



2016-2017

CONTACT INFORMATION

Website: capilanoplayschool.com

CPSA Administration Assistant - Marzena (780) 802-9307;

capilanoplayschool@hotmail.com

Teacher – Ms. Asha (780) 469-0426 extension 126;

msasha.capilanoplayschool@gmail.com

Hardisty – (780) 469-0426

CAPILANO PLAYSCHOOL ASSOCIATION HANDBOOK & BYLAWS

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CAPILANO PLAYSCHOOL INFORMATION

INTRODUCTION

Capilano Playschool Association (CPSA) is a parent-owned co-operative, operating as a sub-committee of the Capilano Community League. We are a non-profit organization, meaning ALL funds are used for the operation and administration of the playschool. All families who have a child registered in Capilano Playschool must read and comply with the policies and procedures outlined in this handbook.

MISSION STATEMENT

Our “learn through play” philosophy provides children with a fun and supportive early learning environment. The Healthy Apple and Christian programs promote social, emotional, physical, and intellectual development while nurturing the child’s desire to learn. The nondenominational

Christian program provides an opportunity for children to express their faith in a loving God, and to grow spiritually in a Christ-centered classroom.

We believe that play is central to a child's learning, and we encourage play activities in all areas of the room. We provide time for action songs, physical nature awareness, outdoor activities, and physical development. We believe that children should be free to explore art materials and to express themselves without adult restrictions and expectations placed on their work.

GOALS AND OBJECTIVES

The playschool aims to be a fun and happy place for your child, where we hope that you and your child will make good friends through your association with Capilano Playschool. Our objectives are to encourage development of the child's physical and intellectual abilities, to contribute to the development of a positive self-concept, and to encourage the desire to learn.

Objectives are worked towards through play-based centres that emphasize the following areas of development:

SOCIAL DEVELOPMENT – we strive to help the children learn...

- responsibility for their belongings
- cooperation and sharing with others
- friendly and helpful courteousness
- sitting and listening quietly
- talking in a clear and quiet voice
- enjoyment of learning in a school setting

INTELLECTUAL/COGNITIVE DEVELOPMENT – we strive to help the children learn:

- language, speech and listening skills
- increased awareness of the world and the people around them
- independent thinking and subsequent sharing with the group
- developed curiosity, creativity, and imagination
- short and long term memory retention

PHYSICAL DEVELOPMENT – we strive to help the children learn:

- large muscle control and development through games and exercise
- small muscle control and development through the use of scissors, paintings, manipulative and play

EMOTIONAL DEVELOPMENT – we strive to help the children learn:

- adjustment and happiness in a group away from home
- how to make new friends
- how to control temper and tears
- development of self-worth and satisfaction in what they do
- development of self-control and self-discipline

PROGRAMS OFFERED (2015/2016)

Class Days:	Class Times:	Program Type:
M, W, F Mornings	8:45 - 11:15am (doors open at 8:45 for Drop Off/Parent Guided Play)	Program Healthy Apple
M, W, F Afternoons	12:15 – 2:45pm (doors open at 12:15pm for Drop Off/Parent Guided Play)	Program nondenominational Christian
T, Th Mornings	8:45 - 11:15am (doors open at 8:45 for Drop Off/Parent Guided Play)	Program Healthy Apple

REGISTRATION AND WITHDRAWAL

3-year old students must be age 3 before their first day of playschool, however we continue to accept registrations for 3 year olds throughout the year provided that there is space in the program and they are toilet trained (bowel and bladder).

Beginning in January or February of each year, playschool registration opens. Returning and Alumni families are given the opportunity to register first during our 'in-house' registration dates. Our 'in-house' registration opportunity closes with an Open House and Registration Night for all new families interested in the playschool. Additional spaces are filled on a first come, first served basis.

REGISTRATION REQUIREMENTS:

- 1) non-refundable registration cheque for \$50.00 (required to hold spot for 1 month)
- 2) COMPLETED registration form (required within 1 month of providing \$50 registration cheque)
- 3) all post-dated cheques as per the FEE SCHEDULE listed on the Registration Form (required by the September Parent Meeting)
- 4) up-to-date community league membership (required by/at the September Parent Meeting)

**A proof of membership to a community league is required for insurance purposes, therefore ALL FAMILIES are required to have an up-to-date community league membership (number is recorded on registration form). Can be purchased online at www.efcl.org (all community memberships) or at our September Parent AGM (Fulton and Capilano memberships only)

NOTE: Parents are responsible for notifying the playschool of any change in pertinent information such as addresses, telephone numbers, emergency contacts, etc.

WITHDRAWAL REQUIREMENTS (Refer to MEMBERSHIP BYLAWS):

- one month notice, beginning on the first day of the following month
Example: if notice is given on Oct. 5, withdrawal date is considered to be Nov. 30
- fulfillment of all scheduled classroom volunteer days until withdrawal date
- fulfillment of fundraising and toy clean requirements for the year

NOTE: When a member withdraws after the term has begun but before the child has attended playschool classes, the member pays for the classes that fall within the one month required in withdrawing from the parent cooperative and the member must fulfill all scheduled classroom volunteer days within the one month. The member will not be required to participate in fundraisers or toy cleans.

FEE SCHEDULE

Cheques are made out to Capilano Playschool and given to the Admin Assistant. CHEQUES MUST BE PROVIDED AS PART OF THE REGISTRATION PACKAGE.

The teacher is not responsible for collecting fees. Please give fees to the playschool Administrative Assistant. Fees are payable in full whether or not your child attends all the classes to which they are enrolled; in other words, fees will not be refunded for illness, holidays, or any other unforeseen circumstances.

- 1) **\$50 REGISTRATION ADMINISTRATION FEE:** this fee is non-refundable. If a family is registering more than one child in the same year, only one \$50 registration fee must be paid.
- 2) **TUITION FEES:** There are three options for paying tuition for the playschool outlined in the table below. Payment is required by the first day your child attends. If a child starts attending mid-

year, monthly fees will start for the month that the child begins attending (e.g., if a child starts attending on October 20, the full October monthly fee will be due).

classes /week	Option A: monthly payments	Option B: 2 payments per year	Option C: 1 annual payment
2 days/week	\$95 dated the 1 st of each month from Sept. - Jun.	\$380 dated Sept. 1 and \$570 dated Jan. 1	\$950 dated Sept. 1
3 days/week	\$125 dated the 1 st of each month from Sept. - Jun.	\$500 dated Sept. 1 and \$750 dated Jan. 1	\$1250 dated Sept. 1

3) FUNDRAISING CHEQUE: \$300 cheque dated for early October (exact date indicated in registration package). Please see the fundraising section of the handbook for more information.

4) PARTICIPATION FEE CHEQUES: Two undated “participation fee” cheques made out to the playschool for \$100.00 each. The cheque (s) is cashed if:

- you do not attend the mandatory parent meetings in September and spring
- you do not participate at the toy clean for which you have signed-up for
- you do not attend your classroom volunteer day (except Classroom Volunteer Buy Outs)

Unused cheques are returned at year-end. If two “participation fee” cheques are cashed, this will also result in the review of your continued membership and, at the discretion of the executive, you may be asked to withdraw from the school.

5) LATE FEE CHEQUES: Two undated “late fee” cheques made out to the playschool for \$25.00 each. The cheque(s) are cashed if:

- a parent/caregiver is more than 5 minutes late picking up a child after the end of class
- a parent/caregiver is not present a minimum of 5 minutes before class is to begin on

their

classroom volunteer day

NON-SUFFICIENT FUNDS (NSF) POLICY

Each time there is a NSF cheque the family will be required to pay a \$20.00 fee. After the third NSF cheque you will be asked by the playschool executive to withdraw from the playschool.

CHILDCARE SUBSIDY

The Alberta Government Child Services offers a stay-at-home parent subsidy. Capilano Playschool is approved for the subsidy. More information can be downloaded from www.child.alberta.ca.

PARENT INVOLVEMENT

As parents of a child registered at Capilano Playschool, you are members of a parent-led cooperative playschool. This means that the existence of the playschool depends on your commitment and dedication throughout the school year. The parent body works together toward common goals, the most important of which is to provide a happy and satisfying playschool for our children. Your annual duties in the cooperative include:

1) fall and spring mandatory parent meetings 2) fundraising 3) classroom volunteer days 4) toy cleans and 5) a Volunteer Position OR an Executive Position.

1) MANDATORY PARENT MEETINGS

All families are required to attend two meetings throughout the year at Hardisty School in the 'crush cafeteria' area; the meetings are in September and in the spring.

2) FUNDRAISING

Capilano Playschool raises the majority of its funding for fieldtrips, enrichment exercises, classroom supplies, toys, etc. through fundraising. Our annual fundraiser is the WEM Waterpark Spash N' Slide, for which we sign a contract with West Edmonton Mall giving us exclusive rental of the Waterpark on our selected date. The playschool receives 1800 tickets to sell to this event; below is an outline of responsibilities that our playschool families are required to do in support of the fundraiser.

- a. For each STUDENT enrolled at the playschool, your family must sign up to help with a 2 hour shift for the fundraiser e.g., selling tickets at the community league day, meet the teacher night, Walmart, or helping the night of the event with various duties, etc. The fundraising coordinators will have a sign-up sheet available at the September General Meeting for families to sign up for ticket selling dates.
- b. Your family is required to purchase 25 (\$10) event tickets for EACH CHILD attending playschool by providing a \$250 Fundraising Cheque dated for early October (see registration form for exact date). At the September Parent AGM, each family will be given their 25 WEM Waterpark tickets. Your fundraising cheque will be cashed regardless, therefore it is YOUR CHOICE as to whether or not you sell your tickets to make back your \$250.

Depending on the number of students enrolled come September, there will always be a certain number of tickets remaining from the original 1800 (a minimum of 750 tickets would be left to sell if all classes were full).

The Fundraising Coordinators for the playschool are responsible for trying to sell the remaining 750+ tickets, however if you have a knack for selling, please do not hesitate to help the playschool reach its fundraising goal.

3) CLASSROOM VOLUNTEER DAYS

An adult volunteer in the classroom is required to maintain a minimum ratio of seven children to one adult. In addition to fostering more direct interaction with the children, parents bring new and interesting perspectives to the class every day. Volunteering in the classroom also allows you to spend time with your child(ren) in a relaxed classroom environment and share in their learning experience. The following points outline the requirements of each family and the responsibilities of a Classroom Volunteer.

- a. Every family is required to participate in Classroom Volunteer days.
- b. The number of Classroom Volunteers days/month will vary depending on how many students are enrolled in the class and how many days/week the class is (one day every 3-6 weeks).
- c. Your volunteer days will be assigned randomly by the volunteer classroom representative, however, you will have the opportunity to indicate dates you may/may not work for you.
- d. If you cannot attend on your assigned day, you must find an adult to replace you (another parent, grandparent, neighbor, etc.) If you cannot find a replacement, contact the Ghost Parent (see class list) for your class, who is aware that their volunteer position requires last minute availability. IT MUST BE STRESSED THAT USE OF THE GHOST PARENT IS A LAST RESORT OR EMERGENCY SITUATION. IF IT IS POSSIBLE TO FIND A PARENT (COULD EVEN HAPPEN TO BE THE GHOST PARENT) AT THE LAST MINUTE (EVEN IN CLASS) WHO IS WILLING TO TAKE YOUR CLASSROOM VOLUNTEER DAY, THEN YOUR \$100 CHEQUE WILL NOT BE CASHED.
 - i. **Your \$100 'participation fee' cheque will be cashed if you use a Ghost Parent.**
 - ii. **Your \$100 'participation fee' cheque will be cashed if you fail to**

attend to attend or secure an adult for your classroom volunteer day.

- iii. If you fail to attend to attend or secure an adult for your Classroom Volunteer day, the class is cancelled (Alberta Youth and Child Services requires 1 adult: 7 children).
- iv. Failure to attend two assigned classroom volunteer days will result in the review of your continued membership. At the discretion of the executive, you may be asked to withdraw from the school.
- e. The Classroom Volunteer must arrive a minimum of 5 minutes before the start of class (i.e. 8:40 AM or 12:10 PM). The Classroom Volunteer must also remain after class is over until all of the children are picked up and the classroom is cleaned as directed by the teacher.

Classroom Volunteer Buy Out Program

Capilano Playschool facilitates a program where families who are not able to provide classroom volunteers, work together with families who are able to take on additional classroom volunteer days. If you sign up to provide classroom volunteer days for another family, you will be scheduled to volunteer for your own child's days and another family's days during each schedule rotation.

Families wanting to opt out of classroom volunteer days pay an annual fee of \$250 for the 2 day a week programs or \$350 for 3 day a week programs. This fee is due on September 1 and is paid to the playschool. Families wanting to provide classroom volunteer days for another family will receive an honorarium of \$125 for a 2 day a week program or \$175 for a 3 day a week program on January 1 and June 1 for each family assisted.

Demand for this program is high and each class has a maximum of 2 spaces available for the "Classroom Volunteer Buy Out Program". These spaces will be filled on a first come, first served basis upon receipt of a complete playschool registration application package.

4A) TOY CLEANING and VOLUNTEER POSITION

Families who do not volunteer for the executive committee, are required to attend 1-2 (depending on enrollment) toy cleans over the year in addition to taking on a Volunteer Position.

Your \$100 'Participation Fee' Cheque will be cashed if you do not participate in the toy clean date for which you have signed-up for.

Due to the nature of cleaning products used during toy cleans as well as the length of toy cleans, it is not recommended that children attend. In exceptional circumstances the Toy Clean Coordinators can give approval for a parent or guardian to bring a child along to the toy clean. Please note that supervision of the child is the responsibility of the parent or guardian.

4B) EXECUTIVE POSITION

Capilano Playschool operates as a parent cooperative, which means that each family is required to take on a Volunteer Position or an Executive Position. See Bylaws for details.

VOLUNTEER POSITIONS

GROUP I -

FIELDTRIP COORDINATOR (1 per general membership)

- Works with the Admin Assistant to coordinate fieldtrips; primarily interacts with the parents regarding sign-up, fee collection, reminders, and possibly staying for a snack following the fieldtrip.
- The day of the fieldtrip, interacts with the representative of the event location.

COMMUNICATIONS COORDINATOR (1 per general membership)

- Collects emails from the Executive or Volunteer Positions and compiles them to send out to the playschool body. This individual must have a computer and internet access.

PLAYDOUGH COORDINATOR (1 per general membership)

- This volunteer will make play dough or coordinate play dough to be made, as directed by the teacher. This position is recommended for a non-smoking home and should not exceed 2 hours per month.

SCHOLASTIC COORDINATOR (1 per general membership)

- Distributes monthly Scholastic forms, collects orders and payments, places orders online, and distributes purchased books. This position should not exceed 5 hours per month.

TOY CLEAN CO-ORDINATOR (2 per general membership)

There will be a toy clean sign-up sheet at the September AGM that has all the dates of the toy cleans over the playschool year. Families are expected to sign-up (and record for themselves) for the required number of toy cleans (1-3) based on dates they commit to being available. The schedule completed schedule will be emailed to families, posted on the bulletin board, and available on the internet. The above points regarding the sign-up sheet/schedule will be taken care of by the Admin Assistant.

- **The responsibility of the toy clean co-ordinators** is to phone or email reminder to each family the week prior to their scheduled toy clean. If a family is unable to attend their toy clean date, it is not the responsibility of the toy clean co-ordinators to find a replacement (but can aid in the process if they so choose). The toy clean co-ordinators should be aware that if a family does not ensure participation in the toy clean which they have signed-up for, that the \$100 Participation Fee Cheque provided by that family will be cashed.
- **On the day of the toy clean, co-ordinators** must arrange to get the keys from the teacher (returned the following day) to open the school and classroom for the parents. Co-ordinators must store and bring extra towels (given by teacher), and must advise the parents of the cleaning duties, explain cleaning methods, and provide a checklist.

GHOST PARENT (1 per class)

- Is available as an emergency replacement classroom volunteer for families who unable to attend their scheduled Classroom Volunteer day. As this is an "on call" position - Ghost Parents MUST be available on very short notice, families with younger siblings at home should NOT volunteer for this position. It is the Ghost Parent's responsibility to find their own replacement if unable to come in.
- When a Ghost Parent is needed, the requesting family will have their "Participation Fee Cheque" of \$100 cashed. Thus, please advise your Class Rep of the days you are a "Ghost Parent".

LIBRARIAN (1 per class)

- Works with the teacher to set up and maintain a library lending program for students. Comes in once a week at the beginning of class to collect, distribute and log books. This position should not exceed 30 minutes per week.

PICK-UP AND OUTDOOR PLAY HELPER (1 per class)

- Is responsible to show up 15 minutes prior to the end of class to let parents into the south facing foyer, and aid teacher in getting students to their parents.
- On good weather days (year round), aids teacher in taking children outside for 15 minutes or so before pick-up. The time required for this position with varies.

GROUP II -

BULLETIN BOARD COORDINATOR (1 per general membership)

- Works with the teacher and Admin Assistant to maintain bulletin boards outside and inside the classroom. This position does not need to exceed more than 2 hours per month.

LAUNDRY/RECYCLE (1 per general membership)

- Launder and mend, if necessary, all items in the dirty laundry bins on a weekly basis

(washcloths, towels) and dress up clothes on a monthly basis (often co-ordinated with toy cleans). The clean mended items are given to the teacher or volunteer to put away.

Remove recycling from the classroom on a weekly basis.

- This position is recommended for a non-smoking home and the family must be willing to use their own laundry facilities; typically there is not more than a small load every other week. This position should not exceed 2 hours per month.

SUPPLIES/MATERIALS PURCHASER (1 per general membership)

- Responsible for obtaining/purchasing playschool supplies as directed by the teacher or Admin Assistant. Purchases must be made within a week once a request is made, and all receipts are submitted to the Admin. Assistant for reimbursement. The time required for this position will vary.

WEBMASTER/FACEBOOK (1 per general membership)

- Responsible for keeping the website/Facebook information current as directed by the teacher and chair or vice chair. Knowledge of web design is useful and the time required for this position may vary (usually not exceeding more than 1 hour per month).
- Interacts with the Admin Assistant/Teacher and Executive to ensure most up-to-date documents are available to parents.

TEACHER'S HELPER (1 or more per class)

- Assists with preparation for craft projects, name tags, and other tasks as required by teacher.
- This position is recommended for a non-smoking home, as tasks can often be taken home for completing. The time required for this position will vary.

PARTY COORDINATOR and SOCIAL EVENT COORDINATORS (2 per general membership)

- Works with the teacher to plan special occasion in-class parties; duties include coordination of activities, planning food and decorations, contacting scheduled families for food/supplies, putting up and taking down of classroom decorations, purchasing special supplies. Parties are usually held at Halloween, Father's celebration, Mother's Day.
- Plans and oversees all family and adult social events for the playschool; duties include sending an email reminder to the communication co-ordinator, putting out and RSVP sign-up when necessary (in sign-up binder in classroom), co-ordinating booking and payment with Admin Assistant when necessary. The common social events are:
 - November – An adult evening social at a neighborhood pub
 - February – A family type activity like bowling
 - March – An adult evening social at a neighborhood pub
- Works with the teacher and executive to plan Christmas Party and Year End BBQ; duties may include coordination of activities, planning food and decorations, contacting scheduled families for food/supplies, putting up and taking down of classroom decorations, purchasing special supplies.

GROUP III -

CHAPEL COORDINATOR (1 per Christian class)

- Works with teacher to plan 2 – 4 chapels for the year. Chapels will be held in the playschool classroom, are approximately 30 minutes in length, and should be held at the beginning of the playschool day or at the end of class. Parents, younger siblings,

grandparents, etc. are welcome to join the playschool students for the chapel time. The chapel time is a time to worship God as a playschool class.

- Chapels can be run by the co-ordinator or a resource person, as contacted by the co-ordinator (guest speakers ex. "Young Life" representative, pastors, church staff, or other parents are welcome). Chapel content may include: bible verse, bible stories, Christian holiday discussion, or a theme relevant for young children (sharing, friendship, forgiveness, thankfulness, etc.).

KEEPSAKE COORDINATOR (1 per class)

Works with the playschool teacher to collect and organize student work, photos, etc. to present to students at the end of the year. This position is recommended for a non-smoking home.

GENERAL PLAYSCHOOL INFORMATION

ABSENCES

Please inform the teacher by email or phone (780-469-0426 ext.105) if your child will be absent from playschool.

SCHOOL SUPPLIES

- 1 pair of indoor Velcro running shoes (non-marking sole) that will remain at the playschool.
- 1 backpack with a complete change of clothes (including 2 pairs of socks and underwear) for your child (this backpack will come and go with your child daily, however a change of clothes in a ziplock bag will always be needed in case of accidents or messy art projects).
- Lunch box or bag with an empty plastic cup. The children will practice pouring water into their plastic cups from a pitcher during snack time each day.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME.

TOYS FROM HOME

Toys from home are only allowed on the child's Show and Share day.

WASHROOMS

The co-ordination of bathroom breaks by the teacher during class will progress with the children's independence over the course of the playschool year, however, PLEASE GET INTO THE HABIT OF TAKING YOUR CHILD TO THE WASHROOM BEFORE CLASS STARTS. When a child needs to go to the washroom, the teacher must take the individual child to the washroom while the rest of the class stays in the classroom with only the classroom volunteer to supervise. The playschool classroom door will be left open in case a nearby Hardisty teacher needs to help out with an emergency. This is not ideal, it is best if the playschool teacher can be in the classroom with the children as much as possible.

OUTSIDE PLAY

Weather permitting, the children do go outside. Please ensure that your child has adequate outdoor clothing every day. It is the parent's responsibility to put sunscreen and a sun hat on their children when necessary.

DROP-OFF AND PICK-UP

- Most doors to the school are locked during school hours. The main doors, located at the north east side of the school (by the office) can be opened by a buzzer bell. When bringing your child to playschool please use the main entrance doors. When picking up your child from playschool, there will be a volunteer parent opening the south facing foyer doors where parents will wait to have their children brought to them.
- Please do not park in the bus loading zones, the teacher's parking lot (except for the visitor parking spots) or blocking a residential driveway.
- Please remember to remove your footwear at the Hardisty school entrances, especially in snowy or wet weather.
- The following is required when you arrive outside the playschool classroom:
 - 1) Swap your child's outdoor shoes for their indoor shoes; all footwear will be stored outside the classroom. As the year goes on, try to encourage your child to put on and take off their shoes independently as it is expected that children are able to do this when they start kindergarten.
 - 2) Take your child to the washroom.
 - 3) Be on time and stay with your child until the classroom door opens. Only children of classroom volunteers should be in the classroom before that time. Do not leave your child alone in the hallways, library, or other areas of the school. If it is necessary for you to leave early, please arrange for another parent to supervise your child.
 - 4) Sign-in. Each day, you must sign your child in by indicating the time of drop off beside your child's name and initialing. The sign-in binder will be on the footwear storage unit outside of the classroom. You will also need to sign your child out when you pick them up at the end of the day.
 - a. *Please keep in mind that your child will not be released to anyone unless you have included them on the "Authorized to pick up child(ren)" portion of the Registration form (page 2). If someone else will be picking up your child, you must let the playschool teacher know.*
 - 5) Accompany your child into the classroom and assist them with hanging up their coat, hanging up their backpack, and getting their nametag. Once your child is ready, please say your goodbyes as the children go to play. Hopefully this routine is something the children will be able to do by themselves by the end of the year.

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DAILY PLAYSCHOOL ROUTINE

A typical playschool day includes the following:

- Drop Off/Parent Guided Play/Free Play
- Circle time
- Craft and Free Play
- Devotion (for Christian Classes)
- Gym
- Bathroom Break
- Snack time
- Free Play
- Circle time

SNACKS

It is the parent's responsibility to provide a small snack for their child each playschool day. Approximately ten minutes is allocated for this activity, so special consideration regarding

amounts is required. Also send a plastic cup with your child's name on it, and a napkin. Please choose nutrition over convenience.

The teacher prepares a monthly snack schedule to provide suggestions for 'special snacks' your child(ren) could bring to class. The teacher will use this 'special snack' to discuss healthy choices and food groups. Some options are specific (broccoli, watermelon, etc.) and others more open-ended (a green vegetable, an item from the grain group, etc.). If your child commonly doesn't like the food that the teacher has asked for on a particular day, please attempt to send the item anyways. Sometimes when children see others enjoying a particular food, it becomes a new option to try out. If they dislike the snack that is okay and the playschool will support that choice. If the snack comes home because your child doesn't like the item, don't get discouraged. This is why it is good to pack 2-3 items.

Snack Suggestions: vegetables, fruits, pickles, eggs, raisins, lunchmeats, cheese, crackers. DO NOT SEND: pop, sugared fruit drinks, sweet cookies or cake, doughnuts, potato chips, candy, or chocolate bars. Popcorn is not allowed. ** WE ARE A NUT FREE / ALLERGY FRIENDLY CLASSROOM **

Please also keep this in mind when preparing snacks or food for parties and special events. If you are unsure of what is acceptable, please ask your class representative or the teacher.

HELPING HAND AND SHOW AND SHARE

You family's assigned classroom volunteer days are also your child's 'helping hand' days. They will do special things such as be the line leader, use the special calendar pointer etc., and 'show and share' an item from home. This item should be chosen by the child to support independence and knowledge of the item. If a child needs help choosing an item feel free to help them or if they chose an unfamiliar item (ex. an old photo/item), talk on the way to school about what the item is. Please allow only one 'show and share', as too many items will make it hard for the children to focus.

Upon arrival to school the item will be put aside until last circle to show it off. At last circle the child will allow their peers to see the item as they tell us anything they want about it, then 3 friends will be allowed to ask a question to the child about their show and share item. After three questions, we will ask the child if it is a "touch" or "no touch" item so that he/she can show off their item with each friend around the circle.

Please refrain from bringing violent toys (guns or weapons) or anything that is not age appropriate. Pets are welcome but must be discussed in advance with the playschool teacher to ensure that there are no animal allergies or other complications.

BIRTHDAYS

On your child's birthday or as close to the day as possible, we will have a small celebration. You may provide a treat for your child's class (e.g., a fruit tray, cupcakes, stickers, coloring books, etc.) BUT IT MUST BE NUT FREE AND PURCHASED FROM A STORE TO COMPLY WITH HEALTH REGULATIONS. Children who have birthdays in the later part of June and July are celebrated in June and those who have birthdays in August are celebrated in September. Birthdays will be recorded on the monthly classroom calendar. Please contact the teacher if your child's birthday has not been listed.

COMMUNICATION WITH PARENTS

It is very important that the lines of communication between the parents and the school are always open. If you are concerned about your child in the classroom, please talk to the teacher. If this is not satisfactory, or if you have a question about any other aspect of the program overall, please do not hesitate to talk to an executive member. Mailboxes inside the classroom are provided for daily use to help facilitate communication between the parent body and the executive.

The Teacher will send weekly emails on Sundays to the parent body. In addition, the Communications Coordinator will send a compilation of messages and reminders from the Executive, and any parent serving in a Volunteer Position who needs to get information to the parent body. In addition, the teacher will send monthly newsletters to the parent body containing an outline of the coming month's activities and events, and any information she needs to get to the parent body.

PARENT BULLETIN BOARD

The parent bulletin board is located in the hallway outside of the classroom. This is where all notices, newsletters, classroom volunteer schedules, toy clean schedules, and a copy of the calendar and handbook are posted. Sign-up sheets for field trips, class parties, social events, etc. set out on the footwear storage unit outside the classroom or on the parent bulletin board.

CLASS PARTIES

For Halloween, Father's Day and Mother's Day the children will have in-class parties which parents will be asked to attend. **The class parties are parented**, meaning you are required to accompany your child or make arrangements for another adult to chaperone your child. Siblings are also welcome to join in the fun as children play holiday games, make theme-related crafts, participate in fun activities, and enjoy celebrating the holidays with their friends at playschool.

CHAPELS

The Christian classes will have 2 – 4 chapels during the school year. The chapels will be planned by the Chapel Coordinator and the playschool teacher and will be a time to worship God as a playschool class. The chapels will be held in the playschool classroom and will be approximately 30 minutes in length at the end of regular class time. Parents, younger siblings, grandparents, etc. are welcome to join the playschool students for the chapel time.

YOGA SESSIONS

Students in the Healthy Apple classes will have the opportunity to participate in yoga sessions several times throughout the year during regular class time under the guidance of a certified yoga instructor.

FIELD TRIPS

Field trips are offered throughout the year to reinforce the themes being discussed in the classroom. Some field trips will be during regular class time at the school and others may be optional field trips held offsite. The offsite field trips are parented, meaning you must accompany your child or make arrangements for another parent to chaperone your child. Siblings are welcome and are the responsibility of the parent. Costs vary and will be outlined prior to each field trip.

LOST AND FOUND

Lost items found in the classroom will be placed in the class lost and found. Items found in the hallway will be placed in the Hardisty School lost and found.

SENIORS VISITS

Part of the magic of the preschool age is the way they can absolutely delight seniors. For this reason, Capilano Playschool plans visits throughout the year for our preschoolers to interact with seniors who live in the community. Parents and younger siblings are welcome to come along for the visits to the nearby seniors' condo units.

SOCIAL EVENTS FOR FAMILIES

Part of the joy of attending a community parent-run playschool is the opportunity to get to know other families. For this reason the playschool organizes social events throughout the year. In past years, social events have included a fall BBQ, a family bowling afternoon, adult social nights, and potlucks.

COMMUNICABLE DISEASES

If your child contracts a communicable disease, such as mumps, chicken pox, etc., your family doctor should be contacted and their recommendations followed regarding their return to playschool. The incident should be reported to Capital Health (Public Health Centres) and also to the playschool teacher.

MEDICAL PROBLEMS

ALSO SEE MEDICATION POLICY, BYLAW 10.0

If your child has any health problems or allergies, parents are responsible for informing the teacher. It is necessary for you to provide the playschool with a signed waiver of responsibility absolving the playschool staff and parent helpers from any legal responsibility. This form can be requested from the teacher.

In cases of serious illness or any medical emergency situation requiring immediate attention, the following procedures will be followed:

1. If a child becomes sick at school but does not require medical treatment, the child will be isolated until the parent(s) or designated contact person arrives.
2. If a child needs immediate medical attention, an ambulance will be called (at the parents' expense). If possible, one of the parent helpers or the teacher will follow the ambulance with all necessary documents and remain with the child until the parents or emergency contact people arrive at the hospital.

MEDICATION POLICY

ALSO SEE MEDICATION POLICY BYLAW 10.0

It is the parent's responsibility to administer prescription or non-prescription medication. Only children with severe allergic reactions and imminent health problems will be administered medication by the teacher. Such medication will be administered according to instructions on the kit, doctor or pharmacist instruction, and written permission (i.e., the Emergency Medical Information Sheet).

EMERGENCY PROCEDURES

FIRE DRILLS - SEE ATTACHED MAP

We are required to have fire drills monthly. Please familiarize yourself with the following procedure in the event that you are volunteering on a fire drill day.

IN THE EVENT OF FIRE

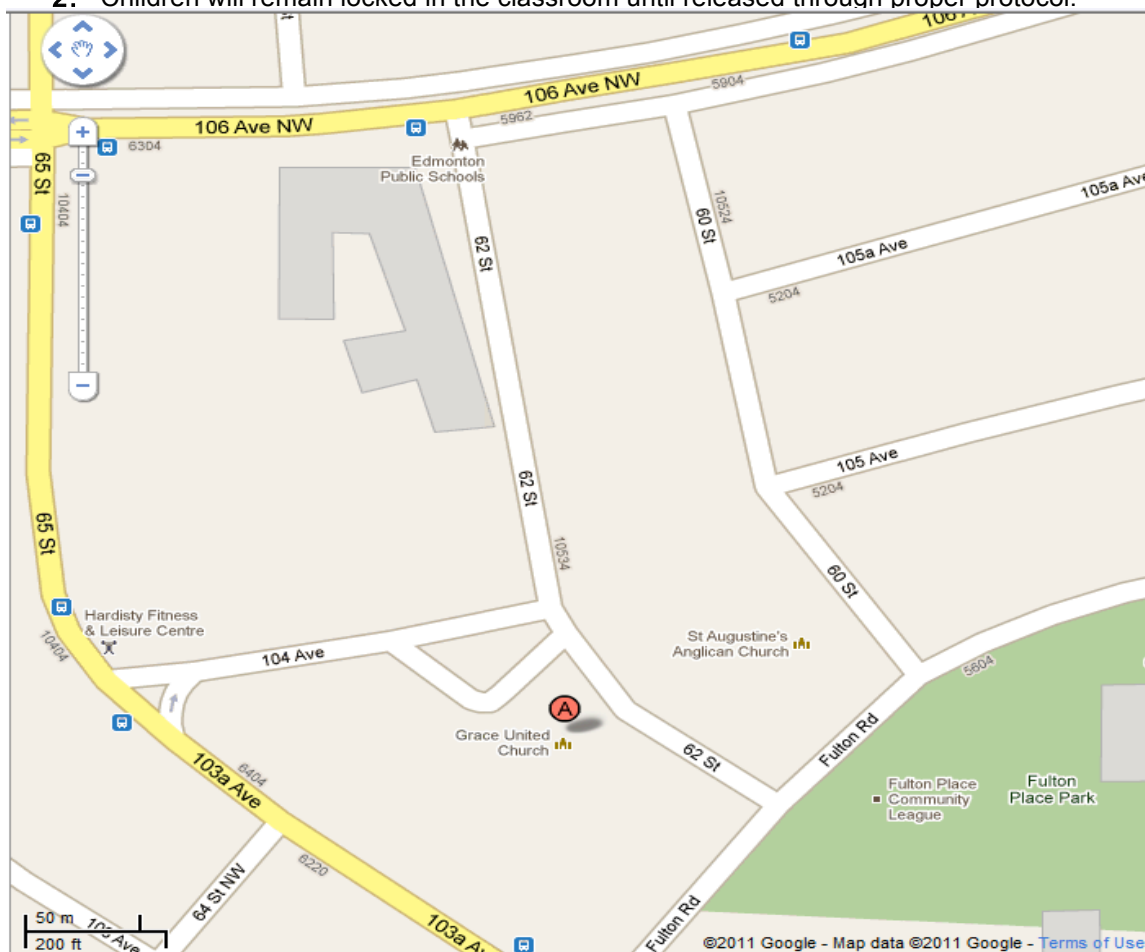
1. Alert everyone by sounding an alarm.
2. Children are lined up quickly and quietly behind the teacher, who has the emergency backpack.
3. The teacher leads the children out of the room, left down the hall out the door leading to the teacher parking lot (south of the school).
4. Classroom volunteers check all play areas, close doors and follow verbal instructions from teacher.
5. Teacher takes attendance.
6. The caretaker or a designated parent calls the fire department.
7. Return to class only after the safety bell has rung.

RELOCATION PROCEDURES – FIRE / EMERGENCIES

1. Teachers and helpers escort children to the designated location:
Annex building of Grace United Church, located south of Hardisty School.
2. Parents or emergency person will be phoned to pick up children.
3. An Evacuation Notice will be posted to inform parents that children have been relocated - the teacher and the parent helpers will remain with the children until all the children have been picked up.

LOCK-DOWN PROCEDURES

1. Procedures will be posted in the classroom.
2. Children will remain locked in the classroom until released through proper protocol.



Grace United Church, located south of Hardisty School on 62nd Street (6215-104 Avenue NW)
 The evacuation site for Capilano Playschool is the ANNEX BUILDING (marked by a star) of the church, which is located southwest (across the parking lot) from the church. The teacher's cell number is 780-504-0596 in case of emergency.

Capilano Playschool Association 502 934 284

Capilano Playschool Association By-Laws

- **The By-Laws were Revised and Approved by A Special Resolution Passed on April 22, 2015 by Capilano Playschool Association and submitted to Service Alberta on August 31st, 2015.**

1. MEMBERSHIP

- 1.1 Returning and Alumni Families will be allowed to pre-register in January prior to New Families; New Families will be allowed to register in January beginning on the date of the Open House.
- 1.2 Parents and/or Legal Guardians are entitled to membership in the Parent Group upon payment of a registration fee to hold the child's spot in the playschool; allowing one month for the remaining paperwork to be supplied. The community league membership must be supplied by September of the child's playschool year.
 - 1.2.1 Parents and/or Legal Guardians are entitled to one vote per child registered in the Capilano Playschool.
- 1.3 Membership in the Parent Group is forfeited upon withdrawal of the child from the program.
- 1.4 In the event of non-payment by the September Parent Meeting [supplied as post-dated cheques for tuition], suspension of the child from the program will occur. The Parents and/or Legal Guardians shall have no membership privileges or powers in the society until reinstated.
- 1.5 Membership Obligations:
 - a) Members shall regularly participate as a Classroom Volunteer as scheduled, based on the number of enrolments in the class, unless they have paid extra fees as part of the Classroom Volunteer Buy-Out Program (see handbook for information).
 - b) If a member is unable to fulfill the Classroom Volunteer duties, a representative must be arranged and the Teacher informed. In the event that a representative cannot be arranged, the cost of using the Ghost Parent, where no exchange of dates takes place [with the Ghost Parent] is \$100 (Participation Fee Cheque). The Playschool Administration Assistant will cash the \$100 Participation Fee cheque if this occurs. The \$100.00 will be donated to the playschool.

- c) In the event that the Classroom Volunteer is not able to make their scheduled day at the last minute, a parent who is willing can cover the Classroom Volunteer parent for that day, and the \$100 Fee will not be cashed [the Classroom Volunteer and parent willing to volunteer do not have to switch scheduled days].
- d) If the classroom size is less than 8 students, yet a Classroom Volunteer day is scheduled, the same outcome applies as listed above in points b) and c).
- e) If a member is more than 5 minutes late picking up their child after the end of class, the Administration Assistant will cash the \$25.00 Late Fee Cheque. The \$25.00 will be donated to the Playschool.
- f) If a Classroom Volunteer shows up later than 8:45 AM or 12:15 PM, the Administration Assistant will cash the \$25.00 Late Fee Cheque. The \$25.00 will be donated to the playschool.
- g) Members shall promptly pay outstanding balances as prescribed by the Executive. The Administration Assistant will notify the member as to the date of the cheque being cashed, and if the member has not assured that the funds are available, the child will be suspended from playschool until the balance has been cleared.
- h) Members shall participate in all required fundraising activities.
- i) Members shall participate in the annual fundraiser by providing a Fundraising Cheque of \$250/child. Members will be given the opportunity to recuperate their \$250 by selling tickets [or other relevant fundraising-related activity].
- j) Members are required to participate at a minimum of one ticket-selling [or other relevant fundraising-related activity] event where they will be present to sell for the benefit of the playschool and not personal money recuperation.
- k) In the event that there is only one annual fundraiser for the playschool year, members who register their child/ren after the date of the annual fundraiser are not required to pay the \$250 Fundraising Fee.
- l) Members, except for the Executive, shall participate in at least one scheduled toy clean. The Administration Assistant will cash the \$100 Participation Fee Cheque if members do not participate in a toy clean. The \$100.00 will be donated to the playschool.
- m) Members will be provided with a copy of the Capilano Playschool Association Handbook and Bylaws. Handbooks need not be returned.
- n) All members will perform at least one Volunteer Position (floater, laundry, etc.). If necessary, duties that are less demanding will be doubled up.
- o) Returning and Alumni Families will have the opportunity to make 4 Volunteer Position selections from Groups I/II/III (with 2 selections being from Group I Volunteer Positions – See handbook for information). Returning and Alumni Families' selections will have priority consideration over New Family Volunteer Position Selections.
- p) Returning and Alumni Families will have the opportunity to volunteer to serve on the Executive when contacted by the Chairperson or Administration Assistant in the spring prior to the Spring AGM Elections for the Executive.

- q) New Families will have the opportunity to volunteer to serve on the Executive when filling out the registration form; otherwise, they will be required to sign-up for a Volunteer Positions at the September Parent Meeting, from a list of remaining open Volunteer Positions.
- r) One month written notice is required before leaving the program. This notice begins on the 1st day of the next month. All Classroom Volunteer days and parent duty obligations must be fulfilled by the Parents and/or Legal Guardians until the last day of withdrawal.

2. SEPTEMBER START-UP

- 2.1 1-Hour Classes: Children registered in the playschool will begin in September with a 1-Hour Class; where the number of students registered in the class will be divided by half (unless there are only 7 or less students in the class) and each half will attend a 1-Hour class over two consecutive class days.
- 2.2 Staggered Entry: Following the dates of the 1-Hour Classes in September, children registered in the playschool will attend Staggered Entry full-time classes, where the number of students registered in the class will be divided by half (unless there are only 7 or less students in the class) and each half will attend a regular full-time class over two consecutive class days.

3. EMPLOYEES

3.1 Administration Assistant

- 3.1.1 Provided that the financial position of the playschool is stable, an Administration Assistant will be employed and carry out the duties listed below (refer to Administration Assistant Job Description for more details).

- i) **Serve as Registrar for the playschool**
- ii) **Assist with Treasurer duties for the playschool including fee collection and bank deposits**
- iii) **Administrative tasks**
- iv) **Schedules, books and pays for fieldtrips**

- 3.1.2 Contract – The Administration Assistant is paid hourly and receives a quarterly payment (4 times/year) on the first day of the subsequent month, based on the timesheets completed. The term of the contract runs from January through the end of December, and must be signed prior to contract commencement.

3.2 Teacher

- 3.2.1 **Contract – The Teacher receives a monthly salary for class and preparation time. The Teacher is paid on or before the last teaching day of each month. The Teacher's contract is to be reviewed prior to the Spring AGM. The term of the contract runs from September to August and must be signed prior to contract commencement.**

- 3.2.2 **Supplies – The Teacher will receive a reasonable allowance for supplies at the start of the fall session. The allowance is to be determined by the Executive with the Teacher or Supply Parent Volunteer; receipts will be given to the Treasurer or Administration Assistant.**

- 3.2.3 **Vacation – If required, a vacation break may be granted to the Teacher by the**

Executive; however, a three-quarter consensus of the Parent Group is required.

3.2.4 Leave – The Teacher is entitled to 8 days leave per school year at 100% pay if a substitute is required.

3.2.5 Evaluation – The Teacher will be evaluated once per contract term.

4. OFFICERS

4.1 At a January or Spring AGM meeting, the Parent Group shall elect the Chairperson, Vice-Chairperson, Secretary, Treasurer, Fundraiser/ing Committee as well as one Classroom Representative per class. These officers shall form an Executive Board and shall serve until their successors are elected and installed. If a vacancy occurs during the school term, a volunteer may immediately fill that position. If necessary, a General Meeting may have to be called with an election to take place. Any member in good standing shall be eligible to any office of the Executive. Current members may be contacted in March prior to the Spring AGM in April, to consider serving on the Executive if they are planning to return for the subsequent playschool year, and elected at the Spring AGM.

4.2 Duties of the Executive:

- a) Chairperson
 - The Chairperson is the official liaison for the playschool.
 - Deals with parent/playschool conflicts
 - Maintains and revises playschool documents (i.e. Handbook and Bylaws)
 - Calls and presides over the meetings.
 - Submits playschool information/advertisements to community leagues and papers
 - Must call (1) one Parent Meeting and (1) one Annual General Meeting.
 - Submits community and misc. items to the newsletter each month.
 - Co-Liaises with Capilano Community League and Hardisty School.
 - Holds executive meetings as required.
- b) Vice-Chairperson
 - Presides over meetings in the Chairperson's absence.
 - Is responsible for all advertising.
 - Attends monthly Executive meetings.
- c) Secretary
 - Responsible for recording and distributing minutes from all meetings.
 - Attends monthly Executive meetings.
- d) Treasurer
 - Responsible for preparing monthly payroll and maintaining an accurate general ledger and receipts for expenses incurred.
 - Prepares budgets and financial statements and presents this information to members at General and Executive meetings.
 - Responsible for filing paperwork regarding: WCB, T4, Financial Year End, Remittance
 - Responsible for reimbursing supply parents for purchases made for the classroom within one week of receiving receipts.
 - Writes cheques for: subsidy, payroll, supplies purchased (reimbursements to Teacher/Member/Administration Assistant)
 - Attends monthly Executive meetings.

- e) Fundraising Coordinator/Committee
- Responsible for planning and organizing necessary fundraising.
 - The Treasurer will advise the Fundraising team of the amount of money required.
 - Attends monthly Executive meetings.
 - In the event that the Annual WEM Fundraiser takes place, duties will be divided as follows:
 - o Event Ticket-Selling Co-ordinator
 - o Online Buy-Sell Co-ordinator
 - o WEM and Executive Liaison
 - Responsible for planning and organizing fundraiser
 - Advised by Administration Assistant regarding money
 - Attends monthly Executive meetings until December

- f) Class Representatives
- There shall be one Representative per class.
 - The Class Representative shall be readily accessible to communicate with parents in the class assigned (accompanying their child very regularly to and from class).
 - Liaises between parents, the Teacher and the Executive.
 - May be asked to communicate concerns of parents to the Teacher. All concerns remain confidential.
 - Responsible for phoning parents in their class regarding scheduled meetings and other special information.
 - Is responsible for gathering community league membership numbers from their class and providing this information to the Administration Assistant for the records.
 - Attends monthly Executive meetings.
 - Prepares Classroom Volunteer Schedules for the year beginning in October. A class list will be provided, as well as how many volunteer parents are required. Schedules will be prepared for 6-8 weeks at a time, and will as best as possible accommodate any special requests from parents.
 - Will coordinate the switching of volunteer days between parents, and replacements for withdrawn members.
 - Add scheduled holidays and school closures to the Classroom Volunteer Schedule.
 - Email schedules to parents and post outside the classroom.

4.3 If an Executive member does not perform his/her assigned duties they will be given 30 days to improve or step down. The remaining Executive members will make the final decision.

4.4 Each member is expected to perform a Volunteer Position (e.g., Ghost Parent, Laundry, etc.) for the Playschool. Executive members are not expected to volunteer for Volunteer Positions. No member shall hold more than one Volunteer Position. No Volunteer Position shall remain vacant during the school term.

5. MEETINGS

5.1 The society shall hold a General Meeting no less than one week prior to the start of the school year. A pre-registration General Meeting is to be held in April/May for the following year and at this meeting the new Executive is to be elected (see 2.1). All Members must be

notified of General Meetings at least 21 days prior to the meeting date.

5.2 Special meetings of the Parent Group may be called at any time by the Executive. Notice for such meetings must be provided via telephone, email, or in person no less than 3-4 days prior to the meeting.

5.3 If a vote is required, it must be made in person and one third of the members in good standing shall constitute a quorum at any meeting.

6. **RECORDS**

6.1 A qualified accountant and/or two members of the Parent Group appointed by the Executive shall audit the books and records of the Treasurer at least once each year. A complete and proper financial statement for the previous year shall be included as part of the Annual Society Return at the end of the operating year of the Playschool.

6.2 The books and records of the Playschool may be inspected by any member at the General meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Officer having charge of it.

7. **FEEDBACK**

The playschool executive shall distribute a feedback form to all members prior to the April/May Annual General Meeting for members to provide feedback about the playschool.

8. **CHANGES TO BYLAWS**

These bylaws may only be changed by a special resolution of the members as defined in Section 1 (d) of the *Societies Act*.

9. **MISCELLANEOUS**

9.1 All Officers of the Playschool shall serve without remuneration.

9.2 A standing inventory list is to be prepared by the incoming Executive prior to the beginning of the term for insurance purposes. Photographs are adequate.

10. **TERMINATION**

10.1 In the event that the Group is terminated, all assets of the Playschool remaining after payments of any legal debts and obligations will be distributed to the Community Services Department of the City of Edmonton or another charitable organization as may be decided upon by the Parent Group.

10.2 The property and assets of the Playschool shall belong to the Group as a corporate entity and shall not constitute the property of any individual member; and no person shall have any ownership claim upon the property and assets of the Playschool upon ceasing to be a member or any time thereafter.

11. **DISCIPLINE**

11.1 Focus is on the positive behaviour. An explanation of the desired behaviour will be given and choices will be offered as an attempt to create positive behaviour. The children will be encouraged to use words to solve conflicts, and to listen carefully to others. If the negative behaviour continues, the child/children will be given specific choices: to play co-operatively or to play alone. When a child is disruptive during circle time or story time, an example of the desired behaviour will be expressed. If the negative behaviour continues, an attempt to ignore the child will be made until the behaviour disrupts the other children

and the activity. At this time, a specific choice will be offered to the child/children (either share your time quietly and co-operatively or sit alone).

- 11.2 If the behaviour may cause physical injury, the child/children will be asked to leave the center. Choices will be offered. If the behaviour reoccurs the child/children will lose all privileges and be restricted to a "time-out" chair for approximately two to five minutes. Parents and teachers will also conference privately about negative behaviours that reoccur in a disruptive manner. The focus will be, at all times, on positive behaviour, responsible decisions and choices.

12. ILLNESS POLICY

12.1 Children exhibiting the symptoms/illnesses below may not participate in the program until they receive a note from the child's physician OR the child has been symptom free for at least 24 hours:

- **Fever (a temperature greater than 38°C);**
- **Persistent abdominal pain;**
- **Vomiting;**
- **Diarrhea;**
- **New or unexplained rash;**
- **Varicella;**
- **Strep throat;**
- **Flue (high fever, body aches, chills);**
- **Red Measles;**
- **Scarlet Fever;**
- **Mumps;**
- **Conjunctivitis (pink eye);**
- **Impetigo;**
- **Other illness symptoms the teacher knows or believes may indicate the child poses a health risk to the person on the program premises**
- **Child required greater care and attention than can be provided without comprising the other children in the program**

12.2 Until 24 hours after treatment has been initiated for:

- **Head lice: until after the first treatment;**
- **Scabies: until after treatment has been given.**

12.3 If your child has a cold, the following need to be taken into consideration before your child attend:

- **Discharge from their nose must be manageable in a group care setting (child is able to take care of their nose to a certain degree)**
- **Coughing and sneezing is infrequent (child is aware they must cough into their forearm or elbow)**

12.4 If your child is sick and brought to school, the teacher will decide if your child should be sent home. If your child should become ill while at the program, staff will call you at the numbers listed on the registration form to come and pick him/her up. The staff will make the decision to call you based on the best

interests of both your child and the other children in the program. For this reason and for emergencies, it is important that your phone numbers and the alternate EMS contact information be kept up to date.

12.5 If your child contracts a communicable disease such as FLUE, STREP THROAT, LICE, RED MEASLES, SCARLET FEVER, MUMPS or CHICKEN POX, please contact the teacher (despite that your child will be at home), as Alberta Health Services needs to be made aware. Notification to parents via letter will be made if a child with a communicable disease attended class. If an Ambulance needs to be called in the event of an emergency and an ambulance is called for your child; payment for the service will be the responsibility of the parent or guardian.

13. MEDICATION POLICY

- 13.1 The Teacher will not administer any medication (prescription or non-prescription) to any child at any time unless it is a life-threatening situation for chronic medical conditions or allergic reactions.
- 13.2 Parents must provide a Medical Doctor's letter confirming the medical condition. It is necessary to provide the Playschool with a signed waiver of responsibility, absolving the Playschool staff and parent helpers from any legal responsibility.
- 13.3 In an emergency, children with identified medical reactions will be administered medications according to emergency kits provided and a Medical Doctor's instruction.
- 13.4 Specific signs, symptoms, and treatment (step by step) of stated medical condition must be provided in writing.
- 13.5 Parents and/or Legal Guardians must conference with the Teacher to review the treatment and responsibilities of each party involved.

14. CANCELLATION POLICY

- 14.1 As long as Hardisty School remains open for regular instruction, the playschool program will continue. Members are asked to use discretion in inclement weather.

15. EXPULSION OF A MEMBER

- 15.1 Non-payment of dues would lead to expulsion of a member.
- 15.2 Uncontrollable behaviour of a child could lead to expulsion. Attempts will be made between the Teacher and the Parents and/or Legal Guardians to correct the behaviour. If an improvement in the behaviour has not been achieved within 2 months, the member will be asked to leave.

14. BORROWING MONEY

The Society is not able to borrow money.

15. SOCIETES SEAL

The Society does not have a seal.

