

# West Edmonton Playschool Society

## Operations Policy



[www.westedmontonplayschool.com](http://www.westedmontonplayschool.com)

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# 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.

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.

# 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. Parental involvement helps keep tuition fees low.

WEPS relies upon and appreciates continued volunteer assistance from parents.

# WEPS Programs & Registration

## Programs

WEPS offers three programs:

Class Name	Ages	Days
Bumblebees	Three	Tuesday/Thursday: 9:00 - 11:30 AM
Caterpillars	Four	Monday/Wednesday/Friday: 9:00 AM - 11:30 AM
Fireflies	Four	Monday/Wednesday/Friday: 12:30 PM - 3:00 PM

Age requirements are based on your child's age by December 31 of the school year. For example, a two-year-old can register for Bumblebees as long as they are three before December 31.

Programs require a minimum number of students to run, and may change annually.

## School Year

The school year runs from September to mid-June and observes all statutory and most school holidays. The first day of school and last day of school change every year, typically coinciding with the start of the K-12 school year. Families will be notified of these dates via email.

## 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 September.
- Registration for new students opens in early February for the following September.

Registration is done online through the school's online registration form. Once the registration form and registration fees (see Registration Fees section) have been received, a spot will be held for your child.

## Community League Membership

All families attending WEPS are required to be a current member of an Edmonton Federation of Community Leagues (EFCL) affiliated league. Annual registration for community league memberships typically begins in September and can be completed online at <https://www.efcl.org>.

Membership numbers must be provided to the WEPS registrar by October 1. Failure to provide your community league membership will result in your child being unable to attend school and their spot being forfeited.

## Fees and Deposits

Playschool fees are charged per child in attendance and are used to pay for:

- Teacher salaries
- Rent
- Special activities and field trips
- Classroom supplies (toys, educational aids, etc.) at the end of the year

WEPS reserves the right to update or change fees during the school year if required.

## Registration Fees

In addition to completing the registration form, the following fees must be paid to complete the registration process:

- **\$50** non-refundable registration fee for returning students, or alumni families.
- **\$100** non-refundable registration fee for new families.

Registration fees will be deposited immediately. In addition to the registration fees, the following deposit cheques must be provided:

- **\$100** parent volunteer cheque, undated.
- **\$300** bingo/casino volunteer cheque, undated.

The above two deposit cheques will be held until the parent's volunteer obligations are met (see Parental Involvement section), at which point they will be destroyed. WEPS will not provide partial refunds for partially satisfied volunteer obligations.

If a bingo or casino cheque has been cashed during the school year (for example, for a no-show at a casino), the family must bring another \$300 cheque to keep on file.

## Tuition Fees

Tuition fees are paid via pre-authorized payment on the first of every month for the duration of the school year (September through June) and are as follows:

- Bumblebees: **\$58/month**
- Caterpillars/Fireflies: **\$91/month**

June fees are half of the regular monthly fee to reflect the reduced number of classes.

## Cleaning Fees

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 one-time **\$60.00** cleaning fee will be withdrawn with the first month's tuition.

## Classroom Supplies

Each student is issued their own box of classroom supplies. The cost for this is a one-time payment of **\$18.00**, due with the first month's tuition payment. The students can take their supplies home at the end of the school year.

## Insufficient Funds (NSF) Fees

All fees will be withdrawn on the first of the month using pre-authorized payments. If this fails due to insufficient funds, families will be charged an NSF fee from their bank and WEPS will charge a **\$30 reprocessing fee**.

A second attempt will be made to withdraw the fees, plus the NSF fee, on the 10th of the month. If funds are still not available, an additional **\$50 reprocessing fee** will be charged.

If there are still insufficient fees available for the third attempt, a third **\$50 reprocessing fee** will be charged and families will have to pre-pay their fees on the 15th of the month for the remainder of the school year.

Be advised that WEPS is not able to change debit dates for payment under any circumstances, please ensure to have the funds available for the 1<sup>st</sup> of each month to avoid additional charges from your Bank and WEPS.

## 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 the registrar. Regardless of when the withdrawal takes place, you are still required to fulfill all volunteer duties, including bingos and/or casinos, as well as pay any remaining cleaning payments.

If you have met your obligations by the last day of your child's attendance at the playschool, any deposit 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 six weeks to complete the requirements or forfeit any remaining deposits.

WEPS reserves the right to assess each situation and use discretion in making determinations.

## Non-Payment

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 for three weeks following the start of the first day of school, or if deposit cheques are not received, your child will not be permitted to attend the playschool and their spot will be forfeited.

Failure to pay required fees during the school year will be considered to be a voluntary withdrawal of your child, or children, from the playschool. WEPS reserves the right to review fee guidelines and amounts on a case-by-case basis as unexpected or extenuating circumstances arise.

## Parent Communication

WEPS uses several communication channels to keep parents informed:

- **Class Coordinators** provide a monthly calendar containing the weekly learning themes, daily activities, field trips, and naming the Special Day child.
- The **Parent Bulletin Board** outside the classroom contains volunteer sign-up sheets, event sign-ups, and fundraiser information and deadlines.
- **Email** is used as the primary means of electronic communication. This may include bingo and casino reminders, school cancellations, fundraising reminders, and other playschool related matters.
- Each year a private **WEPS Facebook page** is created to communicate with parents where we will post reminders about upcoming activities, advise you of any last minute changes (e.g. school cancellations), or other playschool related matters.

WEPS 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.

## Parental 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.

Families with more than one child attending the playschool are expected to complete 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 two Parent Volunteer roles, provide volunteers for 6 bingo shifts (3 bingos per child), provide volunteers for 2-4 casino shifts (1-2 casinos per child).

## Parent/Guardian Responsibilities

- Inform the teachers if there will be any persons other than themselves picking up the child.
- Advise the teachers of all allergies or other medical problems. Please ensure this information is kept up to date throughout the school year.
- Ensure WEPS has current contact information including email address, home/work/mobile phone numbers, and mailing address. Teachers need to be able to reach parents in the event of a toilet accident, illness or emergency.
- Participate. This is a parent cooperative playschool. It cannot operate effectively and efficiently without your support. This includes fundraising, volunteering, bingos and casinos.
- Please always feel free to discuss your child's progress or any special concerns with the teachers.

## Volunteer Roles

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 volunteer position**

Possible Executive volunteer positions include:



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

Possible Parent Committee volunteer positions include:

- Class Coordinator
- Fundraising Committee
- Social Media Coordinator
- Yearbook Coordinator
- Scholastic Coordinator
- Environmental Committee
- Laundry
- General Volunteer

Detailed descriptions of the various Parent Volunteer roles and responsibilities is available on the [West Edmonton Playschool website](#).

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).

WEPS is committed to ensuring that all families can meaningfully contribute to the playschool and therefore may assign volunteer roles as needed. We appreciate your support and commitment to delivering great programming for your kids!

## Fundraising

As a non-profit organization, the playschool receives all funding from three sources: school fees, AGLC events, and seasonal fundraising activities.

It is impossible to overstate the importance of AGLC events (bingos and casinos) to the existence of WEPS. Without these funds, tuition fees would have to be dramatically increased to cover the shortfall. Parental involvement in these activities is critically important.

## Casinos

WEPS is eligible to participate in one casino every two years, this is a key fundraising event for the playschool – it pays a significant amount of our operating costs for the two years following the event.

Alberta Gaming Liquor Commission (AGLC) assigns dates for our casino and 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 fill 1 or 2 of these casino shifts, depending on enrollment numbers.

WEPS will provide as much notice as possible to ensure parents can plan around the event and meet AGLC requirements. Volunteers must be 18 years old and no previous training or knowledge of casino games is required.

## 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 4 bingos, depending on enrollment numbers. Shifts are typically 4-5 hours in duration and must be staffed by volunteers 18 years or older.

Note that families joining WEPS prior to December 31<sup>st</sup> are required to participate in 4 bingos; those that join after January 1<sup>st</sup> are required to participate in 3 bingos in order to fully satisfy the bingo requirement.

## Casino/Bingo No-Shows

If you are unable to make it to a scheduled bingo or casino event, **you are responsible for finding a replacement**. Last minute cancellations put WEPS' reputation at risk and could result in our AGLC license being lost. Volunteers must be at least 18 years of age. No-shows will also result in the immediate cashing of your casino/bingo deposit cheque.

## 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, and new toys for the playschool. 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 Caeasar'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.

## WEPS Executive

The playschool is operated by a team of parent volunteers, the Executive. The Executive's responsibilities include but are not limited to:

- Maintenance and enforcement of school policies
- Student enrollment
- Setting and meeting annual budgets, review of financial statements (i.e. balance sheets and income statements), payment of regular bills and teacher salaries
- Hiring and employment of teaching staff; assess and set staff salaries; provide support to teachers and conduct annual reviews.
- Ensure compliance with provincial and municipal licensing requirements, including adhering to fire safety, and health and safety codes.
- Notification of the Child Care Licensing Department when required within 2 working days of an incident/event. Events or incidents 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
- 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.

## Non-Compliance

As a volunteer-run organization, we depend on the participation of parent volunteers to run the school and rely on parents to promptly set up pre-authorized payments for tuition. In the event a parent does not fulfil these obligations, the following will happen:

1. We will email both parents with a clear explanation of what requirement was not fulfilled and instructions for fulfilling this requirement.
2. If after three days no response is received, we will call both parents to reiterate the contents of the email.
3. If no response is received after a week, your volunteer cheque may be cashed (if you have failed to fulfil a volunteer requirement) or your child may be unable to attend school until the situation is resolved (e.g. failure to accept pre-authorized deposit).

In addition to volunteer roles, the playschool requires each family to participate in AGLC fundraisers (bingo, casinos). The school receives a significant amount of its operating income from these sources and as such participation is mandatory.

Families who commit to a bingo shift but do not fulfil their shift will receive a warning. If a second no show occurs, their deposit cheque will be cashed and their child will be immediately withdrawn from the school. Failure to fulfil fundraising commitments during the school year will result in the cashing of the fundraising deposit cheque and the family being denied future acceptance into any playschool program.

## Playschool Policies

Parents are responsible for understanding and adhering to playschool policies. If policies are unclear, please reach out to a member of the Executive for clarification.

## 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.

## 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 addressed, and the child is redirected to a more satisfying task. If necessary, the student will be directed to spend time in a quiet spot within the realms of the playschool (i.e. quiet activity table, book corner).

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.

## Accident, Illness and Incident Reporting Policy

In the event of a major health event (e.g. pandemic), this policy may be superseded by an emergency policy aligned with any government requirements or health orders.

- **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 diagnosis 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 the 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, they 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.

If your child has a fever or is generally unwell, keep them at home where they can be comfortable. The teachers will refuse the admittance of a sick child and may request parents pick up children that become ill during class. Once the child's symptoms resolve, they may return to class.

## 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 by 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 a location inaccessible to the children. A record will be kept of any medication administered, citing the 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 check with your doctor.

## 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.

## School Cancellation Policy

If the temperature drops to -40 C with the windchill according to the [Government of Canada weather tracking](#) school will be closed. At this temperature, exposed skin will [freeze after 5-10 minutes of exposure](#), which would not give us enough time to safely make it to our secondary location in the event of an evacuation.

In the event of any other severe weather or other unforeseen circumstances (flooding, lack of power/water, etc.), school will be cancelled at the teacher's discretion.

In the event of an illness/absence of a teacher, we will be cancelling class for the day. For the students safety we must have two educators present to supervise the children. 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.

No make-up classes will occur in the event of a cancellation.

## Late Pick-Up Policy

All children must be picked up promptly at 11:30 AM or 3:00 PM (depending on the program you're enrolled in). On the first occurrence of a late pick-up, a written late warning will be given. Within reason, anything over 30 minutes late will be automatically charged regardless of previous warnings or lack thereof

On the **second occurrence** of late pick-up, a **charge of \$25 for the first 15 minutes** and an **additional \$10 for every 5 minute interval after the first 15 minutes will accrue.**

**If there are additional occurrences after several such warnings, the Executive Board will be notified to determine further punitive measures.**

**If a child is not picked up by the end of the business day, Child Protective Services will be notified.**

Late fees must be paid **before your child returns to class** on their next scheduled school day.

## Locked Door Policy

To ensure the security of staff and children, the main door to Lynnwood Hall will be locked once class has begun 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.

## 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.

To update the list of adults approved to pick up your child from school, please email or text the teachers with their full legal name. The person picking up your child must provide government-issued photo ID.

The teachers and Executive members, acting in good faith, will always act in the best interests of the child first.

## 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 insuring 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.

## Confidentiality

The Executive regards as confidential any personal information that arises within the playschool regarding personalities, behaviours, fees, etc. 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.

## Addressing Concerns

If problems or matters of concern arise, please raise it with either the teachers or a member of the Executive.

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 confidentiality.

**The playschool teachers, along with the Executive, reserves the right to remove a child from class for inappropriate behaviour or being otherwise not ready for playschool (e.g. not toilet trained).**

## 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.

Note that visits to the playground outside of the playschool are exempt from the field trip policy.

## 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 count towards fulfilling your parent volunteer requirement.

## Teacher Sick Day

If one of the teachers is sick and cannot teach, we will attempt to find a substitute among the parents. If no substitute is found, classes will be canceled.

## 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:

1. Person finding fire pulls the alarm, contacts the teacher and uses the fire extinguisher if paths out are blocked.
2. 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 and proceed to the muster point (grass by the entrance to the parking lot).
3. At the same time as 2, the teacher's assistant will check the facility, exit behind the children and phone the fire department at 496-3900, or call 911.
4. The teacher will take attendance when clear of the building.
5. Emergency services personnel will make a decision if and when it is safe to return to the building.

## Emergency Relocation Procedure

In the event of a local emergency (e.g. power failure in cold weather, fire, etc.), or an evacuation where inclement weather makes assembling outside infeasible, all children will be relocated to Lynnwood Elementary School. Their phone number is 780-489-4500.

- 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.

## 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.