

PARENT HANDBOOK:

Policy and Procedures for

**Glendale Community
PRESCHOOL**

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

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INCORPORATION

The Glendale Community Preschool is a program of the Glendale Community Association and is licensed to operate under them. The Preschool is managed by a Parent Committee of the families with children in the Preschool. The Community Liaison will sit on the Glendale Community Association Board to respond to matters pertaining to the School. The Parent Committee submits an Annual Report and Budget to the Board of Directors of the Glendale Community Association for approval.

If dissolved, any profits or equipment of the Preschool then becomes the property of the Glendale Community Association.

PHILOSOPHY

The Glendale Community Preschool believes that children are born with a sincere and natural desire to learn. As such, we offer a semi-structured play program that is child inspired and teacher facilitated. Our goal is to nourish the physical, intellectual, emotional and social growth of children through an emphasis on play and learning by discovery. Our program and its structure evolve throughout the year as our children mature and develop. Our facilities, equipment and programming encourage fine and gross motor development. Our teaching staff encourage, comfort and reassure our children as they mature. Our teaching staff and Parent Committee work together to ensure a successful program.

A typical class will have the children spend about one hour in free play centers and one hour participating in more structured activities that are directed by the Teaching staff. The structured activities will typically include group clean up, hand washing, snack time, circle time, music time, and movement time in the gym or outside.

GOALS

The School will provide a variety of stimulating environments for children to explore by maintaining several centres, such as: arts and crafts, sand, water, carpentry, reading, housekeeping, playdough, dress-up, etc. The centres shall be changed to meet the needs of the children as determined by the Teacher(s).

- The Teacher(s) co-operatively plan programs to the extent that our classroom is best used and our financial and human resources best shared.
- The Program is planned in an organized manner which relates to basic concepts in a preschooler's life, such as body parts, nutrition, holidays, etc.
- The School program has an emphasis on the community in which it exists. This is shown through the inclusion of field trips into the community and resource persons coming into the school.
- The School recognizes the need for young children to be able to relate to persons of all abilities and will enhance the role of our school in integration of children who have special needs.
- Recognizing the need to reinforce good nutrition and the need for extra energy, the School will include snack as part of the program, provided by the parent volunteer for that day.
- We will participate in traditional holidays such as Christmas, Valentine's Day, Thanksgiving by celebrating, through various programming initiatives, the spirit invoked by them. We welcome parental input in the sharing of other cultural traditions in an educational manner.

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Volunteer Committee Positions

POLICY

There are a number of positions within the Preschool Executive and Parent Committees, all of which are important and require an additional amount of responsibility. Accepting these positions ensures:

- A stable program.
- Resources for the Teacher(s).
- Objectivity regarding classroom decisions.
- Consistency within the program.

The Executive Committee is composed of the following positions:

- A. Chairperson
- B. Preschool Coordinator
- C. Secretary
- D. Treasurer
- E. Registrar
- F. Communications Coordinator
- G. Community Liaison

The Parent Committee is composed of the following positions:

- A. Assistant Treasurer
- B. Parent Assistant Coordinator (1/class)
- C. Snow Day Coordinator
- D. Snow Day Assistants (1/class)
- E. Lucky Duck (1/class)
- F. Field Trip Assistant
- G. Library Coordinator
- H. Laundry
- I. Scholastic Books/Labels Labels Coordinator
- J. Play dough
- K. Supplies
- L. Recycling

Positions will be evaluated annually based on the programming needs of the teaching staff to determine which ones are required for the effective operation of the Preschool.

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JOB DESCRIPTIONS

CHAIRPERSON

1. Attends and chairs all Parent Committee and Executive meetings.
2. Sets all meeting agendas in consultation with other Committee members and Teacher(s).
3. Distributes agendas to Teacher(s), Committee members and posts on bulletin board at Preschool one week prior to meetings.
4. Maintains close liaison to all Committee members and Teacher(s).
5. Prepares Annual Budget together with Treasurer for presentation at September Parent Committee meeting.
6. Organizes the AGM with assistance from Preschool Coordinator and Registrar.
7. Assists with registration, if necessary.
8. Conducts annual review of Emergency Procedures in preparation for September.
9. Initiates annual review of the Preschool Policy & Procedures and the Parent Handbook.
10. Addresses concerns regarding families with NSF cheques if initial attempts by Treasurer are unsuccessful.
11. Maintains completed Sign-In/Out Sheets for two years.
12. Submits monthly column to newsletter outlining meeting Agendas and outcomes.
13. Presents changes in Preschool Policy, with Preschool Coordinator, to the Glendale Community Association Board for approval.

PRESCHOOL COORDINATOR

1. Attends all Parent Committee and Executive Committee meetings.
2. Maintains close liaison with Chairperson.
3. Coordinates the:
 - Hiring of Teacher(s) and Assistant(s)
 - Evaluating of Teacher(s) and Assistant(s)
 - Terminating of Teacher(s) and Assistant(s)
4. Acts as the contact person for:
 - The teaching staff with matters relating to parent participation or programming
 - Parents with matters relating to teaching staff or programming.
 - Parent Assistant Coordinators with matters relating to parent participation.
5. Chairs meetings in Chairperson's absence.
6. Assists Chairperson in organizing the AGM.
7. Conducts/Coordinates the annual Program and Teaching Staff Evaluation(s).
8. Maintains Personnel binder.
9. Maintains Substitute Teacher Binder
 - maintains an active substitute teacher list with resumes;
 - arranges for substitute teacher and notifies Treasurer.

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Volunteer Committee Positions

JOB DESCRIPTIONS - continued

SECRETARY

1. Attends all Parent Committee and Executive Committee meetings.
2. Records and transcribes meeting minutes
3. Distributes meeting agendas prior to each meeting and minutes following each meeting as required:
 - sends Parent Committee minutes to parent body
 - sends Executive Committee minutes to executive members
 - posts copy of Parent Committee minutes on the bulletin board at the Preschool.
4. Oversees/maintains parent bulletin boards in the entrance hall.
5. Assists other Committee members with the creation and revision of documents as needed.
6. Maintains up to date email lists for all classes in order to send out information emails at the request of Teacher and/or parent volunteers.

TREASURER

1. Attends all Parent Committee and Executive Committee meetings.
2. Maintains Preschool accounts at designated bank.
3. Organizes the changing of accounts signing authority between June & August for the coming school year and new Treasurer.
4. Prepares Annual Budget together with Chairperson for presentation at the September Parent Committee meeting.
5. Presents financial reports, updated budget and financial statements as required for the Parent & Executive Committee meetings.
6. Presents an overview of the financial health of the Preschool at the AGM in May
7. Calculates and pays EI and CPP to Receiver General by the 15th of each month.
8. Calculates and pays Teacher's and Substitute Teacher's salaries at the end of the month.
9. Promptly pays all bills related to the running of the Preschool.
10. Requests replacement monies plus charges on NSF cheques.
11. Manages any government subsidy programs by ensuring payment is received from the government and any applicable tuition reimbursement cheques are sent to qualifying families.
12. Provides Community Association membership fees to the Community Association and obtains membership cards and distributes to families.
13. Prepares Record of Employment for Teacher(s) at school year end.
14. Prepares T4 and T4 Summary for Teacher(s) on record from January to December at school year end.
15. Finds an Auditor to audit books at year end for Community Association.
16. Trains and assists incoming Treasurer(s).

Please note: An accounting background is recommended. If a qualified person outside the program is required then the Treasurer's duties will be shared.

ASSISTANT TREASURER

1. Attends all Parent Committee meetings.
2. Presents financial reports at the Parent & Executive Committee in Treasurer's absence.
3. Assists Treasurer as needed.

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JOB DESCRIPTIONS - continued

REGISTRAR

1. Attends all Parent Committee and Executive Committee meetings.
2. Handles inquiries from prospective families pertaining to the Preschool program.
3. Arranges for facilities for registration dates and times.
4. Prepares Pre-registration and Registration packages in advance of registration dates.
5. Ensures that Registration is managed according to Registration Policy.
6. Distributes receipts and related forms at Registration sessions.
7. Prepares/maintains Class Lists for incoming/current year upon completion of Registration. Includes allergy and pertinent medical information and birth dates in class lists.
8. Prepares an Allergy List for classroom.
9. Prepares monthly Sign-In/Out Forms for each class with students' names.
10. Ensures all registration forms and fee cheques are returned prior to start of school.
11. Provides pre-registration cheques and monthly tuition cheques to Treasurer
12. Distributes Class Lists to respective classes, Teacher(s) and Parent/Executive Committee.
13. Organizes coloured registration forms in respective binders kept in the classroom.
14. Provides Class Aide information to Parent Assistant Coordinators if necessary.
15. Informs Teacher(s) and Committee members of changes to Class Lists.
16. Maintains waiting list of prospective participants for the year and tries to replace any withdrawals.

COMMUNITY LIAISON

1. Attends all Community Association meetings
2. Attends all Parent and Executive Committee meetings
3. Responsible for booking Community Center for Preschool events as determined by the Executive
4. Presents any Preschool issues requiring GCA input to the GCA and vice versa
5. A high degree of diplomacy is required in this position.

COMMUNICATIONS COORDINATOR

1. Attends all Parent Committee and Executive Committee meetings.
2. Advertises Preschool to the Calgary community throughout the year (ie. Glendale Thumper, Calgary's Child, Calgary Herald, Bold signs, Glendale School and poster ads).
3. Ensures the Glendale Community Association's GCP Website contains current information.
4. Develops and manages the interactive components of the GCP Website.
5. Carries out the annual Program and Teaching Staff Evaluation (to be completed by February 28th) with Preschool Coordinator and prepares final report for Executive Committee.
6. Provides information arising from the Parent Committee meetings to Teacher(s) for inclusion in the Newsletter
7. Places the Preschool advertising sandwich board signs in different Community locations as necessary.

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Volunteer Committee Positions

COMMITTEE DESCRIPTION

SUPPLY COORDINATOR

1. Strongly encouraged to attend all Parent Committee meetings.
2. Purchases Preschool supplies at request of Teacher(s)
3. Submits purchase receipts to Treasurer for reimbursement.
4. Coordinates requests for donations to the Preschool (e.g. books and toys).

LUCKY DUCK (1/class)

1. Strongly encouraged to attend all Parent Committee meetings
2. If either primary Teacher calls in sick, the Lucky Duck will be contacted and be required to volunteer for their class (acting as the Assistant Teacher), while the Assistant Teacher will then act as Primary Teacher. If the assistant Teacher calls in sick, the Lucky Duck will be called upon to act as the Assistant Teacher, while the primary Teacher remains in the class.
3. The Lucky Duck is not required to fill in for a parent volunteer who is unable to fulfil their responsibilities for a class.

SNOW DAY COORDINATOR

1. Strongly encouraged to attend all Parent Committee meetings.
2. Suggests, plans and organizes all Snow Day fundraising activities for Preschool.
3. Maintains close contact with Provincial and Municipal Government Departments regarding grant monies available to Preschools.

SNOW DAY ASSISTANTS (1/class)

1. Assists Snow Day Coordinator in organizing each class for various activities – ie. Scheduling, donations, entertainment, baking, etc

FIELD TRIP ASSISTANT

1. Strongly encouraged to attend all Parent Committee meetings.
2. Researches possible field trip locations and provides same to Teacher(s).
3. Makes all arrangements for field trips at request of Teacher(s).
 - books location
 - creates sign up sheets to determine total attendance
 - arranges payment, in advance, with Treasurer
4. Provides particulars of field trips to Parent Assistant Coordinators, Preschool Coordinator - one month in advance, if possible.
5. Evaluates each field trip and recommends changes to Teacher(s) as required.

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COMMITTEE DESCRIPTION

PARENT ASSISTANT COORDINATOR(S) – (1/class)

1. Strongly encouraged to attend all Parent Committee meetings.
2. Assigns all families to their classroom volunteer rotation schedule and ensures the schedule is shared equally amongst families.
3. Posts snack sign-up sheets for any class parties if required by the Teacher(s) (i.e. Halloween, Christmas, year-end picnic).
4. Supports the Teaching Staff in the organizing of Special Events or Parties such as Christmas and the Year End Picnic
 - i. Purchases Christmas gifts for school children and their attending siblings;
 - ii. Purchases wrapping paper, tape & gift tags;
 - iii. Purchases Christmas gifts/cards for associated persons (ie. Santa);
 - iv. Coordinates the entertainment &/or special activity for the Year End Picnic/Party
2. Phones/emails (via secretary) classroom parents on direction of Teacher(s), Preschool Coordinator or Chairperson when required.

LIBRARY COORDINATOR

1. Strongly encouraged to attend all Parent Committee meetings.
2. Consults with Teacher(s) on required material.
3. Borrows pertinent materials from the Calgary Public Library and ensures return of same.

PLAYDOUGH COORDINATOR(S)

1. Strongly encouraged to attend all Parent Committee meetings.
2. Responsible for making play dough for classroom use (3-4 times per month).
3. Required supplies will be reimbursed by the Preschool.

LAUNDRY COORDINATOR

1. Strongly encouraged to attend all Parent Committee meetings.
2. Responsible for washing paint shirts and towels, rags, etc. as needed.

SCHOLASTIC COORDINATOR

1. Strongly encouraged to attend all Parent Committee meetings.
2. Distributes Scholastic Books order forms
3. Collects completed order forms and cheques and submits to Scholastic
4. Distributes books when received from Scholastic
5. Send out emails to parents re Mabel's labels, provide information for ordering etc.
6. Stay in contact with Mabel's Label's rep to ensure that our fundraising cheque is accurate, and received by the treasurer

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COMMITTEE DESCRIPTIONS

EXECUTIVE COMMITTEE

Goal:

To facilitate the efficient operation of the Parent Committee and Preschool primarily by addressing significant business issues that are time sensitive or that require an elevated level of confidentiality. The Executive Committee may be required to meet monthly in order to address issues within the school in a timely manner.

Composition: To be composed of the Chairperson, Secretary, Preschool Coordinator, Treasurer, Registrar, Community Liaison and Communications Coordinator.

Duties

Most business conducted by the Executive will be intended for the review of the Parent Committee body and will then be put to a vote for approval. It is critical that the Executive provide as many decision making opportunities as possible to the Parent Committee as a whole and not function as an isolated unit.

The Executive's primary duties are:

- Developing or revising Policy & Procedures
- Developing annual budget
- Developing long term strategic plans
- Hiring of teaching staff
- Evaluating of teaching staff
- Disciplining of teaching staff
- Terminating of teaching staff
- Developing information/options for decision/approval/acceptance of Parent Committee

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Meeting Procedures

POLICY

Agenda items and final decisions must be agreed upon by Committee. Items that require greater accountability will be put to a vote, with Chairperson having no vote. In the event of a tie vote, the Chairperson shall be permitted to vote.

PROCEDURE

1. Parent Committee meetings should be held at least every two months (September, November, January, March, May with changeover meeting in June). Dates may be set at the first meeting in the Fall (or at each subsequent meeting).
2. The Teacher (or if more than one teacher, a teacher representative) must attend each Parent Committee meeting.
3. All parents are invited to attend Parent Committee Meetings. All Support Positions are strongly encouraged to attend all Parent Committee Meetings. Executive Committee Positions must be in attendance to at least 80% of all Parent Committee Meetings.
4. Teacher(s) do not have a vote at Parent Committee meetings.
5. A quorum at Parent Committee meetings shall consist when a minimum of 5 of the Executive positions and at least 2 Support positions are in attendance.
6. Voting procedures as follows:
 - Introduce item
 - Discuss item
 - Put forward a motion
 - Second the motion
 - Vote
 - Item is carried or not depending on vote results

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Registration

POLICY

1. A child registering into the Preschool Program for September must be three (3) years of age by December 31. All children **must** be toilet trained (ie: no diapers or pull-ups).

If a child turns 3 between September 1st and December 31st and is experiencing difficulties adjusting to the demands of Preschool, the teacher **may** ask the parent to attend with the child until (s)he turns 3. This will be determined in consultation with the parent after the teacher gets to know the child in September.

To be eligible for the 4 year old classes, a child must be four (4) years old by February 28th of the school year.

2. A Minimum enrolment shall be 8 and a Maximum enrolment shall be 18 children per class. The three day programs shall be for four year old children and the two day morning program will be for three year old children. Two day afternoon class is of mixed ages of 3 & 4 year olds to allow children the opportunity to experience our program (at the discretion of the Teacher and Registrar).
3. To qualify for Preschool, the participating family must become a member of the Glendale Community Association. The membership must be valid for the school year and not the time of registration.
4. Part-time students are not permitted unless extenuating circumstances arise. In these cases, the Executive Committee, along with the Teacher, will decide whether a child is to be admitted.
5. All parents of registered children will be given the opportunity to participate on the Parent Committee. Job descriptions and phone numbers of the Parent Committee will be made available to all parents.
6. Enrollment accepted to replace a child withdrawing from a program will occur with consideration given to the age of the child concerned, position on the waiting list, and at the discretion of the Registrar, with preference given to children eligible for ECS in September.
7. Children of the Teacher shall be admitted free of charge.
8. Children with special needs, including English as a second language, shall be admitted on a one-month trial basis. The \$30 non-refundable registration fee will apply as will the \$25 Community Membership Fee. Families are required to submit a trial request in writing to the Preschool Coordinator. In the final week of the Trial, the family will discuss with the Preschool Coordinator their plans to continue or withdraw. If the child is continuing, the family will be required to provide the non-refundable deposit in the amount of one month's tuition and PAD agreement to the treasurer prior to continuing.
9. Registrations will generally not be accepted for the current session after March 31, at the discretion of the Registrar.

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Fees

POLICY AND PROCEDURE

1. Preschool fees are to be established by the Parent Committee and reviewed annually at the November Parent Committee Meeting. Tuition fees are to be reviewed by the Community Association Board prior to final approval.
2. The Parent Committee may choose to establish two sets of tuition fees; Volunteer and Non-Volunteer. The decision to offer Non-Volunteer positions should be made no later than the January Parent Committee to ensure registration information is appropriate. The Preschool will use the additional fee obtained by the Non-Volunteer option to reimburse any paid Class Aides to ensure adult to child ratios are maintained. One Non-Volunteer position may be available for each six registrants. A maximum of 3 Non-Volunteer spaces will be available in each class.
3. There is a \$30 non-refundable registration fee for each child. If a family is registering more than one child, registration fee would be \$30 for the first child, and \$20 for each additional child.
4. Pre-registration fees are made up of the \$30 registration fee and one month's tuition (applied to the last month of the school year, being June). This fee is to be provided upon submission of Pre-registration form and is to be dated for the submission date.
5. Tuition fees will be paid via Preauthorized Debit (PAD) on the first day of every month for the months of September to May. These fees are to be provided upon the submission of the completed Registration forms.
6. Tuition fees may be paid through two cheques dated for September (covering September through December) and January (covering January to April) but no discount will be provided for doing so.
7. Families are required to submit proof of GCA Membership or \$25 payable to the GCP which will then be forwarded to the GCA as payment for the annual membership (the GCA membership year runs from September 1st until August 31st). This is also non-refundable.
8. Registration will not be confirmed until all cheques have been received.
9. There will be a \$10 charge on any NSF cheques. Two NSF cheques from the same family will require certification of cheques or cash for the remainder of the year.

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Registration Format

PROCEDURE

Pre-Registration:

Will occur in February for those children currently in the program and their siblings. Dates to be determined by the Parent Committee no later than the November meeting.

Open Registration:

Will occur beginning in March. A date for a registration evening will be determined by the Parent Committee no later than the January meeting. At the registration evening, members of Glendale Community will be given the first opportunity with remaining spaces to those from surrounding communities. Registration will be ongoing on a first-come first-served basis until classes are full.

Waiting Lists:

Waiting lists will be compiled for those wishing to be advised if a spot becomes available.

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Withdrawals

POLICY AND PROCEDURE

1. One full month's written notice must be given to the Registrar or Chairperson on or before the first of the month when withdrawing a child from the Preschool to be assured that the tuition fee for the withdrawal month will not be processed.
2. No refunds will be issued for the month of May for any withdrawal requests that are made on or following April 1st.
3. Registration fee will not be refunded upon withdrawal.

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Classroom Operation

POLICY AND PROCEDURE

1. 2 Day classes will be 2 hours in length, 3 Day classes will be 2.5 hours in length. The times of these classes will be determined by the Parent Committee prior to registration information being distributed.
2. For all classes, children are to be brought to school **no earlier** than 5 minutes prior to starting times (unless you are volunteering that day) and **must not** be left unsupervised. The classroom door may be kept shut until this time to ensure Parent Volunteers are able to consult with the Teacher about the day's activities prior to attending to children.
3. All children must be picked up **promptly** at dismissal time.
4. In planning for emergencies, the Teacher(s) must have an alternate emergency contact phone number in the event either parent or guardian can not be reached. This information will be obtained through the applicable registration form.
5. Classes will not be cancelled due to inclement weather.
6. Parents must record the attendance of their children in and out of the Preschool. A form will be provided for them to do so. These forms are to be kept on file for two years, and then may be destroyed.
7. If information needs to be shared, this is to be done when class starts. Example: "Grandma is picking up Susan today."
8. The entrance doors will be locked 15 minutes following the start of class and will remain locked until 15 minutes prior to the end of class. People requiring access to the classroom during this period will be required to ring the doorbell for assistance.

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Issue Resolution

POLICY

The Glendale Community Preschool (GCP) strongly believes that open, direct communication contributes to creating a strong and positive preschool community for our children, the parents, the Parent Committee and our teaching staff. Issues or problems can best be resolved if they are discussed with the teaching staff and/or the appropriate Parent Committee Member as soon as possible.

PROCEDURE

Issue Resolution is used when someone believes, rightly or wrongly, that the administration of a policy, procedure or rule, or that a decision made by the Parent Committee or the teaching staff, has negatively impacted an individuals' experience within the preschool program.

The following outlines the desired procedure for resolving issues that concern policies, procedures, and programming decisions. It has been written from the point of view of the parent having a concern but is easily applied when the teaching staff have concerns.

1. Before initiating any kind of formal complaint, the individual is encouraged to speak directly to the Teaching staff to outline the concerns and gain context of the situation.
 - Should the individual not feel comfortable speaking directly with the teaching staff, they are encouraged to contact the Preschool Coordinator. This person acts as a key advocate and liaison between our Teaching staff, the parent community and the Executive Parent Committee. Their primary responsibility is to assist in the resolution of issues related to the preschool and can be contacted at any time.
2. If the issue cannot be resolved through informal discussion with the Teaching staff, the individual should contact the Preschool Coordinator to outline their concerns and discuss possible solutions. The Preschool Coordinator will investigate the complaint and possible solutions. It may be necessary to raise the issue with the Executive Committee and teaching staff to come to an appropriate resolution. The parent will then be advised of the decision.
3. Should the parent not be happy with the resolution provided by the Preschool Coordinator, the issue will then be brought to the attention of the Chair of the Executive Committee, who will investigate and discuss with all parties. A decision will be made as soon as possible. All information at this stage will be documented in writing for all parties.

The Issue Resolution process, as outlined above, would be followed in the following example situations:

- If a family feels that the teaching staff are not addressing the needs of their child,
- If a family has a concern about specific programming in the classroom,
- If a family fails to fulfill volunteer responsibilities (ie. Not volunteering, failing to find a replacement, regularly arriving late, etc)
- If a family refuses to follow any key GCP policy or procedure as outlined in the Parent Handbook,
- If a family is reluctant to partner with the teaching staff to improve a child's behavior in the classroom.

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Emergency Situations

POLICY AND PROCEDURE

Evacuation

1. In case of a fire, pull the fire alarm.
2. Teacher, teacher's assistant and parent volunteer should organize the children for an orderly exit from the building.
3. Teacher will take the class Sign in/Out (Green & White Binder) and emergency contact book (Blue Binder) when leaving the building if it is safe to do so. Be prepared to take group attendance after leaving the building.
4. The parent volunteer should check all areas of the classroom for children and lead them outside from the nearest exit.
5. Do not touch the light switches.
6. Close doors and windows when leaving the room if it is safe to do so.
7. Use exit closest to your location at the time of signal of evacuation.
8. After the children have been evacuated, telephone "911" and tell the operator the nature of the emergency and the address. Say "There is a fire. The nearest cross street is 25 Avenue and Glenmount Dr SW."
9. The teacher's assistant will meet the fire officials.
10. Teacher and parent volunteer should escort the children to the prearranged evacuation location and remain with the children until all children have been picked up by their guardians.
11. The teacher's assistant or parent volunteer should phone all attending children's parents or alternate emergency contacts to notify them of the situation and give them the evacuation address for pick up.
12. Evacuation location:
Glendale Elementary School
2415 Kelwood Drive SW
Tel: 403-777-8330
13. The Preschool Coordinator must be advised of any evacuation as soon as it is possible to do so. The rest of the Executive members will be advised of the evacuation at the discretion of the Preschool Coordinator.

Medical Emergencies

If an ambulance must be called to deal with a medical emergency, the teacher's assistant will accompany the child in the ambulance. The teacher and parent volunteer are to stay with the class. The parent volunteer should contact the injured child's parents or alternate emergency contact.

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Field Trip Operation

POLICY

A minimum of 2 and a maximum of 6 field trips will be organized per class per year. Participation is left to the discretion of the parents.

Each parent is responsible for their own child's transportation and supervision on Field Trips.

The Preschool will pay for the admission for the enrolled child and any required parent volunteers for that trip. Additional adults or siblings attending will do so at their own cost.

PROCEDURE

Selection of field trip locations will be made cooperatively between the Teaching Staff and the Field Trip Coordinator. It is suggested that the field trips tie into the current programming themes or activities in the classroom.

Field trip facilities should be asked if they have any procedures that are to be followed by visiting groups or if they have any visit preparation hints. Any information provided should be shared with families in a timely manner.

Sign up sheets should be posted on the bulletin boards in order to anticipate attendance for each field trip (students, siblings & parents).

An on-site meeting place must be established and clearly communicated with all families. This is especially important if there is more than one entrance to a facility.

An on-site meeting time must be clearly established and clearly communicated with all families. This is especially important if the field trip times are different in any manner from the regular class time.

Payment arrangements must be made in advance. The Field Trip Coordinator must discuss the payment options with the Treasurer in advance of the trips.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

SUBJECT

Parent/Adult Volunteers

(page 1 of 2)

POLICY

Parent/Adult Volunteers are required to assist the Teacher in areas of classroom organization, clean-up, general maintenance, and preparation of snack time.

Adult Volunteers are not required to provide police clearances/background checks, therefore, it is Glendale Preschool Policy that at NO TIME will an adult volunteer be in a situation where they are alone with any child(ren) enrolled in the preschool. It is always the responsibility of the Teaching Staff to assist a child with toileting, or any other activity that requires some degree of privacy. The Adult Volunteer's role is primarily to remain in the classroom with at least one member of the Teaching Staff to assist in a variety of classroom learning activities. If a child requests the assistance of an Adult Volunteer for something that could be construed as 'private' (ie going to the bathroom), the volunteer will refer the child to a member of the Teaching Staff for assistance.

With respect to volunteer commitments, the Parent Committee does recognize the various extenuating circumstances that a parent may find themselves in and therefore are willing to assist towards an equitable solution. COMMUNICATION IS VITAL AND IT IS THE RESPONSIBILITY OF THE PARENTS HAVING THE DIFFICULTY TO CONTACT THE PARENT ASSISTANT COORDINATOR, PRESCHOOL COORDINATOR OR THE CHAIRPERSON.

PROCEDURE

Parents are required to find their own replacements in the event of illness, or vacation. A class phone/email list will be made available the first week in September.

A. Adult to Child Ratios

1. Social Services are mandated to ensure proper ratios exist within the preschool environment. Glendale Community Preschool prides itself on having a 1:6 adult to child ratio. To maintain this ratio, there must be one adult volunteer each school day. Failure to meet this condition will result in the cancellation of that class.
2. The Adult Volunteer is permitted to bring a maximum of 2 children (regardless of age), providing they are not a disruption to the class and the Volunteer is able to focus their attention and time on the classroom activities and students. At no time are extra children to be left within the class without the guardian in attendance.
3. Failure to remain within the appropriate ratios will cause the class to be cancelled.
4. As per Social Services, children must always be accompanied and never left unsupervised in common areas.

B. Parent Assistant Time

To ensure our program runs smoothly and to continue with the caliber of program that exists, it is important that:

- Assistants arrive 15 minutes before the class starts in order to be briefed by the teacher about the day's planned activities.
- Assistants must be prepared to stay 15-30 minutes at the end of the class to help clean the facility and to ensure all children are picked up.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

SUBJECT

Parent/Adult Assistants

(page 2 of 2)

PROCEDURE (continued)

- Assistants who anticipate being late are required to call the Teacher in the classroom (403-246-5015), as parents are not to leave until the assistant is present (due to previously outlined ratio requirements).
- Parents will be provided with information pertaining to the general assistant role and possible/expected duties. This information will also be posted in the classroom.

C. If a parent does not meet their classroom obligations:

If a parent does not fulfill their assigned Adult Assistant time and does not find a suitable replacement for their scheduled day they will be charged \$25.00 and required to fill 2 days in the next rotation. If those requirements are not met in the next rotation, issue resolution steps will be taken and the student may be removed from the program.

D. Leave of Absences:

Temporary leaves of absence from classroom volunteer duties may be granted and will be considered by the Parent Committee for the following circumstances:

1. Maternity leave to a maximum of 2 months surrounding the due date. A parent may take the month of/prior to the due date in addition to the month following the due date or may choose to request 2 months following the birth.
2. Sick leave to a maximum of 8 weeks. A written request from the family must be provided.

F. Other Volunteer Situations

The Parent Committee of the Preschool may determine that it is necessary to participate in fundraising efforts to balance its budget or to meet specifically identified needs. The Parent Committee may also solicit volunteers to support the fundraising efforts of the Glendale Community Association in general. All families are strongly encouraged to participate in these activities as they arise.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

SUBJECT

Snack

POLICY AND PROCEDURE

At Glendale Community Preschool, we strive to provide nutritious snacks to promote healthy eating and a positive lifestyle for our children. Parent Volunteers are responsible for providing the snack for all of the children on the day they are volunteering in the classroom.

A. Food Preparation:

1. There is no food preparation allowed in the classroom area. Our classroom does not have an area exclusive to food preparation, clean up and disposal as mandated by the City of Calgary Regional Health Authority.
2. The kitchen in the main hall has been approved for safe food preparation provided the volunteer follows strict guidelines for cleaning the food prep area prior to and following food preparation.
3. Cheese may be cut and cubed provided it is prepared in the main hall kitchen according to the regulated cleaning guidelines.
4. Perishable foods, such as milk products, fruits & vegetables, must be kept in the fridge in the main hall kitchen prior to snack time. Any food that is placed in this fridge by anyone associated with the preschool **MUST** be removed at the end of class.
5. All snack foods, such as crackers, must be presented to the children in its original packaging from the store.

B. Snack items:

1. Snacks brought in are to be made up from 2 or 3 of the 4 food groups, ie: banana bread and carrot sticks.
2. **ALL NUTS** (including peanuts, peanut butter, and nut oils) **ARE NOT ALLOWED** due to possible allergic reactions.
3. Popcorn is considered a choking hazard and is not allowed.
4. An Allergy List will be posted in the classroom and distributed via the class lists.
5. Water will be provided to children at snack time.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

SUBJECT

Discipline

(page 1 of 2)

POLICY

Our goal is to provide a safe and positive play environment for all children attending the school. The intention of a Discipline Policy is to assist children in becoming self-disciplined as they learn appropriate and acceptable behavior patterns. Discipline is based on a positive, non-punitive approach to assist children in developing self-control, self-confidence, and ultimately, self-discipline and sensitivity in their interactions with others.

PROCEDURE

We rely on the experience, insight and professional opinion of our Teaching Staff to assess the situation, speak with the child(ren) (or adult) involved and make an informed decision as to how the situation will be handled. In some cases, a redirection of the children involved will suffice. Severe behavior (i.e. biting, spitting, emotional/physical harm) which endanger other children or adults' safety will not be tolerated.

If there is an incident/accident in class, the Teacher will document the occurrence on an Incident form and inform the appropriate parent/guardian at pick-up, unless the situation is urgent and requires immediate attention. The Teacher will outline the situation, inform the parent/guardian how it was handled, and discuss any potential learning opportunities for the future. In the case of a severe behavior incident, the Teacher will also advise the Preschool Coordinator of the situation and next steps.

If necessary, a meeting will be scheduled between the parents, Teacher and a Parent Committee representative to discuss strategies for resolving the behavior. The following would be discussed:

- What significant factors are contributing to the undesired behavior?
- What physical or emotional behavior is unacceptable?
- How is/will the parent be involved in improving the behavior?
- What observations has the Teacher made that may help direct the process?
- What are the short term objectives? (ie. next class, this week)
- What learning strategies will be employed? (ie. enlisting classroom volunteers to help encourage children to "use their words").
- What will be the indicators of success?

The situation(s) will be documented to ensure that all the facts are collected and perspectives captured for all parties involved. At the discretion of the teacher, an action plan will be written and agreed to between the teacher and the parent/guardian to support the children involved in learning new positive ways of behaving. Any written documentation will be kept by the Preschool Coordinator for the duration of the school year. At the end of the school year, all information will be returned to the parent/guardian of the children. The intention here is to ensure that an incident not "follow a child" from year to year, but that it is dealt with in a manner that promotes resolution and allows the child to learn appropriate and acceptable behavior patterns.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

SUBJECT

Discipline

(page 2 of 2)

PROCEDURE (continued)

Parents/guardians are asked to advise the Teacher of any changes at home, such as a death in the family, separation or divorce, sickness, etc., which may affect the child's behavior at school. All information regarding a family's personal situation and/or the incident will be dealt with sensitively and in a confidential manner.

If the behavior continues after the action plan between the parent/guardian and teacher has been put in place, the parent/guardian will be asked to attend class with the child until the inappropriate behavior stops. If these methods prove ineffective in resolving the inappropriate behavior, the Preschool Chair, the Preschool Coordinator and the Teacher will initiate discussions with the family regarding the child's departure from the program.

The Preschool will ensure that child discipline methods utilized in the program are communicated to parents, staff, and children, where developmentally appropriate, and any child disciplinary action taken is reasonable in the circumstances.

The Preschool/Preschool Teacher(s) will not, 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, deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
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SUBJECT

Employment Of Teaching Staff

PROCEDURE

1. New teaching staff are interviewed by representatives of the Executive Committee.
2. Teaching staff do not require Community memberships.
3. Teaching staff (defined as those already on the payroll), shall be given first opportunity at any staff opening before it is opened to the public.
4. All Teaching staff will be on a four (4) month probationary period, at which time an evaluation will be done by the Executive Committee.
5. All Teaching staff are required to sign a yearly contract (usually in May) and can be voided by either party with four (4) weeks notice.
6. Teaching staff are paid by cheque on their last teaching day of each calendar month (standard deductions to Revenue Canada apply).
7. Teaching staff are entitled to sick days as outlined in their contracts. For any additional approved time off, the amount of the Substitutes' salary is deducted from the Teaching staff's salary.
8. Teaching staff will be reimbursed 100% of the cost of any courses taken pertaining to the Preschool, upon prior approval of Parent Committee.
9. The Teaching staff shall NOT administer medication to children, except in an emergency situation (ie: allergic reaction). Written approval on a designated form must be given to the Teaching staff.
10. Teaching staff must be trained in Child First Aid and CPR.
11. For visitors to the classroom (other than Parents who have children in the class) the Teaching staff must be contacted first concerning the purpose of the visit.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

SUBJECT

Program and Teaching Staff Evaluation

POLICY

The Glendale Community Preschool will evaluate the performance of individual Teaching Staff and the program to assist in the provision of effective programs for students and the professional growth and development of the Teaching Staff. Evaluation of the Teaching Staff and the program will be done annually by the families and will be coordinated by the Communications Coordinator and Preschool Coordinator.

PROCEDURE

1. The program and the teaching staff will be evaluated by families through a survey process during March. The survey and results will be coordinated by the Communications Coordinator and communicated to the Teaching Staff by the Preschool Coordinator.
2. Each new member of the Teaching Staff will be evaluated between November 15th and the holiday break (or within 90 days of being active in the classroom). Additional evaluations may be initiated at the request of the Teaching Staff at other times.
3. One copy of the results of the evaluation will be kept in the strong box maintained by the Chairperson. A second copy of the evaluation will be presented to each Teaching staff member. A synopsis will be presented to the Executive Committee. It must be noted that the confidential nature of the information be maintained.
4. The evaluation will be kept for five years, and then destroyed regardless of whether the Teaching staff remains employed by the Glendale Community Preschool.

The results of the evaluation will be utilized to:

1. Provide feedback to the Teaching Staff.
 - Recognize excellence in the staff.
 - Assist in the professional development of staff.
 - Take appropriate action with respect to staff whose performance is unacceptable.
2. Provide documentation for personnel records.

Appeal Procedures:

1. The Preschool Coordinator will review the evaluation with the Teaching Staff. Areas in which improvement is necessary will be discussed. The Teaching Staff and the Preschool Coordinator will decide upon an appropriate time in which to make the necessary improvements. A re-assessment will then be done.
2. If the Teaching Staff wish to appeal the results, this must be done in writing to the Chairperson of the Parent Committee within four (4) weeks of the evaluation completion. The letter must clearly state the purpose of the appeal and all areas of discrepancies. The matter is then to be resolved by the Parent Committee

PARENT HANDBOOK:
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SUBJECT

Termination

PROCEDURE

1. Teaching staff will be notified four (4) weeks prior to the start of the school year as to the status of enrolment and the number of classes that will be held. If a position is lost due to lack of enrolment, the employee will be notified as soon as possible in writing.
2. Any employee to be terminated with cause must be notified in writing by the Executive Committee of the details. (S)he will be given two weeks severance pay. (Cause must be documented in the personnel file).
3. Employees leaving at their own discretion would do so in writing, giving four (4) weeks notice.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

SUBJECT

Budget

PROCEDURE

1. Preschool Budget will be submitted in September to the Glendale Community Association Board of Directors, and be utilized by the Parent Committee in reviewing the fees for the forthcoming school year.
2. An amount equal to a maximum of 25% of the cash surplus at the beginning of the year will be set aside for new equipment for the coming year, and will be spent by December of the same year.
3. Signing authority at the designated bank shall be changed between June and August.
4. Signing authority will be assigned to the Treasurer, Chairperson, Assistant Treasurer and one other Executive member.
5. Glendale Community Preschool will close the accounting books by July 31 of each school year. The books are to be audited by an auditor or accountant, or by two parents of the Preschool (only one being a member of the Parent Committee), by August 31st of each school year. This is to be done by volunteers.
6. The Preschool will strive to maintain a surplus equivalent to two months salaries plus the equivalent of the tuition fees for one month of full enrolment.

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POLICY and PROCEDURES for the
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SUBJECT

Gifts or Honorarium

POLICY AND PROCEDURE

1. It is Preschool policy that Parent Volunteers and Committee members do not receive thank you gifts. If the Committee feels there has been significant contribution made by an individual, a written thank you may be sent.

2. The Preschool will purchase Christmas gifts for all school children and any siblings attending the Christmas party, as well as Christmas gifts/cards for associated personnel at the school.

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SUBJECT

Social Functions

POLICY

Glendale Community Preschool acknowledges all holidays and the spirit they invoke; some holidays/special events that the Preschool may recognize are: Thanksgiving, Halloween, Christmas, Valentine's Day, Easter, St. Patrick's Day, Birthdays, last day of school, etc. These special days may be marked by special themed activities during the classroom time. Some days may be celebrated with parties that family members are invited to join.

We recognize that there will be children from all backgrounds, and that their involvement in these activities is left to the discretion of their parent/guardian.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
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SUBJECT

Child Health

(Page 1 of 2)

POLICY

We ask your co-operation in helping us to provide an environment at Glendale Community Preschool which promotes good health and well-being. We are aware that as parents, we cannot always be totally accurate about assessing the health of our children. We hope that the following guidelines will assist in making decisions about whether or not to bring your child to school. Should you have questions or concerns which go beyond these general guidelines, we encourage you to consult with your physician and to follow their recommendation.

PROCEDURE

1. COLDS: Since it is impossible to clinically determine the specific virus causing a cold, and since the period of infectiousness of different cold viruses range from approximately one to three days, the safest course of action is to wait for three days after your child has a new cold before bringing him/her to school. For parents who see children in class with a "runny nose," it is important to remember that allergies and other non-contagious conditions may cause these symptoms.
2. BACTERIAL CONJUNCTIVITIS ("Pink-Eye"): Once antibiotic treatment has started, bacterial conjunctivitis is not generally communicable. There is however, a second type of conjunctivitis associated with a viral infection in epidemic form that is highly contagious for several days. It would, therefore, be of the greatest importance to have the advice and consultation of a physician before bringing a child to school who is ill with conjunctivitis.
3. STREP THROAT: Twenty-four hours after antibiotic treatment has started, the child is no longer considered communicable. However, it is important to note that even though the child may not be infectious, children often do not feel well enough to participate in class after the 24-hour period. Therefore, families will need to take into consideration both the child's physical vigor and the infectious possibilities related to a strep throat infection.
4. FEVER: Following any infection associated with fever over 100 degrees F, a child should remain at home until he has been without fever for at least 24 hours. It is important to note that during the early morning hours, a fever will often register as normal, whereas later in the afternoon the temperature may rise again. This is one reason why it is extremely important to give the child at least a 24-hour period when he/she is completely free from an elevated temperature before returning to class.
5. VOMITING/DIARRHEA: At least 24 hours free from vomiting or diarrhea would be in all the children's best interests. Children who have been suffering from vomiting or diarrhea should be given a period of time to regain strength before returning to class.
6. COUGHS: It is important to note that lingering coughs associated with Cystic Fibrosis, and following bronchitis are not contagious. Therefore, families should be sensitive to the cause of the coughing that the child is experiencing in order to decide whether or not attendance is wise.

Please discuss any medical needs/situations with Teacher, as other Parents may become alarmed and/or make inaccurate assumptions, ie: continual runny nose, chronic cough, etc.

PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL

SUBJECT

Child Health

(Page 2 of 2)

PROCEDURE (continued)

NOTE:

It is true all children get sick and often it is unavoidable, however we need to keep in mind that when ill, our children do much better in their own home than in a classroom. In turn, they are much more sensitive and require the comfort of a caregiver.

You know your child best. With this in mind, please use your best judgement when your child is ill.

PARENT HANDBOOK:
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SUBJECT

Handling HIV Infection and AIDS in the Preschool

POLICY

No one may discriminate against a child, family, caregiver or provider of Preschool services based solely on being infected with HIV virus or having AIDS.

PROCEDURE

A manual entitled "Guidelines for Handling HIV Infection and AIDS in Day Care Services" is kept in the present filing case for use by the Preschool for purposes of education and management if a situation should arise.

PARENT HANDBOOK:
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SUBJECT

Registration Forms

PROCEDURE

Completed registration forms and fees are required to confirm and hold your spot for the fall. All cheques should be made payable to the **Glendale Community Preschool** and should be dated for **August 1st, 2012**. Please be aware that the \$55 Registration and Community Membership Fee is NON-REFUNDABLE. If you register your child and withdraw before school commences, you will still forfeit this fee in August.

Families eligible for pre-registration must submit completed registration forms and fees no later than February 29th (drop off at the school for the Registrar).

Families registering as of March 1st, please fill out and submit all the following forms as per the Registrar's instructions.

Registration Packages MUST include the following:

Parent Declaration Form _____

Volunteer Commitment Form _____

Student Information Forms _____

Non-Refundable Registration
and Community Membership Fee (\$55) _____

Tuition Deposit (\$120 / \$150) _____

Pre-Authorized Debit (PAD) Agreement
& Void Cheque

OR

Tuition Fee Cheques (by term - for full year) _____

PARENT HANDBOOK:
POLICY and PROCEDURES for the
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PARENT DECLARATION

I, _____, being the parent/legal guardian of _____, have read in its entirety, the Parent Handbook of the Glendale Community Preschool. I have paid particular attention to the following sections:

Registration	Pg 13-16
Classroom Operation	Pg 17
Issue Resolution	Pg 18
Emergency Situations	Pg 19
Field Trip Operation	Pg 20
Parent/Adult Assistant	Pg 21-22
Snack	Pg 23
Discipline	Pg 24-25
Child Health	Pg 32-33

I understand and agree to all information, policies and procedures described within the handbook.

I give my full permission for my son/daughter to participate in the Glendale Community Preschool program. This program may include playground activities, community field trips, as well as active play inside the school.

It is a condition of this program that the participant does so at his/her own risk and the Community Association, its agents, servants, employees and volunteers are not liable in any case for any loss, damage, injury, or ambulance service resulting from or in connection with such participation. It is the responsibility of the parent/guardian to ensure that his/her child gets to and from the school each day, and the parent/guardian is solely responsible for his/her child outside the official school hours.

It is a condition of this program that the following information be made available to the Preschool Parent Committee and to the parents of your child's class: your child's name, birth date, address, telephone number, parents' names and e-mail address (if applicable).

Signed

Date

PARENT HANDBOOK:
POLICY and PROCEDURES for the
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VOLUNTEER COMMITMENT

The Glendale Community Preschool is a parent-run school. Without the close involvement and participation of the parent body, GCNS would not be able to provide the programming that it does. The success of the Preschool relies on the participation of the parents. Parents may become involved through a variety of avenues.

Positions are available on both the Parent Committee and Executive Committee. Members of the Executive Committee oversee the licensing, operations, registration and staffing of the Preschool. In addition, these roles ensure that parent concerns are met, and that our programs develop and grow with our children.

The Parent Committee provides valued assistance in the day to day operation and organization of classroom activities and programming, including class photos, yearbooks, craft supplies, Scholastic book orders, and other activities.

Parents are also encouraged contribute by participating in special events and fundraising initiatives offered throughout the year. Fundraising makes possible the field trips, interaction with community groups, and special events, such as graduation, that enrich our students' preschool experience. A strong commitment from the parent body is critical in making these initiatives a success.

By registering your child/children with the Glendale Community Preschool you acknowledge that your participation outside of classroom assistance is required. This may be fulfilled by participation on the Executive Committee, Parent Committee, in special events or volunteering at school fundraising events.

Signed

Date

PARENT HANDBOOK:
POLICY and PROCEDURES for the
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STUDENT INFORMATION (Pg. 2/3)

II. MEDICAL INFORMATION

Alberta Health Care Number: _____

Hospital of preference: _____

Doctor: _____

Address: _____

Phone: _____

Immunizations:

Is Immunization current? Yes _____ No _____ Child does not receive immunizations _____

Date of last immunization: _____

Last Health Unit attended: _____

Comments: _____

Childhood Illnesses: (mark in date if child has had any of these):

German Measles: _____ Accidental Poison: _____

Head Injury: _____ Fracture: _____

Mumps: _____ Convulsions: _____

Ear Infections: _____ Bronchitis: _____

Measles (Red): _____ Chicken Pox: _____

Whooping Cough: _____ Other (Specify): _____

Other Medical Information:

Allergies: _____

Hospitalizations (date & diagnosis): _____

Medication administered at home on ongoing basis? _____

If yes, please specify: _____

Does child have any medical or emotional condition requiring or receiving treatment or supervision? _____

(If yes, please explain): _____

PARENT HANDBOOK:
POLICY and PROCEDURES for the
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STUDENT INFORMATION (Pg. 3/3)

III. OTHER INFORMATION

Language spoken at home, if other than English: _____

Siblings: Name: _____ Age: _____
 Name: _____ Age: _____
 Name: _____ Age: _____
 Name: _____ Age: _____

Is your child left or right handed? _____

Special interests: _____

Does anyone in your family have a skill or a talent they would be willing to share with the children? (piano, carpentry, art, etc.) _____

Would anyone in your family be willing to come in and share the family pet, a hobby, or line of work with the children? _____

What arrangements have been made for your child's transportation to and from school? _____

How did you learn about Glendale Preschool? _____

IV. CLASSROOM VOLUNTEER

While it is usually a parent that volunteers in the classroom, there are times when other responsible adults volunteer. Please list the names and their relationship to the child of any adults who may potentially volunteer for the classroom (ie. Grandfather, aunt, nanny, etc.):

Name:	Relationship:	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PARENT HANDBOOK:
POLICY and PROCEDURES for the
GLENDALE COMMUNITY PRESCHOOL**

PRE-AUTHORIZED DEBIT (PAD) AGREEMENT FORM

Please complete the Pre-Authorized Debit Plan (PAD) Agreement Below.

I/we authorize Glendale Community Preschool (GCP) and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions for monthly recurring payments of (please select)

- \$120 for the 2- day class
- \$150 for the 3- day class

starting September 1, 2012 and ending May 1, 2013. The payment deduction will take place on the first business day of each month. I/we also authorize a one-time withdrawal of \$25 if the classroom assistant commitment is not met.

This authority is to remain in effect until GCP has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/we may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

GCP may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact our financial institution or visit www.cdnpay.ca.

PLEASE PRINT & FILL OUT COMPLETELY

DATE: _____

Name(s): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone Number (home): _____

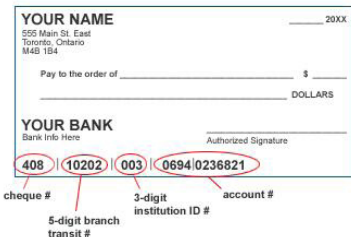
Financial Institution (FI): _____ **FI ID Number:** _____

FI Account Number: _____ **FI Transit Number:** _____

FI Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Authorized Signature(s): _____



Glendale Community Preschool - 2405 Glenmount Drive SW - Calgary, Alberta T3E 4C1 - 403-242-2110