

Rosewood Co-operative Preschool

Guide Book



In Wildwood Elementary School
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<https://rosewoodpreschool.webs.com>

Our Mission Statement

“At Rosewood Co-operative Preschool we believe children play to learn and learn to play. Our carefully planned programs gently introduce your child to social and educational concepts essential for the transition to Kindergarten.”

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1. Orientation

1.1 Welcome and Thank you!

Thank you for choosing Rosewood Co-operative Preschool and welcome to one of the oldest and most well established preschools in Saskatoon! Our preschool was founded in 1972 under the name College Park Cooperative Preschool. The founders were a group of parents wishing to create an environment in which their children could explore their world guided by a teacher specializing in preschool education. Most of all, they wanted to create an environment in which they could share in the excitement of their children's discoveries.

Please keep this Guidebook handy throughout your child's preschool year. It will answer many of the questions you might have about our school, what you can expect, what is required of you as a member of a co-operative, and what our policies and procedures are. If you have any further questions or concerns, please don't hesitate to ask your child's teacher or the Board of Directors.

In order to save on printing costs and trees, we also encourage you to keep the Guidebook for future reference if you expect to enroll younger children in the preschool at a later date.

Once again, thank you for choosing Rosewood Co-operative Preschool!
Have a great year!

Sincerely,
The Board of Directors

1.2 Registration Requirements

At Rosewood Co-operative Preschool we require that students must be three years old and potty trained to attend. This means that children must have the full ability to be in the washroom alone. Potty accidents happen, however after three potty accidents you may be requested to withdraw your child on the grounds that they are not fully potty trained. Proof of age (birth certificate, passport or health card) will be required at the mandatory Annual General Meeting.

Registration forms are made available in February to parents of those children already enrolled who wish to take advantage of pre-registration privileges for a session the following year. Completed forms and cheques must be returned to the registrar by the end of February. These children will be registered on a “first come, first placed” basis in their preferred session on receipt of the completed forms and fees.

1.3 School Year

The preschool year follows the Saskatoon Public School schedule. All statutory and school holidays are observed. A schedule will be provided to you at orientation and is available on the website. Please inform the teacher and the Vice-President if you plan to be away for a week or more during other times of the school year.

1.4 Helping your child adjust

Children react to their first preschool experience in many different ways. Some embrace it enthusiastically. Others, especially first-borns and only children, may be more hesitant or downright noisy in their reluctance! Please don't be concerned if your child is a member of the latter group!! Feel free to stay with your child as long as necessary during the orientation period and be assured that the teacher has had *lots* of experience in helping children happily adjust!

Students with English as an additional language may need extra family support in the classroom to help them follow directions and participate in daily activities. Please communicate with the teacher if additional support is needed, we want all of our students to have a good time and feel welcome.

1.5 Snacks

Parents are responsible for sending a healthy, nut free snack for their child to enjoy at snack time. Examples: fresh fruit, carrots, cheese & crackers.

Rosewood Co-operative Preschool is a nut-free school; please read all labels and check to make sure all items sent with your child are nut-free. Please advise your teacher of any allergies your child has and we will try our best to make the preschool safe for everyone. **Please refrain from sending candies, sugary drinks and gum in the snacks as they can become a distraction later during class.**

1.6 Clothing

Please send your child to school in washable, durable clothes. For safety and to reduce noise levels, all children *must* be in running shoes. One pair of non-marking runners, preferably with Velcro fasteners so that the child can put them on and off themselves, should be left at the school. We ask that all children have a backpack that they can carry by themselves on field trips and large enough to carry extra clothing in case of accidents. Be aware that we will be using glitter, paint, glue and other 'messy' items in our learning activities. It is also a good idea to label all outerwear with your child's name but please do so on the inside where it can't be seen by strangers.

Please dress your children in play clothes suitable for the weather/season. In summer this means sunscreen and a hat. In winter, it means snowsuit, boots, toque, mitts and scarf. To be on the safe side, assume the children will play outside. Don't forget, if you are the assisting parent and the children go outside, you will be expected to go too. Dress appropriately!

Outdoor shoes/boots are kept in the junior boot room on the marked shelves.

1.7 Quiet Please!

We must keep quiet in the junior boot room and in all hallways. We may wait for the children in the hallway outside their room, but we must be quiet. Please remind your preschooler and your younger children that other students are working!

1.8 Happy Birthday!!!

Help us make your child's birthday a special day at school! When it is your child's birthday, or the day on which you would like us to celebrate it, you are invited to bring a small nut-free birthday snack for each child in the class and stay at school with your child. If you would like this to be one of your helper days, please communicate with the session scheduler as soon as possible.

2. Dropping off and picking up

2.1 Parking

When dropping off and picking up your child from preschool, please *do not* park between the No Parking signs in front of the school. This is a parking violation and you may be ticketed.



2.2 Class Times

Class drop off is between 9:00 am - 9:15am. Do not drop off your child prior to 9:00 am. Class begins at 9:15 am sharp and ends at 11:30 am sharp. Please be prompt in bringing your child to school and picking them up at the end of class. Teachers and volunteers have commitments outside of the preschool that they need to get to. Please call the class to inform the teacher if this is going to be a problem. If being late for drop off and/or pick-up becomes a habit, a fee of \$20.00/per 10 minutes late will be charged to the parents.

2.3 Car Pools

All children are to be accompanied into and from the preschool classroom by a responsible adult. Please arrange car pools yourselves and ensure you have adequate third party liability insurance. Please be aware that if you join a car pool, you are responsible for helping all the children in your care to remove coats, and boots, and to put on running shoes. *Please inform the teacher if someone other*

than yourself will be picking up your child, especially if there are any special custody arrangements pertaining to your child!

3. Health and Safety

Our teacher maintains current CPR and First Aid certification. Our teacher also provides us with a criminal background check every two years. There are laws requiring school employees to report suspected abuse, neglect or child exploitation to appropriate authorities.

3.1 Communicable Diseases

Our policy on communicable disease control is similar to that followed in the school system. You will be required to inform the teacher of any communicable disease! A notice of the disease will be posted at the preschool. If there are known cases of German Measles, expectant mothers in their first trimester will be advised to stay away from the school.

Non-admittance: Your child will not be allowed to attend preschool if he/she exhibits symptoms for exclusion (see below). If your child is unable to participate in the normal activities of the daily preschool schedule, then your child must stay at home.

Symptoms for Exclusion:

1. Fever of 38.9 degrees Celsius (102 degrees F) or higher
2. Severe coughing
3. Diarrhea
4. Vomiting on 2 or more occasions within the past 24-hour time period
5. Skin rashes lasting more than one day that do not have a doctors note of explanation stating they are not contagious.
6. Eye discharge
7. Yellowish eyes or skin (jaundice)
8. Lice or scabies
9. Too tired or ill to participate
10. Severe pain or discomfort
11. Difficult or rapid breathing
12. Children suspected of being contagious (chicken pox, measles, etc.)
13. Colds including yellow/green nasal discharge and/or prolonged cough.

14. Sore throat

*Parents may be called by the teacher if your child needs to be picked up.

3.2 Allergies

If your child has an allergy, please report it to the teacher and the Board of Directors. Bring a picture of your child to be posted in the classroom, so that assisting parents are also aware of the specifics. Notices will be posted at the school, on your schedule and in the newsletter. Please watch for these bulletins and refrain from sending potentially dangerous food to school. Since the school is nut-free, the preschool also observes this rule. Please do not send anything containing nuts to the school even if no known allergies are reported.

Rosewood Co-operative Preschool recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances. "In Canada, the nine priority food allergens to trigger an anaphylactic reaction are peanut and peanut by-products, such as peanut oil and peanut butter, tree nuts, sesame seeds, milk, eggs, seafood, wheat, soy and sulphites (a food additive)" (Source: Canadian Food Inspection Agency website-www.inspection.gc.ca). Tree nuts are defined as walnuts, almonds, hazelnuts (filberts), brazil nuts, pecans, cashews, pistachio nuts, pine nuts (pignolias) and macadamia nuts. Non-food items such as latex and bee stings can also bring about a life-threatening reaction.

*The preschool does not purport to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic reaction. The preschool will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the cooperation and understanding of all members of the preschool, including the staff, children and parents. In all literature sent home to parents, we request that **NO PEANUT OR TREE NUT PRODUCTS ARE ALLOWED AT THE PRESCHOOL AT ANYTIME**. As with other policies of the preschool, staff, parents and children are expected to comply. The preschool will also notify parents and children of other potential allergies, depending on the children in your child's class.

3.3 Emergency Medical Information

Please ensure that you have filled out the medical consent form and that all emergency contact information is kept up to date.

If your child may require medication to be administered at the school, please discuss in great detail with the teacher.

3.4 Fire Drills

The preschool participates in regular fire drills with the elementary school. Please dress your children with the weather in mind.

3.5 Lock Downs

The preschool follows the public school system's policy on lock downs. All windows can be covered in an emergency, and the children are encouraged to have quiet time. We participate with the elementary school in regular drills. Whenever possible, a notice is sent home notifying the parents of the date of the drill. Some parents may choose to keep their children home that day, or attend class that day with their child. Please feel free to address any questions or concerns with the teacher or members of the Board.

3.6 Behaviour Management

A major component of preschool is the socialization aspect whereby students learn to follow directions and problem solve in a respectful manner. When a child is having a difficult time following directions, treating others with kindness and respect, treating materials with respect, developmentally appropriate intervention techniques will be used. Some of these techniques are:

-positive reinforcement, redirection of child, talking with the children, time-out (quiet time, removed from the situation).

Behaviour management is a teaching time. Children learn by example and need to be guided along in dealing with conflict resolution in a positive, developmentally appropriate manner. Please know that this is a common hurdle for many preschool aged children and it takes time and teamwork on the parts of the child, teacher and parents. However, there are times when a child needs to be removed from the situation temporarily.

It is important that everyone feels safe and happy at preschool. Occasionally we have children who have a hard time controlling their hands, so Rosewood Preschool has adopted a three strike policy with regards to pushing, hitting and other violent behaviour with the intent to hurt other children.

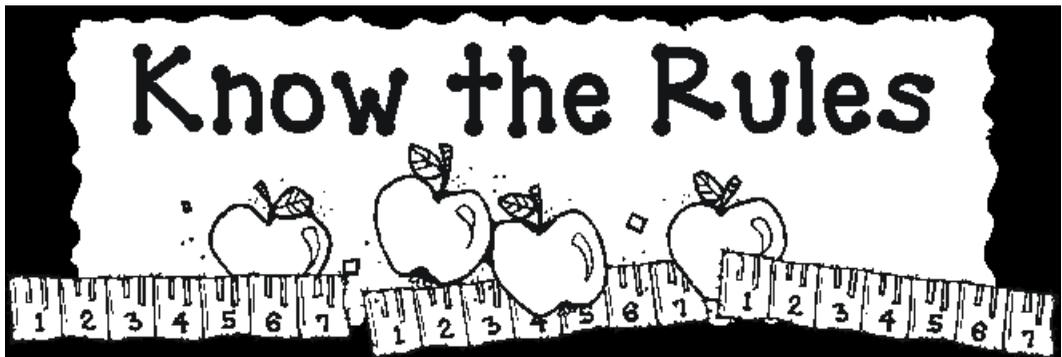
Strike one: The child is explained that the behaviour is inappropriate, and is given suggestions to modify their behaviour.

Strike two: A time-out no longer than 3-5 minutes in duration.

Strike three: The child is removed from the class by the parent helper to the hall or boot room and a call is made home, to have the guardian attend class with the child or take the child home.

Please note that other disruptive behaviour may require additional support from parents and for a period of time a child may only be allowed to attend school if a guardian can attend with them to help modify disruptive behaviour.

It is possible for the Board of Directors to ask for the removal of the child from school.



4. Your Co-operative Responsibilities

4.1 Parent Helper:

If our classroom size exceeds 10 kids, we do require a parent helper each class. As a cooperative, the parents take an active role in the classroom by assisting the teacher in carrying out the daily activities and are asked to stay behind an extra 10 minutes to ensure the children are dismissed safely and the room is clean for the next day.

A schedule will be posted on an ongoing basis indicating which days you will be assigned to attend. If you are unable to make your scheduled day, it is your responsibility to switch with another parent helper or send another person 18 years or older (such as another parent, grandparent). Please note: A \$50.00 cheque is mandatory at the beginning of the year and will be cashed if you do not attend your scheduled parent days.

Substitute List: We will be asking for parent volunteers to go on a 'Substitute List' in the event that our teacher is unable to attend a class. Anyone on the list must provide an up-to-date Criminal record check.



4.2 Seasonal and Year End Cleaning:

All parents are responsible for attending one clean-up/disinfection day per year. Watch for the dates in the newsletters and sign-up sheets in the classroom. A \$50.00 deposit cheque is due at the beginning of the year and will only be cashed at the end of the year should you fail to participate.

4.3 The Board of Directors

Rosewood Co-operative Preschool is run by parents of enrolled children. The Board of Directors is elected at the preschool's Annual General Meeting. The Board of Directors are to provide leadership for the preschool and the responsibilities of the Board of Directors include hiring and paying the teacher, setting and tracking the budget, administering the operation of the preschool, and

planning for and implementing policies and programs. Positions on the Board include:

President – Officially guides the Board by:

- Plans business agenda and chairs (conducts) all Cooperative General and Board meetings.
- Assigns duties and responsibilities to board members and committee members, and serves as ex-officio of all committees.
- Oversees all operations.
- Signing officer.
- Support and contact person for the teacher.
- Spokesperson for the organization.
- Coordinates with the Principal of the elementary school regarding policies, drills, and events.
- Exercises the right to vote in the case of a tie at a General and/or Board Meeting.
- Signs the Board and General Meeting Minutes (with the Secretary) after they have been adopted.
- Creates positive relationships with staff, Board members, General Membership, the School Community and Public School Board.
- Attends or delegates attendance of the PTA and SCC meetings for the elementary school.
- Past-President is to act in an advisory capacity to the new Board.

Vice-President:

- Performs all duties of President in his/her absence.
- Responsible for all publicity concerning the Preschool, i.e. within the community (books all advertising signs)
- Prepares parent assistant schedules.
- Records information regarding days when it is impossible for parents to assist and completes an emergency list of duty parents who could substitute for another at short notice.
- Develops a seasonal cleaning schedule

Treasurer:

- Controls all monies belonging to the Co-operative, disperses monies as approved by the Board and obtains receipts for all expenses.
- Keeps accurate records of all preschool financial transactions.

- Pays salaries and bills in accordance with by-laws.
- Maintains bank account for the preschool.
- Provides financial statements at both the General and Board Meetings.
- Prepares and presents annual budgets at the general meeting.
- Present at all registrations to collect and record fees.
- Sets up insurance and makes sure it is sufficient to cover preschool needs.
- Arranges for the annual audit.
- Prepares a yearly Financial Report which is audited by an auditor and forwards a copy of the Financial Report to Information Services in Regina after the Annual General Meeting along with completed co-operatives return.
- Prepares a Charity Return.
- Prepares T4 and T4 Summary.
- Prepares Record of Employment as necessary.

Secretary:

- Records all minutes of Board and General Meetings; Signs the Minutes once they have been adopted (with the President).
- Responsible for all correspondence relating to the preschool.
- Makes duplication of all information as requested and files it accordingly.

Registrar:

- Maintains and keeps up-to-date memberships and waiting lists.
- Makes sure all members are informed if registration has been accepted and given.
- Informs teacher, treasurer, and vice-president of any withdrawal or new registration.
- Obtains name, address and telephone number of each parent.
- Reviews and makes changes (with the President) the registration forms and make changes as necessary before the Open House.
- Advises any parent wishing to change sessions during the school year, first discussing this with the teacher.
- Prepares orientation packages (with the President).

Website Coordinator:

- Keeps the website updated.
- Posts information to Kijiji about Preschool Open House/Registration.

5. Money Matters

5.1 Fees and Deposit cheques

The registration fee is due at the time of registration; this holds your child's place. **Monthly fees are due in the form of post-dated cheques and the entire school year's fees must be handed in by the date of the AGM.** Due to the possibility that fees may change from year to year, the monthly fee can be found in your registration package, or you can speak with the Registrar or any member of the Board of Directors.

Any tuition fee cheques that are received late will be charged a \$25.00 late fee per month.

Two \$50.00 deposit cheques for clean up day and parent day is due by the AGM. Please date both \$50.00 cheques for June 2020. The cheques will be returned once your obligation has been fulfilled at the end of the school year.

5.2 Returned cheque policy

The preschool charges a \$15.00 administration fee for any cheque returned for any reason. Repayment to the preschool of the original amount plus \$15.00 fee must be made in cash or certified cheque within seven days of notification of the returned item. After a *second* returned item in a school year, all future monthly fees are to be paid by cash or certified cheque before the first of each month.

5.3 Withdrawal

The registrar must be notified in writing if you wish to withdraw your child. Please note that withdrawing your child will affect the fees and assisting days that you are responsible for. It is important that you notify the preschool a month *before* the child withdraws. For example:

- A) if notice is received on the first of the month, you are responsible for: one month's fees and all scheduled assisting days;
- B) if notice is received between the 2nd and 14th of the month, you are responsible for: the remainder of that month's fee and all scheduled assisting days;
- C) if notice is received between the 15th and 31st of the month, you are responsible for: the remainder of that month's fee plus the following month's fee and all scheduled assisting days.

The Board of Directors reserves the right to ask for withdrawal of your child if he or she is considered unsuitable or if the terms of the Membership Agreement are not being met.

5.4 Insurance

The preschool has insurance covering the children, assisting parents and the teacher in the event of accident or injury while in the school or on field trips with the school.

5.5 Fundraising

Fundraising allows Rosewood Co-operative Preschool to offer a wide variety of high calibre programs throughout the year. It also allows us to keep our fees competitive. However, we like to keep the number of fundraising events to a minimum. We cannot guarantee that we will run the same fundraising campaign every year, but there will always be some form of fundraising. If you have any suggestions please speak to the Fundraising coordinator or any member of the Board of Directors.

Parents will be required to participate in two fund raising campaigns each year; all others are voluntary. There is a buyout option for mandatory campaigns with specific information announced as the campaign rolls out. Please speak to the Fundraising coordinator or any member of the Board of Directors should you have any concerns. Part of the success of our school has been the generous participation of families in our fund raising campaigns.

One of the voluntary fundraising campaigns we offer is the Scholastics Book Program. Order forms are delivered into the children's boxes throughout the year. With Scholastics you are able to purchase books and other educational materials. With every purchase, the preschool gains Scholastics credits which the teacher is able to use to purchase learning materials, books, structures such as shelves, and other items for the classroom.

5.6 Donations

Donations of equipment are welcome but please check with the teacher before bringing anything to school. Charitable donations are also welcome and formal receipts will be issued.

6. Contact Information

Please use this page to keep track of important contact information for your child's class. It can be handy to have other parent's email or phone numbers in case you need to switch helper days; however, the preschool cannot be responsible for giving out parent's information, so, please speak directly to the other parents in your child's class. Contact information for Board Members is listed on all newsletters from the Board.

Classroom telephone:
(306) 850-3038

Preschool Website:
<https://rosewoodpreschool.webs.com>

Preschool e-mail:
rosewoodpreschool@gmail.com

Board Members:

President:

Email:

Phone:

Registrar:

Email:

Phone:

Vice-President:

Email:

Phone:

Website Coordinator:

Email:

Phone:

Secretary:

Email:

Phone:

Treasurer:

Email:

Phone:

7. Preschool Guidebook and Policy Acknowledgement

It is important that parents/guardians read and understand the guidebook and policies.

Please take special note of the changes in preschool policies as of 2019.

“I HAVE READ THE ROSEWOOD COOPERATIVE PRESCHOOL GUIDEBOOK AND POLICIES FOR THE 2019-2020 SCHOOL YEAR. I UNDERSTAND THE POLICIES AND PROCEDURES.”

Sign and Date

Please return this portion to the President of the Board of Directors.