

PARENT INFORMATION PACKAGE

2020-2021



Gingerbread House Co-operative Preschool

400 Stevenson St. N.
Guelph, ON N1E 5C3
(519) 836-1870

gingerbreadhousepreschool@gmail.com

Welcome!

At Gingerbread House Co-operative Preschool (GBH Preschool), we understand that each child is a unique individual. Each child plays, learns and expresses themselves differently. It is our job to continuously examine and reflect on the environment in our centre so we can provide the optimum learning experience for each and every child in our program.

Children are given the freedom to select and explore all the activities provided in our classrooms. Child-directed themes are presented at story time and through games and songs at circle. Our activity centres include sensory bin, science table, literacy table, crafts, play dough and puzzles.

We highly encourage and help foster social relationships with peers. This provides opportunities for turn-taking and sharing while building each child's problem solving skills.

We as teachers are here to support both the child and the family in a mutually positive learning experience.

Our goals:

- To create a warm, safe, nurturing, and stimulating environment
- To foster confidence and self-esteem
- To encourage and allow each child to develop relationships with both adults and children, thus building on their problem-solving skills
- To encourage and provide opportunities to develop their individual independence skills
- To have F-U-N!

Co-operative Preschool

The Gingerbread House Co-operative Preschool Corporation is a non-profit association of families who organize and administer the school. We are licensed by the Ministry of Education in the Province of Ontario.

We are an organization where the parents, the teaching staff and the executive board work together to provide the best possible preschool education for both parents and children. All parents comprise the general membership. With the many families participating in our co-operative preschool, we have a diverse pool of skills, personalities and knowledge to draw on for the benefit of the school and the children. As members of our co-op, parents commit to being enthusiastic, active

participants in our school community, including attending school events and general meetings, participating in fundraising initiatives by contributing and volunteering, and completing their parent jobs, which are assigned at the start of the school year.

Each year an executive board is elected from the general membership. They are responsible for the management of the school. Together, along with the Supervisor, they have the responsibility to suggest school policy, set the monthly budgets, purchase equipment and employ teachers and assistants.

Our teaching staff are carefully chosen and have appropriate educational background and experience to ensure quality care and understanding of child development. They have personal qualities of friendliness, warmth and the ability to relate openly to children and adults, and are enthusiastic and energetic individuals with the best interests of the children in mind. Our staff are dedicated to the needs of the children, the concerns of the parents and the high expectations of the Gingerbread House Co-op Preschool Program itself. If you require any information from them, they would be most happy to speak with you.

The teaching staff is responsible for the design and implementation of the Preschool programs and we are very proud of the fact that we work with other consultants, parents and our executive board to ensure that the best possible programs are available for the children.

General Meetings

Parents are required to attend both general meetings, which are held at the beginning and end of the school year, in September and May. These meetings are to inform you, the parents, about any changes to our rules and regulations, by-laws and constitution, executive board elections, upcoming events, the financial standing of the school, and any other relevant topics. The meetings are a forum for open discussion and decision making that impacts our Preschool, as well as an opportunity for parents to get to know one another and share ideas. Our September meeting serves as an Orientation meeting, so attending this meeting will ensure that your child's first few days at preschool run as smoothly as possible for them.

Parent Jobs

In addition to the duties of its paid staff, our Co-operative Preschool relies on the volunteer efforts of its parents. As members of the school, it is required that each family contributes to the preschool by either serving on the Board or by completing a set of jobs. The parent jobs include cup & toy cleaning, making playdough, purchasing weekly snacks, housekeeping, and laundry. These jobs are all completed during the same week. You will be scheduled ahead of time for up to two (2) weeks of these jobs over the school year, per enrolled child. See the Parent Job Manual on the website for more detailed job descriptions.

Alternatively, there are also parent job positions available on our Executive Board, which currently consists of a Chair, Treasurer, Secretary, Accounts Receivable, Fundraising Coordinator, Marketing Coordinator, Membership Coordinators and Parent Job Scheduler. The Executive Board members are required to attend meetings once a month (August – June) and complete duties according to their position. If interested, please ask for more information about these positions.

To keep our preschool running smoothly and ensure that the parent jobs are completed as required, a \$200 parent job deposit (cheque or cash) will be given by each family to Gingerbread House Preschool upon enrollment. This cheque would only be cashed if the assigned job has not been completed, after a verbal reminder and written warning have been given. Otherwise, the parent job deposit cheque will be shredded (or cash returned) at the end of the school year.

Field Trip Policy

We usually have one field trip in May or June. All children are accompanied and transported by a parent on and to our field trips, in a properly secured car seat. If the parent is unable to attend, the parent will arrange for another adult (grandparent, aunt/uncle, trusted adult) to transport and accompany their child on the field trip. Any child who is not able to be accompanied and transported by an adult **WILL NOT** be able to participate in our field trips.

Police Check

It is a Ministry requirement that all volunteers have a valid vulnerable sector Police Check. This includes co-op members completing parent jobs, and any person attending our field trips. Gingerbread House Preschool's PIN membership covers the cost of this Police Record Check. Please bring the letter with our code in to the police station and return your completed record check to the Preschool.

Outside Play

We will usually begin the morning with children being dropped off in our outside play space, so children will have at least 20-30 minutes of outside play time at the beginning of the program. If there is inclement weather or other extenuating circumstances, we will begin the program inside with the gross motor toys instead. Please dress your child appropriately for play in outside weather each day before leaving home. The school does NOT have extra snow suits, hats or mittens that we can lend to the children.

What to Bring

Everyday play clothes are recommended. Please send your child with a labelled pair of indoor shoes or slippers for sanitary and safety reasons. In the mucky, muddy, snowy weather, please send your child with a change of shoes. Please send a complete change of clothes, including underwear, socks, and weather appropriate

tops and bottoms. If children are wearing diapers/pull-ups, please bring an individual change pad for us to use, as required by Public Health. We recommend that you clearly label boots, coats, etc. (If you are interested in purchasing labels, you can go to <http://campaigns.mabels.com> and search Gingerbread House Preschool (Guelph). 20% of your purchase will be donated to the Preschool.) Outdoor wear is left in the cubbies during the program. Each child is assigned a cubby at the beginning of the year. Please also send your child with their own labelled water bottle from home.

Inclement Weather Policy

If the Upper Grand District School Board (UGDSB) has closed schools, and/or if the City of Guelph has cancelled city buses, then Gingerbread House Preschool will be closed for the day. We will send a message that morning via email, Facebook and the Remind101 app to let parents know of the closure. We will also call the Guelph radio station Magic 106.1 FM with a school update.

School Handbook

Please see our School Handbook for further detailed school policies. The Handbook can be found at the school and on our website.

2020/2021 Important School Dates

Fall General Meeting/Orientation	Wednesday September 9, 2020
First Week of Classes	September 14-18, 2020
Thanksgiving Day Holiday Closure	Monday October 12, 2020
Holiday Concert	December 16/17, 2020
Christmas Break	December 21, 2020-January 1, 2021
Family Day Holiday Closure	Monday February 15, 2021
March Break	March 15-19, 2021
Good Friday Holiday Closure	Friday April 2, 2021
Easter Monday Holiday Closure	Monday April 5, 2021
Spring General Meeting	TBA (May)
Victoria Day Holiday Closure	Monday May 24, 2021
Graduation/Last Day of Classes	Friday, June 18, 2021

2020/2021 Pricing & Payment Information

Mornings: Monday-Friday (9:00 am - 12:00 pm)

- 2 Day Option (Tues/Thurs): \$180 per month
- 3 Day Option (Mon/Weds/Fri): \$260 per month
- 5 Day Option (Mon – Fri): \$420 per month
- ***Early Bird Discount* Register with deposit by May 1st, 2020, and receive a monthly \$10 discount on the above fees for the whole school year!**
- There will be a 10% discount for any additional children in a registered family.
- A non-refundable registration deposit of \$50 is required to reserve your spot in the preschool program. This deposit will be credited toward your June tuition payment. (If you withdraw your child any time before June, your deposit will not be refunded.) Applications will not be accepted without a registration deposit cheque or cash – please label with child’s name and days registered.
- Tuition payments for September through June can be made by cheques post-dated for the 1st of each month, payable to Gingerbread House Co-op Preschool Corp. You can also pay monthly tuition (excluding deposits) by e-transfer to gbhtuition@gmail.com. Please include your child’s name in the memo field. Payments must be made on the 1st of each month September through June – it is recommended you set up automatic payments, as Gingerbread will charge a \$20 fee for late payments.
- The Parent Job deposit of \$200 must be provided as cash or a cheque dated for February 1, 2021 (see Parent Job section for more information).
- If it becomes necessary to withdraw your child from the school, at least one month’s notice must be given. The final tuition cheque paid to the school is the one month’s notice (i.e. 1 month notice given on February 28th, leaving March 30th. School collects March tuition and returns April and May). If notice is not given, one month’s fee shall be forfeited.

Contact Us

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