# Parent Information Package
# 2026-2027

**David Thompson Playschool**
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dtplayschool@hotmail.com

# Welcome to the David Thompson Playschool

Please find enclosed a copy of the Policies and Procedures for the David Thompson Playschool. Additionally, copies of our Program Goals and Objectives are available at the Playschool anytime you would like to review them.

Please take the time to read through this package as it contains useful and pertinent information and may help to answer questions that you may have.

It is also beneficial to reread this package in a few months because after you and your child have been involved in playschool for a while, the information will become easier to understand and apply. Please also keep your records!

Wishing you and your child a fun and rewarding year at David Thompson Playschool.

Sincerely,

David Thompson Playschool Board

# Policies and Procedures

## General Policies:

1. **Age of Children:** Playschool is available to children who are 3 – 5 years of age. Children must be 3 years of age to attend playschool. We can accept children under the age of 3 (no more than a few months), though a parent or guardian must attend class with them until they are 3 years of age.
2. **Playschool Year:** The playschool year goes from September through May. Registrations are accepted throughout the year.
3. **Drop off and Pick Up:** Children arrive **no earlier** than 5 minutes prior to the start of their class time and be picked up no later than 5 minutes after their class is finished. This is important due to licensing standards. It also allows the class not to be interrupted and allows teaching staff a proper break and preparation time between morning and afternoon classes. If you have questions for staff, please contact them after class.
4. **Class Times:** Morning classes will run from 8:30 a.m. to 11:30 a.m. Afternoon classes run from 12:00 p.m. to 3:00 p.m. Class **will be offered according to availability**.
5. **Registration Fee:** A $50.00 non-refundable registration fee is required at the time of registration. This fee is reduced to $25.00 for registration after December.
6. **Program Fees:** As of April 1, 2025, The Affordability Grant will reduce each student's fee by $100.00/month. The parent portion of fees per month for one day a week is $10, 2 days a week is $30, and 3 days a week is $50.

**Fees are to be paid annually or per semester**

| Annual Payment Amounts: | |
|---|---|
| Due August 31st, 2026 | |
| 1 Day a week | $90.00 |
| 2 Days a week | $270.00 |
| 3 Days a week | $450.00 |

| Per Semester Payment Amounts: | |
|---|---|
| September - December | |
| Due August 31st, 2026 | |
| 1 Day a week | $40.00 |
| 2 Days a week | $120.00 |
| 3 Days a week | $200.00 |
| January - May | |
| Due January 1st, 2026 | |
| 1 Day a week | $50.00 |
| 2 Days a week | $150.00 |
| 3 Days a week | $250.00 |

***Fees are subject to change based on Affordability Grant Contacts from the Government of Alberta***

- Monthly payments are available by request only. Please email: dtplayschool@hotmail.com to speak with a board member.

- All payments can be submitted via E-transfer to: dtplayschool@hotmail.com (We have direct deposit, so no security question is required.) *PLEASE NOTE YOUR CHILD'S NAME AND WHAT THE PAYMENT IS FOR IN THE MESSAGE*

7. **Absence:** If your child is absent for a month or more, please email the board in advance to have fees waived. Notice must be given before the absence.
8. **Reimbursement:** If you plan to withdraw from playschool, you must email the board in advance to request a refund. Days missed before notice is given will not be reimbursed.
9. **School Closure:** If the playschool is closed due to circumstances beyond our control, fees for the month in which we are closed (whether it is permanent or temporary) will NOT be reimbursed.
10. **Toys:** Children will not bring toys to the playschool unless it is their special day, in which case they will be asked to do so.
11. **Sign In/Out:** Every day when you arrive with your child at playschool you need to sign them in. When you are leaving the school at pick up you will need to sign them out. The sign in/out sheet is located on the front counter. Please do not sign your child out until you are taking them from the building.

## Parent Helper Days:

1. Our program depends on parents to help in the classroom on a rotational basis. It is very exciting for your child to know their mom, dad, or relative will be in the classroom and it is a great opportunity to spend time with your child and see how they are doing in class. As a helper, we ask that you assist with the children's activities, clean up duties, and wherever the teacher needs you.
2. Without a parent helper, we cannot operate a class of more than 6 children, which will result in the cancellation of this class. No reimbursement will be given for a missed class due to this reason. Parent helpers can be anyone over the age of 18 (grandparent, aunt, uncle, etc.). A calendar will be posted for parents to sign up. If there are classes that do not have a parent signed up, the teacher will sign up for parents on a rotational basis. If you are unable to be there yourself, you are responsible for finding another family adult, or another parent helper to take your place.
3. Licensing Standards stipulate that siblings may NOT accompany any Parent Helper unless the ratio allows.

## Information and Communication:

1. Information is passed through parent meetings, emails, newsletters, and memos in the student's individual mailbox. The Playschool Facebook page is also an excellent means for parents to receive and pass school information. Simply request to join the **David Thompson Playschool Parents** page and the administrator will accept all parents with registered students. Another source of communication is the REMIND APP. More information on this is available through your teacher.

2. All concerns with the playschool program need to be addressed with the teacher first. If a discussion with the teacher takes place and the parent(s) does not feel that the concern was addressed to their satisfaction, the parent will be required to bring the concern in writing to the Playschool Board of Directors. The board will then discuss the situation and meet with parent(s) to provide a response.

## Supervision:

1. Children are always supervised during the day by the teacher in conjunction with the parent helper. Please see page 9 for the attached policy.
2. Children who are attending the playschool program are covered by insurance while attending classes. Siblings and other children that visit the playschool are not covered by the playschool insurance.

## Transportation:

It is the parent's responsibility to arrange for transportation of their child to and from playschool as well as for field trips all while in a timely manner.

## Weather:

1. The president will make the final call as to whether school will be cancelled due to inclement weather or other reasons. Parents must use their own judgment about sending their children to Playschool in bad weather. Please check the David Thompson Playschool Parents Facebook page and Remind for updates. Please be aware that a parent helper is needed to run a class with 7 or more children attending. If a parent helper is not available, class will be cancelled.
2. Any playschool days missed due to bad weather or other events will not be made up unless otherwise determined by the board.

## Supplies and Dress: *See page 11 for Supply List*

1. Clearly label ALL your child's belongings.
2. Dress your child in appropriate clothing. Any child arriving at school improperly dressed may be sent home at the staff/board member's discretion.
3. Please provide winter weather gear during the winter months as the children will be going outside on weather permitting days.

## Medical

1. Parents must ensure that they have completed the medical section of their registration form, including all known allergies and medical conditions.
2. If your child is ill or unable to go outside, they must not attend playschool that day. Exceptions may be made for children with chronic conditions i.e. Asthma.
3. If your child will not be attending playschool for a day, please phone the teacher or make a post on Facebook parents' page.
4. Parents are strongly discouraged from bringing medications to school. If necessary, the teacher will monitor any medications brought into the playschool. All medications brought to the playschool will be stored in a safe place and out of reach of children.

5. If a child requires medication during playschool hours, the parent must administer the necessary medications or give the staff written authorization to do so.
6. For minor medical emergencies, the parent will be notified as soon as possible.
7. For major medical emergencies, the ambulance will be called, and the parent will be notified as soon as possible.

## Holiday Closures:

1. Remembrance Day, Christmas Break, Winter/Family Day Break, Easter Break, Victoria Day.
2. Most holiday/breaks will follow the Wild Rose School Division Calendar (www.wrsd.ca)

## Phone Policy:

The telephone will not normally be answered during our play sessions. You may leave a message or text, and the teacher will get back to you as soon as possible.

## Fire Evacuation/Emergency Evacuation:

We will have a fire drill once per month where the children will all line up in an orderly fashion. The teacher will oversee lining the children up at the nearest exit while the parent volunteer will check the play area, centers and washroom and meet us at our lineup. The teacher will be at the lead, the children behind her and the parent volunteer will be at the end of the line. We will lead the children in a quick and calm manner. We will meet at a pre-arranged location and take attendance.

# Health Policy

A child will be excluded from the program if they are not well enough to participate in the regular activities of the program; the illness requires greater care from the child care staff than can be provided without compromising the care of the other children in the program; the child is vomiting, has a fever, diarrhea or a new unexplained rash or cough; or displays any other illness or symptom the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers or staff.

The program will assess if a child is ill by visual assessment; has the child vomited or had diarrhea or staff can see a new unexplained rash or the coloration of the child's skin looks pale. If by visual assessment staff may believe that child is ill, staff can take the child's temperature to see if they are feverish. If the staff member knows or has reason to believe a child is exhibiting signs or symptoms of illness, the teacher will contact the parent and arrange for the immediate removal of the child from the program's premises. If a child has been removed from the program because they were ill, the child may not return until they are symptom free for at least 24 hours.

An Illness report form, which includes the name of the child; date the child was observed to be ill; name of staff member who identified the child was ill; time the parent was initially contacted; name of staff person who contacted the parent; time the child was removed from the program and the date the child returned to the program, will be filled out if a child becomes ill when on the program premises.

David Thompson Playschool will proceed to contact the emergency contact persons on the child's registration form to arrange for immediate removal of the child from the program's premises if the parent fails to do so after they are notified.

The following lists some of the most common illnesses and provides guidelines for when the child **may return to school.**

- ☹ **Fever –** Temperature should be normal for 24 hours without acetaminophen for all children. (Temperature should not be above 99 oral, 100 rectal, or 98 auxiliary).
- ☹ **Vomiting -** Must not vomit within the 24 hour period prior to returning.
- ☹ **Persistent Cough –** A child with a persistent cough accompanied by either a running nose or fever must be excluded from playschool. (A persistent cough is defined by a regular cough that is continuous and does not improve with a simple drink of water or rest).
- ☹ **Purulent Conjunctivitis** (Pink Eye) – The child may return when the affected eye is treated and no longer discharging and after a minimum of 24 hours of antibiotic treatment.
- ☹ **Strep Throat –** Children diagnosed with Strep Throat may return to school once they have no fever and after a minimum of 24 hours of antibiotic treatment.
- ☹ **Ear Infection –** Children may return after treatment is initiated and they are pain free and without fever.
- ☹ **Chicken Pox -** The child may return when all lesions are completely crusted over, usually 10 – 14 days after onset.
- ☹ **Impetigo -** Child may return after at least 24 hours of antibiotic treatment.
- ☹ **Parasites/Scabies -** Child may return once treatment is completed.
- ☹ **Head Lice -** Child may return after the first treatment. Personal clothing and toys must be removed and laundered as recommended.
- ☹ **Pinworms -** After treatment and cleared by a Physician.
- ☹ **Cold Sore -** Child may return when the sore is healed.
- ☹ **Rashes –** If the rash occurs with fever or other symptoms of illness, a physician must determine the rash to be non-communicable before the child can return to playschool. The child needs to be excluded until the rash is resolved.
- ☹ **COVID-19** – If your child has any symptoms of Covid-19 such as fever, cough, shortness of breath, sore throat, chills, painful swallowing, runny nose/nasal congestion, feeling unwell, fatigued, nausea, loss of appetite, taste/smell, headache etc. Please DO NOT bring them to school during that time. Please follow the Alberta Government Guidelines.

# Child Guidance Policy

Our goal at David Thompson Playschool is to help children grow as individuals. Our teacher will provide guidance to support our children in positive, supportive, and appropriate ways. Positive behaviours are encouraged and reinforced daily in our program. Guidance needed may differ from child to child based on behavior, developmental abilities, and child's age.

At David Thompson Playschool, we believe that positive and supportive guidance will assist children to learn to self-regulate and find appropriate ways to express their wants, needs and feelings.

The following child guidance techniques will be used to provide an enriching, safe, and educational environment for the children attending our program.

**Prevention Techniques**

1. Establish clear, consistent, and simple limits.
    -Give easy to understand explanations for limits.
    -Say limits in a positive way rather than a negative way.
2. Focus on the behaviour and not the child.
    -Give positive guidance for learning, making sure not to be critical of the child's character which could produce feelings of guilt, shame, or lower self-esteem.
3. Provide choices.
    -Providing choices can help promote a child's independence while avoiding a power struggle.
4. Saying what is expected, rather than asking.
    -Helps establish limits and expectations.
5. Give children enough time to respond to expectations
    -Children respond better when they have time and notification to prepare for change.
6. Reinforce appropriate behaviours with both words and gestures.
    -Acknowledging appropriate behaviours and providing positive reinforcement will help children build confidence and encourage repeat behaviours.
7. Proximity
    -It may be necessary to stay close by when younger children or kids of different developmental abilities are still learning to play together.

**Intervention Techniques**

1. Respectfully get a child's attention.
    -Speak to a child at eye level and in a soft, kind voice will let the child know they are safe and cared for.
2. Making sure facial expression and body language support the words you are using.
3. Acknowledge feelings before setting limits.
    -Recognizing a child's feelings will make the child feel supported and understood and will be able to see guidance in a more positive way.
4. Redirection
    -Changing the situation that is contributing to the inappropriate behavior. This can be an effective strategy for children of a younger age. Offering a substitution or engaging a child in a new activity may resolve the problem or conflict. As children mature offering problem solving methods to help increase their problem-solving skills.
5. Model problem solving behaviour
    -It is natural for a child to react and become upset in certain situations. Guidance can be used to offer verbal or physical ways to model problem solving approaches. Acknowledging the problem, asking guiding questions and potentially demonstrating a solution are ways to help children enhance their problem-solving skills.
6. Natural and logical consequences
    - explaining the consequences or outcome of a behavior or action will help a child understand the problem and solution.

7. Offering appropriate choices

-Offering simple choices to clarify expectations and reinforcing limits. Choices should be said in a positive and supportive way.

8. Limit the use of toys or equipment.

-Sometimes it is necessary to set firmer limits or remove a play item if other techniques and strategies have been unsuccessful. This strategy should be used sparingly.

A variety of strategies and approaches will be used to provide positive guidance to promote acceptable behaviors within the David Thompson play school program. The more options for guidance we have to choose from the more successful we will be at promoting an enriched safe and educational environment to help the children grow as individuals.

## Supervision Policy and Practices

At David Thompson playschool, it is the responsibility of the teacher and parent helper (primary staff) to observe and monitor the children's play and behavior both indoors as well as outdoors visually always. Using verbal communication, primary staff will communicate with each other as needed regarding changes in roles of supervision (i.e., children need to utilize the bathroom). All doors are closed during playschool times.

During parent orientation, parents who will be parent volunteers throughout the year will be given a tour of the premises both indoor and outdoor to become familiar with the space the program utilizes. The program promotes child safety through supervision by ensuring all children are accounted for on and off the premises by moving together as one group with the teacher leading, the children in the middle and the parent volunteer at the end. Using the sign in sheet, head counts are performed throughout the day both indoors and outdoors. Our program's supervision practices meet the developmental needs of the children by the primary staff modeling and facilitating the development of social skills and self-regulation by using positive guidance strategies, for example re-directing, setting clear limits and teaching empathy. Our program also models and facilitates safety practices through organized activities such as walking to the park and fire drills.

## Volunteer Bond

The David Thompson Playschool is a parent run program. As such, volunteering your time to the school ensures that the program continues successfully throughout the year. Every family is expected to assist the playschool through various volunteer and fundraising activities. Each family enrolling a student(s) in the playschool program is expected to provide a "Family Volunteer Bond" that will be held by the playschool board.

The $300 Volunteer Bond can be paid by cheque to: David Thompson Playschool dated May 31, 2027 or via etransfer to: dtplayschool@hotmail.com

Each activity is assigned a number of points as per the schedule below. Additional fundraising or other volunteer opportunities will be assigned points that will be communicated to the families. A Volunteer Bond record will be maintained for each family for the year. **It is up to each family to ensure their participation is recorded in the volunteer bond point binder located at the sign in desk.** The family and a board or staff member must initial each entry. Update of bond point totals will be sent out to family members bi-yearly for reminders.

At the end of the school year if the family has met the requirements of the Volunteer Bond, the bond cheque will be destroyed or the etransfer will be returned. If a family does not fulfill its commitment as outlined, the Bond cheque will be cashed at the end of the year (May 31st, 2027).

Casinos are our primary fundraiser that keep our playschool operating. They are only worked every three to four years. They are a huge undertaking for our little playschool, but the money made will sustain us for two/three years until the next one. As it is such a large endeavor, on Casino years it is mandatory that every family work at least one shift. It does not have to be you; it can be a friend or relative to work in your place if you are unable. **If the required Casino shift is not worked, the volunteer bond will be cashed.** Each casino shift worked is 8 points towards your volunteer bond.

## Volunteer Bond Point Requirements:

| | **Bond Amount (Half Year $150.00)** | **Full Year (Sept – May)** | **Partial Year (Jan – May)** |
|---|---|---|---|
| 1 family attending 1 class per week | $300 | 24 points | 14 points |
| 1 family attending 2 classes per week | $300 | 30 points | 18 points |
| 1 family attending 3 classes per week | $300 | 36 points | 20 points |
| 1 family attending 4 classes per week | $300 | 36 points | 20 points |

## Volunteer Bond Points Schedule:

Fundraising activities are subject to change upon the playschool board's decision.

| **Activity** | **Points** |
|---|---|
| Casino Mandatory participation<br>(Happens every 3 to 4 years) | 8 points per shift |
| Parent Helper | 3 points per class |
| Board/Parent Meetings | 2 points per class |
| Board Director | 5 points for the year |
| Fundraising examples:<br>▪ Greenhouse Vouchers (optional)<br>▪ Potential Bottle Drive (optional)<br>▪ Fall Fundraiser (wreaths, coffee, soup) (optional)<br>▪ Beef Raffle (optional) | Fundraising options and bond points will be decided at board/parent meetings.<br><br>Support during these fundraisers is greatly appreciated! |

## Supply List

Please ensure your child has the following items for school each day

- **Backpack:** It is best to bring a backpack big enough to hold a lunch kit, extra clothes, and other items.

- **Indoor Shoes:** Shoes/slippers must be always worn in school. Indoor shoes can be left at school. Please be sure to label the shoes. Shoes with Velcro straps are encouraged as they are easier for the kids to put on independently.

- **Lunch Kit:** Please provide a healthy snack and water bottle for your child each day. Some children eat lunch type items (sandwiches etc.) while others bring fruit, crackers, or other snack type items.

- **Extra Clothes:** In order to register in playschool children must be completely potty trained. In case of an accident, spills or getting messy during play, please pack a change of clothes in your child's backpack. Please ensure that the bag the extra clothes are in is labeled.

- **Family Picture** – Please provide a printed family picture of any size for our family tree. It can be made up of a couple pictures if needed of immediate family.

## Parent Helper Duties

- During clean up time, please help clean off the tables (blue and yellow)**.** Tables must be sanitized with bleach water solution before snack time.
- During circle time directly after clean up time, please wait in the washroom to help children wash their hands for snack.
- Once snack is completed, please disinfect tables (spray is located on top of the paper towel dispenser on the north wall above the garbage can) and sweep the floor**.**
- During craft encourage the children to complete as much of the craft as they can. It does not matter if it does not look the same as everyone else's as it's the process and experience of using different materials that is important

*Please familiarize yourself with our discipline policy so that if you find yourself in a situation that requires adult guidance or intervention you will be able to resolve the incident appropriately (in case the teacher is not in the vicinity)

**In the event of a fire drill, you will be responsible for checking the play centers and washroom for children and then join the class at the end of the line.

# How Do I Say Good-Bye?

Separation anxiety is a normal part of development in children and occurs at different ages, can come and go and may happen when you drop off and pick up your child. Here are some suggestions to make the transition as easy as possible for all concerned.

- Take time to prepare at home and not be rushed to get out the door – if you are frazzled your child might feel anxiety too
- Use travel time to get into "playschool mode," talk about activities and guess what centers might be open
- Spend a few minutes together when you arrive, help you child settle in and get started on an activity, then leave
- Acknowledge your child's feelings and tell your child you will be back after a certain activity
- Use "love you" but not "miss you" since your child may then feel guilty if he/she had fun and didn't miss you
- Use quick good-byes with a special parting phrase like "see you later alligator" or talk about what you will do together after playschool
- If you "sneak" out it may make your child more guarded and insecure next time you try to leave
- Ask the caregiver for help to write you a letter from your child or draw a picture
- Try to not be too upset if your child cries when you are leaving. The crying is usually for your benefit and will generally stop once you are out of sight. It is a new experience for your child and naturally slightly worrisome. Give him/her a few days to adjust
- Pick your child up on time. Your child must build up trust to be secure enough to handle the time away from you, assured that you will return as promised
- Always take time to talk to your child about his/her day and to observe his/her reactions to going to playschool. Distinguish between a natural reluctance to be parted from you, (consider it a compliment) and a real anxiety about the place. If he/she truly is unhappy there, consider a move. It helps to talk with the students regularly to role model and assure the child you are confident in their security
- If none of these work, ask yourself if your child is truly ready for playschool.