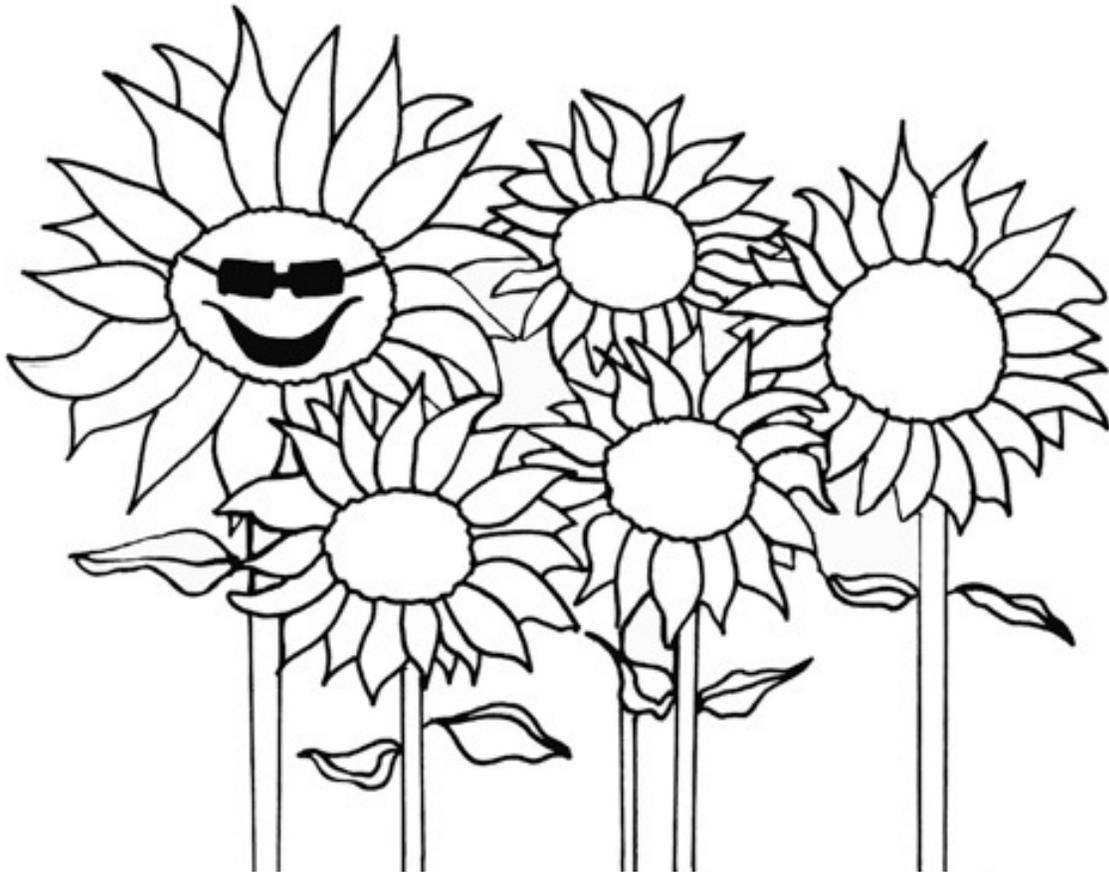


Handbook & Registration

www.ckcpreschool.com



Country Kids Cooperative Preschool

Revised January 24, 2020

General Information

Country Kids Cooperative Preschool (CKCP) offers a student led approach to learning. The program is balanced with language, fine and gross motor skills, emotional and social skills and creative activities. Shelby Rheaume loosely follows the Reggio Emilia educational model. This way of learning emphasizes that the child is an active participant in their learning process. Students follow their own interests as they are not viewed as empty vessels, but rather full of their own thoughts and capable of building their own theories through an enriching and supportive environment. We want to give each child a great head start on their education but we also aim to make it fun.

The preschool is housed within the South Corman Park Community Association Building (log cabin) adjacent to the South Corman Park School at the corner of Baker Road and Preston Avenue.

A current South Corman Park Community Association ("SCPCA") membership is required to join the CKCP. Memberships are \$25 per year (payable to SCPCA). Memberships from another community association will also be honoured.

Policies and Regulations

1. Eligibility

Children must be 3 years old by December 31st of the current registration year and should be toilet trained. If your child is still not toilet trained, please speak to the registrar or teacher.

2. Days Offered & Hours of Operation

Two programs are offered to our students running September through May. There is a 3-day program and a 2-day program offered in each week from **9:00-11:45am**

- 1) **Monday, Wednesday & Friday**
- 2) **Tuesday & Thursday**, if class size permits

CKCP observes the same calendar and closures as the Prairie Spirit School Division for statutory holidays. This information will be printed in the newsletter. In the case of severe weather or other unforeseen difficulties, you will be informed by phone if the preschool will be closed. Your child should arrive at preschool by 9:00am. Please remain with your child until he/she feels completely comfortable with being left there. Parent helpers are responsible for waiting until the last child is picked up; therefore it is important that children are picked up in a timely manner. Preschool ends at 11:45 am.

3. Inclement Weather

Adjacent to CKCP is the South Corman Park School (SCP School), which is a part of the Prairie Spirit School Division. It is their policy that buses do not run if the combined temperature and wind chill factor is -40°C or below at 6:00am. CKCP is independent of the Prairie Spirit School Division and preschool will operate as usual even when there is no bus service to SCP School. Preschool may be cancelled due to poor road conditions and in that event, the preschool families will be contacted by a board member via text or email.

4. Class Size

The maximum enrolment in any program is 16 children.

5. Registration and Payment

Returning students are given first opportunity for the upcoming year's registration and must submit both their registration form and post-dated cheques by the end of **February** to be guaranteed a spot. If forms are not returned to the Registrar within this time period, returning students will be registered on a first come, first served basis, as is the process for new students. Regular registration begins **March 1st**. Waiting lists will be maintained once the classes are full. Please indicate on the registration form which program your child is being registered for.

The registration form, non-refundable classroom supplies fee, annual cooperative membership fee, annual tuition and post-dated cheques **MUST** be submitted to and received by the Registrar in order to confirm your child's enrolment. All post-dated cheques must be submitted at the same time as registration. A \$20 fee will be charged on any NSF cheques. Cheques should be made payable to **Country Kids Cooperative Preschool**.

Please find the payment schedule outlined in the chart as follows:

Program	3-Day	Cost	2-Day	Cost
Cheque 1	Sep & May tuition (\$135 + \$135) + \$100 non-refundable classroom supplies fee + \$1 annual cooperative membership fee	\$371	Sep & May tuition (\$100 + \$100) + \$100 non-refundable classroom supplies fee + \$1 annual cooperative membership fee	\$301
Cheque 2	October 1	\$135	October 1	\$100
Cheque 3	November 1	\$135	November 1	\$100
Cheque 4	December 1	\$135	December 1	\$100
Cheque 5	January 1	\$135	January 1	\$100
Cheque 6	February 1	\$135	February 1	\$100
Cheque 7	March 1	\$135	March 1	\$100
Cheque 8	April 1	\$135	April 1	\$100
One Payment	date cheque for September 1	\$1316	date cheque for September 1	\$1001
Fundraiser "Buy Out" option (explained in section 13 of Handbook) \$200; date cheque for December 31				
Toy Cleaning Charge (explained in section 9 of Handbook) \$50; date cheque for May 1				
Annual Community Membership Fee (\$25 or \$35) payable to the SCPCA; date cheque for September 1				

Completed registration forms and cheque(s) can be dropped off at the preschool or mailed to:

Country Kids Cooperative Preschool
c/o Registrar
Box 34
Site 816 RR 8
Corman Park SK S7K 1M2

The Saskatoon Preschool Foundation will consider application from families requiring financial support. If you require more information, please contact the Foundation office at 306-683-8384, sfp@spsd.sk.ca or www.spf.sk.ca.

6. Daily Schedule

9:00	Arrival - Table top activities
9:15	Circle Time - Songs, calendar, days of the week, stories, introduction of the star student - Talk about the craft/activity of the day - The whole class will engage in craft/activity together
10:00	Clean Up - Wash hands and get ready for snack - Snack time: please bring your own peanut-free snack
10:30	Free Play in the Classroom
11:00	Songs, Story, and Star Student Sharing - The star student is free to share something that he/she has brought. It can be anything from a toy, an item from a trip, or just something that is special to the child
11:20	Outdoor Play
11:45	Dismissal

7. Refunds and Withdrawals

One month's written notice must be given to the Registrar if you wish to withdraw your child from CKCP. Tuition for the month of May is non-refundable after January 1st in all instances. Prior to December 31st, tuition for May can possibly be refunded if the space can be filled by another child.

8. Parent Helpers

CKCP is a cooperative preschool. Parents are required to assist in the classroom on a rotating basis. Duties are posted at the preschool and in this handbook. One or two helpers are required for every school day. The schedule is set by the Parent Coordinator. Parent helpers should arrive at school with their child 15 minutes early on their assigned day so the teacher can prepare them for their duties that day. If you are unable to assist on your day, **it is your responsibility to trade days with another parent** or, if that is not possible, to send another responsible adult in your place (must be at least 19 years of age for insurance purposes). Parent helpers are required to assist the teacher throughout the morning and must be available without distractions. Siblings are welcome to accompany the parent helper as long as the parent helper is able to accomplish his or her duties, and the sibling is not disruptive. **Parent Helpers must submit a Criminal Record & Vulnerable Sector Check** on the first day of school. This includes grandparents, nannies, etc., anyone who will be acting as parent helper. Attached you will find a letter to take with you to the RCMP office to obtain a criminal record check.

9. Toy Cleaning

The Parent Coordinator will set up a toy cleaning schedule for parents to do a thorough clean of toys clean. There will be two toy washes one scheduled for December and one scheduled for March. You are required to attend one of these toy cleaning days. If you are unable to attend on your scheduled date you are required to trade dates with a different family. We do ask that children do not attend these toy cleaning days as we want to be as efficient with our time as possible. A cheque for \$50 postdated for May 1, 2021 will be required with registration. This cheque will only be cashed in the event that a parent does not participate in the toy wash.

10. Clothing

Proper footwear is required at all times. It is required that your child keeps a pair of "indoor" shoes at the preschool. Children should be dressed appropriately for the weather conditions and be prepared for outdoor play. Please label all clothing and footwear that may be removed (such as jackets, toques, mitts, etc). Independent dressing will be encouraged, but the parent helper(s) each day will assist in getting the children ready. CKCP will not be held responsible for damage to personal clothing or property.

11. Health Regulations

Children who are ill should not attend preschool (this includes bad colds with a constantly runny nose). Please inform the teacher of any absences and any communicable diseases your child may have throughout the year

12. Class Supplies

Please provide the following supplies to keep at school: one change of clothing in a plastic bag (child's name on outside), one backpack, one pair of indoor shoes (proper fitting and non-marking) that the child can put on by him/herself and that can be left at school.

13. Fundraising

Fundraising is essential to keep the preschool operating and tuition fees low. If you have fundraising ideas, please advise the Board. The fundraising expectation for each family will be equivalent to \$200. A cheque for \$200 postdated for December 31, 2021 will be required with registration. This cheque will only be cashed as a "buy-out" option if parents do not wish to participate in the fundraising. In the event that a student joins CKCP after the fundraising has been completed, the board will request a pro-rated payment in lieu of fundraising.

14. Field Trips

Field trips are organized on a regular basis. We require parental involvement to supervise the children on these trips (ie. the parent helper(s)). We require that parents arrange transportation for their child to/from the field trip location or arrange car-pooling with other parents if they are comfortable doing so. All children are welcome on field trips irrespective of the days of their regular attendance. We occasionally have guest speakers come into the preschool or have visits to the SCP School next door as well. If you have any suggestions about field trip ideas or guest speakers, please contact a board member.

15. Newsletters

Parents are kept informed of activities through a monthly newsletter and calendar sent out by the teacher. The calendar will indicate the days that you are expected to be the parent helper (this day is also your child's turn to be the "star student"). Children are encouraged to bring a special item to share with the class. Please note that we try to send out the newsletter and calendar by email in order to be more environmentally friendly.

16. Snack Time

Children are required to bring their own healthy snack (please limit snacks to two or three items). Please send a water bottle to school daily with your child. Please do not send juice boxes to school. We encourage reusable food containers, if possible. We are a **NUT-FREE** environment. Please do not send nuts, peanut butter, or any items containing nuts (please check ingredient lists on prepared foods as well).

17. Birthdays

Your child's birthday will be acknowledged in class. If you wish, you may send a nut-free treat to be shared with the class during snack time.

18. Special Days

The preschool children put on a wonderful Christmas concert and Graduation ceremony. Parents contribute food and drinks for these two events. We also celebrate Halloween, Valentine's Day, Easter, etc. with special crafts and parties.

19. Insurance

Insurance has been purchased to cover liability, equipment and tenant legal obligations. A copy of this policy is available upon request.

20. Fire Safety

The evacuation plan for the preschool classroom is posted next to the staircase. The teacher will communicate safety procedures to the students at various times throughout the school year, as deemed necessary. Fire drills are also completed throughout the year.

21. Formal Complaints

In the event that a family has a formal complaint, the complaint must be put forth in writing and given to the Board President. The complaint will be brought forward and discussed at the next board meeting before appropriate measures will be taken to resolve the issue.

22. The Board of Directors

It is impossible to operate without the assistance of our parent volunteers on the Board of Directors. Each year, the Board is elected at the Annual General Meeting, which takes place during the Orientation Night (PJ Party) in August. The Board handles many functions for the preschool and holds meetings regularly during the school year as well as whenever a major decision is required. The Board depends on parents volunteering for the available positions. Please volunteer to fill one of the following positions:

President:

- acts as chairperson for board meetings
- has signing authority (with Treasurer & Registrar) for preschool
- acts as liaison between cooperative members and board members
- acts as liaison between SCPCA & SCP School and CKCP board
- delegates jobs
- provides staff contact and support

Vice-President:

- conducts meetings in the absence of the President
- acts as liaison between board members and President
- acts as liaison between parents and board members
- organizes field trips

Secretary:

- takes minutes of monthly meetings and transcribes
- maintains records and files of correspondence as necessary
- has legal custody of legal documents
- sends letters as directed by the board

Registrar:

- maintains members register, submitting new registrations and applications to withdraw
- contacts Treasurer with any changes of registrations
- maintains updated lists of registrants
- provides a copy of new registrants' forms to the teacher
- advertises vacancies
- in charge of annual registration & maintaining website
- acts as a signing authority (with President & Treasurer)

Treasurer:

- accountable for financial responsibilities (deposits, budgets, income tax, cheques and financial reports)
- manages the cooperative's funds
- keeps the board members aware of financial position
- acts as a signing authority (with President & Registrar)

Fundraising Coordinator:

- pilots fundraisers and receives funds raised
- prepares and presents reports on fundraising efforts

Parent Coordinator:

- sets parent helper schedule and posts/distributes it in a timely fashion
- organizes the monthly cleaning schedule
- posts lists asking parents to volunteer for concerts (ie. snacks, drinks, etc.)

Thank you. Enjoy the school year. We are looking forward to working with you and your child!

Parent Helper – To Do List

Before Preschool:

- ✓ Be at school at 8:45 (15 minutes prior to class start time) so that instructions can be given from the teacher regarding daily craft project, etc.
- ✓ Sit with children or engage with them as they use manipulative and table top activities.
- ✓ If a basket of toys has been set out to sanitize, use solution under sink to soak & later spread out on towels to dry. Write your initials on the list posted on the inside of the cupboard door.

During Circle Time & Free Play:

- ✓ Spray & wipe tables once children have come to circle time. Join us at the mat.
- ✓ Assist with craft project
- ✓ Engage in play with children
- ✓ Encourage children to try all stations

Before Snack Time:

- ✓ Clean up after craft and wipe tables before snack time
- ✓ Assist children to wash hands prior to snack
- ✓ Assist children with snacks – opening containers, etc. (remember to have children do as much as they can by themselves)

After Snack Time:

- ✓ Wash tables & wipe chairs if necessary with cleaning solution provided
- ✓ Wash any dishes in soapy water. Rinse out any recyclable containers
- ✓ Sweep and spot clean floors
- ✓ In bathroom, wipe down counters, soap dispensers, light switches & door knobs with disinfectant wipes
- ✓ clean sinks and toilets

- ✓ Collect all garbage from both bathrooms and main garbage and take it out with you when you leave. Place in the garbage bin outside
- ✓ Take dish towels and painting smocks home to wash (if needed)

Outdoor Play & Dismissal:

- ✓ Assist children with outdoor clothing (encourage children to do what they can by themselves)
- ✓ Stay with children until all caregivers have arrived. Class ends at 11:45

On Fridays:

- ✓ When we have access to the gym, assist children with outdoor clothing & walk with us to the school. Help put their indoor shoes on & organize boot room before returning to classroom
- ✓ Vacuum circle time carpet & entrance mats
- ✓ Sweep or vacuum floors; spot wash if necessary
- ✓ Return to school to help bring children back after gym time

Country Kids Cooperative Preschool

School Year: _____

Registration Forms: Please Return the Following 5 Pages to the Registrar

Part 1: General Information

How did you hear about us? _____

Please choose one: _____ Mon/Wed/Fri _____ Tue/Thu

Student Information

Child's First & Last Name	
Date of Birth	
Address	
Postal Code	
Home Phone Number	
Contact Email Address	

Mother/Guardian Information

Father/Guardian Information

Name		Name	
Home #		Home #	
Cell #		Cell #	
Work #		Work #	
Employer		Employer	
Email		Email	

Part 2: Emergency and Medication Administration Release

Hospitalization Number: _____

Province: _____

Family Physician: _____

Phone Number: _____

Allergies, other relevant health conditions:

I, (parent/guardian), _____, hereby give consent for my child, _____, to receive emergency treatment, if deemed necessary, by a qualified attending physician. I understand that every effort will be made to contact me on the occurrence of such an emergency.

However, in the event that I am not able to be contacted, please notify the person named below (a responsible third party who is normally available during preschool hours):

Emergency Contact: _____

Known to my child as a(n): _____

Home #: _____

Cell #: _____

Work #: _____

Signature: _____

Date: _____

Part 3: Transportation and Dismissal Authorization Release

I, (parent/guardian), _____, hereby authorize you to release my child, _____, to the following people:

Contact Person: _____

Known to my child as a(n): _____

Home #: _____

Cell #: _____

Work #: _____

Contact Person: _____

Known to my child as a(n): _____

Home #: _____

Cell #: _____

Work #: _____

This list shall remain in effect until I change it in writing and provide that written notice to Country Kids Cooperative Preschool.

Signature: _____

Date: _____

Country Kids Cooperative Preschool

Part 4: Cooperative Preschool Agreement

This agreement is made between the "Country Kids Cooperative Preschool" and _____. I wish to enroll my child and understand that I must abide by the following regulations if my child is accepted into the preschool:

- 1. Parent Helper** - I will act as a teacher assistant for each child that I have enrolled and when my turn comes, if I am unable to work on any occasion, I will be responsible for finding an appropriate substitute. This person must be a parent of another child in the Preschool, or the person designated on the Registration Form. I understand that siblings may attend with me when I am acting as a teacher assistant as long as I am able to fulfill my duties, and that this will be at the discretion of the teacher.
- 2. Cooperative Family** – I realize that as a cooperative member, I will assist with housekeeping duties at the Preschool as required and I will volunteer my time and effort as required by the preschool from time to time.
- 3. Payment** - I will pay the fees required as follows for each child enrolled:
Annual cooperative membership: \$1.00 fee.
Classroom supplies fee (non-refundable): \$100.00 fee.
Tuition: September and May tuitions must be paid in a cheque dated September 1st. Tuition for the month of May is not refundable in the event of withdrawal after January 1st. All other tuition is paid by monthly post-dated cheques or one lump sum payment can be made.
- 4. Withdrawal** - I will write a letter to the Registrar if I wish to withdraw my child. Notice must be received by the Registrar one month prior to withdrawal in order to be refunded the following month's tuition. This does not apply if my child is withdrawn for the last month of school. No refunds are made until written notice is received. No refunds of the tuition fees for the final month of the school year will be considered unless notice of withdrawal is received by December 31st of that school year. I understand there is a wait period before my refund is made and my post-dated cheques are returned. The Board of Directors reserves the right to ask for the withdrawal of my child if he/she is considered unsuitable at any time for reasons of immaturity, health problems or consistently disruptive social behaviour which interferes with the successful operation of the preschool.
- 5. Information** - I agree to attend the Country Kids Cooperative Preschool meetings of parents. For full details regarding the operation and bylaws of CKCP, I will refer to the CKCP Handbook
- 6. Safe conduct** - I will assume responsibility for my child's safe conduct to and from school. Parents/guardians delivering children to the school are responsible for accompanying the child into the school, helping them remove outerwear, and putting on their indoor shoes. I will see that children are picked up promptly after each class.
- 7. Medical Care** - I give consent for my child to receive any medical care necessary if I am unavailable in an emergency.
- 8. Illness** - I will not send my child to school if he/she is ill, nor come myself if I am ill. Any communicable disease will be reported to the teacher immediately.
- 9. Toilet trained** – I ensure my child is toilet trained as per Health Regulations. This means no diapers or pull-ups of any kind.
- 10. Claims** - I waive all claims against the preschool, in excess of public liability insurance carried by the preschool, in case of injury to my child while in the care, custody or control of the preschool.
- 11. Community Membership** - I will acquire and show proof of my South Corman Park Community Association Membership or another community membership that will be honoured by the preschool.

I, _____ (parent/guardian) hereby accept the above cited terms of agreement and wish to enroll my child, _____ (child's name) and myself, under these conditions, in Country Kids Cooperative Preschool.

SIGNED: _____ DATE: _____

ADDRESS: _____ PHONE: _____

I am interested in sharing my talents by participating in the Parent Board of Directors. ____ yes ____ no

Country Kids Cooperative Preschool

Part 5: Annual Cooperative Preschool Membership Application (cost \$1)

Date: _____

To: The Parent Board Executive

- a) I/we hereby apply for membership in the "Country Kids Cooperative Preschool", and the sum of \$1.00 is hereby paid as an annual membership fee.
- b) On becoming a member, I/we agree to be bound and to abide by the Bylaws of the Cooperative.
- c) Membership is granted on a per family basis; however, only one member of the family may vote at membership meetings.

Last Name (s)

First Name (s)

Address

Postal Code

Phone Number

Signature(s)

Part 6: Community Membership (cheque to be made payable to SCPCA)

South Corman Park Community Association Membership

To become a member of Country Kids Cooperative Preschool (CKCP), you must also have a South Corman Park Community Association (SCPCA) Membership. This membership invites you to community events and activities. (For example: Youth Soccer, Fall Supper, Sunday Skating, etc....and participation in the preschool.) The annual fee for a SCPCA membership is \$25 and it is valid from January throughout December. If you have membership with another community association, it will be honoured.

1. If your child is currently attending CKCP, please include a **\$25 membership fee**. Your fee will cover the membership cost for the year 2021.
2. If your child is a new registrant to CKCP, please include a **\$35 membership fee**. Your fee will cover a pro-rated cost for September - December, 2020 as well as the membership cost for the year 2021.

If you already have a membership, please provide information in the space below:

Name of Community Association _____

Membership#: _____ Expiry Date: _____

Country Kids Cooperative Preschool

Part 7: Schedule of payment

We offer two methods of payment:

1. A combined deposit, administration, and annual cooperative membership fee + 7 posted-dated cheques.
2. One cheque to cover the deposit and full year's tuition.

*Please provide a separate cheque to the SCPCA for community membership fees.

Please find the schedule of payment outlined in the chart below:

Program	3-Day	Cost	2-Day	Cost
Cheque 1	Sep & May tuition (\$135 + \$135) + \$100 non-refundable classroom supplies fee + \$1 annual cooperative membership fee	\$371	Sep & May tuition (\$100 + \$100) + \$100 non-refundable classroom supplies fee + \$1 annual cooperative membership fee	\$301
Cheque 2	October 1	\$135	October 1	\$100
Cheque 3	November 1	\$135	November 1	\$100
Cheque 4	December 1	\$135	December 1	\$100
Cheque 5	January 1	\$135	January 1	\$100
Cheque 6	February 1	\$135	February 1	\$100
Cheque 7	March 1	\$135	March 1	\$100
Cheque 8	April 1	\$135	April 1	\$100
One Payment	date cheque for September 1	\$1316	date cheque for September 1	\$1001
Fundraiser "Buy Out" option (explained in section 13 of Handbook) \$200; date cheque for December 31				
Toy Cleaning Charge (explained in section 9 of Handbook) \$50; date cheque for May 1				
Annual Community Membership Fee (\$25 or \$35) payable to the SCPCA; date cheque for September 1				

Please make cheques payable to **Country Kids Cooperative Preschool**. Kindly ensure that your registration forms and cheque(s) are enclosed in a sealed envelope. Completed registration forms and cheque(s) can be dropped off at the preschool or mailed to:

Country Kids Cooperative Preschool
c/o Registrar
Box 34
Site 816 RR 8
Corman Park SK S7K 1M2

When your registration form(s) and all cheques are received, you will be notified whether your application has been accepted. All sessions are filled on a first come, first served basis. Once registered, you will receive a confirmation email or phone call.

Part 8 – Contact List

The information that you provided on the registration form is confidential, so we request your consent in preparing a class list.

Please choose one:

I consent to the release of my name, my child's name, phone number, and email address for the purpose of preparing a class list to be distributed to all families.

I do not want to have my name included on the class list.

Signature: _____

Date: _____

Part 9 – Photo Waiver

CKCP has a website/Facebook page. On occasion, we post photos of students. We request your consent in posting photos on our website/Facebook page.

Please choose one:

I consent to allowing photos of my child being posted on the website/Facebook page.

I do not consent to allowing photos of my child being posted on the website/Facebook page.

Signature: _____

Date: _____

Items to submit with Registration

	Completed Registration Forms (Part 1-9)
	Tuition Cheques (explained in section 5 of Handbook)
	Postdated Cheque for Fundraiser Buyout Option (explained in section 13 of Handbook)
	Postdated Cheque for Toy Wash Fee (explained in section 9 of Handbook)
	Forms & Cheque for South Corman Park Community Association Membership

Items to bring First Day of School

	Indoor Shoes
	Backpack
	Lunch Kit w Snacks
	Water Bottle
	one change of clothing in a plastic bag (child's name on outside)
	Criminal Record & Vulnerable Sector Check

All families registering their child at CKCP must fill out the *lower portion* of this form and submit a payment of \$25 (payable to SCPCA) in order to obtain membership for the year 2021. For families who do not hold a current membership, please fill out *both portions* of this form and submit it with a payment of \$35 to obtain membership for the remainder of 2020 as well as the year 2021.

**South Corman Park Community Association
Application for Membership: Sep – Dec, 2020**

Family Name: _____

Names of family members: _____

Mailing address: _____

Phone number: _____

email: _____

Cost is \$25.00 per family per year

Membership is valid Sep. 1, 2020 to Dec. 31, 2020

Membership Number: _____

**South Corman Park Community Association
Application for Membership: 2021**

Family Name: _____

Names of family members: _____

Mailing address: _____

Phone number: _____

email: _____

Cost is \$25.00 per family per year

Membership is valid Jan. 1, 2021 to Dec. 31, 2021

Membership Number: _____

COUNTRY KIDS COOPERATIVE PRESCHOOL (CKCP)

Box 34 Site 826 RR8

Corman Park, SK.

S7K 1M2

Date: _____

This is to inform that _____ (parent name) will be a volunteer for the Country Kids Cooperative Preschool during the 2020/2021 school year. I respectfully request that you provide the above person with a **Criminal Record & Vulnerable Sector** check free of charge as this is a non-profit organization who depends on volunteers to operate.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cassandra Morari', written in a cursive style.

Cassandra Morari
CKCP President.

306.370.1071