

# Brentwood Nursery School Society Parent Manual



[www.brentwoodpreschool.com](http://www.brentwoodpreschool.com)

1455A Delta Avenue Burnaby BC V5B 3G4  
(604) 291-7203

Last Updated: June 2015

# Table of Contents

**Welcome**

**Mission Statement**

**About Parent Participation**

**History**

**Hopes for Classroom Learning**

**Our Teachers**

Philosophy

Teacher Biographies

**Class Format**

Weekly Schedule

Daily Routine

Gradual Entry

Suitable Attire

Special Events & Field Trips

Professional Development Days

**Pick Up & Drop Off Policy**

Protocol

Punctuality

Transportation

Parking

Field Trips

Emergency & Disaster Policy

**Duty Day Participation & Responsibilities**

Snack

Allergies and a NUT FREE Classroom

Birthdays

Cooking Days

**Health & Illness Policy**

When to Inform Teachers

Nutrition Policy

Medication

Illness During Class

Injury During Class

Responding to Abuse

## **Parent Job Policy & Roles**

Executive Committee

Job List

## **Channels of Communication - Who to talk to about what**

### **Gaining Information - Where to look**

Website

General Meetings

The Notice Board

## **Fundraising**

### **Registration & Withdrawal**

Registration

Withdrawal

## **Fees**

Non-Instructional Days

## **Parents' Agreement (Reference Copy)**

## Welcome

Dear Parents:

Welcome to Brentwood Nursery School Society, a parent participation preschool and a registered non-profit society.

We have prepared this handbook in the hope that all parents have a better understanding of what is involved in becoming a participating parent at Brentwood Nursery School.

Brentwood Nursery School is very fortunate to be operated by enthusiastic, participating parents and dedicated teachers. The main objective is to provide a positive first school experience in a safe environment, which aids social development and responsibility, as well as intellectual, creative and physical development.

Brentwood Nursery School prides itself on offering an excellent preschool program. We are able to offer a program of this quality through the cooperation of parents and teachers. Parents offer their valuable time to the preschool on duty days and through their assigned jobs. Because of this volunteer work, teachers have the ability to focus attention on their time spent in the classroom with the children. Brentwood Nursery School is fortunate to have four fully qualified teachers. Through collaboration the teachers offer an exciting, reflective program based on the children's interests.

If you wish to learn more about our Constitution and its Bylaws, you may write to:

**Registrar of Companies  
2nd Floor - 940 Blanshard St.  
Victoria, B.C.  
V8W 3E6**

Please take the time to familiarize yourself with the Preschool by reading this manual. We hope you and your children find your experience at Brentwood Nursery School enjoyable and rewarding.

## Mission Statement

*To foster the wonder of a child. To collaborate as a community and inspire early learning.*

## About Parent Participation

Brentwood Nursery School exists because of the unique relationship between the teachers and the families of the preschool. The teachers provide exceptional teaching skills, history and direction for the families at the school and the parents perform the administrative and maintenance jobs as well as provide classroom support. There are four areas that each family is committed to completing to the best of their ability once registered with the school. Each of these is outlined in more detail below. Your family will have the following responsibilities: an assigned volunteer job, assigned duty days throughout the year, attendance at general meetings and participation in mandatory school fundraising events.

**Each family is assigned a volunteer job** and each job is significant. There are seventy-two families and seventy-two “jobs” that enable the school to operate. Each “job” is imperative for the school to function as well as it does. Jobs range from laundry, gardening, helping to organize a fundraising event, or being a member of the executive committee of the society. The commitment required for each job is different. The simpler jobs run for the whole year. The fundraising jobs are labor intensive but are finished over a three-month period. Parents can state their preferences for their jobs but cannot be guaranteed the job of their choice. For more information refer to [Parent Job Policy & Roles](#) on page 22.

**Each family is required to help out in the classroom for duty days** on a regular basis. This means being in the classroom during class time, assisting the teachers, cleaning up etc. Duty days will happen on average every four-seven weeks. For more information refer to the [Duty Day Participation & Responsibilities](#) on page 17.

**Each Family must attend a minimum of four general meetings** for parents, held at the school in the evenings six times per year. The content of these meetings ranges from meeting to meeting; for example, preschool orientation, guest speakers, teacher presentations of classroom happenings, and preschool society business. For more information refer to [General Meetings](#) page 27.

**Each family is expected to participate in fundraising** for the school. There are three mandatory fundraisers that all families are required to participate in. We also have several non-mandatory fundraisers that families may participate in. Parents are encouraged to enlist the assistance of extended family or friends to help out. For more information refer to [Fundraising](#) on page 26.

## History

Brentwood Nursery School was first located in Christ the King Church. In 1980 a group of very dedicated parents led by Leslie Abe and teacher Darlene O’Krainetz decided to formally organize the Preschool by incorporating the school as a non-profit society under the Society Act of British Columbia. The Preschool was then relocated to Brentwood Elementary School. The Preschool was successful in obtaining a grant from the Vancouver Foundation that helped update the equipment. Together with organization, hard work, and the desire to have a quality program for the children, the Brentwood Preschool Community of parents and teachers set the foundation for a successful Preschool.

Originally, the Preschool consisted of one class of four year olds. In September 1982, a class of three year olds was added. In 1985, the Preschool expanded again, to its current size of four classes, operating five full days and enrolling seventy-two children.

Due to increased demand for classroom space at Brentwood Elementary School the Preschool was forced to search for an alternative facility in 1992. Once again, the Brentwood Preschool community of parents and teachers banded together to identify alternatives that would ensure the survival of the Preschool. With the Burnaby Association for the Mentally Handicapped (now called Burnaby Association for Community Inclusion or BACI), who were also seeking a facility, the current facility was built and named The Brentwood Cooperative Children’s Centre. As a result of a generous donation from the Burnaby School Board the building is located on the grounds of Brentwood Elementary School. The centre is divided into two sections. Brentwood Nursery School operates its Preschool Program on one side of the facility and BACI operates a before and after school program on the other side. Donations and fundraising by parents, and a generous grant by Women’s Equality, enabled the preschool to fully pay for the building in its first year of operation.

Throughout the years the Brentwood Preschool community of dedicated parents and teachers have worked together to oversee many projects. A covered deck was built in 2000, and by 2005 it was enclosed to add additional classroom space. This addition included an art studio or “atelier” as the teachers call it, a larger cubby area and a small office.

In the spring of 2013 fundraising efforts and countless parent volunteer hours went towards executing a landscape design voluntarily produced by two UBC Landscape Architect Graduates Travis Martin and Quyen Tran.

Over the years, the esthetics of Brentwood Nursery School has changed. However the dedication of the families and teachers of the school have remained the same since its incorporation in 1980. This dedication has provided a quality program for children, which is recognized throughout the community.

## Hopes for Classroom Learning

When children leave our program, we hope they will...

**Trust** in themselves as valued, competent, and capable people who are motivated to think about new ideas and seek new understandings.

**Trust** that they will be listened to and respected by peers, teachers, and families and that these people will be there to support, encourage, care, and advocate for them.

**Believe** that they are active creators of knowledge and history.

**Believe** in and take action for equality.

**Know** that they can take on many roles including researcher, observer, creator, documenter, theorist, meaning maker, negotiator, leader, participant, and friend.

**Know** that they can learn from others and with others.

**Know** that being a part of a community involves having fun with people as well as the space to be alone.

**Know** that every action causes reactions and respect the interdependence of people, places, and things in the world around them.

**Know** that they can use materials and language - both written and oral - to communicate.

**Know** how to use the many possibilities of materials and tools to express ideas, be creative, communicate, and problem solve.

**Know** how to ask questions to guide their learning and use various methods to help find answers and explore possibilities.

**Know** how to be with others respectfully by listening, caring, collaborating, and recognizing every person's unique contributions.

**Know** how to be themselves and feel confident expressing their emotions and thoughts.

**Question** themselves, peers, teachers, and families to provoke thinking, reflection, understanding and new learning.

## Our Teachers

Brentwood Nursery School employs experienced qualified teachers who not only meet the standards of the Community Care Facilities Licensing Board but are also innovative in the field of Early Childhood Education. The teachers participate in ongoing education and keep themselves up to date with current trends in the field of Early Childhood Education. They are dedicated to our community and invest an incredible amount of heart and time in their work.

### Philosophy

We believe children, families, and teachers are a part of our learning community. Learning is a life-long process that happens through interaction with each other and the environment.

We respect the diversity of children in the preschool and value the vibrancy this brings to our community.

We recognize that this diversity brings with it different learning styles, beliefs, and values.

We listen to children as the basis for offering meaningful experiences which allow children to explore their theories and engage with each other's ideas. In these experiences, we strive to meet each child's learning style.

We focus on experiences that build relationships, children's sense of belonging, and promote critical thinking.

We provide children with opportunities to revisit their ideas allowing them to gain different perspectives, identify gaps in their existing theories, and create new knowledge.

We embark on longer term investigations in response to ideas children, teachers and families are exploring.

We collaboratively reflect on this process in order to deepen our learning as a community.

### Teacher Biographies

#### **Cristina Primerano**

I completed my Early Childhood Education Certification at Capilano College in 1999. While on practicum I got hired on at the Vancouver Child Study Centre. I taught there for nine years in both their 2 year old and 3-4 year old preschool programs. In the Spring of 2002, I was fortunate to be a part of the Canadian Delegation to travel to Reggio Emilia, Italy to study their world renowned schools. In 2011, a position came available at Brentwood and I joined this amazing team of dedicated educators. I strongly believe in the importance of engaging children's minds through meaningful experiences and providing them with ample opportunities to feel successful, competent and self-confident. I am also very aware of the importance of documentation, not only to make children's learning visible but also to give children the opportunity to revisit past experiences.

I am married and have two amazing daughters. Stefonia graduated from Brentwood Nursery School in the 2007-2008 school year and Adriana graduated in the 2009-2010 school year. I am very

excited and looking forward to meeting all the families and together creating a strong sense of community.

### **Lorena Galvez Castro**

I was born and raised in Mexico. My first experience working with children was as a preschool assistant in Mexico in 2005. I loved it and I realized that this was my vocation. I decided to change careers in university and switch from psychology to early childhood education. I studied for two years in Mexico towards my bachelor degree as a preschool teacher. In the meantime I taught basic English in elementary school as a part time job. In 2009 I moved to Vancouver. I came here with the Live-in Caregiver program and worked as a nanny of 4 children. In 2010 I started my Early Childhood Education certificate at Burnaby Continuing Education and graduated in June 2012.

In April 2012 I was a practicum student here at Brentwood. I loved the collaborative work of the community of families, children and teachers. In April 2013 I was hired here at Brentwood. I'm very excited to be back and have this great opportunity to be part of the team as a teacher.

I believe that learning comes from our interactions within the community. It is important that children have the opportunity for outdoor experiences in nature. Nature inspires children's creativity and use of all of their senses.

I am a very active person and I love to enjoy the outdoors. I like snowboarding and mountain biking. I play hand drums and I'm learning to play guitar.

### **Marina Giovinazzo**

I believe that children are unique individuals that are capable of anything. I believe that it is our job as adults, to teach children to believe in themselves and to teach them that they have the ability to accomplish anything. It is important to work together: children, teachers, families and community to make learning exciting and to provide an environment where children feel comfortable to express themselves.

I have been teaching since 1995 and have been a teacher at Brentwood since 1997. Over the years I have seen the physical appearance of the preschool change however the dedication from the teachers and families of Brentwood never changes and makes Brentwood Preschool unique and a special place to be.

I have four children of my own, three of them have graduated from Brentwood Preschool. The preschool years are the most memorable. Enjoy every moment!

I look forward to an exciting year working together to provide the best preschool experience for your family.

### **Melanie Castro Shibaoka**

I was first introduced to Brentwood Nursery School in 2003 as a practicum student. I obtained my ECE training at Capilano College and immediately went to Beijing, China on a Teaching Internship. I taught English to children of 1 ½ to 6 years of age for five months. I was hired here at Brentwood in March of 2004 and have been with the school ever since.

I believe that children are learners, eager to discover the world around them. We must acknowledge their interests and questions of learning by providing them with the opportunities that will deepen their understandings and help them find their answers.

The one thing that I love about this preschool is our community. The community we build together provides memorable preschool years for your children. I'm looking forward to all the fun, smiles and laughter ~ and probably some joyful tears along the way!

Over the last 3 years, I have been working towards my degree and have realized how much more there is to learn. Currently I have put my studies on hold as I am on maternity leave.

**Julie Kamiya**

I completed the Early Childhood Education Program at Capilano University in 2005, including the Special Needs and Infant Toddler Certificates. I taught at Acadia Park Preschool located on the UBC campus for 7 years prior to joining the team at Brentwood. I am excited for this opportunity to begin my second year at Brentwood Preschool to continue growing as an educator and learner.

My philosophy of education stems from the principles of the Reggio Emilia approach. My practice is founded on the value of relationships and the image of the child. I believe children are active learners that are constantly re-evaluating and re-interpreting what is placed in front of them. I view education as a collaborative journey of discovery, self-expression, and inquiry-driven by children. I find excitement within my practice when children ask questions, share stories, challenge one another, and imagine new possibilities.

I am excited to meet and get to know all of you as we begin our journey together as a learning community.

# Class Format

## Weekly Schedule

There are two fully qualified teachers for each session. There is also one duty parent for each session who is an asset to the smooth running of the Preschool program.

Three year olds classes are twice a week and four year olds classes are three times a week. Please note these days/times change annually giving the three year old children the same days/times going into their four year old year with the addition of a Wednesday Class. Teachers generally stay with the same class throughout the two years.

The class schedule for 2015/16 is as follows:

Monday		Tuesday		Wednesday		Thursday		Friday	
3am	4pm	4am	3pm	4am	4pm	3am	4pm	4am	3pm
9:15-11:15	12:45-3:15	9:15-11:45	1:15-3:15	9:15-11:45	12:45-3:15	9:15-11:15	12:45-3:15	9:15-11:45	1:15-3:15

\*3am = 3 year old morning class; 3pm = 3 year old afternoon class; 4am = 4 year old morning class; 4pm = 4 year old afternoon class

## Daily Routine

**Arrival**      3am 9:15am                  4am 9:15am                  3pm 1:15pm                  4pm 12:45pm

**Group Meeting**      Discussion of current project and activities in the classroom.

**Activity Time**      Children participate in projects and move independently around activity centers:

- Painting
- Science
- Water Table
- Play dough
- Sand
- Material Exploration (Clay, Paper, etc.)
- Building
- Puzzles
- Outdoor play
- Dramatic Play

**Open Snack**      Duty family provides a healthy snack and children decide if and when they are hungry.

**Clean up**      All children work together to clean up the activities throughout the classroom.

**Group Time**      All children come and sit together for stories, music, movement and group games. Discussion of current projects and plan for next day.

**Dismissal**      3am 11:15am                  4am 11:45am                  3pm 3:15pm                  4pm 3:15pm

## Gradual Entry

Beginning Preschool imposes a strain for many children in which a few may object to leaving their parent (particularly the three year olds) or are uneasy about the new environment. You can be reassured that this is quite normal for young children and that the teachers are very good about helping your child adjust.

In September a slow intake program takes place for the three-year-old children in which each group (half of the class - 8 children) will attend for one hour instead of two hours. This enables the teachers to get acquainted with each child and make the adjustment for children easier (no snack is required this week or duty parent). Gradual entry schedules will be provided to parents at the first General Meeting in September.

On the first day of Preschool, parents are welcome to stay. If your child requires more time to adjust you may wish to discuss this with the teacher.

The slow intake program usually takes place for one week after which the regular full class (16 children) attends for 1½ hours. At the teachers' discretion the third week of classes may be running their regular hours or continue for 1½ hours for an additional week for an additional adjustment period for the children.

Since each child responds to separation and the new environment differently, each will be handled to suit his/her needs. You may want to follow the suggestions listed below to aid your child's transition into Preschool.

- ❖ Attend the open house with your child or arrange a visit to the classroom with the enrollment parent.
- ❖ Talk to your children about what to expect in preschool, such as opportunities to make friends and be involved in many activities and exciting learning experiences.
- ❖ Ask them about their ideas or feelings regarding the new school trying to focus on the positive aspects of going to preschool.
- ❖ Read books about preschool or preschool activities with your child.
- ❖ Involve the whole family. (Example: "Let's show grandma or grandpa your school. This will be your special place to play")
- ❖ Allow your child to pick out a favorite, comfortable outfit to wear to school.
- ❖ Allow your child to bring a special comfort blanket or stuffed animal (toys are not recommended) for a short period of time.
- ❖ Explain to your child when and who will pick them up from Preschool.
- ❖ Remind them about your duty day.
- ❖ If your child is upset, please discuss this with the teacher.

If your child is someone who will need more time with gradual entry and may need extra support with separation, please discuss this with the teachers so that they can create a plan with you that best suits your child. In creating a plan for separation, you may be required to stay for a portion of the class with your child. Siblings are not allowed in the classroom during gradual entry (or at any time during the year). For more information, please speak to a teacher.

## Suitable Attire

The preschool can get quite warm and children can get messy when involved with materials, projects and cooking activities so please ensure your child dresses appropriately so that they feel comfortable with these activities (no new clothes). You can purchase Brentwood Nursery School t-shirts (\$10.00) and sweatshirts (\$20.00) from the Vice Presidents (brentwoodvicepresident@gmail.com). Please make sure that your child's shoes have non-slip soles.

The class may go outside, therefore, please provide suitable outerwear for your child.

If boots are worn to Preschool please send indoor shoes or rubber-soled slippers for your child to wear while inside the classroom.

**Please mark your child's backpacks, jackets, slippers, boots, sweaters, mittens, hats, etc. with their name.**

## Special Events & Field Trips

Throughout the year we celebrate special events and generate our own special days with field trips, parties, visitors, etc. Notice of these occasions are provided at the end of class announcements, by email or at General Meetings.

To provide a first-hand opportunity for the child to enrich his/her background of experience, our program includes a number of excursions. These field trips are arranged, whenever possible, on regularly scheduled Preschool days. However, occasionally, it may be necessary to switch Preschool days or Preschool times in order to accommodate certain field trips.

Please note that field trips are for Preschool children only. Therefore you are asked not to bring siblings on field trips. The reason for this rule is that safety and education of the preschool children is always the teachers' first priority and parents are asked to assist the teachers to ensure that the children are safe, well supervised and have a great time. Field trips also provide you with an opportunity to have some fun one on one time with your child.

Transportation to field trip destinations are arranged through parent volunteer drivers.

## Professional Development Days

The teacher's are passionate about Early Childhood Care and Education and strive to stay up to date with the current trends in ECCE by participating in and hosting conferences and workshops.

There are three professional development days planned throughout the year. The teachers take several factors into account when scheduling Pro-D days:

- ❖ School District 41(Burnaby) Pro-D days and,
- ❖ How many "No School" Days (ie. holidays, etc) each class has and try to keep them equal.

Parents will be notified of Professional Development days through the general meetings, monthly calendar and reminder emails.

## Pick Up & Drop Off Policy

### Protocol

It is important to come on time as your child will miss out on important discussions/information if they are late. When you bring your child to preschool, please wait in the cubby room with your child until the teachers open the doors to the classroom. You can help your child to find his/her cubby and place his/her belongings in it.

During dismissal parents are requested to wait outside the Preschool and the teachers will release one child at a time. Please do not crowd or block the exit door as you wait for the children to be released. This procedure ensures an orderly dismissal. If you need to pick your child up early please warn your child and the teacher before class.

If someone else will be picking your child up after class, it is important to let the teachers know at the beginning of the class. If the teachers do not know the person picking up your child, please bring a photo of that person to show the teachers. If you do not have a photo, please leave the person's full name with the teachers. The teachers will require photo identification from this person at pick up time. If you do not notify the teachers that someone else will be picking up your child, or the person picking up the child does not match the photo or ID given to the teacher, then the child will not be dismissed from school. Instead, the teachers will contact you or your emergency contact.

**If someone is NOT permitted to see, visit, or pick-up your child please advise your teacher immediately.**

### Punctuality

You must make every effort to bring your child to Preschool on time as we have a meeting to explain the day's activities. You must pick up your child immediately upon dismissal of the class. If you know you are going to be late please make alternative arrangements with another parent or family member to watch or pick up your child. If there is an emergency, please phone the Preschool (604-291-7203).

Repeated late pick up's are not acceptable. Families are expected to be at the doors when they open. The teachers keep track of when you are late. If you are late you will be asked to sign out your child with the time of your arrival. If there are **three** or more documented late pick ups you will receive a warning from the teachers. This will be followed up with a monetary penalty of \$100 if you do not pick up your child on time. If these warnings are not taken seriously you and your child will be asked to leave the school permanently.

### Transportation

Arrangements for the transportation to and from Preschool remain the responsibility of each parent. You may form carpools as you wish but advise the teacher of these arrangements and any changes. If any person other than the parents will be picking up your child, please advise your teacher.

## Parking

Parking is available in the turnaround along Delta Avenue. Please DO NOT park in the parking lot adjacent to the west side of the Preschool as this is required for Brentwood Elementary School, particularly for the special needs classes and school bus.

## Field Trips

Field trips happen periodically throughout the year. If parent volunteers are required a sign-up sheet will be posted. In some instance, parents may be asked to help transport children on field trips. Please remember children are not safe sitting in the front seat if there is an airbag. Volunteer drivers should ensure they have adequate number of seatbelts and car seats and are properly insured (minimum \$2,000,000 liability). If your child will be absent on a field trip please inform your teacher.

## Emergency & Disaster Policy

Please take note so you know the protocol in the event of special circumstances, an emergency or disaster. Please pay particular attention to details regarding pick-up if any of these were to occur.

### No Heat

The teacher will:

- a. Dress the children in warm clothing
- b. Contact the parent to pick up child
- c. Close school

### Illness of a Teacher

- a. The remaining staff member will try to acquire a second parent volunteer if not already arranged by the ill teacher.
- b. If there are not two staff plus one volunteer or one staff and two volunteers, the Preschool will be closed and the parents phoned to pick up their child. This is a licensing regulation.

### Snow

- a. The teacher and the co-presidents will decide whether or not to close the Preschool.
- b. Each parent will be phoned by their phoning person, and advised accordingly.

### In the Event of a Fire

- a. The children will be kept in the care of the Preschool at our outdoor designated area adjacent to the turn-a-bout.
- b. Parents will be contacted and will be expected to have their child picked up as soon as possible by a responsible adult suggested on your enrollment form.
- c. If the preschool needs to relocate for safety, our local emergency location is Brentwood Elementary School, 1455 Delta Avenue. In the case of relocation is necessary, the teachers will bring the school's Earthquake/Emergency kit. This kit that consists of enough supplies - such as food and water - for 72 hours
- d. If the preschool relocates, the teachers will notify the class phoning parent who will notify parents of the location to pick up their children.

### In the Event of an Earthquake

- a. The children will be kept in the care of the Preschool at our outdoor designated area adjacent to the turn-a-bout.

- b. Parents will not be phoned but will be expected to have their child picked up as soon as possible by a responsible adult suggested on your enrollment form.
- c. If the preschool needs to relocate for safety, our local emergency location is Brentwood Elementary School, 1455 Delta Avenue. In the case of relocation is necessary, the teachers will bring the school's Earthquake/Emergency kit. This kit that consists of enough supplies - such as food and water - for 72 hours
- d. If the preschool relocates, the teachers will notify our out of province emergency contact. The teachers will give information to this contact regarding our relocation, health and safety of the children, and the place and time for the parents to pick up their children. Parents will call the emergency contact to receive the above information.

*Out of Province Emergency Contact:*

*Joanne Merkosky*

*(403) 541-2733*

Joanne is an owner and director of 5 preschools in Calgary, Alberta. She has been kind enough to be our out of province emergency contact.

**\*Parents: please be aware to only call this out of province emergency contact in the case of an emergency/disaster\***

**Critically injured children should not be moved unless in danger. No one should return into the school unless authorized to do so.**

#### **Fire Drill**

- a. When the alarm sounds:
- b. Children will evacuate the classroom by way of the outside door as quickly as possible, led by one teacher and the duty parent. The other teacher will gather first-aid kit, emergency cards, attendance binder and cell phone.
- c. On leaving the building we will proceed to the allocated station (adjacent to the turn-a-bout) where attendance will be taken.
- d. Re-entry of the building will occur after the "all clear" bell is sounded which will be a number of short rings of the school bell.

#### **Earthquake Drill**

- a. First sign of an earthquake:
- b. Teachers and duty parent will help children drop and take cover (tables, climber), being sure to face away from windows, falling objects and overhead fixtures.
- c. Once tremors have stopped teachers will survey the area and begin evacuation procedure, (one teacher and duty parent will gather children and the other teacher gathers first-aid kits, emergency cards, attendance binder and cell phone).
- d. If further tremors occur during evacuation teachers and duty parent will help children drop and cover.
- e. If the exit is blocked, teachers will use the nearest exit or break a window.
- f. Then proceed to the designated meeting area on field - and teachers will take attendance.

## Duty Day Participation & Responsibilities

As a Parent Participation Preschool one parent is required to assist the teachers during each class. In addition to assisting the teachers, time in the classroom give parents the opportunity to be directly involved with their child's schooling experiences. Your duty day is always during your child's class time.

Your class representative prepares a monthly calendar which outlines Preschool activities and lists the parent scheduled for each particular day of Preschool. Your class rep. keeps track of the number of duty days completed. Generally, you will have five opportunities to be a duty parent through the year.

**If certain days are more suitable** for you to be on duty please let your class rep. know at least one month in advance. Please ensure you arrive on time for your duty days. You should plan to stay a minimum of 30 minutes after class to help the teachers.

**If you wish to trade your day** with another parent you are responsible for contacting other parents to make the change however you must also inform your class rep. and post the change on the bulletin board.

**If you are unable to make your scheduled duty** day because of sudden illness of you or your child or in the event of a family emergency, please (1) inform the teachers immediately, (2) inform your class rep. in order to advise you the best way to find a replacement and to re-schedule your duty day.

**It is the school's policy that duty days must be attended by family members only.** It is most common for the attendee to be a parent however you may have another member of your family (grandparent, aunt or uncle) do your duty day if a parent cannot attend. The person should be significant to your child as it is a special day for them to share their school experience with the family. Please ensure that family members are well informed about their responsibilities before they come. Also, if possible, please introduce that person to the teachers before they come in the classroom.

In the classroom and on the playground, the teachers have the overall responsibility for the program, teaching methods, discipline, health and safety measures. As a duty parent, you are there as the teachers' assistant. If help is required with difficult situations, please ask for a teacher's assistance.

Being a part of a parent participation preschool enables you to be a part of the classroom, the learning experiences, and our community. We hope that you will value your duty days and see them as opportunities to see first-hand how the Preschool operates and to observe your child in a classroom setting. It will also be a special day for your child, as they will have special roles to participate in. Due to licensing regulations requiring each child present in the classroom to be registered, when you are here for a duty day you cannot bring any other children with you.

Generally your role is to assist the teachers to ensure the smooth running of the classroom. You will be busy helping the children and at the same time observing how your child interacts with others.

Here is a helpful guideline in the basic duties for a duty day parent:

#### During Activity Time

- ❖ Mark artwork, craft work, etc. with the child's name (top left corner, lower case letters).
- ❖ Join children in play, reading stories, dressing dolls, table activities, etc.

#### Snack time

- ❖ Help children wash and dry hands before snack time.
- ❖ Put snack out for the children. Please help them with their snacks, if required.

#### During Clean Up and Circle Time

- ❖ Empty water table (PM class only).
- ❖ Join children at circle.

#### Dismissal

- ❖ Assist the children with coats, shoes, etc.
- ❖ Clean tables. Stack chairs.
- ❖ Wipe and clean kitchen counters, sink and children's sink
- ❖ Clean up bathroom. Wipe sinks and counters. Wipe down toilet.
- ❖ Empty small garbage into large garbage can and take it out when it  $\frac{3}{4}$  full.
- ❖ Vacuum floors.

#### Miscellaneous Duties

- ❖ Help in washroom when necessary.
- ❖ Answer phone if required and take messages.

### Snack

Parents should bring a healthy snack (cut up fruit or vegetables, crackers & cheese, etc.) for the whole class to share. Water is available for the children at school. There will be an adult supervising the snack area at all times for the health and safety of the children. The teachers can provide a handout of food suggestions that can be brought for the children if requested. Food and beverages will not be used at any time as a form of reward or punishment for the children.

Open snack gives the children an opportunity to see and taste different food. The children spend less time focused on what they brought and comparing with friends and more time interacting with each other during a shared meal.

Healthy eating is encouraged therefore please do not include candy, chips, chocolate bars, gum or pop. Dental Hygienists do not recommend such food as raisins, fruit chews or roll-ups as they tend to stick to the teeth.

### Allergies and a NUT FREE Classroom

Please be aware that we are a PEANUT AND NUT FREE Preschool. Always check for allergies in your class and in the Preschool when providing snacks for your child or the class. If you have questions about acceptable foods please check with the teachers in advance.

## Birthdays

Your class representative will schedule a duty day on or near your child's Birthday. On this scheduled day you are welcome to celebrate your child's birthday with an appropriate birthday snack for the entire class. Individual mini portions are recommended such as mini muffins, mini cupcakes, cookies, etc. Drinks, plates and cups are optional. Please check for allergies in your class when providing snack for the class.

In celebration of your child's birthday, the whole class will meet at the snack table, sing to your child and have the birthday snack together before the end of class.

If you do not wish to celebrate your child's birthday in this way please inform your class representative at least a month in advance.

## Cooking Days

Cooking days are usually once a month on the third Thursday/Friday of the month. On cooking days the children help to prepare a special snack in the classroom. We enjoy cooking all types of food and welcome parent involvement. If you would like to participate, talk to the teachers and your class rep to coordinate your duty day with a cooking day. Although children enjoy participating in the cooking days they may not always enjoy eating the snack. Therefore, parents are asked to provide some fruit or vegetables to go with the cooking day snack.

## Health & Illness Policy

### When to Inform Teachers

Please do not send your child to Preschool if there is any question of illness. If your child is sick (not feeling well, has a cold, has a fever, a continuous runny nose, upset stomach, diarrhea, etc.) do not bring your child to school. Let your child rest and fully recover before bringing them back to school. Please do not come yourself if you are ill. This will help prevent other children, families, and teachers from getting ill as well.

Notify the teacher if your child has a communicable disease or is going to be away for more than two Preschool days. If your child is absent due to a serious illness or contagious disease, please notify the teachers immediately as the teachers must reported to our Health Nurse.

It is not necessary to phone the teacher if your child will only be away for one or two days unless a field trip is planned and your child can not attend.

### Nutrition Policy

Please be aware that we are a PEANUT AND NUT FREE Preschool. Always check for allergies in your class and in the Preschool when providing snacks for your child or the class.

If your child has a life threatening allergy, ask a teacher for a “Child Life Threatening Allergy Information Form”. This form will need to be filled out by you and your child’s doctor. The information on this form is vital, as it will inform the school of your child’s allergy, symptoms, emergency treatment and care plan. We would also like you to create a poster for your child, with their photo, including the above information. This poster will be posted at school for everyone to be aware of.

### Medication

If your child has a prescribed medication, the teachers will need written permission from the parents to administer the medication on the “Care Plan Form” or the “Child Life Threatening Allergy Information Form”. The parents and child’s doctor must complete this form. If your child is allowed to self-administer the medication, then this must be indicated on the form.

If your child needs medication at school, it is the parents’ duty to supply the school with the medication. The teachers will keep the medication in a safe area, where it is not accessible to the children.

In the case of an allergic reaction, the teachers will follow the child’s care plan, record the reaction on the child’s records, and inform the parent. Depending on the severity, the teachers will immediately call an ambulance and contact child’s parents/emergency contact.

### Illness During Class

If a child becomes ill during class time, the teacher will call the parents to come and pick up their child from the school. If the parents are unavailable, then the teachers will call the child’s emergency contact.

## Injury During Class

If an incident occurs during class time and your child is injured the teachers will:

- ❖ Give appropriate first-aid treatment
- ❖ Notify the parents immediately if necessary or discuss the incident after class
- ❖ Call for an ambulance or doctor if necessary
- ❖ Record the incident in the school's injury report book

## Responding to Abuse

Teachers have a duty to report any and all suspected child abuse.

For the safety and protection of all children:

*Section 14 of the Child, Family and Community Service Act (RSBC 1996) Chapter 46 (the "Act") requires every person who has reason to believe that a child needs protection under Section 13 must promptly report the matter to a director or a person designated by a director, as defined in the Act.*

This is taken with all seriousness and should the need arise the Teachers would contact the Ministry of Children and Family Development as the first course of action in responding to alleged abuse of children by Adults.

## Parent Job Policy & Roles

As an independent preschool relying on parent participation in order for the school to run smoothly, each family is assigned a job for each child they have attending. There are many types of parent jobs and each requires different time commitments. Time commitments vary from monthly to weekly and some are daily. Some jobs run for only a portion of the year and others run the whole year. A list of the jobs that make up the executive committee is found below along with a complete list of parent jobs. For a complete list with job descriptions please refer to the website at <http://brentwoodpreschool.com/>

Parents must fill out a job preference form during the registration process. Every effort is made to ensure you are given a job of preference, however, *it cannot be guaranteed*. Each job is necessary and mandatory for continued enrolment. Please be aware that jobs will be filled to accommodate school needs and you must be prepared to fulfill any job that you are assigned.

You will be contacted (after Registration) via email or phone about the job you have been assigned. You will also receive a letter providing details about your job. You will be required to confirm that you have received this letter.

**It is the 'parents' responsibility to complete their jobs adequately.** If jobs are not performed your child may be asked to leave the school.

### Executive Committee

The members of the Executive Committee are parents that have volunteered to serve on the committee. The responsibilities of the executives are:

- to represent the parents
- to work with the teachers to ensure a safe and enjoyable learning environment
- to oversee the administrative aspects of the Preschool.

The Executive Committee consists of the following positions:

<ul style="list-style-type: none"><li>❖ Presidents (2)</li><li>❖ Vice-Presidents (2)</li><li>❖ Treasurers (3)</li><li>❖ Secretary</li><li>❖ Registrars (2)</li></ul>	<ul style="list-style-type: none"><li>❖ Class Representatives (4):<ul style="list-style-type: none"><li>o 4 year old (AM)</li><li>o 4 year old (PM)</li><li>o 3 year old (AM)</li><li>o 3 year old (PM)</li></ul></li></ul>
--	---

These positions are filled in the same manner as all other volunteer job positions are filled. Indication of interest should be noted on the Parent Job form during registration.

\*Please note: Due to conflict of interest, parents that are teachers and relatives of teachers may not request executive positions.

### Job List

The following list includes the job name with the number of families required for the position in brackets. Full job descriptions jobs are available at [www.brentwoodpreschool.com/registration](http://www.brentwoodpreschool.com/registration)

## ***Category 1 – Administration, Finance & Registration***

### **Executive Positions**

- Co-Presidents (2)
- Vice Presidents (2)
- Secretary (1)
- Treasurer Accounting (1)
- Treasurer Assistant 1 (1)
- Treasurer Assistant 2 (1)
- Registrar 1 Reg. Packages (1)
- Registrar 2 Waitlist (1)
- Class Representatives (4)

### **Non Executive Positions**

- Grant Coordinators (2)
- Treasurer Assistant 3 (1)

## ***Category 2 - Parent Meetings and Communications***

- General Meeting / Parent Education Coordinator (1)
- Host/Hostess (4)
- Website Administrator (1)
- Year End Picnic Coordinator (5)

## ***Category 3 - Facilities and Classroom Support***

- Supplies & Equipment (1)
- Scholastic Books (1)
- Play Dough (2)
- Library Book Order Parent (1)
- Handy Person Coordinator (1)
- Handy & Yard Maintenance Team Persons (7)
- Laundry & Sewing (2)
- Floors, Carpets, Blinds & Windows (4)
- Christmas Bureau Coordinator (1)

## ***Category 4 - Fundraising***

- Fundraising Assistant (1)
- Alumni / Social Media Coordinator (1)

### ***Silent Auction***

- Coordinator (2)
- Assistants (10)

### ***Fall Fundraiser***

- Coordinator (1)
- Order Persons (4)

### ***Spring Fundraiser***

- Coordinator (1)
- Order Persons (4)

## **Channels of Communication - Who to talk to about what**

### **The Teachers**

The teachers are happy to talk with you about any concerns you may have regarding your child's progress or preschool activities after the class has finished. You may wish to set aside a time when you both can talk in private.

Please keep your teacher informed about any serious illness or changes at home or elsewhere (baby-sitters, work, etc.) which may affect your child's behavior. Such as:

- ❖ a death, illness or separation of a family member, friend or pet.
- ❖ changes in routine at home.
- ❖ a new baby-sitter or family member.
- ❖ new fears, anxieties, sibling conflicts, etc.

### **Your Class Representative**

Your class representative is your liaison with the executive committee. The executive committee meets the first Tuesday of each month to discuss the administrative matters of the Preschool.

Concerns about administration, fundraising, preschool business or your duty days should be directed to your class rep. Remember that your class rep. has a suggestion/message box in the preschool for you to use.

**\*Any information given to your teacher or an executive member is kept confidential.**

## Gaining Information - Where to look

Gaining Information is your responsibility. Minutes of meetings are posted each month. Make sure you read the notices posted on the Parent Board by the Entrance and in the cubby area.

### Website

[www.brentwoodpreschool.com](http://www.brentwoodpreschool.com) The website is a good starting point to find the school calendar, forms, parent manual updates, fundraising totals and general information.

### General Meetings

General meetings are held in September, October, November, February, April and May. In December a social event (Silent Auction) is planned in lieu of a general meeting. General Meetings are the best way to keep up to date with preschool events occurring outside the classroom. Teachers inform us about class activities and projects, special guests to the classroom, field trips and the expected events of the month. The Presidents and other Executive members update Preschool business and fundraisers. They are an excellent opportunity to voice your ideas and concerns.

At the November and April General Meetings the preschool arranges to have special guest speakers who provide parent education in such areas as parenting and children's health and welfare.

Because these meetings are so important it is recommended that at least one parent representative attends. A deposit is requested to guarantee attendance of at least 4 out of 6 meetings throughout the year. If this request is met your deposit will be refunded in June. Please don't forget to sign the attendance sheet. The December social event does not count towards your 4 meetings however we hope to see at least one family representative attend.

Emergency babysitting is available at the Preschool for a nominal fee of \$2.00/child per meeting for those parents who have no alternative means of childcare for that evening. Please sign up in advance for these services. The sign-up sheet is posted in the Pre-school entrance.

Note: Emergency babysitting may not be available during the December Silent Auction Social (TBA).

### The Notice Board

The Notice Board is something that should be checked each Preschool day as new information and sign-up sheets are frequently added. There is a notice board for each class and includes such things as:

- Your monthly class calendar and any changes to it
- Upcoming events or field trips
- Messages from the teacher
- Sign-up sheets for field trip drivers and party supplies
- Baby-sitting for monthly meetings

## Fundraising

The Preschool participates in a number of fundraisers throughout the year.

Money made from the efforts of fundraising assists with the day-to-day costs of running the Preschool. It also enables the Pre-school to purchase additional equipment and toys, provide field trips and other beneficial expenditures including special guest speakers.

Two fundraisers per school year are mandatory by all families enrolled in the Preschool. If you do not wish to participate in the two mandatory fundraisers you must donate \$200.00 to the Preschool in lieu of this effort. This payment is due by the end of the September or the first month of your child's participation at the Preschool.

Families enrolling in the Preschool after September will have their mandatory fundraising responsibilities pro-rated. If fundraising for the year has been completed a pro-rated donation will be payable.

Any other donations do not replace fundraising involvement but are always welcomed and a tax receipt is provided on request.

## Registration & Withdrawal

### Registration

Notification of registration for the following year begins in October. Please visit the website to download and print the latest copies of the registration forms to fill out for your child. Please return your completed registration to the Registrar promptly.

#### **Returning Families (child moving from 3 year old class to 4 year old class):**

MUST have their Registration documents complete, cheques signed, and job preferences submitted by the last day of classes in December before Christmas Break. These are 3 year olds currently enrolled at Brentwood Nursery School who are intending to return for the 4 year old program. "Returning Student Registration" documents can be found on the website under Registration. Documents can be dropped off in the Registrar's mailbox in the cubby room.

If you want to change class time please email the Registrar a Waitlist form as soon as possible. The Waitlist 'Change Class' form deadline is November 30th to be considered for a change the following September. Spots are assigned on a first come first serve basis.

#### **For all other families:**

The Registration Process is a 3 step process: submit waitlist application; respond to contact from registrar to accept spot; submit registration materials. Please review the details below outlining each of these steps.

#### Step 1 - Waitlist application

Spots are offered to families on a first come, first serve basis giving priority to siblings of children currently enrolled at the school, then to alumni families that have attended the school in the past and then to new families to the school. All Waitlist Registration Documents MUST be emailed to the Registrar. All emails are time stamped and filed accordingly. All Waitlist and Registration Documents can be located on the school's website at [www.brentwoodpreschool.com](http://www.brentwoodpreschool.com) under the Registration tab.

**Sibling Families** MUST email their Waitlist documents to the Registrar ([brentwoodregistrar@gmail.com](mailto:brentwoodregistrar@gmail.com)) by November 30th (please see the School Calendar at [www.brentwoodpreschool.com](http://www.brentwoodpreschool.com)) in order to be considered for a spot the following September. Siblings can go on the waitlist anytime in the year they turn 2 years old.

**Alumni Families** MUST email their Waitlist documents to the Registrar ([brentwoodregistrar@gmail.com](mailto:brentwoodregistrar@gmail.com)) by January 15th in order to be considered for a spot the following September. Alumni families can go on the waitlist anytime in the year they turn 2 years old.

**New Families** to Brentwood Nursery School can register their children *anytime in the year they turn 2 years old*. We do have an extensive waitlist it is therefore recommended that Waitlist documents be emailed to the Registrar ([brentwoodregistrar@gmail.com](mailto:brentwoodregistrar@gmail.com)) by the end of January in order to be considered for a spot the following September.

#### Step 2 - Accepting the offer

The Registrar will begin moving through the prioritized waitlists in February for registration in the upcoming September. The Registrar will call to offer a spot, which you must respond to promptly or the Registrar will continue down the list. When you accept and confirm with the Registrar that you would like to take a space at the school, the Registrar will send you a confirmation letter.

### Step 3 - Submit Registration materials

You will then be directed to download and complete the appropriate registration package. Registration packages, cheques and parent job preferences **MUST** be completed fully or you will forfeit your spot. Documents are to be dropped off at the preschool on the Registration date provided in the confirmation letter.

Documentation of your child's immunization records or a letter stating you have chosen not to immunize your child is required to enroll in the Preschool. Please submit photocopies of your child's immunization record to the Registrar during registration.

### **Not offered a spot?**

If a space opens up suddenly during the school year and needs to be filled quickly the Registrar will call through the lists in priority sequence, leaving messages where possible, and immediately proceed to the next name. The space will go to the first interested respondent.

### **Registration Notes:**

Parents must sign the Parent Agreement at the first general meeting, which is a school orientation that takes place in September before your child's first day of class. Signing the agreement is an indication that they intend to accept the responsibilities outlined and abide by the Preschool rules. A reference copy is provided below (page 33).

The Executive Committee reserves the right to assign spots to some families.

### **Withdrawal**

If it becomes necessary to withdraw your child from the Preschool, you must give **one month's notice** in writing to the **Registrar**. If this notice is not given, your security deposit will be kept.

As it would be impossible for the Preschool to fill a vacancy for the month of June, if you withdraw for the month of June your security deposit will not be refunded.

**Please Note:** Registration fees are non-refundable.

## Fees

Tuition is set in the preceding school year and is presented in the registration package. As of 2015/16 school year tuition for 3 year olds is \$105/month and 4 year olds is \$155/month.

### **Non-Refundable Registration fee (\$100) & Security deposit (one month tuition)**

If the school year is completed, the security deposit will be used towards the June tuition. If withdrawal occurs before the end of the year, this deposit will be refunded as long as one calendar month's notice is given in writing on the FIRST day of the month. If we do not receive one full month's notice, your deposit will not be refunded.

For these two items write one cheque dated April 1, 2015 for **\$205 for 3yr olds** and **\$255 for 4yr olds**.

### **Tuition (3 Payment Options)**

#### **1. One cheque**

For the year dated Sept 1, 2015: **3yr olds = \$945** and **4yr olds = \$1395**; or

#### **2. Two cheques**

One for Sept-Jan dated Sept 1, 2015: **3yr olds = \$525**, **4yr olds = \$775**

One for Feb-May dated Feb 1, 2016: **3 yr olds = \$420**, **4yr olds = \$620**; or

#### **3. Nine monthly cheques**

One for each month dated the 1<sup>st</sup> of each month Sept-May: **3yr olds = \$105**, **4yr olds = \$155**

Note: The full year's tuition is divided across 10 months starting September 1<sup>st</sup> and ending June 1<sup>st</sup>. Therefore September and June require a full month's payment even though the Preschool does not operate for the full month. All cheques are to be submitted with enrollment. Please put them in an envelope marked with your name, your child's name and class.

### **Refundable Meeting Deposit (\$40)**

For mandatory attendance at general parent meetings (Reimbursed in June as long as you have attended all general meetings (Sept, Oct, Nov, Feb, Apr, May).

Exceptions will be made for up to 2 absences per year in case of emergencies.

### **Cleaning Fee (\$30)**

In order to maintain the Preschool each family pays a fee for weekend cleaning

Please write one cheque of \$70 to cover the Meeting Deposit and Cleaning Fee(dated Sept 1, 2015).

If you have more than one child attending in one school year, payment of fees may be combined. Fees can be paid in a lump sum but no discount is given if you choose to do this.

### **Any NSF cheques will be surcharged \$25.00.**

**All outstanding balances must be paid within 10 days of notification. If payment is not received the Preschool reserves the right to terminate enrollment.**

**In the event of a financial difficulty, please approach or call the President or Treasurer to advise them of your situation.**

## Non-Instructional Days

The teachers work for a total of 20 days (prorated) in September (before classes start) and in June (after classes are finished).

In September, teacher responsibilities include, but are not limited to:

- Cleaning and setting up classroom (furniture, displays, and equipment are relocated during the summer months);
- Stock taking and purchasing materials / supplies for start up;
- Organizing and displaying supplies, materials, and equipment including storeroom, art shelves, and book shelves;
- Reviewing registration information and preparing emergency cards;
- Ensuring health, fire and safety standards are in place;
- Planning and conducting (2) orientation meetings with the families of 3 year olds and 4 year olds;
- Initial Program Planning; and,
- Speaking with returning and potential preschool families.

In June, teacher responsibilities include, but are not limited to (teachers complete some of these responsibilities without pay throughout the year; they are compensated for the entire month of June in lieu of overtime pay):

- Completing 'memory books' and arranging the four year olds year end celebration of their entire two-year preschool experience;
- Preparing displays and equipment for summer cleaning and storage;
- After hours shopping for classroom supplies;
- Preparing for General Meeting presentations;
- Meetings with families and professionals from BC Centre for Ability; and
- Attending transition meeting for children moving on to kindergarten when needed.

## Parents' Agreement (Reference Copy)

1. \_\_\_\_ I, the undersigned, have read carefully the Parents' Manual of Brentwood Nursery School Society and agree to follow its policies.
2. \_\_\_\_ I will conduct myself in an appropriate manner and I understand that inappropriate behaviour towards the teachers or other parents will not be tolerated. I understand in this occurrence, my enrollment in the school may be reviewed by the executive council and possibly terminated.
3. \_\_\_\_ On my participating days, I agree to arrive on time and stay for clean-up. I will not bring other children to the preschool. If I cannot be present, I will trade duty days with another parent.
4. \_\_\_\_ I will not send my child to school if there is any question of illness, nor will I come myself if I am ill. If my child contracts a communicable disease, I will notify the teacher immediately.
5. \_\_\_\_ I understand that, in the classroom, the teacher has overall responsibility for the program, teaching methods, discipline, and health and safety measures.
6. \_\_\_\_ I will be prompt in bringing my child to and picking him/her up from preschool. I understand that car pools may be arranged privately among the parents, but that the preschool does not accept responsibility for such transportation.
7. \_\_\_\_ I agree to have my child transported to and/or from the preschool for planned field trips provided that proper and adequate supervision is available.
8. \_\_\_\_ I authorize the teacher to send my child home accompanied by my emergency person if he/she appears ill, and in case of emergency, to call a qualified physician (my family doctor if possible).
9. \_\_\_\_ I will keep the teacher informed of any event or change of routine at home, which might affect my child's behaviour.
10. \_\_\_\_ If I have any questions about my child, or the preschool program, I will direct them to the teacher. I will direct any queries or suggestions about the administration of the preschool to the Executive Committee.
11. \_\_\_\_ If it becomes necessary to withdraw my child from the preschool I will give one month's notice in writing to the Enrollment Person (Registrar I) or my one month's dues in lieu of notice. Withdrawal for the month of June will not be accepted.
12. \_\_\_\_ I am willing to accept a job within the preschool organization or serve on the Executive and understand that completion of assigned jobs are mandatory for continued enrollment. If I do not fulfill my parent job, my child will face immediate withdrawal from the school.
13. \_\_\_\_ I will present proof of my child's current immunization (optional) and birth certificate. These documents are to be submitted with my registration form.
14. \_\_\_\_ In case of injury to my child while in the care, custody or control of the preschool, I hereby waive all claims against the preschool in excess of general liability insurance carried by the preschool (\$2,000,000 as of June 2004). In case of an emergency, my child will be taken to the nearest hospital and attended to by the physician on duty.
15. \_\_\_\_ I understand that I am expected to attend a minimum of four General Meetings throughout the school year. My deposit to guarantee my attendance will be refunded in June if this request is met (Required General Meetings occur in September, October, November, February, April and May).
16. \_\_\_\_ I understand that a charge of \$25 will be charged for NSF cheques and that I am obligated to pay the school my outstanding balance within 10 days of being notified. If I fail to do so I understand that the school reserves the right to terminate enrollment.
17. \_\_\_\_ I understand that fundraising is an integral part of the operating budget for the preschool and (check one):  
 I agree to participate     I have included a donation cheque in the amount of \$200 in lieu of fundraising
18. NB If I fail to complete the mandatory fundraisers after agreeing to participate, I am obligated to donate \$100 to the preschool for each fundraiser not completed.

19. \_\_\_\_\_ I will expect that my status in the preschool will be reviewed by the Executive Committee if I am delinquent in any of the above commitments.

**This Parent Agreement must be signed before my child will be allowed to begin school.**

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_ CLASS \_\_\_\_\_