

HOUNSFIELD HEIGHTS – BRIAR HILL COMMUNITY KINDERGARTEN

2012-2013 REGISTRATION INFORMATION

This document provides information on the Hounsfeld 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:

| | | |
|---------------|-----------------------|--|
| Laureen Bouey | Registrar (2011-2012) | 403 295-8648 or Barefootboueys@shaw.ca |
| Marsha Fehr | Program Coordinator | 403 284-3598 or mfehr@telusplanet.net |

SUMMARY OF IMPORTANT DATES

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|-------------------|--|
| January 16, 2012 | Open House and Registration begins |
| April 20, 2012 | In-class Orientation for Children |
| May 2012 | Mandatory Parent Meeting (date TBA) |
| May 2012 | Notification of class placement (date TBA) |
| July 31, 2012 | Last day for withdrawal |
| September 5, 2012 | First day for half of class |
| September 6, 2012 | First day for other half of class |
| September 7, 2012 | Full classes |
| September 2012 | Annual General Meeting (date TBA) |

OPEN HOUSE

The Open House is on Monday January 16th, 2012 at 5:30-7:30 at Briar Hill School. We invite you to join us to register your child/children and drop by the classroom (Room 11 in Briar Hill School) to meet the teacher, Mrs Barbara Scratch. Upon arrival you will receive a number on your registration package (this is to flag the order of your registration package). After picking up your package with the flagging number, you are free to visit the classroom, talk to the teacher or current parents (who would be happy to answer any of your questions) and view samples of work of current students. When you are ready, submit your documents to the registrar. At this time, we will review the package to ensure it is complete, including a copy of the birth certificate (or other acceptable documentation of date of birth). The registrar **MUST** see the original birth certificate/documentation.

5:30-6:00pm Welcome and form line for registration number

6:00-7:30pm Registration Begins, Meet Barbara Scratch, Explore the Classroom

REGISTRATION/FEES

Registration for 2012-13 begins at our Open House on **January 16, 2012 until Sept 30/2012**. The Registration form can be found on the HHBH Kindergarten website (2012-13 Registration Form.pdf), as well as the HHBH Community Association website.

<http://www.hhbhkindergarten.ca>

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

To register your child, we require:

- Completed registration form and package.
- Cheque for \$20 (community membership fee) payable to HHBH Community Association.
- Cheque for \$45 (non-refundable registration fee) payable to HHBH Community Kindergarten.
- Cheque for \$300 cleaning deposit (post-dated April 30, 2013) payable to HHBH Community Kindergarten (cheque to be returned upon completion of cleaning commitment).
- Proof of your child's name, date of birth & citizenship. Only the following documents are accepted: Birth Certificate, Passport, Canadian Citizenship Certificate, Permanent/Landed Immigrant Document.
- A photocopy of the documentation with proof of your child's name, date of birth & citizenship (for our files).
- ****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 2012.

RECEIPTS:

You will receive separate receipts for your registration fee and community membership fee. Your community membership is valid March 2012-March 2013 for any activities run by Hounsfield Heights Briar Hill Community Association.

REGISTRATION ACCEPTANCE:

Acceptance into the program will be based on the following prioritisation 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 16, 2012.
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.

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. The disbursement of all funds is controlled by the Local Advisory Committee (LAC); the decision making body within the Kindergarten made up of parents of currently enrolled children. 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 2012-13. 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 AT THE MAY 2012 AGM MEETING. THE LIST WILL BE POSTED FOR VIEWING.**

ENHANCEMENT FEES:

There is usually a program enhancement fee (this is an extra fee parents pay to allow the Kindergarten to offer a more extensive program). Each year the Executive body (LAC*) considers their budget, number of students and activities planned when making a decision regarding the amount. The Executive will then make a recommendation to the parents for approval in September. The fee is based on an averaged monthly amount. The fee can be paid in full (end of Sept. 2012), or in two instalments (end of September 2012 and end of January 2013), or it can be paid monthly. In 2011/12, the fee was \$30/month.

(LAC is the Local Advisory Council comprised of parent volunteers who oversee the operational aspects of the kindergarten.)

****In case of financial hardship, please contact our teacher, Mrs. Barbara Scratch.**

ORIENTATIONS:

Your child will be invited to a 1.5 hour in-class orientation on **April 20th 2012**. You will be contacted in advance regarding this orientation.

In **May 2012**, you will be required to attend a General Meeting for **parents only (Mandatory)**. The date of this is to be determined and you will be notified well in advance regarding this informative meeting.

CLASSROOM PLACEMENT:

The placement of the children is done after the in-class orientation visit (**APRIL 20th 2012 in PM**). Mrs. Scratch considers many factors when placing children in the morning or afternoon classes, to ensure the best learning environment for each child (medical, aide, age, gender balance, child care, playschool, what the best fit for the child, the teacher and the classroom environment). The placement of your child is solely the discretion of the teacher (Mrs. Scratch).

E-MAIL:

In late August you will receive an e-mail regarding the staggered entry date for the first day of classes and details about the September General Meeting (**MANDATORY**).

****We generally send all of our documentation, important dates, and information via e-mail. So watch your e-mail for upcoming messages.**

****Note: You will receive a hardcopy of the Parent Handbook.**

FIRST DAY OF SCHOOL:

September 5th and 6th, 2012 will be the staggered entry days. Half the class will attend on September 5th and the other half will attend on September 6th (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 7th, 2012 (AM- 8:45- 11:30 and PM- 12:50-3:35).

QUESTIONS:

Direct your questions to:

Registrar, Laureen Bouey at Barefootboueys@shaw.ca / (403) 295-8648.

Program Coordinator, Marsha Fehr at mfehr@telusplanet.net / (403) 284-3598.

HOUNSFIELD HEIGHTS - BRIAR HILL COMMUNITY KINDERGARTEN

2012-2013 REGISTRATION PLEDGE

(Please keep this copy as there is a copy to sign in the registration form package)

I PLEDGE that I agree to:

1. Volunteer for the Hounsfield Heights - Briar Hill Community Kindergarten in one way or another, e.g. help in class occasionally, participate on field trips, serve as an Executive member or Leader.
2. Attend 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 30 days notice in writing to the Registrar before withdrawing my child.
4. Notify the Registrar by July 1, 2012 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 when my child will be picked up by someone other than myself.
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 2012-2013

Executive (Local Advisory Committee – LAC)

Council responsible for the administrative matters of running the Kindergarten. (members attend monthly meetings)

Chairperson (greater detail may be found in the Parent Handbook)- VOTING

- Calls and chairs all executive, general and special meetings, including preparing agendas;
- Hires Teacher and Aide, annual contract offers and agreements as approved by the Executive;
- 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 (Responsible for assisting the Chairperson with any duties as requested)- VOTING

- Coordinates the Teacher and program evaluation and feedback questionnaires
- Takes over duties of another Executive Member's as required
- 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 (greater detail may be found in the Parent Handbook)-VOTING

- 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

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

Registrar – filled in December of previous year- VOTING

- Position starts in January before the new executive forms and is non-voting until the new executive starts;
- Participates in 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

- 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 Leader- VOTING

- A key role for long-term continuation of our Kindergarten within the Briar Hill School. Person is expected to attend School Strategic Planning Committee Meetings (consists of representatives of Briar Hill School Staff, Parent Council, Playschool, Children's Programs and HHHB CA).

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 classroom for in-class volunteers (1 - 2 per day) and field trip volunteers. Identify parents with an area 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 a shared position)

- 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 a shared position)

- 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.