



469B SOUTH AVE
SPRUCE GROVE, AB
PLAYSCHOOL LINE – 962-2949
OFFICE – 962-5350
FAX – 962-5349
www.aerialsgymclub.com
aerialsgym@telus.net

TUMBLE TUNES PLYSCHOOL INFORMATION/REGISTRATION PACKAGE 2008/2009

Welcome to Tumble Tunes Playschool. We hope that this information will help to answer all your questions. Please take the time to meet your child's teacher and feel free to ask questions. This playschool is part of Aerials Gymnastics Club and is run by a board of directors, which consists of volunteer parents. It is a non-profit organization. Parents are encouraged to become involved and attend all general meetings.

At Tumble Tunes Playschool we provide opportunities for your individual child to develop emotionally, physically, socially and intellectually. Our playschool is special because we do a great deal of physical activity (Gymnastics approx. 45 minutes – 1 hour per class). Your child will learn about themselves and the world around them. They will learn to cooperate, share, accept direction, and express themselves in a creative and socially acceptable manner.

HOURS OF SCHOOL

The 2008/2009 Playschool year will run from Monday, September 8, 2008 until the end of May 2009. Exact dates and calendar to be handed out at the parent meeting in August 2008. The school will be closed on statutory holidays and follows the public school calendar for Christmas, Easter, and Spring breaks. Professional Development days and Teachers Convention do not affect the playschool schedule.

CLASSES

| | | |
|--------------------|------------|--------------------|
| MONDAY – WEDNESDAY | (4 yr old) | 9:00 am to 11:30am |
| MONDAY – WEDNESDAY | (4 yr old) | 12:15pm to 2:45pm |
| TUESDAY – THURSDAY | (4 yr old) | 9:00 am to 11:30am |
| TUESDAY – THURSDAY | (4 yr old) | 12:15pm to 2:45pm |
| FRIDAY | (3 yr old) | 9:00 am to 11:30am |
| FRIDAY | (3 yr old) | 12:15pm to 2:45pm |

ARRIVAL

Please try to arrive 5-10 minutes ahead of class time. When the children arrive please take them to the washroom BEFORE dropping them off with the teacher. Please remove all footwear in the boot room and put child's jacket and snack in the change room before dropping child off. The teacher will meet the children in the boot room to begin class. SOCKS/STOCKINGS MUST BE REMOVED before entering the gym. No child can be left unattended. If you need to go earlier then you must ask another parent to watch your child. The teacher will not take any child before the start of the lesson or until the helper has arrived.

PICK UP

The children will need to be picked up from the boot room. You will need to arrive 5 minutes ahead of class ending time and remain in the boot room until the teacher brings the children downstairs. Extended pick up (15 minutes or more) will result in your \$50 deposit being cashed and another \$50 deposit will be required before child will be allowed to attend classes.

A permission form will be provided with this information pack and will need to be filled out and handed in to the teacher before your child starts playschool. This authorizes someone other than yourself to pick up your child and also informs the teacher if there are any person(s) that your child may not be released to.

PLAYSCHOOL POLICIES

Four year olds must be four before March 1/2009. Three year olds must be three on the first day of school. However, if your child is not yet three by the first day of school and you wish to hold a place for your child until he/she turns three, payment for the full year is required at registration. Once your child has turned three years of age, he/she may then attend playschool. **ALL CHILDREN MUST BE TOILET TRAINED.** Registration is limited to a maximum of 11 children per class.

REFUND POLICY

One month's written notice must be given **PRIOR** to withdrawal. Absence **DOES NOT** constitute withdrawal. Fundraising obligations (if applicable) must be completed for the time attended. The withdrawal fee (1 month's notice) will be waived with a legitimate, signed doctor's note stating the reason your child can no longer attend playschool. Fundraising credits will not be refunded. These credits remain on file for 1 year. Credits are non-transferable.

SNACK

Each class every child needs to bring a healthy snack from home. **NO POP, NUTS OR ANYTHING CONTAINING NUTS ARE ALLOWED IN THE PLAYSCHOOL / FACILITY.**

CLOTHING

Please ensure your child is dressed warmly during the colder months as the gym takes a while to warm up and can be cold. For the safety of your child, please make sure they are not wearing any necklaces or rings and are not chewing gum. Clothes need to be suitable for physical exercise. Please supply an adult sized shirt for messy crafts.

ALLERGIES / MEDICATION

If your child has allergies there is an allergy record form that will need to be filled out at time of registration. If your child takes medication on a regular basis or for an extended period of time there is a medication record form that will need to be filled out. Medication record forms are available from the teacher or in the office. A picture of your child will need to be attached to these forms.

PARENT HELPERS

A parent helper is defined as an adult over the age of 18 years who is able to carry out the duties according to the playschool policy. This can be a parent, grandparent, aunt, friend, etc. ALL PERSONS who are going to be a parent helper will need to have a Criminal Reference Clearance (CRC). A copy will be made so that you may retain the original in the event you need it for another organization. All copies of these forms will be kept locked up and only the teacher and the club manager will have access to them to protect your privacy. You will not be able to be parent helper until the CRC has been handed in. You will be supplied with a letter to take to Stony Plain or Spruce Grove RCMP to request this CRC. If an approved CRC is not received for your family before the end of September you will not be able to be parent helper, which will result in your \$50 deposit being cashed every 4 weeks until your CRC is received by the office.

Two parent helpers per class are required for the month of September, as well as when we have special events like Halloween, Christmas, and Graduation parties. After September only one parent helper per class is necessary. Remember this is a day your child will be looking forward to. A calendar will be posted on the Playschool bulletin board, located next to the gym, showing which days you are assigned to parent help.

PARENTS ARE REQUIRED TO HELP APPROX ONCE EVERY 4 WEEKS.

If you are not able to fulfill your commitment as parent helper it is your responsibility to find a replacement. Please use your class list to see if someone can take your place. PLEASE DO NOT call the teacher or the office for this.

If you **do not show up** or find a replacement for a scheduled parent helper day the playschool will cash your \$50 deposit. Parent helpers are to arrive 10 minutes before the class starts and must stay for the duration of the class. A list of parent duties are posted in the playschool room. NO SIBLINGS will be allowed to accompany the parent on their helper days as capacity allows for only 11 children. Time is spent physically assisting the teacher in the gym, with classroom set-up, assisting the children with projects, cleaning, vacuuming, etc.

PROCEDURES DURING ILLNESS

Please DO NOT send your child to Playschool if they are not feeling well, (e.g. vomiting, diarrhea, fever, coughing). If your child becomes ill at playschool, you will be notified promptly so that you can take them home.

In an emergency, the teacher will take whatever steps are immediately necessary to get medical help. If the illness is contagious, **YOUR CHILD MUST REMAIN AT HOME**. It is better for them and it is also a safeguard for the other children and the teacher.

In the event of an incident, (defined as an adverse traumatic event), or an accident requiring first aid, children will be given immediate attention. If necessary first aid will be administered and/ or medical assistance obtained, and parents/guardians will be notified immediately.

EMERGENCIES

In the event of a FIRE, GAS LEAK, or other such emergency, the children will be taken out of the building to the Spruce Grove Safety Supply, located to the north of our building in the same parking lot.

DISCIPLINE

Developing self-control and learning appropriate social behavior is essential to a child's social development. Appropriate behavior management or "discipline" methods serve to guide a child's behavior while protecting and enhancing their self-esteem. In guiding children's behavior, two types of methods are used: preventive and intervention strategies. Preventive strategies are used to decrease the chance that the unwanted behavior will occur. They include appropriately planned programs and setting clear and simple rules children can remember. Intervention strategies are used to stop or redirect undesirable behavior when it occurs, and include calming, redirecting, and reassuring the children. Our discipline policies are as follows:

- Step 1 – The teacher will ask the child to change their inappropriate behavior.
- Step 2 – If the child has not changed their behavior, they will be asked to sit out for a short period of time.
- Step 3 – If the behavior persists, the child will be asked to sit out for the remainder of the class and the parent will be phoned to pick up their child.

FUNDRAISING

Fundraising may be optional depending on which fee schedule you choose. Ongoing fundraisers coordinated by the Aerials Gym Club are: Bingo and Sales. There are seasonal fundraisers like Cookie Dough, Mundare Sausage, Mom's Pantry, Home & Gift, etc. to be determined by the Fundraising Coordinator. **Mandatory** participation in one Cleaning Bee is also required. Cleaning bees consist of a **minimum** 4 hour shift cleaning the gym, tot gym, viewing area, boot room, etc. Sign up sheets will be posted on the playschool board.

4 year old class parents are required, at registration, to supply 2 x \$75.00 credit card deposits for fundraising (if choosing to fundraise) and 1 \$75.00 credit card deposit for the cleaning bee. For the 3 year old class 1 x \$75 credit card deposit is required for fundraising (if choosing to fundraise) and 1 \$75 credit card deposit for the cleaning bee. When each fundraiser is completed the deposit will be destroyed. At the end of the school year if parents have not fulfilled their fundraising/cleaning bee requirements the deposits will be processed.

FEE SCHEDULE WITH FUNDRAISING

| 3 year class (Friday only) | 4 year class |
|---|---|
| \$50.00 registration/supply fee - non-refundable | \$50.00 registration/supply fee- non-refundable |
| \$20.00 Alberta Gymnastics Federation Ins fee - non-refundable | \$20.00 Alberta Gymnastics Federation Ins fee - non-refundable |
| \$41.67 September fees | \$69.45 September fees |
| Above is due at time of registration = \$111.67 | Above is due at time of registration = \$139.45 |
| \$41.67 per month (8 x direct debit) – Oct - May | \$69.45 per month (8 x direct debit) – Oct - may |
| TOTAL FEES \$445.03 | TOTAL FEES \$695.05 |
| 1 x \$50.00 parent helper deposit | 1 x \$50.00 parent helper deposit |
| 1 x \$75.00 cleaning bee deposit | 1 x \$75.00 cleaning bee deposit |
| 1 x \$75.00 undated fundraising deposit | 2 x \$75.00 undated fundraising deposits |

FEE SCHEDULE NO FUNDRAISING

| 3 year class (Friday only) | 4 year class |
|---|---|
| \$50.00 registration/supply fee - non-refundable | \$50.00 registration/supply fee - non-refundable |
| \$20.00 Alberta Gymnastics Federation Ins fee - non-refundable | \$20.00 Alberta Gymnastics Federation Ins fee - non-refundable |
| \$50.00 September fees | \$86.11 September fees |
| Above is due at time of registration = \$120.00 | Above is due at time of registration = \$156.11 |
| \$50.00 per month (8 x direct debit) – Oct - May | \$86.11 per month (8 x direct debit) – Oct - may |
| TOTAL FEES \$520.00 | TOTAL FEES \$845.00 |
| 1 x \$50.00 parent helper deposit | 1 x \$50.00 parent helper deposit |
| 1 x \$75.00 cleaning bee deposit | 1 x \$75.00 cleaning bee deposit |

Places can only be held with full registration and payment.

PLAYSCHOOL CALENDAR
2008-2009

SEPTEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------------------------------|-------------------------------|-----|-----|--------------------------------|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 1 st class | 9 1 st class | 10 | 11 | 12 1 st class | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |

OCTOBER

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|-----|-------------------|------|-----|------|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 No class | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

NOVEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-------------------|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 No class | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

DECEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------------------|-------------------|-------------------|-------------------|-------------------|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 No class | 23 No class | 24 No class | 25 No class | 26 No class | 27 |
| 28 | 29 No class | 30 No class | 31 No class | | | |
| | | | | | | |

JANUARY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|---------------|---------------|-----|
| | | | | 1 No class | 2 No class | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

FEBRUARY

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|-----|----------------|------|-----|------|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 No class | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | |

MARCH

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|----------------|----------------|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 No class | 31 No class | | | | |
| | | | | | | |

APRIL

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|----------------|-----|---------------|---------------|----------------|-----|
| | | | 1 No class | 2 No class | 3 No class | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 No class | 11 |
| 12 | 13 No class | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | |

MAY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------------------|-----|---------------------|---------------------|---------------------|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 No class | 19 | 20 | 21 Last class | 22 | 23 |
| 24 | 25 | 26 | 27 Last class | 28 | 29 Last class | 30 |
| 31 | | | | | | |

JUNE

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |