

# FUZZY

# PICKLES PRESCHOOL



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www.fuzzypickles.ca

## FUZZY PICKLES PRESCHOOL SOCIETY OF ALBERTA

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 childcare for preschool children in a supportive and nurturing environment.

The monthly program fees cover the cost of the program, including; field trips, supplies, maintenance, staff and various operating expenses incurred each month for the continuing operation of the school.

**Learn. Play. Grow. Belong.**

Fundraising is an important component of our program and necessary in order to retain our eligibility to apply for and obtain government grants. This money is then used to purchase new books, toys and other items needed for the school. Parental involvement is an essential component to our preschool's success. Parents can volunteer within the classroom, volunteer to sit on the Board of Directors or help with various fundraising drives. 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 mostly of 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 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 10 BOARD POSITION TO FILL EACH

### SPRING:

Chairperson

Vice Chairperson

Secretary

Treasurer

Field Trip Coordinator

Fundraising Director

Events Coordinator

Volunteer/Recycling Coordinator

Maintenance Director

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 of field trips, playing 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 try our best to include arts and crafts in our program every day. They are balanced with other activities. For families who are returning to the preschool for the second year, you will be seeing a few projects that you have seen before.

## SCHOOL CALENDAR (2023-2024)

First Day of Preschool:                      MONDAY, SEPTEMBER 11, 2023  
M/W/F 8:30 – 11:00 am  
M/W/F 11:30 – 2:00 pm  
TUESDAY, SEPTEMBER 12, 2023  
T/TH 8:30 – 11:00 am  
T/TH 11:30 – 2:00 pm

Last day of classes will be the week ending June 14, 2024.

## SCHOOL ENTRY GUIDELINES

- Every day, the door to the school will be opened at your child’s class start time, so please kindly wait outside until a Teacher greets you.
- If you have other children in tow, there is a bench available in the front entry for them to sit on and wait.
- Children will be asked to wash their hands with soap and water when they enter the classroom. Please do not use or send hand sanitizer with your child. We will only be using soap at our school, as hand sanitizer is not safe for young children.
- Once again, the door will reopen at the end of class time when the children are ready to be picked up. For the safety of our students and staff members, our doors will remain locked from the outside at all times. If you need access, you may knock loudly for entry at any time.

# HOLIDAYS AND SCHOOL CLOSURES

Statutory holidays and scheduled school closures (i.e. Christmas and Spring Break) follow the Rocky View School Division calendar and will be marked in your monthly newsletters (please read the newsletter carefully for important information). We will also communicate school closures with a reminder email. Please ensure that your Fuzzy Pickles emails are not going to your junk folder.

Rocky View Organizational Days (i.e. Professional Development) are regular scheduled days at Fuzzy Pickles Preschool.

# REGISTRATION

Registration will begin January 16, 2023. Upon registration and payment of fees, you are a member of the Fuzzy Pickles Preschool Society for the following school term (2023-2024) and are entitled to voting rights at the Annual General Meeting and eligible to attend all meetings.

## **Program Withdrawal Process:**

- Registrar will accept any cancelled registration up to July 15, 2023 and the parent will forfeit any non-refundable registration fee. Post-dated cheques and/or PAD agreement will be destroyed or returned to the parent as directed by the parent
- After July 15, 2023 to September 11, 2023 the tuition for September and registration fees will NOT be refunded but all other post-dated cheques and/or PAD agreement 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.

# PROGRAMS OFFERED/FEES

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

### Two sessions per week (children age 3 & 4)

- Tuesday/Thursday (T/TH) 8:30-11:00 am
- Tuesday/Thursday (T/TH) 11:30 – 2:00 pm

Each class is made up 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 will be required to pay fees for September, October and November in order to guarantee your child's spot.

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.

### Three sessions per week:

Option 1	Option 2	Option 3
<b>Fee:</b> \$125 Pre-Authorized Debit (PAD) for \$125 to be withdrawn at the beginning of each month.	<b>Fee:</b> \$125 10 post-dated cheques for \$125 for the 1 <sup>st</sup> of each month from September through to June due at registration.	<b>Fee:</b> \$1250 One-time payment for the year due at registration.

### Two sessions per week:

Option 1	Option 2	Option 3
<b>Fee:</b> \$90 Pre-authorized debit (PAD) for \$90 to be withdrawn at the beginning of each month.	<b>Fee:</b> \$90 10 post-dated cheques for \$90 for the 1 <sup>st</sup> of each month from September through to June due at registration.	<b>Fee:</b> \$900 One-time payment for the year due at registration.

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  $2 \times \$125 - 2 \times \$5 = \$240$  per month.)

**Your child is NOT registered, and their spot is not reserved until all fees, PAYMENT and completed registration forms have been received.**

If paying by cheque, please make them payable to “**Fuzzy Pickles Preschool**”.

## CHILDCARE SUBSIDY

**New Government Funding Available:** *Alberta Children and Youth Services* provide financial assistance to **eligible families earning \$179,000 a year or less** using licensed pre-schools. If your family qualifies, \$125 per month will be applied to your monthly fees. Once you apply, you may receive a conditional acceptance; however, we will not consider you accepted until the payment for your child has been transferred to our bank account from the government. This may take time on their end; therefore, the monthly fees will be withdrawn from your account and we will reimburse you once we have received the funds from the government.

Information and the Subsidy application can be found at:

[Child care subsidy | Alberta.ca](#)

Phone: 1-877-644-9992

Fax: 780-422-5692

Email: [css.childsubsidy@gov.ab.ca](mailto:css.childsubsidy@gov.ab.ca)

Address: Child Care Subsidy

PO Box 1641, Station M

Edmonton, Alberta T5J 2N9

## NON-SUFFICIENT FUNDS 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. For the members on PAD a second payment attempt will be processed 10 business days after the initial payment is missed plus the \$20.00 processing fee. The members with cheques as a payment method will have two weeks or ten

business 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. For the members on PAD a third payment attempt will be processed ten business days after the initial payment is missed plus the \$40.00 processing fee. The members with cheques as a payment method will have two weeks or ten business 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**

## PRESCHOOL RULES

- **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.
- **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.
- **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.
- **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".
- **Snack is not provided at the school.** 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 wieners, pepperoni sticks and grapes are sliced lengthwise. These foods are a known choking hazard.
- **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.

- **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.
- **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.
- **Sick children must be left at home:** Sick children will not be accepted for class. In addition to public health concerns, space is extremely limited at the 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 text/call (cell: 587.500.3140) an email or telephone call (landline: 403.948.5277). There is voicemail to record messages left after hours. Messages left on the weekend will not be heard until Monday morning.
- **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.
- It is the policy of Fuzzy Pickles that each child must be **fully toilet trained** and able to independently use toilet paper and go to the bathroom on their own. **Pull-ups are not allowed.**
- **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 cooperation is greatly appreciated.
- Please encourage children to leave their toys at home.
- 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. Unfortunately, due to COVID-19 we are not able to bring volunteers into the classroom at this time.

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, snow removal 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 teacher with everyday class activities and rules.

Our volunteers are not to 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 for something, 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 would like to include 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](mailto:info@fuzzypickles.ca)

## FIELD TRIPS

The Preschool curriculum may include field trips (ex. Blue Grass Nursery) as well as special visitors throughout the school year. Your consent is required in order for your child to attend

these trips. A consent form must be signed prior to each event. You will be notified each month concerning plans for the upcoming field trips.

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 emergent situation the following will be the standard procedure and can be expected to be put into effect.

- In the event of inclement weather, Fuzzy Pickles Preschool will email parents in the event of any closures. Although Rocky View School District may close, Fuzzy Pickles may remain open as closures are at the discretion of our Board of Directors.
- Please check your email and your social media for any information regarding closures.
- Fuzzy Pickles Preschool will also follow all Alberta Government mandated closures.

## REFUND POLICY

- If the preschool closes for an indefinite amount of time due to unforeseen circumstances, payments will not be withdrawn for the months following the closure.

## 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.**

# REMINDERS

Completed Registration forms must include ALL of the following information:

- Family Doctor name, address and telephone number.
- Emergency contacts residing in Airdrie, including telephone number.
- Current home and work addresses, phone numbers and email.
- Registration fee dated the day you register, cash at the time of registration or e-transfer sent to [info@fuzzypickles.ca](mailto:info@fuzzypickles.ca). The September tuition will be withdrawn from your account September 5<sup>th</sup>, 2023. Once the school year begins, Fuzzy Pickles Preschool requires one month's notice to cancel participation in our program. You will be charged the full monthly tuition if your cancellation is less than one month in advance.
- Signed PAD agreement, **or** 9 post-dated cheques dated the first of each month (October, November, December, January February, March, April, May and June).

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

1. Child Management Policy
2. Off-Site Permission/Photo Consent
3. Fuzzy Pickles Medication Policy

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