

Glenbrook Community Preschool

Policies and Procedures

November 24, 2009

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Section 1 - Purpose

Glenbrook Community Preschool is committed to providing a healthy, nurturing preschool environment where children can learn more about the world around them through the vehicle of unstructured play.

Section 2 - Affiliation

Glenbrook Community Preschool is affiliated with the Glenbrook Community Association.

Section 3 - Administrative Structure

1. Executive

Glenbrook Community Preschool shall have an Executive comprised of the following officers:

Chairperson
Vice Chairperson
Registrar
Treasurer
Payroll Administrator
Secretary
Volunteer Organizer
Newsletter Editor
Fundraising Advisor
Community/Preschool Liaison
Website Manager

The Executive shall be responsible for the day to day operations of Glenbrook Community Preschool and shall be guided by these Policies and Procedures and by the Parents' Advisory Committee.

The duties and responsibilities of each of the Executive members are outlined in the document entitled "Glenbrook Community Preschool – Job Descriptions".

The Executive shall convene when called to do so by the Chairperson and shall meet as necessary. Six members of the Executive will constitute a quorum.

Glenbrook Community Preschool, as the need arises. The Discipline Committee will be chaired by the Chairperson.

The Teachers Committee shall consist of five members: Chairperson, Vice-Chairperson, Registrar, Treasurer, and Payroll Administrator. The Teachers Committee shall be responsible for the annual hiring of teachers based on the philosophy of Glenbrook Community Preschool. The Teachers Committee shall also have the authority to terminate a teacher's contract at any given time, on its own motion, within the constraints of that contract. Four members of the Teachers Committee will constitute a quorum. The Chairperson or the Parents' Advisory Committee may refer grievances, by or about the teachers, to the Teachers Committee for review.

4. Other Committees

There shall be at least six other committees of Glenbrook Community Preschool:

Advertising Committee
Fundraising Committee
Library Committee
Purchasing Committee
Scholastic Committee
Social Committee

The position of coordinator for each committee will be filled on a volunteer basis for the following year prior to the end of May of the current preschool year. A coordinator must have a child registered in Glenbrook Community Preschool in the year they plan to serve on a committee.

The duties and responsibilities of the coordinator of each committee are outlined in that document entitled "Glenbrook Community Preschool – Job Descriptions".

The Coordinator of each of these committees may recruit as many members of the Parents' Advisory Committee as may be required to assist the Coordinator to fulfill his/her duties.

The Chairperson may delete committees upon the approval of the Executive. The Chairperson may create additional committees to assist in the operation of Glenbrook Community Preschool upon the approval of the Executive.

Section 4 – Policies and Procedures

1. Admission

- a) To be eligible for the three year old program the following requirements must be met:
 - i) A child must be three years old before their first day of school for the three year old program; AND
 - ii) A child must turn three on or before December 31 of the preschool year. If a child is registered prior to their third birthday, regular tuition payment is required to hold the child's position until their third birthday.

- b) To be eligible for the four year old program a child must turn four on or before February 29th of the preschool year. However, parents are encouraged to enroll their child in the three-year old program if their birthday falls between December 1 and March 1.

- c) Registration will take place in three stages and may be set for the same date:
 - i) Pre-registration will take place on a date set by the Registrar and the Parents' Advisory Committee for children currently registered in Glenbrook Community Preschool, their siblings and children of past Executive members;
 - ii) General registration will take place on a date set by the Registrar and the Parents' Advisory Committee; and
 - iii) On-going registration will take place throughout the year.

Registrar may request Executive and parents who are knowledgeable about Glenbrook Community Preschool, to assist with Registration.

- d) General registration will be on a first-come, first-served basis.

- e) No child may be registered prior to his/her eligible registration date.

- f) Parents will be allowed to register only their own children. If a parent cannot attend either pre-registration or general registration, that parent may send a designate to register on the parent's behalf. If the designate is registering another child, the designate may register the second child after the registrations of all parents registering in person have been accepted. Alternatively, a parent may ask the Registrar to accept his/her form of registration as the last one of pre-registration and general registration.

- g) In order for a child to be officially registered the child's parent must complete and sign the following forms: Registration, Consent to Medical Treatment, Release,

Waiver of Claim and Assumption of Risk forms. The latter two forms are both in Exhibit I attached to and forming part of these Policies and Procedures. As well, the following must be received by Glenbrook Community Preschool:

- i) A non-refundable registration fee, one time per child per preschool year and one month's tuition (to be applied to June tuition);
- ii) September tuition by way of a post-dated cheque dated September 1;
- iii) A non-refundable fee, one time per child per preschool year, for classroom cleanup by way of a post-dated cheque dated September 1;
- iv) Eight (8) tuition cheques dated October 1 of the current preschool year to the following May 1; and
- v) A non-refundable Glenbrook Community Association membership fee (unless the parent is already a member). Parents of children attending Glenbrook Community Preschool must be members of Glenbrook Community Association.

A parent who has failed to comply with the above will be notified by letter in the form of Exhibit III attached to and forming of these Policies and Procedures to forward payment to Glenbrook Community Preschool. If payment is not received by the first day of October, or if other acceptable arrangements have not been made with the Treasurer, the parents will be notified by letter in the form of Exhibit V attached to and forming part of these Policies and Procedures to withdraw their child from Glenbrook Community Preschool.

The Registrar has the discretion to vary the first month's tuition fee with respect to a child who is registered mid-month and to prorate the registration and classroom clean-up fees with respect to a child who is registered after December 31.

- h) Vacancies will be filled first from the transfer list, then from the waiting list.
- i) Vacancies will be filled in the order in which names are received. When a vacancy occurs, the Registrar will attempt to contact the next eligible person on the transfer/waiting list on three separate days, failing which the Registrar will contact the next person on the transfer/waiting list.
- j) Parents will be given one day after being notified of a vacancy to inform the Registrar if they will register their child in Glenbrook Community Preschool, failing which the Registrar will notify the next person on the transfer/waiting list of the vacancy.
- k) A child must be fully toilet trained before the child may attend classes at Glenbrook Community Preschool. If a child is not toilet-trained when the preschool year starts, he/she must be withdrawn from Glenbrook Community Preschool. Notice must be given to the Registrar by August 1 to ensure September tuition is refunded. Tuition payment will not be accepted to hold the child's position.

At the parent's request, the child will be placed first on the waiting list and will be eligible for placement when a vacancy arises if he/she is fully toilet trained.

Note: *We appreciate that toilet learning can be a long process and may be subject to the occasional set-back. As a result, children are permitted to attend preschool in pull-ups provided that a caregiver is available at all times to return to the preschool immediately in the event the child must be attended to.*

In the event such setbacks are persistent and a caregiver has failed to return to the preschool, the child must be withdrawn. The child's registration in Glenbrook Community Preschool may be held for a period of one month at the discretion of the Teacher's Committee if the parents are willing to continue paying the tuition fee. If the child must be withdrawn after the one month period, June tuition will be refunded in full.

- l) Glenbrook Community Preschool is committed to accommodate parents, as far as reasonably possible, with regard to class placement. If a parent's wishes cannot be met, the Registrar will call and advise the parent of any available alternatives.
- m) New students may not register in the current preschool year **after March 31**. Any vacancies occurring after that date will not be filled.
- n) A child may be registered in only one class at a time during the preschool year.

2. Discipline

Schedule 1, Section 3 of the Day Care Regulation under the *Child Care Licensing Act* (Alberta) provides as follows:

A license holder must ensure that:

- (a) child discipline methods utilized in the program are communicated to
 - i) parents
 - ii) staff, and
 - iii) children, where developmentally appropriate, and
- (b) any child disciplinary action taken is reasonable in the circumstances.

Glenbrook Community Preschool's discipline policy therefore is as follows:

- a) Discipline in the classroom is the responsibility of the classroom teacher. Any issues of discipline concerning a child that cannot be resolved by the teacher in the classroom after consultation with that child's parents may be referred to the Discipline Committee for resolution. Any issue of discipline of a general nature that concerns parents may be referred to the Discipline Committee for resolution.

Note: Behaviours such as hitting, biting and scratching are not unusual for preschool children. However, if such behaviours become excessive and/or repetitive to the point that the teacher feels it is a concern above normal preschool age developmental stage, the teacher will follow the above procedures.

- b) Principles guiding the exercise of discipline, either by the teacher or the Discipline Committee shall be the needs of the child, the needs of the class, and the needs of the family concerned.
- c) If a resolution cannot be found, the parents will be asked to withdraw the child from Glenbrook Community Preschool following review by, and approval of, the Executive.
- d) Glenbrook Community Preschool does not permit the use of corporal punishment or any form of emotional discipline designed to humiliate or degrade a child.
- e) Any exercise of discipline by the teacher, over and above the standard level administered in the class, shall be conducted in full consultation with the parents of the child concerned. Any review of discipline by the Discipline Committee will be done in consultation with the parents and the teacher of the child concerned.

3. Attendance

- a) Maximum attendance for a four year old class is 16 children per class. Maximum attendance for a three year old class is 12 per class.
- b) Children must be dropped off and picked up from the cloakroom by a parent or an adult 18 years or older designated by the parents.
- c) Siblings or other children must not be brought into the classroom on the day when a parent or adult 18 years or older designated by the parents assists as classroom helper.
- d) Monthly payment is required whether child is in attendance or not.
- e) Parents wishing to withdraw their children from Glenbrook Community Preschool must give one month's notice in writing (or one month's tuition fee in lieu of notice) to the Registrar by the first day of any given month. Notices received after the first day of any given month will be deemed to have been given on the first day of the following month and the fees payable will be calculated accordingly. The Registrar has the discretion to waive this requirement, in whole or in part, if the vacancy is going to be filled immediately.

- f) Fees for June's tuition will be refunded only if parents withdraw their children on or before April 30 and if notice requirements have been met according to 3(e).

4. Non-Payment

- a) NSF cheques will be subject to a penalty fee to cover the bank charges incurred by the preschool. Upon receipt of notification of an NSF cheque, the Treasurer will call the parents requesting a reimbursement. If the reimbursement and penalty fee is not received within two business days, a letter in the form of Exhibit IV attached to and forming part of these Policies and Procedures will be sent requesting payment. If payment is not received by the first day of the following month, or if other acceptable arrangements have not been made with the Treasurer, the parents will be notified by letter in the form of Exhibit V attached to and forming part of these Policies and Procedures to withdraw their child from Glenbrook Community Preschool.
- b) If two NSF cheques are received from the same parents in a given preschool year, future payments must be made in cash or money order, failing which a parent will be notified by letter in the form of Exhibit V attached to and forming part of these Policies and Procedures to withdraw their child from Glenbrook Community Preschool.
- c) Notwithstanding the foregoing, a child may remain in Glenbrook Community Preschool if the child's parents make a cash payment for all amounts due to Glenbrook Community Preschool and Glenbrook Community Association in respect of that child upon receipt of a letter in the form of Exhibit V.
- d) If a child is withdrawn for non-payment, siblings cannot be enrolled until all arrear payments are made in full.
- e) The Treasurer has the authority to waive penalty fees at his/her discretion. Financial assistance may be available for a limited time to parents with children currently enrolled in Glenbrook Community Preschool in times of sudden financial crisis. Parents will be asked to apply, on a confidential basis, for assistance by completing a Financial Assistance form in the form of Exhibit VI attached to and forming part of these Policies and Procedures. Only the Chairperson and the Treasurer may review the application in consultation with the classroom teacher. The Chairperson and the Treasurer will have the authority to grant assistance within the limits of the current budget upon approval of the Executive.
- f) The Treasurer will advise the family if financial assistance will be granted by Glenbrook Community Preschool.

- g) The Treasurer will report on a no-name basis to the Parents' Advisory Committee with respect to the number of families receiving assistance and the amount of money provided.

5. Medical Treatment and Insurance

- a) In the event of injury and illness sufficient to warrant, in the opinion of the child's teacher based on his/her best judgment, immediate professional medical help, an injured child will be transported by ambulance to an appropriate medical facility.
- b) Schedule I, Section 11 of the Day Care Regulation under the *Child Care Licensing Act* (Alberta) prohibits the provision of health care beyond first aid, unless written consent has first been obtained. Therefore, at the time of registration, parents will be required to sign a Consent to Medical Treatment Form in the form of Exhibit I attached to and forming part of these Policies and Procedures in order to facilitate the provision of treatment in an emergency.
- c) Every effort will be made to contact the parents or the alternative person designated by the parents on the Consent to Medical Treatment Form to approve medical treatment at the time the child is injured.
- d) Due to inherent dangers involved, Glenbrook Community Preschool will not allow teachers to administer drugs unless prior arrangements have been made with and approved by a child's teacher and Chairperson. Medication must be provided by the child's parent and will be administered only in an emergency (i.e. life-threatening situation). Parents must sign a Medication Release Form in the form of Exhibit II attached to and forming part of these Policies and Procedures.
- e) Glenbrook Community Preschool is insured under the umbrella of Glenbrook Community Association's insurance.
- f) In the event of fire, the children will be taken to the Glenbrook Community Center.

6. Program

- a) Glenbrook Community Preschool is committed to a philosophy of learning through unstructured play. Planning on a yearly, monthly and daily basis, within this general philosophy, will be the responsibility of the teachers in consultation with the Parents' Advisory Committee.
- b) Teachers will be expected to attend the monthly meetings of the Parents' Advisory Committee, in a non-voting capacity, in order to report on the progress of the

program. They may leave, if they wish, after their report is given.

- c) Parents are welcome to volunteer in the classroom, with prior arrangement with the teacher.

7. Finances

- a) Glenbrook Community Preschool's finances will be managed by way of an annual budget as approved by the Parents' Advisory Committee. A budget forecast for the current preschool year will be prepared at the start of the year by the Treasurer, with input from the Payroll Administrator, Chairperson and Vice Chairperson. The budget will be reviewed and monitored throughout the year by the Treasurer, who will notify the Parents' Advisory Committee of any major changes to the budget.
- b) Fees for the upcoming preschool year will be set by the Parents' Advisory Committee in the current preschool year prior to the date fixed for Registration. Fee revenue shall cover all operating expenses. Fundraising money shall be used for the purchase of classroom equipment and upgrades to the classrooms. Fundraising money may be used for operating requirements or to maintain the Contingency Fund as approved by the Parents' Advisory Committee who must review and approve the teachers' salaries by majority vote for the following year.
- c) A teacher's salary review will be conducted by the Chairperson, Vice Chairperson, Treasurer and Payroll Administrator. Recommendations for teachers' salaries for the subsequent year will be provided to the Parents' Advisory Committee. The Parents' Advisory Committee must review and approve the teachers' salaries by majority vote for the following year.
- d) A Contingency Fund will be maintained on an ongoing basis with sufficient funds to cover all fixed obligations including but not necessarily limited to one month's salaries, rent, Revenue Canada requirements and any expenses incurred but not paid. The Contingency Fund is intended to cover only expenses of a non-recurring and extraordinary nature that would not otherwise be covered by the operating budget or fundraising money. The Parents' Advisory Committee will have the authority to approve Contingency Fund expenditures by way of majority vote. If a withdrawal is made from the Contingency Fund, additional money will be deposited to the fund as soon as possible to ensure it maintains a minimum level as calculated above. This money will be made as required, first from fundraising money. Secondly from the operating funds and thirdly from the following year's fees.

8. Records and Administration

- a) It is the responsibility of the Chairperson, to the best of his/her ability, to see that the records of Glenbrook Community Preschool are maintained in such a way as to comply with the *Child Care Licensing Act* (Alberta) and the Day Care Regulations promulgated thereunder.

9. Amendments to Policies and Procedures

- a) The Parents' Advisory Committee may by majority vote, make Amendments to these Policies and Procedures. Any amendment must be submitted to a meeting of the Parents' Advisory Committee for initial review. Amendments must also be posted for a period starting from within one week of the date of the meeting of the Parents' Advisory Committee. Any comments regarding the amendments must be submitted in writing to the Chairperson during that time period. Amendments will be approved by majority vote at the Parents' Advisory Committee meeting subsequent to the Parents' Advisory Committee meeting when amendments were first considered.
- b) Any amendment made to these Policies and Procedures is effective from the date of the meeting of the Parents' Advisory Committee approving the amendment.
- c) Any amendment made to these Policies and Procedures must be presented to the Glenbrook Community Association for review.

APPROVED by the Parents' Advisory Committee of Glenbrook Community Preschool
as evidenced by the signature of the Secretary effective, _____, 2009

Secretary

Exhibit I

CONSENT TO MEDICAL TREATMENT

Please read the following carefully before signing

It is the policy of Glenbrook Community Preschool to first contact parents, or if unable after a reasonable effort to contact the parents, then an alternate contact designated by parents on this form, to authorize medical treatment **in the event of an emergency**. It is also the policy of Glenbrook Community Preschool to transport children in need of immediate professional medical care by way of ambulance to an appropriate medical facility. Therefore Glenbrook Community Preschool requests that parents sign the following consent to medical treatment for use in an emergency in the event that the child's parent(s), or others designated by the parents, cannot be contacted:

I _____, parent/guardian of _____, born on _____, authorize Glenbrook Community Preschool to secure such medical advice and services in my absence as is deemed necessary for the health and safety of my child. I shall be financially responsible for such advice and services.

Alberta Health Care #: _____

Alternate Contact: _____

Dated at Calgary, Alberta: _____

Signed: _____

Witnessed: _____

RELEASE, WAIVER OF CLAIM AND ASSUMPTION OF RISK

I waive any claim I may have against Glenbrook Community Preschool, its employees and volunteers arising from my child's participation in Glenbrook Community Preschool and agree to indemnify and save harmless Glenbrook Community Preschool, its employees and volunteers for any claim whatsoever, including any claim for medical services, arising from my child's participation in Glenbrook Community Preschool.

I freely and voluntarily assume any risks and hazards inherent and as a result of my child's participation in Glenbrook Community Preschool.

This Release, Waiver of Claim and Assumption for Risk is binding on myself, my heirs, my executors and administrators, personal representatives and assigns.

Dated at Calgary, Alberta: _____

Signed: _____

Witnessed: _____

Exhibit II

MEDICATION RELEASE

WHEREAS _____ is registered as a student at
Glenbrook Community Preschool;

AND WHEREAS _____ suffers from
_____;

AND WHEREAS _____'s condition can be treated in an
emergency by the administration of the medication known as
_____;

AND WHEREAS we/I _____ and _____,
the parent(s)/legal guardian(s) of _____,
have requested the assistance of Glenbrook Community Preschool's staff and/or volunteers in
the administration of medication in emergency circumstances to
_____;

NOW THEREFORE, in consideration of Glenbrook Community Preschool's staff and/or
volunteers assisting us in the matter, we the parent(s)/legal guardian(s) release Glenbrook
Community Preschool, its servants, employees and agents from and against all claims, suits,
demands and actions whatsoever taken now or in the future which may arise by reason of the
administration of the required medication to _____.

Dated at Calgary, Alberta: _____

Signed: _____

Witnessed: _____

Exhibit III

Glenbrook Community Preschool
4725 33 Avenue S.W.
Calgary, Alberta T3E 3V1

DATE:

ADDRESS:

Dear _____

To date, we have not received the following from you:

(SELECT APPROPRIATE ITEMS)

1. tuition cheques dated _____ of the current preschool year to next May 1
2. the Glenbrook Community Association membership fee
3. the non-refundable fee for classroom clean-up
4. the non-refundable registration fee

Please forward \$_____ to the Treasurer of Glenbrook Community Preschool on or before _____.

Please note that according to the Policies and Procedures of Glenbrook Community Preschool, if the **foregoing is not received by the first day** of _____, you may be asked to **withdraw your child** from Glenbrook Community Preschool.

If you have any questions or concerns, please call the undersigned at _____.

Yours truly,

Treasurer, Glenbrook Community Preschool

Exhibit IV

Glenbrook Community Preschool
4725 33 Avenue S.W.
Calgary, Alberta T3E 3V1

DATE:

ADDRESS:

Dear _____

Further to our recent conversation, enclosed is your cheque, dated _____,
which was returned to us for non-sufficient funds. Please forward \$ _____
plus a service charge of \$ _____ for a total of \$ _____ to the
Treasurer of Glenbrook Community Preschool.

If you have any questions or concerns, please call the undersigned at
_____.

Yours truly,

Treasurer, Glenbrook Community Preschool

Exhibit V

Glenbrook Community Preschool
4725 33 Avenue S.W.
Calgary, Alberta T3E 3V1

DATE:

ADDRESS:

Dear _____

****WITHDRAWL NOTICE****

Further to our letter dated _____, you are hereby notified that your child must be withdrawn from Glenbrook Community Preschool within five school days from the date of this letter unless cash payment for all amounts due, \$_____, is received immediately by the Treasurer of Glenbrook Community Preschool.

If you have any questions or concerns, please call the undersigned at _____.

Yours truly,

Treasurer, Glenbrook Community Preschool

CC: Chairperson, Glenbrook Community Preschool

Exhibit VI

GLENBROOKCOMMUNITY PRESCHOOL REQUEST FOR FINANCIAL ASSISTANCE

All information contained in this document is confidential and will be reviewed only by the Chairperson, Treasurer and Classroom Teacher.

NAME: _____

ADDRESS: _____

TELEPHONE: _____

DEPENDENTS:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Amount of assistance requested: \$ _____

Please indicate your need for financial assistance based on:

Employment Status: _____

Family Income: _____
