

L'École des Petits Preschool for the Small **POLICY MANUAL**



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La Co-operative L'École des Petits Policy Manual

Table of Contents

SECTION 1: OVERVIEW 4

1.1 MISSION STATEMENT..... 4

1.2 GOALS 4

SECTION 2: PROGRAM POLICIES..... 5

2.1 CRITERIA FOR ENROLLMENT 5

2.2 REGISTRATION 5

2.3 WITHDRAWAL OF CHILD 5

2.4 FEES..... 6

2.5 PAYMENT OF TUITION FEES..... 6

2.6 LATE FEE POLICY 7

2.7 REFUND OF FEES 7

2.8 ISSUING OF RECEIPTS 8

2.9 SCHOOL CALENDAR 8

2.10 DAILY TIMETABLE..... 8

2.11 PICK-UP AND DROP-OFF..... 8

2.12 PARENT PARTICIPATION 9

2.13 FUNDRAISING 9

2.13.1 FUNDRAISING REQUIREMENTS..... 9

2.13.2 GRANT APPLICATIONS..... 10

2.14 POLICY MANUAL 10

SECTION 3: OPERATION OF THE BOARD POLICIES..... 11

3.1 BOARD OF DIRECTORS (BOD)..... 11

3.2 DIRECTORS 11

3.3 OFFICERS & DIRECTORS 11

3.4 BOARD COMMITTEES 11

3.4.1 PERSONNEL COMMITTEE 11

3.4.2 OTHER COMMITTEES..... 11

3.5 ANNUAL GENERAL MEETING 12

SECTION 4: COMMUNICATION POLICIES..... 13

4.1 PARENT TEACHER COMMUNICATION..... 13

4.2 EXPRESSION OF CONCERNS 13

SECTION 5: HEALTH & SAFETY POLICIES..... 14

5.1 NUT FREE ENVIRONMENT..... 14

5.2 ACCIDENTS & INCIDENTS..... 14

5.3 SICK POLICY / COMMUNICABLE DISEASES 14

5.4 ADMINISTERING MEDICATIONS 14

5.5 POSITIVE GUIDANCE 15

5.6 TIME OUTS..... 15

5.7 PHYSICAL RESTRAINT 15

Section 1: Overview

1.1 Mission Statement

Our mission is to familiarize the 3 to 5 year old child with the sound of the French language within a developmentally appropriate preschool program.

1.2 Goals

The purpose of the preschool program is to promote the physical, intellectual, social, emotional, and cognitive growth of children ages 3-5. The preschool curriculum is planned with the following goals in mind:

- Introduce French vocabulary.
- Help the child recognize himself/herself as a valuable individual in their community through achievement and praise.
- Encourage socialization by cooperating, sharing, and being sensitive to other within our classroom, community and beyond.
- Give opportunities for language and speech development by encouraging the child to verbalize in structured activities.
- Encourage the child to express himself/herself in creative ways with introduction of various materials and equipment.
- Develop enjoyment, appreciation, and interest in music, books, and the environment.
- Develop fine and gross motor skills through indoor and outdoor exercise activity and manipulative table toy play.
- Increase the child's awareness of the world in which he/she lives through interesting learning centers and field trips.

Section 2: Program Policies

2.1 Criteria for Enrollment

A child may register and commence participation in the preschool, space permitting, beginning the first day of the month that they reach three (3) years of age. The teacher's discretion may be used to admit a child prior to the month that they turn three (3) years of age. All children must be toilet trained, as stipulated in provincial health regulations.

If after the first month of class the teacher or parent feels that the child has not adjusted adequately to the classroom situation, the teacher and parent will discuss her or his concerns and work towards a mutually agreed upon solution. The Board of Directors reserves the right to ask that child to leave the preschool.

L'Ecole des Petits does not have the training nor specialized expertise required to support children with additional special needs. Please contact the teacher, or Board if you are unsure of whether or not the preschool would be a suitable choice for your child and the teacher, along with the Board, will review your situation and advise accordingly.

2.2 Registration

The registration fee, co-op (membership) fee, and extracurricular fee will be paid in full with the completed registration form. PAD Form will be submitted with a void cheque or banking information for tuition fees for September to June.

Registration for the next school year shall begin on the first day of January of the year that the new fall classes start. The first day of classes will begin the first Tuesday in the second week of September.

If the classes are full ("We will have a 1:10 teacher student ratio".) and an opening occurs, a prospective student may register in the opening, but the tuition deposit for the full month must be made at the time of registration in order to reserve the spot. Registration will be accepted for either the 2 half days per week program, or the 3 full days per week program as set out in the school calendar. Parents are requested to report any change of address and/or telephone number to the Senior Teacher/Administrator at the preschool in writing.

Staff will assume responsibility for the orientation of the parents whose children are enrolled during the school year.

2.3 Withdrawal of Child

If your child does not start the preschool program, or should you wish to withdraw your child, written notice must be given to the board and/or teacher. Children can be withdrawn at the end of any month; however, the withdrawal notice must be received by the board or the teachers at least 30 days prior to the last day of the such month.

If 30 days written notice is not given upon withdrawal of the child from the preschool, and the child's withdrawal is immediate, the following months' tuition will be withdrawn.

Due to the difficulty in filling spaces later in the school year, the above policy does not apply for withdrawals that take place after December 31.

Tuition withdrawals will continue until written notice of withdrawal is received.

The board reserves the right to withdraw any child it considers unsuitable at any time.

Any family with multiple children wanting to reserve space in a school year will be required to pay monthly tuition for all children in which they are requesting a spot for.

2.4 Fees

- Membership Fee: \$25.00 per family (non-refundable) upon registration.
- Registration Fee: \$50.00 per child per year (non-refundable).
- Extracurricular Fee: \$135.00 per child for 2 half days per week. \$270.00 per child for 5 full days per week (non-refundable) (this helps to defer art fees and similar expenses).
- Tuition Fees per child:
 - \$100.00 per month for Tues/Thurs (1/2 day).
 - \$282.00 per month for Mon/Wed/Fri (Full days).

An additional \$30.00 bank charge fee is added to N.S.F. (not sufficient funds) withdrawals or cheques. Outstanding monies not received by e-transfer within 7 days will be subject to a \$50.00 late fee.

Delinquent Fees: 15 days behind – a Registered Letter will be sent out. If still delinquent at the end of that month, child will be asked to withdraw from the preschool.

Tuition fees NSF 3 times over the course of the school year will result in immediate withdrawal of the child(ren) from the preschool.

School Supplies: Parents shall provide the supplies indicated on the supply list.

Extra clothing: Parents are requested to supply an extra set of clothing and a pair of inside shoes (please label all articles.)

See section 2.13 for our Fundraising requirements as there is a \$350 annual fundraising commitment per child for all families.

2.5 Payment of Tuition Fees

Tuition fees are paid on the first day of the month using an auto withdrawal program through our bank and will be taken on the first of the month from September to June.

An additional \$30.00 bank charges fee is added to N.S.F. payments. Late fees of tuition payment not within 7 days must pay an additional \$50.

We do not accept monthly tuition in the form of a cash payment. Any family unable to provide banking information or a void cheque will be required to pay the full years tuition in full by etransfer to ecoledespetits@sasktel.net. The boards discretion may be used for an alternate etransfer payment schedule.

2.6 Late Fee Policy

Children must be picked up no later than 11:00 AM for morning students, and no later than 3:30 PM for full day and afternoon students.

You must contact Mme. Jara if you are going to be late to pick up your child.

Late pick-up charges: if your child is not picked up by 11:00 AM or 3:30 PM the following charges apply:

From 11:00-11:15 AM OR 3:30-3:45 PM or any portion there of – a \$25 charge results

From 11:15-11:30 AM OR 3:45-4:00 PM or any portion there of – a \$25 charge results

From 11:30-11:45 AM OR 4:00-4:15 PM or any portion there of – a \$25 charge results

The charges will carry on as stated above until the child is picked up.

Late fees are due BEFORE your child(ren) may return to the school, fees can be paid by etransfer to ecoledespetits@sasktel.net (please note in the comments it is a late fee payment).

Please note that these fees are NOT tax deductible and will not appear on your child care tax receipt at the end of the year.

The first instance will result in a late fee and verbal warning. You will be required to sign acknowledging your verbal warning.

The second instance will result in a late fee and written warning, providing the parent/guardian notification of the possible termination of services.

The third instance will result in Mme. Jara bringing it to the attention of the Board of Directors. At that time, the Board of L'Ecole des Petits reserves the right to terminate services.

2.7 Refund of Fees

There is no reduction of fees or make up days provided for any absences including absences due to illness or vacation.

2.8 Issuing of Receipts

Tuition receipts will be provided twice during the school year. One at the end of December, and the second at the end of the school year. There is a \$30.00 fee for the re-issuing of these receipts

Monthly tuition receipts are subject to a \$5.00 per month charge, per child.

2.9 School Calendar

The school will function for a ten (10) month period, September to June. The preschool will enjoy the same civic holidays as the local schools. A calendar of school holidays and TPD (teacher-prep-day) days will be provided with the welcome package. One class will be offered Monday, Wednesday, and Friday full days; one Tuesday and Thursday A.M.; and one Tuesday and Thursday P.M. Each will be offered based on a minimal enrollment of eleven (11) and a maximum enrollment of twenty-one (25) students. Holidays are: Thanksgiving Day, Remembrance Day, Christmas Holidays, February Break, Easter, and Victoria Day.

When the temperature warrants, the school will be closed for the day. The local radio stations will broadcast the preschool closure.

Only one (1) party a year will be held that require parent invitations. This party will be Graduation/Year End.

“Bring a Friend Day” will be held throughout the school year to allow students to invite another child to participate as a student in the preschool program for that half day only. The parents of the invitees will be required to provide emergency contact information for use for that day only. These children will be included in the daily attendance record for that day only. If the friend is under three (3), the parent will be requested to stay for the half day visit.

2.10 Daily Timetable

Half day class times are from **8:15 A.M. to 11:00 A.M.** and **12:45 P.M. to 3:30 P.M.**

Full day class times are from **8:15 A.M. to 3:30 P.M.**

2.11 Pick-up and Drop-off

Parents or their replacements will enter the preschool to deliver their children for the morning class at 8:15 a.m. and the afternoon class at 12:45 p.m.

Parents or their replacements will enter the school to pick up their children in the morning at 10:45 a.m. and in the afternoon at 3:15 p.m.

Parents must provide the teacher with a list of car pool participants.

Parents must inform the teacher if someone other than the parent or other designated person will be picking up their child from the preschool. They can do this by phone, text or email. The preschool will

not allow a child to leave with an unfamiliar adult without the express permission of the parent or guardian.

If parents wish to refuse access to a child by a specific adult, they must provide legal documentation authorizing this.

2.12 Parent Participation

L'École des Petits is a parent participation preschool that relies heavily on volunteers and parent support. Parents with children in the preschool are expected to volunteer for activities such as; fundraising, field trips, serving on the Board, using skills such as carpentry and handyman skills, and helping children remove and put on outer clothing, etc.

Parents are always welcome to come in and share about their family's traditions, culture or holidays celebrated.

A volunteer sheet is attached to the Registration Form.

2.13 Fundraising

In order to keep registration costs affordable for all families while providing exceptional student experiences, the preschool actively engages in fundraising as well as seeking funds through grants. The money raised from these efforts contributes to the day-to-day costs of running the preschool, including purchasing supplies and materials for the classroom, funding field trips and special activities.

2.13.1 Fundraising Requirements

The preschool holds 4 larger fundraising events throughout the year, along with a number of bottle drives.

Each family is **required** to participate in the following 2 fundraisers throughout the school year.

Progressive 50/50 Raffle tickets – \$200 of tickets sold.

Silent Auction - \$150 value donation OR \$150 opt out fee paid to the preschool.

Please note that fundraising requirements are **per child**.

A deadline will be set for each of these fundraisers by the Board and communicated to families in September.

In addition to the two required monetary fundraisers each family is required to work one – two-hour shift at either Diamonds & Pearls – a night out for the girls (our fundraising gala) OR one of the bottle drives held by the preschool. Dates for these are TBD and will be announced throughout the school year.

2.13.2 Grant Applications

In addition to fundraising, board members apply for grants which target specific needs. These include local, provincial and federal grants. Previously these grants have supported the purchase of French language material, physical activity, and cultural experiences.

If you know of any opportunities, please feel free to forward the information to the preschool:
ecoledespetits@sasktel.net.

2.14 Policy Manual

A highlight of important policies is right in the Registration Package so families are aware prior to registration.

A complete copy of the Policy Manual and Bylaws will be available in the classroom for parent reference, as well as online on the preschool website.

The Policy Manual will be reviewed annually by the Board. Parents may make their suggestions, in writing to the Board, for changes to the Policy Manual. Please send these before the Annual General Meeting to:

La Co-operative de L'École des Petits
2051 15th Ave East
Prince Albert, SK S6V 6T5

Section 3: Operation of the Board Policies

3.1 Board of Directors (BOD)

The Board of Directors will follow the Bylaws of La Co-operative L'École des Petits. The Board of Directors will meet once a month, on a day to be determined by the new Board members. Emergency meetings may be called. Parents are welcome to request to attend a board meeting if they wish to present a topic for discussion or consideration. Requests can be made by emailing ecoledespetitsboard@gmail.com.

A restriction is placed both on the Personnel Committee and Board from approving starting bonuses (or retention bonuses) at the commencement of the school year. Yearend bonuses shall be discussed and approved only within the final two quarters of each fiscal year. In a spirit of fiscal responsibility, the Board shall not prematurely commit to bonuses that will either incur deficit or unduly deplete the school's reserve funds, funds which ensure that contingencies can be met in times of emergency or due to other non-salary operational pressures (capital asset replacement, the cost of inflation, professional development planning, etc.).

3.2 Directors

Each director must have a child enrolled in the preschool during the year he/she seeks to sit on the Board, unless otherwise agreed upon.

3.3 Officers & Directors

There will be a minimum of six (6) officers and directors: President, Vice-President, Secretary, Treasurer, Communications Director/ Librarian, Director of Fundraising

Members at Large may be many, and these are also voting members. A list of board members and directors will be included with the first school newsletter.

3.4 Board Committees

3.4.1 Personnel Committee

The Board will establish a Personnel Committee consisting of three (3) members. It will be this committee's responsibility to negotiate the annual contract with the staff, and to deal with any personnel issues that come up throughout the year.

The Assistant Teacher(s) answers to the Senior Teacher/Administrator who then brings any issues to the Personnel Committee.

3.4.2 Other Committees

Other committees may be struck from time to time. The chair of the committee will be a member of the Board and two (2) members of the committee will be members of the Co-operative.

3.5 Annual General Meeting

The Annual General Meeting (AGM) will take place before the opening of the preschool. One parent must attend in order to become familiar with the preschool program and significant school policies.

The AGM will provide an opportunity for co-operative members to meet one another as well as meet the Board and teachers.

The election of Officers and Directors takes place. All Directors, Board members and parents of the children attending the preschool have a voice and vote at the AGM of the preschool.

Section 4: Communication Policies

4.1 Parent Teacher Communication

Newsletters are the basic means of communication with the parents/guardians. They will go out to all families every month, it will contain notice of all outings, and communicate monthly happenings in the classroom, as well as fundraising information. It will be sent out via Remind to all families.

Additional notices may be sent out from time to time via Remind. (Our teachers utilize an app called Remind for parent/teacher communication.)

Parent-Teacher meetings will be arranged by the Senior Teacher at least once during the course of the year to discuss progress of the child and any issues which may have developed.

If the issue does not pertain to the teacher, please contact a board member by emailing ecoledespetitsboard@gmail.com.

4.2 Expression of Concerns

If any parent or board member has a concern with another parent or board member, that concern needs to be taken directly to the person involved to be discussed privately and in a respectful manner. Discussion should revolve around positive solutions of what to do differently, rather than what not to do.

If not satisfied with the response, a letter should be written to the Board. Again, the concern needs to be discussed privately and in a respectful manner. Discussion should revolve around what to do differently, rather than focusing on a complaint.

Section 5: Health & Safety Policies

5.1 Nut Free Environment

L'École des Petits is a **peanut and nut-free school**. Parents are encouraged to send healthy snacks with their child, and the school welcomes home-made snacks. However, due to the potential of severe reactions from those children who suffer from such allergies, the school requires that all home-made snacks be labeled "nut-free". Any snack that is unlabeled will be returned home, uneaten, with your child at the end of class. Due to the nature of some nut allergies, this policy will be strictly enforced.

5.2 Accidents & Incidents

If a child or staff member is injured during the preschool program, or if there is an occurrence of a significant incident, the staff will complete an Accident/Incident Report documenting what happened, describing the events prior to the incident, and action taken after the incident. A copy of this report will be given to the parent and the parent will be asked to sign a copy of the report to be retained at the preschool. Accidents and incidents will be reported to the Board at the monthly meeting.

5.3 Sick Policy / Communicable Diseases

Prior to returning to preschool a child who is/has been sick must:

- Be fever free without the use of fever reducing medications for 24 hours.
- Be 48 hours from the last episode of vomiting or diarrhea.
- have been treated by antibiotics or medication (if prescribed) for 24 hours.

If a student contracts a communicable disease it should be brought to the attention of the teacher immediately. Children should only return to class on the advice of Public Health or their physician. In some situations, a letter from a physician may be required. (Chicken pox, measles, mumps, strep throat, impetigo, scabies, conjunctivitis (pink eye), etc).

Please reference the Saskatchewan Health Authority 'Is My Child Too Sick To Attend School?' reference sheet if you are unclear on what constitutes an illness to keep your child home for:

- <https://www.saskhealthauthority.ca/sites/default/files/2024-01/CS-PIER-0137-Is-My-Child-Too-Sick-to-Attend-School.pdf>

We recommend your child's childhood immunizations be up to date.

5.4 Administering Medications

Staff members will not administer any medications, prescription or over the counter, to any child with the following exceptions:

- Inhalers/puffers to children having asthmatic episodes;
- Epi-pens to children having severe allergic reactions; and
- To children who are diabetic.

These need to be provided to the staff by the child's family/guardian with written instructions for their appropriate use.

5.5 Positive Guidance

Children will be encouraged to engage in appropriate behaviors using the following procedures in the following order:

- Prevention: Setting up an environment that nurtures play and structure.
- Reinforcing and praising desired play and social behaviors.
- Redirections: Seeing that a child may be about to do something inappropriate, the staff person will redirect the child's attention to something else, or ask a child what to do. Strategies used to redirect a child include using words, pictures, reassuring touch, proximity (being close to the child), moving the child to another activity or area, and/or giving the child something to hold or play with.
- Setting up situations where the child can practice positive behaviors.
- Modeling what a child may say or do in a given situation.
- Ignoring minor behaviors that are not harmful and, over time, extinguishing them.
- Doing an ABC observation of what is happening before the behavior occurs, describing the behavior in observable terms, and looking at what the possible reinforcing response may be for engaging in that behavior. Following the observation, brainstorming by staff members as to what happened, why it might have happened, and what strategies might help it from occurring again is recommended.
- Using visual strategies (pictures, demonstrations, acting it out with toys, role playing situations, and drawings) to help the child understand preferred behaviors and make better choices.

If the teacher or a parent identifies a serious and on-going behavioral concern about a child, the information will be documented, and there will be ongoing monitoring and documentation of the identified concern. Once sufficient documentation has been gathered, the concern will be discussed with the child's parent and an intervention plan will be developed. The intervention plan will be implemented and revised as necessary. Serious ongoing concerns will be discussed with the Board at the monthly meeting or an emergency meeting of the Board. The Board reserves the right to ask a child to leave the preschool.

5.6 Time Outs

A child will be placed in time out if they are in danger of hurting themselves or others. The child will be removed to a quiet area away from the group and away from any dangerous situations, accompanied by an adult. The child will remain in time out until it is safe for them to return to the group. This will be documented as an incident, and the parents of the child will be informed of what has happened. If the child becomes an ongoing safety concern, the Board reserves the right to ask the child to leave the preschool.

5.7 Physical Restraint

A child will be physically restrained if they are a danger to themselves or to others, and when all other attempts to protect the children have failed. The child will be restrained in a safe manner, and the staff will be provided with resources on this that are kept in the preschool. If the child becomes an ongoing safety concern, the Board reserves the right to ask the child to leave the preschool.