



Country Kids Cooperative Preschool

Handbook & Registration
www.ckcpreschool.com

Please email ckcregistrar@gmail.com with any questions

Revised: January 2023

General Information

Country Kids Cooperative Preschool (CKCP) offers a student led approach to learning. The program focuses on language, fine and gross motor skills, emotional and social skills, and creative activities. Teacher, Mrs. Shelby Rheume, 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. CKCP strives to give each child a start on their educational path and prepare them for the social setting of curricular school.

The preschool has a designated space 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.

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.

- 1) **Monday, Wednesday & Friday** 9:00am – 11:45am
- 2) **Tuesday & Thursday** 9:00am – 11:45am

CKCP observes the same calendar and closures as the Prairie Spirit School Division for statutory holidays. A calendar will be distributed at the start of the school year, as well as provided in the monthly classroom calendar as a reminder.

3. Inclement Weather

In the case of severe weather, poor road conditions or other unforeseen difficulties, you will be informed by phone or text if preschool will be cancelled for the day.

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.

4. Class Size

The maximum enrolment in any program is 16 children; observing a maximum of an 8:1 ratio

5. Registration and Payment

Registration opens February 1st of each year.

Returning students are given first opportunity for the upcoming year's registration and must submit both their registration form and \$101 deposit **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. Waiting lists will be maintained once the classes are full.

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

	3-Day	Cost	2-Day	Cost
Payment 1 Due: Upon Registration	\$100 non-refundable registration fee + \$1 annual cooperative membership fee	\$ 101.00	\$100 non-refundable registration fee + \$1 annual cooperative membership fee	\$ 101.00
Payment 2 Option 1 - Monthly Payments	Sept & May Tuition Due: August 15, 2023	\$ 332.00	Sept & May Tuition Due: August 15, 2023	\$ 264.00
	October - April Tuition Due: 1st of each month	\$ 166.00	October - April Tuition Due: 1st of each month	\$ 132.00
Payment 2 Option 2 - Full Payment	Full Tuition Due: August 15, 2023	\$1,488.00	Full Tuition Due: August 15, 2023	\$1,188.00
Total Fee	\$101 + \$1,494	\$ 1,595.00	\$101 + \$1,188	\$ 1,289.00

A \$5 daily late fee up to a maximum of \$20/month will be applied.

All payments are to be made by **e-transfer** to ckcpregistrar@gmail.com on or before their due dates.

Please send completed registration forms via email to ckcpregistrar@gmail.com.

The Saskatoon Preschool Foundation will consider application from families requiring financial support. If you require more information, visit www.spf.sk.ca under subsidies.

When your registration form(s) and payments are made, you will be notified that your application has been accepted. All sessions are filled on a first come, first served basis therefore you will receive a confirmation email from the Registrar.

6. 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.

7. Parent Helpers

Under the rare circumstances that the Teacher or Teacher Assistant is unable to attend due to illness, a parent helper may be required to be a substitute. During orientation you may sign up as a potential parent helper for your child's class.

8. Toy Cleaning

At orientation all families will be asked to put their name down for 1 of 3 toy cleaning sessions at which there will be a thorough cleaning of all the toys in the preschool. You are required to have one adult representative attend your scheduled date or to trade dates with another family. This takes no longer than 3 hours if all representatives arrive and is a great way to connect with other parents. We ask that children do not attend these toy cleaning days.

NOTE: If you do not attend your scheduled cleaning date, regardless of extenuating circumstances, an additional payment of \$100 will be required to maintain your child's registration.

9. Daily Schedule

- 9:00 **Arrival**
- Will start outdoors in any reasonable weather. Please dress for the weather.
 - 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**

10. Clothing and Class Supplies – please label ALL

Please provide the following items to be kept at the school for they year:

- one pair of indoor shoes, proper fitting and non-marking, that the child can put on by themself
- one change of clothing in a plastic bag (child's name on outside)
- Children should be dressed appropriately for the weather conditions as most days begin and end with 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 teacher assistant will assist in getting the children ready. CKCP will not be held responsible for damage to personal clothing or property.

Items to bring daily:

- Backpack
- Lunch Kit with snacks
- Water bottle

11. Drop Off & Pick Up

Weather pending, the CKCP day starts and ends outside to avoid congestion of the stairwell & boot room leading into the classroom. Our sign in will be outside & backpacks can be hung on the outdoor hooks provided. Once the teacher has signed you in, your child will join our TA to continue to play outside. We know that it will be hard for your child to part with you for the first while, but we encourage you to drop and go as best you can. In the event of bad or cold weather, and we are unable to be outside, the teacher will meet you at the classroom door and sign your child in.

Pick up will be on the playground or at the door in the event of bad weather. Please do not leave until the teacher has signed your child out.

12. 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. We encourage reusable food containers, if possible. We are a **NUT-FREE** environment.

Do not send:

- Nuts, peanut butter, or any items containing nuts (please check ingredient lists on prepared foods as well)
- Juice boxes

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. 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 may be organized by the teacher with consultation and approval from the Board of Directors. Parents/Guardians will be required to provide transportation and attend with their child to/from the field trip location or arrange car-pooling with other parents. Occasionally there may be guest speakers that 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 of each child's turn to be the "star student". Children are encouraged to bring a special item to share with the class.

16. Birthdays

Your child's birthday will be acknowledged in class and they will be scheduled as star-student on the date closest to their birthday. All students who have birthdays in the summer months will have a "school birthday" which celebrates them! If you wish, you may send a nut-free treat to be shared with the class during snack time and you may attend as an additional helper to participate in the fun.

17. Special Days

The preschool children put on a wonderful Christmas concert and Graduation ceremony. CKCP also celebrates Halloween, Valentine's Day, Easter, etc. with special crafts and parties. A volunteer sign up for parents to provide snacks for these special days will be provided at orientation.

18. Insurance

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

19. 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.

20. 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.

21. Health and Safety Policy and Procedures

CKCP implements the following protocols to create a safe and healthy environment for our students and families:

- Children use hand sanitizer as they enter the preschool, before they play with play doh, or explore in our sensory table. Daily craft supplies are organized on a tray labeled with each child's name.
- Hand washing with soap and water is emphasized throughout the day, particularly before and after snack time.
- A STRICT sick policy will be enforced. If a child is showing ANY signs of illness please do not send them to school. If at school a child is displaying signs of illness, parents will be contacted to pick up their child immediately.

22. AGM/Orientation Night

The Board of Directors will host an AGM/Orientation Night at the beginning of September. Orientation night is a great opportunity to ask questions, meet the teacher and connect with other parents. One parent and their pre-school child are required to attend, NO siblings please. We will ask that students be dropped off at the preschool to have a PJ party and to spend some time getting to know Mrs. Rheume and Mrs. Vogt.

Upon arrival please be prepared to sign up for volunteer items such as:

Food for special occasions

Providing playdough

Available parent helper for last minute teacher coverage (should Mrs. Rheume and Mrs. Vogt not be available)

Elections to fill board positions (refer to roles below)