

**St. Josaphat's
SADOCHOK**

~

**САДОЧОК
СВ. Йосафата**

2011-12 HANDBOOK



780-421-1769

www.sadochok.com

St. Josaphat's Sadochok 2011-12 Program Handbook

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1.0 Philosophy and Goals

1.1 Goals

The aim of Sadochok is to offer preschool children, of any background, Ukrainian Catholic culture and a play oriented program, in order to:

- Encourage the development of the child's physical and intellectual abilities;
- Contribute to the development of positive self-esteem; and
- Encourage the desire to learn.

1.2 Methods

The Sadochok strives to promote a strong Ukrainian Catholic cultural foundation, thus enriching the Canadian cultural mosaic. These goals are fostered by providing the child with:

- Stimulating material and activities (examples: sand and water, arts and crafts, puzzles, books, music, blocks),
- Ukrainian language instruction in the form of stories, songs, dramatizations, games and Teacher directives,
- Free play to select activities that reflect the child's individual needs, interests and development level,
- A clean, safe, organized and attractive facility,
- Fieldtrips and in-house presentations, and
- An involved commitment from the Ukrainian Catholic clergy and parishes of the Edmonton area.

2.0 Classes

Following is the standard scheduling of Sadochok classes. Depending on enrollment, classes may be merged, cancelled or added as needed.

Classes are offered for different age groups and are divided based on the language needs of the child. The Teacher reserves the right to move a child to a more appropriate class should they find the child would benefit from an alternate setting. This would be done in consultation with the parents, only after detailed discussion regarding the child's individual situation. The decision of the Teacher is binding. Resulting changes shall be implemented within one week of the decision.

2.1 Toddler Program

This program is offered pending enrollment – minimum 3 students required. Instruction is provided in Ukrainian, with support in English.

19 months to 2 years, 9 months: 9:00 a.m. to 11:15 a.m. on Tuesday, Wednesday, Thursday, Friday

2.2 Sadochok - Ukrainian Class (First Language)

The child must understand and speak Ukrainian to be enrolled in this program. Instruction is provided in Ukrainian.

3 year olds: Wednesday and Friday 9:00 a.m. to 11:30 a.m.
4 year olds: Wednesday and Friday 9:00 a.m. to 11:30 a.m. OR*
12:30 p.m. to 3:00 p.m.

* 4 year olds may attend either the morning OR afternoon program, NOT both.

2.3 Sadochok - Bilingual Class (Second Language)

This program is for children who are learning to understand and speak Ukrainian. Instruction is provided in Ukrainian, with support in English.

3 year olds: Tuesday and Thursday 9:00 a.m. to 11:30 a.m.
4 year olds: Tuesday and Thursday 9:00 a.m. to 11:30 a.m. OR*
12:30 p.m. to 3:00 p.m.

* 4 year olds may attend either the morning OR afternoon program, NOT both.

2.4 Monday Enrichment Class (optional)

Ukrainian Enrichment class is for all 3 & 4 year olds who are enrolled in the Ukrainian or Bilingual Sadochok program. Instruction is provided in Ukrainian.

The enrichment class promotes student creativity and exploration and is less structured than the regular classes. The themes of the regular classes are incorporated into the instruction.

Monday: 9:00 a.m. to 11:30 a.m. OR* 12:30 to 3:00 p.m.

* Children may attend either the morning OR afternoon enrichment class, NOT both.

The fee for the Monday classes is \$40 per month in addition to the regular Sadochok fees (see section 7.3).

2.5 Kindergarten Afternoon Enrichment Class

This program is for children who are registered in a Kindergarten program in a school. Instruction is provided in Ukrainian, with support in English as needed.

Enrolment is flexible - the child may attend 1-5 days a week.

Monday to Friday: 12:30 p.m. to 3:00 p.m.

Lunch program: A supervised lunch program is provided to facilitate transfer of children registered in our afternoon kindergarten enrichment program who attend kindergarten in the morning at St. Matthew School*. Children will be picked up from their kindergarten class and walked to the Sadochok classroom. Lunch Supervision is offered from kindergarten dismissal (approximately 11:15 a.m.) to 12:30 p.m.

* If the child is attending our Kindergarten Enrichment Class, but is enrolled in another school, parents are responsible to ensure the transportation of their child to Sadochok.

3.0 Program Guidelines

To provide a safe and happy environment for the students, Sadochok has a number of rules and guidelines. These guidelines help assure that things run smoothly among parents and teachers for the benefit of the children.

3.1 Arrival and Departure

Be prompt in dropping off your child at Sadochok and in picking them up. Remember that teachers need their lunch break to rest and re-organize, so please leave the premises promptly. Note the following arrival and departure rules:

1. Sign your children **in** and **out** of Sadochok on the attendance sheet posted outside the Sadochok classroom.
2. The Sadochok door will always remain locked. Upon arriving, please ring the doorbell. **Please do not arrive earlier than 8:45 a.m.** (for the morning classes) **or 12:15 p.m.** (for the afternoon classes).
3. **Please arrive promptly at 11:30 a.m.** (for the morning classes) **and at 3:00 p.m.** (for the afternoon classes) to pick up your children. This allows the teachers time to prepare for the next class or the next day.
4. If extenuating circumstances affect drop-off or pick-up times, the teacher should be contacted to make arrangements. The Sadochok phone number is 780-421-1769.
5. Parking or drop off is **not** allowed in the school's teacher parking lot. Please park only in designated areas along the street.

3.2 Clothing

Please dress your child in play clothes and shoes with non-marking, non-slip soles. It is recommended that a pair of "indoor shoes" be sent to and left at Sadochok for the child to wear during Sadochok times. Footwear is mandatory per fire safety regulations. Clothing appropriate for outdoor play should be provided in the fall and spring as the children do go outside.

Toddler Program ONLY:

A complete set of clothing and diapering supplies should be brought to Sadochok each day in a backpack labeled with your child's name. Each child is required to have its own change pad surface.

3.3 Siblings

Other children accompanying parents to Sadochok are the parent's responsibility at all times. The classroom is used for instructional purposes only. Some of the toys and supplies in the playroom are not appropriate for younger children, so please be cautious. Unregistered siblings may visit classes only if the parent is present at all times.

3.4 Illness

Our Sadochok is responsible for protecting the health and safety of our children, and as such, to report increases in illness to Public Health. **If your child has symptoms of diarrhea, vomiting, fever, cough or rash it is very important that you keep your child at home** and advise our teachers of their symptoms. If a staff member identifies that a child has a communicable disease the child's parents are notified and asked to immediately take the child home.

If there is an increase in illness (potential outbreak) Public Health will assist us in preventing further illness in our Sadochok.

Please notify the teachers when the child will be absent from class. The Sadochok telephone number is 421-1769. You may call at any time and leave a message on the answering machine.

3.5 Administration of Medicine

Sadochok staff may only administer emergency medication to a child with:

1. the written consent of the child's parent
2. the medication is in the original labeled container and administered according to the labeled directions.

3.6 Snacks

Parents must provide a nutritious snack and drink for their child as outlined in Canada's Food Guide found at www.hc-sc.gc.ca. Items which may be of a choking risk must be cut up. Please provide snacks in containers/bags which can be resealed so leftovers may be sent home. A refrigerator is available at Sadochok.

St. Josaphat's Sadochok is a NUT FREE playschool. Do not send peanuts, nuts or other products which may contain traces of nuts.

3.7 Birthdays

Sharing cakes and other birthday treats prepared in a commercial food preparation facility are always welcome. Due to licensing regulations, treats prepared at home cannot be distributed to children at Sadochok. Please notify the teacher of any upcoming events at least one week in advance to avoid any programming conflicts.

3.8 Parties and Concerts

The Sadochok newsletter will inform you of upcoming parties and concerts. These may include a group snack to which you will be asked to contribute. Again, please remember we are a **NUT FREE** playschool.

Toddler Program ONLY: Parents please note that it is not developmentally appropriate for this age group to participate in concert performances. Children will be involved in the festivities but not in a performance role.

3.9 Fieldtrips

At least one off-site fieldtrip is organized annually. Unlike "off site outings" which are governed by a blanket parent authorization, field trips require written parent authorization for each individual event. Details pertaining to fieldtrips and authorization requirements will be provided well in advance. Siblings are occasionally welcome on fieldtrips (space permitting) and it will be so noted on the permission slips. A fieldtrip fee (if applicable) will be required for siblings. An adult must accompany any siblings attending fieldtrips.

Due to the size of the classes, fieldtrips may be taken as one large group (all classes shall merge as one). Therefore, a fieldtrip may or may not be scheduled on your child's Sadochok day or time.

3.10 Cold Weather Policy

Sadochok classes continue to be offered in cold weather (for example, when the weather forecast for the following day is a high of -25 degrees Celsius or lower). However, parents may choose to keep their young children at home when weather is extremely cold. Please advise teachers if your child will not attend a scheduled class.

4.0 Discipline Procedures

The management of children's discipline in a kind and effective manner is important to children, teachers and parents alike. Child disciplinary action taken is reasonable in the circumstances. The following principles are used to encourage self-control, self-discipline, cooperation and self-esteem:

1. Teachers act as "models" for the child to see appropriate behaviors.
2. Teachers reinforce appropriate behavior among students.
3. Teachers redirect a child away from potential problem to an acceptable activity.
4. Teachers discuss privately with the child any inappropriate behavior.

The following forms of discipline are not permitted:

- any form of physical punishment, verbal or physical degradation or emotional deprivation,
- deny or threaten to deny any basic necessity,
- any form of physical restraint, confinement or isolation.

5.0 Emergencies

5.1 Evacuation procedure

Evacuation maps, telephone numbers of the local emergency response services and poison control centre are posted in both classrooms.

If Sadochok and/or St. Matthew School must be evacuated, the following plan will be used:

1. Children form a single file line and follow the teacher down the stairs and out the Northwest door of the school and walk to the field adjacent to the courtyard area (approx. 40 feet)
2. The portable emergency record for children is taken by the Teacher.
3. Teacher's Aide checks the bathroom and hallway and ensures the stairwell is clear.
4. Teacher takes attendance outdoors.

In addition, St. Josaphat's Sadochok will participate in any and all fire drill or lock-down drill activities that St. Matthew School may be conducting as per discussion with Emergency Response Department, Fire Prevention Branch or other civic authorities.

5.2 Individual Medical Emergency

If a child becomes ill or suffers an injury during class (not requiring immediate medical attention), the teacher will administer First Aid and contact the child's parents/guardians or other individuals as designated in the Emergency Response section of the child's Registration form. If a child requires emergent medical attention, the teacher or teacher's aide will accompany the child via ambulance to the Emergency Department and the parents will immediately be contacted. The remaining staff member will take charge of the class.

6.0 Sponsorship and Communication

6.1 Authority

All parents who enroll their children in Sadochok become members of St. Josaphat's Ukrainian Sadochok (Playschool) Society. A non-profit society requires an elected executive. From among the parents of the children enrolled in the Sadochok, there shall be formed a Parent Executive consisting of a President, Vice President, Secretary, Treasurer, Registrar, Class Representatives,

and other necessary officers as the need arises. Executive members so elected shall hold office until re-elected or until a successor is elected. They may serve consecutive terms.

Direction and supervision of the Sadochok is under the authority of the Ukrainian Catholic Women's League of Canada (UCWLC), of St. Josaphat's Cathedral, through its Executive. The Executive of the UCWLC, St. Josaphat's Cathedral shall elect a representative from its membership to liaise with the Parent Executive of Sadochok.

The Sadochok Executive shall be responsible to the Executive of the UCWLC Branch 2, St. Josaphat's Cathedral. The Executive of the Sadochok shall obtain prior approval of the UCWLC Branch 2, St. Josaphat's Cathedral for any major purchases exceeding \$500.00.

Parents of children enrolled in Sadochok, and parents whose children will be enrolled in the coming school year, will be required to attend an Annual General Meeting to be held prior to the school year.

6.2 Parent Executive

The Parent Executive meets every month during the school year September to June. Notice of all meetings will be announced in the Sadochok Newsletter. All parents are welcome to attend.

6.3 Newsletter

A Sadochok newsletter will be published monthly to inform parents of upcoming events. If you have any questions regarding activities, please contact your class representative or the teacher.

6.4 Telephone Number and Messages

The telephone number to the Sadochok is **780-421-1769**.

There is an answering machine on site should you wish to report an absence or leave a message.

6.5 Web site

St. Josaphat's Sadochok maintains an active web site at www.sadochok.com.

7.0 Eligibility, Registration and Fees

7.1 Eligibility

Toddler program: A child must be at least 19 months to register in the Toddler program. Child is not required to be toilet trained.

Sadochok: Child must be at least 2 years 9 months of age when registering in the program, and must be toilet trained.

All children shall be screened as to their adaptability to either the Ukrainian Sadochok class or the Bilingual Sadochok class within the first 2 weeks of the program. The teacher will carry out the screening process. On the basis of the screening results, children will be placed in the class in which they are most compatible. In the case of a disagreement, the teacher's decision is final.

Kindergarten Enrichment: Child must be registered in a morning Kindergarten program in a school.

If your child's situation falls outside of the Class/Eligibility guidelines, please contact the teacher or President of the Sadochok to discuss your individual circumstances.

7.2 Registration Procedure

Registration commences in the spring of the year preceding the respective school term. Students already enrolled in the program

are given registration priority for the upcoming term. All other registrations are on a first come, first served basis.

The prescribed Sadochok Registration Form must be filled out in detail. The date on which the completed Registration Form is received by the Registrar shall be the date used to establish registration priority.

Other forms pertaining to Emergency Medical Care Authorization and Off-Site Outings Authorization are also required for a completed registration. The Registrar shall provide these.

7.3 Fees

Registration: A one-time non-refundable registration fee of \$35.00 per child must be included with the completed forms for each “first-time” registrant.

Program fees: Monthly fees are \$80.00 per child, for 2 classes per week of one specified program. This includes all relevant charges and taxes. Fees for Monday Enrichment classes are \$40.00 per month in addition to the regular Sadochok program fees.

Part-time: A child may attend Sadochok “part-time” (one day a week). The registration fee remains the same but the monthly fee is reduced to \$40.00.

Advance payment: The Registrar must receive payment in advance for the child to be enrolled in a Sadochok program. For example:

- ten monthly cheques (post-dated September 1 to June 1 inclusively), OR
- pre-payment of a half term (September to December, January to June), OR
- pre-payment of a full term (September to June).

Cheques should be made payable to **St. Josaphat’s Sadochok**.

*Note: Failure to provide advance payment shall be grounds for denial of enrollment. No deviance from the payment schedule is permitted.

7.4 Subsidies

Low-income families may be eligible to receive provincial subsidies for a child registered in Sadochok. Visit the web site <http://www.child.alberta.ca/home/1153.cfm> for more information. Parents are solely responsible for application and renewal of subsidies, and to pay any Sadochok fees not covered by a subsidy.

7.5 Refunds

If in the first month after registering, the parent finds the program unsuitable for their child, the monthly fees will be refunded. There are no refunds or credits given for classes missed due to vacations or illness. No substitutions of any type (sibling for students, one class for another, etc.) are permitted, as per licensing standards.

7.6 NSF Fees

Cheques returned for non sufficient funds will be charged a \$25.00 fee. Repayment shall be in cash.

7.7 Withdrawal

The Registrar must be notified in writing of the intention to withdraw a child from the program. A one-month period is required. The post-dated cheques for the balance of the program (after the notice period) will be returned.

7.6 Freedom of Information and Protection of Privacy Act (FOIP)

The Alberta Freedom of Information and Protection of Privacy (FOIP) Act requires that consent be obtained for the collection and use of personal information. This includes many activities that occur regularly in the Sadochok community, such as taking of individual and group photos, the use of names and description of student activities in newsletters, promotional material, etc. A consent list outlining such activities will be distributed at the beginning of each school year. You will be required to read and return this form to Sadochok where it will be kept on file.

8.0 Fundraising

The Sadochok program is financed primarily through tuition fees and “parent-powered” fund raising. It is mandatory that fund raising responsibility be shared as equitably and universally as the tuition fee component. **Formal fund raising receipts represent tuition payments in kind, and must be respected accordingly.**

Casinos: Approximately every two years, fundraising will require working casinos. These funds subsidize the tuition fees significantly and allow us the means to provide an excellent caliber of staff and facilities for our children.

Other fundraising: In a non-casino year, an alternative fundraising activity will be selected.

Each family is required to provide one worker per child registered for the casino. In a non-casino year, each family is required to participate in the alternative fundraising activity.

Fundraising commitment cheque: One undated commitment cheque per family will be required at the time of registration. The amount will be determined at the Annual General Meeting prior to each term. This cheque will be cashed only if the family does not fulfill its commitment to provide workers for the casino or to participate in the designated fundraising activity for the year.

Uncashed cheques will be returned once the fundraising requirements are fulfilled.

9.0 Parent Volunteer Work

9.1 Toy Wash

Toy washes are held during the school year. Each registered child’s family is required to participate in one Toy Wash per school year. If more than one child from the same family is registered, the toy wash requirement remains at one per family.

In order to have approximately the same number of workers per toy wash, a sign up sheet will be available. Slots will be filled on a first come first served basis. Once all the slots for one toy wash have been filled, your name will automatically be registered for the following toy wash.

Toy wash commitment cheque: As a commitment, a \$50.00 undated cheque is required at the time of registration. It will be cashed only if the commitment to participate in the assigned toy wash is not met.

9.2 Concert Assistance

Each registered child’s family is required to assist with one concert per school term. There are 2 concerts – St. Nicholas concert in December, and the Year End concert in June. One volunteer is needed to assist with either the set up (eve before or morning of the concert) or clean up immediately after the conclusion of the concert. A sign up sheet will be available.

Concert commitment cheque: As a commitment, a \$50.00 undated cheque is required at the time of registration. It will be cashed only if the commitment to participate in the designated set up or clean up is not met.

9.3 Volunteer Positions

Sadochok is a non-profit, parent-run playschool. All families are asked to help our programs continue to run by either taking a parent executive position or by being responsible for a volunteer job. Sign up for volunteer positions will be available at the annual meeting in September.

9.4 Toddler Program ONLY: Parent Duty Day

Parent Duty days are required for the Toddler program. Parents (or another adult designated by the family) take a turn assisting the toddler teacher in the classroom approximately once every five to six weeks. A calendar roster will be posted.

Duty Day commitment cheque: As a commitment, a \$25.00 undated cheque will be required at the time of registration. If a parent does not show up on their duty day or make arrangements for a substitute, their deposit cheque will be cashed and an alternate parent or adult will be asked to be Duty Parent. Last minute appointments of duty parents will be remunerated \$25.00. If your cheque is cashed, you will be required to submit a new \$25 duty day deposit to continue enrollment in the Toddler program.

**St. Josaphat's Ukrainian
Sadochok (Playschool)
Society**

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www.sadochok.com