

HOUNSFIELD HEIGHTS – BRIAR HILL COMMUNITY KINDERGARTEN

2010-2011 REGISTRATION INFORMATION

This document provides information on the Hounsfield Heights /Briar Hill (HHBH) Community Kindergarten, a summary of important dates, how to register, and lots of other useful information. Should you have any questions, feel free to contact:

Julie Chafer	Registrar (2009-2010)	403 270-8461 or chafers@shaw.ca
Marsha Fehr	Program Coordinator	403 284-3598 or mfehr@telusplanet.net

SUMMARY OF IMPORTANT DATES

January 11, 2010	Open House and Registration begins
April 16, 2010	In-class Orientation for Children
May 2010	Mandatory Parent Meeting (date TBA)
May 2010	Notification of class placement (date TBA)
July 31, 2010	Last day for withdrawal
September 1, 2010	First day for half of class
September 2, 2010	First day for other half of class
September 3, 2010	Full classes
September 2010	Annual General Meeting (date TBA)

OPEN HOUSE

The Open House is on Monday January 11th 2010, we invite you to join us for the evening to register, attend a half hour informative presentation about our school, and invite you to drop by the classroom (Room 11 in Briar Hill School) to meet the teacher, Mrs Barbara Scratch. During this time you will be able to meet some parents of current students, who would be happy to answer your questions. You can also view the classroom and sample work of some current students.

5:30-6:00pm Welcome and get registration number
6:00-6:30pm Attend Information Presentation on HHBH School
6:30-7:30pm Registration Begins, meet Barbara Scratch, explore classroom

REGISTRATION

Registration for 2010-11 begins at our Open House on **January 11, 2010** at 5:30 pm in Briar Hill School. The Registration form is a separate document (2010-11 Registration Form.pdf) that can be found on the HHBH Kindergarten website as well as the HHBH Community website.

<http://www.hhbhkindergarten.ca>

<http://www.calgaryarea.com/nw/briarhill/briarhill.htm>

To register your child, we require:

- Completed registration form (2010-11 HHBH Kindergarten Registration Form.pdf)
- Cheque for \$65 (non-refundable) payable to: "HHBH Community Kindergarten"
- Proof of your child's name, date of birth & citizenship – original document **and** a photocopy of the same. Only the following documents are accepted : Birth Certificate, Passport, Canadian Citizenship Certificate, Permanent/Landed Immigrant Document

- **Please note that your child's registration form will not be processed until ALL of the required information is received.**

Confirmation of your registration will be sent out in February 2010.

REGISTRATION FEE: There is a \$65 **NON REFUNDABLE** registration fee, payable at the time of registration. The registration fee includes a \$45.00 processing fee and a \$20.00 community membership fee.

REGISTRATION ACCEPTANCE: Registrations will be accepted starting at the Open House of **January 11th 2010**. Upon arrival to the school that evening you will receive a number on your registration package. This is to flag the order of your registration package. After presentation and meeting the teacher and viewing the classroom at anytime during 6:30- 7:30pm we will receive and review and document the number for order received. At this time we will review the package to ensure all is complete, including a copy of the birth certificate, or other acceptable documentation of date of birth, and the original documentation **MUST** be seen by the registrar.

Acceptance into the program will be based on the following prioritization process. This process is complementary to the process used by Briar Hill School.

1. Children residing within Hounsfield Heights - Briar Hill Community boundaries and CBE's Briar Hill School boundaries. All children in the neighbourhood will be accommodated but the parents must still register on January 12, 2010.
2. Children who live outside the above boundary who have a sibling(s) in Briar Hill School.
3. Children who live outside the above boundary who have been involved in either Briar Hill Children's Programs or the Hounsfield Heights-Briar Hill Playschool.
4. Everyone else.

In recent years, we have been able to accommodate most out-of-boundary students, but in the event we have more registrants than we can accommodate, registrations for students will be numbered in the order received and accepted according to the priorities based on available space. If you are on the wait list, you may wish to talk to the registrar to find out your waitlist position.

RECEIPTS: You will receive separate receipts for your registration fee and community membership fee. Your community membership is valid from March 2010-March 2011 for any activities run by Hounsfield Heights- Briar Hill Community Association.

HHBH KINDERGARTEN INFORMATION

The Hounsfield Heights - Briar Hill Community Kindergarten is an ancillary group of the Hounsfield Heights - Briar Hill Community Association. It operates as a private, non-profit kindergarten program and has been part of our community since 1970.

Our Kindergarten is licensed, approved and subsidised by the Provincial Ministry of Education. Government funding is received directly by the Kindergarten and the disbursement of all funds is controlled by the Local Advisory Committee (LAC), which is the decision making body within the Kindergarten. The class is held in Briar Hill School and is taught by Mrs. Barbara Scratch, B.Ed.

We differ from Alberta Education kindergarten programs in that we rely on parent volunteers to administer the program along with a paid Teacher. This gives us local autonomy in many areas such as hiring staff, determining class size, fee structure and field trip experiences. The biggest advantage to our program is that

once the minimum program standards of Alberta Education have been met, we can provide program enhancement. Along with this flexibility and control comes responsibility and commitment to maintain the program at the standards outlined by Alberta Education. The viability of our program is directly related to parent involvement.

Two classes will be offered in 2010-1. The morning class hours are 8:45am – 11:30 am. The afternoon class hours are 12:50 pm – 3:35 pm. Placement of the children will be decided after the teacher has met the children in April. **YOU WILL BE NOTIFIED OF CLASSROOM PLACEMENT OF MORNING OR AFTERNOON AT THE MAY 2010 AGM MEETING. THE LIST WILL BE POSTED FOR VIEWING.**

MONTHLY FEES: There may be a program enhancement fee, which is based on an averaged monthly amount and paid either up front, or in two payments (end of September and end of January). This fee is based on the budget, number of children in the Kindergarten and activities planned. The LAC will make a recommendation to the parents for a decision in September. In 2009/10 the fee was \$30.00 a month. In case of financial hardship, please contact our teacher, Mrs. Barbara Scratch.

AUGUST EMAIL: In late August you will receive a email package of information including staggered entry for the first day of classes and details about the September General Mandatory Meeting.

FIRST DAY OF SCHOOL: September 1st and 2nd will be the staggered entry days. Half the class will attend on September 1st and the other half will attend on September 2nd (class hours for these days will be as follows: the AM class will run 8:45-11:00 and the PM class will run 12:50-3:05. The first full day of classes will be on September 3rd 2010.

The first full day of class hours being:

AM- 8:45- 11:30

PM- 12:50-3:35

ORIENTATION: Your child will be invited to an in-class orientation in the afternoon of April 16th 2010. The orientation is one and a half hours long. You will be contacted in advance regarding this orientation. In May at least one parent from each family will be required to attend a General Meeting. You can pick up the Parent Handbook at this meeting. The date of this is to be determined and you will be notified well in advance regarding this informative meeting.

EMAIL: We generally send all of our documentation, important dates, and information via email now. So watch your email for upcoming messages.

CLASSROOM PLACEMENT: There are many items taken into consideration when it is time for Mrs Scratch to place the children in the morning or the afternoon. The placement of the children is done after the in-class orientation visit (**APRIL 16th 2010 in PM**). Mrs Scratch considers a wide variety of factors when creating a classlist so that she can best meet the needs of the children; these factors include age, gender, whether the child is in child care, what the best fit for the child, whether the child has medical concerns and an aide, and the classroom environment. The placement of your child is solely at the discretion of the teacher (Mrs Scratch).

QUESTIONS: Direct your questions to the 2009-2010 Registrar, Julie Chafer at chafers@shaw.ca (403) 270-8461 or our Program Coordinator, Marsha Fehr at mfehr@telusplanet.net or (403) 284-3598.

HOUNSFIELD HEIGHTS - BRIAR HILL COMMUNITY KINDERGARTEN

2010-2011 REGISTRATION PLEDGE

(please keep this copy, there is a copy to sign in the registration form)

I PLEDGE that I agree to:

1. Volunteer for the Hounsfeld Heights - Briar Hill Community Kindergarten in one way or another, e.g. help in class occasionally, participate in field trips, serve as an Executive member or Leader.
2. Attend two General Meetings as follows:
 - May: includes parent orientation, election of Kindergarten Executive and Leaders, distribution of Parent Handbook
 - September: includes approval of Kindergarten budget
3. Give thirty (30) days notice in writing to the Registrar before withdrawing my child.
4. Notify the Registrar by July 31 2010 should I decide to withdraw my child before school begins.
5. Inform the Registrar promptly of any changes in address or phone numbers, especially the Emergency Contact phone number.
6. Participate in one (1) classroom cleanup; if I am unable to do so, it will find be my responsibility to find a replacement.
7. Ensure that my child is brought to class and picked up from class **ON TIME**.
8. Notify the Teacher if my child will be picked up by someone other than me.
9. Inform the Teacher (**403 220-9775**) if my child will be absent.
10. Keep my child at home if he/she has a severe cold or other illness.
11. Deal with any concerns/complaints I may have as follows:
 - First: Discuss my concern with the Teacher.
 - Second: If it is not resolved, take my concern to the Program Coordinator.
 - Third: If it is not resolved, submit my concern in writing to the LAC Executive.

Description of Volunteer Positions for 2010-2011Executive (Local Advisory Committee – LAC)

Responsible for administrative matters of running the Kindergarten. (All LAC members attend monthly meetings)

Chairperson (greater detail may be found in the Parent Handbook) Voting position

- Calls and chairs all executive, general and special meetings, including preparing agendas;
- Coordinates the activities of the Executive to ensure successful business operations;
- Investigates and leads resolution of complaints from the Teacher, Aide or parents;
- Attends other meetings as the need arises, with other LAC Committees or community leaders.

Vice Chairperson - Voting position - Responsible for assisting the Chairperson with any duties as requested, such as:

- Takes over duties of another Executive member as required;
- Coordinates the Teacher and program evaluation and feedback questionnaires
- Gives orientation to families who join the program part way through the year;
- Assumes Chairperson position during the school term should this become necessary.

Treasurer - Voting position

- Works with the Bookkeeper to ensure all financial obligations of the Kindergarten are met;
- Presents the annual budget and fee structure proposal to Executive and at the two General Parent Meetings;
- Presents initial budget and quarterly reports (from Bookkeeper) to the Executive;
- Handles financial transactions on behalf of the Kindergarten (receivables & payables);
- Forwards all Community Association fees to the Community Association;
- Forwards copies of the Audited Financial statement and Budget Report to the Kindergarten Community Liaison

Secretary - Voting position

- Records, reproduces and distributes the minutes;
- Manages all administrative correspondence, including registration packages;
- Amends and distributes Kindergarten's August information package;

Registrar - Voting position - – filled in December of previous year

- Position starts in January before the new executive forms and is non-voting until the new executive starts;
- Participates in 2010/11 registration evening & plans and runs the next year's registration evening;
- Accepts all registration fees, and registration forms; maintains class information & any waitlist; and complete Albert Board of Education enrolment forms
- Prepares registration forms, notices and advertisements for registration for the following year
- Be contact person for Registration at the Kindergarten
- Coordinates the administration of any withdrawals
- Liaises with Briar Hill Children's Programs.

Community Liaison - Voting position

- Acts as the liaison between the Community Association and the Kindergarten
- Communicates relevant information between organizations, including submitting appropriate documents (such as Budget, Budget Report and Audited Financial Statements) to Community Association.

School Liaison - Voting position

- Acts as liaison between school and Kindergarten
- Attends Parent Council Meetings and School Strategy Committee meetings and communicates relevant information between these groups and kindergarten.

Description of Leader Jobs

Field Trip Coordinator

- Understand Field Trip Policy and then assist Teacher in arranging field trips. Maintain and update the list of field trips, costs and contacts to be passed on from one year to the next.

Parent Volunteer Leader

- Post a sign up sheet outside the Cloak room for classroom volunteers (1 - 2 per day), field trip volunteers and identify specific parent volunteers with expertise they are willing to share with the program . Approach parents to fill empty days as needed

Phoning Person

- Phone parents as required by the Teacher, Executive or Leaders to remind them of upcoming events, special occurrences or changes to existing plans

Supplies Purchaser

- Assist the Teacher with purchasing necessary supplies

Library Leader (Can be split over two volunteers)

- In consultation with the Teacher, pick out books from the School or Community Library that are related to topics or units covered in class. If more than one volunteer could be shared (1/2 year each).

Clean - up Leader

- Organize regular clean-ups outside school hours, at which Parents assist with cleaning furniture, toys and equipment in the classroom
- Coordinate clean-up dates and times with the Teacher

Policy Leader

- Setting up a committee to review and update policies annually; Lead coordination of the committee and annual revision of the Policy (if necessary).

Fund Raising Leader (if necessary)

- Identify fundraising opportunities for the Kindergarten and present them at the fall Executive meeting;
- Organize fundraising events, collect money raised and present it to the Treasurer

Advertising Leader

- Advertising for the subsequent year's registration. Generation and distribution of the information about next year's program to Daycare, Playschool, and general public through advertisements and posting of information. Recommended advertisements and posting recommendations are provided.

Technology Leader

- Available to Teacher and Volunteers for any technology (Computer/information technology) help.

Scholastic Book Order Leader (can be split over two volunteers)

- Coordinate the distribution of Scholastic book orders, and administer orders (collect forms & cheques and send in, receive books and distribute). If more than one volunteer could be shared (1/2 year each).

Handy Person (if necessary)

- Help repair or fix furniture, equipment, toys as needed.