

Lakeridge Preschool Handbook

2025- 2026



BOARD OF DIRECTORS 2025-2026

President: Ashley Materi

Registrar: Amanda Jones

Secretary: Brittany Shutra

Treasurer: Sharla Lawrence

Social Media: Raegan Dirk

Field Trips: Kelly Hart

Fundraising: Ashley Materi and Brittany Shutra

Member at Large: Christine Zielke

All board members can be contacted via email: lakeridgepreschool@gmail.com

Treasurer email: lakeridgepreschooltreasurer@gmail.com

(Please email all questions regarding tuition to the treasurer)

EDUCATORS

M/W/F: Robin Sasko: mrssasko@gmail.com

T/Th: Mikayla Froese: missmikayla97@gmail.com

GENERAL INFORMATION

About Our Preschool

Lakeridge Co-operative Preschool was formed in 1990 by a group of parents to provide a preschool setting in the Lakeridge area. Our primary focus is to provide a safe environment where our children can experience constructive and creative social interaction with others.

Our Preschool works according to:

Standard Bylaws that have been set through provincial government legislation.

Supplemental Bylaws that were set by the initiating membership on the advice of a representative from the Department of Co-operation and Co-operative Development.

Policies and procedures that originally came from an existing preschool coop and which have been adapted by subsequent boards to meet our needs.

The flow of authority within a co-op begins with the general membership who elects a board of directors. The board hires the teachers, who function as Managers. The teacher's contract provides the job description, which spells out what is expected. Part of the job is a monthly report to the board of directors concerning preschool work, programming, group dynamics, and parent/school relations. Between board meetings, the teacher is responsible to the President, who makes decisions and asks for sanction at the subsequent board meeting or calls a special board meeting to decide the issue. Board members are volunteers.

Other Responsibilities of the Board

- Be members in good standing
- Participate in re-organization of the board after each annual meeting, with each member assuming a particular role.
- Attend all meetings and direct/supervise the affairs of the preschool. • Provide direction to the teachers so that the preschool can be conducted to satisfy the membership.
- Accept applications and withdrawals of enrollment
- Approve salary ranges of staff.
- Participate in long-term planning for the preschool.
- Ensure that the preschool operates in accordance with the law (i.e. Yearly audit, Annual return)
- The board maintains the right to cancel any class due to insufficient enrollment.

SCHOOL HOURS AND OPERATIONS

Calendar:

The preschool calendar will be distributed during the first week of classes.

Preschool Hours:

Morning – 8:45 a.m. to 11:00 a.m.

Afternoon – 12:30 p.m. to 2:45 p.m.

Statutory Holidays:

Follow the Saskatoon Public School Division Calendar Vacations and Statutory Holidays (please see our Calendar in the front of the Handbook)

Professional Development Days

Closed in accordance with the Saskatoon Public School Division Calendar.

Other Closures

Any additional closures will be listed in the calendar and monthly newsletter.

Arrival and Preschool Pick-up

Your child's preschool **program starts at 8:45 a.m. or 12:30 p.m.** Please remain outside with your child until your teacher comes out to pick them up from the East Side Boot room Doors.

The teachers will wait at the school door and receive the children as they arrive. At the end of class, the teachers will bring the children out to the door to meet their parents/guardian. Please note, once the assigned drop off time is over for each class, the teachers will not be able to accommodate parents dropping their children off late. You must drop your child off within the drop off window for each class, or your child will not be able to attend for that day. The boot room door is locked once preschool begins.

Classes end at 11:00 a.m. or 2:45 p.m. Please make sure that you are on time to pick up your child. **Parents and guardian must wait outside until your child's teacher brings your child to you.** No child will be dismissed unaccompanied.

Only the parents or the parents designate (an adult of age 18+) will be permitted to pick up the child. Please make sure that anyone who will be picking up your child is listed on the back of your emergency contact card, and/or has been previously identified to your child's teacher. If you are late

to pick up your child, your emergency contacts will be called. Parents must understand that our teachers are not paid beyond class time, and they are not responsible for children once class time is over.

Enrollment Requirements:

- Students must be 3 years old by October 31, 2025, to enroll at Lakeridge Preschool.
- Children must be fully toilet trained and able to tell an adult when they need to use the washroom. Students may **NOT** be sent to school in pull-ups or diapers.

Preschool Readiness

Students are expected to be preschool ready. This refers to their ability to make a smooth and successful transition and integration into the preschool environment and follow routines and expectations set up by teachers. If a teacher does not feel that your child is meeting these expectations, they will communicate concerns with the parents/guardians and come up with a collaborative plan which could include withdrawal from the program.

*Please check our website for more information regarding Preschool Readiness

PAYMENT POLICY

A levy of \$40.00 will be charged on any NSF cheques (though e-transfer is preferred). *If e-transfer payments are late, you will receive one warning and if it is still not paid you will pay a fee of \$40.00.*

Registration Fees and Tuition should be e-transferred. Tuition must be paid no later than the 1st of every month to lakeridgepreschooltreasurer@gmail.com

FYI- The Saskatoon Preschool Foundation offers Subsidies for Preschool Programs. To find out more at <https://spf.sk.ca/subsidies/>

Registration Fees:

A non- refundable registration fee of \$75 is required to confirm your child's enrollment.

School Fees:

A non- refundable school fee of \$80 (mwf) or \$60 (t/th) is required by September 1, 2025.

The school fee covers the cost of field trips, craft needs, and curriculum program supplies. Additional supplies that are common (e.g., Kleenex, playdough making supplies, basic cleaning supplies) may be requested throughout the school year on a volunteer/donation basis from families.

Monthly Tuition Fees:

M/W/F: \$160

T/TH: \$125

Payment Schedule:

M/W/F E-transferred to lakeridgepreschooltreasurer@gmail.com

Registration Fee \$75 (at registration- non- refundable)

School Supply Fee- \$80 (one- time payment, non- refundable)

September 1- \$320 (September and May)

October 1- \$160

November 1- \$160

December 1- \$160

January 1- \$160

February 1- \$160

March 1- \$160

April 1- \$160

T/TH E-transferred to lakeridgepreschooltreasurer@gmail.com

Registration Fee \$75 (at registration- non- refundable)

School Supply Fee- \$60 (one- time payment, non- refundable)

September 1- \$250 (September and May)

October 1- \$125

November 1- \$125

December 1- \$125

January 1- \$125

February 1- \$125

March 1- \$125

April 1- \$125

The total year tuition for the Tuesday/Thursday class is \$1,125, and for the Monday/Wednesday/Friday class is \$1,440. If you wish, tuition may be paid in full on September 1 at the start of the school year. Please contact lakeridgepreschool@gmail.com to arrange full tuition payment.

Refunds & Withdrawals

A deposit equivalent to one month's fees is required at the time of registration. It is held interest-free and put towards the fees for the month of May. **If you wish to withdraw from the program early you must give written notice a full 30 (thirty) days to the Preschool Board** prior to leaving for a full refund of your deposit. Failure to do so will mean that your deposit is forfeited.

The last date to be eligible to withdraw early from the program and receive a refund is February 1st for leaving March 1st. No deposits will be returned after this deadline.

Damage to Personal Clothing & Property

Lakeridge Preschool will not be responsible for damage to personal clothing and property.

Insurance

The preschool insurance has been purchased from Cooke Agencies. The policy covers liability, equipment, and tenant legal.

Health Regulations

- Please keep your child home if they are unwell (ex: fever, cough, headache, sore throat, chills, runny nose, lost sense of smell, shortness of breath).
- If your child is visibly sick while at school, you will be asked to pick them up. • If your child has had a fever, vomiting or diarrhea, they should be kept home for at least 24 hours after resolution of symptoms.

Emergency Information File

Upon registration at Lakeridge Preschool, parents complete an information sheet for the teacher's file. Please notify the teacher of any changes to this information.

Teacher Absence

Should the teacher be absent for a short period of time, a temporary substitute teacher will cover that day's class. In the event of a prolonged absence, a substitute teacher will be hired.

Class Routine

Each day will usually include the following:

- Circle time – group activities such as finger plays, singing and story time
- Small Motor Activities – puzzles, table toys, etc.
- Interest Centers – housekeeping, building blocks, games, etc.
- Creative Arts – painting, crafts, play dough
- Large Muscle Activities – either inside or outside
- Snack time

Snack Time

Each child should bring a SMALL snack and a filled reusable water bottle to class unless otherwise advised. We ask that you send snacks in reusable containers that are labeled. To encourage independence, please choose containers that your child can open and close on their own. We encourage healthy snacking, keeping sugar to a minimum. Due to allergies, all snacks must be **NUT FREE**. *This includes snacks that **may contain traces of nuts**.*

*Please check out our website for preschool snack ideas!

Star Student (Show and Tell)

Teachers may have a sharing time during circle time. The teachers will inform you of what day to bring an item for Star Student days.

Clothing

Athletic Footwear is required at all times. Children should bring a pair of easily done up, non-marking runners to wear indoors. These indoor shoes will remain in the classroom. No slippers or sandals please.

On occasion, the teacher will take the children outdoors (in the winter too). You may not get advance notice so be sure that your child has the appropriate clothing to play outdoors every day.

Please label all clothing that will be removed (jackets, mitts, boots, etc.) Try to encourage your child to dress himself, and to identify their own clothing. Smocks are provided for water/paint play.

Supplies

On occasion, we will require supplies from home or purchased to supplement our supply such as tissues, hand soap or cleaning supplies. Teachers will use the REMIND app to notify parents if supplies are needed for class.

Teacher Communication

If you need to contact your child's teacher for any reason, please do so via the REMIND app. If your child is going to be absent from class, please send your child's teacher a quick message on REMIND. They will be monitoring this platform during pickup and drop off times. They will also receive a notification if you send them a message during class time.

Preschool Board Communication

Please email lakeridgepreschool@gmail.com if you wish to contact the Preschool Board members.

Should you have questions about tuition, please email lakeridgepreschooltreasurer@gmail.com

Newsletters

The newsletter is created monthly and distributed by the teacher via **REMIND**. It contains most of the information you will need for theme weeks, field trips, special events, and so on. PLEASE READ IT! **REMIND** will be used daily to give information.

Discipline

If a situation occurs where discipline is necessary, this will be handled at the teacher's professional discretion. If you have any questions or concerns regarding discipline, please discuss with your child's teacher.

Fundraising

Our preschool runs solely on tuition received from our students. Although fundraising is not mandatory, we reserve the right to offer Fundraisers to our preschool families. Families can choose to participate or not.

Laundry

At the end of each week, we ask a family to take home the laundry bag and return it. The laundry will contain cloths and towels from classroom cleaning.

Playdough

Once a week we may ask a parent to volunteer to make play dough for all classes to use. Sign up will be available in the preschool classroom at your staggered start. **Please note that the recipe contains wheat flour. Parents of children with severe wheat allergies should ensure that this**

is communicated.

Play Dough Recipe

In a large bowl combine:

2 cups flour 1/2 cup salt

2 tablespoons cream of tartar 2 tablespoons vegetable oil

In a saucepan combine:

1.5 cups water and the food colouring of your choice 3 drops of glycerin (optional)

Bring water to a boil and add food colouring. Pour into the flour mixture and stir continuously until it is a sticky combined dough. Remove from bowl onto a sheet of waxed paper. Knead and work dough until it is no longer sticky. Cool to room temperature. Place in a resealable plastic bag. Please make 1 batch.