DIE KLEINE KINDERSCHULE (DKK)

GERMAN BILINGUAL PLAYSCHOOL

2026-27 Parent Handbook

www.dkkplayschool.org

DIE KLEINE KINDERSCHULE (DKK) GERMAN BILINGUAL PLAYSCHOOL

WELCOME

Die Kleine Kinderschule (DKK) is a registered non-profit organization incorporated under the Societies Act and is licensed by the Province of Alberta to operate a playschool. DKK has been in operation in Edmonton since the 1980s. Our dedicated teachers provide a friendly, warm environment for young children aged 3-5 years with familiar routines, songs, crafts, stories and free play indoors and out. We place as much importance on social development as on academic achievement. We also offer involvement without in-class duty days and no obligatory fundraising.

ABOUT US

DKK is a member of **AEGBEE** (Association for English-German Bilingual Education of Edmonton) and continue to work together to further the Association's goal of German education for children from age three to grade 12.

Although classroom space is leased from the Edmonton Public School Board, DKK is not affiliated with the Edmonton Public Schools. The DKK Executive Board consists of parent volunteers who are elected at the Annual General Meeting in May.
DKK is a member of the **GCAA** (German Canadian Association of Alberta) as we value the importance and value in supporting and connecting with other German language and cultural groups in the Edmonton and surrounding areas.
DKK is given a license to operate by Alberta Social Services and is recertified by Social Services on a yearly basis. The safety and well-being of the children attending DKK is our first priority. All teachers and teaching assistants have received first aid training.
DKK is funded primarily by monthly fees supplemented by fundraising (see Fees section for more information). We always appreciate donations of time, money, toys and equipment.
In addition to the COVID-specific Health Orders, DKK is bound by the *Child Care Licensing Act* and regulations, all other public health measures and specifically AHS guidelines for Preschools.
DKK also follows additional expectations stipulated by the schools, the Edmonton Public School Board and the German Canadian Cultural Association Edmonton.
All DKK locations follow the **EPSB School Division Calendar**, and accordingly, there will be no class on days when public schools are closed. You can find the EPSB calendar at the following link:
https://epsb.ca/calendars/printablecalendars/

PROGRAM PHILOSOPHY

The objective of DIE KLEINE KINDERSCHULE is to provide a preschool setting where 3–5-year-old children are encouraged to learn German in a warm and stimulating play environment that fosters independence and encourages activities that lead to a sense of accomplishment. Learning is fun in playschool and through child's play we hope to provide a satisfying and stimulating experience for each child.

It is our philosophy that a child learns a language by exposure to it. While not all of the children hear or speak German at home, our school provides a German-language setting on a regular basis for children at all levels of linguistic proficiency. NO knowledge of German is required nor are the parents expected to know German. In the classroom our playschool teachers speak German, supplemented with actions, pictures and other educational aids, and the children learn to use the language not through formal instruction but through the medium of play. You will be surprised how quickly your child will start to understand and use simple words and expressions!

The program will be varied: large and small muscle activities, indoor and outdoor play (where possible), use of imaginative materials, creative media, or real-life equipment. There will be quiet times (listening to music, singing, reading of books, puzzles, toys) and active periods (crafts, painting, block building, housekeeping play, and gym periods).

ELIGIBILITY

Children can attend Die Kleine Kinderschule (DKK) starting in September if they are 3 years old on the first day of school. Children may also begin in any month as soon as they turn 3, however this will only be permitted if there is space in the class. You may also choose to reserve a spot for your child until they turn 3; in this case you will be required to pay tuition starting in September until they can attend. Please contact your registrar for information on available space in each class.

Class options are: Monday/Wednesday or Tuesday/Thursday. It is permissible to enroll in both classes. Childcare Regulations for preschools only allow up to 4 hours of preschool per day. That means children at DKK are only allowed to attend one class per day. We also offer an additional Friday class as a Kindergarten Readiness Class. Children are eligible to enroll in the Friday class if they are 4 years of age as of December 31, of the current school year. The child must be registered in our regular 2 or 4-day program to attend the Friday class.

Friday class is something you don't want to miss out on as this class is more focused and detailed. Pre-writing skills are developed only in the Friday class. And you'll notice a difference with having the extra Friday class as this will prepare them more so for Kindergarten, with more development of listening skills, independence, and creativity, and confidence. Even the Kindergarten teachers have mentioned that the extra Friday class improves their transition to Kindergarten and notices a difference with the kids being more prepared and ready.

Our focus in the Pre-Kindergarten class on Friday involves:

- To further abilities to concentrate (sit down and listen)
- Independently doing assignments (first listen to the instruction and then start working)
- Active listening
- Patience (wait your turn and don't get upset, if it's not your turn to speak)
- Speaking in front of the class
- Learn how to manage feelings
- Develop good manners
- Discuss topics (voicing your opinion, accepting other kids' opinion)
- Paraphrasing stories (helps them comprehend)
- Working in groups (everyone matters to fulfill the task)
- Number recognition and counting 1-10 (different way to show numbers)
- Recognizing shapes, colors, opposites, and sizes
- Practice cutting
- Pre-writing skills (letter recognition, beginning sounds and writing of own name)

We can't stress enough how important the Friday class is. As you can see, there's a lot more focus and attention in the Friday class to prepare them for Kindergarten.

TOILET TRAINING

Children attending the DKK preschool are required to be fully daytime toilet trained; being able to both communicate the need for, and independently use the toilet. Teachers/aides will provide minimal assistance related to hygiene (cleaning) if required.
DKK teachers/aides are NOT legally licensed to change children as a result of bathroom accidents. As such, in the event of bathroom accidents, parents/caregivers will be called and expected to come and change their child immediately.

OPERATION

Classes run 2.5 hours/day, 2-5 days a week.
Maximum enrolment is 16 children, and every class has 1 teacher and 1 aid. We can facilitate up to 20 children if another staff member can be attained. A second staff person needs to be on duty during class, starting with 7 children between 3-5 years old.

DKK is currently operating out of 3 Edmonton locations:

<u>Forest Heights Elementary School, 10304-81 Street:</u>

- Class A1: Monday and Wednesday, 8:45-11:15am,
- Class A2: Monday and Wednesday, 1:00-3:30pm
- Class B: Tuesday and Thursday, 8:45-11:15 am
- Pre-Kindergarten Class 1: Friday, 8:45-11:15am
- Pre-Kindergarten Class 2: Friday, 1:00-3:30pm

Parking is available on the city streets to the east and west of the school. Do not park in the staff parking lot and in the school bus zones as your vehicle will be ticketed and towed.

German Club, 8310 Roper Road (German Canadian Cultural Association):
- Class A: Monday and Wednesday, 9:15 am - 11:45 am
- Class B: Tuesday and Thursday, 9:15 am - 11:45 am
- Pre-Kindergarten class: Friday, 9:15 am - 11:45 am

Parking is available in the parking lot on the south and west side of the building. The program is held upstairs.

Rio Terrace Elementary School 7608-154 Street:
- Class A: Tuesday and Thursday, 8:45 am - 11:15 am
- Pre-Kindergarten class: Friday, 8:45 am - 11:15 am

Do not park in the staff parking stalls or in the bus zones as your vehicle will be ticketed and towed.

Please help keep our floors and carpets clean by removing outdoor footwear at the door and carrying them to the designated areas before entering the classroom. Noise in the hallway distracts other classes in progress so please arrive, wait and leave as quietly as possible. **Check with the registrar about designated wait/pick-up areas for your school as some locations require pick-up and drop-off to happen outside.**

CLASS DISMISSAL

DISMISSAL INSTRUCTIONS for your child must be clear. Especially important is the name of the person who may pick up your child from school. In cases of divorce or other ongoing domestic disputes WE MUST HAVE CLEAR WRITTEN INSTRUCTIONS AS TO WHICH PERSON YOUR CHILD MAY OR MAY NOT BE RELEASED TO. Any changes to family situations must be communicated to the teacher and registrar in writing.

Because a parent or caregiver always accompanies the children, it is unnecessary for you to inform the school when your child will be late or not attending classes due to illness or other reasons. The general exception is if you know your child will be away for an extended period of time (e.g., vacations).

If in an emergency situation you cannot pick up your child on time, please call the school to inform the teacher and alternate arrangements will be made for your child. If no one calls or picks up your child, the teacher will call the emergency contact people.

Please be punctual when picking up your child at school. The late pick-up policy at DKK is as follows:
- First time late you will receive verbal and written (email) notice.
- The 2nd time you are late you will be charged a $10.00 late fee. You will be charged the late fee for every half an hour or portion thereof. The money is required to pay staff for staying late.

If the parents/guardians are away for several days and has an alternate caregiver transporting the child to and from DKK, written confirmation MUST be given to the teacher beforehand. This must include the name, phone number, and address of the caregiver.

SNACK TIME

Snack time takes place about 90 minutes after the program starts.

Please provide a light and nutritious snack and a drink (water, fruit juice, milk, etc.) for your child. Snack suggestions: bran or fruit muffins, quick breads (banana, date, etc.), small sandwiches, cheese, celery filled with cheese, crackers, raw vegetable pieces, raw fruit pieces, raisins, cookies (oatmeal, zucchini, etc.).

Puddings and fruit cups should be sent in a container that can be resealed and sent home if the child does not finish the serving. Please remember to provide utensils for such snacks. Grapes must be cut in half, as this is a requirement of Social Services.

Iced cakes and other sweets will be saved for special occasions such as birthdays, Christmas and Easter. However, in order to be able to assure that ingredients comply with all allergy restrictions, we do not allow any food from home to be shared in class.

Please avoid sending the following snacks: candies, chocolate bars, potato chips, popcorn, pop, and gum.
DUE TO NUT ALLERGIES, PLEASE DO NOT SEND ANY NUT PRODUCTS TO DKK.

CLOTHING AND FOOTWEAR

Remember that playschool is a fun-filled learning environment; your children will be painting, playing on the floors and running in the gym. Please dress them accordingly in easy to care for clothes.

Clothing should be geared to the children's increasing ability to help her/himself, as we encourage children to manage as much of their clothing as possible by themselves.

All children require indoor shoes (slip on or with Velcro and preferably the non-skid kind) that they can put on by themselves. Fire regulations do not permit children to be in their stocking feet in the school. If weather indicates the possibility of outdoor play activities, please be sure your child is suitably dressed.

The children will go outside as often as the weather and program schedule permits, even in the winter. Please keep this in mind when helping your child select clothing and outerwear for the day. Proper footwear is also important. Dress shoes can be slippery and dangerous on the playground equipment. Please clearly label your child's belongings, including clothing and outerwear, with your child's name or initials. All boots, outer clothing, mittens, hats, school bags, lunch boxes, etc. should be clearly labeled with your child's name. Our school runs a permanent fundraising opportunity through Mabel's Labels. To obtain good quality, eye-catching personalized labels and support **DIE KLEINE KINDERSCHULE** visit https://mabelslabels.com/support-a-fundraiser/.

Each child has her/his own "cubby" in the classroom where they can leave indoor shoes and a change of clothes (including undergarments and socks) in case of "accidents".

You will be notified of special dress up occasions.

HEALTHCARE/MEDICATION POLICY

Children who are not feeling well should be kept at home for their own benefit and that of their classmates and staff. The child may be happier at home where parents can better monitor and comfort them. A child who becomes ill during school hours will be isolated from the group with an adult until the parents or emergency contact person can arrange to have her/him taken home.

You are required to keep your child at home when:

- Your child has a fever (temperature above 38°C or 100°F), consecutive bouts of diarrhea, vomiting, skin infections, undiagnosed rash, or signs of any contagious disease.
- Your child has any form of untreated infestation (i.e., scabies, head lice, etc.), or untreated transmissible condition (i.e., conjunctivitis (pink eye), new or unexplained cough).
- Your child requires greater care and attention to be provided, compromising the care of the other children in the program.
- Your child has or displays any other signs of illness the Educator knows or believes may pose a Health Risk to persons on the program premises.

It is at the Teachers discretion to make the decision whether a child should remain in class or be sent home.
Please notify us immediately if your child is diagnosed with a communicable disease.

Where a staff member knows or has reason to believe that a child may be suffering from a disease listed in Schedule 1 to the *Communicable Diseases Regulation* (AR 238/85), the license holder must ensure that the child's parent removes the child from the program premises forthwith. Prior to the child returning to the program it is required to have acceptable evidence that they no longer pose a health risk to other persons on the premises. This includes being symptom-free from fever, vomiting and/or diarrhea, for 48 hours or providing a physician's note.

The teacher will keep a record of sick children including: Name of the child, date, name of staff who identified the child was ill, time the parent was initially contacted, name of staff member who contacted the parent, time the child was removed from the program and the date the child returned to the program.
The teacher will inform the parents of the children in the class in the occurrence of a communicable disease.

In case of an accident or serious illness of a student, the teacher will immediately ensure that the student receives medical attention as necessary (call 911 if required) and the parent will be contacted and informed by phone

(emergency contacts are included in the registration package filled out by parents).

No employee of DKK is allowed to administer either patent or prescribed medication, with the exception of emergency medication as described below.
If the child is on any non-emergency medication, the parent shall schedule doses outside playschool hours or keep the child at home while the medication is required.

Emergency medications, considered life-saving medication (i.e., EpiPen, inhaler), will be administered with the following required information:
a) written consent of the parent/guardian;
b) medication must be in the original labeled container; and
c) medication is administered to label directions. (i.e., schedule, dosage, route of administration)

Where emergency medication is administered to a child, DKK staff will ensure that the following information is recorded:
a) name of medication;
b) time of administration;
c) route of administration
d) dose (amount) administered; and
e) initials of the person who administered the medication.

Emergency medicine will be stored out of reach of children but not locked away, remaining accessible to staff for administration.

DKK may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained or the health care provided is in the nature of first aid. (This is in regards to health care such as feeding through a g-tube or sugar testing for children who are diabetic. It is not considered first aid therefore it needs to have parental consent).

The following information will be included on registration forms because it is required:
If medication is administered, written consent of the parent and the name of the medication, the time of administration, amount administered, route of administration, and the initials of the person who administered the medication, particulars of health care provided to a child, any other relevant health information about the child provided by the parent, e.g., allergies.

Teachers and executives will review illnesses and accidents of the last school term in the monthly meeting prior to the start of the new school year.

Incident Reporting following s.7 of schedule 5 of the child care licensing regulation

The following will be reported by the teacher or an executive immediately to the regional child care office using the prescribed form: an emergency evacuation; unexpected program closures; an intruder on the program premises; an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight; an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and required first aid; a lost child; a child removed from the program by a non-custodial parent or guardian; an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer; the commission by a child of an offence under an Act of Canada or Alberta; and/or a child left on the premises outside of the program's operating hours. All incidents are analyzed annually and a report using the prescribed form will be submitted to the regional childcare office.

AIR QUALITY

On days when Environment Canada issues an Air Quality Health Index rating that is at 7 or higher, students should be kept indoors, and school windows closed. Air conditioning and HVAC air systems should remain on.
(Environment Canada's Weather Forecast – Air Quality Index)
https://epsb.ca/ourdistrict/policy/h/hhfa-ar/ (Point C 3)

Weather
Inclement weather: At or before -23 degrees C (-10 degrees F), and adverse weather conditions (storms, extreme winds, hard rain). (Environment Canada's Weather Forecast).
https://epsb.ca/ourdistrict/policy/h/hhfa-ar/ (Point C 1)

All students will be welcomed into the school upon their arrival in the morning (up to 15 min earlier) and we will plan for indoor activities if Inclement Weather or Air quality 7 or higher are warrant.

DISCIPLINE POLICY

The main goal of our playschool is to help children learn German in a social environment that fosters independence and encourages activities that lead to a sense of accomplishment.

Since this goal is achieved while children interact with each other and with adults, we recognize that some disciplinary problems may arise. In the event that this happens, the teacher and teacher's assistants will use their best judgment in dealing with the situation. At all times parents will be notified if a problem has arisen.

Within the classroom environment our aim is to deal with problems as quickly as possible with the least amount of disruption. We have therefore established the following guidelines:

1. The adult who first notices a problem will deal with the child.

2. If a very minor problem is involved, the adult will simply re-direct the child's attention to some other activity.

3. If a larger problem is involved, the child will be told that this behavior is not acceptable and the child will be reminded what is acceptable; then the child's attention is re-directed. If it is deemed necessary, the child may be taken to a visible quiet area of the room with an adult until the child feels ready and willing to participate.

4. If, in a rare case, steps 1 to 3 are not effective or when it is clear that the child will be more manageable without an audience (i.e., the other children), then the child will be taken from the room by the teacher or teacher's assistant. The adult and the child will remain outside until the child feels ready to rejoin the others.

5. Any major or recurring behavior problems will be discussed with the parents so that both the teacher and parents can determine what the best approach would be in terms of handling the child.

The playschool's philosophy is based on the assumption that most children are good most of the time and this behavior is recognized by praise and other supportive gestures given to the individual as well as to the group as a whole. It is felt that positive reinforcement furthers positive behavior and reduces possible friction. To date we have been very successful using this approach.

The following forms of punishment are not permitted: time-outs, inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation; deny or threaten to deny any basic necessity and use or permit to use any form of physical restraint, confinement or isolation. Any child disciplinary action taken must be reasonable in circumstances.

HOLIDAYS, SPECIAL EVENTS AND OUTINGS/FIELD TRIPS

Holidays and special events will be integrated into our program themes and celebrated in various ways. DKK observes the holidays of the public school system including Professional Development Days and teachers' conventions.

Your child will enjoy several special events throughout the year. We invite individuals and groups to come into the classroom to engage with and perform for the children, and often we organize field trips into the wider community. Field trips are planned based on funds available; more details will be available throughout the school year.

Parents will be informed about field trips in the monthly newsletter of the teacher. Signed permission forms from the parents are required for every field trip and will be distributed in class. These consent forms will also ask for parent volunteers to assist during the outings. This is to ensure a supervision ratio of 1 adult for every 3 children. Anyone wishing to volunteer must have a clear police check (including vulnerable sector check).

Parents are responsible to provide transportation for their child to and from all field trips. Teachers are required to take a portable record of each child to off-site activities.

Excursions to different places on school property (e.g., gym, library, school yard) as well as walks through the neighborhood, are routine and do not require separate permission forms. These outings are already signed off on

the child's registration form.

SMOKING

Smoking is not permitted on the program's premises and no staff member is allowed to smoke where childcare is provided.

RECORDS OF PERSONAL INFORMATION

Children's Records

In order to comply with Licensing requirements, DIE KLEINE KINDERSCHULE is required to keep on premises an up-to-date record for each child containing the following information:

- Child's name, address and birth date
- A completed enrollment form
- Parent's name, address, phone number
- Name, address and telephone number of person who can be contacted in case of emergency
- If medication is administered, that written consent of the parent and the name of the medication, the time of administration, the amount administered and the initials of the person who administered the medication
- The particulars of any health care provided to the child, including written consent of the parent
- Any other relevant health information about the child provided by the parent e.g., allergies, immunizations

Portable records

The program also needs to maintain a portable record of emergency information, including the following:

- Child's name, address and birth date
- Parent's name, address, phone number
- Name, address and telephone number of person who can be contacted in case of emergency
- Any other relevant health information about the child provided by the parent, e.g., Allergies, immunizations.
- Emergency response and poison control phone numbers will be included with portable records.

IMMEDIATELY advise the registrar and teacher in writing of ANY CHANGES AND/OR ADDITIONS to the information you recorded on your registration form. We need to be made aware of all changes to addresses, TELEPHONE NUMBERS, EMERGENCY CONTACT PERSONS, your child's allergies, persons authorized to pick up your child, doctor's telephone number and address, or any other relevant information.

ADMINISTRATIVE RECORDS

Staff will maintain particulars of daily attendance of each child (Sign-up sheet) as well as evidence of the child care certification of the staff member, and a current first aid certificate as well as the required current criminal record checks.

WITHDRAWING YOUR CHILD

One full calendar month's written notice to the registrar of the preschool is required to withdraw from DIE KLEINE KINDERSCHULE. The withdrawal form must be filled out and submitted to the registrar. Form can be found on the website. If you want to withdraw your child for March 1. you must submit the withdrawal form by January 31. If you withdraw part way through a month (i.e., February 15th), the next month's full tuition will be cashed (i.e., March). Your child may attend during the notification time, unless you choose otherwise. No tuition refunds will be given for withdrawals occurring after April 1. Registration fee is non-refundable once a child has been placed in a class.

STAFFING AND CLASSES

A minimum number of students are necessary for the efficient operation of the school as well as to enhance children's experiences and interactions with others. In the event that enrollment is insufficient, DKK may be required to cancel or postpone a class. Families will be contacted and DKK will work with the family to determine the best option, which may include attending at a different day or time, different location, or remaining on a waiting list. DKK also reserves the right to implement alternative staffing plans should enrollment be insufficient.

USE OF CHILD PHOTOS AND NAMES

DKK will not use or post any photos of your child outside of the classroom nor print their name in any publications or DKK website without a signed Consent to Release form allowing us to do so.

SUPERVISION AND SAFETY

DKK promotes safety by establishing simple rules (e.g., “when we are indoors, we walk”), using consistent systems during head counts, maintaining staff-to-children ratios at all times and recording arrival and departure times of the children. A second staff person needs to be on duty during class, starting with 7 children between 3-5 years old. However, one staff person can be in a small group by themself with a ratio 1:12 (example, if one staff member is going with some children to the washroom). Regular safety checks of the program’s premises, indoor and outdoor physical environments and equipment are performed. Children are closely monitored when carrying out activities that may involve some risk. Classes will participate in practice evacuation procedures by the three locations: Forest Heights, Rio Terrace and German Club.

PARENT COMMITMENT AND COMMUNICATION

Parent Commitment

We are a non-profit organization and operate as a parent co-operative, and as such it is necessary to receive everyone’s assistance in order to keep our playschool operating. We welcome parent participation and interest in the program. There are many ways in which you can contribute to the learning opportunities of the group and we welcome your input. DKK does not require mandatory volunteering; instead, we trust that everyone will get involved according to his or her abilities and availability. We fully realize that the toughest job facing any organization is the recruitment of volunteers. We encourage you to consider taking an executive or volunteer position as shown in the Parent Handbook.

Parents should be prepared to:

1. Attend the preschool’s Annual General Meeting in the spring and receive a $50 credit back from your registration fee.
2. Sign up for a volunteer job or serve on the executive board, when able
3. Assist in fundraising when needed

Additionally, if you have special skills, hobbies, or jobs and would like to assist the teacher with a special in class presentation, please advise the teacher. The opportunity to sign up for volunteer positions will occur at the Annual General Meeting. The Executive Board elections also occur at the AGM. Please be familiar with the roles (both volunteer and board related) prior to attending the AGM. The Executive Board and Volunteer Job positions are listed at the end of this handbook.

Parent-Teacher Communication

We have special interest in your child as a member of the playschool group, as an individual, and as a member of your family. It is important that both home and school cooperate for the good of the child. This can only happen when parents and teachers work together. We are always willing to talk with parents. However, playschool program time belongs to the children and therefore it is not always possible to talk to parents when they bring children to and from school.

Please feel free to discuss your child's progress or any concerns you may have regarding your child. Do not hesitate to write notes, or call about things you feel we should know or make an appointment for a meeting. We also feel free to do the same with you.

If you wish to observe the class on one or more occasions in the course of the year you are invited to do so by making arrangements with the teacher in advance, and using the sign-up sheet in the classroom. Please make baby-sitting arrangements for other siblings.

In the event of any student concern or other family matter that may cause stress to a child, the teacher would appreciate being notified through a note, personal visit, or a telephone call. Please do not take class time to discuss these matters, but rather book a time before or after class with the teacher.

Parent- Executive Communication

The executive, made up of parent volunteers, meets once a month on a regular basis. The Teacher's staff meeting is also held at this time. The monthly executive meetings are open to all parents; if you ‘d like to attend an executive meeting please contact your registrar for meeting dates. Annually, there is a spring General meeting held in May and

one parent/guardian is required to attend this meeting.

You will be kept up to date with school news by the registrar. The registrar and teachers also provide a short monthly newsletter that is emailed out to parents. There are also bulletin boards in the hallways and classrooms as well set up at each location. Please review them regularly for additional information.

Complaint Procedure

In order to deal with concerns or questions promptly and confidentially, we ask that all parents/guardians be guided by the following recommendation. If a concern arises between your child and a teacher or teacher's aide, we would ask that you speak to that person directly and try to resolve the concern. If, however, you feel this cannot be done or the issue has not been resolved to your satisfaction, please contact the registrar who will contact the president, as soon as possible, so that the issue can be handled promptly. Should you have questions or concerns regarding DKK, please direct them to your registrar.

FINANCES

DKK is funded primarily through tuition fees supplemented by fundraising. Tuition fees cover the necessities (classroom supplies, rent, field trips, special events) and fundraising, including a casino, covers most of the cost of salaries. Donations of money, toys or equipment are always welcome.

The financial books are audited each year and a financial statement is available upon request.

Fees

All fees are due the first of the month via automatic withdrawal. **Once a space has been allocated for your child, you have assumed financial responsibility for that space for the entire year whether or not the child attends each time. No rebate or reduction of fees is allowed for temporary absence or holidays.** Registration fee is nonrefundable.

Early Registration Rebate: If you have registered for the next school year AND you attend our AGM in spring at 7:00pm at the German Club, we offer a $50 rebate on your registration fee. One AGM attendee per family is required to receive this rebate. Attendance will be taken and families who attend will receive a $50 e-transfer after the meeting.

All NSF cheques/withdrawals are subject to a cash fee (to cover our bank and processing costs). **The cash fee is $30 for each NSF cheque/withdrawal.** In addition, the tuition that was NSF must be paid in cash immediately upon notification by our registrar or treasurer. After two subsequent NSF cheques/withdrawals, tuition must be paid in cash for all future months by the 25th of the preceding month. This cash tuition can be paid to DKK teachers. If you suspect that a problem may arise with a cheque, contact the registrar prior to the first of the month so alternate arrangements can be made.

The first month's tuition is a non-refundable commitment fee. As we must still cover the cost of running the program, paying teacher's salaries etc., there will be no tuition refunds given out after April 1st.

Receipts for DKK tuition fees are issued in February and will be emailed out to families.

Per-class fee

If a student wishes to start attending DKK partway through the month, DKK will charge a per class fee of $20 or full monthly tuition, whichever is less. Your registrar will discuss this arrangement in advance with you. Per-class fees are only available to students who are just beginning the program.

Non-payment of Fees

As a non-profit society, DKK is unable to operate without timely payment of fees for services provided. In the event the fees for any given month are delayed or not paid (regardless of the reason) by the middle of any month, parents will be notified in writing within 5 business days that payment in full must be received by the last school day of that month. If payment has not been received, the child may not attend DKK effective the first school day of the immediately following month. We are unable to accommodate late payments beyond 30 days from the due date.

FUNDRAISING

The fundraising plan is developed at the end of the previous school year depending on the budget, or as a specific need arises outside of the normal budget requirements/allowances.

We do not enforce mandatory fundraising in DKK, yet hope all families participate in the casino or any other fundraising to keep our specialized preschool program viable. During a casino year, a signup sheet will be presented for shifts to be filled, approximately 34 volunteers are needed. These shifts are fun and easy and are a great way to get to know the other parents better.

Our school runs a permanent fundraising opportunity through Mabel's Labels. To obtain good quality, eye-catching personalized labels and support DIE KLEINE KINDERSCHULE visit https://mabelslabels.com/support-a-fundraiser/.

SECURITY CLEARANCES

Precautionary measures need to be conducted to ensure the protection, health and safety of each child participating/registered in DKK, and to also meet insurance requirements. Parents/guardians/caregivers that choose to volunteer inside the classroom or participate in field trips, must complete the screening procedures upon registration and must be responsible for keeping these up to date as requested by DKK. Application form for the Police Information Check is included in the registration form or can be provided by contacting your registrar.

As a member of the Association for English-German Bilingual Education of Edmonton (AEGBEE) and the German-Canadian Association of Alberta (GCAA), we also try to support all the other programs in which they are involved with.

EMERGENCY EVACUATION PLAN - FOREST HEIGHTS

IF WE NOTICE A FIRE, THE TEACHER ASSISTANT WILL CALL 911

STEP BY STEP EVACUATION PROCEDURES:

1. Teacher will call out FIRE DRILL.
2. Teacher will instruct children to assemble at the door
3. Teacher Assistant No.1 will hold door for children.
4. Teacher Assistant No.2 will lead children through EAST exit nearest classroom.
5. Teacher will check classroom to ensure no children are left.
6. Teacher will take class list/ portable records (indicating parent's telephone numbers)
7. Teacher will close classroom door and follow behind children.
8. Class will proceed to far end of playing field next to power pole.
9. Teacher will take roll call.
10. Teacher Assistant will meet fire department, if possible, to assist.
11. If the Fire Department decides it is safe to do so, orders will be given to return to the building: otherwise, children and staff will move to:

    FOREST HEIGHTS COMMUNITY LEAGUE, 10150-80 STREET 780-468-1798

12. Parents will be telephoned and notified.
13. Teacher and Teacher Assistant(s) will remain with any children whose parents cannot be contacted.

**ALTERNATE EXIT

If fire is located outside of classroom door blocking the exit, these procedures should be followed:

1. Close classroom door.
2. Teacher will instruct children to assemble at window marked as fire escape and window will be opened immediately by Teacher Assistant.
3. Teacher Assistant to exit first.
4. Teacher to pass each child to Teacher Assistant.
5. Teacher will check classroom to ensure no children are left and will exit with class list.
6. Continue with steps 8 through 13 above.

***PROCEDURE WHEN TEACHER ASSISTANT HAS ACCOMPANIED CHILD TO WASHROOM:

1. If possible, Teacher Assistant and child will rejoin class.
2. If smoke, fire or flow of other children impedes Teacher Assistant's return to classroom, Teacher Assistant will proceed to nearest exit with child and rejoin class at designated meeting point.

RELOCATION POINTS:

FOREST HEIGHTS COMMUNITY LEAGUE, 10150-80 STREET 780-468-1798

EVACUATION PLAN – GERMAN CLUB

IF WE NOTICE A FIRE, THE TEACHER ASSISTANT WILL CALL 911

STEP BY STEP EVACUATION PROCEDURES:

1. Teacher will call out FIRE DRILL.
2. Teacher will instruct children to assemble at the top of the stairs.
3. Teacher Assistant will lead children down the stairs and to the main building entrance.
4. Teacher will check classroom to ensure no children are left.
5. Teacher will take class list/ portable records (indicating parent's telephone numbers).
6. Teacher will close classroom door and follow behind children.
7. Class will proceed to muster point in the parking lot.
8. Teacher will take roll call.
9. Teacher Assistant will meet fire department, if possible, to assist.
10. If the Fire Department decides it is safe to do so, orders will be given to return to the building: otherwise, children and staff will move to:

SENTINEL STORAGE, 8112 Roper Road, T6E 6T8

11. Parents will be telephoned and notified.
12. Teacher and Teacher Assistant(s) will remain with any children whose parents cannot be contacted.

***PROCEDURE WHEN TEACHER ASSISTANT HAS ACCOMPANIED CHILD TO WASHROOM:

1. If possible, Teacher Assistant and child will rejoin class.
2. If smoke, fire or flow of other children impedes Teacher Assistant's return to classroom, Teacher Assistant will proceed to nearest exit with child and rejoin class at designated meeting point.

RELOCATION POINTS:

SENTINEL STORAGE, 8112 Roper Road, T6E 6T8

EMERGENCY EVACUATION PLAN – RIO TERRACE

IF WE NOTICE A FIRE, THE TEACHER ASSISTANT WILL CALL 911

STEP BY STEP EVACUATION PROCEDURES:

1. Teacher will call out FIRE DRILL.
2. Teacher will instruct children to assemble at classroom door.
3. Teacher Assistant No.1 will hold door for children.
4. Teacher Assistant No.2 will lead children through north exit nearest classroom.
5. Teacher will check classroom to ensure no children are left.
6. Teacher will take class list/ portable records (indicating parent's telephone numbers).
7. Teacher will close classroom door and follow behind children.
8. Class will proceed to far north end of playing field.
9. Teacher will take roll call.
10. Teacher Assistant will meet fire department, if possible, to assist.
11. If the Fire Department decides it is safe to do so, orders will be given to return to the building: otherwise, children and staff will move to:

    RIO TERRACE & PATRICIA HEIGHTS COMMUNITY LEAGUE, 15500-76 AVE, 487-0610

12. Parents will be telephoned and notified.
13. Teacher and Teacher Assistant(s) will remain with any children whose parents cannot be contacted.

***PROCEDUREWHEN TEACHER ASSISTANT HAS ACCOMPANIED CHILD TO WASHROOM:

1. If possible, Teacher Assistant and child will rejoin class.
2. If smoke, fire or flow of other children impedes Teacher Assistant's return to classroom, Teacher Assistant will proceed to nearest exit with child and rejoin class at designated meeting point.

RELOCATION POINTS:

RIO TERRACE & PATRICIA HEIGHTS COMMUNITY LEAGUE, 15500-76 AVE, 487-0610

DIE KLEINE KINDERSCHULE (DKK)
VOLUNTEER POSITIONS

Updated Feb 2018

Descriptions of DKK Executive Board Positions

President

- Responsible for the overall coordination and management of the playschool
- Chairs monthly executive board meetings and Annual General Meeting
- Establishes agendas for monthly executive meetings and is responsible for coordinating booking of meeting space
- Co-signs (with Treasurer or Vice President) expense cheques
- Responsible for teacher and teacher aide staffing
- Ensures contracts are in place for all staff positions
- Represents DKK for the Association for English-German Bilingual Education of Edmonton (AEGBEE) and the GCAA
- Develops with support of the Treasurer, an annual budget

Vice President

- In the absence of the President, the VP performs the duties and exercises the power of the President
- Co-signs (with Treasurer or president) expense cheques
- Attends monthly executive board meetings
- Acts as the liaison with the Child Care Subsidy Program, submits all payment and subsidy claims and ensures accurate records are maintained

Secretary

- Takes the minutes at monthly executive meetings and at the Annual General Meeting and makes sure to promptly distribute them to designated individuals
- Maintains updated contact list of executive board members
- Creates meeting invites for Board meetings and AGM and ensures rooms are booked

Treasurer

- Calculates payroll at the end of each month (using Payworks)
- Makes all invoice payments
- Acts as the administrator for DKK bank accounts
- Is co-signer (with the President or Vice President) for all funds
- Coordinates audited financial statements for submission and presentation at the AGM.
- Attends monthly executive board meetings, provides a monthly account balance and reviews expenditures.
- Assists the President with the development of an annual budget

* **An accounting background would be an asset**

Registrars (3 required)

(3 required - one for each location: Forest Heights, German Club and Rio Terrace)

- Process registrations and tuition payments
- Respond or redirect all telephone and e-mail inquiries made to their respective location.
- Coordinate with teachers to maintain updated list of volunteer jobs
- Coordinates with teachers and board e-mail communications to parents.
- Attend monthly executive board meetings, report on class size changes and express any other concerns or questions related to enrolment and registrations
- Attend their respective Open House (February/March)
- Attend the Annual General Meeting
- Collects and submits volunteers' police check packages to the Edmonton Police Services, receives and distributes results to teachers

Marketing/Advertising

- Coordinates all advertising activities (Road signs, Bridge Banners, Posters, Open Houses, Newsletters)
- Maintains DKK branding & graphic standards
- Maintains DKK website http://www.dkkplayschool.org/
- Maintains DKK Facebook page / Instagram
- Attends monthly executive board meetings and updates on advertising activities
- Coordinates branded year-end gifts for students

Special events coordinator

- Coordinates special events (i.e., Welcome BBQ)
- Books field trips that take place throughout the school year
- Attends monthly executive board meetings and updates on field trips and events.

Fundraising Coordinator

- Oversees any fundraising projects undertaken during the year
- Maintains a file of fundraising ideas and activities
- Attends monthly executive board meetings and updates on fundraising activities

All Positions - In order to assure a smooth transition of executive positions, the previous year's executive board will meet with the new year's executive board for explanations and assures questions will be answered during the transition period.

Monthly executive board meetings rotate between DKK's 3 locations or take place online.

Descriptions of DKK Volunteer Job Positions

Auditors **(2 required)**

- Annual audit of the financial records provided by DKK (Jan or Feb)
- Persons do not have to be designated accountants

Classroom Support

- Assist with preparation of classroom materials (if required)
- Update classroom and hallway bulletin boards (if required)
- Change seasonal decorations (if required)

Classroom Photographer

- Takes photos at special events
- Takes the annual class photo

Emergency Classroom Helper

- Be available on short notice to assist in classroom if teacher/aid is absent
- Possibility of extended help required due to medical leave, etc.
- Assist teacher in contacting parents if class is cancelled due to illness/not sufficient staff

Handyperson/Maintenance

- Fix/maintain items in the classroom ensuring safety of play area/equipment as per licensing requirements.
- Must be willing to do repairs in a timely manner

Party/Special Events support

- Assist special events coordinator in organizing the Welcome BBQ in September including renting/delivering supplies, purchase of food, set up and clean up.
- Assist teachers and aids in coordinating Christmas/Year end concerts, including venue set up and clean up.

Toy Washers

- Coordinate with teachers twice a year to wash toys with other parent volunteers