



# **Discovery Preschool Society of Calgary Policies and Procedures February 22, 2013**

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## **1 Introduction**

Discovery Preschool is Reggio-inspired and project-based preschool in the southwest Calgary neighborhood of Killarney. Discovery Preschool is a parent cooperative: parents contribute to and participate in the preschool community in many ways including volunteering in the classroom and assuming a volunteer job.

Discovery Preschool was originally formed by parent volunteers as a committee of the Alexander Ferguson School Parent Advisory Council and was called Alexander Ferguson Preschool. In the spring of 2006, Discovery Preschool moved to a new location and became its own entity.

Discovery Preschool Society of Calgary (“Discovery Preschool” or “the Preschool”) is registered as a society under the Province of Alberta Societies Act and is licensed to operate under the Government of Alberta Child Care Licensing Act.

## **2 Philosophy and Goals**

The educational vision at Discovery Preschool is based upon the emergent curriculum principles of the world-renowned schools for young children in Reggio Emilia, Italy. The Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate children's construction of "his or her own powers of thinking through the synthesis of all the expressive, communicative and cognitive languages" (Edwards and Forman, 1993).

Discovery Preschool’s Reggio-inspired and project-based approach builds a nurturing and stimulating environment through an emergent play-based curriculum that is responsive to children’s interests and needs. Children are viewed as competent, capable individuals who take ownership of their learning when placed in an environment that fosters their intrinsic curiosity and desire to learn. With the teacher in the role of researcher, children are encouraged to be active explorers and co-creators of their own learning experience.

The core goals of the Discovery Preschool program are:

- To collaborate with the children in facilitating inspiring projects and activities based on their interests;
- To create an environment for play and exploration through the mediums of art, drama, music, dance, etc.;
- To provide responsive and relationship-based care;
- To value and respect the "whole child" by including elements such as: trusting children to initiate their own activities and work on projects without interruption; building competency and self-reliance; and facilitating problem solving and social interactions through modeling and encouraging autonomy and child-initiated conflict resolution;
- To document the children's learning and discovery as guided by the Reggio Emilia philosophy;
- To build and nurture strong, positive and collaborative relationships within the Preschool community between various stakeholders including: parents; Teacher (s) / Staff; student teachers; the landlord; outside agencies and specialists (e.g.

developmental aides, speech pathologists, etc.); and neighboring schools and businesses; and,

- To evolve the Preschool's Reggio-inspired principles through the professional development activities of Teachers and opportunities for parent education.

### **3 Values and Beliefs**

In the Discovery Preschool community, we believe that:

- Each individual is unique;
- Learning should be joyous;
- Parents and family are the foundations to success of each child;
- In the importance of open and honest communication; and,
- A safe and supportive environment fosters lifelong learning and responsible citizenship.

### **4 Administration**

The Preschool is a program offered by the Discovery Preschool Executive Committee (the "Executive") and any paid employees of Discovery Preschool (the "Teacher(s) / Staff"). The Executive and Teacher(s) / Staff together, have the ultimate responsibility for the operation of the program and for ensuring compliance with the Alberta Child Care Licensing Regulation and the Discovery Preschool Program Plan (a document filed with Alberta Children and Youth Services). The Discovery Preschool Policies and Procedures set forth herein form part of the Program Plan and updates must be approved by the Licensing Officer.

### **5 Executive Committee**

The Discovery Preschool Executive Committee is responsible for governance of the Preschool according to the society bylaws and the operating license, Program Plan and these Policies and Procedures. The Preschool Executive Committee is comprised of parent volunteers that are elected at the Annual General Meeting in September and undertake their duties for a pre-determined period.

The Executive will include the following positions:

- Chair;
- Vice-Chair;
- Secretary;
- Treasurer;
- Registrar;
- Advertising Director;
- Facility Director; and,
- Fundraising Director.

The Executive is responsible for the following:

- Ensure due diligence in all operations;

- Act in a manner consistent with the Preschool’s Values and Beliefs;
- Revise the program policies as needed;
- Determine operating budget and managing financial matters;
- Establish class schedule, size (within license) and tuition fees;
- Advertise and recruitment;
- Oversee parent social, educational events and fundraising activities;
- Liaise with stakeholders and interest groups;
- All matters of staffing;
- Attend regularly scheduled Executive meetings;
- Maintain files and records including Executive binders; and,
- Ensure transfer of duties after term.

## **5.1 Duties and Responsibilities**

### **5.1.1 Chair and Vice-Chair**

The Chair and Vice-Chair share in the following duties and responsibilities:

- Set meeting agendas in consultation with Executive and Teacher(s) / Staff;
- Apply for or renew license and permits as required;
- Ensure compliance with the bylaws, license and Program Plan, lease and contracts;
- Ensure appropriate parent communication is in place;
- Ensure decisions are financial prudent;
- Oversee the work of the Executive and assist when needed;
- Coordinate and host the Annual General Meeting; and,
- Chair the HR Committee.

The Executive will endeavor to fill the Vice-Chair position with a parent who will be with the Preschool for at least two years. Ideally the Vice-Chair will assume the position of Chair in their second year on the Executive.

The outgoing Executive will endeavor to fill the Chair position with a parent who has prior experience with the Preschool (i.e. a “returning parent”).

### **5.1.2 Secretary**

- Record and distribute minutes of all Executive meetings;
- Prepare and distribute documents such as summer letter, staggered entry list, calendar, welcome packages, etc.; and,
- Send parent communication emails on behalf of the Executive or other parents.

### **5.1.3 Treasurer**

- Maintain all financial records and statements;
- Coordinate development of budget and present at the Annual General Meeting;
- Provide regular financial updates to the Executive;
- Manage payroll, including source deduction remittances and T4 filing;
- Responsible for payables, receivables and monthly statements, including tuition collection and payment of on-going expenses;

- File annual tax returns;
- Arrange an external review of the financial statements;;
- Supervise and assist with applications for subsidy for qualified families;
- Participate in or as advisor to the HR Committee; and,
- Delegate duties to Assistant Treasurer as appropriate and ensure an assistant is capable of undertaking duties in an emergency.

It is preferable that the Treasurer has accounting credentials. However, when no parent fitting the preference is available it is recommended that the Treasurer arranges volunteer or paid access to accounting services within budget parameters when needed.

#### **5.1.4 Registrar**

- Respond to registration queries from prospective parents;
- Update registration package and content on website;
- Lead registration day planning and coordinate classroom visits with Teachers and prospective parents;
- After registration day, compile registration binder with forms and cheques;
- Maintain registration records including: registration spread sheet, attendance sheets, medication sheets, emergency contact lists, class lists, parent contact sheets and wait-list;
- Collect tuition cheques;
- Communicate registration change information as needed (e.g. Assistant Treasurer, Parent Job Coordinator, Police Check Coordinator, Schedulers, Secretary);
- Check and respond to Preschool messages and emails; and,
- Delegate duties to Assistant Registrar as appropriate and ensure an assistant is capable of undertaking duties in an emergency.

#### **5.1.5 Advertising Director**

- Develop marketing and advertising strategy for the Preschool;
- Work with Treasurer to prepare Advertising budget and manage expenses;
- Oversee production and distribution of rack cards, flyers and posters;
- Place advertisements as needed including: Brite Signs; Calgary's Child Magazine (Preschool Edition); Calgary Herald (Preschool Listings); etc. Ensure Preschool is included on local preschool listings (e.g. Calgary Preschool Teachers Association); and,
- Oversee placement of the Preschool banner and sandwich board.

#### **5.1.6 Facility Director**

- Maintain regular communication with the Preschool's landlord, St. Matthew's United Church, regarding use of space, scheduling, maintenance, health and safety inspections, etc. Coordinate additional bookings for events such as meeting, clean-up days, etc.;
- Oversee use of space (hall, cloakroom, chair room, kitchen, posting of material, etc.) to ensure it is consistent with lease agreement;
- Lead resolution of any issues that may arise;
- Work with the Preschool Chair to annually review and negotiate lease;

- Should the usual classroom space be temporarily unavailable, advise the Teacher (s) / Staff and Executive; coordinate alternative space if possible; and assist with parent communication plan (via an email from the Secretary, phone list or posting of notices);
- Ensure that health and fire inspections are completed and posted; oversee inspection/maintenance of Preschool fire extinguishers;
- Keep updated sign out/in list of all key holders and provided the Landlord with an up-to-date list at all times, collect and distribute keys as required; and,
- Prepare and post interior signage as needed and ensure it is consistent with the Preschool brand.

### **5.1.7 Fundraising Director**

- Review and update fundraising strategy;
- Establish annual fundraising targets with the Chair and Treasurer;
- Establish timing of fundraisers to avoid overlap;
- Ensure a community-building parent social component of fundraising events. If a fundraising event is not required, establish a plan for a parent social event;
- Oversee and provide support to parents in fundraising jobs (e.g. Silent Auction/ Parent Social, Grant Research, Safeway Cards); and,
- Coordinate documentation of fundraising and parent social activities for future use.

## **5.2 Executive Meetings**

Executive meetings will occur at a minimum of once every 6 weeks, or at the direction of the Executive, and may be determined at the Annual General Meeting. Robert's Rules of Order shall be adhered to. A quorum shall consist of four members in accordance with the Discovery Preschool Society of Calgary Bylaws. The Teacher(s) / Staff may be requested to attend Executive meetings or a portion thereof.

## **6 Staffing**

### **6.1 Teachers**

Discovery Preschool may operate with one or more teachers at the discretion of the Executive. Teachers are to have a Child Development Supervisor, Worker or Assistant qualification, with at least one teacher holding, at minimum, a Child Development Worker qualification. Further requirements of the Teacher(s) are found in the Preschool Program Plan.

The Teachers are responsible for planning the Preschool program in accordance with the Program Plan and the Philosophy and Goals identified herein. The Teachers report to the Discovery Preschool Executive Committee, and receive guidance and support from the HR Committee.

### **6.2 Teacher Screening Policy**

- Each Teacher(s) / staff will have to submit their criminal record check, including vulnerable sector search, within eight weeks of starting their position.
- Each Teacher(s) / staff member who has unsupervised access to children will be required to provide to the licence holder a criminal record check, including vulnerable sector search, dated not earlier than 6 months prior to commencement and every 3 years after that date.



### **6.3 HR Committee**

The HR Committee typically consists of the Chair, Vice-Chair, and Treasurer. Additional members may be added in various capacities including Reggio Mentor or Class Representative. The duties of the HR Committee include:

- Provide direction, feedback and support to the Teacher(s) / Staff, including: agree upon annual goals and objectives, performance evaluation criteria and a professional development plan; participate in periodic scheduled performance discussions (with a minimum of two HR Committee members in attendance); provide conflict resolution support as needed;
- Renegotiate contract terms and present to Executive Committee for approval;
- Manage disciplinary issues and terminations; and,
- Recruit and hire new Teacher(s) / Staff as required including establishing a Search Committee.

## **7 Liability and Financial Operation**

Final decision-making responsibility shall rest with the Executive.

The Treasurer, in concert with the Teacher(s) / Staff and interested parents, shall develop financial goals and a prudent budget. The Executive shall approve the budget and receive a full accounting of all transactions. An outside party shall audit the financial statements.

The Preschool will administer the banking of all income and expenses within the Preschool General Account. A complete statement separating tuition deposits from other deposits, as well as detailed expenditures from this account, will be available from the Preschool.

All of the Preschool fees are allocated to the general operation of the Preschool for the Teacher(s) / Staff salaries and benefits, usage of the facility, materials and other supplies.

Money raised through fundraising shall be allocated to general operation of the Preschool unless otherwise designated in advance by the Executive or donor. The Fundraising Director will determine the fundraising events each year and communicate the details to the families in a timely manner.

The Preschool shall hold liability insurance.

## **8 Registration**

Pre-registration and registration guidelines and timing, as well as class size, hours and tuition fees, are reviewed by the Executive on an annual basis for the upcoming preschool year and documented in the Registration Package.

### **8.1 Requirements and Procedures**

Pre-qualification of students are at a minimum:

- All students enrolled must be three years old prior to August 31;
- Students who turn three years old after August 31 and prior to December 31 can be registered and placed on a “hold list” until they turn three years old.

- All students must be fully toilet trained;
- Four year old students must be so prior to February 28;

In addition:

- Maximum enrolment in each class is 18 students, in accordance with the Preschool's license.
- Priority registration will be granted to currently enrolled students and their siblings as well as siblings of past students of the Preschool (i.e. "alumni families");
- Registration is "first come, first served" basis after all current, sibling and alumni registrations;
- A completed registration form and cheques for the registration fee, tuition and clean-up are all required to register; and,
- Openings will be filled from the waiting list.

Children who have not previously attended the Preschool will be under a 30 day qualifying period. It is at the Teacher's discretion to determine each child's readiness and discuss options with the parent.

Special needs children will be assessed and suitability will be made in concert with Executive, parent and Teacher(s) / Staff. Special needs children must have an aide or parent to assist them at all times.

## **8.2 Fees**

Preschool fees include registration fees, tuition fees and clean-up fees.

- Fees will be determined annually.
- When families register more than one child, only one registration and one clean-up fee is required. Full tuition is required for each child.
- The registration fee is non-refundable.
- The cheque for September tuition is dated June 1, and is non-refundable after June 1.
- A fee of \$25 will be charged for all NSF cheques.
- A post-dated cheque is required for the clean-up fee. The cheque will not be deposited if the family participates in one of the three clean-up sessions.

## **8.3 Withdrawal**

The withdrawal policy is determined by the Executive and reviewed as necessary. As a minimum:

- Written notice of withdrawal must be given a minimum of one full calendar month prior to withdrawal. One month's tuition fees will be charged in lieu of notice.
- There will be no refunds issued for the months of May and June for any withdrawals made on or after April 1.
- In the case of a child being removed from the program due to disciplinary issues, the fee for the month in which removal occurs be forfeited by the parent and the one month notice for the following month's withdrawal will not be required.

## **9 Parental Involvement**

Discovery Preschool is a parent cooperative. Parents are an integral part of the learning community at Discovery Preschool; as partners in the process, they experience the curriculum not only through their children's eyes, but as active contributors. Parents are required to volunteer in the classroom on a rotational basis and assume a volunteer Parent Job.

### **9.1 Parent Volunteers in the Classroom**

Two parent volunteers are scheduled for each class and may be needed to meet staff-to-child ratios specified by the Alberta Child Care Licensing Regulation. All parent and designated volunteers must have a Police Information Check.

Parent volunteers can be a mother, father, grandparent or other persons over the age of 18 years designated by the parents and capable of "taking charge" in case of an emergency. Parent volunteers may not bring other children including siblings to the class unless it is a special event as designated by the Teacher(s) / Staff. Each parent volunteer must be prepared to show picture I.D.

Parent/designated volunteers are required to participate in a training session on the policies and procedures, including but not limited to safety procedures and external class excursion training prior to volunteering in the classroom.

The parent volunteer schedule is generally published two months at a time and parents are asked for their preferences (i.e. available days) prior to its completion. After the parent volunteer schedule is published, it is the parents' responsibility to find a replacement if they cannot attend their shift.

Parent volunteers are responsible, at minimum, to:

- Arrive at 9 am for morning classes / 1 pm for afternoon classes;
- Remain until all duties are complete;
- Receive a plan for the class with Teacher(s) / Staff and other parent volunteers;
- Assist with the program including interaction with children, documentation, organisation of daily supplies, cleaning, classroom set-up and pack-up;
- Ensure no student is left unattended including supervision of bathroom trips;
- Ensure policies and procedures are maintained.

Parent volunteers are subject to a conduct and competency review and discipline up to and including being required to withdraw from any further parent volunteering should they fail to meet their obligations, lapse in standard of care or fail to provide for the care of students.

#### **9.1.1 Staff-to-Child Ratios**

Depending on the number of teachers present (one or more), and the number and ages of the children present, parent volunteers may be considered staff and be used to meet the staff-to-child ratio specified by the *Alberta Child Care Licensing Regulation*. The staff-to-child ratio is 1:12 for children 3 years old to 5 years old. Compliance with staff-to-child ratios is tracked daily on the Teacher and Parent Volunteer Sign-in Sheet.

### **9.1.2 Volunteer Screening Policy**

All parent and designated volunteers must have a Police Information Check including Vulnerable Sector Record Search dated not earlier than six months prior to commencement with the program and every three years thereafter. Police Information Check forms are available from the Preschool's Police Check Coordinator.

### **9.1.3 Visitors and Guests**

Visitors and guests are welcome and are not required to have a Police Information Check. Visitors and guests are not allowed unsupervised access to children (e.g. for bathroom trips, supervising "blind spots", etc.).

### **9.1.4 Parent Volunteer Substitute Teachers**

Parents volunteering as substitute teachers are required to:

- Have a minimum of Child Development Worker or Supervisor Level of Certification from Alberta Children and Youth Services. To obtain this certification, the parent sends an application and their educational transcripts (e.g. Teacher, Nurse, Doctor, Therapist, Social Worker) to the Child Development Branch;
- Have a valid First Aid Certificate or provide documentation of MD or RN licensing;
- Obtain a Police Information Check including Vulnerable Sector Record Search dated not earlier than six months prior to the date of commencement with the program and every three years after that date;
- Sign a statement that they have read and will abide by the Preschool Policies and Procedures, including the discipline policy; and,
- Attend an orientation session with the Teacher(s) / Staff.

The Preschool will reimburse costs incurred for the First Aid Course, Police Information Check and within budgeting parameters other costs associated with Transcript Requests.

## **9.2 Parent Jobs**

In addition to volunteering in the classroom, parents are required to fill a volunteer Parent Job. These jobs vary from year to year and are described in the Parent Job Handbook. Parent Jobs may include:

- Advertising Director\*;
- Chair & Vice Chair\*;
- Clean-up Day Coordinator;
- Documentation;
- Facility Director\*;
- Field Trips;
- Fundraising Director\*;
- Fundraising – Grant Research;
- Fundraising – Parent Social and/or Silent Auction;
- Fundraising – Safeway Cards;
- Laundry and Recycling;
- Librarian;
- Newsletter;

- Parent Volunteer Scheduler;
- Parent Job Coordinator;
- Play Dough;
- Police Check Coordinator;
- Policies and Procedures Trainer
- Registrar\*;
- Registrar’s Assistant;
- Scholastic Book Order;
- Secretary\*;
- Sewing;
- Shopper;
- Special Events;
- Storage Room;
- Substitute Teacher Coordinator;
- Substitute Teacher;
- Treasurer\*;
- Treasurer’s Assistant;
- Website/Website Content;
- Woodworker / Handy-person;
- Yearbook;
- Various Committee positions (e.g. Fundraising, Advertising and Registration...).

\*These positions comprise the Preschool’s Executive Committee.

### **9.3 Feedback**

Discovery Preschool welcomes feedback or questions about the program at any time. As described in “Values and Beliefs”, open and honest communication is a key component of the Preschool and is essential to developing a genuine partnership between families and the school.

With regard to feedback or questions about a child’s experience, the classroom environment, the curriculum or behavioural issues, parents should discuss these issues directly with the Teacher(s). The Executive will be involved if the issue is of a serious nature or cannot be fully addressed by the Teacher(s). Parents with input or questions about administrative aspects of the Preschool should confer with the Executive, with involvement of the Teacher(s) as required. As a general policy, Discovery Preschool does not respond to anonymous feedback, gossip or bullying.

### **9.4 Late Pick-up**

The late pick-up policy is:

- Once a parent is 15 minutes late, they will be charged \$10 and an additional \$1 per minute thereafter;
- The late pick-up time will be documented when the parent picks up their child and a copy will be forwarded to the Treasurer for billing purposes; and,
- If late pick-ups are frequent or excessive, the parent may be asked to withdraw from the program.

## **10 Administration and Operations**

The Preschool operates in accordance with the Alberta Child Care Licensing Regulation. General considerations:

- Children are accompanied to the bathroom;
- No child is to be left unsupervised prior to or following class;
- An emergency contact list is available for all parents;
- Emergency plans must be communicated to all relevant parties (volunteers, parents etc.);
- Classes may be cancelled at the discretion of the Teacher(s) / Staff and Executive;
- If the usual classroom space is not available, this information will be communicated by the landlord to the Preschool's Facility Director. The Facility Director will in turn communicate this information to the Teacher(s) / Staff and Secretary. Depending on the time frame, parents will be notified of alternate plans via the newsletter, email, telephone and/or posted signage;

### **10.1 Supervision of Children**

The Teacher(s)/Staff are to ensure the number of children and the attendance roster is consistent with one another at the commencement of each class. The Teacher(s) / Staff are to verbally confirm the number of children in attendance with all the other Staff and Parent Volunteers.

The Teacher(s) / Staff are responsible for ensuring that all children are accounted for throughout the class by regularly conducting head counts. Parent volunteers are also responsible to ensure they are regularly conducting head counts and relaying those counts back to the Teacher(s). No child is to be left unattended at any time. Any separation of a child(ren) from the remaining class is to be done in accordance with the Children Leaving the Classroom procedure.

The DPS Executive board ensure that the primary staff observes the children's play and behaviour both indoors and outdoors through initial hiring training and orientation, HR committee reviews, and board members frequenting the classroom.

The DPS Executive board ensure the primary staff is aware of the program's indoor and outdoor physical environment through initial hiring training and orientation. The Facility director passes on any changes to the facility access during Program Hours of Operation.

Discovery Preschool will inform parents of the program's supervision policy through the Training and Orientation sessions

#### **10.1.1 Child Sign-In**

The exterior building door marked "Discovery Preschool" will be unlocked approximately 15 minutes prior to each scheduled class start time for the children and parents to access the cloakroom. The door to Fitzgerald Hall will remain closed and locked until the teacher is ready to accept parents and children for the day.

The Teacher(s) will be ready to accept parents and children for the class only after the Teacher(s) has:

- Welcomed the scheduled Parent Volunteers and reviewing the plan for that class;

- Assigned the Parent Volunteers their roles and space for welcoming the parents and children; and
- Ensured all class opening activities have been prepared and set -up.

The Teacher(s) / Staff is to accept parents and children at the attendance table and must oversee the attendance process. Parents are to sign their child in by initialling and including the arrival time.

At the earlier of all the children being “signed-in” or 15 minutes after the scheduled class start time the Teacher(s) / Staff will ensure the Building Entrance and the Discovery Preschool entrance to Fitzgerald Hall are locked.

### **10.1.2 Child Sign Out**

The Teacher(s) / Staff or will designate one Parent Volunteer to oversee the “sign out” process at the end of each class (the “sign out parent”) to allow the Teacher(s) / Staff to provide a program and interact with the children at that time of transition.

In preparation for the end of class, the Teacher(s) / Staff or designated “sign out parent” is to collect each child’s snack bag and any work to go home with the children to make it available to the parents at Discovery Preschool entrance to Fitzgerald Hall. The Building Entrance doors will be unlocked 10 minutes before the end of the scheduled class time. The doors to Fitzgerald Hall will be unlocked approximately 5 minutes before the end of the scheduled class time.

Upon the arrival of the first parent, the Teacher(s) / Staff or designated “sign out parent” is to remain at the door and is responsible for each child to be signed out by a parent/guardian or an adult delegated by the parent/guardians to do so. Each child must be signed out prior to leaving the Classroom / Fitzgerald Hall. Parents are to sign their child out by initialling and including the departure time.

Teacher(s) / Staff must remain on site until every child has been signed out.

### **10.1.3 Children Leaving the Classroom**

No child(ren) is to leave the Fitzgerald Hall or separate from the class unless the child (ren) is supervised by a Teacher / Staff, Parent Volunteer or the child(ren)’s own parent/ guardian or delegate.

Prior to leaving Fitzgerald Hall with any child, the Parent Volunteer or Teacher / Staff supervising the excursion (bathroom, cloakroom, etc.) is to communicate with all other Teacher(s) / Staff and/or Parent Volunteers where they are going, what they are doing and how many children they are taking with them.

The children are to be accounted for regularly for the duration of the excursion as well as at times of transition such as: upon leaving the classroom, upon arriving at the destination prior to leaving the destination and immediately prior to returning to the classroom.

Upon return to the class, the Teacher / Staff or Parent Volunteer who was supervising the excursion is to communicate to all the Teacher(s) / Staff and/or Parent Volunteers of their return.

#### **10.1.4 Park and Off-site Field Trips**

Trips to the Park and any off-site field trips are to occur only after all Teacher(s) / Staff have been in the classroom with the children for a minimum of four (4) weeks to allow the Teacher(s) / Staff to know each child and understand the dynamics of the class.

Prior to leaving the classroom, the Teacher(s) / Staff and Parent Volunteers will count the children and confirm the numbers with the daily attendance taken at the beginning of class. The number of children will be vocalized to all other Teacher(s) / Staff and Parent Volunteers.

Any time the class is not at Fitzgerald Hall, a sign is to be left on the door advising parents where the class can be found.

Children are to be accounted for on a regular basis and at the following times of transition: upon exit of the Discovery Preschool; upon arrival at the Park or Off-site location; upon preparing to leave the Park or the Off-site location and upon return to Discovery Preschool. Verbal count checks are to be exchanged between the Teacher(s) / Staff and Parent Volunteers.

Where dismissal is to occur off-site, the Teacher(s) / Staff is to oversee the sign-out of each child, while the scheduled Parent Volunteers remain with the children. The portable record and the Preschool cell phone will accompany the Teacher(s) / Staff on any off-site field trip or to the Park.

Organized field trips complement the Preschool program. Examples of past field trips include the Wildflower Arts Centre, the Inglewood Bird Sanctuary and the Calgary International Children's Festival. Parents are responsible for transporting their child to and from any field trips. Parents sign a waiver at the time of registration giving their permission for participation in field trips. A child cannot participate without this written consent. Despite signing the waiver, parents are welcome to decide at any time to not have their child participate in any field trip; however the Preschool is not able to provide alternate programming during field trips for those choosing to not participate. The portable record and the Preschool cell phone will accompany the Teacher(s) on any field trip.

#### **10.1.5 Training and Orientation**

Teacher(s) / Staff must undergo training and orientation provided by the HR Committee, the HR Committee's delegate and/or a Teacher who is already employed by Discovery Preschool at the commencement of their employment which may include in person, on- line, professional development or any combination of those sessions and will ensure an overview and understanding of legislative, licensing and Discovery Preschool Policies and Procedures.

Parent volunteers must have completed a Training and Orientation Session prior to volunteering each school year. The Training and Orientation Sessions will be offered as group training sessions with dates will be set by the Executive Committee with the Teacher(s) / Staff. For late entry children, one-on-one training sessions may be arranged. From time to time, the Executive Committee will make additional training available, which may include on-line certifications, information sessions offered by the Licensing body, community organizations, Teacher(s) / Staff led training and orientation based on feedback from the Society and Executive Committee.

Parent volunteers will be required to sign an attestation that they have attended a Training and Orientation Session and that they have read and understand Discovery Preschool Policies and



Procedures. Parent volunteers shall not volunteer until this has been signed and received by Discovery Preschool.

## **10.2 Records Management**

### **10.2.1 Children's Records**

At the time of registration, parents must provide the Preschool with a completed registration form which must include, at minimum, the following:

- Child's name, date of birth and home address;
- Parent or guardian's name, home address and phone number;
- Emergency contact's name, home address and phone number (must be local); and,
- Medical or behavioural concerns including information about allergies and immunisations. In the event that medications are required, a separate letter from the parent indicating the name of any medication needed, the dose, the means of administration and under what circumstances the medication is to be given must also be provided. The letter must be signed and clearly indicate that the parent/ guardian gives permission for the Teacher to administer medication and provide care.

In the case of medication administered to a child, the full details of the administration will be kept with the child's records along with a copy of the written consent from the parent/guardian with regard to the administration of the medication.

The above records, including the original registration form, are maintained on site at the Preschool and are accessible if needed by those caring for the children or for inspection by the licensing body. The record of an individual child is also available for inspection by that child's parent or guardian if needed. Parents are asked to provide updated information to the Preschool immediately in the case of any changes to the aforementioned information.

### **10.2.2 Administrative Records**

A record of daily operations is maintained on site at the Preschool. This record must contain at minimum:

- A record of attendance for each child including arrival and departure times;
- Proof of qualifications for the Teacher(s) / Staff;
- Police Information Checks (including Vulnerable Sector Record Search) for the Teacher(s) / Staff, substitute teachers and parent volunteers; and,
- Proof of first aid certification (Basic First Aid with CPR Level C) for the Teacher (s) and substitute teachers.

The attendance record must be kept on file for a minimum of two years. Administrative records are maintained on site at the Preschool where they are available for inspection by the licensing body and parents (as they pertain to their own child).

### **10.2.3 Portable Record**

A portable record is maintained on site at the Preschool which contains at minimum the following information concerning each child:

- Child's name, date of birth and home address;

- Parent or guardian's name, home address and phone number;
- Emergency contact's name, home address and phone number;
- Important health information (e.g. allergies);
- Phone number for local emergency response (i.e. 911); and,
- Phone number for the poison control centre.

The portable record is to be accessible to the Teacher(s) at all times and must leave the building with the children in the event of a field trip, evacuation, etc.

### **10.3 Child Discipline Policy**

Our goal is to provide a safe and positive environment for all the children attending the Preschool. No discipline measures which involve any form of physical punishment, degradation or emotional deprivation are employed at any time. No child will be denied, or be told they will be denied, any basic necessity nor will any form of physical restraint, confinement or isolation be used.

Any discipline that is employed will be developmentally appropriate and reasonable in the circumstances. Any behaviour that compromise the safety of the class cannot be tolerated, such as emotional and/or physical harm. Ongoing and repeated disruption whereby the child's behaviour has not improved despite ongoing coaching and redirection will also not be tolerated. The Teachers(s) will intervene when necessary.

The following steps will be taken:

- In circumstances of safety of the class and/or physical harm, the child's parent or guardian will be notified immediately and asked to pick up the child. In addition, for all interventions, a meeting will be scheduled between the family, the Teacher(s) and an Executive/Parent Committee representative to discuss ways of resolving the behaviour.
- If the behaviour continues following the meeting and the request for the Parent/Guardian to pick up the child immediately, the parent/guardian will be required to attend class to support and intervene when necessary until the behaviour stops.
- If the above steps are ineffective, the child will not be permitted to attend class.
- Parents are made aware of this discipline policy at the time of registration and sign that they understand the steps that will be taken.

### **10.4 Emergency Measures**

#### **10.4.1 Emergency Contact Numbers**

The Preschool is required to post a list of emergency contact numbers including but not limited to:

- EMS, ambulance service, fire department, police services (i.e. 911);
- Poison control centre; and,
- Child abuse hotline.

#### **10.4.2 Emergency Evacuation Procedure**

In the event of a fire or other emergency requiring evacuation of the building, the Preschool will evacuate through the Northwest Exit Doors (by the west end of the kitchen) and will gather on the west side of the building at a safe distance. In the event that the Northwest Exit is blocked or

inaccessible the Preschool will evacuate through the Southwest Exit Doors (the main door used for entering and exiting from class) and will gather on the west side of the building at a safe distance. In the event that both the Northwest & Southwest Exits are blocked or inaccessible the Preschool will evacuate through the Southeast Exit Doors (by the table & chair storage room) and will gather south of the building on the south side of 21 Avenue at a safe distance. In the event that the Northwest, Southwest, and Southeast Exits are blocked or inaccessible the Preschool will evacuate through the Northeast Exit Doors (by the east end of the kitchen) and will gather on the east side of the building at a safe distance.

The portable record will accompany the evacuation. The Teacher(s) / Staff will take direction from Emergency Personnel (e.g. firefighter, police officer) if in attendance. Should the building remain inaccessible, parents will be called to take their children home. During inclement weather the children will be moved to a nearby indoor location,

\*Second Cup Coffee House on 17 Avenue SW.

\*2803 17 Avenue SW, Calgary, AB. 403-240-1502

The Preschool will ensure that emergency evacuation procedures are made known to the Teacher(s) / Staff and parent volunteers during orientation at the beginning of the year and by providing all families with a copy of this document. The Teacher will also inform the children of these emergency evacuation procedures where developmentally appropriate and perform fire drills with the children.

### **10.5 Incident Reporting**

The Preschool will notify the local child care licensing office immediately by phone, fax or email if a critical incident occurs. In addition, an incident report will be filed with the regional child care office within two working days of the incident. A critical incident is considered to be one of involving any of the following:

- an emergency evacuation;
- unexpected program closure;
- an intruder on the program's premises;
- a serious 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 requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight;
- the death of a child;
- an unexpected absence of a child from the program (i.e., 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.

## 10.6 Nutrition

Children must be seated in child-size chairs with their feet on the ground during snack time. Children must be supervised during snack time. Snack time is provided mid- morning and mid-afternoon.

Each family is to provide a snack for their own child. Parents are asked to consider the following:

- Send a snack kit separate from the child's backpack;
- Include healthy choices in the snack;
- Include a drink in a reusable container;
- Consider the amount of time the children have to consume their snack (approximately 15 minutes) to avoid excessive food waste;
- In consideration of children with food allergies **no nuts or peanuts are permitted**; and,
- No choking hazards (e.g. popcorn, whole grapes).

## 10.7 Smoking

No person is permitted to smoke on the program premises. No one associated with the Preschool is permitted to smoke during off-site activities.

# 11 Child Health

## 11.1 Medications

The parent/guardian is responsible for ensuring that the Teacher(s) / Staff are aware of any allergy, medical condition or medical procedure relevant to the child. Medication will only be administered to a child with written consent of the child's parent or guardian. If a child may require the administration of medication during class time (e.g. asthma inhaler, epi-pen) the parent or guardian must provide the medication in its original, labelled container along with a signed letter detailing the indications, dose and methods for administering the medication. This information will be kept on file with the child's record. The Teacher(s) will administer medication according to labelled directions. For medications which must be given on a regular basis, the Teacher(s) will maintain a record which includes the name of the medication, the time of administration, the amount administered and the initials of the person who administered the medication. For medications which are to be given in an emergency (e.g. epi-pens), a report of administration will also be given to EMS personnel and parents.

Medications are stored in a locked container that is inaccessible to children; medication that may be required in an emergency is stored in a location that is inaccessible to children but not locked. Parents are responsible for checking expiry dates of medications and injectors and replacing them as necessary.

Health care may only be provided to a child with the written permission of the child's parent unless the health care is in the nature of first aid.

## **11.2 Accident or Injury**

In the event of an accident where a child is injured the Teacher(s) will provide first aid. Where the severity of the accident is such that the Teacher cannot be certain the care given is sufficient 911 will be summoned immediately and the parent will be notified. The Teacher will endeavour to inform parents of any incidents which may have caused minor injury to the child (e.g. scratch, bruise) at pick-up time. For any serious accidents or injuries, the Preschool will report the incident to the local licensing office according to the Incident Reporting Procedure.

## **11.3 HIV policy**

No one may discriminate against a child, family, caregiver or provider of Preschool services based solely on being infected with HIV virus or having AIDS. A 1995 document titled “Guidelines for Handling HIV Infection and AIDS in Day Care Services” has been prepared by Family Services Alberta and could be used as a reference if a situation arises for purposes of education and management.

## **11.4 Child Illness**

Discovery Preschool asks that parents provide their cooperation in helping us offer an environment that promotes good health and wellbeing. Parents with questions or concerns that go beyond these general guidelines are encouraged to consult with their physician and to follow their recommendation.

In the case of a pandemic or epidemic, the Preschool may issue further recommendations about childhood illness. These will follow the recommendations of Alberta Health Services and/or the Calgary Board of Education.

The Preschool is responsible to ensure that any child with a communicable disease listed in Appendix 1 be removed from the school by a parent immediately. As the Teacher is not able to diagnose particular illnesses, in the case of an ill child, the Preschool will contact the parent/guardian and/or designated emergency contact to arrange for immediate removal of the child from the premises. In accordance with the *Alberta Child Care Licensing Regulation*, an ill child is defined as a child who:

- Is vomiting, has a fever, diarrhoea or a new unexplained rash or cough;
- Requires greater attention than can be provided without compromising the care of the other children; or
- Displays any other illness or symptom the Teacher knows or believes may indicate that a child poses a health risk to other children, caregivers or staff.

If the Teacher(s) see symptoms of illness (e.g. lethargic, vomiting, flush, sweating) they will assess the child’s temperature with the back of their hand. If they feel the child has a temperature, they will use a thermometer to measure the child’s temperature to verify a fever.

A child who becomes ill during school time will be kept in a quiet area away from the other children accompanied by a parent volunteer and visible to the Teacher(s) (e.g. on a yoga mat in the corner of the hall or in the playroom if not in use by other children).

A child displaying any illness or symptom as described above may return to the Preschool if the child has had no symptoms for a minimum of 24 hours and the Teacher(s) or Executive is satisfied that the child no longer poses a health risk to others, or if the parent provides a written notice from a physician indicating that the child does not pose a health risk.

Parents are asked to discuss any medical needs or situations with the Teacher(s) / Staff as other parents may become alarmed and/or make inaccurate assumptions. For example, a continual runny nose may be due to allergies, or a chronic cough may be due to asthma.

Parents know their own children and we ask that they use their best judgement when their child is ill. Parents are asked to keep in mind that children who are not well benefit from staying at home and have the comfort of a caregiver. The information below may be helpful.

Discovery Preschool will record and document children who are ill, including the name of the child, date the child was observed to be ill, name of staff member who identified that the child was ill, time the parent was initially contacted, name of staff person who contacted the parent, time child was removed from the program and the date the child returned to the program.

Discovery Preschool will inform parents of the program's management of children who are ill through the Training and Orientation sessions.

#### **11.4.1 Colds**

Since it is impossible to clinically determine the specific virus causing a cold, and the period of infectiousness of different cold viruses ranges from approximately one to three days, the safest course of action is to wait for three days after your child has a new cold before bringing him/her to school. For parents who see children in class with a "runny nose", it is important to remember that allergies and other non-contagious conditions may cause these symptoms.

#### **11.4.2 Bacterial Conjunctivitis (Pink Eye)**

Once antibiotic treatment has started, bacterial conjunctivitis is not generally communicable. There is however, a second type of conjunctivitis associated with a viral infection in epidemic form that is highly contagious for several days. It would, therefore, be of the greatest importance to have the advice and consultation of a physician before bringing a child to school that is ill with conjunctivitis.

#### **11.4.3 Strep Throat**

Twenty-four hours after antibiotic treatment has started, the child is no longer considered communicable. However, it is important to note that even though the child may not be infectious, children often do not feel well enough to participate in class after the twenty- four hour period. Therefore, families will need to take into consideration both the child's physical vigour and the infectious possibilities related to a strep throat infection.

#### **11.4.4 Fever**

Following any infection associated with fever over 100 degrees F (37.8 degrees C), a child should remain at home until he has been without fever for at least twenty-four hours. It is important to note that during the early morning hours, a fever will often register as normal, whereas later in the afternoon the temperature may rise again. This is one reason why it is extremely important to give the child at least a twenty-four hour period when he/she is completely free from an elevated temperature before returning to class.

#### **11.4.5 Vomiting/Diarrhea**

Children who have been suffering from vomiting or diarrhoea should be given a period of time to regain strength before returning to class. Again, a 24 hour period free from vomiting or diarrhoea following such an illness would be in the child's best interest.

#### **11.4.6 Coughs**

It is important to note that lingering coughs following bronchitis or associated with asthma are not contagious. Therefore, families should be sensitive to the cause of the coughing that the child is experiencing in order to decide whether or not attendance is wise.

## **Appendix 1: Public Health Act - Schedule 1**

(Notifiable Communicable Diseases)

(Section 6(1) of this Regulation; Sections 20(1) and 22(1) of the Act)

- Acquired Immunodeficiency Syndrome (AIDS)
- Amebiasis
- Anthrax
- Arboviral Infections (including Dengue)
- Botulism
- Brucellosis
- Campylobacter
- Cerebrospinal fluid isolates
- Chickenpox
- Cholera
- Congenital Infections (includes Cytomegalovirus, Hepatitis B, Herpes Simplex, Rubella, Toxoplasmosis, Varicella-zoster)
- Dengue
- Diphtheria
- Encephalitis, specified or unspecified
- Enteric Pathogens. See note below
- Foodborne Illness. See note below
- Gastroenteritis, epidemic. See note below
- Giardiasis
- Haemophilus Influenzae Infections (invasive)
- Hemolytic Uremic Syndrome
- Hepatitis A, B, NonA, NonB
- Human Immunodeficiency Virus (HIV) Infections
- Kawasaki Disease
- Lassa Fever
- Legionella Infections
- Leprosy
- Leptospirosis
- Listeriosis
- Malaria
- Measles
- Meningitis (all causes)
- Meningococcal Infections
- Mumps
- Neonatal Herpes
- Nosocomial Infections
- Ophthalmia Neonatorum (all causes)



- Pandemic Influenza
- Paratyphoid
- Pertussis
- Plague
- Poliomyelitis
- Psittacosis
- Qfever
- Rabies
- Reye Syndrome
- Rickettsial Infections
- Rocky Mountain Spotted Fever
- Rubella (including Congenital Rubella)
- Rubeola
- Salmonella Infections
- Severe Acute Respiratory Syndrome (SARS)
- Shigella Infections
- Smallpox
- Stool Pathogens, all types. See note below
- Tetanus
- Toxic Shock Syndrome
- Trichinosis
- Tuberculosis
- Tularemia
- Typhoid
- Typhus
- Varicella
- Viral Hemorrhagic Fevers (including Marburg, Ebola, Lassa, Argentinian, African Hemorrhagic Fevers)
- Waterborne Illness (all causes) See note below
- West Nile Infection
- Yellow Fever

**NOTE:** Enteric Pathogens, Foodborne Illness, Gastroenteritis, epidemic and Waterborne Illness include the following and any other identified or unidentified cause: Aeromonas; Bacillus cereus; Campylobacter; Clostridium botulinum and perfringens; E. Coli (enteropathogenic serotypes); Salmonella; Shigella; Staphylococcus; Viruses such as Norwalk and Rotavirus; Yersinia.

AR 238/85 Sched.1;357/88;37/88;96/2005;58/2006