

RUTLAND PARENT PARTICIPATION PRESCHOOL

Welcome to the Rutland Parent Participation preschool! You have made a wonderful choice that will not only benefit your child but will be a very positive experience for you as well. Research proves that parents who are involved and connected with their child's education results in a greater likelihood that the child will achieve higher academic success and is more likely to go on to advanced post-secondary education or training.

We have a parent volunteer to help introduce you to the school and program, as well, Teacher Bev is happy to answer any questions you may have. There is a parent meeting in September which goes over every aspect of the preschool and what to expect in detail. You will find that after the first week, everything falls into place.

The Rutland Parent Participation Preschool has been operating in the community with the same teacher for over 30 years. We are an organized, fun and wonderful place where your child will learn, laugh, make friends and have a positive introduction in education and peer socialization.

Guardians' Commitment in a Cooperative Preschool

The RPPP is a non-profit parent collaboration that is supported by the Council of Parent Participation Preschools in B.C. This is your school and as parents/guardians of preschoolers', you are a part of the process in every aspect of how we run the RPPP.

Time Involvement

1. There is a general meeting once per month during the school year where preschool business is carried out. You **MUST** attend general meeting to ensure licensing requirements. Each meeting last for about 30 – 40 minutes.
2. Duty days are scheduled according to the participation option you have chosen in addition with the participation levels that are available. Parents are needed in the classroom to ensure proper supervision and licensing.
3. Each member is required to do fundraising. 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. 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
 - ___ 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:
www.rutlandpreschool.ca
 - ___ Observation day completed (Date: _____)
 - ___ **Criminal Record Check (can be done via email and is NO CHARGE)**
-

Please hand in the above paperwork to the Registration/Orientation Coordinator:

Contact Info:

Email: RutlandPPPreschool@hotmail.com

Preschool #: 250-491-9699

Website: www.rutlandpreschool.ca

Join and 'like' our facebook page @ Rutland Parent Participation Preschool

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/Clinic name _____ Phone _____

Allergies _____

Medical concerns _____

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 (other than parent(s) guardian(s) listed above):

Name: _____ Phone# _____

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* **Per family** Full School Year- September- June (non-refundable)

___\$30* **Per family** 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 cpppreschools.bc.ca)

Field Trip Fee

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

Monthly fees:

(September 1, 2018 – December 1, 2018 and January 1, 2019 - June 1, 2019)

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

___\$95/month- Regular participation (avg. of two - three duty days per month)

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

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

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

___\$115/month- Regular Participation (avg. of two - three duty days per month)

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

___\$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. There is **NO GUARANTEE** the request can be fulfilled)

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; keeps record of attendance at general meetings; does any required grant paperwork preparation in partnership with treasurer; 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); assists the president with some administrative tasks.

___*Treasurer - Collects monthly fees from preschool members; collects misc. monies; pays bills and does all the banking; works with the accountant on monthly financial statements for the general meetings; does any required grant paperwork preparation in partnership with president; prepares financial statements for year-end audit.

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

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

___ Assistant Orientation & Registration (Enrollment) 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 Assists the Fundraising Coordinator with above duties.

___ Pub Night Coordinator - Secures 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 crew supervisor at each monthly clean-up; 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's activities, play ideas, etc for monthly newsletter; consult with the teacher about content; distribute newsletter in time for general meetings.

___ Duty Day/Show and Tell Scheduler's (3's class) - Responsible for making duty schedules and show and tell schedules for class; schedules should be available by the 15th of the previous 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.

___ Duty Day/Show and Tell Scheduler's (4's class) - Responsible for making duty schedules and show and tell schedules for class; schedules should be available by the 15th of the previous 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 and Social Media Maintenance – Keeping posts and information current on all social media outlets and web site. Uploads pictures and answers or forwards questions on these platforms.

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

Other jobs may be added when 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 the preschool opens and stay as needed after preschool closes so that my enrolled child and I may get the most out of this special day. I will not bring any other children to school. If I am unable to be present, It is MY RESPONSIBILITY to 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 and 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 monthly 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)

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: _____