

# DELBURNE PLAYSCHOOL SOCIETY POLICY BOOK

## (Revised February 2026)

The Delburne Playschool Society is a non-profit organization funded by the Family and Community Support Services (FCSS) of Red Deer, Alberta. We strive to offer a safe, caring environment for children to develop social, emotional and cognitive skills; with an emphasis on learning through play.

The playschool is located in 2101 20 St, Delburne. We run Tuesday and Thursday mornings from 9:00 – 11:30 am and (if needed) afternoons 12:15 – 2:45 pm. We start mid September and run until the end of May each year. We follow the Chinook's Edge School board and Delburne Centralized School for days off, inclement weather, holiday breaks etc. The Playschool Board has the option to continue Playschool into the month of June to make up for bad weather days if necessary.

**Drop off & Pick Up** – The playschool entrance is at the front of the building. The doors will be unlocked 5 minutes before class start and end times, please do not arrive before then. Upon arrival, you can put belongings in your child's locker, and help them change into indoor shoes. If your child has emergency medication to stay at playschool, please put it in the medication box.

At pickup, any crafts, newsletters, receipts that are to be sent home will be in the top portion of your child's locker. Teachers will sign children in and out of class. Please ensure teachers have seen you before leaving.

**All children in attendance at Playschool must be registered.**

- **REGISTRATION**

Registration for the following year, will be held on a first paid (or post dated arrangements), first registered basis starting in March of the commencing year. If any openings remain in September, children may register up to the first day of class or until class is full. **Priority and preference will be given to children 4 years of age as of December 31<sup>st</sup> of the current year.**

- **CRITERIA**

To attend the Playschool, children must be at least 3 years of age as of the first day of school. Children must be potty trained, and fully able to go to the bathroom by themselves. Teachers are **not** allowed to enter the bathroom with children. 3 year olds will be accepted on a one-month trial basis, placement to be determined by Teacher and/or Board after that time.

- **NUMBER OF CHILDREN**

The Delburne Playschool is licensed for 24 children maximum per class. We believe children thrive in smaller classes with more attention, so will try to split into a morning and afternoon class if there are more than 21 children registered. There is one Teacher and one Co-Teacher at playschool. If one of them cannot be at school that day, there must be a parent helper for a minimum of 2 adults present at all times. If both teachers cannot be at playschool, class will not be able to run that day.

- **CHILD VISITORS**

If there is a vacancy, a child interested in Playschool may attend for a one time trial day for no fee. For any additional days there will be a \$5.00 charge per day. The child must be at least 3 years of age, potty trained and have completed a registration form to visit Playschool. Arrangements to visit playschool must be made 1 day prior to attending.

- **FEES**

A non-refundable registration fee of \$20 is due at the time of application. The Playschool fee's are \$150.00 per child per month for classes (Tuesday/Thursday). A portion of your fees are covered by the Alberta Government through the Affordability Grant in Childcare Act. Currently, the grant will cover \$100/month of your fees, leaving parents to pay \$50/month. If the grant amount changes, parents will be notified as soon as possible.

Parents may pay their fees in full or monthly. If you decide to pay in full, your total fees are \$450.00 for the school year. If you are paying monthly, your fee's are due on the first day of Playschool each month to the Treasurer. If payment is not received by the second day of Playschool, the child cannot attend that day until fees are paid.

In addition, there is a \$100 toy washing deposit to be paid at registration. Post dated cheques can be made out for May 31, and will be cashed if families do not participate in toy washing.

- **WHAT TO BRING**

Your child will need the following items for playschool:

- Snack and Water Bottle
- Indoor Shoes – preferably Velcro or slip on
- Change of clothes and a sweater that can be left at playschool or in backpack (spills happen!)

- **SICK DAYS**

You do not have to let teachers know if your child will not be attending playschool one day, but we do ask that you let us know if you know in advance that they will be gone for more than 2 days. There are no refunds or reductions of fees due to illness, holidays, etc.

- **FUNDRAISING & VOLUNTEERING**

Delburne Playschool is non-profit, so to keep our doors open, fundraising is mandatory! We will have 2 mandatory fundraisers and possibly a couple more voluntary ones. If you decide to opt out of mandatory fundraisers, we ask for \$200 non-refundable fundraising fee, per child to help offset this cost. All fundraising efforts require Board approval. Throughout the year we may also have events requiring volunteers. Volunteer sign-up sheets will be clearly posted.

- **TOY WASHING**

**To comply with health regulations, we must wash all toys at least once a month.** It is the parent's responsibility to attend (or find a substitute for) for 2 toy washing sessions during the year. Sign-up sheets for toy washing will be clearly posted. The person at the top of the list every month is responsible for getting touch with the other parents and coordinating a day that works for everyone. Instructions are posted on the wall of the playschool, and supplies will be left out. Toy washing generally takes between 2-3 hours, depending on how many people there are.

- **COMMUNICATION**

We strongly encourage open communication at all times between parents, teacher and board. Monthly newsletters are written by the teacher to provide parents with a monthly activity calendar, parent helper lists and other special information (theme weeks, special days, field trips, etc.) Board Meetings are held once a month, and all parents are welcome to attend at any time. You will be added to our Facebook page (Delburne Playschool) once registered for updates and reminders about the playschool. The president and teacher will also communicate via text with updates and information as needed. The teacher is available at drop off and pick up to answer questions and address concerns, or a meeting can be set up outside of class times if needed.

A newsletter and calendar will be sent out at the beginning of the month. **Please** take the time to read these, they contain all the information about upcoming events, what we are working on, etc.

There is an envelope posted on the bulletin board if any parent has concerns they would like to submit anonymously. Concerns will be brought up at the monthly board meeting, and addressed in the newsletter.

As part of our funding agreement with FCSS, parents must fill out a 1 question survey in September and May. The May survey has additional, optional survey questions that we strongly encourage you to fill out, as these will help us continue to develop and improve our program.

- **NUTRITION**

Each child provides their own snack each day and is encouraged to bring in healthy, nutritious snacks. Hands are washed and tables are wiped prior to the children eating their snack.

- **PLAYSCHOOL CANCELLATION**

If school buses are not running due to inclement weather, there will be no playschool. Playschool will be cancelled if weather is or exceeds -35 degrees Celsius with or without wind chill. This decision will be made the morning of playschool between 7:00 am and 7:30 am using the information provided by The weather Network (temperature in Delburne). We may also cancel in the evening if we know for sure that the buses will not be running. If school is cancelled the parents will be notified by text as soon as possible. Other days that there is no school (Teacher Convention, etc) the Board will determine if there will be Playschool. Delburne Playschool will run on the same schedule as Delburne Centralized School for holiday breaks and will follow Chinooks Edge decision for bus cancellations. The Board will determine if there is a need to make up days due to bad weather, etc.

- **EMERGENCY PROCEDURES**

A fire drill is done every month with the children and the fire escape route and procedures is posted on the wall. It is noted on the fire escape route that in case of an emergency the children are walked to Delburne Family Foods, which is located at 2202 Main Street (22<sup>nd</sup> Avenue & Main Street). The Fire Evacuation Procedure is as follows:

1. Fire bell rings.
2. Have children proceed to designated door with parent helper.
3. Teacher to check bathrooms and make sure all children are at designated door. Pick up sign in sheet and portable emergency file.
4. Count children. Roll call from sign in sheet. Close all doors as we leave.
5. Proceed in an orderly fashion to designated safe place. (Delburne Family Foods)
6. Call fire department (911)
7. Call parents to pick up their child.

- **MEDICAL CONSENT FORM**

All parents must sign and date an Emergency and First Aid Consent Form, which is included in the Registration Form.

If your child has medication that will need to be administered at playschool, a Medical Consent Form must be filled out. This is also included in the Registration Forms.

## **Delburne Playschool Sickness Policy**

Keep your child home if he or she has the following symptoms:

- Fever within the last 48 hours
- Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhea within the last 48 hours
- A sore or painful, red throat, even if fever is not present

- Has been on antibiotics for less than 48 hours
- A cough or shortness of breath
- Difficulty breathing or untreated wheezing
- Complaints of stiff neck and headache with more than one of any of the above stated symptoms
- Yellow discharge from the eyes
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits until checked that they have been fully treated and are no longer present for 24 hours.
- Pink Eye or eye Infection within the last 72 hours
- Loss of sense of taste or smell, unexplained loss of appetite
- Chills
- Runny Nose/Nasal Congestion
- Feeling unwell/fatigued
- Muscle/Joint aches

Please be sure your child stays home and fully recovers for 48 hours after all symptoms have cleared up before bringing him or her back to school. Any child displaying these symptoms will be separated from the other children and parents will be called to come get the child immediately.

### **The discipline policy of Delburne Playschool is as follows:**

1. Limits will be stated kindly but firmly.
2. Whenever possible, choices will be given. When there is no choice possible, a child will be told what they can do, not what they can't do.
3. A reasonable explanation will be given to the child for doing something. i.e. It hurts when you hit. But there will be no arguing with the child, when giving the explanation. It will be given in a pleasant tone of voice and at the child's level (kneeling down for eye contact).
4. To let the child know that it is not okay to hurt himself or herself or another child or to damage property.
5. To encourage the child to use their words if someone else is irritating them rather than hitting or kicking out at the other person.
6. If the child continues to hit, kick etc., they will be taken to a quiet place and it will be explained to them that when they feel that they can manage, and then they can rejoin the group. If the child has not rejoined in a short period of time, then an adult will have a talk with the child and invite them to rejoin the group, providing the child feels they can manage their behavior.
7. Parents will be informed when a disciplinary measure has been necessary with their child, as teaching a child self-discipline is more effective when parents and teacher are involved together.

- **PARENT HELPERS**

It is **required** of us to have two adults present at each class. There is a Teacher and Co-teacher to fulfill these requirements, but Parents are welcome to come to class and be Parent Helper on their child's Special Helper day. There will be multiple days throughout the year. Substitutes are always welcome –aunts, uncles, grandparents, special friend etc. But it is **your** responsibility to find a replacement if you are unable to keep your parent helper commitment. Parent Helper days are not mandatory, but we strongly encourage you to come to at least one. The children really love having their special person there, and enjoy showing off all that they do during the day.

If the teacher's are unable to be at class, we will also need a Parent Helper for that day.

There may be days when we need additional parent helpers, a text will be sent out if needed, and spots will be filled on a first come, first serve basis.

Please remember that what goes on at Playschool, such as a child's behavior is not to be discussed outside of Playschool. It is important that as Parent Helpers we maintain a level of confidentiality.

The duties of Parent Helpers are the following:

- \*Assist children with their snacks*
- \*Attend to the physical needs of the children (tying shoes, etc)*
- \*Play with the children*
- \*Help where needed (helping the children put on paint shirts, spelling names, etc)*
- \*Putting crafts and drawings in children's lockers*
- \*Assisting the teacher with the children at story and game time (encouraging children to listen and sit quietly and focus on teacher)*
- \*Help children at clean up time*
- \*Wash tables with bleach and water solution prior to and after snack. Sweep floor after snack time.*
- \*Make sure no child leaves without their parent or guardian.*

### ● **SPECIAL HELPERS**

Every month a calendar will be sent home with the newsletter. If your child's name is written on a day, that will be their special helper day. When a child is special helper, they get to be line leader, announce clean up time, and lead activities at circle time. They can also bring a show and tell item from home to share with the class. Unless it is your child's Show & Tell day, we ask that toys and other items from home not be brought in. If they are brought to playschool, they will have to stay in your child's locker during class. Animals are welcome for Show & Tell, but you must notify the teachers first. When bringing an animal, we ask that you bring them only for the last 10-15 minutes of class

When your child is special helper, that is the day you can come in as parent helper. If there is a certain day you would like to come in, the teacher will try to make it work, but please give as much notice as possible. You are also welcome to trade days with other parents.

### ● **PARTY DAYS**

Throughout the year, we will have party days for special occasions. Usually they are Halloween, Christmas, Valentine's Day, and Easter. There will be sign-up sheets posted ahead of time for parent volunteers to bring in snacks pot luck style, so your child will only need a drink these days.

Once a month, cupcakes or other treats are brought in by parents. The sign-up sheet will be posted for parents at the beginning of the year.

- A text message will be sent on party days and cupcake days to let parents know what foods were offered to children that day.

At the end of May, we will have a wind-up party. The location is decided by the board, and this is where the children receive their scrapbook and year end gift. Parents are responsible for their children at this party.

### ● **FIELD TRIPS**

All field trips require the Playschool Board approval and prior notice will be given to Playschool parents. Field trips will be carried out on foot for insurance reasons. If transportation is required parents must transport their own child or make alternate travel arrangements. A blank permission form must be completed and signed with the Playschool registration form. Field trips are done most classes in May. Generally, we go to the Post Office, Library, Bottle Depot, Fire Station and Kindergarten class. Parents will be notified when field trips are scheduled. Additional parent helpers and siblings are welcomed for field trip days.

- **PLAYSCHOOL BOARD**

**\*\*It is required that all parents must attend the AGM board meeting in September and one more additional board meeting throughout the year. \*\* This is required so the playschool can apply for a casino license through AGLC.** Monthly board meetings will be held as called by the President. All board members, parents and the teacher are encouraged to attend. Meetings are usually held right after morning class, and last about 30 – 45 minutes.

Board member positions will be determined at the Playschool Registration Night which will be held in April/May prior to Playschool commencing. The term of office for a board member is for 2 years maximum.

If any board member wishes to resign, they must give their resignation to the President in writing. If any board member is not filling their job description, the Board can ask for their resignation.

**The Board consists of the following positions:**

- **President - must have current criminal record/vulnerable sector record check**
  - ✓ *Represents and is the spokesperson for the organization*
  - ✓ *Chairs all meetings, makes up agenda for board meetings.*
  - ✓ *Completes required paperwork for licensing requirements*
  - ✓ *Works with Treasurer to complete financial paperwork requirements for funding agencies*
  - ✓ *Coordinates and assists in the completion of monthly newsletters and other information which needs distributed to the parents*
  - ✓ *Compile and update class contact sheets*
  - ✓ *In conjunction with the Board, revises Playschool policy book as required*
  - ✓ *Updates registration forms and contact information as required*
  - ✓ *Organizes and advertises for the Spring Open House and Fall Reorganizational Meeting*
  - ✓ *Makes arrangements for licensing, fire, public health inspections as required*
  - ✓ *Deals with issues and concerns concerning the Playschool program from staff and community*
  - ✓ *Ongoing liaison and support for the Teacher*
  - ✓ *Completes teacher contract at the start of each school year*
  - ✓ *Ensures Executive and Committee members are aware of and are completing assigned tasks*
- **Vice-President (President Elect)**
  - ✓ *Chairs meetings when the President is away*
  - ✓ *Assists President with duties as required*
- **Treasurer**
  - ✓ *Completes financial forms as required for FCSS and other sponsors*
  - ✓ *Presents a Treasurer's report at each board meeting*
  - ✓ *Keeps books up to date*
  - ✓ *Organizes and prepares for yearly financial audit*
  - ✓ *Collects and records payment of dues*
  - ✓ *Pays bills*
  - ✓ *Payroll for teachers*
  - ✓ *Works closely with the Fundraising Committee to implement fundraisers*
  - ✓ *Completes contract with janitor and maintains ongoing communication with them*
- **Secretary**
  - ✓ *Purchases needed supplies*
  - ✓ *Sends thank you letters*
  - ✓ *Records and posts minutes from Board meetings*
  - ✓ *Ensures any needed photocopying is done when required*
  - ✓ *Assists President & Treasurer in financial forms and teacher evaluation*
- **Scrapbook Committee (2 or 3 members)**

✓ *Assembles scrapbooks of crafts and pictures for each child to receive at year end*

- **PAID POSITIONS**

- **TEACHER / TEACHER Assistant**

The Board will renew the teacher's contract in September.

- **JANITOR**

People interested in this position will be asked to submit their name in early September. The Board will determine the successful candidate. Duties will consist of vacuuming carpets, sweeping and mopping floors, refilling soap and paper towels, cleaning bathroom, cleaning kitchen and taking out garbage once a week when Playschool is not in operation. Total monthly hours will not exceed five (5) hours per month.

Rate of pay to be determined by the board.

## **Daily Playschool Routine**

8:55am – Doors open for child sign in and drop off

9-9:20am - Children stow belongings, change shoes and wash hands. Free play time.

9:20am – Clean up and Circle time. Children put away toys and sit in the circle. We do attendance, some counting and sing our daily songs. ABC's, days of the week, months of the year and Weather Bear. The special helper for the day gets to sit in a special spot and pick which order these are done in.

9:40am – Line up to wash hands (special helper leads the line), and snack time. After snack is done, children are free to go play.

10:00-11:00am – Free play and craft time

11:10am-11:25am – Clean up time, and second circle. This is time for the special helpers Show and Tell. Then we read a story, listen to music or play a few games, as decided by the special helper.

11:25am – Doors open for parents to sign out and pick up children.

- I understand this may look like a lot of free play time. At this age, this is how children learn best. While to us it may look like they are “just playing”, they are learning about sharing, empathy, creativity and social interaction.