



PROGRAM POLICIES &
PARENT HANDBOOK

November 2024

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 year olds, *or as determined by HBPA Board*
- Twice a week on Monday & Wednesday
- Afternoon Class
- Runs Sept. to June
- Max. 18 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, 2025.

3 Year Old Class

To be eligible for a 3 year old class, a child must turn 3 years of age by September 1, 2025.

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.

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

Overtime / Late Pick Up:

Overtime is defined as care any time outside of operating hours. Overtime fees are charged at \$1.00 a minute after your scheduled pick up time. **(Owl class 11:30am & Deer 2:30pm)**. This is paid directly to the staff and will be invoiced monthly at the end of the month. It is due the first day of the next month. This charge is to discourage late pick up times. Failure to pay overtime invoices can result in termination from our program. No child care receipt is given for overtime charges. *We may waive your late fee, depending on the circumstances and if you have called us in advance.*

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.

6.1A 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 and current Board Members, 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.

6.1B 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.

****Being registered with Humble Beginnings Playschool will NOT guarantee you a spot with the New Humble Kindergarten program. We are two separate programs.****

6.2 Student Selection Criteria

If enrollment applications exceed the maximum student capacity (18 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 Playschool Students
- 2 - Siblings of Current & Previous Playschool 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 \$100 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 \$100 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 \$100 registration fee (Cheque) to:

**Humble Beginnings Playschool
Box 77, Site 2, RR 4
Calmar, AB, T0C 0V0
Attn: Registrar**

In-Person: Please bring in your completed forms and the \$100 registration fee (Cheque or Cash) 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.

6.4A 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	100.00	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 1, 2024

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, and volunteer participation, your cheques will be destroyed at the end of the year, or returned to you upon request. If you do not fulfill the requirements, your deposit cheques will be cashed.

Owl & Deer Class Deposit Cheques				
Fundraising Deposit	2	x	\$150.00	Cheques
Rostering Deposit	4	x	\$75.00	Cheques
Cleaning Deposit	1	x	\$200.00	Cheque
Volunteer Participation Deposit	1	x	\$150.00	Cheque

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.

7.4 Fundraising Requirement

Fundraising requirements not met by December 31 will have the first fundraising cheque cashed. Any partial fundraising completed in this period will be rolled over to period 2 fundraising goals. If no fundraising is completed in this period, the second fundraising deposit cheque will be cashed. If partially completed, a new cheque will need to be issued for the difference, no less than one week prior to the end of school. If a new cheque for the lesser amount is not issued, the \$150 cheque will be cashed.

8. Communication

8.1 Board Communication

You will receive emails from the Board Members. With important information on upcoming events etc. (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 Monthly Email / Newsletter

We will be sending out a monthly email. This will let you know what is happening at the playschool throughout the month.

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

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be kept home from school until they have been fever and symptom free (without fever reducing medication) for 24 hours.

Symptoms include:

- **Fever** (of 38°C (101°F) or higher): Especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.
- **Respiratory**: Difficult or rapid breathing or severe coughing: child makes a high-pitched croupy or whooping sound after they cough or child is unable to lie comfortably due to continuous coughing.
- **Diarrhea**: An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.
- **Vomiting**: Two or more episodes of vomiting within the previous 24 hours.
- **Eye/Nose Drainage**: Thick mucus or pus draining from the eyes or nose.
- **Sore Throat**: Sore throat, especially when fever or swollen glands in the neck are present.
- **Skin Problems**: Skin rash, undiagnosed or contagious; infected sores: sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.
- **Itching**: Persistent itching or scratching of body or scalp.
- **Appearance/Behavior**: Child looks or acts differently, unusually tired, pale, lacking in appetite, confused, irritable, and difficult to awaken.
- **Unusual Color Eyes or skin**: yellow (jaundice); stool: gray or white; urine: dark, tea colored. These symptoms can be found in hepatitis and should be evaluated by a physician.

If a child becomes ill during the day, they will be kept isolated from the other children. A staff member or roster parent will remain with the child and make them as comfortable as possible. A parent will be notified and asked to pick up the child. If a parent cannot be reached, an emergency alternative number will be used.

Keep in mind that we will spend time outdoors almost every day. If your child is not well enough to play outdoors, please keep him/her home.

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. All volunteers (including grandparents and other caregivers) are required to obtain and produce a valid Criminal Record Check with Vulnerable Sector two weeks prior to the date they volunteer. 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

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.

13.2A 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 \$300 profit for the school year. There is a minimum fundraising requirement per family of \$150 from September – December and \$150 from January – May. Once the family's commitment has been fulfilled the two \$150 deposit cheques will be destroyed at the end of the year. If \$150 fundraising profit is not made prior to December 3, your \$150 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 Cleaning Deposit Cheque. If you are unable to attend your scheduled cleaning date or will be more than 15 min late, 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 at a time and date determined by the board at the prior meeting, 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 on the last monday of August 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
- Be the liaison between teachers, parents, bookkeeper and membership.
- Ensure the playschool is operating within Alberta Health Services, Alberta Government and Municipal guidelines and regulations.
- Filing of the Annual Statement for Incorporation with the Societies Office (Registry)
- Ensure the Alberta Government Licensing is up to date.
- Ensure the school's liability insurance is up to date and invoice is provided to the Treasurer (due in November)
- 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.
- Be in charge of the collection of all volunteer and fundraising cheques.

- Hiring and writing staff contracts
- 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.
- Liaise with the Alberta Government for application and payment of the student and teacher subsidies, and provide the statements to the Treasurer.
- Ensure the playschool is in good standing with the WCB, and complete the WCB Annual Return, as well as provide all WCB statements to the Treasurer.
- Hiring and writing of staff contracts.

The Secretary shall:

- Create all agendas for board meetings.
- Document all meeting minutes and distribute to the Chair a minimum of seven (7) days preceding the meeting.
- Ensure all meeting minutes and documents relating to the playschool are maintained, organized. All documents will be kept on Google drive which will be accessible upon request.
- In the absence of the secretary, she/he is responsible for appointing temporary replacement.

The Treasurer shall:

- Properly account for the funds of the society and liaise with the bookkeeper.
- Ensure the payments are up to date with the Canada Revenue Agency.
- Ensure all payments are issued and all revenue is accounted for and deposited to the bank.
- Obtain and retain copies of all payroll tax forms and ensure payroll is issued accurately and regularly.
- Present 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.
- Have signing authority.

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.
- Ensure all staff and directors have proper safety documents and criminal checks and retain them in the school filing cabinet

Fundraising/Grant Coordinator shall:

- Be responsible for researching and presenting potential fundraisers/grants to the directors
- Organize and coordinate all fundraisers
- Record and track all fundraising commitments to ensure families have met them
- Liaise with Treasurer on fundraiser income/expenses and deposit fundraising revenue to the bank

- Work with Chair and Treasurer on the application of grants.
- Have signing authority.

Media Coordinator shall:

- Be in charge of all social media promotions, and communications to the public and with the members of the society.
- Advertise all fundraisers
- 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.
- Development and issuing of the parent newsletter

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

Education Assistant - ea@humblebeginningsplayschool.ca

