



Caminitos Spanish Playschool



Parent Handbook 2024-25

Revised March 2024

Caminitos Spanish Playschool

9802 76 Ave (Zion Baptist Church, second floor, west side private entrance)
Edmonton, AB T6E 1K5

Website: www.caminitosplayschool.com

Contact: info@caminitosplayschool.com

PHONE NUMBER PENDING - 780-6166904

Table of Contents:

[About the Playschool](#)

[Introduction](#)

[Program Eligibility](#)

[School Hours](#)

[School Year](#)

[First Day](#)

[Attendance](#)

[Drop Off & Pick Up](#)

[Clothing](#)

[Toileting](#)

[Snack](#)

[Special Events](#)

[Home-to-School Transition](#)

[Caminitos Policies](#)

[Discipline](#)

[Respect](#)

[Confidentiality](#)

[Parent Involvement](#)

[Board of Directors](#)

[Description of Board Positions](#)

[Volunteer Positions](#)

[Description of Volunteer Positions](#)

[Requirements for Enrolment](#)

[Registration Process](#)

[Tuition and Fees 2025-26](#)

[Volunteering and Pledge Bonds](#)

[Fundraising Policy](#)

[Methods of Payment](#)

[Open House and Orientation Nights](#)

[Receipts](#)

[Arrears](#)

[Mid-Year Enrolments](#)

[Withdrawal](#)

[Child Care Subsidy](#)

[Health and Safety](#)

[Communication](#)
[Health Regulations](#)
[Allergies](#)
[Medication Administration Policy](#)
[First Aid and Accidents](#)
[Fire and Emergency Plans](#)
[Closure](#)

The Board of Directors will review these policies and procedures annually and as needed.

About the Playschool

Did You Know?

There are over 2,000 languages spoken in the world today. Many of these languages are spoken in rural regions of developing countries.

Chinese (Mandarin) is the first language spoken as a mother tongue by the greatest number of the world's people, with 955 million speakers.

English and Spanish are the next most common native languages. They used to be tied for second place, but in the last few years the number of native Spanish speakers has increased to 405 million people. English is the native tongue of between 360 and 375 million people (sources vary). However, English is spoken by at least 1.5 billion speakers if we include second language speakers.

In Canada, 24.8 million people speak English as their mother tongue and 7.7 million people speak French. Other population groups by mother tongues other than English include Chinese, Italian, German, Polish, Spanish, Portuguese, Punjabi, Ukrainian, Arabic, Dutch, Tagalog, Greek, Vietnamese, Cree, and Inuktitut.

On May 1, 2001, the Alberta Legislative Assembly carried the following motion: "Be it resolved that the Legislative Assembly urge the government to make the learning of a second language a compulsory component of a high school diploma by the year 2006 and to increase the opportunities for Alberta students to participate in national and international student exchange programs with a second language component."

Research shows that learning a second language can benefit people in a multitude of ways, including improving problem-solving and multitasking, increasing memory and perception, and even reducing the risk of dementia.

Sources:

Accredited Language Services, The 10 Most Common Languages

<https://www.accreditedlanguage.com/2016/09/09/the-10-most-common-languages/>

Institute for Innovation in Second Language Education. Why Learn Spanish?

<https://sites.google.com/a/epsb.ca/iisle-second-languages-epsb/spanish/why-learn-spanish>

Legislative Assembly, Province of Alberta, Votes and Proceedings, First Session, Twenty Fifth Legislature, May 1, 2001

http://www.assembly.ab.ca/ISYS/LADDAR_files/docs/houserecords/vp/legislature_25/session_1/20010501_1200_01_vp.pdf

Merritt, Anne. Why learn a foreign language? Benefits of bilingualism June 19, 2013.

<http://www.telegraph.co.uk/education/educationopinion/10126883/Why-learn-a-foreign-language-Benefits-of-bilingualism.html>

Statistics Canada, 2011 census, from Linguistic Characteristics of Canadians
<http://www12.statcan.gc.ca/census-recensement/2011/as-sa/98-314-x/98-314-x2011001-eng.cfm>

The Statistics Portal, The most spoken languages worldwide
<https://www.statista.com/statistics/266808/the-most-spoken-languages-worldwide/>

Introduction

Caminitos Spanish Playschool offers a Spanish Bilingual play-based program for children who are between 3 and 5 years of age. It is a program designed to provide support to families who are attempting to raise their children to be proficient in both Spanish and English languages, and to introduce Spanish as a second language to children from non-Hispanic backgrounds.

Since Caminitos provides instruction in Spanish and English, no previous knowledge of Spanish is required. Our program encompasses the cultures of all Spanish speaking nations and everyone, regardless of their Spanish language skills, is welcome to attend this program. However, in keeping with the philosophy of Caminitos, always give preference to your use of the Spanish language while interacting with your children during their attendance in our program (as is your ability) .

Program Eligibility

Children with special needs will be assessed by the Teachers and admitted to Caminitos on a case-by-case basis. Teachers will continually evaluate the progress and needs of all children in the classroom and work with parents to ensure that both the individual child and the Caminitos program are a good fit for each other. If the Teachers determine that Caminitos is not an appropriate program for a child, and all reasonable adaptations have been made, then that child will be asked to withdraw from the program. Should this situation arise, parents will have all uncashed cheques returned immediately.

Parents are responsible for informing the Teachers of any known learning or health concerns or diagnoses in order to develop an appropriate plan. Any special considerations should be addressed prior to the start of classes, preferably in person with the parents and Teachers, to set expectations and communicate strategies for supporting these challenges. Please contact info@caminitosplayschool.com to set up a meeting prior to the school year, if applicable.

School Hours

Classes are held **Monday and Wednesday, 1:00pm to 3:30 pm.**

This is subject to change based on teacher availability and/or enrolment sizes. Registered families will be notified of any changes prior to the start of the school year.

School Year

Our program runs from the first Wednesday after Labour Day in September until the last Wednesday in June. We follow the calendar used by [EPSB Edmonton Public School Board](#).

Caminitos Playschool does not hold classes on Statutory Holidays, Professional Development (PD) days, and during Teachers Convention.

All classes and holidays are listed on the Caminitos website at:

<https://www.caminitosplayschool.com/classroom/calendar>.

Parent Orientation Evening

The Playschool holds its annual AGM meeting in mid-August, along with the Parent Orientation for all families. **This is a mandatory meeting** for everyone registered at the Playschool, not only to know what to expect for the first day of school, but also to be aware of what's happening with the Play School's Board of Directors and have your voice included in any votes.

First Day

The first two classes will be split in half in order to provide a smaller class size and more individualised attention as new students get accustomed to their new surroundings. Half the students will attend the first class but not the second; and the other half will do vice versa. You will be notified of your child's first day of classes at the Orientation Night. All students will attend together beginning the third day of class.

Attendance

A "Daily Attendance Record" is maintained by the Teacher as students enter the classroom one at a time. This is in place of parents/caregivers signing a "Daily Attendance Record" upon arrival and departure. If your child is going to be absent, please let the teacher know as soon as possible to accommodate classroom planning. This is for both planned absences, as well as unforeseen illnesses.

Drop Off & Pick Up

Drop Off

Please ensure your child has gone to the bathroom before leaving home!

Prior to class, the Teachers are busy getting the classroom ready. We ask that you arrive with enough time to remove outdoor clothing and put on indoor shoes. At 1:00, the Teachers will welcome students in one at a time. Teachers will also record your child's attendance on their "Daily Attendance Record" at this time.

Pick Up

At the end of class, the Teachers will call students one at a time for pick-up only when they can see that the parents/guardians are present for pick-up. The Teachers will only let students leave the classroom/school upon seeing that the pick-up parent/guardian is present. **Your child's safety is of great importance to us.**

Etiquette

If you will be late to drop-off or pick-up your child, please contact the staff so that necessary arrangements can be made.

Punctuality will be greatly appreciated when picking up your children. When punctuality begins to become an issue, the individual family will be provided with a written letter stating the importance of punctuality, and a plan to be implemented if the tardiness continues, including possible babysitting charges.

If, for any reason, you will not be able to drop off and/or pick up your child and will be sending someone else in your place, please advise the Teachers of this change by providing a written note or use the "Drop Off/Pick Up Consent" form provided on the Caminitos website.

Clothing

Children should be dressed sensibly in comfortable play clothes. Please ensure that children have appropriate undergarments on; this is both hygienic and helps control messes in the case of accidents. Their clothing should be comfortable allowing them to participate in various activities taking place inside the classroom or outdoors. Also, shoelaces that are too long or that continually come undone may cause your child to trip and injure him or herself. Please avoid complicated clothing (such as overalls) , as children often have problems negotiating these kinds of garments independently. All clothing coming to school including mittens, boots, and sweaters should be labeled with your child's name.

Children are required to have a pair of indoor shoes that can be left in their cubby box to be worn only in the school. Extra articles of clothing are to be placed in a Ziploc bag and kept in their school bag, in case of any 'accidents or mishaps' (i.e. not making it to the bathroom in time or spilling juice during snack time) . All clothing, or bags containing extra clothing, should be clearly marked with the child's name to avoid mix up or being lost.

Children should be dressed appropriately for all weather conditions, especially during winter, in case of a fire drill, etc. This includes a hat & sunscreen during warm days so the children may go outside. All outdoor footwear (including parents and siblings) should be removed at the daycare entrance and left in the stairwell on the shelves and rug provided. This will help keep hallways and floors as clean as possible.

Please note Caminitos Spanish Playschool will not be responsible for lost items. To avoid items from getting lost please label everything with your child's name.

Toileting

Children need to be toilet trained and self-sufficient in the bathroom. As buttons and zippers can be difficult for children, we prefer if you send your child with elastic waist pants so that they can dress and undress themselves. The teaching staff will supervise the children with toileting and other hygiene needs throughout the day on an as needed basis. Our licensing dictates that our teachers are NOT PERMITTED to assist with toileting, for the safety of both children and themselves, so this rule is non-negotiable.

Snack

Snack time is an important part of the playschool program. Children learn manners, social skills, and gain an appreciation for different types of foods. Children are expected to bring a **health-balanced** snack to school each day. Young children need the same nutrients as everyone else, and it is especially important that they receive these needed nutrients to promote optimum growth and development. Therefore, the snack that you should provide your child during Play School should be based on the Canada's Food Guide (<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>) and the likes and dislikes and/or cultural backgrounds of the children. Examples of snacks are cheese and crackers, cut up fruits, veggies and dip, small cut up sandwiches, water, etc.

Also, with respect to food allergies, no peanuts or nuts of any kind should be brought to the classroom including peanut butter or Nutella sandwiches. To avoid the possibility of an allergic reaction, parents will be notified if a student has severe allergies; this way, we can work together as a team to be sure any food or non food products are not brought to the classroom that could cause harm.

Snack time is halfway through class, so please ensure your child has had a good breakfast and lunch prior to coming to school. Only 15 minutes is allotted for snack time, so please **only pack 2 to 3 items**. All fruits and snacks should be pre-washed and cut

(especially grapes). We recommend a container for all foods including pre-packaged snacks (e.g. granola bars) to avoid discarding uneaten portions. It is also important for children to remain hydrated while learning and playing, therefore please provide a water bottle for your child to use on an as needed basis. All containers and water bottles must be clearly marked.

Special Events

As part of your child's continuing education, Caminitos Playschool hopes to have several special events during the school year. Most of these will be in class events. Parents will be advised well in advance of the special events and may be required to volunteer their time to help supervise the children.

Special Occasions

Caminitos Playschool celebrates several special days throughout the school year, including but not limited to Thanksgiving, Halloween, Christmas, and Easter. Each occasion may involve classroom games, activities, and treats. Parents are required to assist with these events – please see the “Parent Involvement” section for more information.

If you are sending cards or treats for other students during a special occasion, it is advised that just the “from” portion of the cards is filled out. This makes it much easier for your child to hand out the cards to fellow students. As well, please ensure that there is enough for everyone, as we want to promote inclusion. If you have questions on this, you may reach out to teacher@caminitosplayschool.com or director@caminitosplayschool.com.

Birthdays

If you would like to celebrate your child's birthday in the classroom we ask that you notify the Board and the Teachers at least 1 week prior, so other parents may be notified not to provide a snack that day (if applicable). If you are providing treats for the students, you must ensure they are allergen friendly, and of course, provide enough for all the children. The Teachers request that any treats be given to the Teachers when you drop off your child, and they will bring them out at snack time.

Home-to-School Transition

The transition from home to school is very important. Some children will be comfortable in a new setting immediately, while others need more time to become familiar with new surroundings and routines. To alleviate separation anxiety, please keep goodbyes short.

If you feel your child is having trouble adjusting to this new routine, please notify the Playschool staff as there may be a way we can work together to help your child adjust

(e.g. create a buddy system with another child within the program).

Consistent attendance, being on time both at the beginning and end of the day, and a positive attitude, can only help to ease anxiety.

As toilet-training 'accidents' tend to happen with greater frequency when children are experiencing stress or anxiety, please remember to take your child to the bathroom prior to the start of class. It will be one less thing for them to worry about!

Caminitos Policies

Discipline

The discipline policy of Caminitos Playschool stems from our belief in the value of unconditional positive reinforcement. Discipline is not punishment. It is a method of teaching our children that there are consequences to their actions.

Of course, the number one priority during the school day is instruction. We would like all of the students in class to learn as much as possible this year.

Caminitos Teachers will ensure that any child disciplinary action taken is reasonable in the circumstances. No Teacher shall, with respect to a child in the program:

- Inflict or cause to be inflicted any form of physical punishment, verbal, or physical degradation or emotional deprivation.
- Denying or threatening to deny any basic necessity.
- Use or permit the use of any form of physical restraint, confinement, or isolation

Instead, the Teachers will use such tools as: positive guidance, distraction, redirection, positive role modelling, and the setting of clear limits.

If a child is misbehaving, the Teachers speak in English in order to ensure understanding. Then, the child is asked to sit away from the rest of the group for a few minutes, while being supervised by one of the Teachers. The Teachers attempt to help the children process their feelings, recognize the consequences of their actions, explore alternative solutions and outcomes, and develop internal self-control.

Examples of negative behaviour include, but are not limited to:

- 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 the Teacher's direction.

Building a strong parent/school relationship means the parents and the school communicate actively with each other. Therefore, if a discipline problem arises that does not respond to the aforementioned techniques, the Playschool staff will inform the

Director who will organise a meeting with the parents. Together, we will try to find a solution. In extreme cases, if, after several attempts, our joint intervention is not producing any positive results, you will be asked to withdraw your child from the Caminitos Playschool program and all uncashed cheques will be returned to you immediately.

Respect

A respectful environment ensures that individuals are free from harassment, discrimination, violence, or abuse and have a means of reporting and resolving threatening behaviour or actions. Any person who believes there is behaviour and/or situation that is contrary to a respectful environment may contact the Caminitos Board at info@caminitosplayschool.com.

Caminitos is committed to providing an environment where all individuals are treated with dignity and respect. Caminitos will not tolerate discriminatory, harassing, bullying, threatening, or violent behaviour. Behaviour and/or situations that are contrary to a respectful environment will be dealt with by the Board in an objective and timely manner. Caminitos will take all steps necessary to protect its staff, the Board, students, and parents from the potential risks associated with inappropriate behaviour.

Definitions of inappropriate behaviour are defined below.

Discrimination

Discrimination is behaviours, practices, policies, or systems, whether intended or not, which have an adverse impact on an individual based on that person's race, colour, place of origin, ancestry, gender, gender identity and expression, age, marital status, religious beliefs, mental and physical ability, source of income, family status, sexual orientation, or any other protected ground covered under the Alberta Human Rights Act.

Harassment

Harassment is objectionable conduct, displays, or comments, directed towards a specific person or group, which has the effect of creating an intimidating, humiliating, hostile, or offensive environment such that it:

- impairs an individual's performance,
- adversely affects the relationship,
- denies dignity or respect, and
- is known or reasonably expected to be unwelcome.

Harassment may occur as a single event or may involve a continuing series of incidents.

Violence

Violence is the attempted, threatened, or actual conduct of a person that causes or is likely to cause physical injury. Acts of violence can take the form of physical contact.

Abuse in any form is an insidious practice that erodes mutual trust and confidence that are essential to the respectful environment at Caminitos. Acts of violence destroy individual dignity, lower morale, engender fear, and break down cohesiveness.

Acts of violence may occur as a single event or may involve a continuing series of incidents. It can victimise both men and women, and may be directed by or towards the Caminitos staff, Board, parents, and students.

Confidentiality

Respecting the privacy of our parents, staff, volunteers, children, and of the Caminitos Spanish Playschool itself is a basic value of Caminitos Playschool Society. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Director. Board members, volunteers, and employees are cautioned to demonstrate professionalism, good judgement, and care to avoid unauthorised or inadvertent disclosures of confidential information. Care shall also be taken to ensure that unauthorised individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers, and Board members of Caminitos Spanish Playschool may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Caminitos Playschool Society that such information must be kept confidential both during and after employment or volunteer service. Staff and Volunteers, including Board members and parents, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorised disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorised disclosure to appropriate discipline, including removal/dismissal of the person from service and/or their children from the program.

Family Involvement

Caminitos Spanish Playschool would like to consider our school to be an extension of the family and therefore **each family is required to sign up for volunteer duties** to support the school.

4 pledge bonds are collected/agreed to, per child enrolled in the program, dated approximately every 2 months through the school year.

Each bond is equivalent to **3 credits**, which can be fulfilled by a variety of roles, including but not limited to:

FIELD TRIP helpers	2 credits
CLASSROOM CLEANING at month end	1 credit
TAKE HOME TOY CLEANING at month end	0.5 credit
FUNDRAISING assistant	1 credit
BOARD POSITION in one of the various roles, as explained in the handbook	3 credits

Any overage of credits can be carried forward to future bonds. Any shortage of credits will result in that bond being cashed/debited, or a portion thereof.

In addition, families are also required to sign up to bring food items (or donate cash in lieu) for special events (such as the Christmas Holiday Concert, and Year End Graduation Party) on at least 2 occasions throughout the year.

Your volunteer presence is critical to the operation of our Playschool. When staff and parents work together as a team we feel this enhances your child's experience. Children will enjoy sharing their 'special' moments with you.

In addition to volunteering, parents are also encouraged to:

- Open the lines of communication: feel free to share significant events that happen at home so we have a clearer understanding of what is happening with your child's entire surroundings (i.e. your child may be involved in sports or dance and has received an award for their hard work; this is something that could be brought up in class, etc.).
- Be a resource to the Playschool: please let us know if you or other family members have special talents, interests, or hobbies that could be shared with the children in their classes (i.e. playing musical instruments, singing, ability to create special crafts, etc.).

Board of Directors

Caminitos Playschool is a not for profit organization, run by a voluntary Board of Directors made up of dedicated parents. The board meets monthly to operate Caminitos Playschool. The Board has many roles, listed in detail below.

You, as a parent, are automatically a member of the Society. Board members are always needed and are necessary for the continued success of the Caminitos Playschool Society.

Description of Board Positions

Director

- Oversees all areas of operation of the Playschool
- Deals with government agencies
- Has signing authority
- Liaison between parents and Teacher/Board members
- Communicates with various outside agencies
- Assists board members with their roles when necessary

Treasurer

- Has signing authority
- Keeps a detailed record of all monetary transactions
- Prepares budget
- Presents a monthly report at Board meetings
- Manages accounts payable and receivable
- Monthly payroll
- Prepares Annual Return

Secretary & Field Trip Coordinator

- Prepares agendas, takes minutes
- Collects mail from school office and places in files outside of classroom
- Communicates highlights of Board meetings to parents via email
- Assists Teachers with preparing school newsletter, and updates "Message from the Board"
- Coordinating Field Trip Ideas with Classroom Themes and Learning Plans, and presenting to the board for approval
- Booking both in-house and outside field trips with vendors/hosts
- Booking Bussing when required
- Ensuring parent/family consent forms are created, sent out and returned signed for each event.
- Other duties as assigned or as necessary

Registrar & Social Media

- Prepares yearly registration forms and maintain online registration system
- Receives all registrations
- Informs Director, Treasurer, and Teachers of new registrations
- Makes sure all registrations received are in order
- Prepares sign in sheets

- Create Social Media (Facebook) posts for events happening at the playschool throughout the year.
- Plan Social Media promotions to coordinate with the annual Open House & Registration
- Other duties as assigned or as necessary

Fundraising & Volunteer Coordinator

- Prepares, plans, and oversees all fundraising activities
- Reports fundraising plans and earnings at Board meetings
- Promotes fundraising activities to families and friends of the Playschool
- Tracks and reports each family's fundraising efforts for both the Board and to individual families, with the assistance of the Treasurer
- Works to complete Casino application (every 2-3 years, based on when we qualify)
- Organises parent volunteers by setting up and tracking sign-up through SignUp Genius
- Answers questions, provides direction regarding expectations/requirements of volunteer duties
- Keeps Teachers and Board informed regarding the status of volunteers and who will be attending each month, and maintains communications to ensure that volunteering duties have been fulfilled
- Tracks completion of volunteer duties and informs Treasurer
- Other duties as assigned or as necessary

Webmaster

- Responsible for maintaining Playschool website with current events, and updating photos of past events
- Places/creates any online advertising, partnering with the Social Media Coordinator
- Keeps all Internet sites advertising Caminitos updated with current information
- Creates and updates monthly calendar including holidays, Professional Development Days, and special events
- Maintains the executive contact list responsible for advertising 📌 Places advertising in various locations to promote the Playschool, Playschool events (i.e. Open House, etc.), and fundraising efforts
- Responsible for producing advertising materials such as flyers for school and fundraiser events and posting them when necessary
- Other duties as assigned or as necessary

Board Meetings

The timing of monthly Board meetings will be announced at the Annual General Meeting. Board members must attend Board meetings, either virtually or in person per the schedule. **Any Board member who misses more than 1 meeting per term (Sept-Jan and Feb-June) will have a Pledge Bond cheque cashed.** If you are unable to fulfil your Board duties and need to resign from the Board position once the school year has begun, 4 weeks written notice must be given or a Pledge Bond will be cashed.

In order for meetings to run quickly and smoothly, it is recommended that children do not attend.

Volunteer Positions

Parents will be asked to sign themselves up for volunteer positions. The Volunteer Coordinator will use a website called **“Sign Up Genius”** to facilitate volunteer requirements; this site will be distributed to parents by email at the start of the school year.

Description of Volunteer Positions

Fundraising Volunteer

Volunteers are required to assist the Fundraising Coordinator. Each volunteer will be responsible for assisting the Fundraising Coordinator in planning, organizing, implementing, and coordinating one fundraising campaign. Fundraising campaigns may include but are not limited to cookie dough, coupon books, chocolates, and raffles.

Month-End Classroom Cleanup

Volunteers are required to assist the teachers on the last Wednesday of each month, at the end of class (3:30pm) to do a DEEP CLEAN of the classroom. This includes wiping all surfaces to disinfect, vacuuming the floors, cleaning the washroom, etc. This usually takes approximately 45-60 minutes of time.

Field Trip Helpers

Many of our field trips, both in-class and away, require additional adult support and sometimes supervision of the children. These opportunities will be made available as the events are booked, and will be added to Sign-Up Genius to register for a spot. Siblings and other children not enrolled at Caminitos are not able to join at these events, so please ensure other childcare is in place if needed.

Other Positions as Required

Over the course of the year new volunteer positions may be created. Positions will be posted on Sign Up Genius. Parents will be notified via email.

Requirements for Enrolment

Caminitos Spanish Playschool is a play-based program for children who are 3 to 5 years of age and toilet-trained. Your child must be at least 3 years old by their start date in order to be registered in the program.

Registration Process

In order to ensure a high level of interaction among the children and the Playschool staff, class sizes will be small. Caminitos Playschool will be accepting a maximum of 16 student registrations for each class. Registrations will be accepted throughout the year (for example, as a child turns 3 years old) as long as there is space available.

In order to confirm your child's enrolment in our program, we must receive:

- A completed online registration form
- Registration Fee
- The first month's tuition
- Signed consent forms

Incomplete registrations will not be considered or processed. Children who require an alternate (later) start date will be placed on a waitlist unless tuition is paid from September in order to reserve their spot.

Please note: We do not place families on the waitlist 1 or 2 years in advance so as to make it fair for all parties interested.

Alumni Families and Returning Students

Starting March, Caminitos opens registration in two stages:

- Stage 1: Online registration opens for returning students, siblings and alumni family (families who have had one or more children attend Caminitos in the past)
- Stage 2: Online registration opens to the public (new students)

Students returning to Caminitos for their second year will receive first priority registration. This same courtesy will be extended to the siblings of "graduating" students who will be enrolling the following year. This is conditional on available space, as some years have a high returning student population.

Tuition and Fees 2024-25

Caminitos Spanish Playschool is a non-profit organisation working with a "break-even"

budget. Therefore, each monthly tuition is critical to our survival.

Monthly tuition covers operational expenses such as teachers' salaries, rent, and insurance. Fundraising funds are used to enrich the Playschool experience through special events, supplies, or parties, although these funds may be allocated to help pay for operational expenses if necessary.

The following fees are per child attending Caminitos for the entire school year (September to June). See "Mid-Year Enrolments" for prorated fees for students starting in other months.

FEE SCHEDULE 2024-2025

Registration Fee	\$60	Non-refundable	Due at time of registration for new students to Caminitos.
Monthly Tuition	\$125	Cashed monthly	Dated for 1st of each month. First month's tuition due at time of registration. This is reduced from the \$195 previously thanks to Government Subsidies.
Volunteering deposits	\$150 x 4 held as pledge bonds	May be cashed during the year	Undated. Volunteer expectations are outlined in the Parent Involvement section.
Fundraising Deposits	\$150 x 3	May be cashed during the year	Cheques may be cashed during the year, but funds can be earned back through participation in fundraising events. Refer to Fundraising Policy.

Fundraising Policy

All families are required to provide **three fundraising deposit cheques of \$150** per family at the beginning of the year.

Throughout the school term, the Board will offer at least three fundraising opportunities to raise the equivalent of your deposits and thus earn back the full Fundraising Deposit. Following each fundraising opportunity, each family will receive an update to its fundraising status.

- If no funds were raised, one of your bonds will be cashed/debited
- If less than \$150 (net amount) was raised, you will be debited for the difference
- If \$150 or more (net amount) was raised, no bond will be actioned.

Definition of net amount – Say that the program has a 30% return of sales to the school. If you sell \$350 of items, the total fundraising amount is ($\$350 \times 0.30$) \$105. Since the net amount raised is less than \$150, you will owe the difference (\$45) to the playschool.

Methods of Payment

The Caminitos Board's method of payment is to **set up AUTOMATIC PRE AUTHORIZED PAYMENTS for the 2024-25 year**. As we are transitioning to this new process, families still currently have the option to pay via post-dated cheque.

To finalize registration for Playschool, payment for the following items is due at the August Orientation night.

EITHER

- Signed Pre-Authorized Debit Form
- Weblink completed with your banking details

OR

- Pledge Bonds,
- Fundraising Deposits, and
- Remaining tuition cheques
 - The first month (September)'s tuition cheques would have been submitted at the time of registration.

Cheques: Cheques must be dated for the 1st of each month and are due at Orientation. Monthly tuition fees will be deposited within the first week of each month. Cheques are to be made payable to: Caminitos Spanish Playschool. Please note: A charge of \$25 will be added to all non-sufficient fund (NSF) cheques or pre-authorized payments received. This policy is in effect for all cheques, including tuition, Pledge Bonds, and Fundraising Deposits.

Open House and Orientation Nights

Our Open House is open to the public and is held early in the calendar year, usually March. This weekday night is an opportunity for parents to visit the classroom, meet the teachers, ask registration questions, and submit registration forms and payments for the upcoming school year. Children may attend; however, parents are responsible for their children. Childcare is not provided.

Orientation night is held in August and is only for families confirmed for September enrolment. **This is a mandatory meeting** to prepare families for their first day of school. Orientation is usually combined with the Annual General Meeting (AGM) in which a Board of Directors will be named and reports from the Director and Treasurer will be presented. Items to be discussed at the Orientation/AGM include:

- First days of school – what to expect
- Collecting cheques/ forms
- Parent Handbook Review
- Classroom rules and expectations
- New Board members

In order to ensure everyone's full attention, we ask parents not to bring children to Orientation. Please check www.caminitosplayschool.com or contact the registrar by email at register@caminitosplayschool.com to find out the next Open House and Orientation dates.

Receipts

Receipts will be issued for all paid tuition twice during the school year. Receipts will be handed out in January (to be available for tax filing) and then again at the end of the school year in June. If monthly receipts are required, alternate arrangements can be made by contacting the Treasurer. If a student withdraws from the program, receipts will be issued at that time.

Arrears

A family's tuition is considered to be in arrears if their fee has not been received by the first of the month. If a family has not repaid the missing tuition within TWO weeks of the due date, they will receive a letter of notice. If the missing tuition and any applicable fees are not repaid within ONE calendar month from the due date, the student will no longer be able to continue attending Caminitos.

Mid-Year Enrolments

For enrolments at other times of the year, volunteer (ie. pledge bonds) and fundraising deposits will be reduced according to the following schedule:

SEPTEMBER, OCTOBER, NOVEMBER (8-10 months' enrolment)	Fundraising cheques: 3 Pledge bond cheques: 4
DECEMBER, JANUARY (6-7 months' enrolment)	Fundraising cheques: 2 Pledge bond cheques: 3
FEBRUARY, MARCH, APRIL (3-5 months' enrolment)	Fundraising cheques: 1 Pledge bond cheques: 2
MAY, JUNE (1-2 months' enrolment)	At the Play School's discretion.

Withdrawal

We require **one calendar month's notice** should you need to withdraw your child. If you have to withdraw your child from the program, please notify the Director, the Registrar AND the Teacher. A full or partial refund of tuition fees already paid will not be given under any circumstances.

Should you decide to withdraw your child before the new school year begins, notice is required in writing by July 31st, or the September tuition that was paid with registration will become non-refundable.

The Registration Fee is not refundable.

Child Care Subsidy

(Updated Feb 2022)

Subsidies are funds from the government used to offset the cost of child care for eligible families. The Alberta Government announced that starting January 2022, licensed preschools supported by subsidy is extending eligibility to families with

gross household incomes under \$180,000. Caminitos families who meet the eligibility requirements should apply for subsidy to have their tuition reduced.

To learn more about subsidy, visit <https://www.alberta.ca/child-care-subsidy.aspx> or email css.childsubsidy@gov.ab.ca.

Health and Safety

Guidance and Goals

At Caminitos Spanish Playschool we view Child Guidance as a positive approach to supporting growth and development in children.

Self-esteem is an important part of who we are as individuals. For positive self-esteem, children need to be comfortable with who they are, feel empowered, and develop a healthy sense of self: a sense that they are worthy of being.

We aim to provide an environment where each child feels supported and safe. It is in this environment where we guide children's behaviour using positive reinforcement and communication techniques. We are aware that children are unique individuals who react to feelings and stressors in different ways.

It is our job to recognize this and encourage: exploration of feelings, ways to problem solve, and to continue to develop a healthy sense of self. When a child feels supported, safe, and has developed a sense of self, they are more apt to try new things and feel comfortable exploring new ideas and places.

If we have any concerns regarding your child's development or behaviour we will certainly notify you so we can explore strategies and be consistent between Playschool and home.

Communication

Teacher Communication

We believe that communication between home and school is an important element for a positive Playschool experience. Monthly Newsletters will be available explaining the activities of the upcoming month. Once you are registered, you will automatically be subscribed to our email list. You may also view the Newsletters on our website.

Please feel free to talk with any of our Teachers about any questions or concerns you may have with regard to your child or the class. If there have been any changes in your child's life, please let us know. Even the slightest of change can affect them.

If there is something that needs to be passed along to the Teachers that is not time

sensitive, please use the “Parent-Teacher Communication Notebook” that is available for each student. Prior to classes, our Teachers are focused on preparing for their day, and have limited time. If you need to have a long conversation, please talk to them about scheduling an appointment. Or, email them at teacher@caminitosplayschool.com.

Our Teachers are trained to recognize challenges in students’ learning and behaviour. They may give suggestions of ways to help your child should they identify behaviours that could benefit from some extra support during the school year. Caminitos is an inclusive program and encourages open communication between parents and the Teachers. Any observations brought to parents about their student are done so with positive intentions. Recommendations about extra support for a student are to ensure that your child gets the most benefit out of their preschool years, and to prepare them as much as possible for full time school.

Should you want to meet with our Teachers to discuss learning or behavioural challenges, please pre-arrange these types of meetings. The periods just before and after the school day are quite busy for our Teachers, and they would like to ensure parents have their undivided attention for such important matters.

Board Communication

Please note that the vast majority of communication from the Playschool Board takes place electronically via email and as updates to the webpage or Facebook. To this end, ensure that the Playschool has your correct email address. If you need to reach anyone on the Board, send an email to any of the addresses below.

- Director director@caminitosplayschool.com
- Treasurer treasurer@caminitosplayschool.com
- Secretary (& Field Trips) secretary@caminitosplayschool.com
- Registrar register@caminitosplayschool.com
- Volunteer Coordinator volunteer@caminitosplayschool.com
- Fundraising Coordinator fundraising@caminitosplayschool.com
- Webmaster webmaster@caminitosplayschool.com
- **General Inquiries** info@caminitosplayschool.com

Security

Your child’s safety is a primary concern to us. Please see “Drop off & Pick Up” for safety precautions.

In addition, Caminitos Playschool participates in Lock Down Safety Drills and Fire Drills. Please refer to the “Fire and Emergency Plans” section.

Health Regulations

A child’s optimum growth, development, and learning are dependent on many factors. An important factor is their state of health. The following policies are intended to minimise the health risks in caring for your child in a group setting, while maintaining

flexibility to respond to individual situations.

The primary purpose of this health policy is to protect, maintain, and improve the health of each child in Caminitos and that of the program staff.

Remember, **children are best cared for at home when ill.**

Parents must provide Caminitos staff with an emergency contact person (phone number and address) who is available during the day so they may be contacted to be made aware of a situation and can pick up the child on short notice.

Caminitos Playschool Society asks that parents use reasonable discretion when bringing your child to the program when they are ill. If you feel your child will not be able to become actively involved in the program, then they should remain at home.

If your child has been diagnosed with an infectious illness, please inform the Caminitos Playschool Society Director as soon as possible so that he/she can contact the program staff and parents of the other children so they can be informed of the possible risks involved, if any.

In addition to the above, please note the following:

1. Program staff will greet each child and will be available to discuss with the parent any health problems or concerns. Parents are responsible for informing the staff of any medications being administered at home in case of a reaction during class time.
2. Parents are required to keep their child at home if they are displaying ANY of the following:
 - (a) Fever (38 degrees or higher, especially if persistent)
 - (b) Diarrhea or vomiting
 - (c) Undiagnosed rash/skin irritation
 - (d) Communicable diseases (other than a mild cold)
 - (e) Lethargic or irritable
 - (f) Persistent pain
 - (g) Persistent coughs (especially if choking or vomiting occur)
3. If a child arrives at the program and a staff member notices any of these symptoms during the program, the staff will immediately contact the parents or the person listed as their emergency contact if the parents cannot be reached, and arrange for that child to be taken out of the program. While waiting for parents to pick up an ill child, a primary staff member will ensure that the child is removed to a quiet place in the classroom and will directly supervise the ill child.
4. If your child has a communicable disease, you must observe quarantine regulations, as set by Alberta Health Services, for 24 hours since the last symptom. The following are signs that indicate a possible communicable disease:

(a) Earache (b) Vomiting (c) Fever (d) Cough	(e) Unusual drowsiness (f) Loss of appetite (g) Sore throat (h) Red or runny eyes (i) Headache
--	--

- (j) Irritability
- (k) Rash
- (l) Runny nose with yellow or green
- discharge, and
- (m) Diarrhea.

We believe that this policy will protect the children attending the Caminitos program as well as staff, from further exposure to illness, and will aid the sick child in making the quickest recovery possible.

Staff members shall speak directly to parents when their child is ill, describing in detail the child's symptoms and the actions taken by staff.

Allergies

Allergies can be very severe. Please remember we are a PEANUT and TREE NUT FREE site. If your child has a serious allergy we require an EPIPEN to be kept on site. We will have you sign a "Medication Authorization Form" allowing us to administer medication. Please see the "Medication Administration Policy" for more information.

If your child requires oral medicine for allergies (or other medical conditions), please fill out the "Medication Authorization Form" and be sure to clearly explain all the details to program staff as to when the medicine should be given, how, and what its purpose is. This includes INHALERS that the teachers are to keep on hand for "just in case" scenarios.

In case of a medical emergency, the Teacher will contact 911 and then the parents. Parents shall be responsible for any cost incurred. In the event of a student having anaphylactic allergies, all parents will be notified of this allergy in order to prevent even the slightest allergic reaction.

Medication Administration Policy

Caminitos staff will not administer medication without parental consent and the "Medication Authorization Form" being completed by the parent. This includes INHALERS that the teachers are to keep on hand for "just in case" scenarios.

All prescription medications must be brought in their original pharmacy containers showing the physician's name, patient's name, and date of issue, and shall be administered according to label instructions. Non-prescription medications (i.e. cough syrup) must bear a pharmacy label and will be administered with parental consent in accordance with the medication procedures for a period up to 3 consecutive days. After three days, the parent will be required to take the child to the doctor.

Medication will not be accepted via lunch boxes, etc.; it must be handed to Caminitos staff upon arrival to the program. All medications will be stored out of reach of the children, and all non-emergency medications shall be stored in a locked container.

No outdated medication will be administered; staff will check expiration dates prior to

administration. Staff must enter the amount of medication administered and the time on the “Medication Authorization Form”, along with their initials. Caminitos program staff may refuse to administer medications that they do not have the expertise or confidence to administer (i.e. injections or suppositories, etc.).

First Aid and Accidents

First Aid

One fully equipped first aid kit will be kept in the classroom; another first aid kit will be taken anytime the class leaves the school grounds. Please ensure that you have signed the appropriate consent form to allow the Playschool staff to administer first aid to your child.

Accident Procedures

In the event that a child is involved in an accident while attending the program, the following measures will be implemented:

1. First aid will be administered immediately.
2. If an ambulance is required for immediate medical attention, a staff member will accompany the child. The child’s parents will be notified immediately. Portable emergency information (i.e. name, address, and phone number of the family physician, etc.) will accompany the child to the nearest medical facility. All costs incurred for use of the ambulance will be the responsibility of the parents.
3. An “Incident Report” form will be completed and signed by the attending staff member, witness, parent, and the Playschool Director. The incident will be immediately reported to licensing staff by telephone, fax, or e-mail. A copy will also be placed in the child’s file for the remainder of the school year.

In case of a medical emergency, the Teacher will contact 911 and then the parents. Parents shall be responsible for any cost incurred.

Fire and Emergency Plans

To ensure the safety of all children, fire drills will be practiced periodically throughout the school year. If an actual emergency necessitates the evacuation and closure of the Caminitos Playschool, the children will be taken to a predetermined relocation site. The parents will be contacted immediately and asked to pick up their child at the relocation site as soon as possible. **The predetermined relocation site is Ritchie Community League located at 7727 98 St (one block north of Caminitos).**

In case of a fire or medical emergency, parents must have on file with the Playschool an alternate emergency contact person (phone number and address). If program staff are

unable to reach you, they will then contact your 'emergency contact person' and they will be apprised of the situation and be asked to pick up your child.

Caminitos Playschool will have the children practise the proper procedure to exit from the Play School classroom in the event of a fire drill or evacuation.

Evacuation Procedures

Fire

1. IN CASE OF A FIRE DRILL: an alarm (or whistle) will be sounded by the Playschool staff. IN CASE OF A FIRE: the person detecting the fire will sound the alarm.
2. The Playschool Teachers will pick up the Daily Attendance Record for the classroom and the Emergency Contact Folder. The Playschool Teachers will calmly lead the children to the nearest exit and out of the building. The Playschool staff will escort the children to the predetermined relocation site by the shortest and safest route at least 100 feet away from the school.
3. TO BE CARRIED OUT BY THE LAST STAFF MEMBER LEAVING THE CLASSROOM: be sure and check all play areas and cubicles and close all windows and doors.
4. The Playschool staff will ensure that the Daily Attendance Record coincides with the number of children present.
5. IN CASE OF A FIRE: the Playschool staff will attempt to contact all parents immediately to advise them of the situation. If the parents cannot be notified, attempts will be made to reach their emergency contact person.
6. The Caminitos Director will notify parents later that day (or evening) to up-date them on the current events and if classes will resume on the next scheduled program day.

Closure

If the Playschool needs to be closed unexpectedly, each family will be contacted by phone.