

Welcome to Wildwood Playschool!

You will find included in this registration package:

- The Information Booklet—FOR YOUR FILES Pages 1-8
- 2017/2018 Registration Forms—**TO BE RETURNED** Pages 9-14

Complete the Registration Forms IN FULL and return them to the school or Sara Klimes, along with your registration fees (\$50.00 + (June 2018 deposit of \$145 - 3 yr program OR \$185 - 4yr program)).

Please print double-sided for the earth!

As for Cancellation/Withdrawal, you have until June 30th, 2017 to withdraw and be refunded your June 2018 fees. The \$50.00 Registration fee is **non refundable**.

Important 2017/18 Registration dates:

January 18, 8pm - Board Registration
January 19, 8pm - Phone-in Registration (*for returning families*)
January 23, 3:15pm - Phone-in registration forms DUE!
January 23, 5:00-6:00pm - Open House (children welcome)
January 26, 7pm - Wildwood Resident's lottery
January 28, 9am - General Registration

The Open House, Wildwood Resident's Lottery and General Registration all take place at the playschool, 4411 Spruce Drive SW. If you have any questions or concerns regarding Wildwood Playschool registration, please don't hesitate to get in touch.

Sincerely,

Sara Klimes
2016/17 Registrar
registration@wildwoodplayschool.ca

Registration Booklet

Part 1 –Program Aims and Philosophy

The Wildwood Playschool offers a rich environment for the preschool child. We offer a wide variety of learning activities, in a semi-structured play environment. Each child is recognized as an individual and allowed to develop at his or her own rate. The areas of development focused on are:

- **Socialization Skills:** Enjoy relationships and get along with others. This is developed through sharing, taking turns, and resolving conflicts. Preschool children gradually shift from solitary and parallel play to cooperative play.
- **Emotional Development:** Build confidence and understanding of oneself as an individual, be able to express thoughts and feelings, and become responsible for actions and behaviour.
- **Cognitive and Intellectual Development:** Develop early literacy and math skills through the play environment as well as stories and group activities.
- **Creative Development:** Imaginative play, arts and crafts, music and movement.
- **Physical Development:** Gross motor coordination is strengthened through gym activities. Fine motor coordination is strengthened through manipulation of small games, puzzles and exploration of art materials.

Part 2 –Registration

1. Registration Process:

The following information is required to complete the registration process:

- Please ensure that you have read the information booklet and registration form. You will be required to provide your signature to indicate that you understand the information discussed and agree to follow Wildwood Playschool's policies as outlined.
- Complete the registration forms
- Provide a cheque, with the current date for the amount of the registration fee and the June deposit (one month's fee).

2. Registration Age:

- **3-Year-Old Program:** Children must be 3 years old by December 31st of that school year. If the child is having difficulty adjusting, parents will be asked to attend school with their child.
- **4-Year-Old Program:** Children must be 4 years old by February 29th of that school year to attend.

3. Registration Priority:

All registration is done on a first come - first served basis. The Wildwood Playschool Board reserves the right to adjust class sizes and student placement at anytime, if adjustments are needed, parents will be notified by teacher and registrar.

4. Wait Listed Registrants:

Children on the waiting list will be able to attend in the event of a vacancy.

5. Class Cancellation:

Acceptance of registration is conditional upon the class being filled. Should a class be cancelled due to insufficient enrolment, all money will be refunded.

6. Special Needs:

Wildwood Playschool considers itself an "Inclusive" program. A child with special needs will be accepted at the discretion of the Teacher and the Board of Directors. In the event of more than one child with Special Needs registered in one class, morning/afternoon spaces may be adjusted to maintain classroom balance and better meet the needs of all students.

Part 3 - Withdrawals

1. **Before school begins:** If registration is cancelled before June 30th 2017, the June 2018 deposit will be refunded. The \$50 registration fee is non-refundable.
2. **After June 30th:** ONE (1) MONTH's written notice is required prior to withdrawal. Failure to provide sufficient notice will result in the forfeiture of the following month's fees. The June deposit given at the time of registration will not be refunded.
3. **Short Term Absence:** Children being withdrawn for a brief period (vacation) will be required to pay fees for the period of absence to maintain the child's place in the program.
4. **Exceptions:** The registration deposit paid (June fees) will be returned for the following exceptional circumstances:
 - Medical Reasons- with notification in writing provided by a physician
 - Behavioural Issues-if a child is not complying with the behavioural requirements of the program, and is required to withdraw.

Part 4 –Behavioural Expectations

1. Readiness

Wildwood Playschool recognizes that each child is an individual, and will develop at his or her own pace. In determining whether your child is ready for play school, please see the following checklist. Is your child:

- toilet trained?
- comfortable with separating from a parent or caregiver?
- ready to learn to share toys with other children?
- able to listen and follow directions from a teacher or other parent volunteer?
- able to sit still and listen to a short story?

2. Discipline Policy

The learning environment strives to foster independence, develop self-control, encourage appropriate social behaviours and build self-esteem. The Teachers will use appropriate behaviour management techniques to guide children while keeping in mind their development and self esteem. Behaviour expectations are communicated to children through consistent classroom routines, encouragement and storytelling. All behaviour management techniques will be reasonable in the circumstances and will not include inflicting physical, verbal or emotional punishment. Nor will the techniques deny or threaten to deny any basic necessity or use physical restraint, confinement or isolation.

- **Preventive**

Each child is recognized as an individual with different levels of development, background, needs and interests. The program is planned to provide a wide variety of developmentally appropriate activities to interest and motivate the children. The children have opportunities to choose among these activities. Activities and materials are changed to offer a variety of learning opportunities. Activities are varied to include active and quiet times throughout the day. Rules within the classroom are outlined clearly, simply and consistently. The teachers and volunteers monitor the play environment reassuring and redirecting when needed.

- **Reassurance**

If minor problems occur in class, a number of strategies will be used to handle situations in a child centered way. If the child cannot be distracted, the child may need to be stopped, redirected or removed. The teacher will approach the child in a calm and reassuring way. A controlled voice and an arm gently around the child at their level can be reassuring and help the child gain self-control. The child will be treated in a manner that acknowledges the child's feelings and focuses on the behaviour as unacceptable.

- **Redirection**

Redirecting the child can be used effectively to help a child calm down when they are unable to reason.

- a) The child will be informed about the nature of the behaviour and why it is unacceptable. The child will be reassured and will be given attention and caring support to help her/him calm down.

- b) This can take place within the play space so that the child is not removed from the group, but not close enough to bother others.
- c) Children should be encouraged and praised for their positive behaviour after the situation has been handled.

Specific examples of when redirection is necessary would be:

- a) Hitting, kicking, or other physical attacks on children
- b) Breaking other children's belongings, building or artwork
- c) Disputes over toys that result in fighting, grabbing, etc.

- **Recurring Problems**

If a child continues to demonstrate unacceptable behaviour when other behaviour management techniques were not effective, the following measures will be used:

- a) Parent and teacher meeting to try and discover the cause of the behaviour and possible solutions.
- b) The teacher may suggest other support groups, such as parenting groups, parenting literature and/or Calgary Health Services.

If there is a problem with a child who causes continual disruptions and all other avenues have been exhausted, then at the discretion of the Teacher(s) and the Board of Directors, the child will be removed from the program. Parents are free to discuss their child's progress and behaviour with the teacher any time throughout the school term. This discipline policy is posted at the school. Parent volunteers are informed of this policy and encouraged to use preventive management techniques when interacting with the children.

3. Adjustment –Probation Period

All Wildwood Playschool children are considered to be on probation for their first month of school. Any child who the Teacher(s) and the Board of Directors find to be unable to cope with the environment can be removed from the school (after consultation with the parents has taken place and all avenues have been exhausted).

Part 5 –Parent Involvement

Parental involvement is crucial for the smooth operation of the Wildwood Playschool. Our parents/caregivers offer their time in the following ways: as **classroom volunteers (mandatory)**, volunteering on the Board of Directors (non mandatory), and lending a hand when extra help is required.

1. Parent/Caregiver Volunteering:

It is expected that someone from each child's family (parent, guardian, nanny, family relative, etc.) will act as a volunteer in the classroom. Each class requires two parent volunteers. Volunteers must volunteer 2 times every six weeks. The volunteers provide supervisory and teaching assistance guided by the classroom teacher. Younger siblings, with the exception of babies that are not mobile, are not allowed in the classroom during volunteer days as our insurance only covers registered children in our program. All volunteers must complete a **Police Information Check** and have it returned to the school or WP Vice President no later than **June 1, 2017** ~ please refer to the included Security Check Information Package. Failure to complete at least one caregiver security check per child by **June 1, 2017** may result in the forfeiture of your child's spot.

2. Board of Directors:

The Board of Directors consists of parent volunteers who strive to achieve the smooth and efficient operation of the playschool. With a wide variety of positions we hope that you may find a role that interests you and where you can lend your expertise. Please refer to the benefits, positions and descriptions of the Board of Directors in Part 8 of this information booklet.

3. Extra Volunteering Help:

- **Cleaning Toys:** All parents are expected to help clean toys once during the school year.
- **Laundry:** The parents share laundry duty, names of laundry helpers will be listed on monthly calendars.
- **In-class visitors:** Each program will have special in-class visitors. You may be interested in being one of our visitors to demonstrate a special interest or skill, or assist in a special visitor's program.
- **Assisting with extra cleaning tasks** when needed.

Part 6 –Preparing for the school Year

All the following information will be covered in the MANDATORY Parent Orientation evening but may be useful if you plan to get organized early.

- **Backpacks:** Backpacks are required to transport the following to school: snack, drink, cloth for drying hands, inside shoes and extra clothing (in case of accidents or spills). All items should be clearly labeled.
- **Clothing:** Children should be dressed in comfortable, durable and washable clothing. Shoes with non-slip, non-black soles are required to be worn at all times in class. Ensure that clothing and footwear is labeled.

Part 7 – Confidentiality

All information provided will be kept confidential. Publishing of names, phone numbers and email addresses for any public documents will be done only with the permission from the parent(s)/caregiver(s).

Part 8 –Wildwood Playschool Board of Directors

As a member of the Board of Directors, you will:

- Be invited to our monthly meetings, which include beverages, coffee/tea and a variety of snacks.
- Have the opportunity to be part of the planning and execution of your child's exciting play school year.
- Meet other parents and make new friends.
- Be offered early pre-registration privileges for your play school children.

Please note: with the exception of Executive Board Members, all positions have a duration of ONE school year. A new Board is randomly drawn and appointed each June, based on requests made by parents.

Executive Board Members (must attend all Board meetings):

President: Presides at all Board Meetings and shall be an ex-officio member of all committees. Also acts as a liaison between the school and parents. Ensures contracts are in place for the staff employed by Wildwood Playschool. Handles all letters and enforcement of policies. Is responsible for matters dealing with Alberta Children's Services and the annual budget. An individual who has served on the Board of Directors should fill this position.

Vice President: Attends all meetings of the Society and of the Board, and in the absence of the President, acts as the chairperson of the Board Meetings. Is responsible for administering Police Information checks for individuals volunteering in the classroom. Is responsible for all the mail. Ensures licensing requirements (facility, insurance) are met. Works directly with the President regarding administrative and policy issues. This position includes involvement in the advertising for the playschool.

Secretary: Responsible for recording the minutes of all Board Meetings. Maintains files of any correspondence written or received on behalf of the playschool. Maintains an updated hard copy of the board manual contents and parent handbook. Access to word processing on a PC or compatible is required.

Treasurer: Responsible for the financial management of the playschool business. This includes but is not limited to: preparation of the monthly and year-to-date financial statements for each board meeting,

handling payroll, filing annual GST, WCB and other returns, development of the annual budget with the executive committee, and preparation of the audit at end of fiscal year. Ensures NSF cheques are handled correctly. Candidates should possess an accounting or financial background. Familiarity with 'Simply Accounting' software is also beneficial. The school owns a copy of the Simply Accounting software.

Registrar: Responsible for all inquiries and matters concerning registration. This includes: preparing class lists, ensuring completeness of registration forms, advertising related to registration, preparing receipts, and handling inquiries about registration. Organizes the pre-registration/open house night and the registration day in the spring for the upcoming year. An individual who has previously served on the Board of Directors should fill this position.

Board Members:

Class Coordinators: There is one Class Coordinator for each class. Responsibilities include: arranging the volunteer schedule, drawing up a monthly calendar to be distributed via email, booking birthday parties (extra helpers, and appropriate treats for special parties/events) and emailing reminders to the class prior to special events. Responsibility also includes finding 5 - 6 class volunteers for one toy and equipment cleaning session during the year.

Bookkeeper: Work in conjunction with the treasurer and co-registrar (see above) to handle deposits, payroll, accounts payable, bank reconciliation, etc. Candidates should possess an accounting or financial background. Familiarity with 'SAGE Accounting' software is also beneficial. WP owns a copy of the SAGE Accounting software, laptop and printer, for simplifying transition of board members.

Co-Registrar: Works in co-operation with the Registrar and Book keeper, assists in all Registration events, enters all new family data into the accounting system during or after registration events. Assists in banking runs.

Special Event and Supply Coordinator: There is one Coordinator for all classes. Working with the teacher(s) the coordinator is responsible for booking in-school visitors and/or speakers. All visitors and speakers are to be followed up with a thank-you note. Also does some purchases through the year of special equipment.

Newsletter Coordinator: Responsible for working with the teacher(s) and Board of Directors to send out monthly newsletters with information about upcoming events. Access to word processing on a PC or compatible is required.

FUN-Raiser: Responsible for contacting fundraising organizations and making arrangements to have available lists of sale items mailed to the play school. Duties also include the organization and distribution of brochures, collection of brochures and funds, and the final packaging and distribution of the sales items to parents. A key responsibility is to adequately publicize the fund-raising event "well in advance". Works directly with the Treasurer to determine an appropriate method of handling funds.

Class Photographer: There is one Photographer per class. Responsibilities include attending all special days (Halloween, Christmas, Valentine's Day, Easter, etc.) to take candid pictures of children. A digital camera will be provided by the Play School. The photographer is responsible for preparing photo albums for each child and the teacher for the end of the year (with help from other volunteers if needed). Each album will contain 12 -14 photos. The photo albums are simple pictures inserted into an album, they are not scrapbooks. Only those photos necessary for the album should be printed. The school has a budgeted amount of funds available for picture development.

Library Coordinator: There is one Library Coordinator for both classes. Shall work closely with the teacher(s) to get books from the Public Library pertaining to that month's theme (e.g. Christmas, bears, farm animals). Books must be returned promptly to insure no late fees are levied.

Community Liaison: Acts as the official liaison between the Wildwood PlaySchool Board and the Wildwood Community Association (current Lease holder). Attends monthly community board meetings (3rd Tuesday of the month). Chairs and organizes any meetings between the playschool and its landlord.

Recycler: The position takes care of the recycling needs of the classroom (mostly paper recycling to be collected and dropped off at the community recycling bins).

Webmaster: Responsible for updating and maintaining the playschool's website to keep it current and relevant. Webmaster should have a basic understanding of website maintenance. Programming skills are not necessary, but would be a bonus. This position may also be required to assist with advertising.

Past President: Is an ex-officio, non-voting member of the current Board of Directors. Provides advice and guidance to current issues by presenting past solutions and the success of those solutions.

Part 9 –Parental Acknowledgement

Please read the following statements carefully. Your signature on the registration forms will indicate your agreement to these statements. If you do not wish to consent to any of these statements, please inform the registrar or the teacher(s), and the amendments will be noted on the registration forms accordingly.

MEDICAL CONTACT INFORMATION

In the event that your child requires medical attention and I cannot be located, I hereby consent to Wildwood Playschool contacting Emergency Medical Services or taking my child to the nearest medical facility. I also consent to any such treatment, which is, in the opinion of the attending medical doctor, necessary under the circumstances and in the best interest of my child. I also consent to allow the teachers of Wildwood Playschool to provide health care in the nature of first aid for illness and injury.

RELEASE OF LIABILITY

I agree that in the case of an accident occurring during school hours, or when traveling to or from school, that no action for the recovery of loss and damage from said accident will be taken against Wildwood Playschool or any of its teachers, officials or volunteers.

PUBLISHING OF TELEPHONE NUMBERS AND CHILDREN'S BIRTHDAYS

Each class in Wildwood Playschool publishes a monthly calendar and newsletter, which contains the parent/caregiver volunteer names, telephone numbers, and indicates which children are celebrating a birthday. I hereby consent to the publication of my telephone number and my child's birthday. I understand that this information is authorized for Wildwood Playschool use only.

PUBLISHING OF CHILDREN'S PHOTOGRAPHS

Each class in Wildwood Playschool has a parent volunteer photographer who takes pictures of the children during special events held throughout the year, which are then used to create a year-end photo album for your child. The teachers also take pictures of the children that will document different projects and the children's learning. I hereby consent to having my child's photographs taken and published by the class photographer, class teacher, or other designated individual. I understand that this information is authorized for Wildwood Playschool use only.

PUBLISHING OF EMAIL ADDRESSES

The preferred form of communication used by the play school is email. Specifically, monthly calendars and important notices are distributed via email on a regular basis. I consent to the use of my email address, as provided on the Registration Form, for playschool communication purposes.

MANDATORY PARENT VOLUNTEERING

I understand that Wildwood Playschool is a volunteer run, non-profit organization and that myself and or my child's caregiver is required to submit a security clearance and volunteer with in the classroom on a regular basis. More information is available at any time on the website, www.wildwoodplayschool.ca or your volunteer handbook.

REGISTRATION FORMS

Please refer to the **Wildwood Playschool Registration Booklet** document when filling out this registration form. Make sure to fully complete all sections, only completed forms accompanied by complete cheques are accepted.

Please make sure that you have read and answered all questions. If the questions do not apply to you or your child, simply use N/A as a response.

I have read and understood the separate **Wildwood Playschool Registration Booklet** document, including Part 9 which outlines **medical information, release of liability information, publishing of children's photos, e-mail addresses information and mandatory volunteering**. I understand and agree to abide by the Wildwood Playschool's policies and procedures as outlined.

Student's Name

Date

Parent's Name

Parent's Signature

Class Registering for (please check one):

_____ **Class A:** 4-year-old morning (9:00 - 11:15am)

_____ **Class B:** 4-year-old afternoon (1:00 - 3:15pm)

_____ **Class C:** 3-year-old morning (9:15 - 11:15am)

_____ **Class D:** 3-year-old afternoon (1:00 - 3:00pm)

-The 3-year-old program runs **Tuesday & Thursday**

-The 4-year-old program runs **Monday, Wednesday & Friday**

Wildwood Playschool reserves the right to cancellation and adjustments of classes at anytime.

FOR OFFICE USE ONLY:

PLEASE PRINT *All information must be filled in or marked N/A*

STUDENT & FAMILY INFORMATION

Child's Full name: (underline name used) _____ Male / Female

Date of Birth: _____ Current age: _____

Address: _____ Postal Code _____

Preferred Phone number: _____

Preferred email address: _____

The following information is required in FULL for licensing requirements

Parent's Name: _____

Address: (if different than above): _____

Home phone: _____ Business phone: _____ Cell phone: _____

Parent's Name: _____

Address: (if different than above) _____

Home phone: _____ Business phone: _____ Cell phone: _____

Other Caregivers'Name(s): _____ **Phone:** _____

Emergency contact (when neither parent can be reached -must be local Calgary address):

Name: _____ Relationship: _____ Phone: _____

Address: _____

Who will be dropping off and picking up your child from playschool? _____

Student's Placement in Family (1st, 2nd, etc.) _____ for future planning & marketing please!

Name of sibling: _____ Age: _____ Birthdate: _____

Name of sibling: _____ Age: _____ Birthdate: _____

IMPORTANT HEALTH & SAFETY INFORMATION

Please indicate if there is someone who should NOT have access to the child? (Example: custody dispute)

Does your child have any medical conditions, physical limitations, special needs or concerns?

Does your child have any allergies (e.g. food, animal, medication)?

Does your child receive any medication which needs to be administered at school (e.g. Epipen)? If yes, please detail as much as possible and see teachers to complete an Individual Medical Record

Does your child speak and understand English?

Are your child's immunizations up to date? Yes _____ No _____

This is important in the case of a communicable illness in the school population (ex. Mumps, whooping cough, measles, etc) you will be contacted. In situations such as these we will also seek the advice of the Calgary Health Region to determine the best course of action for your child and his or her classmates.

HOW DID YOU HEAR ABOUT US? We would really like to know!!!

___ WILDWOOD WARBLER

___ WORD OF MOUTH

___ OTHER PRINT ADVERTISEMENTS, PLEASE NAME _____

___ COMMUNITY BULLETIN BOARDS

___ BRIGHT SIGNS ON ROADWAYS

OTHER: _____

YOU ARE ALMOST DONE!!!

PAYMENT:

FEES: \$145.00 per month -3-year-old program
 \$185.00 per month -4-year-old program

Registration Fee	\$50.00
June Deposit	+ \$_____ (one month's fee)
Total =	\$_____
This amount is due with your registration form	

Payment of the registration fee and the deposit will secure your spot in your chosen class.

Final payment of program fees will be due on the evening of the Parent Orientation meeting in early September. You may either pay with one cheque for the entire year, dated September 1st, 2017 (Balance owing will be \$1305.00 for the 3-yr-old program or \$1665.00 for the 4-yr-old program) OR by 9 postdated monthly cheques dated the first of the month, September 2017 through and including May 2018.

****Please ensure all cheques are dated correctly, are made payable to Wildwood Playschool, and have your child's name in the memo field at the bottom of the cheque****

SECURITY CLEARANCE

In accordance with our policies, a Police Information Check must be conducted on all new employees, and volunteers, including anyone over 12 years of age, who is in direct and regular contact with children. As Wildwood Playschool is a parent volunteer program, it is required that **at least one parent/caregiver** from each family provide a Police Information Check. Anyone volunteering in the classroom (e.g. parent, grandparent, caregiver) **MUST** have a Police Information Check completed.

Information on How to obtain a Police Information Check will be provided via email from the Vice President of the Playschool.

Police Information Checks must be returned to the school no later than **June 1ST, 2017**. Failure to return on time may result in the forfeiture of your child's spot in the Playschool.

VOLUNTEER OPPORTUNITIES

The Board of Directors: (Please refer to Registration Booklet for Job Descriptions)

A volunteer Board of Directors operates our Playschool. We hold our board meetings once a month in board members' homes. As a member of our Board of Directors, you will:

- Be invited to our monthly meetings, which include beverages, coffee/tea and a variety of savory and sweet snacks
- Have the opportunity to be part of the planning and execution of your child's exciting playschool year
- Meet other parents and make new friends
- Be offered early priority-registration privileges for your playschool children

Please see the position descriptions in the Registration Information Booklet. When more than one parent is interested in the same position, a draw is held to determine the Board member named. Please list the positions you are interested in, in order of preference.

1. _____
2. _____
3. _____

Extra Volunteer Opportunities in the Classroom:

Do you have any of the following careers or hobbies? Please circle.

- | | | | |
|-----------------------------------|-------------------|-------------------|-----------------|
| Medical Profession | Dental Profession | Firefighter | Police Officer |
| Artist | Musician | Garbage Collector | Yoga Instructor |
| Hairdresser | Postal Worker | Pilot | Dancer |
| Veterinarian or animal enthusiast | | | |

Other _____

Security Clearance & Mandatory Volunteer Information

Our playschool is a Parent Run school, in order to keep our fees low, parents are required to assist the teachers rather than paid teacher's aides. Caregivers are required to volunteer twice every 6 weeks. A Security clearance is required by each volunteer, your child must have one caregiver's security clearance submitted by June 1st, 2017 others may be added closer to the start of the school year.

A board member will contact you to start the process of applying.. It is a free application, as it is for a non- profit volunteer position.

PRINT FULL NAME (FIRST MIDDLE LAST)

PRINT FULL NAME (FIRST MIDDLE LAST)

PRINT FULL NAME (FIRST MIDDLE LAST)

SIGNATURE AND DATE