Queen Elizabeth Cooperative Preschool

Family Guide

For the 2026/2027 School year



Welcome to Queen Elizabeth Cooperative Preschool!

Preschool is the first step in a child's educational journey. It's where children learn to develop important social skills, form friendships, spark their imaginations, and help ease the transition from home to kindergarten. At Queen Elizabeth Cooperative Preschool, we are dedicated to nurturing each child's physical, intellectual, emotional, social, and language development in a supportive, engaging and safe environment. We have a daily schedule that we follow, which includes: calendar time, letter and number learning; themes; show and tell; library time.

We believe every child is unique and learns in their own way. That's why we offer an inclusive, anti-bias curriculum that respects and celebrates everyone. Through our play-based learning philosophy, children participate in hands-on activities that promote creativity, curiosity, and exploration, while also participating in structured learning to develop important educational skills.

This information package is designed to give parents and guardians a comprehensive overview of our preschool program. We hope it provides valuable insights into our approach, and we encourage you to reach out to our teachers or board members with any questions or concerns. Your involvement and feedback are important to us, and we look forward to working together to create a positive and enriching experience for your child.

Our Teacher

Teacher Tara's has been teaching at Queen Elizabeth Cooperative Preschool since 2013. Tara grew up in the community, having attended Queen Elizabeth School from kindergarten to grade 8. Her family lives in the Queen Elizabeth area. Teacher Tara has her level 3 Early Childhood Education Diploma and just finished her Advanced ECE Admin Certificate!

1. REGISTRATION

1.1 SESSION OPTIONS

Monday/Wednesday/Friday mornings — 4 and 5 years old

Tuesday/Thursday mornings —- 3 and newly 4 years old

(children must be **3 years** old by September 1, 2026 and **100 % toilet trained** {able to go independently})

Morning sessions will be from 9am - 11:30am.

1.2 FEE STRUCTURE

Registration fee - $45 Membership fee - $1 For a total of **$46**

Tuition:

Mon/Wed/Fri session - $**150/month**

Tues/Thurs session - $**125/month**

1.3 PAYMENTS

QCEP has e-transfer. Please use qepreschool@gmail.com when sending payments.

PAYMENTS FOR SEPTEMBER

$75 for Mon/Wed/Fri session + $46 registration fee/membership fee

$62.50 for Tues/Thursday session + $46 registration fee/membership fee

- **Non payment of fees, or evasion of duties may result in a request by the Board for withdrawal from the preschool.**
- 2- $100 cheques dated Jan. 1, 2027, and June 1, 2027 for fundraiser buyout. If you are not wanting to participate in the two fundraisers, you may buyout for $100 each. **Each family must participate in one fundraiser.**

1.4 REGISTRATION POLICIES

-Registration is first come, first serve. However, students currently attending will have priority for the following year.

-Applications will be done online via our website.

-Maximum enrollment for each session is 10 children. Once all sessions are full, a waiting list will be started, based on first come, first serve.

-If the Mon/Wed/Fri morning session is full, afternoon classes will be added (**older session only…Mon/Wed afternoon, every other Friday afternoon**)

-To be eligible, children must be **3 years** old by September 1, 2026 and **100 % toilet trained** (able to go independently - no exceptions)

-If space is available, **we will accept new students until January 31, 2027**.

Students enrolling in January must be 3 years old by December 1, 2026.

- **Children must be 100% toilet trained**. **(able to go independently)**

1.5 COMMUNICATION

- **Each family/guardian must sign-up for Class Dojo (This is MANDATORY). Class Dojo is a communication app used by Teacher Tara to easily communicate with our preschool families.**

This app will be used to let families know if the preschool is closed, or if there is an emergency.

1.6 REFUNDS AND WITHDRAWALS

One month's notice must be given in writing to the Teacher on or before the first day of the month in which the child will attend classes. All cheques dated 30 days from the date of notice will be returned, if tuition was paid in full. Registration and membership fees are non-refundable.

-The teacher will determine the "readiness" of children for preschool. The board reserves the right to ask for a child's withdrawal after a one-month probationary period,

or at any time throughout the year for health, maturity, behavioral, or other reasons. Withdrawal shall be immediate if the health or safety of other students is in jeopardy; otherwise a 30-day notice will be given.

1.7 SESSION DAYS/TIMES

Our school term is from September 14/15, 2026 until May 27/28, 2027. We follow the same statutory holidays as the Saskatoon Public School Division. Preschool will not run on PD days, parent/teacher interview days and school holidays.

****All students can be brought up to our classroom no sooner than 8:55am. Please let the teacher know (via Class Dojo) if your child will be late or absent. Pickup will be in the classroom by 11:30am.****

1.8 ATTENDANCE, SCHOOL TERM AND HOLIDAYS

- It is important that your child be punctual and attends preschool as regularly as possible.
- If your child is going to be absent, please message the teacher on Class Dojo
- Please be on time to pick up your child. If late pickups become a constant problem, a fee will be charged and your child may not be able to attend the program any longer.
- Please inform the teacher if your child is to be picked up by another person from the authorized list provided on the registration form.
- Parents will be notified by the **Class Dojo app** about any preschool closures.

1.9 PARENT HELPERS

Queen Elizabeth Preschool is a cooperative preschool, meaning parent helpers are welcome but are not mandatory. If you would like to be a helper parent, a criminal record check must be provided to the teacher. Because we understand that life can be busy, you can speak to the teacher to arrange a date that works for you to be a parent helper!

2. HEALTH AND SAFETY

2.1 Communicable Diseases

You will be required to inform the teacher of any communicable diseases, such as **Covid, Hand, Foot and Mouth, RSV**, etc. A notice of the disease will be posted on Class Dojo. If there are any known cases of German measles, expectant mothers in their first trimester will be advised to stay away from the school.

Your child will not be allowed to attend preschool if he/she exhibits symptoms of exclusion (see below).

Symptoms of Exclusion:

-Fever of 38C (100.4F) or higher

-constant coughing, wet barking cough, phlegmy cough

-Diarrhea (**must be diarrhea free for at least 48 hrs**)

-Vomiting one or more times in the last 48 hours (**must be vomit free for 48 hrs**)

-skin rash lasting more than 24hrs (**must have a doctor's note stating that the rash is not contagious**)

-eye discharge (**pink eye, eye infections, etc**)

-yellowish eyes or skin (**jaundice**)

-lice or scabies

-too tired or ill to participate

-severe pain or discomfort

-difficult or rapid breathing

-children suspected of being contagious (**chicken pox, measles, hand - foot - and mouth, etc**)

-colds including yellow/green nasal discharge and/or prolonged cough

-sore throat

-if child is not willing to participate in classroom activities

2.2 ALLERGIES

Queen Elizabeth School is a peanut/nut free school (no peanuts, tree nuts etc) which means Queen Elizabeth Cooperative Preschool is also a peanut/nut free school. Please be conscious of what kind of snacks you are sending, and please always read the labels to see if the product is peanut/nut free. If the teacher is providing a snack, they will be peanut/nut free, and can be gluten/dairy free if needed.

2.3 FIRE DRILLS AND LOCKDOWNS

Because we are located in a public elementary school, our classes are required to participate in all of the fire drills and lockdowns scheduled for Queen Elizabeth school. These procedures are not meant to frighten your children, but to prepare them for when there is an emergency. Our teacher makes each drill as fun as possible while reminding the children about the importance of why we are doing them. Each classroom is given a route to take to safely leave the building as well as a meeting point outside of the school.

2.4 BEHAVIOUR MANAGEMENT

Meeting and playing with new children can be fun, but it can also be stressful. Each child will react differently to being in a new environment and with new playmates, but each child and the teacher needs to follow and respect the classroom rules. When a child is having a difficult time following directions, and/or treating our friends and our classroom space in an unkind manner, appropriate intervention techniques will be used.

Some of these techniques are:

-talking with the child

-showing positive choices vs negative choices

-time out (or quiet time) if needed

Disruptive behavior takes away teaching time, as well as a student's learning time. While all children will experience little hiccups, major disruptions will result in a child being removed from the class temporarily. (**We are not able to provide 1:1 supervision for children that require support**)

The teacher will use a warning method:

-**Warning one**: the child is approached and talked to by the teacher, explaining that the behavior is inappropriate. Ways to correct their behavior will be discussed. (the teacher will redirect the child)

-**Warning two**: a brief, independent experience will be set up for the child (reading on the carpet, a puzzle, or some independent colouring).

-**Warning three**: the parent/guardian of the child will be called, and the parent/guardian will need to come to school, and the child will be sent home for the day.

If the disruptive behavior continues, the parent/guardian may be asked to stay each class time with their child. It is possible that the board may ask the parent/guardian to permanently remove their child from the preschool. If a child becomes physical with other children and/or staff, the parent/guardian will be contacted and the child will be sent home for the remainder of class. The teacher will do a follow-up with the family to discuss options.

3. BOARD OF DIRECTORS

The Board of Directors is made up of parents with a minimum of 5 elected positions. Elections for these positions are held at the QECP AGM, held in the fall (**August 31, 2026 at 6:30pm**). Anyone may run for a position, providing they are a member of the Co-op and are in good standing.

The current Board Positions are:

-President - FILLED

-VP

-Secretary

-Treasurer - FILLED

-Fundraiser Coordinator (two people would be great)

(please see attached description of each position)

By non-profit law, Queen Elizabeth Cooperative Preschool is required to have a board. Without a functioning board, we will lose our non-profit status, which means we cannot run.

3.1 Board Positions

Here are the positions on the board:

President : POSITION IS FILLED →

-responsible for arranging our monthly meetings

-approaches the board, and parents with any concerns about the class -makes executive decisions regarding the preschool

-fills out any forms regarding the preschool

Vice President

-help the teacher with the registration process -promote/advertise for the preschool

-helps with any necessary tasks

Secretary : take notes during our meetings; type up any necessary correspondence

Treasurer : POSITION IS FILLED →

Fundraiser Coordinator :

-establish a team of excited fundraisers

-make up a list of ideas/events for fundraising

-presents ideas to the board and parents

-keeps the board and parents up to date on each fundraising event

4. HOW DOES THE PRESCHOOL OPERATE?

The preschool is operated and maintained by a board made up of parent members. From the membership, a board is elected to oversee the operation of the preschool. However, a cooperative preschool cannot run without the involvement of parents willing to participate in their child's preschool experience. The teacher plans and conducts the program. Activities are planned to stimulate interest, foster independence, facilitate

problem solving and accomplishment, encourage role playing, and to promote self awareness with a positive self image. Parents are encouraged to share their special talents, interests, and abilities with the children, teacher and other parents, whenever possible. REMEMBER, SCHOOL CANNOT AND WILL NOT RUN WITHOUT PARENT VOLUNTEERS!!!!

4.1 FUNDRAISING

Fundraising helps keep our preschool stay open to help keep the fees competitive. Each fundraiser is chosen to encourage families and friends to participate. Families are expected to participate in two major fundraisers during the school year; one in the fall and one in the spring; **it is mandatory for families to participate in one fundraiser**. Smaller fundraisers will occur throughout the year, at the discretion of the board, depending on financial needs of the preschool. All families are encouraged to attend and help out. These fundraisers are a great way to build friendships among our class and community. **Why do we fundraise? We fundraise so we can get new supplies/craft supplies; buses for field trips; to cover the cost of attending a field trip.** If you have any ideas for the fundraising committee, please let them know!

4.2 DONATIONS

Donations are always welcomed. Please check with the teacher before bringing anything to school.

4.3 FIELD TRIPS

Depending on available funds, field trips **may** occur throughout the year.

-A volunteer sheet will be posted on the bulletin board prior to field trips.

-All parents with a complete CRC are welcome to attend field trips,

-siblings are not allowed on field trips unless specified by the teacher.

4.4 SUPPLIES LIST FOR 2026/2027

Please bring the following items for the first day of school.

Label personal items such as shoes, back pack, lunch kit with your child's name.

1. Inside shoes to remain at school (no black soles; labeled)
2. 1 large glue stick
3. Box of 16 large tip Crayola markers
4. Backpack (labeled)
5. 1 container of sanitizing wipes (Lysol or Clorox)
6. 3 containers of playdough (any color)
7. 2 boxes of Kleenex
8. Bottle of hand soap
9. Box of sandwich size ziplock bags