

Malmo Pre-Kindergarten Parent Handbook 2019-2020

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Malmo Elementary School

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INTRODUCTION

Welcome to Malmo Pre-Kindergarten! We are a not-for-profit, parent co-operative preschool for children ages three to five years. Our preschool is located in Malmo Elementary School.

Malmo Pre-Kindergarten is a registered not-for-profit society and operates under the Societies Act of Alberta. We are licensed as a preschool with Edmonton & Area Child & Family Services and follow the Child Care Licensing Act.

Every parent and/or legal guardian whose child is enrolled in the preschool is considered a member of the Malmo Pre-Kindergarten Parents Association (also known as the "Association"). The Association is governed by the bylaws of the Association and has a Board of elected officers who hold the roles of President, Vice President, Secretary, Treasurer or Co-Treasurer, Fundraising Coordinator, and Registrar or Co-Registrar. The Board implements the policies based on the Association bylaws. Parent(s) or legal guardian(s) who do not serve on the Board assume other volunteer positions.

This Handbook outlines the policies and procedures of Malmo Pre-Kindergarten. It will also introduce you to the preschool's guiding philosophy of "learning through play", programming details, operational guidelines, parent/guardian responsibilities, and important dates. Our bylaws can be accessed by contacting the preschool.

In this Handbook, the use of the title "Pre-Kindergarten" (official) and "preschool" (colloquial) will be used interchangeably.

1. PHILOSOPHY OF MALMO PRE-KINDERGARTEN

1.1 Purpose and Objectives

The purpose of Malmo Pre-Kindergarten is to present a high-quality, developmentally appropriate program based on the "learning through play" philosophy.

Malmo Pre-Kindergarten objectives are to:

- Provide an opportunity for children to play at preschool in a similar-age setting.
- Offer a consistent play environment, where children can meet regularly with the same group of children and have time to develop relationships with one another and to learn about themselves.
- Help build a sense of security and self-confidence.



- Offer opportunities to explore and play with a wider range of materials than are available in most homes.
- Encourage creativity and curiosity.
- Allow a child to begin to make independent choices and help to build on the child's interests in the world around them.

1.2 Play and Whole Child Development

We believe that “learning through play” enhances the growth and development of the whole child: physically, socially, emotionally, intellectually and creatively.

Physical Development

Opportunities for indoor play with various recreational equipment in the school gymnasium offer the children many activities that promote large muscle development and body co-ordination. Weather-permitting, the preschool also utilizes the outdoor park and playground.

Small muscles and finer co-ordination are developed through the use of small blocks, puzzles, crayons, paints, clay, sand, and musical instruments. Children are also taught body care methods and needs through special theme subjects, activities, resource visitors, etc.

Social Development

A preschool of similar ages makes companionship possible. Under the guidance of the teacher, the school provides many experiences in playing with and alongside peers, sharing, waiting one's turn, and managing relationships and conflicts.

Emotional Development

Children are offered a consistent routine and encouragement in an atmosphere of caring, concerned adults who are sensitive to the feelings of children.

Intellectual Development

The preschool organizes various learning centres that change weekly, music/singing time, baking/cooking opportunities, field trips and visits from special guests all stimulate curiosity and contribute to the growth of ideas.

Creative Development

Children explore their artistic natures through daily craft activities, a painting center and a play dough table. Our playhouse changes with each theme to allow the children a variety of imaginative play. Dramatic and creative play are also developed through puppets, musical instruments, singing and acting out stories.



1.3 Benefits of Pre-Kindergarten

Benefits to the child include:

- Express thoughts, feelings, and ideas to others
- Manage behavior in a group setting
- Compromise
- Show empathy
- Co-operate
- Express 'self' through art, music, and play
- Form friendships
- Become more independent and develop self-confidence

Benefits to the parent(s) include:

- The satisfaction of participating in your child's preschool experience, understanding their routines, learning about their play
- Being a part of a strong parent network
- Witnessing your child's love of learning develop
- Ensuring the smooth running of the school through your involvement

2. OUR PROGRAM

Our program allows for a period of free play time, where children choose their own activities from among the many learning centres designed to stimulate and challenge each child according to their individual needs and stages of development. At these times, the teacher, teacher's assistant and Duty Parent play with the children and give individualized instruction and encouragement.

Some of the centres are: Water table, Sand Table, Painting, Arts & Crafts, Block Building, Library and Story Corner, Play House, Puzzles and Games

After free playtime, children are guided into a structured time of play. This includes circle time, music time and/or gym time, followed by a snack and story time. The children come to know and enjoy their preschool "routine".

The classes use both the school gymnasium and the outdoor park (weather permitting) on a daily basis.

Each month, a new theme is introduced. Special activities linked to the current theme are planned daily to further stimulate and challenge the children. This includes guest speakers and field trips. Children are exposed to art media, music, science, books, food, people and community experience to broaden and expand their knowledge.



Our teachers constantly assess the program, the environment, and each child in order to adapt and improve the program if necessary.

2.1 Hours of Operation

Children attend half-days in either the morning or the afternoon program:

- Morning session: 9:00-11:15 a.m.
- Afternoon session: 1:00-3:15 p.m.

The day that your child attends depends on which class they are enrolled in:

- Four-year-olds: Mondays, Wednesdays and Fridays
- Three-year-olds: Tuesdays and Thursdays
- Three/four-year-old combined class: Mondays, Wednesdays and Fridays

2.2 Age Requirements

A child must turn 3 on or before December 31 of the current school year in order to register in the 3-year-old program. However, per licensing requirements, only children who have turned 3 years old may attend class regularly without a parent/guardian (or designated adult) accompanying them. Prior to turning 3, children may participate in "Visit Days" where they attend class accompanied by a responsible adult who remains in the classroom during the visit. Visit Days are arranged with the teacher.

A child must turn 4 on or before February 28 of the current school year in order to enroll in the 4-year-old program.

2.3 Child to Adult Ratio

Classroom sizes are set to maintain a low child to adult ratio, allowing each child the opportunity to receive dedicated individualized instruction and encouragement. In every class there is always a teacher, a teacher's assistant, and a Duty Parent present (rare exceptions are made due to illness). Malmo Pre-Kindergarten relies on the participation of parents and guardians to fulfill the role of Duty Parent (refer to section 4.1).

2.4 Registration

Malmo Pre-Kindergarten utilizes online registration. Registration for the upcoming school year typically starts in January, with specific durations allotted for current families, alumni families, and then open to the general public. The Executive Board of the current school year will determine the exact date to start the registration process.



All registrations are accepted in the order in which they are received, on a first-come, first-served basis. During registration, you will be asked for your preferred class time. If there is no room in that class when your registration is processed, then your child will be placed in the alternate timeslot for your child's age group, if available. Finally, if no slots are available for your child's age group, then your child will be placed on a waitlist.

The approximate registration timeline is as follows, with precise dates advertised on the website and in newsletters:

1. Registration for current families (families that currently have a child in the preschool and will be registering any of their children in the upcoming preschool year) opens in mid-January.
2. Approximately one week later, registration for alumni families opens.
3. Approximately one week after that, general registration opens.

You will be contacted by the Registrar regarding whether your child has been placed in a class or on a waitlist. If your child has been placed in a class, you will be asked to submit your fee and fine cheques within a certain time period (see section 2.5, Fees and Fines); failure to do so may result in your child losing their spot in the class. All fees and fine cheques are to be submitted to the Registrar and can be dropped off at, or mailed to, the preschool.

While we strive to contact you as soon as possible after receiving your registration, please note that our Registrar is a parent volunteer, like you, and may need some time to get back to you. This is especially true during general registration.

Registration is only available online. All information pertaining to the registration process and specific dates can be found at the Malmo Pre-kindergarten website (malmopreschool.com).

2.4.1 Holding Places

If your child has been placed in a class but cannot attend yet either due to age requirements or other circumstances (e.g. moving to Edmonton after the school year begins), their monthly program fees are still required to be paid. In addition, you may be required to participate in fundraising activities or a subset of duties during this period.

Some parents/guardians in this situation choose to not hold their child's place in a class, essentially suspending their child's registration until they are ready to attend. Note that this does risk your preferred class becoming full, resulting in your child being placed either in the alternate time slot, if there's room, or on the waitlist, when you choose to reinstate their registration.



2.5 Fees and Fines

Fees are monies paid to secure program placement and to fund ongoing participation in the program. There are three (3) fee categories: registration, supplies and program.

Registration Fee

A registration fee is paid once per child, per school year, and is non-refundable and non-transferable. Payment is due (via PayPal) at the time the registration form is submitted. The registration form can only be processed if the payment is completed.

Note: The registration fee must be paid whether your child is given a spot in a class or on the waitlist. However, no fee or fine cheques shall be due until a space becomes available in the program.

All program fees and fine cheques are mandatory and are due within ten (10) business days after the Registrar has provided written confirmation of a child's spot at the preschool. Failure to provide cheques for all fees within the specified timeframe will result in the child's spot at the preschool to be forfeited. Refer to Appendix B for Schedule of Fees and Fines.

Program Fee

The Program Fee covers the monthly, ongoing costs of the program. Refer to Appendix B for Schedule of Fees and Fines.

Supplies Fee

The Supplies Fee helps to cover the cost of field trips, guest speakers, program supplies, and other program needs for each child enrolled in the program. The Supplies Fee is per child for children beginning before the winter break and will be cashed once the child attends their first day of preschool. For children starting after January 1, the fee is reduced per child. Refer to Appendix B for Schedule of Fees and Fines.

Fine Cheques

Parents are required to provide the following post-dated Fine Cheques:

- Cleaning Bee Fine
- Fundraising Fines
- Duty Parent/Parent Job Fines

All fine cheques are mandatory. A fine cheque is cashed only if a parent does not complete the related duty (i.e. fails to attend a scheduled Cleaning Bee, does not participate in fundraising activities, does not help on scheduled duty days or fails to perform their assigned parent job). Once a fine cheque is cashed, a replacement fine cheque is required to be submitted to the Treasurer within ten (10) business days. If a replacement cheque is not received within the specified timeframe, the Board will be



notified and the child may be asked not to attend the preschool until a replacement fine cheque is provided.

Families who withdraw their child(ren) from the preschool program after attending for more than two (2) months may have their fine cheques cashed on a pro-rated basis, at the discretion of the Board. As part of a co-operative preschool, there are scheduled activities (i.e. cleaning requirements and fundraisers) in which all members of the Association are expected to participate. These activities require families to sign up and commit to specific dates that are usually spread out throughout the year. This measure is to account for any loss of fundraising manpower or cleaning requirement that cannot be filled due to the vacancy.

Un-cashed fine cheques will be destroyed at the end of the school year unless otherwise requested by the parent(s) or guardian.

Note: The Board, in its sole discretion, reserves the right to make changes to fees and fines for any upcoming school year.

NSF Policy

All Cheques that are returned NSF (non-sufficient fund) are subject to a fee (please refer to Appendix B). In the event of a cheque which is returned NSF, the Treasurer will provide an email notification and a paper copy via the classroom mailboxes advising of the returned cheque. The parent will be asked to respond to the notification by email or telephone and to make suitable arrangements to replace the funds and provide the NSF fee within 14 days. If no payment is received or acceptable alternative arrangement (in the preschool's sole discretion) is made within 14 days, the Board will be notified and may ask that the child not attend the preschool until monthly fees are brought up to date.

In the event of subsequent cheques which are returned NSF, the Treasurer will provide notification letters via email and classroom mailbox and advise that further occurrences may result in the child's removal from the preschool. Parents are responsible for replacing the funds and providing the NSF fee within 14 days with a certified cheque, money order, or cash. If no payment or acceptable alternative arrangement is made after the 14 days, the child may be asked to withdraw from the program.

The preschool will examine NSF issues on a case-by-case basis but reserves its ability and discretion to remove a child from the preschool for recurring and/or ongoing issues associated with non-payment of fees.



2.6 Notice to Cancel

An intention to withdraw from the preschool program requires a minimum of one-month written notification to be sent to the Registrar. The written notification shall state the last day of attendance for the withdrawing child and must be received and acknowledged by the Registrar before the first (1st) day of the month prior to withdrawal. For example, if you wish to have your child leave any time in December, written notice of your intentions must be received and acknowledged by the Registrar before November 1st. Your child may still attend class until the last day of attendance that was stated in the notice to the Registrar. The advance notice allows the teacher to prepare for the departure of your child and allows the Registrar time to fill the vacancy. Any withdrawals submitted with inadequate notice will result in the forfeit of one month's program fee.

An intention to withdraw from the preschool program prior to the start of the school year in September requires written notification to be sent to the Registrar one month prior (i.e. before August 1st). No fees (with the exception of the non-refundable Registration fee) or fine cheques will be cashed if written notification is received and acknowledged by the Registrar prior to August 1st. Written notification received and acknowledged on or after August 1st will result in the September program fee being cashed. All other fee (except the non-refundable Registration fee) and fine cheques will be destroyed.

Note: Any notice to withdraw from the preschool received on or after March 1 will have monthly fee cheques cashed for the unattended months remaining in the school year (March to June). This is due to the preschool being unable to fill a spot that is being vacated so late in the school year.

2.7 Field Trips

Throughout the year, Malmo Pre-Kindergarten offers special experiences such as field trips and guest speakers. Notice of the event will be given several days before any out-of-class field trip. The field trip notice will include: Type of event, start/finish time and date, where and how the children are traveling to/from the event, and the parent/child ratio. Parents must provide signed consent for participation in field trips.

The teacher must carry portable records for any outings. Parents are responsible for providing the preschool with the most updated information so that the correct information is available in the event of an emergency, regardless if it occurs in the classroom or on a field trip. Portable records for each child include: child's name, date of birth, home address, the parent(s) names, home address(es) and telephone number(s), the home address and telephone number of an alternate emergency contact, and relevant health information about the child (ex: immunization and allergies). Portable records will also include telephone numbers for Emergency Response Services and the Poison Control Centre.



2.8 Discipline

The teachers:

- Model appropriate behaviour
- Prevent incidents by redirecting a child
- Recognize and verbally acknowledge the children's efforts to get along with each other
- Set consistent and age-appropriate limits

The teachers strive to be aware of what is happening at all times so that they can intervene before an incident occurs. They use "natural consequences" to manage inappropriate behaviour.

Children must be able to function appropriately in a group. If a child exhibits excessive aggressive behaviour, the teachers will help set up a positive behaviour program to help the child. If no progress is made, the teachers and the Board will decide whether the child should remain in the program (see section 3.17, Special Withdrawal). Any disciplinary action taken will be reasonable in the circumstances.

The teacher, teacher's assistant and Duty Parent work closely together to maintain a happy, secure environment for all the children. They will maintain order by:

- Attempting to redirect a child when a potentially disruptive situation is developing.
- Diverting a child's attention to constructive activity if the child seems aimless or is intruding on another's play space.
- Reminding of respectful behavior expectations on the part of all present and to the toys, materials and equipment in the room.

The following actions are not permitted in the classroom by anyone: Verbal, physical or emotional degradation, physical constraint, confinement or isolation.

Classroom issues are discussed at every Board meeting, including any incidents and/or behavioural concern, as well as applicable strategies for handling the concern.

2.9 Child Drop Off and Pick-up

Parents/guardians may arrive at the preschool no earlier than 10 minutes before the class starts (unless your child is the Busy Bear that day and the parent or representative is the Duty Parent). As our preschool is located in an elementary school, we ask all adults who are dropping off children at the preschool to please be respectful of the other classes that are in session by being quiet and not lingering in the hallways. All children must be escorted into the classroom for drop-offs. After entering the classroom, the accompanying adult must check in with the teacher or teacher's assistant and not leave



until the “green light” sign has been turned over, signaling that the preschool class is starting. Until this sign has been turned over, the teaching staff is not ready to take responsibility for the children, and children remain the responsibility of their accompanying adult(s).

Parents (or an adult designated to pick up the child) must check in with the teacher or teacher’s assistant before the child will be formally dismissed from class. It is imperative that you call the school if you realize you will be late or if somebody else will be picking up your child. Timely pick up allows the preschool to run efficiently and allow the teachers time to prepare for the next class or the next school day. Repeated offences of late pick-ups will be brought before the Board and may result in the child being asked to withdraw from the preschool program.

Your verbal notification is required for the teachers to release your child to an alternative pick-up person other than a designated parent or the designated person(s) noted on your registration form. Photo ID will be required to be shown by the alternative pick-up person to confirm identification on the first time of picking up the child.

Note: In the event no verbal notification was provided to the teachers, children will not be released to an unauthorized person and the parent/emergency contact will be contacted.

2.10 Snacks

Parents are responsible for providing their children with a light, nutritious snack. Below are some guidelines when preparing the snack:

- We are a nut free school! Please ensure you do not send nuts or products that may contain nuts (like some granola bars) in your child’s snack.
- Keep the snack simple - something that won’t require a lot of time for them to eat.
- Please try to include at least two food groups according to Canada’s Food Guide.
- Snacks that could pose a choking risk (grapes, hot dogs, etc.) need to be cut length-wise at home.
- The snack should be put in a small container (i.e. bag, lunchbox, plastic container) that’s easy for the child to handle. (All food that the child doesn’t eat or finish will be put back in this container and returned home.)
- Please send water in a reusable water bottle/tumbler.
- Snack time will be approximately half way through the class.

During special celebrations when snack may be shared, snacks must be store-bought. Due to health regulations, shared snacks cannot be prepared at a parent’s home. Please contact the teacher if you want to bring a snack in to the classroom to share.



2.11 Birthdays

On your child's birthday, he or she is recognized with a rousing rendition of Happy Birthday. Our school is nut free, and because our licensing requirements do not allow shared snacks to be prepared at home, many parents opt to send a small party favor (e.g. stickers) for each child instead of a shared snack. Please consult with the teacher if you wish to bring something in to share with the class.

2.12 Toilet Training

Children need to be toilet-trained to attend Malmo Pre-Kindergarten. Should a child's clothing become heavily soiled while in attendance, parents will be contacted to come and change the child during class.

2.13 Spare Clothes/Classroom Shoes

Our classroom has limited space for storage. Please keep a complete change of clothing in your child's backpack at all times.

Your child is required to leave a pair of indoor running shoes at the preschool to wear while at the preschool. The indoor shoes should offer good support and have a non-marking sole since they will wear these shoes to the Malmo school gymnasium. It is ideal if the child can put on and take off their own shoes so laces must be avoided. Please label the shoes with your child's name and store them in shoe pockets provided at the preschool.

Upon entering Malmo school, all parents and children are asked to remove their outdoor shoes. The preschool children and any parents staying for the duration of class at the preschool are asked to carry their outdoor shoes to the classroom and place them at the designated location provided. This helps the school keep their floors clean and tidy. Parents and children who are dropping off or picking up preschool children may leave their outdoor shoes at the school entrance mats for the duration of drop off and pick up.

2.14 Toys

Children must leave their toys, jewelry and other treasured items at home. When your child is Busy Bear, he/she may bring something special to show the rest of the class.

2.15 Outdoor Play

The preschool tries to take every opportunity to provide the children with outdoor play, unless there are special activities scheduled for the day or the weather does not allow for play outdoors. No outdoor play will occur if the ambient temperature outside is below



-18°C (including wind chill). If in doubt, please dress your child appropriately to play outside. A warm jacket that zips up, snow pants, winter boots, a hat and some mittens make outdoor play much more enjoyable on winter days. On warm, sunny days, we appreciate if the child has had sunscreen applied before coming to preschool and has a hat in their backpack to shade their face.

2.16 School Closures/Cancellations

Malmo Pre-Kindergarten will remain closed under the following conditions:

- Malmo Elementary School is closed.
- The scheduled Duty Parent does not arrive on time and a replacement cannot be located by the scheduled start of class.
- The teacher is ill or unable to attend due to unforeseen circumstances and a replacement cannot be located by the scheduled start of class.
- In other cases, the teacher and the president or vice-president must be in agreement before a class cancellation can occur.

2.17 Special Withdrawal

The teacher, in consultation with the Board, is empowered by the Association to make a well-deliberated, careful and informed decision to request that a student be withdrawn from the program. This policy would be applied where the well-being of the program is put at risk. Examples might include, but are not limited to, the following circumstances:

- Child is consistently disruptive.
- Teacher or teacher's assistant is spending a large portion of class time with child; in turn, taking away from the rest of the class.
- Child cannot yet meet the daily curriculum based on our 'Learning Through Play' philosophy.

Before any final decision is made, the parent(s) or legal guardian(s) of the child will be made aware of the situation and attempts made to rectify it. A trial time period may be set to further evaluate the situation after a consultation including parents, teachers and the Board. Assessment will be made and dealt with on an individual basis.

2.18 Communication with Parents

Malmo Pre-Kindergarten uses emails as the main mode of communication with families. Families are responsible for providing the preschool with a current email address and checking it regularly.

Mailboxes are provided inside the classroom for each family in order to collect projects made by the children and to pass on information to other parents. A bulletin board located inside the classroom by the door keeps families informed on Cleaning Bees,



Duty Parent days, Executive Board contact information, etc. Any confidential information (names, phone numbers) is posted on the bulletin board inside the classroom.

If you have any concerns about your child's day-to-day classroom activities, please talk to the teacher directly. For all other inquiries, please contact the appropriate member of the Board or assigned coordinators (Duty Day Coordinators, Cleaning Bee Coordinator, etc).

2.19 Health & Medical Emergency

Health Records and Allergies

A detailed list of each child's up-to-date health information is required at the time of registration. This includes the Alberta Health Care number, all medical information, allergies, and requirements related to treatment, as well as emergency contact numbers and parental consent to emergency health care. This information is to be kept in the classroom, in a secure location that is easily accessible during an emergency.

Health care may only be provided to the child if the consent of the parent has been obtained or if the health care provided is basic first aid (i.e. a band aid placed on a small cut by the teacher). Parents are responsible to inform the teacher if their child has any changes to their health information or has been in contact with another person who may have a communicable disease.

Contagious/Infectious Condition Policy

If your child has been in contact with contagious or infectious diseases or conditions, parents must report this contact to the teacher so notice can be sent out to other parents. The child must not attend school until there is no longer any risk of infecting others. Examples of a contagious or infectious disease or condition might include, but are not limited to, conjunctivitis (pink eye), head lice, chicken pox/shingles, or meningitis.

A child who cannot play outside or who exhibits the following symptoms is considered too sick to attend school:

- Diarrhea or vomiting
- Fever
- Persistent cough, sneezing, runny nose
- Infected eyes

Note: Children should be kept at home for at least 24-48 hours after symptoms end or until a physician's note is provided stating that the child may return to preschool.

If a child becomes sick while at school, but does not require medical treatment, parents/guardians of the child will be contacted immediately and the child will be moved



away from other children, but still under staff supervision, until the parent(s) arrives. A special mat for resting shall be provided. If the parent is unable to come, the emergency contact listed on the registration form will be contacted and asked to come immediately. The preschool staff member (teacher or teacher's assistant) will complete a Child Care Facility Illness Incident Log Sheet which includes:

- Name of the child
- Date the child was observed to be ill
- Name of staff member who identified the child was ill
- Time parent was initially contacted
- Name of staff person who contacted the parent
- Time the child was removed from the program; and
- Date the child returned to the program.

Licensing requirements stipulate that if the teacher has reason to believe that the child may be suffering from a disease listed in Schedule 1, Communicable Diseases Regulation, the parent must remove the child from the premises immediately.

Medication Administration

Due to the short time children are present in the program, regular medication will not be administered. Where emergency situations demand, medication (for example, Ventolin, Epi-pen) will be administered with written permission of the parent/guardian.

If a staff member administers emergency medication, the following will be documented: the date and time of administration, the name of medication, dosage, and a staff's initials.

Note: Emergency medication must be clearly labeled and stored so it is easily accessible to the teacher but not to the children.

Medical Emergency

If an accident or medical emergency occurs at school that requires a child to be sent to the hospital, a member of the instructional staff will accompany the child. The parent/guardian will be contacted immediately. If staff is unable to reach the parents, the emergency contact will be notified.

Parents will be responsible for bearing the cost associated with transporting their child by ambulance in an emergency situation where the teacher deems ambulance transportation is appropriate.

The preschool's default medical center is:
Stollery Children's Hospital, Emergency Department
University of Alberta Hospital, 8440 - 110 Street, Edmonton, Alberta



2.20 Emergency Evacuation and Tactical Lockdown Plans

The complete emergency evacuation and tactical lockdown plans are posted in the classroom. Please take a moment to read it.

If an emergency occurs, the class will evacuate to:
Malmo Community Hall 11525 - 48 Avenue Edmonton, Alberta
Phone: 780-435-1588

For extended evacuation, all parents will be telephoned. The teacher(s) and Duty Parent will remain with any children whose parents cannot be contacted.

Each class practices one fire drill per month. Children also practice lockdown drills with Malmo School (usually twice per year). The teacher will carry portable records for any evacuation.

2.21 Incident Reporting

If an incident or accident takes place at the school, once staff have intervened and appropriately handled the incident or accident, staff will complete an Incident/Accident Report. Parents of the child/children involved will be asked to read and sign the report. These will be kept on file at the preschool.

A serious illness or injury to a child that occurs while the child is attending school or any incident that may affect the health or safety of a child must be reported by the teacher to licensing staff immediately.

Note: Malmo Pre-Kindergarten is legally required to advise that in accordance with legislation from the Government of Alberta, the following will be reported immediately to the regional child care offices: an emergency evacuation; unexpected program closure; an intruder on the program 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 the 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 the hospital overnight; the death of a child; an unexpected absence of a child from the program (i.e. 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 program's operating hours. All incidents are analyzed annually and a report is submitted to the regional childcare office.



2.22 Supervision Policy and Practices

The teacher and teacher's assistant observe the children's play and behaviour through their constant involvement in the classroom. In addition, both the teacher and the teacher's assistant work together to create the structure of the classroom (placement of the sand table, water table, play dough table, and such).

The park used by the preschool has two distinct sections: one designed for younger children (ages 2 to 5) and another designed for older children. The preschool children will play in the park designed and structured for their age (the "small" park).

To ensure all children are accounted for, children are counted when leaving any room (e.g. leaving the classroom to go to the washroom, gymnasium). Children are also accounted for when, at the end of the class, parents/guardians come to pick them up. Only those parents/guardians who have consent may pick up their children. Refer to section 3.9 for additional information.

Portable attendance records are used to monitor arrival and departure of each child. Once children have been dismissed from class, the responsibility of the child transfers from the preschool to the parent (or designated adult that is picking up the child), even though the Teaching staff may be present on the premise.

2.23 Records

Children's Records

Completed and up-to-date registration forms are kept within the classroom. The information on the forms includes the following information: child's name, date of birth and home address, the parent's name, home address and telephone number, and the emergency contact person's name, address and telephone number, and child's health information.

Parents are asked to contact the teacher if there is any change of information found on the registration form (change of address, parent cell phone number, emergency contact information and such).

Administrative Records

Any relevant information collected by the preschool through normal, operational activities will typically be stored at the preschool for up to and including two years. This information includes: the daily attendance of each child and their arrival and departure times.

Evidence of each staff member's child care certification is kept on-site. Current first aid certificates and verification of staffs' criminal record check, including a vulnerable sector



search, dated no earlier than six months prior to the date of commencement with Malmo Pre-Kindergarten, are done and updated every three years.

3. MEMBER RESPONSIBILITIES IN A CO-OPERATIVE PRESCHOOL

As a parent or legal guardian of a child registered at Malmo Pre-Kindergarten, you are a member of a parent co-operative preschool association. This means that the very existence of the school depends on your commitment and dedication throughout the school year. The parent body works together toward common goals, the most important of which is to provide a happy, satisfying preschool experience for our children.

You are encouraged to talk to the teachers about your special interests, hobbies, work, etc. that you would like to share with the children.

Families are assigned the following annual responsibilities, per registered child in the co-operative program:

- Duty Parent Days
- Parent job
- Fundraising
- Working a Cleaning Bee

3.1 Duty Parent Days

The classes depend on volunteer parents to ensure the best adult/child ratios. Every class is assigned one parent helper who assists the teacher and teacher's assistant and interacts with the children during class time. Duty Parents are assigned duty days on a rotation approximately once every four to six weeks. You are a Duty Parent only in the class your child(ren) attends. As the Duty Parent, you rotate with the other families whose children are registered in the class your child attends.

At the mandatory Annual General Meeting (AGM), held prior to the beginning of the school year, each parent or guardian chooses their first duty day. The Duty Roster Scheduler will make subsequent Duty Parent schedules and email out the upcoming month's duty day calendar schedule to all the parent/guardians of their specific class. A Duty Parent can be a parent, family member, or friend. Note: Duty Parents are not left unaccompanied with a child or the class.

A parent phone list is provided so that you may switch days with another parent whose child is in the same class. If a switch is made, please indicate it on the Master Duty Roster on the bulletin board inside the classroom so that the teacher is aware of the change. Please also inform the Duty Roster Scheduler of the switch that was made.



Duty Day Expectations

The responsibility of the Duty Parent is to assist the teacher and teacher's assistant in various tasks as well as interact and communicate with the children. The Duty Parent is expected to participate enthusiastically and allow the children to direct the play.

A Duty Parent must arrive 15 minutes before the start of class and stay the entire duration until class is dismissed. Arriving early before class allows time for the teacher to explain the planned activities of the day to the Duty Parent as well as give instructions on the tasks with which the Duty Parent can help. The teachers will offer direction on how the parent can assist in class preparation. When the Duty Parent is late, then class starts late and all the other parents have to wait with their children until the teachers are finished explaining the activities for the day to the Duty Parent.

Note: Siblings of the registered child are not allowed to stay in the preschool classroom on duty days due to our licensing requirements.

Each parent/guardian is responsible for attending their assigned duty days or finding a replacement Duty Parent if they are unable to attend their scheduled date. If you cannot make your duty day due to an illness or emergency situation (i.e. child becomes ill), you need to call one of the emergency parents on the list for emergency duty day coverage. It is also helpful to call the preschool and let them know that you will not be able to come in and who will be covering your duty day in your place.

It is not the responsibility of the preschool teaching staff to find a replacement Duty Parent. If you miss a duty day without making alternate arrangements, your Duty Parent/Parent Job fine cheque will be cashed, and you will be required to provide a replacement Duty Parent/Parent Job fine cheque. Repeated failure to participate in duty days may result in removal from Malmo Pre-Kindergarten, at the discretion of the Board.

Note: An emergency duty coverage list will be created for each class to assist with finding a replacement in an urgent situation.

Busy Bear

When you are the designated Duty Parent, your child is the Busy Bear! This is a very exciting and important day for your child. When your child is Busy Bear, he/she is the primary helper in the class for the day. The Busy Bear brings something for show and tell, has special jobs (such as flipping the timer for the clean-up countdown), and is always first in line!

3.2 Parent Job

Malmo Pre-Kindergarten operates by a series of volunteer positions. Each family is required to take on a position on the Board or perform a parent job. Some examples of



parent jobs are vacuuming/mopping, duty day scheduler, fundraising committee, or classroom historian. Refer to Appendix C for descriptions of the various parent jobs and Board positions.

3.3 Fundraising

The fundraisers for the year are announced at the AGM. All families are required to participate in all fundraising events and actively contribute efforts towards reaching the fundraising goal set by Malmo Pre-Kindergarten.

Prior to each fundraiser, the Board will establish guidelines to what requirements must be met for the fundraiser from each family. If the requirements outlined by the Board are not met, then the fundraising cheque will be cashed.

The fundraising requirement will be dealt with on a case by case basis for families that withdraw early from the school year.

Every family is required to participate in our fundraising projects, as we rely on the fundraising income in setting and meeting our budget, and also as a means to reducing our fees. The preschool typically has the following fundraisers:

- Winter Raffle
- Casino (every 2 years)
- Spring Carnival

3.4 Cleaning Bee

One member from each family, for each registered child, must attend one of approximately six annual Cleaning Bees, on the assigned date, where a thorough cleaning is given to everything from the toys to the rugs. Each Cleaning Bee lasts about 1.5 hours.

At the mandatory Annual General Meeting (AGM), held prior to the beginning of the school year, the dates and times of each Cleaning Bee session are presented and each parent or guardian is able to choose the Cleaning Bee date which best suits their schedule. Cleaning Bee session dates and times are known well in advance. If you are not able to attend your scheduled Cleaning Bee, it is your responsibility to switch with another family or send an alternative in your place (friend, grandparent, aunt, etc.). Children are not allowed at the Cleaning Bee sessions as there may be cleaning solutions present.

Note: If you do not participate in your scheduled Cleaning Bee (which includes arriving on time and staying for the entire Cleaning Bee), your Cleaning Bee cheque will be cashed. Board members are exempt from Cleaning Bees.



3.5 Code of Ethics

It is the duty and responsibility of all helpers to follow the teachers' direction, provide support, and actively promote a positive learning environment.

Staff and parents should model kind and healthy behaviour for the children. No smoking is permitted on the school premise. No staff member will smoke at any time or place where child care is being provided.

3.6 Confidentiality

Any information shared by a teacher must be kept confidential and not discussed outside the classroom under any circumstances. Duty Parents should avoid making any statements about a particular child (including his or her own), the teachers, or the Program in front of the children or parents. Any questions or concerns can be discussed with the teachers or Board outside of classroom time.



Appendix A: Important Dates

Annual General Meeting	Wed, Sep 4, 2019, 6:30-8:00pm
Staggered Start Entry	Sep 9 - 13, 2019
PD Day	Mon, Sep 23, 2019
Thanksgiving Day	Mon, Oct 14, 2019
PD Day	Fri, Oct 25, 2019
Class Photos	Nov 7/8, 2019
Remembrance Day Break	Nov 11 - 13, 2019
PD Day	Fri, Nov 29, 2019
Winter Break	Mon, Dec 23, 2019 - Fri, Jan 3, 2020
Family Day	Mon, Feb 17, 2020
PD Day	Tue, Feb 18, 2020
Teachers Convention	Feb 27 - 28, 2020
Spring Break	Mar 23 - 27, 2020
Good Friday	Fri, Apr 10, 2020
Easter Monday	Mon, Apr 13, 2020
Victoria Day Break	May 18 - 20, 2020
Spring Carnival (Fundraiser)	Sat, May 23, 2020
Last day of school	Jun 11/12, 2020



Appendix B: Schedules of Fees and Fines

All monthly fee and fine cheques are mandatory and are due within ten (10) business days after the Registrar has provided written confirmation of a child's spot at the preschool. Please make all cheques payable to Malmo Pre-Kindergarten. Cheques should be postdated as set out below.

a. REGISTRATION FEE: \$50 per child, per school year (non-refundable, to be paid at time of registration via Pay Pal)

b. MONTHLY FEE CHEQUES (September- June)

Option 1: One cheque for the whole school year (Postdated for Sep 1, 2019)

- 3-Year-Old Program (Tues & Thu) – \$1200
- 4-Year-Old Program & 3/4 Combined Program (Mon, Wed & Fri) – \$1500

Option 2: Two cheques for each term (Postdated for Sep 1, 2019 & Feb 1, 2020)

- 3-Year-Old Program (Tues & Thu) – \$600 per term
- 4-Year-Old Program & 3/4 Combined Program (Mon, Wed & Fri) – \$750 per term

Option 3: Ten cheques (Postdated for the 1st day of each month)

- 3-Year-Old Program (Tues & Thu) – \$120 per month
- 4-Year-Old Program & 3/4 Combined Program (Mon, Wed & Fri) – \$150 per month

c. SUPPLIES FEE CHEQUE: \$50 per child, for children beginning before the winter break and will be cashed once the child attends their first day of preschool. Postdated September 1, 2019. (For children starting after January 1, 2020, the supplies fee cheque is \$25 per child. Postdated January 1, 2020).

d. FINE CHEQUES:

- Duty Parent/Parent Job Fine: \$100 (Postdated for Sep 1, 2019).
- Fundraising Fines: \$200 per term (\$200 Postdated for Dec 1, 2019 & \$200 Postdated for May 1, 2020)
- Cleaning Bee Fine: \$100 (Postdated for Feb 1, 2020).



Here is a sample cheque to assist those who don't typically fill out cheques. Please ensure that your signature is on the front, bottom-right (not the back of the cheque).

XYZ Inc.
1000 Street name
City, Province
A1A 1A1

Date: 27/07/2011
DD MM YYYY

PAY TO THE ORDER OF Malmo Pre-Kindergarten \$ **1,146.99**

One Thousand One Hundred Forty Six Dollars and — 99 /100 DOLLARS

ABC Bank
1000 Street name

MEMO _____

Your Signature

⑆ 243 ⑆ ⑆ 00005 ⑆ 23 ⑆ 23 456 7 ⑆

Cheque Number	Cheque For:	Cheque Amount:	Dated:
1	September Fee	\$120 or \$150	September 1, 2019
2	October Fee	\$120 or \$150	October 1, 2019
3	November Fee	\$120 or \$150	November 1, 2019
4	December Fee	\$120 or \$150	December 1, 2019
5	January Fee	\$120 or \$150	January 1, 2020
6	February Fee	\$120 or \$150	February 1, 2020
7	March Fee	\$120 or \$150	March 1, 2020
8	April Fee	\$120 or \$150	April 1, 2020
9	May Fee	\$120 or \$150	May 1, 2020
10	June Fee	\$120 or \$150	June 1, 2020
11	Supplies Fee	\$50	September 1, 2019
12	Duty Parent/Parent Job Fine	\$100	September 1, 2019
13	Fundraising Fine	\$200	December 1, 2019
14	Fundraising Fine	\$200	May 1, 2020
15	Cleaning Bee Fine	\$100	February 1, 2020



e. NSF FEES: \$25 for each non-sufficient funds incident.

Combining Cheques for Multiple Registered Children

If multiple children from a family have been accepted into the preschool, it is acceptable to combine the Supplies Fee cheques and the Monthly Fee cheques for those children, even if they are in different classes or programs. For example, if a family has a child in each of the 3-year-old and 4-year-old programs, they can provide one Supplies Fee cheque in the amount of \$100, and provide Monthly Fees cheques each in the amount of \$270.

Note that the Supplies Fee must remain separate from the Monthly Fee. Also note that Fine cheques must not be combined, i.e., each fine cheque must be provided for each registered child.



Appendix C: Parent Job Descriptions

Play Dough Maker/Craft Prep

- Prepare fresh play dough once per month as requested by the teacher. The teacher will leave a note in your classroom mailbox when more play dough is required.
- Teacher will supply play dough recipe
- Complete take home craft prep for teacher as instructed, as needed or requested by the teacher

Laundry/Sewing Person

- Perform any washing of costumes/ dress-up clothes required by the preschool, approximately three times per year (Once before the Christmas break, again before spring break and lastly, at the end of the school year in June.)
- Prior to the final Cleaning Bee in June, ensure that you wash all the clothes in the playhouse
- Perform any sewing and/or mending required by the preschool. For example, Christmas stockings, mending dress-up clothes, etc.

Class Historian (One for each class)

- Works with the teacher to prepare the children's photobooks.
- The teacher will provide instructions and timeframe required to complete the photobooks.

Website Manager/Facebook

- Responsible for maintenance and upkeep of the website and Facebook content throughout the school year and will extend through the summer until the next AGM.
- The Executive will advise on any update postings that are required on the website and/or Facebook content.
- Helps the Executive with promotion of the preschool online.
- Provides technical support for preschool emails and online registrations.

Recycle Return

- The teacher supplies parent with bag(s) of recyclables, primarily juice boxes, approximately every week or two weeks. All recyclable items need to be deposited at a recycling centre. All funds obtained are then returned to the Treasurer's envelope in the classroom.



Mopping and Vacuuming Scheduler

- Makes and posts the schedule of the cleaning dates on the classroom bulletin board with the list of vacuuming and mopping parent volunteers and their contact information. Initial instructions shall be provided by the Vice-President.
- Prints and emails out the schedule for each parent volunteer on the list.
- Provides reminders for those scheduled and checks in with the teaching staff to ensure that the work is being done.
- If parent volunteer has not shown up for their cleaning duty, then the scheduler will follow up with the volunteer and can contact the Vice-President for any assistance required.

Mopping and Vacuum Person

- Follow the monthly schedule provided by the scheduler. If you cannot make your scheduled cleaning, then you are responsible for switching with another volunteer (contact info on cleaning schedule will be posted on the classroom bulletin board).
- Take 15-20 minutes to vacuum the preschool rug using the school vacuum, and mop the preschool floors after preschool dismissal at 11:15 am or at 3:15 pm. Initial the posted schedule once your cleaning is complete.
- Each person is responsible for approximately one clean every four to five weeks.

Cleaning Bee Coordinator/Supervisor

- Consult with the Executive and teacher regarding two Cleaning Bee sessions to coordinate, work and supervise. The Vice-President will provide Coordinators/Supervisors with the five or six dates proposed for Cleaning Bees prior to the AGM. After the AGM, the Vice-President will provide the Coordinators/Supervisors with the sign-up lists and corresponding contact information for families that are signed up for their particular session.
- Each family is required to participate in one Cleaning Bee a year, for each child they have registered at the preschool. Board members are exempt from Cleaning Bees. Any family that does not sign up and complete their Cleaning Bee will have their fine cheque cashed.
- One week before each Cleaning Bee, the Coordinator will call the parents for that specific clean date to remind them of the time/date and to bring a pail, towels and rubber gloves.
- Check with the teacher for any additional cleaning instructions. Meet with the teacher a few days prior to the clean up to run through what is expected.
- The Coordinator is present during the whole cleaning night.
- In addition to supervising the Cleaning Bee evening, Coordinators also help clean. Ensure everyone who signed up has showed up on time and stays for the entire duration. Ensure the classroom has been completely cleaned and help provide parents with guidance during the Cleaning Bee.



- At the conclusion of the Cleaning Bee, take any preschool towels/rags home to wash.

Duty Day Roster Coordinator (One person per class)

- After the AGM, the Vice-President will provide the Duty Day Roster Coordinator parent a contact list of all the parents for the specific class and a list of any duty day preferences. Parents list preferred days to work their duty day when attending the AGM at the beginning of the school year.
- Prepare a monthly calendar for Duty Parents, doing your best to accommodate parent requests.
- Try to ensure that each family is approximately equal in number of duty days by the end of two months.
- Ensure that each child has the opportunity to be Busy Bear and repeat schedule.
- Email out a duty day calendar by the 15th of each month for each parent in your classroom for the upcoming month. Provide a hard copy to be posted on the classroom bulletin board.
- Follow-up with the parent(s) if they have missed a scheduled duty day without finding a replacement. In cases where the Board, at its sole discretion, deem that the Duty Parent/Parent Job Fine will be cashed, the Vice-President will contact the parent(s) to inform them that their Duty Parent/Parent Job Fine will be cashed and that a replacement fine cheque shall be provided to the preschool within 10 business days.
- Phone parents to relay any pertinent information from the Executive or teacher to parents.
- In the event of an illness or emergency situation that will prevent the teacher or teacher's assistant from attending class, one of the teachers will phone the Duty Day Roster Coordinator to contact and find someone on the emergency duty day coverage list who can come to the school to assist for that class.

Casino Chairperson

- Will work with the A.G.L.C. (Alberta Gaming, Liquor and Cannabis) and the Casino Advisors along with the Executive Fundraiser Coordinator to carry out a successful Casino event.
- Will be responsible for organizing parent volunteers and assigning them to their specific casino positions.
- Will work part of the casino as general manager and ensure all volunteers complete their shifts.
- A casino fundraiser occurs once every two years (in odd numbered years, ie. 2019, 2021, etc).



Spring/Winter Fundraiser Committee

- Will meet with Spring/Winter Fundraiser Coordinator to help organize the Spring/Winter fundraiser.
- All volunteers are responsible for sharing the duties of organizing the fundraisers.
- Attend meetings to plan the event(s) as requested by the coordinator.
- Organize and run the fundraisers on the day of the event.

Spring/Winter Fundraiser Coordinators

- Will meet with the Executive Fundraiser Coordinator to help organize the spring/winter fundraiser/carnival. The spring fundraiser is typically a spring carnival. Depending on the year, there may or may not be a winter fundraiser.
- Will work with Spring/Winter Fundraiser committee members to delegate tasks for organizing the event(s)
- Will be responsible to organize and run the fundraiser on the day of the event

Scholastic Book Club Coordinator

- Distribute book order forms every month to each child's mailbox. Attach a note with the due date on order forms.
- Make an envelope where orders can be dropped off. Collect the orders and money and send them in.
- Check with teacher regarding selection of free picks for class.
- Receive the order and distribute the books to the appropriate child's mailbox.

Newsletter

- Obtain information and news from the teacher and the Executive at mid-month.
- Include in newsletter a box with Dates to Remember for upcoming events such as:
 - Field trips
 - Birthdays (get birthday list from Registrar)
 - Dates when the preschool is closed
- Email final copy of the newsletter to the teacher for approval. Once the teacher has approved the newsletter, email the Website Manager to post the newsletter online.
- Print out a hard copy of the newsletter and post on the classroom bulletin board.

Classroom Maintenance/Supplies/Photos

- Will help teacher with any simple fixes that need to be done on the classroom furniture, toys and equipment.
- Assist the teacher in getting supplies for the classroom as needed.
- Will develop photos for the end of year craft book, if required



Auditor

- Once per year (August), audits the books and records of the Treasurer. The Auditor does not need a professional accounting designation/title.

Appeal Committee & Alternates

- The Appeal Committee shall be comprised of five (5) members of the Association. The members shall be selected on a first-come, first-served basis, as indicated by a positive response on the Registration Form. Up to three alternate members of the Appeal Committee shall be selected on the same basis.
- As a guiding principle, it shall be the view of the Association that the resolution of any dispute within the Association shall be first through reasoned and thoughtful discussion between the parties, with an effort to reach a mutually agreeable outcome.
- In the event that such a dispute cannot be resolved, the Appeal Committee will be utilized according to the Appeal Policy in the bylaws.

Executive Parent Board Job Descriptions

President

- Attends to administrative duties for all aspects of the program.
- Ensures adherence to policy and review of policy as necessary.
- Provides liaison between teacher, the Executive, and parents.
- Creates agenda for and chairs general and the Executive meetings.
- Arranges the Executive and parental meetings.
- Attends to the hiring of the teacher and teacher's assistant and preparation/signing of contracts to ensure the Association secures necessary instructional staff for the program within the resources of the Association.
- Ensures all standards are met for health, fire, and safety.
- Oversees budget of preschool and reviewing of fees for following year.
- Plans for pre-registration for the following year and assists the new president.
- Renews operating license for the preschool.
- Is available for answering questions and listening to problems and ideas from the parents, the teacher, and any member of the public who may be interested in the program.

Vice-President

- Is responsible for assisting the president in all program matters.
- Represents the preschool when the president is not available.
- Attends all executive and general meetings and chairs them in the absence of the president.



- Helps in the preparation of the upcoming year's events.
- Is responsible for assigning Parent Jobs, and liaising with parents on any requirements and/or issues. Provide Job Descriptions to parents.
- Provides initial instructions and class contact lists to the Cleaning Bee Coordinators, Duty Day Roster Schedulers and Mopping/Vacuumping Schedulers.
- Checks in with the Cleaning Bee Coordinators, Duty Day Roster Scheduler and Mopping/Vacuumping Schedulers to ensure families are participating and provides assistance and/or follow up when required.

Treasurer/Co-Treasurer

- Attends Executive and general meetings and reports financial information monthly to the Executive.
- Collects and deposits fees.
- Pays bills and issues receipts.
- Issues cheques for teacher's salary and makes appropriate EI and CPP deductions
- Balances the monthly bank statements.
- Prepares monthly financial statement for the preschool and distributes copies to president.
- Renews and pays for insurance for the preschool.
- Ensures that Edmonton Public Schools receives post-dated cheques for the year's rent—payable through Malmo School—prior to expiry date.
- Completes yearly Society Annual Return (prior to end of November).
- Prepares and presents to the Executive income tax forms, then files them for record.
- Prepares T4s and T4 summary
- Pays Worker's Compensation fees yearly.
- Distributes subsidy cheques and enters subsidy amounts online to government
- Presents Financial Report and Proposed Budget at AGM

Registrar/Co-Registrar

- Accepts registrations, checks information on forms, arranges classes and maintains a waiting list. Contacts all families to inform them of where they place.
- Prepares the class lists and keeps them up to date.
- Attends all Executive and general meetings.
- Provides hard copy of the complete registration forms to the teacher to keep in the classroom.
- Provides a hard copy of the short registration form (names and contact information of the registered child, parents/guardians, emergency contact and any relevant medical status and preventative measures) to the teacher to keep and use as portable records (to have on hand on field trips outside of the preschool).



- After the AGM, the Registrar shall extract information (registered child's name, parent/guardian's name, telephone contact and email contact information) and create a contact list for each class. These lists will be forwarded to the parents of the specific classes and to all members of the Executive Board. Parents will use these lists to contact other parents in the same class in the event they wish to trade duty days etc. Updated lists shall be sent out if required.
- Helps in preparation of the upcoming year's events.
- Ensures that all registered families are aware of the Parent handbook and advised to read it. The Handbook is located on the preschool website.
- Informs the teacher, duty roster parents, and newsletter person of any changes.
- Fields any preschool inquiries received through the Registrar's email.
- Useful skills: Google Forms, MS Word (e.g. mail-merge), MS Excel

Secretary

- Attends Executive and general meetings, reads and takes minutes and types these for distribution within 5 days following meetings.
- Helps in the preparation of the upcoming year's events.
- Organizes the Pre-Kindergarten's advertising/communication as required (community league newsletters, road-side signage) and works with the Website Manager to post the advertising/communication on social media.

Fundraising Coordinator

- Co-ordinates, monitors and assists the fundraising committee with the organization, and the implementation of fundraising activities. Also advises the fundraising committee(s) of the monetary goal required for the year. Goal amounts are determined by the Board.
- Communicates fundraising activities to the Executive Board and the preschool families
- Investigates other fundraising activities that may be beneficial to the preschool.
- Provides information to the Executive Board and newsletter regarding progression/final results of fundraising.

Member-At-Large

- Provides assistance where required.



Appendix D: Appeal Policy

The purpose of this policy is to ensure that any dispute regarding a decision of the Association is resolved fairly and at all times under the principles of natural justice.

As a guiding principal, it shall be the view of the Association that the resolution of any dispute within the Association shall be first through reasoned and thoughtful discussion between the parties, with an effort to reach a mutually agreeable outcome.

In the event that such a dispute cannot be resolved, the following procedures will apply.

Member-Member Dispute

Either member may approach a Board Member to act as an informal mediator in an effort to reach a resolution to the issue. If, through this mediation, no resolution is reached, the aggrieved member may bring a formal complaint to the Board.

To bring a formal complaint to the Board, a member must present to the Board, in writing:

- 1) Evidence that efforts were made to resolve the issue with the other member(s).
- 2) Evidence that informal resolution was attempted, either through the informal participation of a Board member or through some other means.
- 3) Written details of the complaint. These details must be provided to the other party, and the written response of the other party provided to the Board.
- 4) After receiving all such documentation, the Board may respond with written questions to either or both parties. Responses shall be given to the Board.
- 5) The Board will, to the best of its ability, review the issue. The consensus of the Board shall be the position of the Association on the issue and shall be final and binding.

Member-Board Member or Member-Board Disputes

If a decision of a Board member acting in their capacity as a Board member, or a decision of the Board as a whole, is challenged by a member of the Association, and an informal resolution cannot be reached, then the member may approach a Board member to act as an informal mediator in an effort to reach a resolution to the issue. If, through this mediation, no resolution is reached, the aggrieved member may bring a formal complaint to the Appeal Committee, as constituted in this policy.

To bring a formal complaint to the Appeal Committee, a member must present to the Appeal Committee, in writing:



- 1) Evidence that efforts were made to resolve the issue with the Board member or the Board.
- 2) Evidence that informal resolution was attempted, either through the informal participation of a Board member or through some other means.
- 3) Written details of the complaint. These details must be provided to the other party, and the written response of the other party provided to the Appeal Committee.
- 4) After receiving all such documentation, the Appeal Committee may respond with written questions to either or both parties. Responses shall be given to the Appeal Committee.
- 5) The Appeal Committee will, to the best of its ability, review the issue. The consensus of the Appeal Committee shall be the position of the Association on the issue and shall be final and binding.

Neither the Board nor the Appeal Committee shall have the ability to award financial or material settlements to a dispute, unless it is to restore an amount previously paid by the complainant.

Appeal Committee

The Appeal Committee shall be comprised of five members of the Association. The members shall be selected on a first-come, first-served basis, as indicated by a positive response on the Registration Form. Up to three alternate members of the Appeal Committee shall be selected on the same basis.

Only one member per family shall be able to sit on the Appeal Committee or as an alternate to the Appeal Committee. No Board member or member related to a Board member shall be able to sit on the Appeal Committee or as an alternate to the Appeal Committee.

Appeal Committee members shall be notified by the Registrar of their appointment to the Committee and shall be called upon to fulfil their role on an as needed basis.

The term of the appointment to the Appeal Committee shall be one year, or until a replacement is duly elected.

There shall be no remuneration for participation on the Appeal Committee.