



Les Causeries

The Introducing French Playschool

Playschool Handbook

Revised, December 2023

Les Causeries:

The Introducing French Playschool

Les Causeries is a co-operative offering a child-centred playschool experience, designed to introduce 3 and 4 Year Old children to the French language. This Parent Handbook has been created for current and prospective families of Les Causeries. If at any time you have questions about our program, policies or procedures, the Board of Directors will be happy to provide clarity and/or discuss your concerns. Thank you for taking time to get to know our program better and we look forward to your participation throughout the year.

1. Welcome!

Hello and a warm welcome to you and your children. Our playschool is a not-for-profit organization, licensed by the Alberta Government. Our main goal is to enhance each child's and family's growth and development through a play and learn experience, and everyday interactions. The playschool has an instructor and an associate instructor on staff to facilitate this goal.

We are a co-operative playschool and as such we need the participation of all our families to make our playschool run smoothly and effectively. There are many opportunities for parents or guardians to become actively involved: classroom preparation, field trips, in-class volunteer days, special events, etc. We place great value on informality throughout the daily sessions and encourage each individual (both child and adult) to feel relaxed and have the freedom to be oneself. Each one of us has much to offer in our uniqueness, capability, interest, and need. We would like to stress that you are welcome to visit at any time, but we would appreciate you letting the instructor know in advance to avoid disruption of activities.

2. Philosophy

The playschool is child-oriented and activities are adapted to the interests and needs of the child. Our main focus is to offer a specialized program exposing 3 and 4 Year Old children to the French language. In the playschool, children are under no pressure to speak French; the intention is to lay a firm foundation by hearing the language spoken and developing an "ear" for it. Instructions, words, stories, etc. will always be repeated in English as required so that the children always understand what is being said.

At the beginning of the year we have a gradual introduction to the French language where your child will at first hear more English and over the fall months this will be replaced by French. By the end of the year you will notice very little English spoken during class time. Be assured that this transition is done gradually and that all children will be supported through this process.

We believe that children learn best through play experience, by learning to use a variety of materials, and by exploring their environment.

3. Location and Contact Information

The playschool is located in the basement of the Pleasantview Community League Hall (10860—57 Avenue NW). You may use the main entrance of the building to access the playschool.

If you have an immediate need to reach one of our instructors during school hours, please use the school's phone (780-435-8875). This number is forwarded to the instructor's cell phones if they are outside the classroom for an extended period of time. Please note, any messages left on the school's voicemail will be returned after class time.

Monthly newsletters, calendars, and all other important information will be emailed to each member and posted on the bulletin board just outside the classroom.

Contact information for the playschool:

Website: www.frenchplayschool.ca

General Email: frenchplayschool@gmail.com

Board Email: lescauseries.board@gmail.com

Phone: 780-435-8875

4. Privacy Policy

Les Causeries knows that member information is strictly confidential. We will share information only to staff and volunteers who perform services on our behalf. We never sell, lease or trade information about you to other parties. For further information about Les Causeries' privacy policy, or to see a copy of our policy, contact the registrar.

5. Classes and Eligibility

Class times are as follows:

- Monday/Tuesday/Wednesday/Thursday/ Friday 8:45 a.m. to 11:15 a.m.

5.1. Age Considerations

Children must be 3 years old by December 31st of the school year.

Please note, due to the December 31st birthday cut-off date above, there may be children under the age of three that may be eligible to register. If more than 2 children under the age of 3 apply to register for the class, the next child under the age of 3 will have to wait until either they turn 3 or one of the other children turns 3 before they can commence classes. The option to pay and hold a spot in the class will be available. When children under 3 are admitted to the class, a parent or guardian volunteer may be required to attend each class until the youngest child turns 3 to comply with the *Child Care Licensing Regulation*.

While most children leave the program at age five to go on to kindergarten, consideration will be given to the return/admission of children who are not ready to move on. The cut-off age for the program is 5 years by October 1 of the school year (i.e. children turning 5 before that date will be considered for the program only with the instructor's recommendation).

5.2. Additional Eligibility Rules

All children must be fully potty trained. Children may not wear "Pull-ups" or diapers.

Any child not meeting any of the criteria outlined above may be conditionally accepted at the instructor's discretion. However, if at any time in the school year the instructor feels that your child is not appropriate for the program, you will be asked to wait to re-enrol him/ her later in the school year or the following year, subject to space availability. Your unused tuition fees will be returned to you.

6. Class Times and Late Policy

The doors will be opened at 8:45am with instruction starting at 9:00am. Parents and children are asked to remove outdoor shoes at the door upstairs and place them against the wall to be stored until the end of class time. Please wait in the hallway outside the classroom downstairs until the instructor opens the door at 8:45am. Parents are asked to refrain from entering the classroom before this time to allow our instructors time to prepare for the day.

Children are not to be brought to the class early. Our instructors need time before class for preparation, so the door to the classroom will be closed until 8:45 am.

Please be sure to pick up your child promptly at 11:15 am as the instructors need time at the end of class to clean and prepare for the following day. Please **DO NOT BE LATE**. Both instructors are detained until all children are picked up.

If you are late due to an emergency, please call the instructors at the school's phone (780-435-8875) to inform them why you will not be there, your expected arrival time, and what other arrangements have been made for the child's pick up.

If you are unreasonably late (as determined by the instructor) in picking up your child for non-emergency situations, the first offence will result in a warning from the instructors, the second offence will result in a warning being issued by the Board, the third offence will result in the duty bond being cashed and the fourth offence may result in the family being asked to withdraw from the playschool, at the discretion of the Board.

Instructors and in-class volunteers will not be held responsible for events that occur outside of class times.

The playschool operates during the Edmonton Public School Board (EPSB) term and observes most of the EPSB holidays (including Teacher's Convention). A playschool calendar will be provided to you when you start with the program outlining all of the important dates and school closures.

7. Security Camera

The Pleasantview Community League has security cameras installed in the community hall. The purpose of the cameras is solely for security purposes and helps to protect the property and keep our children safe.

8. Tuition, Fees, Bonds and Withdrawal

8.1. Tuition, Registration and Supply Fee

There is a non-refundable registration fee of \$50.00 per child (e-transferred to lescauseriespayment@gmail.com). There is a one time supply fee of \$100.00 per child (e-transferred to lescauseriespayment@gmail.com) in order to help cover the cost of classroom materials for the year.

The monthly fees are: \$64.00 for two classes per week, \$94.00 for three classes per week, \$144 for four classes a week, and \$194 for five days a week.

These tuition fees reflect the \$75 Government of Alberta subsidy. Your family may qualify for an ADDITIONAL fee subsidy (household income under \$179,999). Families must apply on their own for the subsidy to be sent directly to the Playschool and applied to their fees.

8.2. Duty Bond Agreement

Families will be asked to sign a Duty Bond Agreement outlining that they will owe the playschool \$200 if they do not complete their volunteer job.

The success of a co-operative playschool is dependent upon its members. A parent or guardian for each child registered in the program will be assigned a volunteer job. Volunteer jobs are assigned at the Annual General Meeting in June. See section 19 for all required volunteer commitments and section 22 for the full list and descriptions of volunteer positions.

If a volunteer duty is not completed, a payment of \$200 will be required through e-transfer to lescauseriespayment@gmail.com.

8.3. Casino Bond Agreement

The playschool has been granted a casino license that entitles it to share in the profits of a casino approximately every two years. Families will be asked to sign a Casino Bond Agreement outlining that in a casino year, they will owe \$900 if they do not fulfill the mandatory casino commitment. Please see section 19 for further details.

8.4. Required Payments

Tuition may be paid monthly, biannually, or annually and should be e transferred to lescauseriespayment@gmail.com

If we do not have all required tuition by that time, the child's spot for registration will not be held and we will move them to the end of the waiting list. A child will not be permitted to attend school unless all tuition has been received by the Treasurer. Exceptions to this rule require special or unusual circumstances and are made at the discretion of the Board. A request for an exception must be sent to the President in writing.

Ways to Pay	2 Days	3 Days	4 Days	5 Days
Monthly by e-transfer** on the first (1 st) of each month.	\$64 x 10	\$94 x 10	\$144 x 10	\$194 x 10
Bi-annually by e-transfer** on the first (1 st) of September and the first (1 st) of February	\$320 x 2	\$470 X 2	\$720 x 2	\$970 x 2
Yearly by e-transfer** on the first (1 st) of September	\$640	\$940	\$1440	\$1940

Other Required Payment/Documents

Purpose of Payment/Documents	Date	All classes
Registration Fee* by e-transfer**	Today	\$50
Supply Fee by e-transfer**	Due by end of the month in which your child has started playschool (Sep-Jun)	\$100
Duty Bond Agreement	Signed by end of the month in which your child has started playschool (Sep-Jun)	\$200
Casino Bond Agreement	Signed by the end of the month in which your child has started playschool (Sep-Jun)	\$900

* The Registration Fee is non-refundable

** All e-transfers to lescauseriespayment@gmail.com

Please make payments to lescauseriespayment@gmail.com. If you wish to withdraw from the playschool, you are required to provide 1 month written notice to the instructor or President. All remaining payments will be returned. If you are going on an extended vacation with your child, you must still pay school fees that month to hold your child's place.

9. Day-to-Day Operations

9.1. Sign-in/Sign-out Policy

As a safety precaution, parents or guardians must sign their children in and out of the program. Sign-in sheets are located in a binder just outside of the classroom. The doors will

remain locked throughout the day when no other tenants are using the upstairs hall. Instructors will open the main door 10 minutes prior to the end of class, so that parents or guardians can enter and wait in the hallway downstairs until the children are dismissed.

Please give written notice to the instructor when someone else will be picking up your child. Without written notice, the instructor will not release a child to anyone who is not listed on their registration form.

9.2. Parking

There is plenty of parking in the lot adjacent to the hall. Please ensure that vehicles are kept clear of the sidewalk ramps.

9.3. School Supplies

Please provide the following items at the beginning of the school year (to be left in the classroom):

- Indoor running shoes. They are the safest and best footwear for physical activity. Please remove all outside footwear at the door and leave them against the wall near the entrance door to the hall. It helps to keep the school floors clean and dry. Indoor running shoes will be kept in the classroom and put out before each class.
- A Ziploc bag containing a complete change of clothing (socks, pants, top, underwear, etc.) to stay in the classroom (please send new clothes after Christmas).

The following items are required to come to school with your child every day:

- A nutritious (nut-free) snack for your child and a water bottle.
- A backpack for crafts and other school notices.

Please ensure that all articles of clothing taken to school are clearly labelled with the child's name (including hats, mitts, boots, jacket, etc.). Please do not dress your child in their best clothing. They are at school to have fun and will be getting into paint, sand, and other media.

9.4. Daily Routine

Note: The following is the general routine that we follow; however, some days the times and activities may change.

8:45 – 9:20	Carpet time: attendance Good morning song Etoile de la journée
9:20 – 9:45	Free play: children choose from a variety of centres
9:45 – 9:50	Clean up
9:50 – 10:00	Story time

10:00– 10:15	Gross motor skills: we generally have access to the community hall's main room upstairs where we will work on skills such as throwing, catching, kicking, running, and jumping. Weather permitting, we will do these activities outside.
10:15 – 10:30	Wash hands Snack time
10:30 – 10:45	Circle time Music & movement Theme of the month
10:45 - 11:00	Crafts
11:00 – 11:15	Outside Clean up Discuss the day Goodbye routine

As part of the program, the instructors will be taking the classes out for nature walks on the Pleasantview Community League grounds subject to weather conditions. Parents and guardians will be notified in advance in order to properly prepare their child (sunscreen, hats, boots, etc.) and are welcome to participate in this experience.

10. Health and Safety Policy

Please ensure you have filled out the information section of the registration form. We need to know the child's doctor, emergency contacts, special medical conditions and allergies. Please notify us of any changes to this information.

Please do not bring a sick child to school. The instructor will request that a child be taken home if they have a communicable illness or are obviously not feeling well.

If an illness or injury arises during class time, the parents or guardians of the child will be contacted. If determined necessary by the instructor, the child will be taken to the Pleasantview Medicentre, located at 11076 51 Avenue, or to the University Hospital Emergency Department at 8440 - 112 Street.

Parents or guardians of children that have life threatening allergies requiring emergency medical intervention must present their child's medication (e.g. Epi-pen) to the instructor at each drop-off or preferably leave it at the school during the school year. The child will be sent home if they do not have the required medication.

For the health and safety of the children, no person is permitted to smoke on the program premises or anywhere that childcare is being provided in the program.

11. Allergy Awareness Policy

We are an allergy aware program. Our goal is to minimize the risk of exposure to lifethreatening anaphylactic allergens in the classroom. Identified life threatening, anaphylactic allergens will be banned from the whole program because all three classes share the same

room and eat their snacks in the same room. Our program defines a lifethreatening anaphylactic allergen as one that has been identified by a doctor and where the child has been prescribed emergency life-saving medication that must be administered should the child come into contact with the allergen.

Banned allergens will be year specific and dependent upon the children enrolled in each year. Each year, the instructor will look at all allergies and medical conditions to determine an appropriate course of action.

11.1. Communication of a Banned Allergen

Prior to the beginning of school, all parent and guardians will be notified in writing of a banned allergen.

11.2. Food in the Classroom

There will be no sharing of food amongst children. Children will wash their hands before snack. Tables will be washed with a disinfectant wash before and after snack time.

11.3. Medication

Once a life threatening allergen has been identified, the parents and/or guardians of the child with the allergy must agree with the instructor on appropriate action(s) should the situation arise when emergency life-saving medication is required to be administered. An emergency plan must be in place and parents and/or guardians will be required to sign a release of liability form.

Medication for the life threatening allergen must be provided by the parent or guardian and kept on site in an unlocked, accessible location. Parents and guardians are responsible for ensuring that medication is kept up-to-date and current for their child.

Only medication which has been identified for emergency and lifesaving purposes can be kept on site and be administered by the instructors. Regularly administered drugs/ medication (i.e. antibiotic, Tylenol) must be given to the child by their parent or guardian prior to class and will not be administered by instructors during class time.

12.Discipline Policy

Les Causeries Playschool takes a proactive approach to behaviour management and believes that children are less likely to act out when they feel confident and relaxed in their environment. Staff want all the children to be proactive problem solvers which will support kindergarten readiness and increase self confidence. Staff will focus on the feelings of the child who is hurt and display empathy which will benefit the entire class through modeling and explicit instruction. Staff attend yearly conferences and continuously learn through experience positive reinforcement techniques in hopes of preventing difficult behaviours. Strategies outlined in the FLIGHT framework (currently being taken by a staff member) have become a useful classroom tool.

It is the policy of Les Causeries Playschool that every effort shall be made to prevent instances where discipline is necessary. Children and parents shall be made aware of the standards of acceptable behaviour within the classroom and they will be encouraged to follow them. Strategies of positive reinforcement (compliments, praise, stickers, diversions) are shared with parents. Should an incident occur where some form of intervention is required, where possible, children shall be diverted from the unacceptable behaviour to another activity. Despite difficult behaviour, all efforts will be made to be positive and focus on what the child is doing 'right'. Praise and positive re-enforcement are excellent tools staff use throughout class to help increase self confidence which may lead to positive classroom behaviour.

If a child is having a particularly difficult time in class , instructors will approach parents to discuss a plan on how we can all work together to give the child a successful and positive classroom experience. Positive reinforcement tools used at school can be used at home and vice versa. Les Causeries Playschool staff will take a team approach - instructors, parents and child and work together. If, despite all efforts, the child continues to struggle the Board may be consulted to determine if further steps should be taken. If this decided course of action fails to remedy the situation, or the program is obviously failing to meet the needs of that child, as assessed by the instructor and possibly an outside organization, participation may be terminated as a last resort.

Under **no** circumstances will any individual 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

13.Bathroom Policy

All children must be fully potty trained before being admitted to Les Causeries Playschool. Disposable diapers and training-pants (e.g. Pull-Ups) are not permitted.

In order to facilitate the bathroom process, please ensure that you dress your child appropriately so they may use the facilities easily (i.e. no belt buckles, difficult snaps/ buttons,

etc.). The children should be able to go to the bathroom unassisted. They are accompanied to the bathroom by the instructor or associate instructor who will provide minimal assistance only. Please have your child toileted before class as this will ease in the disruptions during the class. In the event the child needs to use the toilet during class time, the following applies:

- In Class – Child’s parent or guardian, instructor or associate instructor will take the child to the bathroom.
- Field trips – Parent or guardian of the child (if in attendance), instructor or the associate instructor will accompany the child to the bathroom. In the event that the associate instructor must take a child to the bathroom, a volunteer will take over the associate instructor’s duties.

14.Lending Library Policy

In order to promote French literacy, Les Causeries will regularly offer resources in French to its students through a “Lending Library”. The resources will include, but are not limited to: French books, French videos, and CDs. The library will be offered during class time once per week and be integrated as part of the curriculum designed by the instructor. Lending library day for each class will be established at the beginning of the year and parents and guardians will be notified through the newsletter.

The library will open the first week of October and close the last week of May.

Students may sign out a maximum of two items at any one time. All resources signed out must be returned by the next library day. Students will not be able to sign out new items until all previous items have been returned.

No student (or parent or guardian) may place a hold on any book or item nor may these items be renewed for the following week. Parents or guardians are responsible for the safe return of all materials signed out. If a parent and/or guardian do not wish for a child to bring these resources home, they must indicate this in writing to the instructor. Questions about the lending library should be directed to the instructor.

In the event that materials from the Lending Library are lost, the following replacement fees will apply:

→Book \$5

Fees for lost items will be collected during the first week in June.

15.Field Trip Policy

A field trip is considered to be a planned event (inside or outside of the classroom) that requires volunteers to be in attendance.

As part of the program offered at Les Causeries Playschool, field trips may be organized for registered children. Prior to all field trips, parents or guardians will be required to sign permission slips which will indicate the purpose of the trip and the volunteer requirements (e.g. number of volunteers needed). Only those children with signed permission slips will be permitted to attend. Each child attending a field trip may name a maximum of one parent or guardian to participate on the field trip.

Adult volunteers are required on all field trips. 3 Year Olds are required to have a one parent or guardian present on a field trip. An exception is made where twins are registered in the class and one parent or guardian may accompany both children. 4 Year Olds will require a specific number of volunteers. This number will be predetermined by the instructor and parents or guardians will be notified in advance of the event.

The instructor will be responsible for the coordination of all field trips, including assignment of all volunteers. The associate instructor will assist with field trip coordination and execution. Volunteers for the field trip will assist with field trip execution, including assisting with care of the children participating in the field trip. Parents are encouraged to discuss any questions they may have with the instructors before the field trip occurs in order that any problems or concerns may be alleviated prior to departure.

For some field trips children and volunteers will be bussed. The bus will leave from the playschool and return to the playschool at designated times. In the event that a bus is not hired for a field trip, parents or guardians will be provided with specific instructions from the instructor in advance of the field trip about transportation requirements.

Parents of children with life threatening environmental allergies will be required to attend field trips when there is a concern that they may come into contact with that allergen (e.g. hay, animals).

15.1. Behaviour Expectations for Field Trips

All children and adult volunteers are expected to behave in a safe, courteous and respectful manner while out on the field trip. Children and volunteers are to obey the rules of the bus and of the location of the field trip.

Should a child not behave appropriately, the instructor will remind the child how to behave on field trips and take appropriate actions to keep all of the children safe. These actions may include removal from the group or pairing with different volunteers. After such an action, the incident will be documented and the parent or guardian will be informed. If the child has a second field trip where the behaviour is not appropriate, the child will be required to have a parent or guardian accompany the child for all future field trips or they will not be allowed to participate in the field trip.

Adult supervisors are required to look out for the safety of the children in their care and remind them of appropriate behaviour. Volunteers are expected to treat other volunteers, children, instructors and staff at the field trip location with respect. They are to set a good example to

the children. Like the instructors, volunteers are advocates for Les Causeries Playschool and their behaviour reflects on the playschool.

16.Snack Guidelines

Each child should bring a nutritious snack to be eaten during class time. Please do not send nuts (or nut products), popcorn, whole grapes or hot dogs. These all present a choking hazard. Do not send candy or gum to school with your child. The playschool prefers that you send water bottles for your children so they can quickly grab a drink during class time.

The instructor will provide you with information about allergies within your class and the playschool. You may be asked to avoid sending specific snack items depending on the allergens present for that school year. Please see Section 11 for more information on our allergy awareness and procedure policy. If at any time you have questions about suitable snack options to bring to class, please speak directly to one of the instructors.

Please remember that this is a snack, **not** lunch. Please send an appropriate portion for your child. The following are a few suggestions for snacks:

- Bread/ Cereal: muffins, loaf, granola bars, rice krispie squares, crackers, dry cereal
- Fruit/ Vegetables: apples, oranges, bananas, melon, pears, kiwi fruit, 100% fruit/ vegetable juices, carrots, celery, cauliflower, broccoli, cucumber
- Dairy: milk, yogurt, cheese

17.Progress Reports

Les Causeries Playschool does not provide written progress reports. Parents and guardians who wish to discuss their child's progress in the class are encouraged to schedule a time with the instructor to do so. Instructors are generally available before and after class times and on PD days.

18.Celebrating Birthdays and Special Occasions

In light of allergies, food sensitivities, and in keeping with a balanced and healthy lifestyle, Les Causeries Playschool does not permit the sharing of food amongst children in the classroom. As such, parents and guardians are asked to refrain from bringing food or edible treats including candy into the classroom to share or individually handout (e.g. Birthdays, Valentine's, Halloween, Christmas, and year-end party, etc.).

Birthdays and special occasions will still be acknowledged and celebrated by the instructors in an age and child-appropriate manner. Parents are welcome to discuss with instructors the possibility of bringing non-food items (e.g. stickers, pencils, bubbles, etc.) to share with classmates to help celebrate their child's special day.

19. Emergency Evacuation Plan

The children will have regular practice completing fire drills. In the event of a fire drill or fire emergency, the following procedure will be followed:

- The children will be lined-up behind the associate instructor in front of the classroom door. The associate instructor will then do a head count to be sure all the children are present.
- The associate instructor will lead the children out of the classroom and outside according to the arrows marked on the fire drill route. The associate instructor will stay with the children outside the school until it is safe to return to the classroom or to be relocated if necessary.
- The instructor will be responsible for taking the portable record out of the classroom with her and will check the room for any children left behind. She will then follow the children outside.
- If the need arises, the instructor will lead the children to the Marshall Centre Building adjacent to the Pleasantview Community League Hall. They will wait there for further instructions and, if return to the classroom is not possible, the parents or guardians of the children will be notified and asked to pick up their children.

20. Volunteering at the Playschool

Les Causeries is a co-operative playschool, which is run by the members (parents/ guardians of the children). As such we rely on all of our families to volunteer in some capacity to ensure the success of the program. In addition to annual volunteer requirements, our playschool is granted a casino every two years. Duties for the casino are outlined below.

20.1. Out-of-class Volunteer Requirement

The parents and guardians of each child not elected to the Board of Directors will be assigned a volunteer job at the Annual General Meeting in June. The division of out-ofclass jobs is determined on a per-child basis. If you are a parent or guardian of twins or have multiple children attending Les Causeries during the same school year, your volunteer requirements are on the basis of your enrolment, i.e. if you have two children attending at one time, you will have two volunteer requirement positions to fulfill. If a volunteer job is not completed, the person who signed the Duty Bond Agreement (see sections 8.2 and 8.4) is required to immediately submit a payment of \$200 to lescauseriespayment@gmail.com. Descriptions of all volunteer positions can be found in section 22.

20.2. Casino Volunteer Requirement

The playschool is granted a casino approximately every two years. The casino revenue enables the playschool to keep its fees low, while still offering many benefits including two - three paid staff, several field trips, and up-to-date classroom supplies. Due to the importance of the casino, your support is essential.

In a casino year, the parents and/or guardians for each child registered in the playschool must provide a volunteer or volunteers to work two casino shifts. The volunteer must meet the requirements of the Alberta Gaming and Liquor Commission but do not need to be members of your immediate family. If the required volunteer(s) for the two casino shifts are not provided, the person who signed the Casino Bond Agreement (see sections 8.3 and 8.4) is required to immediately submit a payment of \$900 to lescauseriespayment@gmail.com, and the child may be required to withdraw from the program.

Note that the Board of Directors and the Pleasantview Community League representative are exempt from the casino requirement.

20.3. Volunteering in the Classroom

The playschool does not schedule mandatory duty days for parents or guardians. However, parents, guardians and/or other adults supporting your child are encouraged to sign up to help in the classroom as well as to give them the opportunity to share in their child's playschool experience. Children will have their turn for show-and-tell and assisting the instructor during circle time. This is usually a good time for parents or guardians to attend and see the progress of their child firsthand. The associate instructor will assist you to become familiar with the classroom and to become as involved with the class as you feel comfortable.

Please note that if you volunteer in the class, siblings will be unable to attend with the volunteer. Parents or guardians are responsible for finding suitable childcare during their volunteer time.

Note that, although we do not have mandatory duty days, we must have a **minimum** of two adults in the classroom at all times. Should an instructor not be available for class, parents and guardians will be asked to volunteer. *If no volunteers are available, the class will be cancelled.*

Prior to volunteering in the classroom, please review the following:

- You and your child should plan to arrive and be ready to start your duties when class starts. The first time you volunteer you may want to arrive a few minutes early to acquaint yourself with the plans for the day. The associate instructor will orient you.
- During snack time, help the children find a seat and assist with cleaning up while the children go to story corner.
- Parents are not expected to speak French to the children, but if you are able, please feel free to do so.
- The first aid kit is located by the door of the classroom. Should an accident occur, you may be required to stay with the class while the instructor or associate instructor accompanies the injured child to the hospital.

- Please wear serviceable clothes – you may be mixing paint.
- Arrange care for younger siblings on your duty days – we are not licensed for children who are not registered in our program.
- Bring a smile!

20.4. Summary of Mandatory Volunteer Requirements

Parents and/or guardians are required to participate in the program in the following manner:

- One out-of-class volunteer job per child in the program. See section 22 for volunteer position information. *Out-of-class jobs will be determined at the Annual General Meeting in June so your attendance at this meeting is strongly encouraged.*
- In a casino year, a child must provide an adult who will work two shifts at a casino or two adults to complete one shift each for each child registered in the program. Note that members of the Board and the Pleasantview Community League representative are exempt from this requirement.

21. Fundraising Policy

The playschool Board does fundraising throughout the year. Casino revenues can only be used for instructor salaries, so the additional fundraising helps provide resources to the school and cover the cost of field trips.

At the beginning of each school year, the Fundraising Representatives develop a fundraising plan and schedule that is approved by the Board. Fundraising initiatives will be posted on the website or announced via e-mail as they are launched throughout the year.

22. General Meetings

As a co-operative playschool, involvement of the membership is imperative for the continued success of the playschool and helps ensure the Board can complete its work. Parents and/or guardians are strongly encouraged to attend all general meetings. If you have any administrative concerns, please contact a member of the Board or the instructors. Your suggestions are always welcome. A list of the Board members and their contact information is circulated to all parents and guardians at the beginning of the year.

There are two general meetings during the school year:

- The Annual General Meeting (AGM) is held in early June each year.
- A general meeting is held in October to orient parents and guardians for the new school year. This meeting will help to ensure a smooth transition to the playschool for your child. At this meeting the instructor will describe the

program and daily routine and answer any questions you may have. The instructor will also explain important items such as:

- Routine for parents/guardians upon arrival and pick-up at school;
- Behaviour expectations;
- How the lending library program works; and
- Guidelines for snacks.

Additional meetings may be called at the request of the members of the playschool or the Board as outlined in the bylaws.

23.Board and Other Volunteer Positions

Each year playschool members are responsible for electing a Board of Directors to govern and manage the program in cooperation with the instructor and associate instructor. At the Annual General Meeting the following positions will be open to election: President, Vice-president, Treasurer, Secretary, Registrar, and two Fundraising Representatives. Note that all Board positions are exempt from the casino requirement.

Board Positions	Description of Duties
President (Executive)	<ul style="list-style-type: none"> • Supervises the affairs of the Board. • Chairs and facilitates all Board, Annual, General and Special meetings. • Responsible for the general management and supervision of the playschool. • Oversees, negotiates and monitors the instructors' contracts. • Acts as the spokesperson for the playschool. • Creates and implements advertising plan. • Oversees registration of bylaws at corporate registry and works with instructors to ensure understanding of Provincial legislation. • Reviews and rewrites school policies, forms and the Parent Handbook to ensure compliance with the new bylaws and Provincial legislation. • Assists Fundraising Representative 2 with grant applications.
Vice-President (Executive)	<ul style="list-style-type: none"> • Attends all Board, Annual, General and Special meetings. • Works with the President in the management of the playschool. • Chairs meetings in the President's absence.

	<ul style="list-style-type: none"> • Coordinates volunteer positions. • Advertising
Treasurer (Executive)	<ul style="list-style-type: none"> • Attends all Board, Annual, General and Special meetings. • Maintains accounting books, monthly bill payments, fee deposits, and payroll administration. • Prepares financial statements to report at Board meetings. • Provides a review of the Association's financial position at the Annual General Meeting and General Meeting. • Prepares year-end financial statements, tax receipts, and annual reporting requirements for Canadian Revenue Agency. • Ensures an audited statement of the financial position of the Association is presented at a General meeting. • Prepares an annual budget for the Board to review and approve.

Secretary (Executive)	<ul style="list-style-type: none"> • Attends all Board, Annual, General and Special meetings. • Takes minutes of Board, Annual, General and Special meetings.
	<ul style="list-style-type: none"> • Prepares and distributes minutes of meetings.
	<ul style="list-style-type: none"> • Ensures notices of meetings are communicated.
	<ul style="list-style-type: none"> • Responsible for unified and consistent communications of the playschool.
	<ul style="list-style-type: none"> • Helps to promote the playschool however possible
	<ul style="list-style-type: none"> • Updates the playschool's website and monitors the Board email addresses and responds to issues.
	<ul style="list-style-type: none"> • Creates the monthly newsletters and sends out information emails to parents and guardians regarding of playschool matters.
	<ul style="list-style-type: none"> • Maintains the Board Dropbox and MailChimp accounts, and renews domain names and accounts for the playschool.
	<ul style="list-style-type: none"> • Provides (or arranges for) technical assistance to the instructors for their computers, electronic devices and telephone services.
Registrar	<ul style="list-style-type: none"> • Attends all Board, Annual, General and Special meetings.
	<ul style="list-style-type: none"> • Maintains the playschool's registration information to meet licensing requirements.
	<ul style="list-style-type: none"> • Creates 'Child Information Cards' for the instructors, creates/updates/distributes class lists throughout the year and prepares the registration forms for the following year.

	<ul style="list-style-type: none"> Facilitates the transition for parents and guardians of any new students who register mid-year to ensure familiarity of playschool requirements and practices.
	<ul style="list-style-type: none"> Responsible for creating the school year calendar (including all holidays and PD days) in consultation with the instructors and President.
Fundraising Representative (50/50, or other event)	<ul style="list-style-type: none"> Attends all Board, Annual, General and Special meetings. Coordinates any seasonal fundraisers throughout the year. Organizes and executes the 'Annual Spring Concert & complimentary activity (including coordinating volunteers and AGLC licenses, as needed).
	<ul style="list-style-type: none"> Coordinates work of Fundraising Assistants 1 and 2.

Fundraising Representative (Casino)	<ul style="list-style-type: none"> Attends all Board, Annual, General and Special meetings. Informs all families of casino requirements at the beginning of the school year.
	<ul style="list-style-type: none"> Acts as contact person with Alberta Gaming.
	<ul style="list-style-type: none"> Organizes and schedules Casino volunteers and leads the event.
	<ul style="list-style-type: none"> In a non-casino year, researches and prepares grant applications, in consultation with the Board.

Parents not elected to the Board will be assigned one of the following volunteer jobs:

Volunteer Job	Description of Duties	Number Required
Class Baker/Snack Provider	<ul style="list-style-type: none"> Bake sugar cookies or provide a snack for each student for predetermined party dates Note: there may be a need to make items that are gluten and nut free due to allergies 	3 – one for each class
Class Helper	<ul style="list-style-type: none"> Provide in-class help once a month as directed by the instructors 	1 Sept – Jan 1 Feb – June
Class Liaison	<ul style="list-style-type: none"> Responsible for the étoile de la journée calendar (star of the day) and class communications with parents and guardians Acts as the liaison between the parents and guardians, Board and instructors 	3 – one for each class

	<ul style="list-style-type: none"> • Must be available to fill-in on short notice for instructors should they not be available on an instructional day • Attends Board meetings as necessary 	
Cleaning Bee Coordinator	<ul style="list-style-type: none"> • Schedule volunteers according to the dates provided by the instructor • Distribute the schedule to all cleaning bee volunteers • Keeps track of all completed duties and informs Vice-President if volunteers do not complete their required shift • Contact person for schedule changes 	1
Cleaning Bee Specialist (5 during the year)	<ul style="list-style-type: none"> • Cleans the classroom (after hours) in a group of 3 volunteers • Approximately 2 hours per visit 	10-15
Craft Prep Person	<ul style="list-style-type: none"> • Help cut/prepare crafts • Note that this work may include photocopying and can be done at home 	1 Sept – Jan 1 Feb – June

Fundraising Helper 1	<ul style="list-style-type: none"> • Assists Fundraising Representative in brainstorming and developing fundraising strategy for the year • Assists in executing initiatives, such as double checking orders, sorting, and distributing products to families • Assists with bringing in bottles for our bottle drive • Assists Fundraising Representative with the 'Annual Spring Concert • Helps sell 50/50 tickets before concert 	1
Fundraising Helper 2	<ul style="list-style-type: none"> • Assists Fundraising Representative in brainstorming and developing fundraising strategy for the year • Completes shopping for food and other items required for the concert and auction • Assists Fundraising Representative with the 'Annual Spring Concert • Helps with set-up and take-down on 	1

	<ul style="list-style-type: none"> • the day of the concert and auction • Sets up, monitors, and cleans up food in kitchen following concert 	
Laundry Person	<ul style="list-style-type: none"> • Performs scheduled washing of pillow covers, field trip t-shirts, rags and paint smocks 	1 Sept – Jan 1 Feb – June
Mail Person	<ul style="list-style-type: none"> • Responsible for collecting mail from the mailbox and delivering it to the school weekly • Mailbox is located at the Southgate Rexall Post Office • Note that this includes Scholastic deliveries, which are sometimes large boxes 	1 Sept – Jan 1 Feb – June
Pleasantview Community League Representative	<ul style="list-style-type: none"> • Act as a liaison between the Pleasantview Community League and the playschool • Attend all PCL board meetings and help deal with any issues, concerns, or questions school may have with the (and vice versa) and report to the President and the Board as necessary • Note: this volunteer position is exempt from the playschool's casino requirement. 	1
Scholastic Assistant	<ul style="list-style-type: none"> • Sort and staple Scholastic flyers • Complete an occasional mail check. 	1
Treasurer Assistant	<ul style="list-style-type: none"> • Assists treasurer by doing basic bookkeeping tasks • Ensures all tuition and bond cheques are provided to treasurer prior to the start of the school year (this includes following up with families as required) • Sort and inventory cheques for monthly deposit by treasurer Access to Microsoft Excel required 	1

Please note, duties and positions may vary from year to year and are confirmed at the Annual General Meeting.

24.Merci!

Thank you for taking the time to get to know your playschool! Over the course of the year the program will both grow and change to meet the needs of its members. This may mean that new policies are adopted or updates to current policies may be considered to benefit and protect the program and its members. Policies relevant to this program are contained within this document.

You will be notified in as timely a fashion as possible through one or more of the following communication methods used by the program: monthly newsletter, notices, posting on the board at school, telephone or email. This manual is updated as needed and is published on the playschool website.

If at any time you have questions or concerns about this handbook or the program, your class representative or other members of the Board will be happy to hear from you.

Thank you for selecting Les Causeries Playschool for your child and we look forward to your participation and support in the year to come.

25.Contact Information for Printing

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