



PROGRAM POLICIES & PARENT HANDBOOK

August 2022

1. Introduction

The Humble Beginnings Playschool Association ("HBPA") is a cooperative, parent-run program that strives to provide a positive and caring environment where three- and four-year-old children can come together to learn and explore through age-appropriate play, activities and materials. The HBPA provides a setting where the teacher and children interact through play so that each child will further develop their sense of self and others. Our goal is to ensure that the HBPA is a positive and enriching experience for each child. We strive to help achieve Kindergarten readiness and an environment to encourage positive play and socialization.

Humble Beginnings Playschool uses structured and unstructured activities, in addition to a number of play-centered activities, to satisfy the developmental needs of children. This child-directed play-based program will provide experiences that foster a growing relationship with the natural world. Through discovery and messy fun, participants will deepen their connection with nature, problem-solve and build on age-appropriate social skills. While interacting with other students and nature throughout the variety of activities, we emphasize independence, respect and responsibility.

Types of play areas include craft tables, painting centers, dress-up and house centers, a small library with books and puzzles, manipulatives centers, sand/water play, a space for music and creative movement, and access to outdoor space. Outdoor playtime is an important and essential part of HBPA, allowing for children to experience nature and unstructured activities. Our students will have the unique experience of spending time outdoors utilizing the facilities outdoor learning space as well as developing physical and educational skills through outdoor activities such as gardening.

The HBPA is successfully operated with the support of teachers and volunteers from our community of families. HBPA is non-profit and non-denominational. The following is a further breakdown of the HBPA's objectives:

Development of Skills

- Sharing, taking turns, resolving conflicts, and building confidence are recognized as important factors in understanding appropriate group and individual behavior.
- To value and respect the "whole child" by including elements such as trusting children to initiate their own activities and work on projects without interruption.
- Building competency and self-reliance while facilitating problem solving and social interactions through modeling and encouraging autonomy and child-initiated conflict resolution.
- Developing intellectual, communication and language skills by exploring new environments and sharing ideas and information as a group.

Development of a Positive Attitude Towards School

- Learning should be enjoyable.
- Working on skill development necessary for Kindergarten readiness.
- To build and nurture strong, positive relationships within the Playschool community between parents, the Teacher, parent volunteers and the New Humble Community School community.

Physical Development

- Small and large muscle development will be aided through the use of manipulation of small objects and during physical centers and outdoor time.
- Utilizing outdoor time for physical development through outdoor activities and tasks related to the agricultural experiences available at the facility.
- Working to build fine motor skills through fun and interactive learning.

2. Class Arrangements

Owl Class

- 4 year olds, or as determined by HBPA Board
- Twice a week on Monday & Wednesday
- Morning Class
- Runs Sept. to June
- Max. 20 children per class

Deer Class

- 3 & 4 year olds, or as determined by HBPA Board
- Twice a week on Monday & Wednesday
- Afternoon Class
- Runs Sept. to June
- Max. 20 children per class

Bunny Class

- 3 year olds, or as determined by HBPA Board
- One or Two times per month on Friday
- Morning Class
- Runs Sept. to June
- Max. 20 children per class

3. Eligibility

Humble Beginnings Playschool offers playschool classes for 3 & 4 year old children.

4 Year Old Class

To be eligible for a 4 year old class, a child must turn 4 years of age by December 31, 2022.

3/ 4 Year Old Class

To be eligible for a 3/ 4 year old class, a child must turn 4 years of age by March 31, 2023.

3 Year Old Class

To be eligible for a 3 year old class, a child must turn 3 years of age by August 31, 2022.

On a case-by-case basis, a child may become eligible for a 3 year old class after their 3rd birthday as long as the program is not full. Please contact the HBPA Registrar to determine if your child is eligible.

Potty Training

Children enrolled in our playschool classes must be fully potty trained before attending playschool. Children must be wearing underwear with very few accidents. A child having accidents daily or wearing pull-ups would not be considered fully potty trained.

Please dress your child in clothing that can be undone and changed easily. We require all of our students to have a complete change of clothes left in the classroom. If your child has an accident, their soiled clothing will be sent home to be washed and they will be dressed in their spare clothes. It is your responsibility to send a clean set of spare clothes back after an accident.

4. Session Times

Owl Class

The Owl Class runs from 9:00am to 11:30am.

Deer Class

The Deer Class runs from 12:00pm to 2:30pm.

Bunny Class

The Bunny Class runs from 9:00am to 11:30am.

5. School Schedule

Our Playschool follows the Black Gold School Division calendar.

In the event Black Gold School Division switches from in-person learning to an online format, we would continue to be open for in-person classes during instructional days and closed during non-instructional days or as our licensing requires.

In the event Black Gold School Division buses are not running due to inclement weather or hazardous roads, the Playschool Teacher will determine if class will be canceled that day. You will receive notification as soon as possible. Roster Parents will not be penalized for not attending on "no-bus" days if they inform the Volunteer Coordinator a minimum of one (1) hour before the start of their child's scheduled class.

5.1 Late Pick Ups

The late pick-up policy applies once a parent is 15 minutes late. After this time frame they will be charged \$10 and an additional \$1 per minute thereafter. The late pick-up time will be documented when the parent picks up their child and a copy will be forwarded to the Treasurer for billing purposes. If late pick-ups are frequent or excessive, the parent may be asked to withdraw from the program. This policy is to ensure we are respectful to our teacher and their time.

6. Registration

Humble Beginnings Playschool Association operates the playschool and welcomes all families living inside or outside of the community to register in the HBPA program.

6.1 A Pre-registration

Pre-registration will begin the second Monday of December each year. The Registration Package for the following school year will be available to Current Playschool Students, Siblings of Current Playschool Students, Children of the Humble Beginnings Playschool Staff, Children of the New Humble Community School Staff, and Siblings of New Humble Community School Students.

All Registration Packages received during the pre-registration period will be placed in priority order as per the Student Selection Criteria. On the Second Monday of January each year, the pre-registered students will be given notice if their registration has been confirmed or if they are on the waiting list.

6.1 B General Registration

General registration will begin on the second Monday of January each year. The Registration Package for the following school year will be available to everyone and registration will be confirmed on a first come, first served basis.

6.2 Student Selection Criteria

If enrollment applications exceed the maximum student capacity (16 students/ class), the following criteria will be used for selection purposes. Openings will be filled from the waiting list.

Priority will be given to (in this order):

- 1 - Current & Previous Students
- 2 - Siblings of Current & Previous Students
- 3 - Children of Humble Beginnings Playschool Staff and New Humble Community School Staff
- 4 - Siblings of New Humble Community School Students
- 5 - Everyone else on a "first come, first served" basis

6.3 Registration Package and Fee Submission

The HBPA Registration Package is a legal document. Before a student can be registered at Humble Beginnings Playschool, this form must be completed in its entirety and signed by the student's Legal Guardian/ Parent. Completed forms can be submitted by email, mail, or in-person.

Email: Please email your completed forms (photos, scans, or digital file) to: registration@humblebeginningsplayschool.ca. The \$60 registration fee is due within 14 calendar days of the registration form submission. The fee can be submitted by mail, EMT, or in-person. If the \$60 registration fee has not been received by the HBPA Registrar after 14 days, your place will no longer be held.

Mail: Please mail your completed forms and \$60 registration fee to:
Humble Beginnings Playschool
c/o New Humble Community School
Box 12, Site 7, RR 4
Calmar, AB, T0C 0V0
Attn: Registrar

In-Person: Please bring in your completed forms and the \$60 registration fee to:
New Humble Community School (Office)
48469 AB-795 (8 min. south of Calmar on highway 795)
780-985-3211

6.4 Confirmation of Registration Submission

Upon submission of the registration package and registration fee, the HBPA Registrar will review the documents and contact you to inform you of your child’s enrollment status.

If you have any questions or concerns regarding registration, please contact the HBPA Registrar, at registration@humblebeginningsplayschool.ca.

6.4 A Waitlist Procedure

Once a class is full, the HBPA Registrar will maintain a waitlist for that class. The Registrar will advise families if there is a vacancy in another class that their child is eligible for. If the child is not placed in another class, they will be added to the waitlist for their class of choice.

No fees are payable until a position becomes available for your child, at which time you are required to pay the applicable registration fee, and will be advised by the Registrar when the Class Fee and Deposit Cheques are due.

6.5 Program Policies & Parent Handbook

All Legal Guardians/ Parents have acknowledged that it is their responsibility to comply with policies and procedures listed on the registration form as well as in the HBPA Program Policies and Parent Handbook. Failure to comply with these policies will result in their child being withdrawn from playschool.

7. Fee Schedule

Owl/Deer Class Fee Schedule

Class Fees - Owl & Deer Class					Due On or Before
Registration	1	x	60.00	Cheque/ EMT	Time of Enrollment
Monthly Class Fee			84.80		
Government Funding			-75.00		
Remaining Balance			9.80		
Yearly Total	1	x	98.00	Cheque / EMT	September 7, 2023

Bunny Class Fee Schedule

Class Fees - Bunny				Due On or Before	
Registration	1	x	60.00	Cheque/ EMT	Time of Enrollment
Monthly Class Fee			31.800		
Government Funding			-31.80		
Remaining Balance			0		
Yearly Total	1	x	0.00	Cheque / EMT	September 7, 2023

7.1 Deposit Cheque Program

Should the parents not be willing to participate in the deposit program, their child will not be able to attend playschool. These deposits have been set up to ensure every family does their fair share of volunteering. Once you have completed your fundraising, rostering, cleaning, volunteer participation, and year end project requirements, your cheques will be returned to you at the end of the year. If you do not fulfill the requirements, your deposit cheques will be cashed.

Owl & Deer Class Deposit Cheques**					Cheque Date(s)
Fundraising Deposit***	2	x	\$100.00	Cheques	Sept. 1, 2022 Jan. 1, 2023
Rostering Deposit	4	x	\$75.00	Cheques	Sept. 1, 2022 Nov. 1, 2022 Jan. 1, 2023 Mar. 1, 2023
Cleaning Deposit	1	x	\$200.00	Cheque	Jan. 1, 2023
Volunteer Participation Deposit	1	x	\$75.00	Cheque	Jan. 1, 2023
Year End Project Deposit	1	x	\$75.00	Cheque	Jan. 1, 2023

Bunny Class - Deposits					Cheque Date(s)	Due Date
Fundraising Deposit	1	x	\$50.00	Cheque	Sept. 1, 2022	Due Sept. 9/22
Rostering Deposit	1	x	\$75.00	Cheque	Sept. 1, 2022	Due Sept. 9/22
Cleaning Deposit	1	x	\$200.00	Cheque	Jan. 1, 2023	Due Sept. 9/22
Volunteer Participation Deposit	1	x	\$75.00	Cheque	Jan. 1, 2023	Due Sept. 9/22
Year End Project Deposit	1	x	\$75.00	Cheque	Jan. 1, 2023	Due Sept. 9/22

7.2 Fundraising Deposit Opt-Out

Families have the option to payout their Fundraising Deposit if they wish to not fundraise. This would have been indicated in their child(ren)s registration package.

7.3 N.S.F. Cheques/ Missed Payments

All non-sufficient fund cheques will be charged a \$10.00 administration fee in addition to the amount the bank charges us. You will be required to cover the bank charge plus the administration fee within 14 calendar days. If funds are not received at the end of the 14 calendar days, your child will be withdrawn until your account is brought back into good standing. If three NSF cheques are received, the parent will be required to pay by certified cheque or one time cash payment.

If for whatever reason you are unable to provide the monthly fee for your child please contact our Treasurer to make arrangements, these situations are decided upon on a case to case basis by the HBPA Board.

8. Communication

8.1 Board Communication

You will receive emails from the Board Members. With important information on upcoming events ect. (E.g Fundraisers, class parties, theme days.) Please be sure to add the Playschool email addresses to your contact list. As well, be sure to check your Spam/ Junk folders on a regular basis.

8.2 Weekly Email

We will be sending out a weekly email every Monday morning. This will let you know what is happening at the playschool throughout the week.

Please ensure the playschool has your current email address. If you do not have an e-mail address, please let the school know and a hard copy of the newsletter will be provided for you.

All other mail will be put in your child's mail slot. We ask that you and your child check this slot each day.

9. Healthcare

9.1 Medication

Please consult the HBPA President regarding specific chronic health conditions and allergies. All known allergies should be noted on your child's registration form. A discreet note of children and their allergies will be posted in the classroom so the Playschool Teacher and Parent Volunteers can help in providing a safe environment.

If your child temporarily requires medication to be administered throughout the school day, please keep your child at home. The Staff and Volunteers of Humble Beginnings Playschool will not be responsible for the giving, storing and/or dosing of prescription or over-the-counter medications to students in this type of situation.

The exception to the above policy is medication required for immediate treatment of allergic reactions, such as Epi-pens or inhalers. Any medications related to allergic reactions will be kept in a locked box inside a cabinet within the playschool room. Each required item, in its original container, will be in an individual sealed container with the child's name clearly marked and stored inside the locked box. If any medication needs to be administered, parents or guardians will be contacted immediately and will be required to pick up their child.

9.2 Accidents

In the event of an accident where a child is injured the Playschool Teacher will provide first aid. Where the severity of the accident is such that the Playschool Teacher cannot be certain the care given is sufficient, 911 will be summoned immediately and the parent will be notified.

In the event of minor injury to the child (e.g. scratch, bruise), the Playschool Teacher will notify the parents at pick-up time.

9.3 Illness

Humble Beginnings Playschool asks that parents provide their cooperation in helping us offer an environment that promotes good health and wellbeing. The Humble Beginnings Playschool is responsible to ensure that any child with a communicable disease be removed from the school by a parent immediately. As the Playschool Teacher is not able to diagnose particular illnesses, in the case of an ill child, the Playschool Teacher will contact the parent/guardian and/or designated emergency contact to arrange for immediate removal of the child from the premises. An ill child is defined as a child who:

- Is vomiting, has a fever, diarrhea or a new unexplained rash or cough
- If the Teacher see symptoms of illness (e.g. lethargic, vomiting, flush, sweating)

A child displaying any illness or symptom as described above may return to the Playschool if the child has had no symptoms for a minimum of 24 hours or if the parent provides a written notice from a physician indicating that the child does not pose a health risk.

Parents are asked to discuss any medical needs or situations with the Teacher as other parents may become alarmed and/or make inaccurate assumptions. For example, a continual runny nose may be due to allergies, or a chronic cough may be due to asthma. Parents know their own children and we ask that they use their best judgement when their child is ill. Parents are asked to keep in mind that children who are not well benefit from staying at home and have the comfort of a caregiver.

10. Supervision

No Child will be unsupervised during the duration of the class, including prior to class, following class and bathroom breaks .

11. Child Guidance

No single child guidance technique will work with every child every time, so it's important to have a variety of techniques from which to choose. We believe child guidance procedures are preventative, not punitive, and are designed to help children accept responsibility for their actions, exercise self-control, develop social consciousness, and acquire the skills necessary for lifelong success in the real world.

Child guidance techniques are implemented consistently and appropriately, based on each child's individual needs and the specific situation. The Playschool Teacher and Parent Volunteers are to routinely model respect, self control, care for others, and socially appropriate behavior. Our learning environment is set up to encourage positive behavior and minimize frustration, with consistent routines and materials that can be accessed and put away independently. At all times the child guidance procedure will employ a loving and nurturing manner to encourage self-control, teach self-respect, respect for others and respect for property. Child guidance procedures will never include punishment that is humiliating or frightening to a child such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food, or punishment for lapses in toilet training. These and other forms of physical punishment are prohibited and will never be used, even at the request of a parent.

11.1. Disruptive Behaviour

Every effort will be made to provide an interesting and varied program of activities to keep children happy and busy, thus reducing the need for discipline. However, if a child is disrupting the play of other children or endangering themselves or others, they will be dealt with in the following manner:

- The Playschool Teacher will tell the child in a friendly way the effect the actions are having or may give the child ideas of better ways to play. If this has no effect:
- The Playschool Teacher will take the child aside and firmly tell them that the action cannot continue, giving a reason for not continuing. The child will be given a choice of changing the action or moving to a different play area for a change of activity or taking some alone time. If this has no effect:
- The child will be redirected with the Playschool Teacher or Parent Volunteer redirecting the play. The Playschool Teacher/Parent Volunteer will continue to be involved with the play until that child does not need any more assistance.

12. Personal Information & Records

Once a child has been confirmed in one of our playschool classes, detailed information is required to ensure the HBPA has the necessary information and to meet our licensing requirements.

All records will be kept confidential by the HBPA Registrar in a locked safe. These records are filed by class, and then alphabetically by last name.

12.1 Sharing Personal Information

HBPA is a cooperative, parent volunteer-run playschool. All personal information received by the HBPA including FOIP will be treated as confidential and accessible only to those HBPA Staff, Teacher, Board Members and Volunteers who require the information to perform their duties.

Parents will be asked to share their contact information for the creation of the Roster Parent Substitution List. You can choose to not share your personal information without repercussions.

For the purpose of in-class events, eg. Valentine's day, a class list with first names only will be provided to parents.

13. Parent Involvement

As a cooperative, parent volunteer-run playschool, volunteering is a mandatory component of Humble Beginnings Playschool. For the purpose of this document, the definition of "parents" shall include legal guardians.

13.1 Volunteering In the Classroom

Parents will be required to sign up for their rostering days for the year at the annual AGM.

Parents or caregivers, such as a grandparent, may act as the in-class volunteer. Every individual rostering in the classroom (including grandparents and other caregivers) are required to have a valid Criminal Record Check with Vulnerable Sector. Children not enrolled in the HBPA program are unable to attend class with a parent/caregiver volunteer due to licensing requirements. This is to be submitted at the time of your child's registration.

If you are scheduled to roster and do not show up or fail to send someone in your place, you will receive a warning from the playschool executive or Volunteer Coordinator and your cheque of \$75.00 will be deposited. Your child will be removed from class and sent home. Please note: missing more than 2 scheduled roster days without sending a replacement can result in the permanent withdrawal of your child. These decisions will be made on a case by case basis by the HBPA Board

Please arrive ten minutes early on your classroom volunteer day and plan to stay ten minutes after class ends for final tidy. A complete list of Volunteer duties will be provided in the classroom.

13.2 PARENT BEHAVIOUR

Abusive Behaviour

Parents are asked to behave in a professional and courteous manner towards HBPA and NHCS Students, Staff, Board Members and other Parent Volunteers. Abuse of any sort will not be tolerated and will result in only one warning. Should there be a second offense the child(ren) will be removed from the Playschool immediately.

13.2.A Custody

Should there be any sensitive issue involving the child (ie. custody) the HBPA should be made aware but will not be involved any further. Playschool should be a neutral place.

13.3. FUNDRAISING

HBPA's operational support is dependent on fundraising. We make an effort to accommodate everyone by offering a wide variety of fundraising options. We have specific and firm fundraising rules to get the most out of our fundraising efforts as we are a non-profit organization.

Each family is required to raise a total of \$200 profit for the school year. There is a minimum fundraising requirement of \$100 per family from September – December and \$100 per family from January – May. Once the family's commitment has been fulfilled the two \$100 deposit cheques will be returned at the end of the year. If \$100 fundraising profit is not made prior to December 31, your \$100 cheque will be cashed. Fundraisers are decided upon at the meetings by the executives and parents. Any fundraising suggestions or question regarding fundraising and the requirements can be address with the fundraising coordinator at fundraising@humblebeginningsplayschool.ca

13.4 CLASSROOM DEEP CLEANING

All families are obligated to assist in a "Monthly Deep Clean" of the HBPA classroom at least once a year, depending on number of children registered. Failure to fulfill the "Deep Clean" duties will result in the cashing of the Room Clean up Deposit Cheque. If you are unable to attend your scheduled cleaning date it will be your responsibility to find someone to switch cleaning dates with. If you need assistance with this you can reach out to (volunteercoordinator@humblebeginningsplayschool.ca)

14. HUMBLE BEGINNINGS PLAYSCHOOL ASSOCIATION ("HBPA")

14.1 HBPA MEETINGS

General monthly meeting, once a month unless otherwise agreed upon by Directors, shall be held during the months of regular playschool operation on the second Monday of every month and may be subject to change or cancellation by Directors. The agenda for the general monthly meeting shall be provided via email seven days (7) prior by the President or designate.

An Annual General Meeting shall be held during the month of September and shall include, but not be restricted to, an enrollment and operational update presented by the President, a financial Review given by the treasurer and nomination and election of directors. Notification of the Annual General Meeting shall be given thirty (30) days prior via email notification, bulletin and social media.

15. Board Positions

President

Vice President

Secretary

Treasurer

Registrar

Fundraiser/Grant Coordinator

Media Coordinator

Volunteer Coordinator

The President shall:

- Preside at all meetings and create all agendas for board meetings.
- Be the liaison between teachers, bookkeeper and membership.
- Ensure the playschool is operating within Alberta Health Services, Alberta Government, Canada Revenue Agency, and Municipal guidelines and regulations.
- Represent and make decisions on the day to day operations that are in the best interest of the Playschool and membership.
- Prepare and present an annual report to the executive membership.
- Ensure all meeting minutes and documents relating to the playschool are maintained, organized. All documents will be kept at the playschool or on an external drive which will be accessible upon request.
- Have signing authority.

The Vice President shall:

- Preside over meetings in the absence of the Chair.
- Familiarize with all day to day operations of the playschool in the case of absence of the Chair.
- Be in charge of the rostering schedule and collection of all roster cheques.
- Have signing authority.

The Secretary shall:

- Document all meeting minutes and distribute to the Chair a minimum of seven (7) days preceding the meeting.
- In the absence of the secretary, she/he is responsible for appointing temporary replacement.
- Ensure all meeting minutes and documents relating to the playschool are maintained, organized. All documents will be kept at the playschool or on an external drive which will be accessible upon request.
- Ensure all staff and directors have proper safety documents and criminal checks.

Treasurer

The Treasurer shall:

- Properly account for the funds of the society and keep such books as may be directed.
- Present all a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the AGM a statement duly audited as hereinafter set forth of the financial position of the society and submit a copy of the same to the secretary for the records of the society.

The Registrar shall:

- Accept registrations, ensure accuracy and correspond with new enrollments.
- Advise directors, teachers and bookkeeper of any amendments to the enrollment lists
- Ensure Alberta Health Services requirements for enrollment is accurate and complete, this includes class lists, sign in sheets, allergy/medical documents, emergency contacts, enrollment binders

Fundraising/Grant Coordinator shall:

- Be responsible for researching and presenting potential fundraisers/grants to the directors
- Organize, advertise and coordinate all fundraisers
- Liaison with bookkeeper on fundraiser income/expenses
- Work with Chair and Bookkeeper on the application of grants
- Order, collect and distribute Scholastic material

Media Coordinator shall:

- Be in charge of all social media promotions, and communications to the public and with the members of the society.
- Assist with set up, maintenance and updates required for the playschool website
- Be called upon by the Board to aid and assist in the organization of special events and such activities.

Volunteer Coordinator shall:

- Coordinate and distribute any required rostering schedules
- Create and communicate any snack party lists to the members of the society
- Coordinate all toy cleaning and any additional fundraising volunteer sign up forms and schedules
- Ensure parents comply with their volunteer roles throughout the year

HBPA CONTACTS

President - president@humblebeginningsplayschool.ca
Vice President - vicepresident@humblebeginningsplayschool.ca
Secretary - secretary@humblebeginningsplayschool.ca
Treasurer - treasurer@humblebeginningsplayschool.ca
Media Coordinator - media@humblebeginningsplayschool.ca
Fundraising Coordinator - fundraising@humblebeginningsplayschool.ca
Registrar - registration@humblebeginningsplayschool.ca
Volunteer Coordinator - volunteer@humblebeginningsplayschool.ca
Teacher - teacher@humblebeginningsplayschool.ca

