



Country Kids Cooperative Preschool

Handbook & Registration
www.ckcpreschool.com

Please email ckcpregistrar@gmail.com with any questions

Revised: January 2024

General Information

Country Kids Cooperative Preschool (CKCP) offers a student led approach to learning. The program focuses on language, fine and gross motor skills, emotional and social skills, and creative activities. Teacher, Mrs. Shelby Rheume, loosely follows the Reggio Emilia educational model. This way of learning emphasizes that the child is an active participant in their learning process. Students follow their own interests as they are not viewed as empty vessels, but rather full of their own thoughts and capable of building their own theories through an enriching and supportive environment. CKCP strives to give each child a start on their educational path and prepare them for the social setting of curricular school.

The preschool has a designated space within the South Corman Park Community Association Building (log cabin) adjacent to the South Corman Park School at the corner of Baker Road and Preston Avenue.

Policies and Regulations

1. Eligibility

Children must be 3 years old by December 31st of the current registration year and should be toilet trained. If your child is still not toilet trained, please speak to the registrar or teacher.

2. Days Offered & Hours of Operation

Two programs are offered to our students running September through May.

- 1) **Monday, Wednesday & Friday** 9:00am – 11:45am
- 2) **Tuesday & Thursday** 9:00am – 11:45am

CKCP observes the same calendar and closures as the Prairie Spirit School Division for statutory holidays. A calendar will be distributed at the start of the school year, as well as provided in the monthly classroom calendar as a reminder.

3. Inclement Weather

In the case of severe weather, poor road conditions or other unforeseen difficulties, you will be informed by phone or text if preschool will be cancelled for the day.

Adjacent to CKCP is the South Corman Park School (SCP School), which is a part of the Prairie Spirit School Division. It is their policy that buses do not run if the combined temperature and wind chill factor is -40°C or below at 6:00am. CKCP is independent of the Prairie Spirit School Division and preschool will operate as usual even when there is no bus service to SCP School.

4. Class Size

The maximum enrolment in any program is 16 children; observing a maximum of an 8:1 ratio

5. Registration and Payment

Registration opens February 1st of each year.

Returning students are given first opportunity for the upcoming year's registration and must submit both their registration form and \$101 deposit **by the end of January** to be guaranteed a spot. If forms are not returned to the Registrar within this time period, returning students will be registered on a first come, first served basis, as is the process for new students. Waiting lists will be maintained once the classes are full.

Please find the payment schedule outlined in the chart as follows:

| | 3-Day | Cost | 2-Day | Cost |
|--|---|--------------------|---|--------------------|
| Payment 1 Due: Upon Registration | \$100 non-refundable registration fee + \$1 annual cooperative membership fee | \$ 101.00 | \$100 non-refundable registration fee + \$1 annual cooperative membership fee | \$ 101.00 |
| Payment 2 Option 1 - Split Payments Half and Half | Sep - Jan Tuition Due: August 15, 2024 | \$1,012.78 | Sep - Jan Tuition Due: August 15, 2024 | \$ 692.22 |
| | Feb - May Tuition Due: January 15th, 2025 | \$ 810.22 | Feb - May Tuition Due: January 15th, 2025 | \$ 553.78 |
| Payment 2 Option 2 - Full Payment | Full Tuition Due: August 15, 2024 | \$1,823.00 | Full Tuition Due: August 15, 2024 | \$1,246.00 |
| Total Fee | \$101 + \$1,823 | \$ 1,924.00 | \$101 + \$1,246 | \$ 1,347.00 |

A \$5 daily late fee up to a maximum of \$20/month will be applied.

All payments are to be made by **e-transfer** to ckcpreistrar@gmail.com on or before their due dates. Please add a comment on the e-transfer stating your child's name, if they are MWF or TTH and the payment type.

Please send completed registration forms via email to ckcpreistrar@gmail.com.

The Saskatoon Preschool Foundation will consider application from families requiring financial support. If you require more information, visit www.spf.sk.ca under subsidies.

When your registration form(s) and payments are made, you will be notified that your application has been accepted. All sessions are filled on a first come, first served basis therefore you will receive a confirmation email from the Registrar.

6. Refunds and Withdrawals

One month's written notice must be given to the Registrar if you wish to withdraw your child from CKCP. Tuition for the month of May is non-refundable after January 1st in all instances. Prior to December 31st, tuition for May can possibly be refunded if the space can be filled by another child.

7. Parent Helpers

Under the rare circumstances that the Teacher or Teacher Assistant is unable to attend due to illness, a parent helper may be required to be a substitute. During orientation you may sign up as a potential parent helper for your child's class.

8. Toy Cleaning

At orientation all families will be asked to put their name down for 1 of 3 toy cleaning sessions at which there will be a thorough cleaning of all the toys in the preschool. You are required to have one adult representative attend your scheduled date or to trade dates with another family. This takes no longer than 3 hours if all representatives arrive and is a great way to connect with other parents. We ask that children do not attend these toy cleaning days.

NOTE: If you do not attend your scheduled cleaning date, regardless of extenuating circumstances, an additional payment of \$100 will be required to maintain your child's registration.

9. Daily Schedule

- 9:00 **Arrival**
- Will start outdoors in any reasonable weather. Please dress for the weather.
 - Tabletop activities
- 9:15 **Circle Time**
- Songs, calendar, days of the week, stories, introduction of the star student
 - Talk about the craft/activity of the day
 - The whole class will engage in craft/activity together
- 10:00 **Clean Up**
- Wash hands and get ready for snack
 - Snack time: please bring your own peanut-free snack
- 10:30 **Free Play in the Classroom**
- 11:00 **Songs, Story, and Star Student Sharing**
- The star student is free to share something that he/she has brought. It can be anything from a toy, an item from a trip, or just something that is special to the child
- 11:20 **Outdoor Play**
- 11:45 **Dismissal**

10. Clothing and Class Supplies – please label ALL

Please provide the following items to be kept at the school for the year:

- one pair of indoor shoes, proper fitting and non-marking, that the child can put on by themself
- one change of clothing in a plastic bag (child's name on outside)
- Children should be dressed appropriately for the weather conditions as most days begin and end with outdoor play.

**Please label all clothing and footwear that may be removed (such as jackets, toques, mitts, etc).* Independent dressing will be encouraged, but the teacher assistant will assist in getting the children ready. CKCP will not be held responsible for damage to personal clothing or property.

Items to bring daily:

- Backpack
- Lunch Kit with snacks
- Water bottle

11. Drop Off & Pick Up

Weather pending, the CKCP day starts and ends outside to avoid congestion of the stairwell & boot room leading into the classroom. Our sign in will be outside & backpacks can be hung on the outdoor hooks provided. Once the teacher has signed you in, your child will join our TA to continue to play outside. We know that it will be hard for your child to part with you for the first while, but we encourage you to drop and go as best you can. In the event of bad or cold weather, and we are unable to be outside, the teacher will meet you at the classroom door and sign your child in.

Pick up will be on the playground or at the door in the event of bad weather. Please do not leave until the teacher has signed your child out.

12. Snack Time

Children are required to bring their own healthy snack (please limit snacks to two or three items). Please send a water bottle to school daily with your child. We encourage reusable food containers, if possible. We are a **NUT-FREE** environment.

Do not send:

- Nuts, peanut butter, or any items containing nuts (please check ingredient lists on prepared foods as well)
- Juice boxes

13. Fundraising

Fundraising is essential to keep the preschool operating and tuition fees low. If you have fundraising ideas, please advise the Board. The fundraising expectation for each family will be equivalent to \$200. In the event a student joins CKCP after the fundraising has been completed, the board will request a pro-rated payment in lieu of fundraising.

14. Field Trips

Field trips may be organized by the teacher with consultation and approval from the Board of Directors. Parents/Guardians will be required to provide transportation and attend with their child to/from the field trip location or arrange car-pooling with other parents. Occasionally there may be guest speakers that come into the preschool or have visits to the SCP School next door as well. If you have any suggestions about field trip ideas or guest speakers, please contact a board member.

15. Newsletters

Parents are kept informed of activities through a monthly newsletter and calendar sent out by the teacher. The calendar will indicate the days of each child's turn to be the "star student". Children are encouraged to bring a special item to share with the class.

16. Birthdays

Your child's birthday will be acknowledged in class and they will be scheduled as star-student on the date closest to their birthday. All students who have birthdays in the summer months will have a "school birthday" which celebrates them! If you wish, you may send a nut-free treat to be shared with the class during snack time and you may attend as an additional helper to participate in the fun.

17. Special Days

The preschool children put on a wonderful Christmas concert and Graduation ceremony. CKCP also celebrates Halloween, Valentine's Day, Easter, etc. with special crafts and parties. A volunteer sign up for parents to provide snacks for these special days will be provided at orientation.

18. Insurance

Insurance has been purchased to cover liability, equipment, and tenant legal obligations. A copy of this policy is available upon request.

19. Fire Safety

The evacuation plan for the preschool classroom is posted next to the staircase. The teacher will communicate safety procedures to the students at various times throughout the school year, as deemed necessary. Fire drills are also completed throughout the year.

20. Formal Complaints

In the event that a family has a formal complaint, the complaint must be put forth in writing and given to the Board President. The complaint will be brought forward and discussed at the next board meeting before appropriate measures will be taken to resolve the issue.

21. Health and Safety Policy and Procedures

CKCP implements the following protocols to create a safe and healthy environment for our students and families:

- Children use hand sanitizer as they enter the preschool, before they play with play doh, or explore in our sensory table. Daily craft supplies are organized on a tray labeled with each child's name.
- Hand washing with soap and water is emphasized throughout the day, particularly before and after snack time.
- A STRICT sick policy will be enforced. If a child is showing ANY signs of illness, please do not send them to school. If at school a child is displaying signs of illness, parents will be contacted to pick up their child immediately.

22. AGM/Orientation Night

The Board of Directors will host an AGM/Orientation Night at the beginning of September. Orientation night is a great opportunity to ask questions, meet the teacher and connect with other parents. One parent and their preschool child are required to attend, NO siblings please. We will ask that students be dropped off at the preschool to have a PJ party and to spend some time getting to know Mrs. Rheame and Mrs. Vogt.

To become a member of Country Kids Cooperative Preschool (CKCP), you must also have a South Corman Park Community Association (SCPCA) Membership. This membership invites you to community events and activities. (For example: Youth Soccer, Fall Supper, Sunday Skating, etc....and participation in the preschool.) The annual fee for a SCPCA membership is \$25 and it is valid from January throughout December. If you have membership with another community association, it will be honoured. Please bring proof of your community association membership to the AGM/Orientation Night.

Upon arrival please be prepared to sign up for volunteer items such as:

Food for special occasions

Providing playdough

Available parent helper for last minute teacher coverage (should Mrs. Rheame and Mrs. Vogt not be available)

Elections to fill board positions (refer to roles below)



Country Kids Cooperative Preschool – Registration

Registration Forms: Please Submit the Following 3 Pages to ckcpreistrar@gmail.com

School Year: _____

How did you hear about us? _____

Part 1: General Information

Please choose preferred class: _____ Mon/Wed/Fri _____ Tue/Thu

Do you wish to be added to the alternate class if preferred is full? _____ Yes _____ No

Student Information

| | |
|---------------------------|--|
| Child's First & Last Name | |
| Date of Birth | |
| Gender Identity (M/F/U) | |
| Address | |
| Postal Code | |

Mother/Guardian Information

Father/Guardian Information

| | | | |
|----------|--|----------|--|
| Name | | Name | |
| Home # | | Home # | |
| Cell # | | Cell # | |
| Work # | | Work # | |
| Employer | | Employer | |
| Email | | Email | |

Part 2: Emergency and Medication Administration Release

Hospitalization Number: _____

Province: _____

Family Physician: _____

Phone Number: _____

Allergies, other relevant health conditions:

I, (parent/guardian), _____, hereby give consent for my child to receive emergency treatment, if deemed necessary, by a qualified attending physician. I understand that every effort will be made to contact me on the occurrence of such an emergency.

In the event that I am not able to be contacted, please notify the person named below (a responsible third party who is normally available during preschool hours):

Emergency Contact: _____ Known to my child as a(n): _____

Home #: _____ Cell #: _____

Signature: _____ Date: _____

Part 3: Transportation and Dismissal Authorization Release

I, (parent/guardian), _____, hereby authorize you to release my child,
_____, to the following people:

Contact Person: _____

Known to my child as a(n): _____

Home #: _____ Cell #: _____

Contact Person: _____

Known to my child as a(n): _____

Home #: _____ Cell #: _____

This list shall remain in effect until I change it in writing and provide that written notice to Country Kids Cooperative Preschool.

Part 4: Cooperative Preschool Agreement

This agreement is made between the "Country Kids Cooperative Preschool" and _____ (parent/guardian). I wish to enroll my child and understand that I must abide by the following regulations if my child is accepted into the preschool:

1. **Cooperative Family** – I realize that as a cooperative member, I will assist with housekeeping duties at the Preschool as required and I will volunteer my time and effort as required by the preschool from time to time.
2. **Payment** - I will pay the fees required as follows for each child enrolled:
Annual cooperative membership: \$1.00 fee.
Registration fee (non-refundable): \$100.00 fee.
Tuition: Full amount of annual fees may be paid as a lump sum or divided into two payments as laid out in the CKCP Handbook via e-transfer
3. **Withdrawal** - I will write a letter to the Registrar if I wish to withdraw my child. Notice must be received by the Registrar one month prior to withdrawal to be refunded the following month's tuition. This does not apply if my child is withdrawn for the last month of school. No refunds are made until written notice is received. No refunds of the tuition fees for the final month of the school year will be considered unless notice of withdrawal is received by December 31st of that school year. I understand there is a wait period before my refund is made. The Board of Directors reserves the right to ask for the withdrawal of my child if he/she is considered unsuitable at any time for reasons of immaturity, health problems or consistently disruptive social behaviour which interferes with the successful operation of the preschool.
4. **Information** - I agree to attend the Country Kids Cooperative Preschool meetings for parents. For full details regarding the operation and bylaws of CKCP, I will refer to the CKCP Handbook
5. **Safe conduct** - I will assume responsibility for my child's safe conduct to and from school. I will see that children are picked up promptly after each class.
6. **Medical Care** - I give consent for my child to receive any medical care necessary if I am unavailable in an emergency.
7. **Illness** - I will not send my child to school if he/she is ill, nor come myself if I am ill. Any communicable disease will be reported to the teacher immediately.

8. **Toilet trained** – I ensure my child is toilet trained as per Health Regulations. This means no diapers or pull-ups of any kind.
9. **Claims** - I waive all claims against the preschool, in excess of public liability insurance carried by the preschool, in case of injury to my child while in the care, custody, or control of the preschool.
10. **Community Membership** - I will acquire and show proof of my South Corman Park Community Association Membership or another community membership that will be honoured by the preschool.

I, _____ (parent/guardian) hereby accept the above cited terms of agreement and wish to enroll my child, _____ (child's name) and myself, under these conditions, in the Country Kids Cooperative Preschool.

SIGNED: _____

DATE: _____

ADDRESS: _____

PHONE: _____

I am interested in sharing my talents by participating in the Parent Board of Directors. Yes No

Part 5: Annual Cooperative Preschool Membership Application (cost \$1)

By submitting your child's application and paying the sum of \$1.00 for the Annual Cooperative Preschool Membership you agree to be bound and to abide by the Bylaws of the Cooperative.

Membership is granted on a per family basis; however, only one member of the family may vote at membership meetings.

Part 6 – Contact List

The information that you provided on the registration form is confidential, so we request your consent in preparing a class list.

Please choose (initial) one:

_____ I consent to the release of my name, my child's name, phone number, and email address for the purpose of preparing a class list to be distributed to all families.

_____ I do not want to have my name included on the class list.

Part 7 – Photo Waiver

CKCP has a website/Facebook page. On occasion, we post photos of students. We request your consent in posting photos on our website/Facebook page.

Please choose (initial) one:

_____ I consent to allowing photos of my child being posted on the website/Facebook page.

_____ I do not consent to allowing photos of my child being posted on the website/Facebook page.

Appendix 1 - Checklist for Registration

| | |
|--|--|
| | Completed Registration Forms (Part 1-7) |
| | \$101 Registration Fee to ckcpreistrar@gmail.com |
| | South Corman Park Community Association Membership or other Community Association Membership |

Appendix 2 - Board of Directors Roles

President:

- acts as chairperson for board meetings
- has signing authority (with Treasurer & Registrar) for preschool
- acts as liaison between cooperative members and board members
- delegates jobs
- provides staff contact and support

Vice-President:

- conducts meetings in the absence of the President
- acts as liaison between board members and President
- acts as liaison between parents and board members
- acts as liaison between SCPCA & SCP School and CKCP board
- helps to organize field trips

Secretary:

- takes minutes of monthly meetings and transcribes
- maintains records and files of correspondence as necessary
- has legal custody of legal documents
- sends letters as directed by the board

Registrar:

- maintains members register, submitting new registrations and applications to withdraw
- contacts Treasurer with any changes of registrations
- maintains updated lists of registrants
- provides a copy of new registrants' forms to the teacher
- advertises vacancies
- in charge of annual registration & maintaining website
- acts as a signing authority (with President & Treasurer)

Treasurer:

- accountable for assisting the bookkeeper with deposits, budgets, income tax, cheques and financial reports.
- main role is to track payments from parents, manages the cooperative's funds, deliver pay stubs and keep the board members aware of financial position.
- acts as a signing authority with Registrar and bookkeeper

Fundraising Coordinator:

- pilots fundraisers and receives funds raised
- prepares and presents reports on fundraising efforts

Parent Coordinator:

- sets star student schedule and posts/distributes it in a timely fashion
- organizes the cleaning schedule
- posts lists asking parents to volunteer for concerts (ie. snacks, drinks, etc.)

