

West Edmonton Playschool Society

Operations Policy



pre-literacy . numeracy . spanish
science . yoga . cooking . crafts

www.westedmontonplayschool.com

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A. PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide detailed information about the West Edmonton Playschool Society (“WEPS” or “Playschool”) programming, registration, fees and requirements, and policies and procedures. Every effort has been made to provide a comprehensive document but recognize that WEPS cannot account for all situations that might arise. In circumstances where this document is silent on a matter, the Executive team is responsible to assess situations and make appropriate determinations.

Please note this document was revamped in the summer of 2018, with some terminology undergoing significant changes. To provide clarity, the following terms are now in use throughout this version of the document and these new definitions apply throughout the WEPS organization:

Old Term*	New / Current Term
Parent Committee Deposit	Volunteer Deposit
Fundraising Deposit	Bingo/Casino Deposit

*Some ‘Old Terms’ might continue to exist in our registration forms, and be used to identify various deposit cheques. It is expected these terms will be retired following one more school year cycle.

WEPS recognizes that parents and/or guardians may care for children. To simplify this document, we have used the term ‘parent’ throughout when referring to a child’s caregiver whether they be parent(s) or guardian(s).

The WEPS Executive reserves the right to update the West Edmonton Playschool Society Operating Policy (i.e., this document) at any time. The most up to date Policy will be posted to the Playschool website. It is the responsibility of parents to become and remain familiar with the West Edmonton Playschool Society Operating Policy.

B. WEST EDMONTON PLAYSCHOOL OVERVIEW

The objective of WEPS is to provide an enriching pre-Kindergarten school experience for children between the ages of 3 to 5 years. The Playschool provides opportunities to play and learn within the structure and direction given by the teachers.

WEPS is a non-profit parent cooperative, in which parents must remain informed about the Playschool and provide support by volunteering and helping out where needed. Every effort is made to keep fees reasonable, and to spend those fees for the benefit of the students in the same term as the fee is paid, with the majority spent on rental fees and teachers’ salaries. A portion of the fees is used to enjoy special activities and field trips, and replenish classroom supplies (i.e., toys, educational aids) at the end of the year. WEPS relies upon and appreciates continued volunteer assistance from parents.

1. WEPS Programs & Registration

WEPS Programs

WEPS offers four (4) class programs shown in the table below. Note that class offerings are subject to meeting minimum registration requirements and offerings may change annually.

3 Year Old Program (children must be 3 years old by January 1 st of school year)	
Bumblebees	Tues/Thurs 9:00AM to 11:30 AM
Dragonflies	Tues/Thurs 12:30PM to 3:00PM
4 Year Old Program (children must be 4 years old by March 1 st of school year)	
Caterpillars	Mon/Wed/Fri 9:00AM to 11:30 AM
Fireflies	Mon/Wed/Fri 12:30PM to 3:00PM

The Playschool's academic year runs from September to mid-June, and observes all statutory and Edmonton Public School Board holidays. The first day of school and last day of school change every year.

Registration

Registration for the Playschool takes place in two stages depending on the type of student:

- Registration for returning students, or siblings of current/past students opens in mid January for the following fall.
- Registration for new students opens in early February for the following fall.

Parents are invited to complete and submit the WEPS Registration form and all required cheques to hold your child's spot at the Playschool. Note that your registration is not considered complete, and therefore your spot will not be held until WEPS has confirmed receipt of all required documentation (i.e., registration form, other supporting documentation) and all required cheques (see Fees section below).

2. Playschool Fees

WEPS monthly fees are as follows:

3 Year Old Program (Tues/Thurs)	\$130 Per Month
4 Year Old Program (Mon/Wed/Fri)	\$150 Per Month

The Executive reserves the right to charge additional fees or change the school term.

In addition to a completed registration form, the following fees and deposit cheques must be provided in order to register your child at the Playschool and to secure your spot:

- **\$100** non-refundable Registration Fee cheque, with the current date.
 - **\$50** Registration Fee cheque for returning children or for families registering after February 1 of the school year.

Registration Fee cheques will be cashed immediately to hold your child's spot in the Playschool.

- **\$25** non-refundable Cleaning Fee cheque, dated September 1.
- **\$25** non-refundable Cleaning Fee cheque, dated February 1.
- **\$100** Parent Volunteer cheque, undated.
- **\$300** Bingo/Casino cheque, undated.

The Parent Volunteer cheque and the Bingo/Casino cheques are deposits that will be held (i.e., not deposited) at the beginning of the school year. The cheques will be returned/destroyed by WEPS if the associated requirements are completed over the course of the year (i.e., completed Parent Volunteer duties, participation at bingo and casinos as required; see below for additional information).

- Ten (10) post-dated cheques for each school month (September through June). Note that June fees are half of the regular monthly fee.

WEPS is committed to supporting families and encouraging their children to attend the Playschool. In order to deliver sustainable services to our students, prompt payment of school fees is required. Should fees remain unpaid three (3) weeks following the start of the first day of school, your child will not be permitted to attend the Playschool and their spot will be forfeited. Please note that full payment for Playschool fees requires providing all of the aforementioned cheques.

Community League Membership Number

All families attending WEPS are required to be a current member of an Edmonton Federation of Community Leagues (EFCL) affiliated league, and to provide your current membership number to the Executive (i.e., Registrar). The deadline to show your current membership card and provide the membership number is October 1.

You may purchase a Lynnwood membership at the AGM, registration meeting or purchase a membership from your own neighborhood community league. The EFCL website contains a link to identify the community league for your area.

Insufficient Funds (NSF) Cheques

There will be a charge of \$50 for the first NSF cheque. Payment to cover the \$50 NSF fee plus the amount of the original cheque is to be made within one week of the Executive's notification to the parent that the cheque was NSF. Any more than two (2) NSF cheques will require the family to provide cash payments for the remainder of the playschool year. Payment must be received by WEPS no later than the 25th of each month to pay for the following month's fees until the end of the school year.

As we are a non-profit organization, it is imperative that we maintain and sustain our financial health. Non-compliance of payment to WEPS will be considered to be a voluntary withdrawal of your child, or children, from the Playschool. The Executive reserves the right to review fee guidelines and amounts on a case-by-case basis as unexpected or extenuating circumstances arise.

Late Fees

It is required that all monthly fee cheques be included with the registration form to confirm enrollment at the Playschool. In cases where families pay monthly fees in cash (i.e., due to NSF situations described above), a \$50 late payment fee will be charge if payment is not received by the 25th of the month prior.

Notice of Withdrawal

In cases where a child needs to withdraw from the Playschool, a minimum of 30 days notice must be provided by email to general.weps@gmail.com. Regardless of the time of year the withdrawal takes place, you are still required to fulfill your Playschool obligations including Parent Volunteer duties, bingos and/or casinos, and any remaining cleaning payments. If you have met your obligations on the last day of your child's attendance at the Playschool, any deposit cheques (i.e., Parent Volunteer cheque, Bingo/Casino cheques) will be returned to you or destroyed. If some or all obligations remain unfulfilled on the last day of your child's attendance at the Playschool, you will have 6 weeks to complete the requirements or forfeit any remaining deposits. Note the Executive reserves the right to assess each situation and use discretion in making determinations.

Subsidy

Subsidies will be dealt with on a case-by-case basis, but fee payments and other deposits are expected to follow our guidelines as well. Where subsidies do not cover all monthly fees, it is the parent's responsibility to provide required payments in accordance with the stated guidelines.

Regardless of subsidy, parents remain responsible to provide the Playschool with the same deposits (i.e., Parent Volunteer cheque, Bingo/Casino cheque, Cleaning Fee cheque) as other families. Parents are responsible to ensure that all volunteer requirements are met to avoid forfeiting those deposits. Parents are encouraged to work with the subsidy organization to determine coverage and responsibilities.

Classroom Cleaning Fee

The Playschool and its contents will be professionally cleaned and sanitized on a monthly basis in accordance with the Alberta Health & Safety Childcare Facility Guidelines. The two (2) \$25.00 Cleaning Fee cheques included in your registration package will cover the cost of these cleaning services (see above).

3. Communicating with Parents

WEPS strives to keep parents informed about Playschool activities regularly. WEPS uses several communication channels to keep you informed, including:

- Your Class Coordinator will provide a monthly calendar describing the weekly learning themes, identifying the daily activities and naming the Special Day child, indicating planned field trips, etc. Please contact your Class Coordinator or with the teachers to have any questions answered.
- The Parent Bulletin Board outside the classroom is a good source of information. Sign up sheets for bingos, potluck lunches, etc. will be posted there. Fundraising opportunities (such as Scholastic or Purdy's chocolate sales fundraisers) and their deadlines will be posted there.
- WEPS will also communicate important information using emails. This might include bingo and casino shift date reminder, fundraising deadline reminders, and other Playschool related matters.
- Each year a closed (to the public) WEPS Facebook page is created to communicate with parents where we will post reminders about upcoming activities, advise you of any last minute changes (i.e., school cancellations), or other Playschool related matters.

You are also welcome to contact the Executive with any questions you may have.

The Executive will make every effort to ensure open and transparent communication with parents. We ask that you keep your email address and telephone numbers updated so that we can continue to share Playschool messages with you.

C. PARENT INVOLVEMENT

WEPS is a non-profit organization that relies heavily on parent involvement to operate and finance the Playschool. Parents are asked to contribute to the Playschool through both volunteering and fundraising opportunities.

1. Volunteering Opportunities

The efficient and effective delivery of WEPS programming requires support from parents to take on various volunteer roles within the organization. Parents may sit as a member of the Executive or participate in a Parent Committee.

Each family is expected to assume at least one Parent Volunteer position.

Possible Executive volunteer positions may include:

- President
- Vice-President
- Treasurer
- Secretary
- Registrar
- Fundraising Coordinator

Possible Parent Committee volunteer positions may include:

- Class Coordinator
- Fundraising Committee
- Social Media Coordinator
- Marketing Coordinator
- Website Coordinator
- Community League Liaison
- Yearbook Coordinator
- Scholastic Coordinator
- Environmental Committee
- Laundry
- Maintenance Coordinator
- General Volunteer

Detailed descriptions of the various Parent Volunteer roles and responsibilities is available on the West Edmonton Playschool website (<https://westedmontonplayschool.com/our-parents-2/>) or through the current Executive.

As part of the registration process a \$100 Parent Volunteer cheque is required. This Parent Volunteer cheque will be returned/destroyed if a member or representative of your child's family takes on a volunteer role with the Playschool over the course of the year. The Parent Volunteer cheque will be deposited for families that do not take on a volunteer position and for those families that do not fulfill the volunteer role they committed to by the end of the school year.

Please note that participating in field trips or other in-class activities does not qualify to fulfill the Parent Volunteer requirement.

A list of Parent Volunteer positions will be included as part of your registration package and will also be reviewed at the Annual General Meeting (AGM). The Executive is committed to ensuring that all families can meaningfully contribute to the Playschool and therefore may assign volunteer roles on an as needed basis. We appreciate your support and commitment to delivering great programming for your kids!

2. Fundraising Opportunities

As a non-profit organization, the Playschool receives funding from only two sources: school fees and fundraising activities. The monthly fees each family pays for their child contribute to only a portion of the revenue required to maintain our high quality programming at WEPS. The gap in funding is filled solely by fundraising. We fundraise in three main ways:

1. Casinos

WEPS is eligible to participate in one casino every two years, this is a lucrative and important fundraising event for the Playschool – it sustains our financial health for two years and is critical to the operation of the Playschool.

Alberta Gaming Liquor Commission (AGLC) assigns WEPS dates for our casino, including listing the shifts the Playschool must staff. We are required to provide enough volunteers to cover all shifts. Typically, daytime and nighttime shifts are offered and may be 8-10 hours in duration. Each family will be responsible to provide volunteers for 1 or 2 of these casino shifts, depending on enrollment numbers.

Casino event dates change every time, the Executive will provide as much notice as possible and set out the sign-up process promptly so that parents can commit early and we can ensure we meet AGLC requirements. Volunteers must be 18 years old. No previous training or knowledge of casino games is required.

If you sign up for a casino and are unable to make it, you are responsible to provide a replacement volunteer to cover your shift – it is not WEPS' responsibility to fill your spot. Last minute cancellations and no shows put WEPS reputation at risk and could see our license for casinos to be revoked, please make every effort to attend shifts you've committed to or send a replacement in your place. **The \$300 Bingo/Casino cheque will immediately be deposited in the event of a no show or last-minute cancellation where no replacement is provided.**

****The next casino event will take place in the 2018/2019 school year****

2. Bingos

Bingos provide another important source of revenue for WEPS. Similar to casinos, WEPS is assigned dates for bingos that we must staff. Bingos occur approximately once per month and we are typically required to send 10-12 volunteers to staff the positions. Families will be required to provide volunteers for a minimum of 3 bingos, depending on enrollment numbers. Shifts are typically 4-5 hours in duration and must be staffed by volunteers 18 years or older.

If you sign up for a bingo and are unable to make it, you are responsible to provide a replacement volunteer to cover your shift – it is not WEPS' responsibility to fill your spot. Last minute cancellations and no shows put WEPS reputation at risk and could see our license for bingos to be revoked, please make every effort to attend shifts you've committed to or send a replacement in your place. **The \$300 Bingo/Casino cheque will immediately be deposited in the event of a no show or last-minute cancellation where no replacement is provided.**

Note that families joining WEPS prior to December 31st are required to participate in 3 bingos; those that join after January 1st are required to participate in 2 bingos in order to fully satisfy the bingo requirement.

Also note that families with more than one child attending the Playschool are expected to complete the above Parent Volunteer and Bingo/Casino requirements for each child in attendance. For example, if two

siblings attend the Playschool, the parents (or an assigned delegate) are expected to assume 2 Parent Volunteer roles, provide volunteers for 6 bingo shifts (3 bingos per child), provide volunteers for 2-4 bingo shifts (1-2 casinos per child), plus all the required fees (including 4 Cleaning Fee cheques (2 per child)).

Bingo/Casino Deposit Forfeiture

WEPS strongly encourages all families to support the Playschool by volunteering for the bingo and casino events, the funding we receive from these events close the gap in our operating budget and are critical to the long-term financial stability of the organization.

Please note these important points about forfeiting Bingo/Casino cheques:

- All families must participate in casino and bingo fundraising events by working the event yourselves or finding someone to act on your behalf.
- The Bingo/Casino cheque will immediately be deposited in the event of a no show or last-minute cancellation.
- Families that do not fully satisfy their bingo/casino requirements (at Executive discretion), forfeit their \$300 Bingo/Casino cheque.
- WEPS will not issue partial refunds for partially completed bingo/casino fundraising commitments.

Bingos and casinos are the most profitable fundraising activities we undertake in a year and WEPS relies heavily upon those funds to operate the playschool. We appreciate that parents make every effort to fulfill this fundraising requirement through your active participation in these events.

3. Annual Fundraising

Lastly, WEPS relies on other fundraising events to support the operating costs of the Playschool, and to cover activities that casino and bingo funding are not eligible to cover, such as field trips, transportation during field trips, new toys for the Playschool, etc. These annual fundraising events are planned and organized by the Playschool's Fundraising Coordinator and the Fundraising Committee. Examples of past fundraising activities include selling Little Caesar's pizza kits, Purdy's chocolates at Christmas, gift card sales, Scholastic books, and others.

These fundraising events are especially important for the Playschool during non-casino years, and we appreciate the support of parents and their networks to help us raise funds in these ways.

3. More about WEPS Executive

The Playschool is operated by a team of parent volunteers, the Executive. The Executive is collectively responsible for the administration and operation of the Playschool, activities include but are not limited to:

- Establish, update and enforce Playschool policies (i.e., this document).
- Undertake student enrolment activities.
- Maintain the Playschool's financial health by setting and meeting financial budgets, review financial statements (i.e., Balance Sheets and Income Statements), ensure financial commitments are met (including paying teacher salaries, insurance, and monthly bills), etc.
- Hire and employ teaching staff; assess and set staff salaries; provide support to teachers and conduct annual performance assessments.

- Meet and maintain provincial and municipal licensing requirements, including adhering to fire safety, and health and safety codes.
- Notify the Child Care Licensing Department when required within 2 working days of an incident/event. Events or incidences requiring notification include:
 - Emergency evacuations,
 - Unexpected Playschool closure due to an emergency,
 - Intruder on the Playschool premises,
 - Child is removed from the Playschool by an unauthorized individual,
 - Injuries requiring medical attention,
 - Lost child, or
 - Child is left on the premises after hours.
- Work with the teachers to approve special events.
- If required, suspend students from class for breaches of the operating rules and regulations.
- Keep parents informed of Playschool events and activities Work with parents to continuously improve the Playschool.

D. PLAYSCHOOL POLICIES & PROCEDURES

The Playschool has a number of policies and procedures that attending families must be aware of. Families are responsible to understand the following and raise any questions or concerns with the Executive.

1. Respectful Environment Policy

WEPS commits to a culture of respect and trust, while aiming to be a supportive and positive environment for our Playschool children, teachers, and parents. The demonstration of respect is the responsibility of the teachers, Executive, parents, and children of our Playschool.

Every member of WEPS has the responsibility to refrain from participating in behavior that is, or could be perceived to be, disrespectful in nature. Disrespectful behavior, including bullying and harassment, will not be tolerated in our school.

2. Discipline Policy

WEPS aims to support children to achieve and demonstrate desirable behaviour. Discipline is not punishment, but a method of helping our children learn that there are consequences to their actions.

To discipline at WEPS, we nurture within a set of restrictions. With 3 to 5-year olds, when an individual child displays inappropriate behaviour, the behaviour is ignored; the child is distracted and redirected to a more satisfying task. If necessary, a short time in a quiet spot within the realms of the Playschool (i.e., quiet activity table, book corner) would be utilized. When another child is involved, priority will be to keep him/her safe and unhurt by picking him/her up or changing their location.

Inappropriate behaviour includes:

- Throwing, kicking, hitting, grabbing, pinching or any other activity that could hurt or injure the child, or any other child
- Swearing or abusive language
- Non-compliance with teacher’s direction

- Other behaviours deemed unacceptable or inappropriate by the teacher.

In emotional situations (i.e., a child becoming upset when a parent leaves), teachers work with children at their eye level and help them express themselves and understand the situation. Teachers will work with the child to find a solution together and stay with the child until comforted. As necessary, teachers will use distraction from the immediate situation until the child is settled enough to participate in the class.

3. Accident, Illness and Incident Reporting Policy

Please do not bring your child to class if he/she is sick or has a contagious condition. If your child has a fever or is generally unwell keep them at home where they can be comfortable. The teacher can refuse the admittance of a sick child and may request parents pick up children that become ill during class.

- Do not bring your child to class if he/she has a contagious condition such as head lice, pinworms, pink eye, mumps, measles, chicken pox, gastroenteritis, or influenza (i.e., flu). Please have the diagnoses confirmed by your family doctor or local health unit and call the teacher so the other parents can be aware of possible signs of infection in their own children. At no time will the student's privacy be violated. Once treatment is completed you must get a note from your family doctor or local health unit stating that the child is fit to return to school.
- In the event your child has a medical emergency while at Playschool appropriate medical attention will be provided. The parents will be notified and pick up of your child arranged. A record of the incident and any first aid action taken will be reviewed and signed by the teaching staff. The teacher will have the parent sign the incident report, copy it, and give the copy to the parent and keeping the original with the child's registration form.
- If your child becomes ill while at school he/she will be kept as far away as possible from the other children, while in the company of a Playschool employee (teacher or teaching assistant) while pick up arrangements are made. Parents are expected to immediately come pick up their child (or make alternate arrangements) if called upon to do so.

4. Medication Policy

Medications will only be administered at Playschool as an emergency measure (i.e., to counteract an allergic reaction). If your child has a medical condition that may require the emergency administration of medication, please explain the condition and medication administration procedure in writing for the classroom records. Medications must be hand delivered from the parent to the teacher in its original labeled container. Labels must include the child's name, the Doctor's name, drug name, dosage, instruction for use, and expiration date. Medications will be properly stored in an inaccessible location to the children. A record will be kept of any medication administered citing child's name, name of drug, time given, dosage, signature of person dispensing medication (teacher), and signature of an assisting adult (teacher's assistant). Parents must be informed and also sign medication records on the date the medication was administered. Medication records must be maintained in class files.

If there are any concerns about medications, please ask for verification by your doctor.

5. Bathroom Policy

We like to help families encourage children to be fully self-sufficient in the bathrooms, however we realize that there are exceptions with regard to snaps, buttons, zippers etc. We believe everyone deserves the

right to privacy in the bathrooms and we will respect that, however, in the event a child is in need of assistance two adults will supervise.

6. School Cancellation Policy

In the event of severe weather or other unforeseen circumstances (flooding, lack of power/water, etc.), school will be cancelled at the teacher's discretion. Your Class Coordinator or another parent in your class will email you to confirm that the Playschool will be closed. The WEPS Facebook page will also be promptly updated to inform families of any school cancellations.

Please use your discretion if you feel that the roads are too slippery, and you feel unsure about driving to school. If you have not received an email, or notice on our social media pages, then class will proceed as scheduled. In the event of cancellation (inclement weather), classes will not be made up.

7. Locked Door Policy

To ensure the security of staff and children, the main door to Lynnwood Hall will be locked once class has commenced and will remain locked until class has ended. Parents and students arriving during class times must use the door buzzer located near the front door to the hall to gain entry.

8. Custody Policy

During the student enrolment process, parents and/or guardians of the student must be identified to ensure each party's rights are respected. If an order exists affecting guardianship rights, custody or access rights, a copy of the order will be required to be placed in the student file with the registration form. The teachers and Executive members, acting in good faith, will always act in the best interests of the child first.

9. Photography Policy

WEPS recognizes that receiving pictures of your child during his/her activities during the class contribute to being involved in your child's school activities, fostering discussion with your child, and encouraging relationships between your child and his/her classmates. The teachers will take pictures of class activities throughout the day.

WEPS is committed to the privacy of your child, therefore:

- Images taken by the teachers will only be used for internal Playschool purposes (i.e., yearbook, etc.) and will not be used for purposes other than communicating the child's activities.
- WEPS will not use images for marketing, website, media, etc. purposes without prior consent from parents.

WEPS welcomes the proper use of cameras at the Playschool. We are committed to taking all reasonable steps to ensuring pictures and images are not inappropriately displayed, therefore:

- Permission must be obtained from the teachers before photographs/videos can be taken.
- Where the camera operator is not the parent of the child, the parent's permission must also be obtained.
- If planning to use the image(s) for purposes other than the child's family (e.g., social media, printing, website), permission must be obtained from the parents of all children in the image.
- Any inappropriate usage of a camera should be reported to the teachers.

10. Confidentiality

The Executive regards as confidential any personal information that arises within the Playschool regarding personalities, behaviours, fees, etc. It is important that all parent volunteers be aware that what transpires in the classroom or on field trips is strictly confidential. Children's, teacher's or parent's behaviours should not be discussed with others. Any difficulties that may arise will be dealt with in a positive constructive manner so that the Playschool experience for every family will be happy and productive.

11. Addressing Concerns

If problems or matters of concern arise, please raise it with your Class Coordinator. Should you have concerns about the behavior of your child, or that of another child, please bring it to the attention of the teachers. In cases where concerns are between adults, we encourage you to respectfully discuss it and seek resolution with the individual. Where it is necessary for an unresolved issue to be brought to the attention of the Executive, the Executive will consider the circumstances and address it with respect and confidentially.

The Playschool teacher, along with the Executive, reserves the right to remove a child from class for inappropriate behaviour, lack of readiness or demonstrating that they are consistently not toilet trained.

E. ALL ABOUT ATTENDING SCHOOL

The following section provides parents additional information about what to expect with the WEPS Playschool experience.

1. Parent Responsibilities

The Playschool collaborates with parents to provide a safe, healthy, and nurturing environment. To that end, parents are responsible to:

- Inform the teacher if there will be any persons other than themselves picking up the child.
- Advise the Playschool teachers of all allergies or other medical problems. Please ensure the information on the registration form is kept up to date and any requested forms regarding allergies are completed.
- Ensure WEPS has current contact information including email address, phone number, and mailing address. Teachers need to be able to reach parents in the event of a toilet accident, illness or emergency. Please ensure we have your current contact information so that you can be reached at all times, including home, work, and/or cell number.
- Take an interest in your child's work. Display it!
- Participate. This is a parent cooperative Playschool. It cannot operate effectively and efficiently without your support. This includes fundraising, volunteering, bingo and casinos.
- Please always feel free to discuss your child's progress or any special concern with the teacher.

2. Things to Bring to School

First Day of Classes

- **Indoor shoes:** Shoes that your child can independently put on and take off are required to be left at school. These should be clearly marked with the child's name. Please do not send Crocs or sandals, as these can be dangerous when participating in physical activities.
- **Extra Clothing:** Each child must leave an extra change of clothing at the school at the beginning of the year in case of an accident.
- **Kleenex:** Please bring a box of Kleenex clearly marked with your child's name to leave at the Playschool.
- **Pencil Case:** Please bring a hard shell, box-style pencil case clearly labeled with your child's name.

Daily

- **Outdoor clothing:** Always provide your child with appropriate outdoor clothing, as outdoor play is part of the Playschool routine.
- **Snack:** Please provide a healthy snack and drink for your child (no pop/candy bars/cupcakes etc.). **NOTE: WEPS is a PEANUT FREE AND NUT FREE environment.** Any snack containing nuts is unacceptable and will be returned home unopened. The snack that you provide must have been manufactured in a nut free environment. Please read all labels to ensure your child's snack is completely nut free.

Please do not bring candy, toys, etc. to Playschool unless your child has been requested to do so for their Special Day or other in-class events. No gum please!

3. Student Drop-Off

- Please do not arrive at the Playschool earlier than 10 minutes before class.
- Remove coats, backpacks, and footwear in the coatroom and wait upstairs for the teacher to greet you at class time.
- Do not enter the large room past the double doors on the right of the Lynnwood Hall entrance (i.e., the gymnasium); the Playschool is permitted to enter that space only during specific times for gym times, not during drop-off times.
- You will walk your child downstairs and can leave once the child is safely in the classroom.
- **The Playschool is not responsible for any child until they are in the Playschool room located downstairs. Failure of an adult to accompany the child would mean losing our license to operate a Playschool.**

4. Student Pick-Up

- Once class is finished the children will not be allowed out of the Playschool room unless the person picking them up from school is there waiting.
- Please wait upstairs until the teacher greets you with a summary of the day's activities.
- Do not enter the large room past the double doors on the right of the Lynnwood Hall entrance (i.e., the gymnasium); the Playschool is permitted to enter that space only during specific times for gym times, not during pick-up times.
- All children must be picked up promptly at 11:30 am or at 3:00 pm.

- If you need to pick your child up early, please let the teachers know in advance so your child can be ready when you arrive. Please meet your child at the door of the Playschool downstairs so that teachers can remain in the class with the other children and maintain our teacher/children ratio.
- For the safety of the children, please let the teachers know in writing if someone else will be picking up your child from school. Please provide the person's full name so that teachers can verify their identity before leaving with your child.
- If you are late for pick-up, one late warning will be given. After such notice, a charge of \$25 for the first 15 minutes will be billed and an additional \$10 for every 5-minute interval thereafter will be charged.

If a child has not been picked up by the end of the teachers' work day, the teachers will wait 30 additional minutes and then are required by licensing to call Social Services.

5. Parking at the Playschool

- Parents may park in the parking lot in front of the building.
- Children must be accompanied by a responsible adult to and from school.
- Please do not leave any children unattended in vehicles in the school parking lot at any time.

6. Special Days

"Special Days" are assigned to each student and are marked on the class calendar provided by your Class Coordinator. Except in cases where a field trip or another significant activity is taking place at Playschool, a "Special Day" child is assigned for every class. During their "Special Day", you child will:

- Bring a special item (i.e., toy, game, book, etc.) to Playschool to show and share with the class.
- Become the class leader for the day (i.e., leader of the line up to go to the gym, first to go for snack, etc.).
- Help the teacher at circle time and during other fun activities.

This is a nice time for parents to see how their children are interacting with friends, and see their progress over the course of the year. If you have the availability, your child's "Special Day" would be a good opportunity for you to volunteer in the class and help out. Please inform the teachers prior if you wish to stay for your child's "Special Day" as you will be required to help with various tasks around the classroom. Although parents are not required in the classroom, you are still welcome! Please note our licensing requirements do not allow siblings to attend.

7. Off Site Field Trips

All parents must return the signed permission slip provided prior to any and all off site field trips or the child will not be permitted to attend. The permission slip will inform you of the activity, identify the means of transportation, describe any additional supervision that may be required (i.e., need for extra parent helpers), and in certain instances indicate a minimal fee (i.e., \$5 to help cover the cost of bussing). Space can be limited depending on the venue, therefore siblings and extra parent helpers (other than those needed for mandatory supervision) are not permitted.

Selecting Field Trip Volunteers for Off-Site Field Trips

WEPS encourages parents to participate in off-site field trips to help the teachers supervise the class. Parents will have an opportunity to volunteer to participate in a field trip when completing the permission slip. When parent interest is high to attend the field trip, the teachers or Class Coordinator will select the field trip volunteer(s) at random. Efforts will be made to choose parents who have not already participated as a field trip volunteer.

Note that participating as a field trip volunteer does not contribute to fulfilling your Parent Volunteer requirement.

8. Emergency Plan

It is important for children to know how to behave in an emergency situation; therefore, we practice fire drills on a monthly basis with each class.

Upon discovery of a fire or sounding of the alarm, or any life-threatening disaster (i.e. flood, gas leaks, etc.), emergency evacuation procedures will take place as follows:

- a. Person finding fire pulls alarm, contacts the teacher and uses fire extinguisher if paths out are blocked.
- b. The teacher calmly lines up the children, teacher in front with attendance book, teacher's assistant at the end to close the door, and exit out the entrance/exit immediately next to the classroom.
- c. At the same time as item 'b', the teacher's assistant will check the facility, exit behind the children and phone the fire department at 496-3900, or call 911.
- d. The teacher will take attendance when clear of the building.
- e. Emergency services personnel will make decision if and when it is safe to return to the building.

9. Emergency Relocation Procedure

In the event of a local emergency (i.e., power failure in cold weather, fire, etc.) all children will be relocated to Lynnwood Elementary School. Their phone number is 780-489-4500.

In the event of a large scale, area-wide emergency, our out-of-town relocation site is Brookwood School at 460 King Street in Spruce Grove. It is a K-4 school with over 400 students. The phone number is 780-962-3942.

- No child will be allowed to leave unless picked up by an authorized person.
- All parents will be contacted and notified of where to pick up their child.

F. CLOSING STATEMENT

WEPS makes every effort to maintain this Operations Policy and may update it from time to time. The current version will be posted to the West Edmonton Playschool website for reference. The WEPS Executive reserves the right to make changes to any of the above at its discretion.