

# Camrose & District Pre-School Parent Handbook



Photo courtesy of Jun Mah

**Camrose & District Pre-School  
C/O Camrose & District Support Services  
2<sup>nd</sup>. Floor, Community Centre  
4516 – 54 St.  
Camrose AB T4V 4W7  
780-672-0141  
cdss7@telusplanet.net  
www.camrosefcss.ca**

## Learning Through Play

April, 2011

## **Mission Statement**

Pre-School provides a nurturing and stimulating atmosphere to promote the use of a child's most important tool – meaningful play.

It is our belief that through such play, the child will gain increased self esteem, as well as healthy growth in the areas of social, physical, intellectual, creative emotional, and sensory development.

Through our program we strive for a warm caring environment for 3 and 4 year olds to build self-confidence make friends; as well as interact and socialize with children their own age in a group setting.

## **Camrose & District Pre-School**

Welcome to Pre-School. Our emphasis is on socialization behavioral skills and kindergarten readiness by learning through play. Play is a complex part of a child's life; it can also be a way of coping and problem solving in our ever changing world. Your children can learn to explore, experiment and imagine. We provide a warm, nurturing and stimulating atmosphere with an emphasis on having fun. Our focus is on social, physical, intellectual, creative and emotional development. We balance active and quiet times, incorporate a monthly theme such as, under the sea, dinosaurs, seasons and many others. Alphabet and number skills are incorporated in all our play.

## **Program Description**

Pre-School operates from September to June, and during that time follows the regular school calendar with the exception of Professional Development days.

3 Year Old Class – An introduction to skill building in the areas of social, physical, intellectual, creative and emotional development with an emphasis on social and emotional skills. Classes run for 2 hours once/week. A choice of class times are available. The child must be three (3) years old to attend, and 3 years old no later than December 31, 2011, and completely potty trained, including not wearing of pull-ups.

4 Year Old Class – Offering more challenging opportunities and experiences to further enhance the above skills, with more emphasis on academics. Classes run for 2 ½ hours twice/week. The child must be four (4) years old by December 31, 2011.

## **Registration**

A choice of classes are available on a first come first served basis. We need a minimum of 18 (4 year olds) and 12 (3 year olds) to run a class. We offer pre-registration to families currently registered with us, for the upcoming Pre-School year.

Registration packages may be picked up anytime during business hours at the CDSS office:

**2<sup>nd</sup>. Floor, Community Centre  
4516 – 54 St.  
Camrose AB  
780-672-0141**

Parents/guardians are responsible for advising the Pre-School Director of changes to registration information throughout the year. It is a licensing requirement that we have the most up-to-date information for the safety of your child.

You may register your own child, plus 1 other. If you have never had a child in our Pre-School before, please make an appointment to meet with the Pre-School Director to bring back your forms. This should take about 20 minutes and you may bring your children with you. The Pre-School Director will go over everything with you and answer any questions. **If you have had a child in our Pre-School recently, you do not need to meet with the Director unless you wish to.**

**Your spot will be held until your appointment (if you have one) or 2 weeks from when you pick up the forms (for returning parents).**

**Please note your spot is not confirmed until your forms and payment have been returned to the office.**

Licensing requires that the Pre-School know whether or not your child has been immunized, but does not require a copy.

## **Hours of Operation and Class Times**

### **4 Year Old Class Times**

- Tuesday/Thursday a.m.: 8:45 a.m. – 11:15 a.m.
- Tuesday/Thursday p.m.: 12:30 - 3:00 p.m.
- Wednesday/Friday a.m.: 8:45 a.m. – 11:15 a.m.
- Wednesday/Friday p.m.: 12:30 – 3:00 p.m. (This class opens only when above classes are full.)

### **3 Year old Class Times**

- Monday Class 1: 9:00 a.m. – 11:00 a.m.
- Monday Class 2: 12:30 – 2:30 p.m.

A program calendar will be provided for you in September. Pre-School will operate during cold weather; however, parental discretion is advised.

### **Fee Information**

Fees are set by the Parent Board each year. Several options for the fee payment are available (see fee payment form.)

### **Subsidies**

- A) Subsidies through Alberta Child & Family Services may be available to families with one stay at home parent. For more information visit the Government of Alberta Children and Youth Services Child Care Subsidies website – [www.child.gov.ab.ca](http://www.child.gov.ab.ca) or call the parent information line at 1-866-714-5437.
- B) Camrose and District Pre-School recognizes that not all families are equally able to afford the standard fee. If the fees present a hardship to your family please discuss this with the program director when you return the registration forms. The Pre-School subsidy is completely separate from the stay at home parent subsidy and this subsidy, like the above, is income based.

## **How Are Parents Involved**

There are many opportunities for parental involvement during the Pre-School year.

- Serve on the Parent Board of Directors. Board positions will be filled at the annual general meeting. Positions include: Chair, Vice Chair, Secretary, Treasurer, Fundraising Chair, Publicity Chair, Special Events Coordinator, Parent Helper Coordinator, and Phone Coordinator.
- Bring juice on your child's designated special day (once or twice per year parents are welcome to stay for classroom activities, but this is not compulsory).
- Volunteer for special events.
- Share a story, song or talent in class.
- Help chaperone a field trip (within Camrose only).
- Assist with fundraising.
- Pre-School is a registered, non-profit charity and donations, both financial and in kind are appreciated. A tax deductible receipt will be given.

## **Fundraising**

Pre-School is a fun and exciting time for you and your child. It is their first glimpse of school and their first exposure to a structured learning setting. Pre-School is a place where kids learn through play, creativity, exploration and discovery. Our Pre-School has the learning resources and creative tools available for the leaders to help our children learn and develop. However, there are a lot of "little extras" at our Pre-School that make it a very special place to be. These little extras are not covered by the Pre-School budget. Fundraising provides the funds to buy additional learning resources and go on interesting field trips. Fundraising also helps our budget by keeping Pre-School fees down. No money from fundraising goes towards operating expenses such as salaries, administrative, or day to day costs of Pre-School. Fundraising may be a bit of a chore but the children are the ones who reap the benefits of your efforts in the end! We will be asking you to volunteer to help us with our fundraising campaign during the course of the Pre-School year.

## **Orientation Week – 3 Year Old Classes Only**

During the first week of Pre-School, it is very important for the leaders to get to know your child on a personal level. This not only allows the staff to understand each child's special needs, but also eases any fears the children may have about going to a strange place with a group of unknown people. To achieve this, there will be an orientation class scheduled. Each class will consist of 12 children and will last only one hour.

Your will be informed about your child's orientation time before Pre-School starts. Orientation day is always after the long weekend in September.

## **Questions or Concerns**

If you have any questions or concerns throughout the year, please contact the Pre-School Program Director any time at 780-672-0141 or email [cdss7@telusplanet.net](mailto:cdss7@telusplanet.net).

## **IMPORTANT POLICIES**

**All policies can be found in our Policy manual available upon request from the Pre-School office. We would appreciate you downloading this manual in its entirety from our website – [www.camrosefcss.ca](http://www.camrosefcss.ca). This will save greatly on paper and copying costs for our Pre-School.**

Following are some of our policies we want you to be aware of before Pre-School starts.

## **Fees**

Pre-School fees are collected once per year; immediately upon registration for September through to the end of the Pre-School year. Payment shall be made by post-dated cheques for each month, or a lump sum cheque made payable to C.D.S.S. All cheques shall be dated for deposit on the 20th day of the month prior to when the fees will be applied i.e., cheques for September will be dated August 20th.

1. Delinquent fees and N.S.F. cheques - Penalties for delinquent fees and N.S.F. cheques shall be applied as follows:
  - a) Fees not paid by the first day of the month will result in the child being disallowed from attending Pre-School until the fees are paid, or until alternate arrangements for payment have been made with the CDSS office.

- b) If the child has been disallowed from attending Pre School due to unpaid fees, after 3 months the outstanding account will be sent to a collection agency. The collection fee charges will be added to the outstanding account.
- c) With the first occurrence of a cheque returned for non-sufficient funds, the family will be assessed a \$20.00 N.S.F. service charge. All fees from that point on become payable in cash or certified cheque. Certified cheque charges will be billed to the parent.

## **Withdrawal**

Rationale: Withdrawal fees help cover administrative costs and staff time related to registering a child.

All withdrawals are subject to a \$25 withdrawal fee.

### **A) FEES**

Notice to withdraw a child from Pre-School must be given to the Program Director either verbally or in writing (at the CDSS office 4516 - 54 St., Camrose - 780-672-0141) prior to the 20<sup>th</sup> of the month, to receive a refund for the following month. The remaining post dated cheques will be returned less the withdrawal fee. If fees are paid up front a refund will be issued less the withdrawal fee.

## **Fundraising**

Camrose and District Pre-School Society, as a non-profit community organization operating under the umbrella of Camrose and District Support Services; promotes, encourages and facilitates volunteerism and the use of volunteers.

Volunteerism implies two qualities:

- A) it is done freely or by choice
- B) it is done without payment or legal obligation

We believe that all families may participate in our program regardless of economic circumstances. We are a registered society under the Alberta Societies Act. Each year we fundraise to replace and update toys, furniture, and equipment in our classroom.

Fundraising also helps us to keep fees at a reasonable level. Camrose and District Pre-School Society abides by the Alberta Gaming and Liquor Commission regulation:

“No person shall be obligated to purchase raffle tickets as a condition of registration for a licensed charity’s programs or services”

We extended this belief to include casinos, bingos and 50/50 tickets. However, keeping in mind our costs and fiscal responsibilities we will be asking you to volunteer to help us with our fundraising campaign during the course of the Pre-School year.

### **Attendance/Pickup**

#### **a) Sign-In/Sign-Out**

1. Each child **must** be signed in and out by a parent or other duly authorized person. Provincial licensing regulations require this.
2. No child will be allowed to leave without being picked up by an authorized person. (This is a person designated in writing on the registration forms. individuals may be added/deleted from this list during the year at the parent’s discretion.)
3. Children cannot be dropped off at Pre-School by cab drivers unless the parent accompanies the child and signs him/her in.

#### **b) Absence from the Program**

1. Parents should call the CDSS office if their child will be absent for more than one week.

#### **c) Unauthorized Pick-Up**

1. No child will be released to any person not duly authorized by the parent/guardian.
2. If parents have made arrangements to have a child picked up by someone other than those previously authorized, the parent must supply a written note or call the CDSS office. This will only be allowed on a very occasional basis. If the child is being picked up by someone who is not known to staff that person must show photo identification to Pre-School staff before the child can be released.
3. If the staff feel the child is at risk or the unauthorized person becomes abusive or aggressive, police will be contacted and the parent notified immediately.
4. No child will be released to a cab company employee.

## **Discipline**

GOAL - To assist children to develop positive views of themselves, identify with and accept others and be open to experience.

BACKGROUND: An undisciplined classroom is not conducive to a child's development or learning. Effective Classroom management is essential if a positive learning environment is to be maintained.

POLICY: Disciplinary action must be taken when circumstances warrant but will be reasonable given the circumstances. It will be carried out in such a manner that the dignity and worth of the children will be respected.

GUIDELINES: Discipline is "teaching of appropriate forms of behavior" through the "maintenance of standards which contribute to the safety and success of each child".

### PROCEDURES:

1. Staff shall not use, nor permit the use of harsh, belittling or degrading verbal responses. Prevention of problems is preferable to remedial treatment.
2. Physical punishment, verbal or physical degradation or emotional deprivation is not allowed. Staff will not threaten to deny any basic necessity and will not use or permit the use of any form of physical restraint, confinement or isolation.
3. This policy shall be posted and a copy of said policy be made available to all parents.
4. Each parent must provide signed acknowledgement of this policy as part of the registration package to indicate their agreement.

### ACCEPTABLE METHODS (in order of preference):

1. Logical consequences
2. Positive re-enforcement
3. Constructive conversation
4. Time-out, within the classroom, in sight of staff at all times.
5. If necessary, in an extreme case, the parent may be contacted to remove the child from the situation at the leader's discretion.



Camrose & District Pre-School  
is a  
Registered Non-Profit Society  
We gratefully accept donations.  
Tax receipts will be issued.

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