



#126 – 751 Lorne Street East, Swift Current, SK, S9H 0J7
School Phone #: (306)773-3200

Policies and Procedures Manual

Our Mission Is:

1. To provide a loving, caring and safe atmosphere in which children can learn through play.
2. To promote the physical, emotional, social and intellectual growth of each child.
3. To encourage each child to develop life skills through cooperation, sharing and instruction.
4. To provide a positive classroom experience to better ready children for their further education.

Prepared by Community Cooperative Playschool
(Revised June 2025)

Positions on the Board and Volunteer Jobs

As a cooperative, we count on each parent doing his/her part to help things run smoothly. Each family is required to sign up for one job to be completed at various times during the year. You are not required to attend class as a parent helper, BUT there will be plenty of opportunities to come in for special days and field trips if you would like to. One of the parent jobs is to be on the board. 8 parents volunteer for these jobs.

Board of Directors

1. **President** - Responsible for overseeing the operation of the Playschool. Communicates with teachers, levies fines.
2. **Vice President** - Two-year term, second year of term this person becomes President. Responsible for posting to social media, sending out information to parents and helping with president duties.
3. **Treasurer** - Responsible for deposits, remittances, balancing bank records, fundraising etc.
4. **Assistant Treasurer** - Two-year term, second year being Treasurer (accounting background helpful but not necessary), fundraising
5. **Secretary** - Responsible for taking minutes at meetings and sending out to teachers and the board. Communicates with parents and helps to post on social media.
6. **Registrar** - Deals with applications, class enrollments, waiting lists, class lists etc.

Volunteer

Parents are required to complete a volunteer job during the school year. For most this will be a cleaning night. Cleaning nights takes place on the second Tuesday of every month at the same time as the Board meeting. A parent, grandparent, family member, or friend can come clean but PLEASE LEAVE YOUR CHILD(REN) AT HOME. Cleaning usually takes 1.5 hours to complete with a shift of 3 people and consists of cleaning toys, wiping shelves and classroom furniture.

SIGN UP WILL BE AT THE MANDATORY MEETING.

PARENT RESPONSIBILITIES

1. Mandatory Orientation Meeting – August 20th, 2025

Your first responsibility is to attend the **Mandatory** Orientation Meeting at our new location – 751 Lorne Street East on August 20th at **7pm**.

- After the meeting portion of the evening board members will be on hand to collect tuition cheques and supply fees.
- After you have handed in your tuition you are welcome to come into the classroom to look around and to chat with Mrs. Patzer and Mrs. Sims. **PLEASE LEAVE YOUR CHILD AT HOME – THEY WILL HAVE A CHANCE TO COME INTO THE CLASSROOM ON OPEN HOUSE NIGHT (August 27th, 6-7:30pm)**

2. Snacks for the class

We ask that you provide the snacks for your child's class on the designated dates (3-4 times a year). Class numbers will be finalized by the start of term.

Snacks should be a manageable size for three- and four-year-olds. Cookies, cheese and crackers, fruit, goldfish, cheese strings, rice krispie cake are all great options.

No Nuts

Because we are a NUT FREE School make sure your snack does not contain peanuts or any other nut.

3. Monthly Clean-up

If for some reason you cannot come when you are scheduled to do monthly clean-up, you are required to switch times with someone else, inform the secretary of the change. If you do not come to monthly clean-up, when you signed up you will be fined \$100.00. If you are late for monthly clean-up, you will be fined \$10.00 for each 15 minutes you are late. If you do not pay your fines within five (5) business days, you will be charged an extra \$5 per week in arrears.

4. Newsletters

A newsletter will be sent out to you at the start of each month, as well as being posted on the See-Saw app. Please be sure to read your newsletters as they contain information about what we are learning about in class, special days, fundraising etc.

5. Fundraisers

Our playschool does two MANDATORY fundraisers - one in the fall and one in the spring.

We will be collecting 2 cheques for \$200.00 each (post dated for December 31, 2025 and May 1, 2026) at the mandatory meeting. If you choose not to participate in the fundraisers, only then will we cash your cheque.

How else can you support our school? We have two other ways set up:

1. Mabel's Labels – if you are ordering Mabel's Labels for your children's school items for the upcoming year, at checkout you can select Community Cooperative Playschool (Swift Current) as the fundraiser you are supporting!
2. Sarcan – Our playschool is set up to take donations through the quick drop at Sarcan. Using drop and go you can use the word "CCPS" in the computer system when you drop off your bags.
- 3.

6. School Calendar

Playschool starts the first Tuesday after Labour Day. Our schedule follows the Chinook School Division calendar. Playschool finishes at the end of June.

FIRST DAY OF SCHOOL: Tues/Thurs classes: **September 2nd**

LAST DAY OF SCHOOL: Tues/Thurs classes: **June 18th**

The children will be hosting a Christmas Celebration for families during their class on the last day of school before Christmas break. We will sing songs, share some Christmas snacks and showcase some of our festive artwork.

CHRISTMAS CELEBRATION: Tues/Thurs classes: **December 18th**

Our Graduation Celebration will be held during class on the last day of school in May. We will sing some of the songs we have learned through the year, have some treats, and celebrate our year of learning.

GRADUATION CELEBRATION: Tues/Thurs classes: **June 18th**

7. Attention Required

If your child has any special requirements related to health problems, dietary needs, or unusual fears, please discuss them with the teachers.

8. Complaints

If your complaint does not come with a name attached to it, it will not be addressed. The teachers and executive are very approachable and if the situation can be rectified it will be.

FINANCIAL MATTERS

1. Fees

- A) There is a \$5.00 membership fee, per family. If you have paid this fee previously, please write the year in which it was paid on your registration form (i.e. the first year you attended).
- B) There is a registration fee of \$10.00 for each child who is being registered.
- C) The tuition fee is as follows: **\$112** per month, September through June. Tuition is averaged out over the school year so each monthly payment remains the same.
- D) Supplies: There is a \$20 cash fee per student to cover supply costs. Please bring \$20 cash to the mandatory meeting.
- E) NSF/Stop Payment will apply as follows:
 - All failures to pay will receive a \$25.00 charge added to the monthly tuition fee. After the first NSF/Stop Payment notice is received, the parent/guardian will be required to pay cash to the Treasurer within five (5) days (tuition fee plus the \$25.00 NSF/Stop Payment fee). A written warning will be issued stating that the second NSF/Stop Payment received may result in termination of membership at the discretion of the Board.

2. Payment of Fees

- A) Payment of fees shall be by cheque or etransfer.

B) All cheques should be made out to the "Community Co-operative Playschool or CCPS".

C) The tuition fees for the year must be submitted at the mandatory meeting - August 20th, 2025. Tuition can be paid in the following manner:

1. **Monthly Payments** - Ten (10) post-dated cheques will be required totaling \$1,120.00. They must be made out for **\$112.00** each and dated for the first of the month, September through June for the appropriate school year (2025-2026).

2. **Two Payments**

- Two (2) post-dated cheques totaling \$1,120.00. First cheque dated September 1, 2025 for **\$448.00** and the second cheque dated January 1, 2026 for **\$672.00** for the remainder of the school year.

3. **One Payment**

- One (1) payment cheque or etransfer for **\$1,120.00** dated September 1, 2025.

D) You will receive a receipt when you have paid your tuition.

REMEMBER:

**Did you put the right date on each cheque? (Year change in January)*

**Did you put your child's name in the memo portion of your cheque?*

**Did you make cheques payable to the Community Cooperative Playschool or CCPS?*

**Did you sign your cheques?*

3. Fines

Because we are a co-operative, we depend on each member to do his/her part. Here are the explanations and amounts for fines:

A) **Late Charges**

Please pick children up promptly at 11:30am or 3:30pm. A fine of \$10.00 for every 15 minutes you are late, or part thereof, will be charged. This is payable immediately, to the teacher, in cash. We're very understanding if situations come up that are not in your control but please let us know as soon as you can.

B) **Parent (supplying snacks)**

Not bringing in your snacks and drinks for the class will result in a \$50.00 fine.

C) **Monthly Clean Up**

Not showing up for your agreed upon Monthly Clean Up day will result in a \$100.00 fine. Showing up late for monthly clean-up will result in a \$10.00, per 15 minutes, late fee.

The great majority of members never receive a fine.

***** ALL FINES MUST BE PAID WITHIN ONE WEEK OF NOTIFICATION *****

4. Withdrawal Of Child

- to withdraw, one month's **WRITTEN** notice must be given.

- withdrawals are effective on the first of the month.

- parents are responsible for all duties and fees during this one month. This will apply whether or not the child is in attendance during the notice period.

- monthly fees will be refunded after the effective withdrawal date, up to the end of April. After this date, no refunds will be made.

YOUR CHILD AT PLAYSCHOOL

1. Behaviour

Bad language, hitting, kicking, biting or any other kind of physical violence directed at the students or teachers will not be tolerated. Teachers will deal with situations on a case-to-case basis; however please be aware that termination may be the outcome of ongoing issues. Both the students and teachers have the right to feel safe while at playschool and we are not able to deal with ongoing behavioral issues.

2. Designated Leader Day

On the day that you provide the snacks your child is the leader they are allowed to bring something from home to show and tell the other children. This could be a toy, book, photograph, a souvenir from a trip, anything that your child feels special to them. More information will come home about this when class lists have been finalized.

3. Bathroom

YOUR CHILD MUST BE POTTY TRAINED TO ATTEND PLAYSCHOOL. We have a washroom right outside our classroom and the children are encouraged to go independently. Should accidents be frequent, you may be asked to remove your child from playschool until training is complete. Your child should be able to go into a bathroom stall and complete the task (getting pants off, sitting on the toilet, wiping, and pulling their pants up afterwards). Teachers will remind children to flush and help them to wash their hands if necessary. It would be helpful if you could encourage your child to go to the washroom independently at home and remind them to tell someone if they need to go. The teachers will encourage your child in the bathroom and tell them what to do if needed but we will not wipe them. Playschool is a new experience for many of your children and the teachers will do all they can to support successful toileting habits.

4. Clothing

A) Your child should wear washable play clothes, so that he/she can enter freely into all activities without worrying about their clothing. Students will be involved in messy activities and crafts and their focus should be on having fun!

B) Playschool children are encouraged to dress independently in clothing they can manage themselves. Shoes can be difficult for young children to manage so please do your best to set them up for success in shoes that aren't too tight or have tricky fastenings. Please also help your child to get their jacket on and zipped by themselves.

C) Your child will need indoor shoes labeled with their name to be left at the playschool.

D) **PLEASE LABEL JACKETS, BOOTS, SNOW-PANTS, AND MITTENS.** Even initials would be great. It is difficult for the teachers to determine which items belong to your child when they are helping many children all at once.

E) **Ensure that your child is dressed properly for the weather.** Children will play and take part in outdoor learning activities in a variety of weather, and we do not have spare outdoor clothing at school.

5. Water

Please send a labeled water bottle (WITH WATER ONLY) to school with your child each day. Their water bottles will stay in their locker and they will be able to have a drink whenever they need one. The children will take their water bottle to their table during snack time.

6. Scholastic Books

Book order flyers will come home with your child at the beginning of every other month. You are not required to order, however when you do, the playschool receives a percentage back to put towards books and supplies for the classroom. Books can be ordered through the website using our class code – we will not be accepting cheques or paper orders as the website is super easy to navigate and often there are perks to placing an order with Scholastic online.

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PLAYSCHOOL SCHEDULE FOR 2025-2026

Arriving

- You will come in the main double doors on the West side of the school into the common area.
- Please have your child hang up his/her own jacket and backpack in his/her locker and change into their indoor shoes before coming into the classroom

Class

- Morning class is from 9:00am-11:30am. Classroom doors will be open for drop off at 8:45am.
- Afternoon class is from 1:00pm-3:30pm Classroom doors will be open for drop off at 12:45pm.

DO NOT JUST DROP YOUR CHILD OFF IN THE COMMON AREA AND LEAVE, THEY MUST BE BROUGHT TO THE CLASS AT THE APPROPRIATE TIME.

Daily Schedule

Warmups

During the 15-20 minutes that we wait for everyone to arrive the children will be taking part in different fine motor activities or crafts at the tables or on the floor. These activities are designed to help develop strength and dexterity in your child's fingers and hands which will help them on their journey towards writing and other fine motor tasks.

Story & Carpet Time

Once everyone has arrived, we will move to the carpet for calendar, story time, rhymes/stories, and show and tell.

Play Time

After we have carpet time we play! Children will be moving around the centers we have set up in the classroom. Our center activities are designed to encourage learning through imaginative play. We will be building, crafting, painting, investigating, role playing, developing our fine motor skills and using all our senses to learn about the world around us. Children may play alone or with other students and will also spend time with one of the teachers doing small group work.

Gym or Playground

After Centre time we will have some form of physical activity. This might be playing a game or dancing in the common area or playing on the playground outside. Sometimes we may take a walk to explore the world around us. Please make sure your child has appropriate footwear that they can move safely in.

Snack Time

After we wash our hands, we sit at the tables for snack.

Story Time

If there is time after snack we may read another story, sing, or talk about our day on the carpet.

THE CLASS SCHEDULE MAY CHANGE AS TEACHERS SEE FIT.

Dismissal & Exiting

At the end of class, the teachers will bring the children out to the common area. The students wait until their parent arrives and their name is called.

Health

Please use good judgement when your child is sick; **do not send them to school if they are not feeling well.** Runny noses, coughs, and sneezes are a part of life but if a child has a nose that won't stop running or a bad cough at playschool they will be sent home. Please notify us if your child has any other highly contagious illness that could spread easily at playschool.

LICE

If your child gets lice, please let us know. Names will be kept confidential at all times, but it does spread very quickly so as soon as you find it, please tell us.

EYE CONDITIONS

Pink eye is a highly contagious eye infection that is spread by an infected person rubbing their eyes and touching things like toys that others are touching. If you notice your child's eyes getting red and goopy please seek treatment and keep them home until the infection clears. If you can't get in to see a family doctor, you can see an eye doctor for pink eye as well. If your child exhibits symptoms at playschool we will send them home.

THROWING UP/FEVER

If your child is throwing up, has diarrhea or a fever, they need to remain at home for 48 hours after their last symptom has passed. If your child throws up or has an upset stomach at playschool they will be sent home ASAP.

THANKS SO MUCH FOR YOUR COOPERATION.

If you have any questions, please ask Mrs. Patzer or Mrs. Sims, or any board member. We are happy to help. Here's to a great year!