

RUTLAND PARENT PARTICIPATION PRESCHOOL

Welcome to our preschool! We think that you have made a wonderful choice that will truly benefit your child, and will be a very positive experience for you both. Research proves that parents who get involved with their child's education results in a greater likelihood that the child will graduate high school, the child is more likely to achieve higher academic success and is more likely to go on to advanced post-secondary education or training. So CONGRATULATIONS on making a choice that will benefit your child now and in the future!

We have a parent volunteer to help introduce you to the school, as well, Teacher Bev is happy to answer any questions you may have. Also, other parents are a valuable resource. There is even a parent manual, which goes over every aspect of the preschool in detail. Most parents find that after the first week or so, everything falls into place.

Parents help run the preschool and all input is valuable. Please feel free to get as involved as you want with the way things are done. We also realize many families are short on time and understand if you can only get minimally involved. Remember, any time you spend will benefit your child, even if it is a small amount.

Our school has been operating in the community with the same teacher for over 30 years. It is an organized, fun and wonderful place, where your child will learn, laugh, make friends and have a positive beginning in education.

Parents Commitment in a Cooperative Preschool

This is your school and your input is welcome. As parents of preschoolers, you are a part of the decision making process by sharing your interests and concerns.

Time Involvement

1. There are 5 general meetings per school year where both preschool business and parent education are carried out. You **MUST** attend general meeting to ensure licensing requirements. When attendance at a meeting is impossible, a parent must complete a short parent educational essay before their next duty day.
2. Duty days are scheduled according to the participation option you have chosen. Parents are needed in the classroom to ensure proper supervision and licensing.
3. Each member is required to do fundraising as necessary. For example, raffle ticket sales, pub nights, etc. This enables us to keep our fees at an affordable level for all. It is extremely important that each family fulfills their fundraising obligations.
4. Each parent must take on a selected job that involves some extra hours. Jobs are usually assigned as fairly as possible. Several jobs require more than one person

New Parent Orientation Requirements Check List

- Application form completed in **FULL**
 - Registration fee paid
 - Child's birth certificate- photocopy
 - Child's immunization records- photocopy
 - Doctor letter (regarding each duty parent)
 - Character References (regarding each duty parent)
 - Parent immunization form for each duty parent
 - Photo/Media Release form
 - Attendance at orientation meeting (Date: _____) To be held in September
 - Online parent education series, available on our website
 - Observation day completed (Date _____)
 - Criminal record check (To be done via email)
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Please hand in the above paperwork to the Registration/ Orientation Coordinator:

Email: RutlandPPPreschool@hotmail.com

Join our facebook page @ Rutland Parent Participation Preschool

Or website <http://rutlandparentparticipationpreschool.weebly.com>

Preschool #: 250-491-9699

Application Form

Date: _____

Name of child _____

(FIRST)

(LAST)

Date of birth _____ Age: _____ M ___ F ___

(day/month/year)

Mother's name _____ Home phone: _____

Business phone: _____

Cell phone: _____

Father's name _____ Home phone: _____

Business phone: _____

Cell phone: _____

Address: _____ Postal code: _____

Email address _____

Doctors name _____ Phone # _____

Allergies _____

Other medical problems _____

Other health concerns _____

Vision, Hearing or Speech concerns _____

Learning or Physical concerns _____

Behavior or Emotional concerns _____

Special Diet _____

Toilet Trained _____

Significant changes in your child's life (death, separation, new sibling, move)

Custody agreement or restraining order (please provide a copy)

I authorize the calling of an ambulance for my child if deemed necessary

_____ (initial here)

Emergency contact:

1. Name: _____ Phone# _____

2. Name: _____ Phone# _____

I realize that the caregiver must report any accident or incident of a suspicious nature.

I have read and agreed to the above information and will notify the caregiver if there are any changes.

parent or guardian signature

Date

Registration fees:

___\$60 Full School Year- September- June (non-refundable)

___\$30 Half School Year- January- June (non-refundable)

*These fees cover insurance, equipment and membership fees in the association of Cooperative Preschools. (Please see the website at cppreschools.bc.ca)

Field Trip Fee

___\$40 for the year to cover the cost of the many exciting trips

Monthly fees:

(September 1 2017 – December 1 2017 and January 1 2018 - June 1 2018)

3's class (two mornings per week from 9:00-11:30)

___\$95/month- Regular participation (two to four days)

___\$120/month- One day participation (one duty day)***

___\$145/month- Partial Participation (no duty days) ***

4's class (three mornings per week from 9:00-11:30)

___\$115/month- Regular Participation (two to four days)

___\$155/month- One Day Participation (one duty day)***

___\$175/month- Partial Participation (no duty days)***

(* Please note that these Participation requests must be confirmed with the Executive Board as they are in limited availability)**

Job choices: Please indicate 1 through 6 top choices, * indicate executive position

_____ *President- Generally oversees the administration of the preschool; runs the general and executive meetings; acts as a contact person for the council of Parent Participation Preschool.

_____ *Vice-President 3's & 4's- Acts as liaison between the members of the class and the executive and teacher; handles personal problems (ie: late for duty days, missed meetings, etc) collects misc. monies; keeps record of attendance at general meetings; collects parent essays for missed meetings; organizes criminal record checks; assists the president with some administrative tasks.

_____ *Treasurer- Collects monthly fees from preschool members; pays bills and does all the banking; works with the accountant on monthly financial statements for the general meetings; and financial statements for year-end audit; does any required grant paperwork preparation.

_____ Treasurer assistant- aids the treasurer with various tasks included above.

_____ *Orientation & Registration (Enrollment)- Responsible for registration and enrollment of new members; collects registration fees and sees all forms are completed; set up initial observation days in classroom; compiles new class lists; organizes orientation meetings and orientates all new members.

_____ Assistant Orientation & Registration (Enrollment) required if 4's afternoon class begins Helps Orientation/ Registration Coordinator.

_____ *Fundraising Coordinator- Director of the fundraising committee; initiate and organize fundraising events, collection of fundraising money and distribution of products; organizes monthly general meeting draws; gives to date tally of fundraising efforts at general meetings.

_____ Assistant Fundraising Coordinator

_____ Pub Night Coordinator- Organizes date, location, menu, ticket sales & door prizes. Should start organizing this in January.

_____ *Secretary- Responsible for taking minutes at the general and executive meetings. As well typing, and emailing the minutes.

_____ Clean-Up Coordinator- Arranges clean-up crews; times and dates; responsible for ordering cleaning supplies; reminder emails/calls for cleaning crews; acts as liaison between executive and teacher; communicates to teacher when clean-ups will be done.

_____ Clean-up crew- meets at preschool once per month and cleans toys, etc.

_____ Laundry- Doing class laundry (smocks, towels, etc)

_____ Newsletter- Compile information of interest to school, each class activities, play ideas, etc for monthly newsletter; consult with the teacher about content; type and photocopy newsletter in time for general meetings.

_____ Duty Day/ Show and Tell Scheduler's (1 each class)- Responsible for making duty schedules and show and tell schedules for class; schedules should be available for 15th of the following month; coordinates special events with extra duty parents with teacher; prepare list at the end of the year showing number of times each member has a duty day and what they were scheduled as.

_____ Recycling- Collects juice boxes/ water bottles and takes them to the recycling depot and passes the money on to the treasurer.

_____ Web Design- If you know a bit about web design and feel that you can take this project on, please do. We need you!

_____ Marketing/Advertising of the preschool and to help make out preschool top of mind in the community.

More jobs may be added if needed!

Rutland Parent Participation School

“Parents Agreement” I/We, undersigned agree to read carefully the consultation of the Rutland Parent Participation Preschool, and agree to follow it to the best of my/our ability.

On my participating (duty) days, I will arrive at the school 30 minutes before school opens and stay as needed after school closes so that my enrolled child and I may get the most out of this special day. I will not bring my other children to school. If I am unable to be present, I will trade my participation day with another parent.

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 or the president immediately. I will also keep the teacher informed of any event at home that might affect my child’s behavior.

I understand that in the classroom and on the playground, the teacher has the overall responsibility for the program, teaching methods, discipline, and health and safety measures. On my participating days, I am there to assist the teacher.

I will make every effort to be prompt in taking my child to school and in picking him or her up after school closes.

If I have any questions about my child’s progress or the school program, I will direct them to the teacher. I will direct queries or suggestions about administration to the executive through the Vice President/Personnel.

I will pay my child’s registration fee and tuition fees promptly as arranged with the treasurer.

I am willing to serve in some capacity on the executive, on a committee, or take an extra job(s) that will assist in the smooth running of the preschool.

I will attend or send someone in my place to the mandatory meetings

If it becomes necessary to withdraw my child from the preschool, I will give a minimum of one month’s notice in writing to the Executive and the teacher or forfeit one month’s dues in lieu of notice.

Parent’s Signature(s): _____ Date: _____

Character References

(References may be from a friend, co-worker or (one) family member who can support that the designated parent is of good character and has the personality, ability and temperament to work with children.)

I, (print name)_____ have known

_____ (designated parent name) since_____ (date) and I have had the opportunity to witness her/him interacting appropriately with children.

(Reference Signature) (Date)

AND

I, (print name)_____ have known

_____ (designated parent name) since_____ (date) and I have had the opportunity to witness her/him interacting appropriately with children.

(Reference Signature) (Date)

Designated Parent Medical Statement

Section 19 (1)(e) of the Child Care Licensing Regulation requires any person who will be working with children to obtain a medical statement indicating that person is physically and psychologically capable of working with children and carrying out assigned duties.

I, Dr. _____ believe to the best of my ability my patient _____ (Parent name), is physically and psychologically capable of working with children and carrying out the assigned duties at Rutland Parent Participation Preschool.

(Dr. Signature)

(Date)

Medical clinic/ Dr.'s office stamp (if available)

IMMUNIZATION RECORD: FOR PARENTS ONLY

Immunization status for (print parent/guardian name) _____

To the best of my knowledge my immunization status is:

____ Complete and up to date

____ Some immunization but unsure of dates/completion

____ Not immunized

(parent Signature) (Date)

FOR YOUR CHILD INFORMATION, PLEASE PROVIDE A COPY FROM THEIR IMMUNIZATION PASSBOOK OR FROM THE HEALTH UNIT

Photo/Media Release Form

Rutland Parent Participation often takes photos of your child to illustrate what he/she is doing at preschool. These photos may be used in many different ways including but limited to our website and facebook page and publicity materials. As well, one will be included in your child's portfolio while others may be displayed in the room, or used in craft activities. Please complete this form to indicate whether your child's photo can or cannot be used. The preschool does NOT publish the names of any child shown in a photograph.

Please complete the following:

Child's name: _____

_____ **Yes**

_____ **No**

_____ **My child's photo can only be used for in class activities . (portfolio, class displays, art activities)**

Date: _____

Parent/Guardian Signature: _____

Tuition Subsidy Request Form- TO ONLY BE COMPLETED IN FULL AFTER APPLYING WITH THE GOVERNMENT

Preschool Name: _____

Please note: An interview will be part of this process.

Date of application: _____

Name: _____ Child's Name: _____

Address: _____ Days child would attend: _____

Phone number: _____

Please check off all the items that apply to you:

___ Annual Family Income of \$25,000 or less ___ \$25,001-\$30,000 ___ \$30,001-\$35,000

___ Single parent

___ Number of dependent children _____

___ Other dependants: Explain: _____

___ Seasonal work Explain: _____

Please provide statements of your family's last three months' gross income, (i.e. subsidy checks, employment checks, E.I. check stubs, income tax statements, T4's, etc)

(Photocopies of income evidence from all sources will be required.)

Please tell us why you need funding:

Please note: Your subsidy is contingent on regular attendance and if you financial circumstances change, you must advise the preschool.

For Preschool Operator's Use Only:

Date Application Received: _____

