

# Buena Vista Creative Preschool

## Parent Handbook

September 2020 to June 2021

Buena Vista School  
Main Floor – Preschool Room  
1306 Lorne Avenue  
Saskatoon, SK  
bvcreativepreschool@gmail.com  
www.bvcreativepreschool.com

Updated August 10, 2020

### **Your Preschool Teacher**

Born in Australia and moved to Saskatoon in 2015 with her husband and 3 children, **Briony Elliott** has a world of experience. Briony has more than 13 years of classroom teaching experience, with most of that time spent in the early childhood grades. She has a passion for igniting a love of learning and believes Preschool is a great place to encourage student independence for a successful transition to school life. Briony is ready to welcome your child into the school environment with engaging play-based learning opportunities. Briony is an active member of the Buena Vista community, which she also calls home.

## **Classroom Procedures**

### **Preschool Classes and Dates**

We have two preschool classes for the 2020/2021 school year, our classes include:

- Mon/Wed/Fri morning, 9:15 to 11:30am, focusing on kindergarten readiness
- Tues/Thurs morning, 9:15 to 11:30am, introduction to the school environment

Our preschool year will officially begin in September 2020 and finish the third week of June 2021. (Exact dates will be included in the Student's Welcome Package, mailed out in August). The Preschool shall be closed for all local public school holidays and professional development days. Refer to the 2020/2021 Public School Board calendar for school closure dates (<http://www.spsd.sk.ca/Schools/calendar/Pages/default.aspx>). The monthly Preschool newsletter will also provide a list of school closure dates.

The Buena Vista Creative Preschool is a program of the Buena Vista Community Association and not the Saskatoon Public School Board. However, the Public School Board donates our classroom space and we are included in many of the Buena Vista School activities.

### **Staggered Start Day**

To help the children get adjusted to the preschool environment, we will be staggering their starting dates on the first week of school (week of September 14, 2020). Due to the pandemic, we will stagger dates with further reduced students so that parents may enter the classroom if they have passed the screening protocols. Additional information regarding pandemic protocols are included at the end of the handbook. Please refer to your welcome letters for your staggered start date. Your child's first day of school will be a regular length day. Please bring all required items on the first day.

Regular programming will begin on Monday September 21<sup>st</sup> for the MWF class and on Tuesday September 22<sup>nd</sup> for the TTh class with all children attending class.

### **What to Bring to School**

- Please label all items that your child brings to school.
- A child-sized backpack.
- A nut-free snack and labeled water bottle (put into a lunch bag).
- Indoor non-marking shoes (runners/sneakers) to be left at school. Your child should be able to put the shoes on themselves.
- A change of clothes to be left at school (in case of accidents or messy activities).
- Appropriate outdoor wear. We spend time outdoors year round.
- And a photo of an item for Show and Tell on their parent's helper day. Our teacher will send more communication around Show and Tell in the fall.
- Please do not bring toys/unnecessary personal effects to school.. It is too easy for precious items to get lost or broken, and tears are usually the result. As well, with pandemic protocols we cannot allow students to bring in items from home.

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### Class Routine

Everyday in our classroom is different! We will be adding additional restrictions to table time and circle time due to the pandemic. But this is *usually* what our schedule will look like:

#### **9:00 am**

- Parent helpers arrive

#### **9:10 am**

- Classroom doors open

#### **9:15 – 9:35am**

- **Table Time**-After completing their attendance chart, children will have their own choice of table activity as their classmates arrive and settle into the classroom.

#### **9:35-9:45am**

- **Circle Time**- During circle time we will work on many classroom skills. Daily we will use the calendar, practice numbers and letters, and communication skills.

#### **9:45-10:20am**

- **Learning Time**- In smaller groups, the children will focus on a teacher lead activity. Often a hands-on craft or experiment.
- Children waiting their turn will have free time

#### **10:20-10:50am**

- **Snack Time**
- **Quiet Time** with a book or puzzle, as classmates finish snack. Children are to clean up after themselves.

#### **10:50-11:20am**

- **Circle Time**
- **Show and Tell and Story Time**

#### **11:20 – 11:30 am**

- **Dismissal:**
- Parents are not expected to arrive at the school until 11:30am.
- Please wait in the boot room for dismissal. More communication around pick-ups during the pandemic will be communicated.
- Children are encouraged to put on their own outdoor wear.

If the weather is nice we may have outdoor time; usually at the end of the day. We will post a note on the door if we are outside for dismissal.

### Arrival and Dismissal

Enter the school by the 6<sup>th</sup> Street main doors facing Lorne Avenue. There is a Preschool coat rack and mat for your child's coat, backpack, and boots on the South side of the school by the 5th street doors. There will also be a bin where their indoor shoes are kept.

Arrival: EVERYONE MUST WASH THEIR HANDS UPON ENTERING. Check the mail bin for any special notices or artwork. Have your child put on their indoor shoes and nametag. Please note: your child is your responsibility to supervise until they enter the classroom. The Teacher will greet them at the door. Parents can follow their child into the

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preschool classroom to help with attendance, IF THEY HAVE PASSED PANDEMIC SCREENING PROTOCOLS and say a quick goodbye from there. Children should bring their snack and water bottle into the classroom.

Dismissal: Parents, please wait for your child on the benches at the South side set of doors where your child's coat rack is. Your child will come to the boot room, please encourage them to stay with the class to get ready to go home. We will encourage them to get ready for home on their own, as they work on their motor skills and independence, as well as reduced contact during the pandemic.

When your child is ready to go, they **MUST** come and say goodbye to the teacher before they leave the building. NOTE: if we are outside for dismissal, children **MUST** still come and say goodbye before leaving.

The routine of saying goodbye ensures safety, as the teacher knows that each child has left with the appropriate adult. Children will not be released to anyone besides their parent without prior written consent from their guardian.

Please do your best to be on time for arrival and pick up of your child; encouraging respect for the teacher's time, classmates, and maximizing your child's learning time.

**Please see Other Important Preschool Items below for the Late Pick-up Policy**

### **Absenteeism & Illness**

- If you know your child will be absent prior to the beginning of class, please text or phone the teacher (Briony: 306-850-4272) or the school (306-683-7140).
- Please do not send your child to school if he/she is ill. It is better that they stay home and recover instead of spreading their germs. This is a requirement during the pandemic.
- Parents will not work in the classroom if they are ill. However, it is the responsibility of the parent to switch helper days with another parent or to find a replacement who has submitted or verified their Criminal Occurrence Check with the preschool (i.e. relative).
- Any communicable disease and/or lice should be reported to the teacher.
- If your child has vomited, had diarrhea, fever or any of the COVID-19 symptoms within a 48 hour period before their preschool day please keep them at home.

### **Parent Helper Days**

- **As a co-operative preschool, there will be a minimum of one parent helper in the classroom at all times to assist the teacher (two for Tuesday-Thursday).** This is a great opportunity to be part of the class and see your child in the preschool environment. **COVID-19 screening will be required before entering the school.**
- **Parents are required to be a helper in class approximately once every six weeks (for the three day/week class) or once every four weeks (for the two day/week class).** A blank calendar will be placed on the preschool bulletin board, and it will be

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the responsibility of each family to sign up for helper days. If you do not sign up, the scheduling rep will contact you and/or your name will be added to the calendar on a day where a helper has not yet been scheduled.

- **Siblings are not allowed in the classroom on your helper day. It is important for your child to have you all to himself/herself and for you to be available for the other preschool children.**
- If you cannot make your helper day, it is your responsibility to switch with another parent or to find a replacement (i.e. relative). If you miss your parent helper day, you will be charged \$20.00.
- Special Talents: Please let us know if you have a special skill to share with the children. Perhaps you can play an instrument, speak another language, or can share about your profession.
- Parent Helper's Children: Your parent helper day will also be your child's turn to be the teacher's Special Helper and to bring something for Show and Tell.

Here are some guidelines for you when you are the parent helper in the classroom:

- Please model appropriate behaviour for the children. Use manners, walk up and down the stairs holding the handrail, work problems out through discussion, and avoid use of cell phones during class times (please save this for emergencies only).
- Bring disciplinary matters to the teacher.
- Take the children to the bathroom when they need to go. Reinforce safe and quiet walking down the halls and stairs and in the bathroom. All students will use the girl's bathroom downstairs. Children are to wait inside the bathroom, along the wall by the storage room door, until everyone is ready to return to the classroom.
- If a crisis (fire drill or lockdown) occurs while you are in the bathroom with children, please follow our crisis management policy. **See Crisis Management section later in handbook.**
- Assist children with activities/jobs when necessary. Please make sure to help all children, not just your own and ensure that all you are doing is assisting and not doing the job for them!
- Help direct clean-up of toys/craft/activities.
- Wipe down all tables, sweep and vacuum floors at the end of the day (on Fridays the floors should be mopped). This can usually be done during circle time. **Additional sanitization will be required each day during the pandemic.**
- At the end of the day, please assist the teacher by helping the children to line up at the door. Please remember to encourage them to do as much as they can to get ready to go home.
- Thank you for contributing to our class by helping in the classroom!

### Privacy Note:

When you are volunteering in our classroom you may see or hear stories about life in someone else's home. If you feel a need to discuss this with someone, please discuss it with the teacher. Happenings regarding a specific child should be relayed to their parents by the teacher, not by another parent.

### **Criminal Record Check**

In accordance with the Saskatoon Public School Division and the Buena Vista Community Association policies, preschool volunteers that will be involved with the direct supervision of children, and not within the visual range of an employee, will be required to submit a current Criminal Occurrence Security Check, including a Vulnerable Sector search. **In order to volunteer in the preschool classroom, you will be required to have a Criminal Occurrence Security Check completed prior to the start of the school year.**

There is no fee for the Criminal Occurrence Security Check, as it will be for a volunteer position. All paperwork for the Criminal Occurrence Security Check process will be sent to the families in the summer.

**If there is any offence on your criminal security clearance check you will not be permitted to volunteer with the preschool. However, if you would like to participate in your child's learning in the classroom please speak to our Preschool Coordinator to determine both if and how that is possible.**

### **Snack**

We are part of a nut aware school. We do have serious allergies in the preschool this year. **During the pandemic, parent volunteers and teachers are required to limit contact with students as much as possible. Please send snack that your children can open themselves.**

Provide a small, healthy snack and water bottle for your child each day. Please do not send candy or candy-like snacks, unless specified by the teacher for a special event. Children are encouraged to clean up after themselves and must wash their hands before and after snack time.

The parent helper will wipe all touch-surfaces before and after snack time, after each craft or table display and at the end of the day. The cleaning protocols for volunteers will be posted in the classroom.

### **Show & Tell**

Show & Tell for your child falls on the day that their parent is helper in class. This year, we encourage parents **to bring or email a photo** of the item to the teacher before class.

Please use good judgment in regards to the photo of the item your child brings (no weapons or toys that encourage violence). Items will not be allowed in the school during the pandemic, but we encourage you to select something to photograph that will make it easier for your child to talk about. Try to relate the Show and Tell item to our themes, something from nature, favorite book, family photo, etc.

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### **Themes**

Throughout the year there will be various themes that we will focus on in the classroom, which will be communicated to the parents in the newsletter.

### **Special Events**

There are a few special events that will be announced in the newsletter. It is important that parents attend or have someone substitute for them, as the children work very hard on these events! We may need extra volunteer help or supplies on these days. Please note special events will follow Saskatchewan Government's COVID-19 safety guidelines and all volunteers will be required to pass COVID-19 screening protocols before attending.

### **Field Trips**

Field trips may look a little different this year during the pandemic. We will communicate all requirements when they are determined. If Field trips are allowed during this school year, the guidelines will look something like this:

Field trips may be close (within walking distance) or farther away. If extra supervision is required beyond the teacher and scheduled parent helper, volunteers will be asked for ahead of time. Again, all volunteers will be required to pass COVID-19 screening protocols before attending.

With field trips requiring transportation, parents will drop off and pick up their child at the particular destination – not at the school. You are responsible for your child's transportation (unless a bus has been organized).

Information on field trips will be sent home in the monthly newsletter.

In the event that the field trip is planned and executed between newsletters, information will be sent via email. These are likely to be lighter field trips that require no volunteers or transportation.

### **Birthdays**

Your child's birthday will be recognized if it occurs on a school day, but celebrated in June. Parents are encouraged to sign up as helper on their child's birthday. Please do not send any snacks for your child's birthday.

An annual "Birthday Bash" will take place in the classroom in June to celebrate all of our students' birthdays, with a gift for each child.

Party invitations may be handed out at school only if everyone in the class is invited. If not, please find a more discreet way to inform your guests.

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### **Parent / Teacher Meeting**

Parents are always free to arrange a time with the teacher that is appropriate for everyone.

### **Parent Observation**

Parents are always welcome to come and sit in the classroom to observe their child in class. As this usually results in a slight disruption, the parent must arrange this with the teacher in advance and **will be required to pass COVID-19 screening protocols before attending.**

### **Discipline / Class Management**

Our classroom has three overarching rules of etiquette/behaviour:

1. Be kind and respectful to ourselves, to others, and to our classroom!
2. Be safe and responsible
3. Follow the rules of our classroom

‘Proper’ behavior is modeled by adults for the students to follow.

Bring disciplinary matters to the attention of the teacher.

When problems arise, they are meant to be resolved. Disagreement is seen as an opportunity to explore and grow, where students learn problem-solving skills and are engaged to be part of the solution.

When appropriate, attention-seeking behavior is ignored or redirected to a more positive end.

If necessary, students will be asked to take a break for inappropriate behavior and parents will be notified at pick up time.

Children may be removed from the classroom for extreme disruptive behavior, until the teacher feels it is safe for everyone for them to return.

### **Behaviour**

It is common for children to have problems when there are major changes happening in their lives. Please let the teacher know if there is anything happening in your home that you think is important for the teacher to know.

Extreme behaviour problems that demand all of the teacher’s attention or are to the significant detriment of the learning environment in the classroom will result in the dismissal of the child from Preschool.

Before this dismissal, effort would be made to address the behaviour, including meetings with the parents. Upon this dismissal, the residual tuition fees would be refunded.



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### **Curriculum Goals**

Throughout the school year, the children will be working toward a few educational goals to prepare them for kindergarten and everyday life. Below is a chart of the underlying curriculum goals we will be working on. We will also be strongly encouraging independent name writing.

#### **Social/Emotional Development:**

- Plays with others
- Care for classmates and belongings
- Shows independence
- Follows rules and routines

#### **Physical Development:**

##### **Gross Motor:**

- Basic locomotor skills (run, jump, hop)

##### **Fine Motor:**

- Uses pencil, paintbrush, scissors
- Manipulates small blocks/toys

#### **Cognitive Development:**

- Sorting and classification
- Pattern recognition
- Can count to 10 or higher
- Identifies: Numbers, Shapes, Colours
- Role playing

#### **Language Development:**

- Conversations one on one
- Conversations in a group
- Listening skills
- Name recognition
- Early printing skills
- Early reading skills

### **Late Registration**

For children that register in the program late (after September), there will be a trial period of two classes prior to the child being accepted to the program. This trial period is to ensure that the new child can adapt to the structure of the classroom. The teacher and Preschool Coordinator will have the final decision in regards to late registrations.

### **Crisis Management**

Buena Vista School has set procedures for crisis management. Our Preschool will participate in these procedures, as we are located within Buena Vista School. We will practice the 'lockdown' and 'fire drills' with the rest of the school.

If, as a parent helper, you are in the bathroom with students at the time of a lock down, you will instruct each student to sit with their feet up on a toilet inside a locked bathroom stall and remain there until a school administrator or Police officer comes to that room. We understand this can be challenging for children in our age groups so please remain calm and if students are nervous or scared comfort them and encourage them to be silent.

An Emergency Procedure Book and First Aid kit will be kept in the classroom cupboard.

### **Severe Weather and Preschool Closure Policy**

Preschool class will be cancelled if Saskatoon Public Schools are closed due to extreme temperatures or due to changes with pandemic protocols.

In the event that preschool has been canceled, your teacher or a preschool representative will send an email to the class.

If you have not received any correspondence and you are unsure if class has been cancelled, please contact Buena Vista School or your teacher to confirm.

### **Other Important Preschool Items**

#### **Late Pick-up Policy**

It is important that your child is picked up on time from preschool. In the unlikely event that you will be late for pick-up please call the teacher to let her know.

#### **Late pick-up procedure for the teachers:**

- After 10 minutes: phone call to parents
- After 15 minutes: phone call to emergency contacts
- After 30 minutes: you will be charged \$50
- After 1 hour late (without contact from family): Mobile Crisis Service will be contacted.

Families with frequent late pick-ups will be withdrawn from the preschool program at the discretion of the board.

#### **Fees**

- Monthly tuition for preschool is \$60 for the 2 days/week class and \$80 for the 3 days/week class.
- A \$25 non-refundable registration fee is collected from each family (dated when registration form is submitted)
- \$100 deposit cheque is collected from each family (post-dated to June 1, 2020). This will only be cashed if a parent helper day is missed or you fail to show up to one of the toy washes (see below for more information)
- \$50 deposit cheque is also collected for fundraising. This cheque will be cashed in December if you decide to buy-out of your fundraising obligation or if you do not fulfill your fundraising obligations. The cheque will be returned to you, or destroyed, in December if these responsibilities are met.
- Parents are expected to submit all post-dated cheques (tuition and deposit cheques) to the preschool prior to the first day of class. Please address the cheques to “Buena Vista Comm. Assoc.”

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- If payment has not been received in full prior to the first day of class, your child's spot in the class may be revoked. Please contact the preschool treasurer if you need to arrange an alternate payment plan.
- Subsidies for preschool tuition are offered through the Saskatoon Preschool Foundation ([www.spf.sk.ca/](http://www.spf.sk.ca/)). Please notify the preschool if you plan to apply for subsidy, as we can assist with the application process.

### **Toy Wash**

The Toy Wash requirements may look a bit different this year due to the pandemic. We will communicate these requirements in the fall.

The \$100 deposit cheque will be returned to each family or destroyed at the end of June 2020 if they attend one of the toy wash dates. There is not a buy-out option for participating in a toy wash, if you do not attend or fail to attend for any reason on the date you signed up for, your toy wash deposit cheque will be cashed in full.

### **Fundraising**

Buena Vista Creative Preschool is a non-profit organization. As such, we rely on fundraising to meet the financial needs of the preschool and to maintain tuition fees at a reasonable level. Our fundraising goal for this school year is ~\$1500, based on two classes. Our fundraising committee member will be organizing the fundraising events and will communicate these events with the families through the monthly newsletter and email. All families are expected to participate in the fundraising activities; alternatively, we are offering a buy-out option of \$50, to be paid at the beginning of the school year. Families that do not take the buy-out option, and do not fund raise, will forfeit their \$50 Fundraising Deposit cheque. Lastly, if the fundraising goal has been met any outstanding fundraising commitment amounts remaining will be collected from the relevant families or those families will forfeit their \$50 fundraising deposit.

### **Donations of Things and Skills**

Donations of things are always appreciated! We will let you know in the newsletters about things the Preschool needs.

If you have any skills you would like to share with the class (either on your parent helper days or otherwise), please let the teacher know! 'Special Guests' are always exciting for the students, which can be anything from playing a musical instrument for the kids, to helping them make their own bean bags. Arrangements made for guests will follow screening protocols for COVID-19.

### **Allergy Information**

Our preschool resides in a nut aware school and therefore we follow their nut aware practices. We request and require Nut Free snack items. If your child has peanut butter or nut products before coming to school, we ask that you wash with soap and water very carefully. Teeth must be brushed as well; a child's peanutty/nutty mouth can be deadly as our preschoolers tend to put toys in their mouth. Please help us make the classroom safe

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for all our children. The consequences of not being careful could be deadly! There are plenty of safe foods out there. Always look for the special peanut-free label. If your child has any allergy besides nuts and requires special care in the classroom please make our teacher aware and we will do our best to accommodate your child and keep our classroom safe place for them to attend.

### **Preschool Committee**

Our preschool is a co-operative and is only able to function with the help of parent volunteers. We look to our parents to help out in a variety of ways. Your involvement guarantees a successful year.

#### **2020/2021 Executive Positions:**

Chair: Jocelyn Bissonnette

Secretary: **vacant**

Teacher Liaison: **vacant**

Registrar: Amanda Haichert

Treasurer: Michelle Roth

Fundraiser Chair: Melanie Metz

Newsletter: Alex Hoo

#### **2020/2021 Additional Support:**

TuTh Scheduling Rep: **vacant**

MWF Scheduling Rep: Traci Scarrow

The Preschool Committee generally meets once per month for 1 to 2 hours, either in person or by Zoom meeting. All families in the preschool are welcome to attend the board meetings; please RSVP if you plan to attend.

### **Pandemic Protocols from Saskatoon's Reopening Plan for 2020/21**

We have uploaded additional documents to the website related to pandemic protocols. The first contains excerpts from the strategic plan published by Saskatoon Public School board in August. The strategic plan in full is also uploaded. We will discuss protocols related to the items highlighted in the Preschool Specific guidelines document at the parent orientation night the first week in September. Parents are strongly encouraged to attend this Zoom meeting so that we can address any questions that arise.

We thank you for your patience as we adapt to protocols as they are communicated.

**Buena Vista Creative Preschool Purpose and Bylaws**

**PURPOSE**

The purpose of the Buena Vista Creative Preschool is to:

- To promote community well-being by providing a quality Preschool that meets the needs of preschool children in the Buena Vista area.
- To provide a safe, positive environment that enhances early childhood learning, play and social development.
- To attend to the individual child's needs as assessed by a qualified caring teacher.
- To encourage families to take an active role in the Buena Vista Preschool and community.

**BYLAWS**

**REGISTRATION AND FEES**

1. Enrolled children shall be potty-trained and 3 years of age as of September 1st of the current school year. Training pants and/or pull-ups are not to be worn in the classroom.
2. Class size shall be limited to 15 children per session.
3. Any special needs that may require assistance must be disclosed prior to registration. Registration will then involve the Executive and Teacher, in consultation with the Public School Board.
4. Enrollment shall commence from the date of acceptance of the completed registration form, waivers and volunteer forms and payment of registration fees.
5. Enrollment shall terminate after the third week of June following completion of the school term for which admission has been accepted.
6. Tuition fees, in the form of post-dated cheques will be collected prior to the start of the school year. If payment is made in cash, all tuition and deposits must be paid in full.
7. Parents shall act as helpers in the classroom approximately once every four to six weeks for each child registered. If unable to work, the parent shall be responsible for finding an appropriate substitute. If a substitute is not found, a fee of \$20.00 will apply. Only enrolled children may accompany the assisting parent.
8. A \$100 deposit cheque post-dated to June 1<sup>st</sup> will be submitted prior to the start of the school year from each family to cover any parent helper days missed or failure to attend the final toy wash. This cheque will be returned to the families if all duties and responsibilities are met.
9. A \$50 deposit cheque post-dated to December 1<sup>st</sup> will be submitted prior to the start of the school year from each family to cover any fundraising contributions that were not met. This cheque will be returned to the families if they have met their fundraising obligations. If a child has registered after September and the fundraising goal has been met they will still be required to pay out a \$50 buyout Fundraising fee.

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10. All N.S.F. cheques will be subject to a penalty of \$20.00, as set by the B.V.C.A. If two N.S.F. cheques occur from the same family, a meeting will be set up with the Preschool Coordinator, the Preschool Treasurer and that family to arrange a cash payment plan. If a cash payment plan cannot be arranged, steps may be taken to find subsidization, or the Preschool will return residual cheques and the child's spot will be relinquished.

11. Non-payment of fees or evasion of duties shall be grounds for removal from the Preschool enrollment list.

12. In the case of non-acceptance of a child applicant, registration and remaining monthly tuition fees will be refunded by the Registrar.

13. Residual tuition fees will only be refunded, by the Treasurer, on receipt of one month's notice in writing of withdrawal of the child from the school. The notice must be given one month prior to the child leaving. If notice is not given, one full month's tuition will be withheld. No refund will be made for the month of June for June withdrawals. The registration fee will not be refunded.

14. Families of children currently attending the Preschool will be given the first opportunity to enroll for the following year, during the first 2 weeks of registration.

15. The executive shall set registration and tuition fees.

### EXECUTIVE AND COMMITTEES

1. The Executive of the Buena Vista Creative Preschool shall consist of: the Coordinator, the Vice Chair, the Registrar, the Treasurer, and the Fundraising Chair. Additional Executive positions can be created at the discretion of the Executive members.

2. Executive office may be held for more than one year.

3. The teacher shall not hold executive office.

4. The Coordinator shall report to the Buena Vista Community Association. She/He shall be responsible for relaying information between the Preschool teacher, the parents, the Buena Vista Community Association, the School Principal and the Landlord (Saskatoon Public School Board).

5. The Coordinator shall be responsible for all paperwork (rental agreement, etc.) between the Preschool and the landlord/school.

6. The Coordinator shall assist the teacher with parent orientation; school parties; and special events.

7. The Registrar shall assist the Coordinator and maintain a list of eligible children for the Preschool. The Registrar shall inform the parents of acceptance, non-acceptance or waiting list status of children.

8. The Treasurer shall develop the budget for the Preschool; collect all monies owing; deposit all monthly tuition cheques; collect all receipts and turn them in to the Treasurer of the Buena Vista Community Association. The Preschool Treasurer will collect the salary cheques and issue it to the teacher twice per month.

9. The Fundraising Chair will be responsible for the fundraising activities of the Preschool.

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10. Committees may be formed to deal with various aspects of the Preschool as the Executive sees fit. (Scheduling, Equipment, Phoning, Housekeeping, etc.).
11. The Executive shall ensure that adequate fire and liability insurance is maintained through the Buena Vista Community Association for the protection of the school and teacher.
12. The Executive and members of the Buena Vista Community Association shall hire the teacher.
13. The Executive shall draw up the yearly contract for the teacher.
14. The Executive shall determine the salary and other benefits of the teacher.
15. The Executive shall approach parents/volunteers to fill the Executive positions for the next school year.
16. The Executive shall conduct board meeting once a month during the school year, or as deemed necessary.
17. The board meetings shall be open to all preschool families but presentation of motions and voting rights shall be restricted to the Executive.
18. A minimum of 50% of the Executive members shall constitute a quorum to conduct board meetings.
19. The general business of the Preschool shall be decided by majority vote of the voting members present at the meeting.

### STAFF

1. The staff shall consist of one teacher, who is hired by the Executive and the Buena Vista Community Association.
2. The Executive shall determine the salary and benefits.
3. The duties of the teacher are as follows:
  - To be responsible for planning, coordinating and executing a quality Preschool program, taking into account the age and maturity of both the physical and intellect of the enrolled preschool children.
  - To be responsible for classroom maintenance from set up through to and including clean up.
  - To provide reasonable supervision of all children at all times until release into the care of a parent or guardian.
  - To recommend to the Preschool committee the withdrawal from the Preschool of any children for health, discipline or other reasonable cause. As well, report communicable diseases or lice to the Preschool parents.
  - To interpret the expectations of quality Preschool education to parents and the designated duties of assisting parents.
  - To arrange for parental consultation regarding their children at such time as circumstances may require.
  - To conduct parent-teacher meetings in the middle of the school year.
  - To attend monthly Preschool board meetings and provide pertinent information and consultation.
  - To maintain children's attendance records.
  - To report to the Preschool Coordinator regarding required supplies or equipment and act as advisor in their selection.

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1. The observation of the preschool routine and management shall be at the discretion of the teacher.
2. The teacher's contract shall be for one year at a time.
3. A bursary will be provided for the teacher for membership to a professional teachers group, towards a Professional Development activity in early childhood education, and/or visit to another preschool.
4. The teacher shall assist the Preschool board in developing a teacher substitute list that can be utilized in the event of sick days.
5. The teacher may resign by giving the Preschool Committee notice in writing at least thirty days before the date of termination. The Preschool Committee may terminate the teacher's contract without cause, but thirty days written notice must be given. Salary will end at termination.

### **SCHOOL ATTENDANCE**

1. School holidays will follow the Public School Board schedule.
2. Parents are responsible for transporting their children to and from the Preschool and for supervision of their children before and after class.

### **FISCAL YEAR**

1. The fiscal year of the Preschool shall be August 1<sup>st</sup> to July 31<sup>st</sup>.