

WINDSOR PARK PRESCHOOL
Parent Handbook

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INTRODUCTION

We thought it might be helpful to highlight some of the more important points that will be covered at the Parent Orientation Evening and in the Parent Pack that follows.

Please remember that Windsor Park Preschool is a **co-operative** preschool, and you as a parent are required to be actively involved through a number of different parent-volunteer opportunities. One of the opportunities for involvement occurs on Parent-duty Day where you are expected to attend on your assigned duty days, both to assist the Teacher during class and to stay for a short time afterwards to clean up. Parent-duty Days are scheduled by a parent volunteer on a rotational cycle, taking into consideration your schedule and availability. Each child will see their parent in the classroom with them about once every two months. If you cannot attend on your assigned day, it is your responsibility to trade with another parent. Please mark any trades on the posted Duty Roster so that Ms. Neudorf is aware of who should be present on each day.

Playtime in the playground is part of our program. The Duty Parent must go outside with the children and the Teacher until dismissal. Any remaining cleaning duties can be completed after the children have left for the day.

Please do not send a sick child to school. All children must be well enough to play outside. Please contact the school at (780) 439-0919 if your child is not going to attend. This is especially important on field trip days, where we may delay leaving because we are waiting for someone to arrive.

Children are required to have a pair of **clean indoor shoes** for wearing inside the school year-round. In case of accidents, each child keeps a bag full of clean clothes and socks at the school. Each day, your child should bring with them a lunch bag with a **snack** of wholesome food and a drink. Please make sure that your child has appropriate outdoor clothing, as we do try to get outside daily.

Finally, please keep in mind that a co-operative preschool is run by parent volunteers. **Please offer to help in any way you can!** Do not forget to sign your name to at least one of the items on the extra volunteer list that will be circulated at orientation. As the saying goes, “many hands make light work!”

Parents are always welcome to discuss any concerns or suggestions with the teacher or any member of the Executive Council. Communication will occur through an occasional newsletter, notices posted on the bulletin board, in your child’s mailbox, as well as by e-mail and on the school's website at www.windsorparkpreschool.com. Please check these locations frequently so that you are aware of the different activities going on within the school.

Most importantly, **HAVE A GREAT YEAR!**

PHILOSOPHY

“Early childhood education programs were never meant to produce geniuses, nor are they merely perfunctory. The aim of quality early childhood education is, and always was, the facilitation and enhancement of the child’s growth.”

- The Child and Society by David Elkind

At Windsor Park Preschool, the facilitation and enhancement of your child’s growth is achieved in a learning-through-play program. The school provides a stimulating environment where children can develop physical, social, emotional, intellectual and creative skill in a caring, loving atmosphere.

Your child will be given ample opportunity for physical development. They will learn how to use their body effectively. Balance beams, ride-on-toys, large balls and use of the outdoor Playground will help develop gross motor skills. Small balls, water and sand play, finger painting, play dough, threading beads, using pencils, crayons and brushes will help with their fine motor skills. Other physical activities will include moving to music and singing games. All these activities enhance and facilitate the child’s physical growth and coordination.

The program will enable your child to grow socially. Preschool will broaden their horizons. They will learn to communicate with and respond to adults and children outside their immediate family circle. They will learn to share, to wait their turn, to become self-reliant and to become considerate of others. There will be times to work cooperatively as a group and times to demonstrate independence and work alone. Your child will be encouraged to be responsible for their own belongings and to play their part in maintaining a tidy classroom.

It is appreciated that each child comes to school at different stages of development. Differences are understood and accounted for. We are aware that, for some children, separation from Parents and a secure home environment is not always an easy task. We would, therefore, encourage a parent to stay with an unhappy or fearful child until the child feels confident and relaxed in their new surroundings. We recommend not pushing your preschooler until they are ready to cope. It adds to self-esteem when they overcome their fears and settle in a new environment. A shy child will learn to make new friends; a boisterous child will learn a little self-control. The playhouse and dress-up corner provide an opportunity for self-expression and for playing out fears and fantasies. Our aim is to have fun together, and an atmosphere of enjoyment discourages unacceptable behavior.

The classroom caters to the needs of children between the ages of three and five and provides every opportunity for intellectual growth. Language skills are developed as the children communicate with one another, with the teacher, and helping parent. Re-telling stories, learning rhymes, songs, and finger-plays, while a source of pleasure, require concentration and retentive memory. Listening skills are developed at story time and by playing a wide variety of music. Your child’s thirst for knowledge of the world in which they live is satisfied by visits

outside the school - the farm, the nature center, the zoo, safety city, the bakery, etc. Simple science experiments are carried out where we look at how seeds grow. The sand and water tables provide opportunities for the children's own experiments. We learn about the weather and seasons, and celebrate festivals throughout the year. A varied supply of drawing and painting equipment encourages creative skills. Games and toys that facilitate learning of basic math concepts are freely available for child use. There are books for children to browse through and puzzles to challenge each child, whatever their stage of development.

As a co-operative nursery school, we appreciate the involvement of parents in the education of their preschool children. Parents are a great resource. Any special skills, interests, or talents you could offer to enrich the program are most welcome.

DISCIPLINE POLICY

Establish good rapport with the children - they really want to please. Be positive and try to bring out the best in them. Be firm but fair. Set standards of behavior and be consistent. Establish boundaries of acceptable behavior but give complete freedom within those boundaries. Let children know what these standards are. Have few rules but make sure the few are kept, give children reasons for these rules and they will respond.

- No screaming, chasing, or throwing in the classroom.
- No destructive or disruptive behavior.
- Kitchen and closets are out of bounds.
- We all sit down and eat our snack together.
- We **never** leave the building without an adult.

Encourage consideration for others. Encourage tidiness like hanging up clothes and clearing away toys so they do not get lost, broken, or present a hazard for tripping over. Let the children sort out problems of sharing, taking turns, etc. and only intervene when necessary.

Where possible, avoid situations that lead to confrontation. Stop activities that appear to be leading to out-of-bounds behavior, and steer them into constructive play. If a fight or argument does break out over a toy, remove the source of conflict until both sides have calmed down. They either both forget about it and find something else to play with or agree to take turns (that way they both win!).

In some situations it may be necessary to remove the child, lead them gently by the hand to another room and tell them quietly but firmly that their behavior will not be tolerated. No threats – no shouting. The adult remains calm, and the child takes another step towards self-discipline: our ultimate goal. If a child's behavior becomes so disruptive that it interferes with the well-being and happiness of other children, then discussion with the parents takes place and mutual efforts are made to solve the problem. If, in the opinion of the teacher, the problem is not resolving itself, the child will be required to withdraw from the program.

Any disciplinary action taken must be reasonable in the circumstance. Under no circumstances is the teacher or any parent/guardian helper to inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

OFF-SITE ACTIVITIES and EMERGENCY EVACUATION

Parents will be advised of any off-site activity (field trips) by a newsletter. The letter will explain transportation and supervision requirements and it will include a consent form that is to be signed and returned to the teacher prior to the activity. The teacher must take along the portable records in respect of each child to off-site activities and during emergency evacuations.

ACCIDENT OR ILLNESS

In the case of an accident or serious illness involving a child, the teacher and/or the parent/guardian volunteer will immediately ensure that the child receives medical attention as necessary and call 911, if needed. The child's parents will be contacted immediately at the phone numbers they have provided. The school will keep records of any accidents or illnesses that occur in a binder. The teacher and the Executive Council will review and track the occurrences of accidents and illnesses monthly. If any trends are observed, actions will be taken to address the situation.

INCIDENT REPORTING

Any incident that may seriously affect the health or safety of a child occurring while the child is attending our program must be reported immediately to Child Services regional Child Care office. This may include but is not limited to any of the following: emergency evacuation, unexpected program closure, an intruder on school premises, an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight, an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight, the death of a child, an unexpected absence of a child from the program (ie: lost child), a child removed from the program by a non-custodial parent or guardian, an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer, the commission by a child of an offence under an Act of Canada or Alberta, and/or a child left on the premises outside of the programs operating hours. All incidences will be analyzed monthly and there will also be an annual analysis done and a report using the prescribed form will be submitted to the regional Child Care office. Through these reports, our program will track and analyze accidents, identifying trends and issues. Any incidences that show a trend will be discussed and a plan will be made to address the situation.

POTENTIAL HEALTH RISK

If the teacher knows or has reason to believe a child is exhibiting the signs or symptoms of illness, she will ensure the child's parent arranges for the immediate removal of the child from the program premises. If a child is ill and requires greater care and attention than can be provided without compromising the care of the other children in the program and/or a child is observed to be lethargic, is too sick to participate in the program, has a fever confirmed by taking their temperature, has diarrhea, is vomiting, has or develops an unexplained rash, or cough the teacher will contact the parent/guardian of the child to arrange for immediate removal of the child from program premises. The child may only return to school when symptom free for at least 24 hours or a parent provides a physician's note. The teacher will also notify the Regional Licensing Officer and the school's Parent President of the illness using the Incident/Illness report. If needed, steps will be taken according to the directives of the health authority regarding notification of parents by phone, cleaning, and quarantine. To document the circumstances and actions taken for children who become ill at the school, the following will be recorded:

- 1) Name of child
- 2) Date child was observed to be ill
- 3) Name of staff member who identified the child was ill
- 4) Time the parent was initially contacted
- 5) Name of the staff member who contacted the parent
- 6) Time the child was removed from the program
- 7) The date the child returned to the program

If a parent fails to arrange for the immediate removal of an ill child, the child will be kept in the entryway of the school as far away as practical from the other children, and the teacher will monitor the child until the parent arrives.

Parents will be informed of the management of children who are ill policies at an orientation meeting as well as they will receive a copy of this document.

SUPERVISED CARE OF SICK CHILDREN

Parents are requested NOT TO SEND THEIR CHILDREN TO SCHOOL WHEN ILL. All children should be well enough to play outside. In particular, **children with fevers and/or coughs, vomiting, diarrhea, or an unexplained rash should stay home.** If a child at school appears ill, the parent will be contacted at the discretion of the teacher and helping parent. A sick child will be kept as far away as is practical from the other children at the school and supervised by the teacher and monitored for any changes by the teacher until the parent arrives and removes

the child. The school should be notified should a child be unable to attend for whatever reason. Call (780) 439-0919.

ADMINISTRATION OF MEDICINE

We do not administer any medication in the preschool program unless it is for an emergency. The teacher may administer medication required for emergency purposes only (such as allergy attacks or asthma) but only with the written consent of the child's parent. You will need to provide the school with a supply of the emergency medication that will be kept in the emergency backpack. The medication must be in the original labeled container and will only be administered according to the labeled directions. The medication will be stored in the emergency backpack and kept where it is inaccessible to the children. If your child requires emergency medications for allergies, you will need to complete the Anaphylaxis Emergency Plan form with your child's photo as well as the Medication Administration form. When any medication is administered the name of the medication, the time of administration, the amount administered and the initials of the person who administered the medication will be recorded on the Individual Record of Medication Administration form.

HEALTH CARE

The teacher will administer first aid for minor injuries, and a first aid kit will always be accessible on the premises. In the event a student requires more than minor first aid attention 911 will be called and the student's parent/guardian will be contacted immediately. Consent for the teacher to provide first aid care for each child is required – there is a form attached to this program plan that must be signed by a parent.

SMOKING

Windsor Park Preschool is a non-smoking program and no staff member or volunteer will smoke on the premises or during program hours in view of the children. The building in which the program is run is non-smoking and no one may smoke on the premises.

SNACKS and NUTRITION

Children should bring their own NUT FREE, SEED FREE snack each day. The snack should be packed in its own container (bag, box, pouch, etc.) so that it can be placed in the designated snack area at the start of each day. Please pack healthy, wholesome foods and drinks for your child. A fridge is on site. Please try to make your child's snack storage as easy as possible for the teacher and the helping parent. Snack time will occur at approximately 10:30 AM.

Prohibited Foods:

Nuts and Seeds, snacks made with toothpicks or skewers, **peanuts or peanut butter are not to be used under any circumstances.**

ADMINISTRATIVE AND RECORD KEEPING

Children's Records

Windsor Park Preschool will keep the following records visible and available for inspection on the premises for two years containing the following information for each child:

- 1) Child's registration/enrolment forms
- 2) Child's name, date of birth, home address, and telephone number
- 3) Parent's name, home address, and telephone number
- 4) Name, address, and telephone number of Emergency Contact (other than parents)
- 5) Relevant health care information (allergies, medication, special needs, etc.) and consent of the parent to administer any emergency medications
- 6) Child's immunization status (up-to-date or not)

Administrative Records

Windsor Park Preschool will keep on-site for two years and have available for inspection at all times the following administrative records:

- 1) Attendance records including arrival and departure times
- 2) Teacher's certification, criminal record check report, and current First Aid/CPR certificates
- 3) School's license
- 4) Most current Pre-School Program Inspection Report

Portable Records

A portable record of emergency information will be maintained. It will include the following for each child:

- 1) Child's name, date of birth, home address, and telephone number
- 2) Parent's name, home address, and telephone number
- 3) Name, address, and telephone number of Emergency Contact (other than parents)

Also, a list of emergency phone numbers for police, ambulance, poison control, and other related emergency contacts will be kept in the portable records.

Emergency Procedures

An emergency evacuation procedure has been developed for the program. Students participate in fire/emergency evacuation drills once a month, and an Emergency Plan is posted in the school for staff reference. Parent/guardian volunteers are informed of the emergency/evacuation procedures at the orientation meeting and a practice of emergency procedures will be done with the parents.

SUPERVISION POLICY & PRACTICES

Parents are informed of the following supervision policies by receiving the Parent Handbook to Read. Parents are also required to attend an orientation meeting at the start of the school year where these policies are reviewed.

To promote child safety you must inform the teacher when you bring your child to school. You must sign in your child on the attendance sheet provided. Also, when picking up your child you must inform the teacher you are taking your child home and sign them out on the attendance sheet. If you have arranged for someone else to pick up your child, the teacher must be made aware of this. If the alternate person is unknown to the teacher they will be required to show identification.

When a field trip is held, it is the parent's responsibility to bring or arrange for their child's transportation to the field trip site. Children must be signed in upon arrival and signed out on departure with the teacher at the field trip site. If your child is not going to be attending, you must inform the teacher. It is required that supervision ratios for children are met on field trips and, therefore, a minimum of four parents as well as the teacher must be present on each field trip.

The school's indoor physical space is an open area where the teacher continually circulates to ensure the supervision and safety of the children and parent/guardian volunteer. The teacher must be present at all times, parent/guardian volunteers are never left alone with the children on the premises.

Outside play is an important part of the school's program. The teacher along with the parent/guardian volunteer accompanies the children outside and provides continual supervision of the children's play and behavior. Please be aware the children are restricted to the playground designated for their age group and are not allowed to play over on the larger playground structure.

To ensure the full supervision and safety of the students, siblings must NOT accompany the helper parent/guardian on their duty day. The parent/guardian volunteers are NOT to assist any

children other than their own with toilet use. The teacher will assist the children with toilet use, if required. However the parent/guardian volunteer can help the children with hand washing. Our program meets supervision requirements for adult to children ratios. At all times our teacher and a parent volunteer will be with the children. In our 3-year-old program, the maximum number of children is 12 and in our 4-year-old program we have a maximum number of 14 children.

Our teacher is fully certified with a Bachelor of Education and has a specialization in Early Childhood Education. She also has a Level 2 Daycare Certificate. It is the responsibility of the teacher for developing the specifics of the program and its contents to ensure the children's developmental needs are met. The teacher also directs the parent volunteers on the daily activities for the children.

PARENT RESPONSIBILITIES

General

Parents are encouraged to stay at the school anytime and to participate in the program. Parents who have any skills or interests that could contribute to the program are most welcome to share them, and are asked to consult with the teacher.

Parents must bring their child into the building by the northeast door and help to remove their outer clothing. Parents must remain with their child until the session begins. Parents may be asked to help with equipment maintenance from time to time (washing paint shirts, toys etc.)

Parent-duty Day

Parents take turns assisting during school sessions (ie. Parent-duty Days). **Our licensing requires that one adult be present with the teacher at all times during the school day.** All parents **must attend their duty days** or provide a substitute, preferably by trading days with another parent. Duty rosters are circulated to parents via e-mail and copies are also kept posted at the school. Any changes should be noted on the school roster so that the teacher is aware of who will be on duty on any given day.

It is entirely **the responsibility of the parent on duty** to find a substitute if she/he becomes ill or is unable to attend. All changes must be noted on the duty roster. To ensure the full supervision and safety of the students, siblings must **not** accompany the helping parent/guardian on their duty day. Exceptions are another child already registered full-time in the program.

- Make sure there is enough toilet paper, paper towels, and soap in the bathroom. Supplies are kept in the cupboard in the men's bathroom, for which the teacher has the key.

- Help the teacher to get supplies and toys out.
- Cut paper, mix paints, or whatever the teacher requires for the beginning of the class.
- When time permits, go through art supplies and throw out broken/dried-out felt pens, crayons, empty glue sticks, etc.
- Throw out, repair, or set aside with note any toys or objects that are in disrepair, broken or incomplete.
- Make note of any needed supplies on supply list on kitchen door.

Outside play is a part of the school's program, so the helping parent must accompany the class outside. Cleaning duties can be completed after dismissal, unless other parents are there to assist the teacher with outdoor supervision.

The teacher and helping parent is responsible for the children after class until the parents come to collect their child. The helping parent must stay until **all** the children have been picked up. If a child has not been picked up 15 minutes after the end of class, the teacher will phone the child's parent.

UNDER NO CIRCUMSTANCES IS A CHILD TO BE COLLECTED BY A STRANGER, A TAXI DRIVER, OR ANYONE UNKNOWN TO THE PLAYSCHOOL UNLESS THE PARENTS HAVE MADE ARRANGEMENTS BEFOREHAND. IF IN DOUBT, PHONE THE PARENT. NOTIFICATION MUST BE GIVEN TO THE TEACHER IN ADVANCE IF OTHER ARRANGEMENTS HAVE BEEN MADE.

Make sure all the doors are locked before leaving the playschool.

3-YEAR-OLD and 4-YEAR-OLD DUTY PARENT ROUTINE

The most important duty is to help supervise the children and assist the teacher with instruction and crafts. Duty parents also need to tidy and clean the playschool. The following is a guideline to help your morning run smoothly.

9:00 AM – CRAFT TIME

- Help the children complete their crafts – make sure names are on all crafts
- Check the answering machine for attendance purposes
- **There should be one adult present in each of the two main areas at the school.**
- If Miss Neudorf is in craft area, the duty parent should be in the large play area.

9:45 AM – CRAFT CLEAN-UP

- Everybody should be done crafts by now. Clean table and put away craft supplies.
- Make sure front door is locked

10:20 AM – SHOW AND SHARE

- Set out snacks on table
- Help students wash hands before eating
- Help students with snacks
- Cover sand table & empty water table (clean items inside)

10:45 – STORY/CIRCLE TIME

- Sweep and mop the floors
- Tidy all the tables (play-dough, writing centre, etc.) and wash all the table surfaces with disinfecting spray
- Wipe down chairs with disinfecting spray
- Bathroom surfaces need to be washed and disinfected (including toilet and mirror)
- Empty bathroom garbage & replenish supplies (teacher has janitor supply closet key)
- Vacuum small carpet
- Empty vacuum and shake out filter (do this outside)
- Clean paint easel & brushes and throw out disposable paint cups
- Used cloths should be put in laundry bag

11:00 AM – OUTDOOR TIME

- Help get children ready for outside play by assisting with putting on outerwear
- Assist in playground supervision, if there are no other adults present
- Pull in storage units, toys, climbing equipment, block trolley

Cleaning Bee

Parents will be required to participate in one of four scheduled cleaning bees for each registered child during the year. A cleaning bee roster will be circulated to that effect. Parents are required to submit a post-dated cheque to assure attendance at a cleaning bee. If you attend, the cheque is returned to you at the end of the year. If you are unable to attend your cleaning bee day, please trade with another parent or provide a replacement (cleaner). Should you not attend or provide an alternate cleaner, your cheque will be cashed and not returned.

BYLAWS

A. OPERATION

The preschool will operate for three-year-olds on Tuesday and Thursday mornings from 9:00 am until 11:30 am. The four-year-old class will operate on Monday, Wednesday, and Friday mornings from 8:45 am until 11:45 am.

B. FEES

Fees are set each year by the Executive Council. Payment should be made by post-dated cheques as per the three payment options outlined in the fee schedules. The Registration fee is **non-refundable** as it is part of registration confirmation. No exceptions will be made. **A complete cheque package as outlined in the fee schedule should be included with the child's application** and given in person to the school. Registration will not be guaranteed without a complete and accurate cheque package.

Early Withdrawal

A child's first four weeks are considered a period of adjustment. If a student is withdrawn prior to September 30th, all funds will be returned with the exception of the registration fee.

Late Withdrawal

Parents who withdraw their child for whatever reason after September 30th will be required to give **one month's written notice**. For withdrawals after September 30th, two months of tuition will be forfeited, in addition to time in attendance.

Other

There is no reduction or cancellation of fees for holidays or absences from the school.

C. SICKNESS

Parents are requested NOT TO SEND THEIR CHILDREN TO SCHOOL WHEN THE CHILD IS ILL. All children should be well enough to play outside. **In particular, children with fevers and/or coughs, diarrhea or unexplained rash should stay home.** If a child at school appears ill, the parent will be contacted at the discretion of the teacher and helping parent. **The school should be notified** should a child be unable to attend for whatever reason. Call (780) 439-0919.

D. CLOTHING

Your child's outer clothing should be identified to aid the teacher and helping parent and to prevent loss or misplacement. Initials instead of full names are recommended. For health and safety reasons, your child should have a dedicated, inside pair of shoes for wearing strictly in the school. During the fall and spring there will be designated days for biking. Please send your child's helmet if you wish to participate. There are also sledding days in the winter.

E. TOYS

Children **should not** bring any personal treasures, toys, costumes, or jewelry to school. There will be special days, such as turns at show and share, set aside for bringing and sharing such things with the class.

F. PARKING

The Windsor Park School Council has enforced a strict parking lot/driveway restriction for the safety of all students. **The school driveway and parking lot are closed** for use as a pickup and drop-off area. A 30-minute parking zone has been established on 119th Street (west of the playground). Children can be dropped off and picked up on either 119th Street or 118th Street. Exceptions are for the teacher, the helping parent, and practicum students, who may park in the community league stalls. Parents may park in front of the preschool if it is your Parent-duty Day or if you are picking-up/dropping-off a heavy load (**this does not include drop-off of your child(ren)**).

DUTIES OF EXECUTIVE COUNCIL MEMBERS

PRESIDENT

1. Assist the Registrar.
2. The president will reapply for the school's license and deal with all communication regarding licensing.
3. If the teacher's performance during the year was satisfactory, the outgoing President reappoints the teacher for the coming session, in writing, and receives her written acceptance. If a new teacher is required, the outgoing President advertises the position and carries responsibility for the selection until the incoming President appoints the new teacher and receives her written acceptance.
4. Decide on when to call meetings and preside over those meetings of the executive and general membership.
5. Sees that the decisions of the members are carried out between meetings.
6. Is the liaison between the teacher and parents and other executive members.
7. Is the liaison with the Community League Executive committee for the Preschool and with the building manager of same, or is responsible for appointing a liaison.
8. Sees that the parents or guardians are notified of infectious diseases within the school.
9. Arranges for equipment repair and notifies the Community League Executive in the event of any building problems.
10. Appoints new school executive committees at the request of individual members, the Community League, or the teacher.
11. Hands over the President's file to the incoming President and gives her instruction on her duties at the end of the current session.

VICE-PRESIDENT

1. Assists the President in the activities necessary for smooth operating of the school.
2. In the event the President is unable to complete his/her duties, the Vice-President will assume the President's role.
3. The Vice-President will represent the class which the President does not have a child enrolled in and liaise between the two parties.
4. Assists in the completion of occasional newsletters and any communication between the Executive Council and the registered families.
5. Assumes responsibility in ensuring that necessary promotional material is made available at appropriate times during the year. For example, the ad that appears in the community league newsletter or any advertising necessary in the winter and spring before registration begins.
6. Communicates necessary information to web master regarding important dates, contact information, fee changes, etc.

REGISTRAR

1. Answers telephone enquiries and accepts written registration applications (Admissions are to be filled in order of priorities stated in the Constitution.)
2. Keeps a list of applications for the coming year. Advertises in the Windsor Park Newsletter between February 1 and April 15. If there are insufficient applicants (12 plus waiting list) by March 30, asks the Vice-president to advertise in other areas.
3. Accepts registration fees and monthly tuition payments, keeps a record of payments, and turns all payments over to the Treasurer.
4. Accepts written withdrawals, both prior to and during the school year, and informs the Treasurer of changes.
5. Sends out pre-registration announcements to current members of the preschool prior to open registration announcements.
6. Provides the teacher with a list of incoming students before the beginning of school and provides the parents in charge of duty rosters with parent names so duty schedules can be compiled.
7. Informs the President, Vice-president, and parents in charge of duty rosters throughout the year when students join or withdraw. Keeps a current registration list and distributes it to the teacher, Executive Council, and parents.
- 8. Compiles and distributes a list of students and parents for each year. The list will include phone numbers and e-mail addresses.**
9. Ensures that registration forms are fully filled in and filed in an accessible location in the school. Turns over all applications and payments for the upcoming year to the incoming registrar.

SECRETARY

1. Records, keeps, and posts copies of the minutes of the executive and general meetings; appoints replacement if unable to attend meetings.
2. Pays the subscription costs for the website when the time for renewal comes.
3. Ensures that all links on the website work and that the link to the website from the Edmonton Preschool Association's link is still active.
4. Ensures that the person who replaces them when they leave the position is given all necessary log-in IDs and passwords in order to access the school's website and is given access to the necessary software or training in order to maintain the site.
5. Liaises with other executive members and the teacher regarding website content on a regular basis.

TREASURER

1. Is responsible for salary and all payments made on behalf of the nursery school.
2. The Treasurer will collect post-dated cheques for tuition and all registration fee payments from the Registrars.
3. Collects a \$10.00 associate membership/user fee from all non-Windsor Park residents and forwards them to the Windsor Park Community League representative.
4. With the executive, assesses the field trip fee before the school year begins. Receives this fee with the post-dated cheques and keeps separate record of it. Pays for all field trip and party expenses from this fund. Refunds pro-rated fee to families who withdraw during the year.
5. Keeps account books in order and has them audited before the general meeting in May.
6. Compiles a financial report for the general meeting in May.
7. Keeps account books, particularly salary costs for previous years (and all correspondence and forms relating to Revenue Canada), and passes them on to the succeeding treasurer. All financial records must be kept for seven years.
8. Leaves any surplus moneys plus registration fees for the following term to hand over to the next term's Treasurer. Any surplus moneys should be kept for capital improvements and emergency repairs.
9. Arranges for change of signatures at the bank.
10. After school starts, consults with the Executive regarding budget and spending.
11. Pays the teacher on the last teaching day of each month and calculates and remits to Revenue Canada the appropriate Canada Pension, Unemployment Insurance and Income Tax contributions and deductions.
12. Makes the rent payment to the Windsor Park Community League.
13. Pays insurance policies and pays Workers Compensation premium.

PARENT VOLUNTEER DUTIES

SUPPLIES (ideally two parents)

1. Consults with the teacher regarding necessary supplies.
2. Keeps a supplies-needed list in the school for miscellaneous items not required immediately.
3. Buys miscellaneous supplies: paper cups, toilet paper, soap, cleaning supplies; obtains newsprint, paints, art paper, brushes, etc.
4. Purchases coffee, creamers, and sugar for teacher and parents.
5. Compiles or reviews a master list of supplies.
6. Provides incoming Supplier with a list of frequently used supplies and information.

DUTY ROSTER (3s and 4s)

1. Organizes a monthly schedule for parent-duty days in the class they are responsible for and distributes it to parents, posting a copy in a highly visible location in the school.
2. Endeavors to take into consideration parent requests for days they are unable to come in as duty parent, with the understanding that this is not always possible.
3. Ensures that that an equitable distribution of duty days per family is achieved.
4. Schedules themselves as the first duty-parent of the year in the class they are responsible for.

CLEANING BEE COORDINATOR

1. Creates a sign-up sheet for four cleaning bees to be held throughout the year and posts it in visible location in school.
2. Ensures that every family signs up for a cleaning bee.
3. Reminds parents before each cleaning bee of their upcoming obligation and informs relevant co-president of parents who miss their scheduled appearance.
4. Provides an instruction sheet for parent volunteers regarding how a cleaning bee should proceed.
5. Informs the Treasurer at the end of the year of any parents who failed to meet their cleaning bee obligations so that their deposit can be kept.

PLAYDOUGH MAKER (3s and 4s)

1. Provides play dough to the school when the teacher asks.
2. Determine between the two parents of each program how the division of work will be done.

SCHOLASTIC ORDERS (ideally two parents)

1. Distributes Scholastic order sheets to parents with due date clearly marked.
2. Accepts orders and cheques from parents and forwards them to Scholastic.
3. Has orders delivered to their home address or for pick up at the school.

PARTY COORDINATORS (3s and 4s)

1. Receives list of necessary supplies from the Teacher and obtains supplies for the necessary day.
2. Assists the Teacher in setting up for the party and, if possible, assists in cleaning up afterwards.

CONSTITUTION

The Windsor Park Preschool for three- and four-year-olds is a program of the Windsor Park Community League. The Preschool is administered autonomously by a (sub) committee appointed by the executive board of the Windsor Park Community League on the recommendation of the Preschool parents at a general meeting to be held yearly for that purpose. The subcommittee shall report to the Windsor Park Community League executive through its representative, the Windsor Park Preschool Program committee chairperson.

1. The Preschool will operate at the Windsor Park Community League building at 11840 - 87 Avenue, from the first week in September through June. Holidays will follow the public school calendar, and classes will be held regardless of temperature, provided the building is warm enough.
2. The residents of Windsor Park whose children attend the Preschool must be members of the Windsor Park Community League. Non-residents of Windsor Park pay a user fee to the Community League of \$10.00 on or before the first day of school.
3. The size of enrolment for each session shall be determined by the Executive in consultation with the teacher and in accordance with licensing regulations.
4. Age requirements:
 - a) To enter the three-year-old group, the child must be three-years-old by December 31 of the school year. Exceptions are made on a case by case basis at the discretion of the teacher.
 - b) To enter the four-year-old group, the child must be four-years-old by March 1 of the school year. Exceptions to the above age applies only when enrolment numbers are low. In this circumstance, the Executive may move some three year olds to the four year old class. However, three year olds in attendance by exception, are required to be age three by the commencement date in September of the school year. These children must also be permitted at the discretion of the teacher.
5. Applications for enrolment:
 - a) Registration is to be made in writing to the Registrar by completing a registration form accompanied by a one hundred dollar (\$100.00) registration fee, which is not refunded in case of withdrawal. School fees will be accepted by the Registrar prior to school commencement.
6. Enrolment priority:
 - a) Three-year-olds: Windsor Park residents and siblings of children currently in the program will be given first priority until March 31 to enroll in the Preschool for the following year. After that date, priority will be given first to siblings of former students and second to children in order of application, regardless of place of residence. Dates of registration are to be publicized throughout the area by the Executive of the Preschool.

- b) Four-year-olds: Children already attending the three-year-old group who wish to enroll in the four-year-old group for the following year must do so before February 28 in order to have first priority. After that date, Windsor Park residents will be given second priority until March 31. After that date priority will be given first to siblings of former students and second to children in order of application, regardless of place of residence. Dates of registration are to be publicized throughout the area by the Executive of the Preschool. **No registrations will be accepted before February 1.**
7. Notice of withdrawal must be given in writing to the Registrar one month in advance. (The Registrar will then notify the Treasurer – tuition will be refunded except for two months tuition). The teacher, with the approval of the Executive, is given the option of asking for the withdrawal of a child she feels is not fitting into the program. In the event of withdrawal, and if there is no child on the waiting list, fees may have to be raised to cover costs.
 8. The teacher may be re-appointed by the retiring Executive. The appointment and acceptance are to be made in writing. If a new teacher must be hired, the incoming Executive will make the final decision. The teacher is responsible for only the educational programming.
 9. The Executive is responsible for maintenance of the Preschool equipment.
 10. Parents are required to take turns assisting the teacher, according to a roster prepared by the Vice-President of each group. Parents are responsible for the transportation of children to and from school. Parents are required to participate in one or more school clean-up operations.
 11. The Executive shall consist of a President, Vice-President, Secretary, Treasurer, and Registrar.
 12. The Executive for the incoming year shall be elected annually before May 15 and shall take office on the last day of the current term.
 13. The incoming Executive will make bylaws for the next school year, subject to the approval of the Windsor Park Community League.
 14. In the event that the Windsor Park Preschool ceases to exist, the liquid assets will be divided among the membership. Other assets will become the property of the Windsor Park Community League.