leave.
- Mop floor if necessary.
- Vacuum rug and front door mat after every session.



Helper and Snack Parent Duties:

- Please arrive promptly 15 minutes before class.

- **Monitor the door - children must not leave the room during or after class without an adult.**
- Wash down all tables with bottle containing ¼ tablet of Precept filled with water.
- Assist the teacher and children during craft and circle time as needed.
- Wash/ rinse and dry glass plates.
- Wipe down and fold tablecloths.
- Sweep under the sand table and the floor in the rest of the classroom.
- Wipe up under the water table.
- Take children to the washroom and provide any assistance they may need when asked by the teacher.
- Spot clean and tidy as necessary.
- Assist the teacher with craft and booklet preparation as necessary.
- Assist with taking off name tags at the end of the class.
- Assist during circle time, if necessary to help keep the children attentive and focused.

Duties and Responsibilities of Room Parents



The *Room Parent* is a volunteer position that acts as a direct liaison between the Board of Director's, via the Communications Director, and the Room Parent's class. Each class must have one Room Parent.

The Room Parent may need to phone or email other parents of his/her class to help with finding specific items for special projects, volunteers for field trips, baking and extra help during the holiday seasons, e.g. Halloween, Christmas, Year-End. For these special times and when phoning/email is the only alternative, each Room Parent might set up a phoning tree or email distribution list within his/her class to expedite the process of communication. In addition, Room Parents are asked to remind parents of upcoming toy clean up times to ensure that their class clean up time will be a success. When coordinating extra snacks for school parties we would like to ask the room parent to ensure that the students are provided with nutritious choices.

It is common to have each class present the teacher with a group gift twice/year (Annual Winter Holiday gift and Year-end Gift). Should your class decide to do this, the room parent is approved to request a **MAXIMUM** voluntary donation of \$5/child for each occasion. This money will be collected at the beginning of the year.

The job of Room Parent is an essential one in a cooperative situation. It takes a minimum amount of time and effort, yet it provides an important link between parents of the preschool class, their teacher and the Board of Directors.

Class List Information

Pre-school email addresses are for personal use only and **not** for business purposes. If a parent would like to email all preschool families, a formal request must be made to the president of the board. This formal request must include the actual email that is being requested to be sent out. This email will then be brought forward at the next board meeting. If approved for distribution, the president will forward the email to the Communications Officer for distribution to the preschool.

Conclusion

Preschool provides children with the opportunity to develop and grow by creating an environment that will stimulate exploration, creation, communication and socialization. Play is recognized as the child's method of learning about the world. All classes will offer a variety of firsthand experiences - such as music, crafts, games, field trips and play centres.

When you thought I wasn't looking, I saw you hang my first painting on the refrigerator,
and I immediately wanted to paint another one.

When you thought I wasn't looking, I saw you feed a stray cat,
and I learned that it was good to be kind to animals.

When you thought I wasn't looking, I saw you make my favourite cake for me,
and I learned that the little things can be the special things in life.

When you thought I wasn't looking, I saw you make a meal and take it to a friend who was sick,
and I learned that we all have to help take care of each other.

When you thought I wasn't looking, I saw you give of your time and money to help people who
had nothing, and I learned that those who have something should give to those who don't.

When you thought I wasn't looking, I saw you take care of our house and everyone in it,
and I learned we have to take care of what we are given.

When you thought I wasn't looking, I saw how you handled your responsibilities,
even when you didn't feel good, and I learned that I would have to be responsible when I grow up.

When you thought I wasn't looking, I saw tears come from your eyes,
and I learned that sometimes things hurt, but it's all right to cry.

When you thought I wasn't looking, I saw that you cared, and I wanted to be everything that I
could be.

When you thought I wasn't looking, I learned most of life's lessons that I need to know to be a
good and productive person when I grow up.

When you thought I wasn't looking - I looked at you and wanted to say 'Thanks for all the
things I saw when you thought I wasn't looking.

Erindale Cooperative Preschool

N
Dr. John G. Egnatoff School

