

PEANUT BUTTER & JAM PARENT HANDBOOK 2009/2010

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1. PLAYGROUP OPERATION

1.1. Times & Dates

Peanut Butter & Jam sessions operate Monday through Friday mornings from 9:15 a.m. to 11:15 a.m. and if extra sessions are needed, they will run on Tuesday and Wednesday afternoons from 1:15 p.m. to 3:15 p.m.

The L'il Peanuts session is on Monday afternoon from 1:15 p.m. to 3:15 p.m. Both Peanut Butter and Jam and L'il Peanuts playgroups run from September through June. We break at the same time as the schools for Christmas and Spring Break. Specific dates will be provided at the general meetings.

All playgroup sessions will begin the week of Monday September 14, 2008 and end the week of Friday June 18, 2009.

Sessions will not run in -30 degree weather. Stay home. Stay safe.

1.2. Location and Contact Information

Our location is in the Riverbend Community League (Brookside) Building located at: 5320 - 143 St.

Contact phone number for the hall is: (780) 434-0627 (please leave a message)

Website address is <http://www.peanutbutterandjam.ca>

1.3. Introduction

Both Peanut Butter & Jam (PB&J) and L'il Peanuts function by the co-operative effort of all members, each parent's active participation is vital to its success. As a program run through the Riverbend Community League, Peanut Butter & Jam and L'il Peanuts Playgroups are bound by the by-laws of the Community League, and these programs are overseen by the current Riverbend Community League board.

From: Revised By-laws of the Riverbend Community League Section 4.9:

'Every member ... shall act honestly and in good faith with a view to the best interests of the League and each such member shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.'

1.3.1. Playgroup Objectives

The objectives of the playgroup are to provide:

- an opportunity for parents to meet and socialize with other parents;
- an opportunity for your children to interact with other children;
- a safe, varied environment with carefully chosen toys and activities; and
- introduction to new games, songs and activities.

1.3.2. Peanut Butter and Jam Playgroup

The playgroup is for pre-school aged children.

A maximum of 20 children are registered for each session. Infants who will turn one before December 31, 2009 are included in this total; those turning one after December 31, 2009 are not.

The breakdown of time for each PB&J session is:

- 60 minutes for large/small toy play;
- 20 minutes for snack time;
- 15 minutes for circle time (sing-song, announcements);
- 5 minutes for story time;
- 20 minutes for craft time.

As each group differs, discuss amongst your group members how you would like your session to operate, egg. if it works for all involved that you have craft time before snack, then feel free to re-arrange the activities to suit your needs, however, all activities must be included in each session.

1.3.3. L'il Peanuts Playgroup

This playgroup is for infants under the age of one as of March 1, 2009. It also functions by the cooperative effort of all members and each parent's active participation is vital to its success. Craft time, story time, circle time activities are all flexible whether or not they are incorporated into your playgroup time.

2. FEES

2.1. Fees

Fees for PB&J members is \$12 per month per child over the age of one. Commencing the month of an infant's first birthday, a fee of \$12 per month is charged.

Fees for L'il Peanuts are \$8 per month per child.

2.2. Cancellations

If at any time you decide that you can no longer attend, you are expected to contact the registrar as soon as possible, who will contact the session liaison in order for duties to be covered.

Cancellations after:

August 15th, 2009 – a \$10.00 administrative fee will be retained;

October 1st, 2009 – no refund will be issued for the September – January session;

January 15th, 2010 – a \$10.00 administrative fee will be retained;

March 1st, 2010– no refund will be issued for the February – June session.

2.3. Community League Memberships

The Playgroup operates as part of the Riverbend Community League and is covered under its insurance. It is mandatory that all families registered in the playgroup must be a member of a community league. Purchase your membership from the community league you reside in, and if you live outside of Edmonton City, please purchase a Riverbend Community League membership.

It is mandatory that you notify the Registrar ([Jennifer Milanovic](#)) with your community league membership number by the first day of playgroup. Failure to do so will result in dismissal from the group. Go to www.riverbendonline.ca for information on how to obtain your Community League Number. You will also be able to purchase your community league membership in person at the Riverbend Community League office for no additional charge, on September 9, 2009, from 6:30pm – 8:30pm or September 12, 2009, from 10:00am to 12:00pm. If you are from outside the Riverben area, go to www.efcl.org for a list of all community leagues in the city. You can purchase your membership on-line, as well, with a 13% service charge. If you have any other questions regarding Community League Memberships, please phone Mary at the Riverbend Community League Office at (780) 437-2913.

Community leagues add value to their neighborhoods by building, operating, and improving facilities (halls, rinks, parks, playgrounds); offering youth and adult recreation, creative arts, and sports programs; running crime prevention programs; organizing special events and social activities for families; and many other important functions.

2.4. Roster Duties

Each parent/nanny is required to fulfill approximately eight different roster duties (4 in Sept-Jan & 4 in Feb-Jun). An explanation of all duties is given in Appendix I. Special circumstances such as pregnancy or a newborn will try to be accommodated. The number of duties required by each member will depend on the number of registrants in their session.

A sign-up sheet of your duties for each term will be available at the first session of the term. The following roster duties run for one-month periods:

- Set-up
- Circle time leader/Story time leader
- Craft leader
- Clean-up
- Laundry

There are also roster duties for:

- Cleaning bee
- Christmas present wrappers
- Executive liaison (where applicable)
- Year end picnic
- Assisting with programs

If a parent/nanny is unable to fulfill their roster duty obligation, it is their responsibility to exchange or make alternate arrangements with another member of the group. Phone lists of each session will be distributed at the beginning of September, and these are to be used to call other members in your session to fill in for your duty if you are unable. Please call at least 5 members before calling your liaison.

We operate on a 'three strike' policy, which will be enforced. If one roster duty is missed, the executive will contact the participant and notify them that they have missed their duty, and that a second occurrence will result in their \$150 duty roster cheque being cashed.

After the second missed roster duty in which no attempt is made by the parent/nanny to find a replacement, the cheque will be cashed immediately. The executive will contact the participant to inform them that their cheque has been cashed, and a third offense will result in their dismissal from the playgroup.

After the third missed roster duty the executive will ask the family to leave the playgroup permanently.

In addition, there will be programs where we require volunteers to assist, such as cleaning bees and the I've Outgrown It Sales. As these events happen on a single specific day, if the volunteer who has signed up does not fulfill their duty, or does not find someone to fill their position, the duty roster cheque will automatically be cashed.

Parents must inform the treasurer if they wish to receive their \$150 cheque back at the end of the playgroup, otherwise the cheque will be destroyed.

3. SUPERVISION OF THE CHILDREN

Each parent/nanny is responsible for the supervision of their children. If a child is not interested in an activity by virtue of his or her age, inclination or mood, the parent/nanny must supervise the child in another activity area and, in some cases, consider whether the child would be happier at home. If it is necessary for the parent/nanny to leave the room, another adult should be asked to supervise their child/children in their absence.

Please remember that this is a playgroup in which the parent/nanny is active at play with the children. Although it is also a great time to socialize with other adults, and we hope you do, please supervise your children. In particular, you are responsible for ensuring that your child does not hurt other children (i.e. hitting, kicking, biting, throwing toys, spitting, etc.). If an incident does occur, please help the hurt child, explain the situation to the hurt child's parent/nanny, explain to your child what behavior is not acceptable and what is, and encourage your child to apologize to the hurt child.

Any difficulties should be dealt with diplomatically within the group. If a child is repeatedly involved in such incidents and no attempt is made by the parent/nanny to improve the child's behavior, the executive will use its discretion to determine whether the family should leave the playgroup. Unused fees will be refunded as stated in the cancellation policy.

Note that the parents in the playgroup can be a wonderful resource in dealing with discipline issues. Tactful discussions and advice about such issues could prove very helpful to the parent/nanny, child and the group as a whole.

4. GENERAL GUIDELINES

4.1. Health

Peanut Butter and Jam and L'il Peanuts are very interactive playgroups. If your child has displayed any of the following symptoms within 24 hours prior to your scheduled session please remain home in order to preserve the health of all members of your session.

- a fever;

- coloured nasal discharge;
- diarrhoea/vomiting;
- frequent bouts of coughing or sneezing due to colds;
- Conjunctivitis (pink eye) or coloured eye discharge;
- any communicable diseases.

For the health of the entire group, we ask that your child's immunizations be up to date. If there is any question on your part as to whether your child should attend, please err on the side of caution.

If your child comes down with any communicable illness and had just been to playgroup, please inform your liaison immediately, in order for your liaison to contact all the other members in your session to be aware that this certain illness may infect their children.

4.2. Snack Time

Please note that the Riverbend Community (Brookside) Building is a Nut Free Zone. Bring a snack for your child, including a drink.

If your child has any other allergies or sensitivities, please inform your session liaison as well as all the other members in your session so that all members in your session are aware.

Sharing should be discouraged. This helps to ensure children with food allergies are protected.

On party days, snacks are not required because parents/nannies sign up to bring special party treats for the children.

4.3. Guests

It is acceptable to arrange for another person to bring your child to the sessions for you. Fathers, grandparents, etc. are also welcome to come along as guests. Older children home from school are not allowed at the playgroup. Other arrangements must be made.

4.4. Fire Safety

Please note where the exits are: one at the north entrance (which we enter through) and one on the south wall of the playgroup area. In case of fire, collect your child/children and evacuate the building as quickly as possible. Please assemble in the school parking lot to ensure everyone is out safely.

4.5. Parking

There is ample parking available on the streets in front of the community league building. There is no parking in the Brookside School parking lot.

5. PLAYGROUP ADMINISTRATION

5.1. General Meetings

5.2. Notice Board

Please check our notice board each week for announcements. Feel free to use the executive envelope for any suggestions for new toys, activities, etc. that you think would benefit the group. Executive members are also available by phone/email to answer questions and concerns.

5.3. Programs and Special Events

In addition to the regular weekly playgroup sessions and the general meetings, special events and programs are arranged throughout the year for children, parents/nannies and families.

Some special events will require additional fees, which will be collected by a pre-set date, and will be non-refundable. If the event does not occur, the nature of its cancellation will determine if a refund will be awarded. Most events will require that families sign-up and pay their fee/deposit, and if payment is not received by the pre-set date, they will not be registered and families / members on a wait list will fill their space.

Additional programs will be announced at general meetings and posted on the notice board. Siblings, PB&J alumni & unregistered children are welcome if space permits.

Nominal fees may be required as Peanut Butter and Jam or L'il Peanuts fees do not cover these extra programs. The playgroup does not make a profit from these programs; the fees only cover the costs of the events.

Anyone interested in participating in these programs are asked to sign their name(s) on the event registration list on the Programs Board and at the same time place a cheque (or cash in envelopes provided) in the PB&J Treasurer's Mailbox located in the storage room. Please note: you will not be registered for the event if your payment is not received.

Each event will have a registration closing date after which no further registrations will be accepted.

6. EXECUTIVE COMMITTEE

6.1. Executive Members for 2009 / 2010

The following are the volunteer coordinators of the playgroup executive

Chairperson:	Sheilagh Barlage	sbarlage@gmail.com
Treasurer:	Dawn Angus	dsangus@shaw.ca
Secretary:	Melissa Macleod	dammacleod@shaw.ca
Registrar:	Jennifer Milanovic	jenniferdenham@hotmail.com
Supplies:	Toni Laurie	Toni.Laurie@gmail.com
I've Outgrown It Sale:	Sheilagh Barlage Elise Heaton	sbarlage@gmail.com jamie.elise@yahoo.ca
Weekend Getaway:	Ladine Martin	adineim@telus.net
Advertising:	Elise Heaton	jamie.elise@yahoo.ca
Facebook:	Andrea Schoeman	andreaschoeman@shaw.ca
Website / Newsletter:	Shay Meszaros	shaymm@shaw.ca

These are voluntary positions with a one-year term from June 30 to June 30. We will be requesting volunteers for the next executive in the spring of 2009.

Please consider serving for the 2010/2011 period.

6.2. Privacy Act

Pursuant to the *Alberta Personal Information Protection Act*, any personal information that has been obtained from you has been obtained for the sole purpose of registration and involvement of your family in the Peanut Butter and Jam Co-operative Playgroup. Your personal information will not be used for any other purpose.

APPENDIX I - ROSTER DUTIES

Set Up

- Arrive by 9:00 a.m. for morning session, and by 1:00 p.m. for afternoon session;
- Open the north door which faces Brookside School (keys will be provided when it is your duty month);
- Set out the toys;
- Set up the coffee and tea area in the kitchen.

Circle Time/Story Time leader

- Announce any children's birthdays and introduce any new members;
- Select and lead songs and activities;
- Resource material is available in the storage room along with a parachute, a cd player, a large selection of books and musical instruments;
- Books from home may also be used.

Craft Leader

- Samples for crafts will be posted monthly on the Program Board. Other ideas can be found in a craft resource book in the storage room. Craft leaders may choose to use these ideas if they wish;
- Select and prepare a simple craft for the children to do. This could include coloring or playing with play dough. Please remember these crafts are for your children to have fun with. Design age-specific crafts that the children can complete with little parent involvement. It is their creative time;
- Try your best to plan crafts which use the craft supplies provided in the storage room;
- Any additional supplies will not be reimbursed, except for December (for Christmas) and May (for Mothers Day). A limit of \$15.00 per session for each of these months will be allotted;
- Supplies in the storage room include: crayons, washable markers, white glue and sticks, glitter glue, scissors, pom-poms, foam letters and

numbers, feathers, googly eyes, pipe cleaners, paper plates, dixie cups, construction paper and lots of stickers;

- Prior to your turn, please check and make sure there is adequate supply of the supplies you intend to use. Please notify the executive members responsible for supplies if you find you will require more than is in the room;
- Ensure the craft supplies are properly put away and cleaned up.

Clean Up

- Clean up is everyone's responsibility, but those on clean up duty must ensure the following;
- All toys and equipment is properly put away;
- Mouthed toys washed and put in mesh bag and hung over the Rubbermaid container located in the toy storage room;
- All mats are neatly stacked;
- The coffee area is cleaned up and supplies put back. The carpet is vacuumed;
- The girl's washroom is tidied;
- • The potty seat in the girl's washroom is cleaned with gloves (marked "potty") and cleaning supplies under the kitchen sink;
- All children's tables and chairs are clean and placed against the north/west corner wall;
- Garbage is to be taken home as the school dumpster in not for our use;
- Lights are turned off and thermostat turned down;
- Storage room, playgroup room, furnace room, kitchen cupboards, kitchen and outside door are locked (keys will be provided for your duty month).

It sounds like a lot but when everyone pitches in, it goes quickly.

Cleaning Bees

Two members from each session, meet one evening for about 2 hours to clean toys and organize the storage room. This occurs every alternate month. Cleaning bee dates are listed on the roster duty sheets as well as below.

Assigned members that do not fulfill their roster duty of the cleaning bee will be penalized by having their \$150 duty roster cheque cashed.

Please bring with you a pail, rubber gloves, rags and two old sheets or large towels for air-drying toys.

Christmas Present Wrappers

This duty requires wrapping Christmas presents for the kids in your session. (Peanut Butter and Jam will provide the gift wrap and tags).

Executive Liaison

This position is required if there is not an executive member in the session. The executive liaison is required to attend executive meetings and communicate the information back to their session. A liaison will be required for Sept-Jan and then another from Feb-June.

Year End Picnic

One (1) person per session. Duty is to organize the year-end picnic/party for your session.