



# Lessard Community Playschool

*Where learning begins....*



## PARENT HANDBOOK 2022 - 2023

17404 – 57 Avenue NW  
Edmonton, AB T6M 1K4  
Phone: 780-686-4201  
Email: [lessardplayschool@gmail.com](mailto:lessardplayschool@gmail.com)  
Website: [www.lessardplayschool.ca](http://www.lessardplayschool.ca)

Mailing Address:  
PO Box 78129  
RPO Callingwood  
Edmonton, AB T5T 6A1

## TABLE OF CONTENTS

*We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux.  
We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.*

<b>Welcome .....</b>	<b>2</b>
A Word from our Teacher .....	2
Our Philosophy.....	2
<b>Playschool Program .....</b>	<b>3</b>
Daily Classroom Routine .....	3
Bathroom Policy .....	3
First Day of School.....	4
What Does My Child Need Every Day .....	4
Clothing.....	4
Snacks .....	4
Class Parties .....	5
Parent's Responsibilities .....	5
Cold Weather Policy .....	5
Birthdays .....	5
Parents in the Classroom.....	6
Behaviour Policy .....	6
Child Illness .....	6
Administration of Medicine.....	7
Field Trips .....	7
Emergency Procedures .....	7
<b>Playschool Program Committees &amp; Fees .....</b>	<b>8</b>
Fundraising .....	8
Parent Advisory Committee (PAC) .....	9
Committees .....	10
Federal-Provincial Child Care Agreement .....	11
Community League Memberships .....	11
Returned Cheques/NSF .....	11
Subsidy.....	11
Refunds and Withdrawals .....	11
Fees Summary.....	12

# **Welcome to Lessard Community Playschool!**

## **A WORD FROM OUR TEACHER**

*Welcome to Lessard Community Playschool! I am thrilled to be your child's playschool teacher. My name is Jennifer Foo (Miss Jen). As a mom of two fabulous children, I have experienced the best that playschool has to offer. I am committed to providing an excellent playschool experience for your child. One that will foster a love of learning in each student and will become a basis for the many years of school ahead!*

## **OUR PHILOSOPHY**

At Lessard Playschool, we offer a community learn through play program for 3 & 4-year-olds. Our program offers a safe and welcoming classroom environment where each student is supported to develop mentally, emotionally, and physically while building confidence in oneself. Our program offers students the predictability of schedule, promoting security and confidence so that they may feel empowered to explore and learn. Staff enrich the learning opportunities by offering uninterrupted free play time and creating invitations to play that are based on common interests of our students. A variety of activities are offered so that all children are engaged in activities of interest to them. Social-emotional learning is monitored, modeled, and discussed so that our students can develop important skills that encourage connection with peers and staff. Routines such as circle time, craft/art time, snack time and star student aid in the students feeling secure as well as help develop common skills that will benefit them as they move on to kindergarten.

Lessard Community Playschool is a program offered by the Lessard Community League, which is incorporated under Alberta's Societies Act. We are a non-profit, parent co-operative whereby all excess funds are put back into the playschool. As this is a cooperative, please remember involvement is needed from all parents/guardians to make each and every year a success.

Although we are a parent co-op, we do not require parent roster days where you must volunteer in the classroom. Instead, we have qualified Teacher's Assistants in each classroom. Parents are welcome to be involved in their children's learning experience at playschool, through your committee position (details to follow) and occasional volunteer opportunities. Should you wish to contribute in other ways, please speak to the teacher.

Lessard is a licensed playschool subject to education, health, fire and safety regulations and inspections. We have a Parent Advisory Committee who volunteers their time to work with the staff and ensures the involvement of all parents.

## PLAYSCHOOL PROGRAMS

Our programs are for registered participants. Therefore, casual or drop-in participants cannot be accommodated. Class start date will be September 6, 2022 and the last day of classes will be June 16, 2023.

Children must be FULLY TOILET TRAINED before they can start the program (See Bathroom Policy).

\*3 & 4-year-old Preschool Program: Tuesday & Thursday 9:00 am – 11:15 am **OR**  
Monday & Wednesday 12:45 pm – 3:00 pm

\*There are a limited number of spots for 2 year olds turning 3 by December 31<sup>st</sup>

4-year-old Preschool Program: Monday, Wednesday & Friday 9:00 am – 11:30 am

We follow the Edmonton Public School calendar and are closed for all public holidays, Teachers Convention, Spring Break, Christmas Break and PD (Professional Development) Days. You can view the school calendar on their website at <https://www.epsb.ca/calendars/>

Please note: Christmas Vacation is December 16, 2022 – January 6, 2023 inclusive. School commences January 9, 2023.

## DAILY CLASSROOM ROUTINE

1. Children Arrive and complete arrival routine (Name Tags, Shoes, Attendance)
2. Circle Time (Story, Star student, introduction of craft, etc.)
3. Craft Time
4. Free Play
5. Snack
6. Circle/Movement (Story, Games, Songs, Movement)

All children should arrive by 9 am and be picked up promptly at dismissal time (11:15 T/Th, 11:30 M/W/F). Parents are responsible for their children until class begins. Due to COVID-19 protocol, students will be greeted at external door, where daily health check questions will be completed. If someone other than a parent/guardian is picking up your child, please make sure their name is listed in the registration form under the authorized section, and please inform the teacher by email.

The main doors to the playschool will be locked from the outside at approximately 9:15 am. This is for your child's safety. There is a doorbell above the boot rack that you may use if necessary.

Our Teaching Team consists of one Teacher and Teacher Assistant for each class. In the unlikely event that a substitute is not available, an adult with a vested interest (parent, grandparent, nanny) who is willing and able to fill in will be contacted.

## BATHROOM POLICY

Children **must** be FULLY TOILET TRAINED and able to manage themselves **independently** in the bathroom. Children cannot attend playschool in training pants (e.g. pull ups etc.)

## FIRST DAY OF SCHOOL

The beginning of the year will be a staggered entry. Half of the students will attend each day, providing a quieter introduction to the classroom. Families will be notified of which day during the first week they are expected to attend. On their staggered entry day, a parent is encouraged to stay with the student for the first portion of the morning, although is not required to do so. During that time, we will familiarize students with the location of their shoe bin, coat hook, and classroom areas. We will participate in a short circle time, followed by a craft. Once the student is ready for playtime, we will ask parents to leave and return at dismissal time. We ask that siblings not stay on staggered entry day.

## WHAT DOES MY CHILD NEED EVERYDAY?

Please ensure your child has the following items on the first day of school and each day thereafter:

- ✓ 1 pair of indoor running shoes (Velcro, non-marking soles) which will remain at school.
- ✓ 1 backpack (large enough to hold snack bag, and crafts sent home)
- ✓ 1 complete change of clothes in large Ziploc (shirt, pants, under garment & socks)
- ✓ 1 small snack bag to hold their snack.
- ✓ 1-2 small healthy snack(s): Please ensure all snacks are PEANUT AND TREE NUT FREE
- ✓ 1 water bottle

All items are to be taken home daily, with the exception of indoor shoes.  
PLEASE LABEL ALL ITEMS CLEARLY WITH YOUR CHILD'S NAME.

### CLOTHING

Your child should be dressed in suitable play clothes for every class. During centre time, your child will paint, use glue, play in the water table and sand; therefore, please dress accordingly. Children will be provided the opportunity to play outdoors (weather permitting) so please provide rain boots, winter boots, snow pants, mittens, toques, and sunscreen as per the season. **PLEASE LABEL ALL ITEMS CLEARLY WITH YOUR CHILD'S NAME.**

### SNACKS

We ask that all children bring a small snack bag and label any containers, water bottles etc. Remember this is a snack not a meal. Snack time is approximately 15 minutes long. Teachers eat snack with students and model table behaviours. Lessard Playschool is a **peanut and tree nut free zone due to allergies.** Foods that pose a choking hazard must be cut lengthwise (grapes, cherry tomatoes).

***Please do not send glass containers. Accidental drops result in glass shards on the floor that are difficult to clean up and may result in a student being injured during play!***

*Healthy Snack Ideas Popular with the Children (1-2 Items):*

*Cheese Strings  
Babybel Cheese  
Yogurt Tubes  
Applesauce  
Fruit Cups  
Fruit cut up*

*Carrot/celery sticks  
Sausage Slices  
Turkey Pepperoni Sticks  
Granola Bar  
Bear Paws*

*Goldfish Crackers  
Crackers  
Pretzels  
Mini Muffins  
Rice Krispie Squares  
Rice Pudding*

## CLASS PARTIES

*Due to COVID-19 protocols, class parties will be held during class time and will not include family participation. Students will celebrate seasons and holidays such as Halloween and Christmas. We will update this policy should the COVID-19 situation change during the school year.*

## PARENTS RESPONSIBILITIES

To ensure the Playschool maintains a quality program at a reasonable cost, the parent(s) of each child in the program have the following responsibilities:

1. Full Payment of Monthly Fees.
2. Maintain a current community league membership.
3. Ensure your child arrives on time and is prepared.
4. Ensure your child is picked up on time.
5. Check email and child's backpack for communication daily.
6. If your child is being dropped off or picked up by someone other than yourself, they must be listed on the "Authorized Individuals" and may be required to show proof of ID.
7. Option to attend Playschool Parent Advisory Committee Meetings.
8. Responsible for a Parent Advisory Committee OR Playschool Committee position unless you have chosen to OPT out.
9. Participate in Fundraising unless you have chosen to OPT out.
10. Parents need to ensure their contact information is always current and up-to-date and inform staff of any changes. We use a variety of communication methods to get information to you in a timely manner.
11. Ensure you communicate any concerns with the Teacher(s).

## COLD WEATHER POLICY

Please ensure your child is appropriately dressed for the weather. Fall and Spring days are unpredictable, and often we will head out to the park and find that the wind is cooler than expected, or it begins to rain on us! We will not go outside in weather colder than -15°C. Winter play outside is scheduled in advance and communicated to families so that the students are prepared with snow pants and outdoor winter wear.

We will follow the regular school systems lead should a snow day be called, and classes cancelled. Please check communication methods regularly for updates.

## BIRTHDAYS

We would like to honor each child's birthday by giving a special crown, singing "Happy Birthday" and allowing the birthday child to choose a "prize" from the treasure chest. If you are opposed to this, please let the Teacher know as soon as possible. Summer birthdays are celebrated in June. Some families ask whether they may bring a treat for their child to share with classmates; any treat must be in original packaging and will be sent home with students, allowing parents to decide if they may partake.

## PARENTS IN THE CLASSROOM

Due to COVID-19 protocol, we will minimize parental presence in the classroom. We eagerly anticipate a return to more normal routines when parents are welcome to participate in special events and field trips with our students.

## BEHAVIOUR POLICY

In the case of inappropriate behaviours such as hurting others, being destructive, failing to follow directions, an effort will be made to verbalize and model positive behaviour for the student. This helps to create a positive environment where students feel safe and cared for.

Should the behaviour continue, the teachers may use any of the following behaviour management strategies as the situation warrants:

1. Redirection to another activity or toy. Students are encouraged to use their words politely and cooperate with their peers.
2. Take a breath. The child is calmly encouraged to take a break. The child will be encouraged to join the rest of the group and try again when they are ready to demonstrate acceptable behaviour.
3. Talk it out. Teacher will discuss the situation and action with the student, and work on possible solutions together.
4. If a child's behaviour is continuously or repeatedly disruptive, the parents will be asked to work with the teacher and Lessard Coordinator to achieve an appropriate solution. Aggressive, physically abusive, or verbally abusive behaviour will NOT be tolerated.

Parents may be called to pick up their child if the behaviour is putting themselves or others at risk. If a child's behaviour is a continuous or recurring problem, or if a child is not developmentally ready thereby causing disruptions to class, the child will be withdrawn from the Playschool program.

## CHILD ILLNESS

Please text (780-686-4201) or email (lessardplayschool@gmail.com) **before** 9 am if your child is unable to attend that day or will be away. We appreciate the notice, so we are not delaying circle time as we wait for your child.

Families are required to follow the COVID-19 Alberta Health Daily Checklist (for children under 18). **Students must answer the daily questions before attending school each day.** Please help keep our playschool community safe by following the current health guidelines.

[\\*COVID-19 Alberta Health Daily Checklist attached](#)

In the case of a child who exhibits symptoms of illness at school, the parent will be contacted and must arrange to pick up the child immediately. Symptoms of illness include but are not limited to; vomiting, fever, diarrhea, a new or unexplained rash or cough, any other symptom that staff deem a potential health risk to other students and/or staff.

## ADMINISTRATION OF MEDICINE

Under **NO** circumstances will the staff give out any medication to a child while the child is at Playschool. It is the parents' responsibility to administer prescription and non-prescription medication. We recommend that any child who has asthma or severe allergies receive their medication PRIOR to coming to class.

EMERGENCY medications can be administered ONLY if the following documentation is provided:

- a. Written consent from the parent.
- b. Medication is in its original labelled container.
- c. It is administered according to the labelled directions.
- d. If any medication is administered the following procedure will be followed:
  - Document the type of medication, time it was given, amount that was given, and the name of the person who administered the medication.
  - The teacher will contact the parents or emergency contact to advise that the medication was administered.
  - The teacher will advise the Lessard Community Program Coordinator. They will then determine what further steps are required.
- e. If medication is left on the playschool premises, it must be stored in a container that is not accessible to children. The container shall remain locked unless the medication is needed in emergency situations.

## FIELD TRIPS

Field trips may be planned throughout the year. Any off-site activities are planned well in advance and parents will be notified through the newsletter. Each parent will need to sign a field trip permission form for their child to participate which will include details of the field trip as well as an opportunity to volunteer. Siblings and unregistered children are not permitted during in-class field trips and off-site class field trips. You will be responsible to drop off and pick up your child from the field trip location.

\*No field trips will be planned during the COVID-19 pandemic, thereby minimizing exposure to greater community members.

## EMERGENCY PROCEDURES

There is a possibility of unexpected closures beyond our control in the case of extreme weather, staff illnesses and no substitute available, building issues etc. In addition, school closures due to COVID-19 may occur at any point throughout the year. You will be electronically notified.

Emergency procedures (map and steps to take) are outlined and posted in the classroom for your information. We have one emergency "practice" fire drill every month throughout the year per program.

Children will be relocated next door to:  
Centennial Elementary School  
17420 - 57 Avenue Edmonton, AB  
Phone: 780-481-5590



## FUNDRAISING

School fees do not cover the program needs in full. The remaining funds needed are raised through fundraisers run during the school year. Playschool fundraising initiatives will be discussed and decided on by the parent committee. A postdated bond cheque of \$275 will be submitted by each family. Near the end of the year, the amount of funds raised by each family will be calculated and the cheque you provided at the beginning of the year will be adjusted or returned if you met your \$275 obligation. You have the option to opt out of fundraising at the beginning of the year. If you prefer this option, you can indicate this in the registration package and your cheque will be cashed on October 1<sup>st</sup>.

Some past fundraisers included sales of raffle tickets, chocolate almonds, gingerbread houses, 50/50 tickets sales, bottle drives, etc.

We do not require families work Bingo shifts. Casino shifts are optional. We are always open to innovative fundraising ideas. Please communicate them to the Parent Committee.

## PLAYSCHOOL PARENT ADVISORY/COMMITTEES

Lessard Community Playschool does not require roster days. As a parent co-operative playschool, we **DO** require families to contribute by taking on a position from the Parent Advisory Committee (PAC) OR Playschool Committee list. Should the positions not be filled, we will assign parents to a position. Non-participation on the Parent Advisory Committee OR Playschool Committee will result in the \$200 Parent Committee cheque to be cashed. By sharing the responsibility of running our school we ensure that our playschool year is a successful one. Additional parent jobs may be added as needed.

### **Parent Advisory Committee:**

**Chair**

**Vice Chair**

**Secretary**

**Celebration Coordinator**

**Fundraising Administrator**

**Fundraising Coordinator**

**Social Media/Marketing**

***\*Attend PAC meetings approx. every 2 months.***

### **Playschool Committees:**

Craft Preparation

Morning Check-in Parent

(8:50 am-9:10 am)

Afternoon Check-in Parent

(12:40 pm – 12:55 pm)

Laundry Aide

Celebration Parents

Fundraising Team:

*Fall (September – November)*

*Winter (January – March)*

*Spring (April – June)*

# PARENT ADVISORY COMMITTEE

<b>Playschool Chair</b>	<b>Playschool Chair:</b> <ul style="list-style-type: none"> <li>• Oversees the proceedings of the committee.</li> <li>• Schedule and sets meetings.</li> <li>• Prepares and distributes agenda prior to the meeting and chairs playschool meetings.</li> </ul>
<b>Vice-chair</b>	<ul style="list-style-type: none"> <li>• Supports Playschool Chair's role.</li> <li>• Chairs playschool meetings if Chair unavailable.</li> <li>• Attends Playschool Meetings.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Completes and distributes minutes of meetings no later than one week after meeting.</li> <li>• Updates and maintains files of playschool documents to be forwarded to playschool regularly and upon end of term.</li> <li>• Attends Playschool Meetings.</li> </ul>
<b>Celebration Coordinator</b>	<ul style="list-style-type: none"> <li>• Prepares, purchases, and helps plan celebrations for Halloween, Christmas, may include Spring Tea and Year End Party in coordination with the teacher and/or assistants.</li> <li>• Work with Celebration Parents to execute a successful celebration.</li> <li>• Attends Playschool Meetings.</li> </ul>
<b>Fundraising Administrator</b>	<ul style="list-style-type: none"> <li>• Comfortable with spreadsheets and provides a master list to teacher of fundraising profits broken down by individual family participation.</li> <li>• Attends Playschool Meetings (approx. every 2 months), and updates Team.</li> <li>• Notify parents of outstanding fundraising commitment twice in the year by individual letters (first notice midway Dec/Jan and second notice end of April).</li> </ul>
<b>Fundraising Coordinator</b>	<ul style="list-style-type: none"> <li>• Meets initially with teacher and team at the start of year to discuss goals and fundraisers for the year.</li> <li>• Communicates with Fundraising Team.</li> <li>• Available to count money after every fundraiser.</li> <li>• Takes the lead onset up and organization of chosen fundraisers.</li> </ul>
<b>Social Media/Marketing</b>	<ul style="list-style-type: none"> <li>• Actively maintains playschool Facebook Page and promotes playschool.</li> <li>• Setup and help maintain any other social media platforms such as Twitter, Instagram etc.</li> </ul>

# PLAYSCHOOL COMMITTEES

<p><b>Craft Preparation</b></p>	<ul style="list-style-type: none"> <li>• Preps crafts provided by teaching staff in a timely fashion.</li> </ul>
<p><b>Morning Check-in Parent</b> <b>Afternoon Check-in Parent</b></p>	<ul style="list-style-type: none"> <li>• Greet students and families at door.</li> <li>• Ensure daily health check questions have been answered.</li> <li>• Take down name of drop off adult.</li> <li>• Remind families to mask and sanitize hands.</li> <li>• Supervise students as they remove outdoor shoes and proceed downstairs to classroom.</li> <li>• Scheduled shifts run 8:50 am – 9:10 am OR 12:40 pm – 12:55 pm on a weekly rotation.</li> <li>• Contact list will be provided with schedule; should you be unable to attend, please find coverage for your shift.</li> </ul>
<p><b>Laundry Aide</b></p>	<ul style="list-style-type: none"> <li>• Collects and washes any soiled laundry and returns in a timely fashion.</li> <li>• Typically, a small load weekly or on a rotation (varies depending on activities and requirements).</li> </ul>
<p><b>Fundraising Team</b> <i>October - November</i> <i>January – February</i> <i>March – April</i></p>	<ul style="list-style-type: none"> <li>• Meets initially with Fundraising Administrator, teacher, and team at the start of year to discuss goals and fundraisers.</li> <li>• Sets up and distributes the fundraiser among classes.</li> <li>• Collects funds with Fundraising Administrator.</li> <li>• Reconciles fundraiser and completes appropriate paperwork to forward to Fundraising Administrator.</li> </ul>
<p><b>Celebration Parents</b></p>	<ul style="list-style-type: none"> <li>• Assist Celebration Coordinator with celebration.</li> <li>• Prepare activity stations, set up hall day before party, clean up after second party. Halloween, Christmas, may include Spring Tea and Year End Party in coordination with the teacher and/or assistants.</li> </ul>



## FEES SUMMARY

At time of **REGISTRATION**, we need the following:

1. Completed Registration Form. Please Email the completed form to [lessardplayschool@gmail.com](mailto:lessardplayschool@gmail.com)
2. Wait for confirmation that your child has been accepted into the program.
3. Once accepted, send \$100 non-refundable registration fee sent by EFT.

**All EFT payments to [coordinator@lessardcommunity.ca](mailto:coordinator@lessardcommunity.ca)  
Cheques made payable to Lessard Community League.**

Methods of **PAYMENT** accepted for school fees:

- a. Automatic Withdrawal for monthly payments (*Sept 1 – Jun 1*).  
Complete PAD form and include void cheque.  
*PAD Agreement will be emailed in August and must be remitted by August 20<sup>th</sup> to confirm enrollment.*
- b. EFT or cheque for **annual fee** amount dated September 1, 2022  
**3 & 4-year-old program \$690**    **OR**    **4-year-old program \$1100**  
(*\$1440 - \$750\* government childcare agreement funds*)    (*\$1850 - \$750\* government childcare agreement funds*)  
**\*subject to change**

To be **COLLECTED** in September 2022:

1. Community League Membership from Edmonton Community League (2022-23). Must provide proof of active membership card. Can be purchased online for \$35 at [www.lessardcommunity.ca/memberships](http://www.lessardcommunity.ca/memberships) . Please note that community memberships expire at the end of August and ensure you are purchasing after September 1<sup>st</sup>.
2. \$75 Toy cleaning fee. There are no cleaning bees; instead, we have a paid cleaner who cleans and disinfects toys on a regular basis.
3. \$275 fundraising deposit cheque post-dated May 1, 2023. This cheque will be returned to you if participation/commitment is fulfilled. If you choose to opt-out of fundraising, please date your cheque for October 1, 2022, at which time will be cashed.
4. \$200 parent committee participation deposit cheque post-dated May 1, 2023. This cheque will be returned to you if participation/commitment is fulfilled. If you choose to opt-out of the parent committee, please date your cheque for October 1, 2022, at which time will be cashed.

**All EFT payments to [coordinator@lessardcommunity.ca](mailto:coordinator@lessardcommunity.ca)  
All cheques made payable to Lessard Community League.**