



Vegreville Preschool Program & Registration Information

We are licensed daycare & preschool facility that has been providing quality early childhood education and childcare to children in the Vegreville area for more than thirty years. Our play-based program is taught by an Alberta Education Certified Teacher and enhances speech, language, social and cognitive skills to prepare children to enter Kindergarten. Vegreville Preschool Association is a charitable, non-profit organization that operates the preschool program and childcare services that go along with the program.

OUR BELIEFS

Vegreville Preschool is a **play-based, inclusive early childhood program** that aims to prepare children for life-long learning, individually and as part of a community of learners.

- We believe every child is a **'mighty learner'** – strong, capable, and resourceful with dispositions to be playful/playing, seeking, participating, caring, and persisting.
- We believe **'play is central'**. Children make meaning by participating within open, engaging and responsive environments where exploration and play is intentionally observed, reflected and purposefully planned.
- We believe that **preschool is an in-between space** that bridges home and school through new social relationships. In preschool, learning emerges in moment-to-moment interactions among children and educators as we learn how to learn from each other.

OUR PROGRAM

The 2022-2023 Vegreville Preschool program will be organized around five core areas of early child development that are known to be good predictors of adult health, education and social outcomes. Staff will work with the early learning curriculum framework to create opportunities for play, possibilities and participation in all 5 developmental domains.

1. Physical health and wellbeing

- *Fine motor skills* (pre-printing, cutting, hand coordination).
- *Gross motor skills* (balance, motor planning, kicking, throwing).
- *Self-care skills* (dressing/undressing, washing hands, toileting routine).

2. Social competence

- *Friendship skills* (getting along with others; showing respect for others).
- *Participation skills* (following rules and routines; managing transitions; focusing on tasks).
- *Cooperation skills* (accepting responsibility for making 'good choices'; sharing; turn-taking).

3. Emotional maturity

- *Emotional regulation skills* (expressing feelings and frustrations in developmentally appropriate ways; not too fearful, not too impulsive).
- *Separation skills* (forming new relationships with trusted adults)
- *Relationship skills* (negotiating social conflicts with adult support; building on emerging capacity for empathy)

4. Language and thinking skills

- *Early literacy skills* (sequencing, re-telling, identifying letters and their sounds, rhyming, etc.)
- *Early numeracy skills* (counting, recognizing numerals, labeling shapes)
- *Classifying skills* (sorting items according to function or concept - e.g. same/different, big/small, heavy/light).

5. Communication skills and general knowledge.

- *Play skills* (engaging in pretend/dramatic play situations; negotiating, compromising, exploring, imagining).
- *Collaboration skills* (learning with their peers, asking questions and listening to comments).
- *Early science skills* (exploring the natural environment; noticing changes and patterns, making predictions).

5 KINDS OF PLAY

The Vegreville Preschool program provides possibilities for engaging in various kinds of play to promote skill acquisition across the domains.

Outdoor play – opportunities for children to exercise their bodies and minds by running, jumping, digging, swinging, and shouting, etc.

Dizzy play – opportunities for children to create disorder and reorder within playful experiences (e.g. rough and tumble play, physical humour, and language play).

Socio-dramatic play- opportunities for children to take up cultural roles and imaginatively explore new identities.

Constructional play – opportunities for children to invent new connections as they design and create with mud, sand, twigs, cardboard, and blocks etc.

Playful exploration and heuristic play – opportunities for children to learn about the physical properties of materials and rules of thumb for problem solving.

ADMISSION

Due to licensing requirements, to enter the three (3) year-old program, your child must already be three. If your child turns three after the program start date, they can begin the program at any time after their 3rd birthday, provided there is space. Please contact the Preschool Administrator by email at vegpreschool@gmail.com for more information.

All children MUST be toilet trained and independent in the washroom to attend the Preschool program. Staff are NOT permitted in the bathroom stall with a child, but will always assist children to wash their hands.

REGISTRATION

Registration forms for the 2022/2023 preschool year are available on Wednesday, April 20, 2022. You **must** complete your registration form electronically so all information is easy to read. No hand written forms will be accepted. To fill out the registration form electronically, you must download and save the form first. If you don't already have a PDF reader on your device or computer, you may need to download a PDF reader. Once you have the registration form downloaded, fill it out, save it and attach the completed PDF in an email. If you have any problems with the registration form or have questions, please call the Raeanne, Preschool Administrator @ 780-603-0029.

If you attend the In-Person Annual General Meeting (AGM) on Tuesday, April 26, 2022 at 7:00 PM your registration opens Wednesday, April 27, 2022 at **9:00 AM** (no earlier). If you do not attend the In-Person AGM, your registration opens Wednesday, April 27, 2022 at **10:00 AM** (no earlier). Attendance will be taken during the AGM meeting. Completed registration forms must be emailed to vegpreschool.registrar@gmail.com.

We are anticipating a large number of registrations due to the new Affordability Grant funding making Preschool a very affordable option for families. All registrations will be reviewed and if necessary, a random draw may need to be made if more registrations are received than available spaces. We won't know this until we open up registrations for this year. You will receive an email in May 2022 once your registration has been processed. Incomplete registrations will not be accepted. We will advise you of the program your child is registered in and when payments are required based on the payment type chosen. If all spots are filled for your first choice, we will put you on a waiting list and offer you your second choice. If you have registered and not heard anything from us before June 15, 2022, please email vegpreschool@gmail.com and inquire. Any registrations after June 15, 2022 will receive a response by August 22, 2022.

PROGRAMS AND FEES

*****Subject to change depending on Alberta's Affordability Grant**

The Vegreville Preschool is offering 4 programs for the 2022/2023 school year:

THREE-YEAR OLD ½ DAY PROGRAM

Program	Instructional Days	Time	Fees	Fundraising
Monday/Wednesday AM	70 Days	9:00 am to 11:30 am	\$901.60	\$350

FOUR-YEAR OLD ½ DAY PROGRAM

Program	Instructional Days	Time	Fees	Fundraising
Monday/Wednesday PM	70 Days	1:00 pm to 3:30 pm	\$901.60	\$350

FOUR-YEAR OLD FULL DAY PROGRAM

Program	Instructional Days	Time	Fees	Fundraising
Tuesday/Thursday Full Day	76 Days	9:00 am to 3:30 pm (includes lunch supervision)	\$2544.48	\$500

THREE-YEAR & FOUR-YEAR OLD ½ DAY PROGRAM

(the average age of the students will determine how the program is run)

Program	Instructional Days	Time	Fees	Fundraising
Friday AM	37 Days	9:00 am to 11:30 am	\$476.56	\$200

The school year will start August 30, 2022 and end June 16, 2023. All fees are to be paid by e-Transfer (preferred) cheque, or money order. Cash is not preferred. The fees are based on how many instructional days there is in each program. All fees are based on a rate of \$5.15/hour.

If you choose e-Transfer payments, you will receive a reminder email each month that e-Transfer payments are due.

The Affordability Grant will be applied for on your behalf by the Vegreville Preschool. If your child is enrolled in a program one or two ½ days per week, you are eligible to receive up to \$75/month. If your child is enrolled in a full day program, your child must be registered to attend at least 50 hours per month, you are eligible to receive

\$225/month. Any month your child is not registered for at least 50 hours, you are not eligible for the Affordability Grant.

PAYMENT SCHEDULE

	YEARLY FEES		
	FRIDAY AM	MON/WED AM OR PM	TUES/THURS FULL DAY
FEES FOR THE YEAR	\$476.56	\$901.60	\$2544.48
LESS AFFORDABILITY GRANT	\$476.56	\$728.80	\$1800.00
PARENT PORTION	\$0	\$172.80	\$744.48

	MONTHLY FEES			E-TRANSFER DATES & CHEQUE POSTDATES
	FRIDAY AM	MON/WED AM OR PM	TUES/THURS FULL DAY	
Monthly Parent Portion	\$0	\$0	\$33.48	August 22, 2022
	\$0	\$15.16	\$76.32	September 1, 2022
	\$0	\$28.04	\$42.84	October 1, 2022
	\$0	\$15.16	\$9.36	November 1, 2022
	\$0	\$0	\$200.88	December 1, 2022
	\$0	\$28.04	\$42.84	January 1, 2023
	\$0	\$15.16	\$42.84	February 1, 2023
	\$0	\$15.16	\$9.36	March 1, 2023
	\$0	\$15.16	\$42.84	April 1, 2023
	\$0	\$40.92	\$76.32	May 1, 2023
	\$0	\$0	\$167.40	June 1, 2023

**** PLEASE SEND E-TRANSFERS TO vegpreschool@gmail.com****

**** PLEASE MAKE CHEQUES PAYALBE TO "VEGREVILLE PRESCHOOL ASSOCIATION" ****

All NSF cheques will be charged a \$25.00 service fee and unpaid accounts will be sent to collections if not paid within 60 days. Students with unpaid tuitions will not be allowed to remain in the program.

SUBSIDY INFORMATION

Families may be eligible for subsidy from the Alberta Government for the parent portion of the fees. Visit the Government of Alberta Website: <https://www.alberta.ca/child-care-subsidy.aspx> for qualification information and online subsidy applications. It is important to email the Preschool Administrator at vegpreschool@gmail.com prior to applying for subsidy to discuss your fees.

FUNDRAISING AND VOLUNTEERING REQUIREMENT

Fundraising is essential to keep the preschool program running. I understand for my child to attend preschool, I must participate or pay out the fundraising requirement. To participate in fundraising, a postdated bond cheque will be required for fundraising. If you don't have cheques, you will need to pay the fundraising requirement up front by e-Transfer; lump sum or monthly payments. Once you meet your fundraising requirement if paying by e-Transfer, a refund will be issued to you.

Fundraising Requirements:

\$200 one ½ day per/week program

\$350 two ½ days per/week program

\$500 two full days per/week program

Fundraising is capped at \$500 per family per school year if you have more than one child in the program.

Fundraising will be reconciled after January 1, 2023 and May 1, 2023. You will be contacted if you have not met ½ of your fundraising requirement by January 1, 2023 and a payment of ½ your fundraising requirement may be required at that time.

FUNDRAISING

Yes, I will participate in fundraising. A bond cheque or e-Transfer(s) will be required.

No, I will NOT participate in fundraising. I will pay out my fundraising requirement.

Bond cheque postdated **May 1, 2023**

Payout cheque postdated or e-Transfer due **September 15, 2022**

If you would like to pay out your fundraising requirement monthly, please add the following amounts to each monthly e-Transfer payment or postdated cheque:

Yearly Requirement	Monthly
\$200	\$20
\$350	\$35
\$500	\$50

You will choose your fundraising option on your registration form.

If you are fundraising, following are past fundraisers the Preschool has done:

Vegreville Corn Maze

Cash Raffle (a dollar amount from each ticket you sell will go towards your fundraising)

Purdy's and Stawnichy's (a percentage from your orders will go towards your fundraising)

Online Auction (50% of the dollar amount your donated item sells for will go towards your fundraising)

Happy Hippo

Cornucopia Popcorn

**Subject to change each year

The bond cheque will be returned or a refund will be issued upon completion IF parents/guardians fulfill their fundraising commitment in its entirety.

VOLUNTEERING

There will be no volunteering requirement for the 2022/2023 school year. If you would like to volunteer/participate in the classroom for the 2022/2023, speak to the teacher once the school year starts.

BEFORE AND AFTER SCHOOL CHILDCARE

Vegreville Preschool Association offers before and after school care for children if there are enough children requiring the service. Childcare is available from 7:30 am to 9:00 am and again at 3:30 pm to 5:00 pm. If we do not have enough children signed up for before and after school care, we may not be able to offer it. Indicate on your registration if you would require before and after school care. We will contact the families that require before and after school care to obtain more information of the childcare needs required. Cost for before and after school care is as follows:

1 morning per week 7:30 am to 9:00 am \$7.73

2 mornings per week 7:30 am to 9:00 am \$15.46

1 afternoon per week 3:30 pm to 5:00 pm \$7.73

2 afternoons per week 3:30 pm to 5:00 pm \$15.46

COMMUNICATION

Our main way of communicating is through email as it is fast to communicate with many people at one time. It reduces the number of papers that have to be sent home with your child and it reduces the risk of papers getting lost or being left in your child's backpack. It also helps the environment. It is required that at least one parent/guardian or both provide an email so all messages are seen. It is also important to check your junk mail as sometimes the email ends up there. The following are the email addresses that you may receive an email from and you may want to add them to your contacts as safe senders:

vegpreschool.teacher@gmail.com

Classroom teacher – will receive monthly newsletter

vegpreschool.registrar@gmail.com

Registrar – registration forms

vegpreschool.fundraising@gmail.com

Fundraising Coordinator – will receive fundraising information

vegpreschool@gmail.com

Preschool Administrator – all general emails, questions, and info

WHAT TO BRING TO SCHOOL



Children need to bring a **backpack** *clearly labelled* with their name with the following items inside:

- A complete **change of clothes** (shirt, pants, socks, underwear) in a resealable plastic bag
- **Inside shoes** labeled clearly with your child's name
- **Weather appropriate gear** (sunhat for warm weather, snow pants, toque, mittens, scarf for cold weather)

Please provide a light, nutritious **snack** for your child consisting of at least two food groups and a healthy beverage or water (NO pop). If your child is attending our full day program, ensure to pack a lunch along with a morning snack and afternoon snack. Please DO NOT send any foods that are considered choking hazards, such as popcorn. We are a NUT FREE school so please read food labels carefully. When bringing a snack to the preschool, please keep in mind that there may be an allergy in the classroom. At the beginning of the school year, we will be posting a list of allergies that are present within each class. If the snack that you are bringing contains ingredients that are on the allergy list, PLEASE LABEL IT CLEARLY on the container and advise the teacher that it contains these ingredients. For home baked goods, please label if it is NUT FREE. This is to ensure the safety of all of the children who attend our program.



BIRTHDAY AND UN-BIRTHDAY CELEBRATIONS

Every child will have a day on which they will celebrate their birthday or un-birthday. Parents are encouraged to spend this special day with their child and are invited to provide a special snack to share with the class on that day. Please ensure that you notify the teacher **prior** to bringing in a snack. There are many days when the preschool children have special events and field trips scheduled and we would like to ensure that your child and the other students are able to enjoy this special occasion. **Please check with the teacher regarding any food allergies present in the classroom.** Parents can choose the day of their child's un-birthday to fit their schedule. Having birthday celebrations with a special snack will depend on the COVID restrictions in place during the 2022-2023 school year.

HOLIDAY CELEBRATIONS

Halloween, Christmas and Valentine's Day are celebrated in the preschool classroom with special activities. On these days, children **DO NOT** need to bring individual snacks. Lists will be posted and you will be notified by email in the weeks prior to these events requesting specific items for the party (fruit or veggie tray, crackers & cheese, dessert item, juice, plates, cups & cutlery, etc). We encourage parents to take turns signing up for these

items so that the responsibility can be shared. Having snacks brought in to share with everyone and having volunteers/visitors in the classroom will depend on the COVID restrictions in place at the time of the holiday.

The children always enjoy these celebrations and we sincerely thank those parents who provide snack items. The dedication and effort make these days extra special!

CHILD DROP OFF AND PICK UP

The parking lot is a busy place, **please drive with caution** and take care to ensure that your child is safe. If the marked parking stalls are occupied, please do not attempt to create parking; extra parking is available on the street east and south of the building.

The classroom doors open **five to ten minutes prior** to the start of class. **ALL PARENTS/GUARDIANS MUST SIGN IN AND SIGN OUT THEIR CHILD.** There will be a sheet located at the front door for sign in and one of our friendly staff will have the sign out available to parents/guardians as they exit the preschool. Parents may be required to assist their child to put on indoor footwear and put on nametag as part of the drop off procedure. At the end of class, children will only be released to a parent/guardian or individual identified on registration form as someone with permission to pick up your child. If someone different will be picking up your child, parent must provide written or verbal confirmation to teacher. Your child WILL NOT be released to someone without the appropriate permission.

SICKNESS

With the recent COVID19 pandemic, it is very important that if your child has any symptoms of illness, please keep your child at home.

If a child has a fever (a temperature over 38°C or 100°F), or a severe cold with cough, or other acute symptoms, the parents will be advised to keep the child at home until the child's condition improves, for the well-being of both that child and the other children in the class. This also applies to contagious skin disorders, e.g. scabies.

If any of these symptoms is observed in a child, parents/guardians will be advised to have the child picked up as soon as possible: fever, vomiting, diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, pink eyes.

Parents will be advised to keep the child at home until the child's condition improves and is symptom free for at least 24 hours or parent has a physician's note that the child no longer poses a health risk to any person on the program premises.

Employees will ensure supervised care for the child in a space separate from other children until the child can be removed from the facility.

To contact the Preschool to advise staff of illness or pertinent information, you can contact the classroom the following ways:

Text The Classroom: 587-280-7529

Call The Classroom: 780-632-6008 (you may have to leave a voice mail)

SANITIZATION/CLEANING

Sanitization and cleaning of the classroom, toys, lockers, and bathrooms are done on a daily and weekly basis.

WEATHER AND ROAD CONDITIONS

Programming will be suspended, but the school will remain open when:

A temperature of -40° C or a wind chill factor of -40° C is measured by Environment Canada at 5:00 a.m. and/or Elk Island School buses are not running.

In the event that conditions are extreme, parents/guardians will be notified by the following:

- Notified by fan out procedures
- Email
- Posted on social media
- We will strive to share the information by 7:00 a.m.

Vegreville Preschool believes it is the parents/guardians' right and responsibility to make choices for their children based on their beliefs and perceptions of safety during inclement weather conditions. Parents must use their discretion when sending their children to school during inclement weather conditions.

For the safety of the students, it is the responsibility of the parents to ensure that their children are suitably dressed for coping with weather conditions and arrangements have been made for alternate shelter for their child if no one is home.

School days will NOT be made up for school closures due to weather or circumstances beyond our control.

EMERGENCY EVACUATION

The preschool students will be doing a fire drill monthly. The students will be relocated to a designated safety spot located at the end of the guardrail on the west side of the Preschool Building. This is posted in numerous places throughout the preschool and ALL staff have been trained and are aware of the evacuation process. Preschool students will be also doing a lock down practice once during the school year. In the event of an emergency evacuation, staff will follow the emergency evacuation procedure in our policy and procedure manual, ensuring that all students are accounted for and are safe from harm. Under circumstances where it is unsafe for the children to return to the Preschool building for the remainder of the class day, parents will be notified and children must be picked up as soon as possible.

CHILD GUIDANCE POLICY & PROCEDURES

We are committed to supporting children's development through respecting their individual differences, facilitating their ability to learn and work co-operatively, and promoting their self-esteem.

The purpose of this policy is to support our employee's ability to develop a sense of self-discipline and self-worth in every child attending the Vegreville Preschool/Head Start program.

Each child will be treated with respect and dignity. There will be no verbal or physical abuse of any child at any time. Strategies implemented will be proactive; for extreme behaviors removal from the situation may be necessary. *Actions taken must be reasonable in the circumstances.*

PROCEDURE

- Program Staff will take a proactive approach. Positive behaviour will be modeled and reinforced by staff.
- Program staff recognize their role in facilitating and encouraging positive behaviour in participants.
- Program staff will guide behaviour through positive strategies such as redirection, anticipation, positive reinforcement, role modeling and encouragement.

- Program staff will be attentive to environmental and program structure factors that encourage positive behavior.
- Program staff will make participants aware of program rules and age-appropriate expectations.
- Program staff have the primary responsibility for maintaining program discipline.
- Program staff will ensure that program activities are developmentally appropriate, smooth and well-planned transitions between activities are made and establish consistent routines.
- In circumstances where behaviour difficulties arise and warrant more specific strategies, i.e. child's behaviour is disruptive to the class as a whole, or the child is aggressive towards another child or adult, a child may be required to be removed from the activity to a quiet space to allow time for the child to calm down and settle before rejoining the group.
- Once the child has settled, staff will discuss behavior with the child and explore alternatives.
- All aggressive and disruptive behaviour will be discussed with the parents/guardians by appropriate staff:
 - **Preschool Program:** Teacher and/or Educational Assistant(s), as required
 - **Head Start Program:** Teacher, and/or Educational Assistants(s) and/or Executive Director
- If after a period of consistent implementation of strategies, staff do not see improvement in child's behavior, consultation and/or further assessment may be required, with the permission of the parent/guardian.

*The following use of **PUNISHMENT** is prohibited from the program:*

- *Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation;*
- *Deny or threaten to deny any basic necessity, or*
- *Use or permit the use of any form of physical restraint, confinement or isolation.*
- The use of physical restraint in the classroom is not permitted, except in instances when the child is at immediate risk of injuring him/herself or others.

POLICY AND PROCEDURE MANUAL

The Vegreville Preschool encourages parents who are looking for information on our policies and procedures, which include our discipline policy, illness management, critical incident reporting, medication administration procedures and supervision policies, to please inquire with the teacher. If you would like a copy of these policies, we will be happy to provide you with an electronic or paper copy as per your request.

IMPORTANT DATES

The 2022/2023 Preschool year will begin on August 30, 2022 and the last day of school will be June 16, 2023. Orientation days for students and parents will be on August 24th and 25th, 2022. Details will be emailed to you in mid August.

The Preschool will be closed:

September 5, 2022 (Labour Day)
 September 30, 2022 (Truth & Reconciliation Day)
 October 10, 2022 (Thanksgiving Day)
 November 7 to 11, 2022 (Fall Break & Remembrance Day)
 December 21, 2022 to January 2, 2023 (Christmas Break)
 February 20, 2023 (Family Day)
 March 27 to 31, 2023 (Spring Break)
 April 7, 2023 (Good Friday)
 April 10, 2023 (Easter Monday)
 May 22, 2023 (Victoria Day)

PRESCHOOL BOARD POSITIONS & DUTIES

Vegreville Preschool Association is made up of a volunteer board and requires parents/guardians with a child(ren) enrolled in the preschool to volunteer for these positions. A benefit if you volunteer for one of the following positions will be that your children will be guaranteed into your program of choice. As well, you are expected to participate in fundraising, but the specific dollar requirement is waived as long as you are fulfilling your roles satisfactory.

The President

- Exercises general supervision and control over the business and affairs of the Society;
- When present, chairs all meetings of the Society and the Board;
- Acts as the spokesperson for the Society;
- Carries out other duties as assigned by the Board.

The Vice President

- Presides at meetings in the President's absence. If the Vice President is absent, the Directors elect a chairperson for the meeting.
- Replaces the President at various functions when asked to do so by the President or the Board;
- Has charge of building maintenance and supplies;
- Carries out other duties as assigned by the Board.
- Chairs the Nomination/Election Portion of the Annual General Meeting

The Secretary

- Attends all meetings of the Society and the Board;
- Keeps accurate minutes of these meetings;
- Has charge of the Board's correspondence;
- Makes sure a record of names and addresses of all Members of the Society is kept;
- Keeps the Seal of the Society, if one exists;
- Carries out other duties as assigned by the Board.

The Treasurer/Registrar

- Makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board;
- Makes sure a detailed account of revenues and expenditures is presented to the Board as requested;
- Makes sure an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting; and
- Will help with taking in registration forms, making sure correctly filled out and money is collected.
- Carries out other duties as assigned by the Board.

The Fundraising Coordinator

- Will determine the fundraisers that will be offered for the school year.
- Will make sure that forms for fundraising are distributed to parents of the preschool.
- Takes on responsibility of sorting and handing out the fundraising products to the parents.
- Track fundraising credits for each family fundraising requirement.
- Carries out other duties as assigned by the Board.

Non-voting Position

Social Media/Website Coordinator

- Keep Social Media up to date.
- Keep website up to date.
- Carries out other duties as assigned by the Board.

This position does not have voting privileges but will benefit from the guaranteed program of choice and of the waiver of the fundraising requirement but will still be expected to actively participate in fundraising.

Vegreville Preschool Association has a hired Preschool Administrator that will look after all the bookkeeping and handling of payments. The Preschool Administrator will look after the day-to-day business of the preschool and will delegate tasks and duties to the required board positions as required. The Preschool Administrator will liaison with the board and preschool classroom.