

Fuzzy Pickles Preschool

Imagination at Its Best

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www.fuzzypickles.ca



Registration Package

2019-2020



Fuzzy Pickles Preschool Society of Airdrie

We would like to take this opportunity to welcome everyone to Fuzzy Pickles Preschool. The purpose of this booklet is to acquaint you with the various aspects of our organization.

Fuzzy Pickles Preschool is a non-profit organization licensed by Social Services that was open to the parents of Airdrie in 1983. The preschool offers classes for children 3 to 5 years of age from September to June with ongoing registration throughout the year based on availability. Our mission is to continue to provide affordable, high quality child care for preschool children in a supportive and nurturing environment.

The monthly program fees cover the cost of field trips, supplies, maintenance, staff and various utility expenses incurred each month for the continuing operation of the school. Throughout the year, we also have fundraising events which are an important component of our program, and necessary to retain our eligibility to apply for and obtain government grants. This money is used to purchase new books, toys and other items needed for the school. Parental involvement is encouraged and is key to our preschool's success. Parents can volunteer within the classroom, volunteer to sit on the Board of Directors or help with various fundraising initiatives. Working together we can continue to provide a rewarding experience for your child.

The preschool is operated by a volunteer Board of Directors made up of mostly parents that have their children registered in the school. The Board is responsible for overseeing the administration, policy making, and various functions related to the operation and financial aspects of the school. Each spring at the Annual General Meeting, current parents will elect a volunteer Board of Directors for the following school year.

There are presently 10 Board positions to fill each spring:

Chairperson

Vice Chairperson

Secretary

Treasurer

Field Trip Coordinator

Fundraising Coordinator

Events Coordinator

Volunteer/Recycling Coordinator

Maintenance Coordinator

Registrar



Philosophy

Fuzzy Pickles believes that children learn through play and experience.

Our goal is to provide opportunities for children to grow and develop to his/her fullest potential through a variety of activities that highlight social, emotional, cognitive and physical development, with the guidance of qualified and experienced staff.

We will:

- Provide a social/recreational program for children between the ages of three and five years of age, with focus on self-growth and the importance of the child's well-being, built through relationships with other children and caring adults.
- Provide an opportunity for all children to become aware of their own self-identity and to develop a feeling of adequacy and self-worth.
- Obtain maximum physical growth and performance by improving the coordination of their large and small muscles.
- Provide a fun atmosphere doing crafts, singing songs, going on field trips, socializing with other children and enjoying an extensive array of creative and educational toys at a developmentally appropriate level.
- Foster the development of the child's intellect so he/she can initiate their own activities; learn to ask questions and discover answers and use language to comprehend and make verbal explanations.
- Allow the children to become a contributing member in all areas of the Preschool.

The arts and crafts section of our curriculum plays an important role as it provides the children many areas in which to grow and develop. Small muscle coordination is being improved each time they do a project and children are exposed to many different art mediums and are given the opportunity to be creative and expressive with artwork. Our arts and crafts program begins with simple projects and progresses to more difficult and/or time-consuming ones as the year goes on.

Some of the items your child brings home may be indescribable, but please remember that hard work is put into each one and your child is proud of his/her results. Messy projects, which are undesirable to us adults, are usually sources of pleasure to our children. We focus on the "process" in which the child creates their craft not the finished project; it's within the "process" where children learn and create.



We do not include arts and crafts in our program every day. They are balanced with other activities. For families who are returning to the playschool for the second year, you will be seeing a few projects that you have seen before.



2018 – 2019 School Calendar

First Day of Preschool:

MONDAY, SEPTEMBER 9, 2019

M/W/F 8:30 – 11:00 am

M/W/F 11:30 – 2:00 pm

TUESDAY, SEPTEMBER 10, 2019

T/TH 8:30 – 11:00am

T/TH 11:30 – 2:00 pm

Last day of Classes will be the week ending June 19, 2020.

- On the first day of school parents are welcome to stay for the first 15 minutes of class to ensure your child's comfort level.
- Statutory holidays and scheduled school closures (i.e. Christmas and Spring Break) follow the Rocky View School Division calendar. You can also find holidays and other school reminders on the EVENTS section of our website (www.fuzzypickles.ca/events/) as well as in your monthly newsletters sent via email, PLEASE READ THE NEWSLETTERS CAREFULLY.
- Rocky View Professional Development Days are regular scheduled days at Fuzzy Pickles Preschool, we are open.



Registration

Registration for all students will begin January 7, 2019. Upon registration and payment of fees, you are a member of the *Fuzzy Pickles Preschool Society* for the following school term (2019-2020) and are entitled to voting rights at the Annual General Meeting and eligible to attend all meetings.

Programs Offered:

You may register your child in one of the following classes:

Three Sessions per Week (children age 3 & 4)

Monday/Wednesday/Friday (**M/W/F**) **8:30 am – 11:00 am**

Monday/Wednesday/Friday (**M/W/F**) **11:30 am – 2:00 pm**

Two Sessions per Week (children age 3 & 4)

Tuesday/Thursday (**T/TH**) **8:30 am - 11:00 am**

Tuesday/Thursday (**T/TH**) **11:30 am – 2:00 pm**

Each class is made up of children ages three to five years old. The licensing policy at Fuzzy Pickles requires a child to be **THREE YEARS OF AGE** to attend. For example, if your child has their third (3rd) birthday on November 10, the child may begin attending Fuzzy Pickles on November 10. You may pay fees for September, October and November to guarantee your child's spot.

Otherwise, we will register your child if space is available. If there is no space available, you may put your name on a waiting list. Children **MUST BE FULLY TOILET TRAINED**; Pull-ups are not allowed. Children must be able to use the washroom independently.

Payment Policy:

The following fee schedule outlines the payment options. Families with more than one child enrolled in Fuzzy Pickles Preschool will receive a discount on their fees.

There is a **NON-REFUNDABLE \$50.00 registration fee** required per child upon registration. Registration can be paid via cheque or e-transfer to info@fuzzypickles.ca. Please include your child's name and class date/time in the online transfer message.



Class Fees and Payment Schedule: (please choose one option)

Option A (Monthly Installments)

Three Sessions per Week:

Monday/Wednesday/Friday (M/W/F) 8:30 am – 11:00 am

Monday/Wednesday/Friday (M/W/F) 11:30 am – 2:00 pm

\$200 / Month

10 post-dated cheques, dated the 1st of each month, including September 1, 2019 to June 1, 2020.

Two Sessions per Week:

Tuesday/Thursday (T/TH) 8:30 am - 11:00 am

Tuesday/Thursday (T/TH) 11:30 am – 2:00 pm

\$165 / Month

10 post-dated cheques, dated the 1st of each month, including September 1, 2019 to June 1, 2020.

Option B (Full Payment)

Three Sessions per Week:

Monday/Wednesday/Friday (M/W/F) 8:30 am – 11:00 am

Monday/Wednesday/Friday (M/W/F) 11:30 am – 2:00 pm

\$2,000 / Year

1 post-dated cheque dated September 1, 2019.

Two Sessions per Week:

Tuesday/Thursday (T/TH) 8:30 am - 11:00 am

Tuesday/Thursday (T/TH) 11:30 am – 2:00 pm

\$1,650 / Year

1 payment dated at the time of registration.



Note: If more than 1 child from a family is registered in the same class, a discount of \$5 per child per month will be applied. (e.g. 2 children registered for three-day class will pay $2 \times \$200 - 2 \times \$5 = \$380$ per month.)

Your child is NOT registered, and their spot is not reserved until all fees, 10 post-dated cheques and completed registration forms have been received.

Please make all cheques payable to “***Fuzzy Pickles Preschool***”.

Program Withdrawal Process:

The Program Registrar will accept any cancelled registrations up to July 15, 2019 and the parent will forfeit any non-refundable registration fee. Post-dated cheques will be destroyed or returned to the parent as directed by the parent.

After July 15, 2019 to September 9, 2019 the tuition for September and registration fees will NOT be refunded but all other post-dated cheques will be returned to the parent. Fuzzy Pickles Preschool will only make exceptions in the case of medical reasons and a letter from the child’s doctor. Further, Fuzzy Pickles Preschool will make an exception if the parent is informed by the teacher that their child is not complying with the Fuzzy Pickles program. All exceptions will be confidential.

Temporary Absence: Should a parent withdraw their child from the program for a short period of time, all fees must be paid to maintain the child’s place in the program.

NSF (Non-Sufficient Funds) Cheque Policy: Fuzzy Pickles Preschool is a non-profit society and is dependent on the student registration fees to continue operation. Without the timely maintenance of all current fees the Preschool cannot function. It is the responsibility of each registering parent or guardian to ensure that all payments are current and maintained. The Fuzzy Pickles Board of Directors adopted the following three-step process for those who fail to maintain their registration fees:

1. The first time a member is in arrears of their registration fee, there will be a \$20.00 fee assessed to the member. The member will have two weeks or ten banking days from the time of the first contact to restore the payment, plus the \$20.00 fee to Fuzzy Pickles Preschool. An official letter of notification will be sent to the member from the Treasurer.



2. The second time a member is in arrears, there will be a \$40.00 fee assessed to the member. The member will have two weeks or ten banking days from the time of the first contact to restore the payment, plus the \$40.00 fee to Fuzzy Pickles Preschool. An official letter of notification will be sent to the member from the Board Chairperson.

3. If there is a third incident and another method of payment cannot be arranged, the member will be contacted by the Board Treasurer by Collections Letter and the student in question will be withdrawn from Fuzzy Pickles Preschool.

If you have any questions, please feel free to contact the Treasurer or the Board Chairperson.

Fuzzy Pickles Preschool requires that 30 days WRITTEN notice be given when withdrawing your child from Fuzzy Pickles or you forfeit your next month's pre-payment.

Child Care Subsidy

Alberta Children and Youth Services provide financial assistance to eligible low and middle-income families using licensed pre-schools. To determine if you are eligible for a subsidy, please contact:

Calgary and Area Child and Family Services Authority

#300, 1240 Kensington Road NW

Calgary, AB T2N 3P7

Reception: 403-297-6100

www.child.alberta.ca



Preschool Rules

- 1. Program Time:** We ask that parents be punctual when dropping off and collecting their children before and after preschool. If a parent or guardian demonstrates habitual lateness in collecting their child, a letter will be sent requesting that the situation be corrected. If the situation is unresolved, it can result in the parent paying a late fee of \$1.00 per minute late or the child may be removed from the preschool.
- 2. Entry Procedures:** An adult must bring the child into the classroom. Please help your child find their coat hook and remove their outerwear. Social Services requires that the adult who delivers and collects the child must sign the child IN and OUT on the sheet posted.
- 3. Picking up Children:** Children will not be released to any person other than the legally responsible parent or guardian. Picture ID is required for anyone allowed to pick up your child. Those allowed to pick up your child must be written on the registration form. Under no circumstances will a child be sent home unescorted or with another child.
- 4. Fuzzy Pickles Preschool is a NUT-AWARE ENVIRONMENT:** Please read labels as we will not accept snacks that say, “may contain or made in a facility that has processes peanuts”.
- 5. Snack is not provided at the Preschool:** It is the parent’s responsibility to provide a healthy snack including a small drink that follows the Canada Food Guide for their child. We will not accept chips, popcorn or chocolate for a snack. We are a Nut-Aware preschool. Microwave, refrigerator and hot water are not available for use. Please ensure food items such as pepperoni sticks and grapes are sliced lengthwise. These foods are a known choking hazard.
- 6. Each child is required to Wear Shoes:** This is for safety purposes and monthly fire drills. All children are to have a pair of indoor shoes. We ask that you bring along a pair of clean shoes and change the footwear upon arrival and departure.



- 7. Please label all clothing and belongings:** This refers to items such as backpack, shoes, boots, coats, etc. Each year children's belongings get mixed up because they have not been labelled. Also, please send a labelled tote bag with your child for each class so they can bring home crafts and notices.
- 8. Please send your child with appropriate clothing for the weather:** This refers to items such as snow pants, mittens, hat and scarf for winter weather. Appropriate rain gear for wet days is also appreciated. There is playtime for your child inside and outside.
- 9. All parents/guardians must complete and sign the Medication Policy and Medication Record attached to this booklet:** Fuzzy Pickles staff will only deliver medication to a child who has this package at the school and has been approved by the Board. If you have any concerns, please discuss them with the teacher.
- 10. Sick Children Must be Left at Home:** If your child is not feeling well or if your child has diarrhea or vomiting the evening before, we require that they stay at home and get better. Sick children will not be accepted for class. In addition to public health concerns, space is extremely limited at our preschool and we do not have a comfortable waiting area for sick children to lie down or rest in while waiting to be picked up. If your child does become ill during class we will, of course, make every effort to assist your child and to make them as comfortable as possible while they await pickup. Parents will be phoned if this occurs.

If for any reason your child will not be attending a class, we would appreciate a telephone call (403-948-5277). There is an answering machine to record messages left after hours. Please try to call when class is not in session, unless it is an emergency. Messages left on the weekend will not be heard until Monday morning.
- 11. All Children are accepted on a trial basis:** In some rare cases, we may feel that it is too distressing for the child to continue in our program and we will then discuss it further with the parents.
- 12. Each child must be fully toilet trained:** Children must be able to independently use toilet paper and go to the bathroom on their own. Pull-ups are not allowed.



13. No siblings allowed on Parent Volunteer Days or Field Trips: Due to provincial licensing regulations and insurance coverage, only children enrolled in Fuzzy Pickles Preschool are allowed in the classroom. Please make other arrangements for siblings. Your co-operation is greatly appreciated.

14. Please encourage children to leave their toys at home.

15. Payment options: Please refer to the payment options listed in the “Payment Policy” section of this booklet. We regret that no exceptions will be made to these options.

Teachers

Our classes operate on a ratio of 1 staff per 10 children with the **maximum of 20 children in one class**. Our preschool provides a professional qualified teacher and assistants who understand child development and know the value of children learning through play. Our dedicated team provides many years of experience and education as well as each holds a valid first aid certificate and a security clearance.

Responsibilities of the Parents/Guardians

Fuzzy Pickles Preschool can only be successful if the parents are willing to be active participants.

Volunteers are an important component of our program. There are volunteer opportunities available for parents both outside and inside the classroom. Some activities outside the classroom environment may include making play dough, craft preparation, and bringing in treats for special days. Other opportunities within the class include field trips and special party days.

We ask that volunteers interact with all children and support the teachers with every day class activities and rules.

Our volunteers will not be left alone with the children and will leave all discipline matters up to the teacher.



Our volunteers are there to support and enhance our program, making more opportunities for the children attending.

If you volunteer, we ask that you commit to what you sign up for. If you are unable to make it, please inform the teacher as soon as possible so that another volunteer may take that spot.

We welcome moms, dads and grandparents in our programs. Volunteers can be a wide variety of people. Regretfully, we cannot have volunteers under the age of 16 years.

We ask our volunteers to do many different tasks. Your assistance as a volunteer is highly valued and is essential to help keep the program running smoothly.

Current Information Required on File

Please keep us informed of any changes in your status, address, telephone number, email address. It is very important that we have accurate and up-to-date records for any emergencies or school closures. This is a requirement of Social Services. Messages can be left at the school by phoning 403-948-5277 or emailing info@fuzzypickles.ca

Field Trips

The Preschool curriculum includes field trips (ex. Airdrie Public Library) as well as special visitors throughout the school year. Your consent is required for your child to attend these trips. A consent form must be signed prior to each event and you will be notified each month concerning plans for the upcoming field trips. This information can also be found on the EVENTS section of our website (www.fuzzypickles.ca/events/).

The preschool WILL NOT be in session on field trip days. Should there be any field trip you child is unable to attend you are responsible for making alternate arrangements for your child's care that day.

Please note: It is recommended that you have at least \$1,000,000.00 Liability Insurance on your vehicle should you wish to drive other children to the field trip. Fuzzy Pickles holds no responsibility if you choose to drive other children.



School Closure Policy

If Fuzzy Pickles Preschool is to be closed due to weather conditions or some other emergency situation the following will be the standard procedure and can be expected to be put into effect:

- Fuzzy Pickles Preschool will follow the Rocky View School District policy on school closure for cold weather. This means that if the public schools are open it will be up to the parent or guardian to decide if they wish to bring their child to preschool. School will remain open.
- Please listen to your local radio stations or watch your local television stations for updates as to whether Rocky View School District will be closed. You may also check the Rocky View website at www.rockyview.ab.ca

Emergency Evacuation Procedure

In case of an emergency, children will be evacuated next door to the Boys and Girls Club. If this location is not deemed safe they will then go to Muriel Clayton School, located across the field from the playschool at 305 Acacia DR SE, Airdrie. Each child's family will then be notified by telephone.

If you have any questions, comments or concerns, please contact Fuzzy Pickles Preschool at 403-948-5277



Checklist

Completed Registration forms must include ALL the following information:

- Family Doctor name, address and telephone number.
- Emergency contacts residing in Airdrie, including telephone number
- Current home and work addresses and phone numbers and email address
- Registration fee dated the day you register and first month payment (dated Sept 1, 2019)
- 9 post-dated cheques dated the first of each month (October, November, December, January, February, March, April, May and June)

Please sign EACH of the following forms and return them to the preschool with your registration package:

- Child Management Policy
- Off-Site Permission/Photo Consent
- Fuzzy Pickles Medication Policy

Registration is NOT complete until all documentation is complete (including post dated cheques and *mandatory fields) or your child's place will not be reserved.