

**LAMBRICK PARK  
PRESCHOOL**

**WELCOME  
PACKAGE**

**Spring 2008**

## LAMBRICK PARK PRESCHOOL WHY JOIN A CO-OP?

At **Lambrick Park Preschool**, we provide a learning environment where children learn through play. It is through play that many of the necessary skills for later life are developed.

A '**learning through play**'-based curriculum:

- Supports the development of the whole child (socially, emotionally, physically and intellectually).
- Allows for the recognition of each child's unique learning style, ability, and developmental level.
- Allows for hands-on learning, where curriculum can emerge from the child's interests, needs and desires; making learning concrete and meaningful.

### **What Is In It for the Children?**

- Social and play experiences with children their own age.
- A program that includes dramatic play, blocks, art, music, puzzles and books, water and sand play, science, outdoor play, and many other activities.
- The experience of having family and child mutually sharing and participating in the preschool activities. Your child will love having you in the school.
- A chance to experiment in a safe nurturing environment specifically designed and equipped for young children.
- An opportunity to establish trusting relationships with a consistent group of peers and adults.

### **What Is In It for the Parents?**

- Support and friendships with other parents, getting to know others in your community.
- Co-op gives you a sense of accomplishment by becoming involved in your child's education.
- Monthly parent education - stimulating discussions about parenting and children.
- Monthly duty days in the classroom allow a closer observation of your child's development.
- Opportunity to gain skills and work with other parents while running a non-profit business.

- Opportunity to practice skills for further involvement with your child's education as they move through the school system.

**What to expect when becoming a member of a Co-Operative Preschool:**

**1. Orientation:** Once you become a member of the preschool you will complete an orientation program. You will conclude this orientation before your first school day. This program is helpful to understand the day-to-day routine at your new preschool. You will have an opportunity to meet other families in the preschool, along with the ECE, ask questions, and learn how the school is run. This orientation program is a licensing requirement set by the Provincial Community Care Facilities Licensing Board. These hours (10 for new families; 5 for returning families) are accumulated by attending the following:

- A. Class observation (2.5 hours - mandatory)
- B. June General Meeting with orientation (2 hours - mandatory)
- C. June Family BBQ (1 hour)
- D. September General Meeting & Philosophy night (2 hours - mandatory)
- E. September Parent/ECE Orientation (2 hours - mandatory)
- F. First day of School (2 hours - parent/child attend together)
- G. For registration late in the year, alternative orientation methods are also available (for instance, attending an executive meeting, reading parent resource materials, or completing 1:1 time with the ECE)

**2. Duty Days:** Each month you will be scheduled to stay during the preschool session to help the ECE (1 to 2 days per month depending on class size and participation model). As a duty parent, you arrive 15 minutes before class starts to help set up, then help out during the session, and remain at the end of the session to assist in clean up.

**3. Monthly Meetings:** Preschool meetings are held on the 2<sup>nd</sup> Monday of every school month at 7:00 p.m. at the Gordon Head United Church. Each meeting begins with an hour of parent education, often a presentation by a guest speaker. We then enjoy a short refreshment break before continuing with the business portion of the meeting. The business portion of the monthly meetings is mandatory for every family to attend. If duty parents are unable to attend the required education portion they are required to contact the secretary or class representative and make up the equivalent parent education material (for example, sign out one of the helpful parenting books from the preschool parent library and submit a brief written summary) and read and initial the minutes of the meeting you did not attend.

**4. "Fun"draising:** Fundraising plays a major role at Lambrick Park Preschool as it helps the preschool maintain its high standard of quality equipment and supplies, facilities, and affordable rates. Your participation is expected in all fundraising events and each family needs to volunteer or help out in some capacity with all the fundraising events. Some of

our annual events include a bake sale, silent auction, garage sale, and the Thrifty Foods 'smile card'. Your comments and suggestions are always welcome.

**5. Preschool Job:** Every family at the preschool chooses a job. This can range from being responsible for art preparation & buying supplies, to serving on the Executive Committee (as President, Treasurer, etc.). In addition to a specific job, each family helps out with cleaning the preschool twice in the school year and bringing refreshments to a General meeting. You sign up for your jobs at the June orientation meeting.

**6. Registration:** The registration fee and a deposit for one-month school fees (June of the following year) are paid in advance and both are non-refundable. The registration fee includes membership to VICPA, the Vancouver Island Coop Preschool Association, which is our umbrella organization.

**7. Hours and Fees:** Lambrick Park Preschool is open from September through June. The 3's class attends on Tuesday and Thursday from 9:15 a.m. to 11:30 a.m., while the 4's class attends on Monday, Wednesday, and Friday from 9:15 a.m. to 11:45 a.m.

Current Fees for Lambrick Park Preschool are:

Registration:	\$30 per year (non-refundable)
3's Class:	\$80 (full), \$105 (partial), \$130 (limited) per month
4's Class:	\$100 (full), \$125 (partial), \$150 (limited) per month

If a family chooses to withdraw their child from the school during the school year, it is the family's responsibility to make arrangements with the treasurer and ECE.

### Summary List of Preschool Jobs:

<b>Preschool Job</b>	<b>Brief Description</b>
<b>President</b>	Oversees all committees and other activities to ensure the smooth running of the preschool.
<b>1<sup>st</sup> Vice President</b>	Chairs a number of committees as well as maintaining the phone lists, preparing the summer newsletter, etc.
<b>2<sup>nd</sup> Vice President</b>	Responsible for job assignments, coordinating the school cleans, and maintaining Parent Portfolios.
<b>Treasurer</b>	Responsible for the financial reporting and maintenance of the budget for the preschool.
<b>Secretary</b>	Writes and posts the minutes from the executive and general meetings. Also, keeps record of attendance.
<b>Equipment Chair</b>	Oversees the equipment committee which is responsible for maintaining inside/outside equipment, doing yard work, maintaining the inventory of supplies, and communicating equipment needs to the appropriate party.
Equipment Committee	Responsibilities include the purchasing of supplies and equipment, playground maintenance and fire & earthquake safety.
<b>Fundraising Chair</b>	Oversees the fundraising events.
<b>Enrolment and Orientation Chair(s)</b>	Responsible for the enrolment and orientation of the 3's and 4's class.
Parent Education	Organizes the monthly parent education speakers and maintains the parent education library.
Advertising/Newsletter and Web Administration/Marketing	Organizes advertising, etc., for the preschool and special events such as the Open House, etc., and plans special purchases such as signage. Coordinates the LPP monthly newsletter, maintains & updates the website, and responds to email accordingly.
<b>3's and 4's Class Representative(s)</b>	Acts as liaison between the class, the ECE and the Executive. Prepares the class duty schedule, arranges field trips, etc.
ECE Assistant	Assists the ECE with numerous jobs, e.g., buying supplies for the winter party, etc.), preparing school materials, etc. for various themes selected by the ECE.
Floors/Laundry	Washes floors and does laundry according to schedule.
Fundraising Assistants	Coordinate specific fundraising events throughout the year, such as the Bake-a-thon, Silent Auction, garage sale, etc.
Librarian & Scholastic Book Orders	Borrows books from the public library as requested by the ECE. Also, repairs preschool books and maintains inventory of books. Places order with Scholastic and distributes books when orders come in.
Refreshment and Special Events Convener	Provides coffee and tea for the general monthly meetings. Coordinates refreshment list with members. Is responsible for coordinating the Winter Party, Spring Fling, End of the Yr. BBQ, etc.
VICPA Committee	If LPP has filled its required jobs, a parent member is encouraged to sit on a VICPA committee as their job. This person would be exempt from one of two cleans and communicate VICPA activities back to LPP. Members are also encouraged to be involved with the Making Tomorrow Conference

**Bolded positions are on the Executive. In addition to your role at the school, we support your involvement within the VICPA organization.**

## LAMBRICK PARK PRESCHOOL F.A.Q

### **What is VICPA?**

Our preschool is a member of VICPA, along with 15 other preschools on Vancouver Island. VICPA provides our preschool with affordable insurance, support and training for our ECE, organization of the Making Tomorrow conference, and an equipment sharing library.

### **What play activities are available for my child?**

Lambrick Park Preschool provides a huge array of activities for the children including science table, cutting and pasting, table toys, dramatic play, music, play dough and clay, water play and sandbox, painting, block building, group time, outdoor play and much more.

### **How do I keep track of all the information I need for the preschool?**

Each family is supplied a parent portfolio that provides all the information you need to help you with the operations of the preschool. At the September General meeting families will receive their parent portfolio via pdf file and hard-copies are kept in the Parent Library.

### **What about the bathroom?**

We understand that children have accidents and the ECE will assist your child and you with this area. Each child's development is different and their privacy is respected. Just discuss your child's individual needs at registration and again in September.

### **What are the hours of operation?**

The 3's class is held on Tuesday and Thursdays and the class time is from 9:15 a.m. till 11:30 a.m. The 4's class is held on Monday, Wednesday and Friday and the class time is from 9:15 a.m. till 11:45 a.m. Duty parents arrive 20 minutes early to help set up the inside and outside play areas, stay during the session, and then help clean up once preschool is over.

### **What should my child bring to school?**

Our program includes exploring a variety of art mediums, including lots of paint and glitter. Wearing play clothes to preschool is a must. We go outside in the playground everyday and it is important that your child has suitable outdoor clothing for the weather. Please provide a spare set of clothing, including socks and underwear to be kept at the preschool.

**My child has food allergies, can s/he still attend this preschool?**

We are a school that supports children with allergies. When you register your child you will need to document all their allergies and explain the processes you have in place to support them. Lambrick Park Preschool is a no nut, dairy, fish, sesame, scent or egg school. We try not to have snack sharing and encourage children to wash their hands when entering the school and before/after snacks. These expectations are reviewed with all families and visitors to our school.

**I am expecting another child, how does parent participation work when you have more than one child?**

Having younger siblings can both be a challenge and exciting when in parent participation. Duty parents receive a 3-month break from the duty schedule when they have a baby (although attendance at the business meetings is still required). During duty days, siblings are not allowed to attend due to reasons of insurance and adult/child ratio. However, for drop-off and pick-up siblings are welcome to stay for a few minutes to play before leaving. We also host many family-related events (such as Winter Festival, Preschool kick-off, Easter Egg Hunt, etc.) throughout the school year that involve the whole family so everyone gets to enjoy the preschool experience. Some duty parents also coordinate their schedules so that they can baby-sit each others younger child while the other is on duty.

**Other questions? Please feel free to contact us:**

Lambrick Park Preschool at 477-8131 ([www.lambrickparkpreschool.org](http://www.lambrickparkpreschool.org))