

SS Langdon Preschool

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Business Hours: 8:15am - 2:30 pm

"Guiding your child every step of the way"



PROGRAM PLAN

2022/23

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Parent Handbook – 2022-2023

Welcome to Stepping Stones Langdon Preschool (SSLP). In an effort to provide an exceptional preschool experience for your child, we would appreciate it if all parents follow the guidelines set out below. Your commitment will allow us to create and maintain the best learning environment possible for your child.

Please be aware, that when signing the registration form, you are agreeing to provide accurate, truthful information about your child, and you understand and agree to abide by our policies and procedures set out in this Parent Handbook.

Our Year Begins

CLASSES	DOORS OPEN	FRIDAYS	MEET & GREET	1 st DAY of SCHOOL
MWF – AM	8:30 – 11:00 AM	8:15 – 11:15	Tues Aug 30th@ 9:00-9:30 am	Sept 2, 2022
MW – PM	NO CLASSES	N/A		
TTH - AM	8:30 – 11:00 AM	N/A	Tues Aug 30th@ 10:00–10:30 am	Sept 1, 2022
TTH – PM	NO CLASSES	N/A		

Meet & Greet

This is a quick 1/2 hour visit to the preschool so your child can see their new environment while meeting both their classmates and teachers. This is a great opportunity for you to ask questions. One parent should accompany their child on this day. **Automatic withdrawal will be set up with your bank – forms MUST BE COMPLETED and submitted BY Aug 10th. The first withdrawal will start on Sept 1st, 2022.**

1st day of school

This is a drop and go day. Give your child a quick kiss and I love you hug telling them you will be back very shortly to pick them up. Do not linger (this will cause more anxiety for your child) we are trained professionals (who are also moms) and understand how this may feel for you. Your child is in great hands. If your child cries, please don't worry, usually within 5 minutes we have redirected their attention and they are fine until you pick them up. If they are in distress for a long period of time, we will call you (this rarely, if ever, happens).

Arrival

Please arrive on time. Upon arrival, **the drop off person must escort their child into the boot room.** The drop off person will remain with the child until the child is safely signed in. A pick-up sheet will be located at the front of the boot room for you to confirm who the pickup person will be. After you have exited the building, the doors will remain locked for security purposes. **If you require an early pick-up, please mark that on the PICK-UP SHEET and upon arrival,** ring the doorbell or call us at 403-936-5699 to alert us that you are here.

Departure

The children will be released only to the person listed for pick up. If there is a change of pickup person due to a last-minute change, you must alert us by phone call prior to pick up time.

If a child is left for a prolonged time and after several attempts to get a hold of parents/guardians, the emergency contact person will be called. After more than one hour without any success of reaching you or your backup person, childcare protection services may be notified and an incident report will be filed based on, "a child left behind on the premise outside of the program's operating hours."

Things to Bring

Please ensure that your child brings the following items to school each day and that **all items are marked clearly** for identification purposes. We have this down to a science and know what works best for our kiddos to help them feel more independent but feel free to shop around. [The pictures shown are examples of what to send. If the lid is attached, even better!](#)

- **SNACK KIT & CONTAINER**

Cool Gear container comes in a variety of colours at Walmart for approximately \$6 - \$10. Please avoid multiple small lid compartments as they tend get left behind and then sometimes the lid fairy takes them away to fairy land never to be seen again.



- **NON-SPILL CUP**

Pre-filled with water, juice or milk.

No juice boxes please. Since we allow your child to access their drink cup whenever they are thirsty; sending juice box makes this difficult.



- **3 HEALTHY SNACKS**



Send a maximum of 3 healthy snacks for your child. [Examples are:](#)

- Cheese
- Crackers
- Fruit

****We are a nut aware preschool**** please do not send nut products.

- **INDOOR & OUTDOOR SHOES**

No laces please! - Unless your child can tie their own shoes. The most important thing to consider is how easy it is for your child to put on and take off by 'themselves.' Your child will leave a pair of shoes on site for the duration of the preschool year. Please remember to mark their name on it. They will share the cubby drawer with one other student.



- **CHANGE OF UNDERWEAR**

The preschool will provide on loan, gender friendly shirts and pants in case of spills/accidents. **Short sleeved shirts are preferable** as crafts and water activities are encouraged daily



Print name here

BACKPACKS are not required because children do not have to cart shoes or a change of clothing back and forth since these items are left on site. We understand shopping for a new backpack can be exciting for children and they feel very grown up, however, they are cumbersome for children when retrieving their lunch kits and hazardous (time consuming) during fire drills. **Therefore, it is recommended you make it a fun activity and have your grownup preschooler choose a fun lunchbox with a clasp/easy zipper instead.**

Administration Policies

Nutrition

- Parents will provide snacks for their child each day the child attend the program.
- All snacks must be healthy (no pop or candy) and relative in size to the child's eating habits. This is a snack, not a lunch or breakfast.
- Snack time will be provided at approximately half of the program (i.e 8:15 – 10:45 am program, snack time will be at approximately 9:45 am)
- Snack time will be approximately 20 min long. Children will not be rushed through their snack time but encouraged to stay on task. ***Remember this is just a snack not a meal.**

Payments

- Late payments past the 1st of the month will be subject to a \$40 late fee.
- Monthly tuition fees will automatically be withdrawn from your bank account on the 1st of every month **starting Sept 1st** (Registration and 1st month tuition is paid at time of registration and is NON-REFUNDABLE).
- Bounced payments must be replaced with cash payment or email transfer by the 5th of the month along with a \$50 NSF fee. **Payments past the 5th of the month can result in termination from our program unless prior arrangements are made with the Director.**

Withdraw

If for any reason you wish to withdraw your child from our program, notice must be given in writing (email is fine) to the Director by the 15th of the month prior to withdraw to stop the automatic withdrawal from your account for the following month. **For example:** If you plan to withdraw your child at the end of April you must give written notice by April 15th to stop May 1st auto withdrawal.

Registration fee (\$50 plus first month's fee) are NON-REFUNDABLE*

Tax Receipts

Receipts will be issued *upon request*. If you have any questions, please contact Revenue Canada at 1-800-959-8281.

Feedback

We look forward to working with you and your child, and feedback is appreciated. We strive to create a positive, nurturing environment for our students. In doing so, it is not appropriate or acceptable to make negative or disparaging comments in the boot room, on school property, or via social media of any kind (Facebook, Twitter) and therefore we reserve the right to dismiss those families from our program. If comments are potentially damaging to our school reputation, further action could be enforced. To keep all matters respectful and confidential, **please address your concerns ONLY with the Director by making an appointment via phone, email or in person. If the Program Director is unaware that a problem exists, it is unlikely the problem will be solved.**

At the end of each preschool year, an anonymous survey is sent to each parent. This is a great opportunity to have a strong voice in the betterment of our program. However, we encourage you to email or phone many times throughout the school year to share your ideas or concerns with us so we can address them then rather than at the end of a school year.

We are delighted that you have joined our preschool family at SSLP, as we begin this wonderful journey together. With your assistance we'll help teach your child the necessary social and age-appropriate academic skills that will guide them towards a positive attitude for future learning.

Our Year Ends

June 23, 2023

Our Philosophy

We recognize parents roll as the primary teachers in your child's life. Our role as *secondary teachers* is to provide a safe, nurturing play environment where your child will feel respected, and valued for their uniqueness. Our program provides fun exciting activities while learning academics through the process of play. We believe that inside every child is light wanting to shine. We provide the means and opportunity for your child to thrive socially, emotionally, intellectually, and physically. Your family becomes an extension of our preschool family.

Meeting Developmental Needs

Physical

Our program provides indoor and outdoor gross motor skills. Whether it is through large equipment, music and movement, yoga or games such as parachute, children will enjoy the large motor skills they need so much at this age in their development.

Social & Emotional

Our program is play-based so much of our learning is through fun activities. Children will gain social skills and emotional regulation through our social stories, puppet shows and learning the Zones of Regulation. Children are respected for their feelings and taught how to express themselves through words rather than by physical means. We do many team building activities such as clean up time and interactive games. We believe scaffolding is important to help children gain confidence in play scenarios. We foster independence and encourage children to problem solve by modeling appropriate behaviours.

Intellectual & Creativity

We introduce age-appropriate toys and learning material that create divergent thinkers. Our open-ended craft station allows children to create freely on a daily basis. We promote the process not the product. Our program offers interactive group time that covers several learning topics that children are interested in such as, fantasy, community helpers, dinosaurs, ocean animals, farm to name a few. We introduce the Handwriting without Tears program in our 4-year-old classes. Each child receives a workbook containing learning material designed to suit their age group and level of ability. We also conduct science and math experiments through cooking along with other fun activities.

Interior Space

Our play space is approximately 98.85 square metres with a capacity of 30 students. Within that space we have several learning centres such as block play, library, arts n' crafts, dramatic play, sensory exploration, and interactive tabletop activities. The tables also double as our snack area. The library area doubles as our group learning (carpet time).

Exterior Space

We do not provide guaranteed outdoor play time due to our preschoolers requiring near-by bathrooms. Alberta Licensing does not require preschools under 3 hours long to provide outdoor playtime. If we decide to take a field trip beyond the Langdon School grass area, you will be notified via email and a waiver will be required.

EVENTS AND CLOSURES

Schedule of Events

A calendar will be emailed to you outlining the themes, events and special days at the beginning of each month. A YEARLY calendar will also be available on our WEBSITE www.langdonlearningcentre.ca this calendar will not list our daily activities for security reasons, but it will list closures. **Please print the monthly calendar or save it to your PC desk top folder marked PRESCHOOL for daily reference.** We encourage you to join our [Facebook Page](#). **“SSL Preschool Parents”** This FB page is strictly for parents & teachers only who are currently enrolled in our program.

Birthday Celebrations

On your child’s special day or school day if it falls on a weekend, your child will wear a b-day crown and we’ll all sing Happy Birthday to them. If you would like to invite children from school to your child’s b-day party and you would like our assistance, ***please email the invite to the Director along with the list of children the invite should go to.*** Little ones do get very hurt feelings when some receive an envelope and others do not.

Inclement Weather

We follow the Rockyview School Board during inclement weather. Please visit their website for confirmation <http://www.rockyview.ab.ca/> If your vehicle cannot get out of your driveway, it is highly likely the parking lot to the preschool will be blocked also.

School Closures

SS Langdon Preschool follows the Rockyview School Board schedule for all holidays <http://www.rockyview.ab.ca/> “School Calendar” for verification.

We will be closed on the following holidays:

- Thanksgiving, Remembrance Day, Christmas week & New Years week, Family Week, Easter week, Victoria Day,
- **Professional Days** (We have extended our preschool year an extra 2 weeks beyond our neighbouring preschools to accommodate this)

Parent Involvement

Volunteering

We welcome and encourage parent involvement both in the classroom and parent committees. If you would like to volunteer, please feel free to access the volunteer sheet in the boot room. If you wish a *friend or grandparent or uncle/aunt* to volunteer for the day, they are required to submit a "Vulnerable Sector search and Criminal Records Check." This records check cannot be older than 6 months.

Parent Committee

Several positions are available such as, Chair, VP, Secretary, Treasurer, Event Planner, and fundraising. This committee is run completely by the parents. Meetings are set by the Chairperson.

Surveys & Suggestions

Yearly surveys are sent to all the parents allowing full anonymity. A suggestion box is present in the boot room. Monthly staff meetings are conducted to review our program and procedures and how we can improve our program.

Discipline Procedures

A quality preschool will never isolate your child in a time out chair. If your child is not at his/her best, we will speak calmly with them away from their peers until they are feeling in control of their emotions. Children will be respected and treated equally and allowed to express their feelings safely without harsh judgement to maintain positive self-esteem. Teachers consistently help reinforce positive behaviour through modelling and social stories. All discipline actions will NEVER be physical or emotionally cruel. Discipline will be reasonable to the circumstances.

Our goal is to instill problem solving strategies at an age-appropriate level by reinforcing our classroom rules and encouraging children to use their words rather than a physical means to communicate their frustration. Children will be given a calm verbal warning. If the behaviour is not corrected, teachers will redirect the child to an appropriate activity to encourage personal responsibility for their behaviour. A third warning for the same behaviour will result in a phone call to the parent. We encourage parental support by following through at home (i.e. loss of TV/ipad privilege.) In no way does SSLP support or encourage physical punishment to a child for any reason.

We along with any volunteer present will never:

- 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
- use or permit the use of any form of physical restraint, confinement or isolation.

Therefore, if a child is out of control and in danger of hurting themselves or another child or an adult, a call will be made to pick up your child immediately. In the immediate moment, the child will be kept safe (encouraged to visit a mat) and the other children will be removed from the area to a safer area.

If an undesirable behavior becomes repetitive, teachers will inform parents with the intent to work together as a team with the intention of developing a favorable approach to solve the problem. If violent/abusive behaviors become unmanageable in the classroom that endangers the safety of children or teachers, further steps will be taken to resolve the problem. Withdrawal from the program may be suggested.

All policies including child discipline policies are listed in both the parent handbook submitted to each family at the time of registration. The staff are informed of these procedures during yearly orientation and a signed copy of the employee handbook received when hired. A copy of the handbook is kept in the staff area and accessible to all employees at any given time.

Off-Site Activity

Field Trips

Field Trips are considered outside of the school or Langdon School Park area. Parents could be notified via waiver within 1-week prior to the event. The waiver will contain the following information:

- Transportation arrangements (walking, chartered school bus, passenger vans)
- Cost (if any)
- Ratio requirement (1:4 ratio) if we are unable to get enough volunteers to meet the 1:4 ratio the fieldtrip will be cancelled.
- Supervision will be divided amongst the teachers and volunteers. Each child will wear a name tag. Volunteers will be given the list of children in their group. A map or itinerary will be given to all staff & volunteers.
- All waivers must be complete with a signature allowing participation prior to the event along with an emergency contact number.
- Cellular phone will accompany a primary teacher & the number will be provided for parents to contact.

Staff members are required to bring portable records that contain each child's full information (registration form) anytime we are off school property. Addition to each child's registration form, the portable records will contain the following telephone numbers: (a) emergency medical service; (b) ambulance service; (c) fire department; (d) police service; (e) poison control centre; (f) nearest hospital or emergency medical facility.

Emergency Evacuation

In the case of an emergency evacuation, portable records will be taken by primary staff members to the evacuation site. At that time, staff members will contact parents directly to arrange for immediate pick up. If parents are not reachable, we will call your listed emergency backup person. If for some reason we are not able to get a hold of parents or emergency back-up person, the primary staff will either stay with your child or take them to their personal residence if that puts less stress on the child. An emergency evacuation could be caused by, no heat, no power, gas leak, burst pipe or any other emergency requirement that would cause any safety concerns **See also "Incident Reporting"

During a real evacuation, we will leave the building and head to the east parking lot along the chain linked fence inside the Langdon School yard as a muster point, children will be counted. During colder weather, we will walk the children to the Langdon School where parents will be contacted for an immediate pick-up.

Community Resources

Unfortunately, due to Alberta Education requirements for *in house early intervention services*, we are unable to partner with government funded agencies at this time because we are unable to offer the 400 hours of programming they require.

These community resources do provide the same supports at their location free of charge. Parents are required to be on site with children during this type of programming.

Chestermere

Trellis Commons Family Resource Network: <https://www.strathmorelibrary.ca/About-Us/Partners/Trellis-Commons-Family-Resource-Network>

Strathmore

Aspen Commons Family Resource Network:
<https://www.aspenfamily.org/programs/frnchestermere-strathmore>

Potential Health Risks

Absences

If your child is absent from school, please contact us using the below methods.

Immediate Response call 403-936-5699	Non-Immediate LLCTeachers1@gmail.com
<ul style="list-style-type: none"> • Call if you need to reach us quickly such as a different pick-up person, unexpected pickup time etc. 	<ul style="list-style-type: none"> • unable to attend school (Illness) • Going on holidays • Questions or concerns about your child.

Illness

You will be called to pick up your child immediately if:

- Your child is showing signs of lethargy, vomiting, diarrhea or irritability, sore throat, or green mucus please refrain from sending your child to preschool.
- Your child requires greater care and attention than can be provided without compromising the care of the other children in the program
- Your child is displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises. (This does not apply if the child’s parent provides written notice from a physician indicating the child does not pose a health risk to persons on the program premises.)

It is imperative that all families including staff follow these strict rules to maintain a safe environment. An ill **child must by symptom free for a minimum of 24 hours or a doctor’s note is presented.**

Supervised Care for Sick Children

If we feel your child is showing signs of the above symptoms after the child have been dropped off, we will assess the illness (take temperature, observation) and call you to pick up your child immediately.

While your child awaits your return, all measures will be taken to ensure your child is comfortable (mat, pillow, water, and blanket) and is safely as far away as is practical from other students while a primary staff member supervises and attends to their needs.

If a parent fails to pick up or arrange pick up of their child within one hour, we will phone your emergency contact person listed. If no one is available, your child will be kept safe until your child is picked up. Late Fees will apply after a second offence.

All illnesses are recorded using the following information:

- Name of child
- Date child was observed to be ill
- Name of staff member who identified the child was ill.
- Time the parent was initially contacted

- Name of staff person who contacted parent
- Time the child was removed from the program
- Date the child returned to the program
- Log forms will be reviewed monthly to insure all possible preventative measures are in place.

Medication & Health Care

Under no circumstances can medication or any kind be loosely located in a child's backpack. If your child attends a daycare/day home, the medication needs to be left at that location unless a medical form is filled out, signed, and given to a primary staff member along with the medication.

Requirements for all medication area as follows:

- The written consent of the child's parent has been obtained
- The medication is in the original labelled container
- The medication is administered according to the labelled directions.
- How medication must be stored (refrigerate or at room temperature)
- Medication that can be left on the premise will be kept in a locked container. The medication will be removed each preschool day and placed in a visible easy access area away from children.

Recorded Information

- The name of the medication
- The time of administration
- The amount administered
- The initials of the person who administered the medication.
- Parents/caregivers will be notified by the primary staff upon pick up.

Medication Instructions when Transported

- All medication including inhalers and injectors that are not able to be kept on the program premise at all times will be kept above the student's coat hook out of reach of other children for quick emergency access. Children that are kindergarten age or older will have their emergency devices accessible to them at all times.
- The medication will be transported back and forth in the child's backpack between parent/caregiver and preschool EVERY PRESCHOOL DAY that the child requires the medication. It is the responsibility of the drop off person to **hand the medication to the primary staff member. This will ensure it is properly stored out of reach of any children.**
- The medication will be left in a clear Ziploc bag containing a signed medication authorization form (see program director for a copy) it is the responsibility of the primary staff member to insert it back into the child's backpack upon release.

Written consent is required from the child's parent or guardian allowing the licence holder to provide or allow for the provision of health care (first aid) to a child. A release form is included in the registration package. This is a requirement for enrollment in our program.

Phase 3 Safety Measures – COVID 19

- 1) The licence holder will review, comply and implement all the Additional Public Health Measures, which outlines enhanced measures to prevent the spread and risk of contracting an illness available at: <https://open.alberta.ca/dataset/a38f9231-886c-4364-93b1-e57869301c80/resource/6fbadd13-00ec-4bba-83f6-0be7c0a90c99/download/covid-19-guidance-preschool-daycare-childcare-2021-09.pdf>

- 2) The licence holder will continue to adhere to the Alberta Health Services Child Care Facility Guidelines, which combines regulatory requirements for childcare programs and recommendations from AHS. These health and safety requirements are monitored by AHS to minimize the likelihood of child illness or injury. The guidelines can be found here: www.albertahealthservices.ca/assets/wf/eph/wf-eh-health-safety-guidelines-child-care-facilities.pdf

- 3) The licence holder will comply with all temporary workplace rules in effect to address COVID-19 to keep themselves, their staff and the families who access their program safe. These rules can be found in Alberta Health's Workplace Guidance for Business Owners at: <https://www.alberta.ca/temporary-workplace-rule-changes.aspx>

- 4) The licence holder will continue to adhere to all applicable zoning, health and safety legislation, including those within the *Child Care Licensing Act* and regulations, and all standards not modified or suspended through an order or a superseding public health measure.

- 5) The licence holder will ensure all program plan policies are in alignment with all public health measures. If any current clauses do not meet or exceed any of these temporary health measures, they are considered suspended and are not implemented in the program until public health measures have been lifted.

Children's Portable Records

The portable records will contain the following telephone numbers: (a) emergency medical service; (b) ambulance service; (c) fire department; (d) police service; (e) poison control centre; (f) nearest hospital or emergency medical facility. In addition to that each record must contain:

- the student's name, date of birth and home (civic) address **no post box numbers.
- completed enrolment form.
- the parent's name, home address and telephone number
- the name, address and telephone number of a person who can be contacted in case of an emergency
- if medication needs to be administered
- the written consent from the parent regarding any other relevant health information about the child
- the child's immunizations and allergies, if any.
- Consent to emergency medical attention (calling 911, ambulance)
- Consent to take photos for purpose of class distribution and or authorization to use on SSLP website.
- observations (daily observations by teachers)
- email correspondence between parents and teachers.

All student records will be available to parents at any time upon request. Information will be collected and stored in a locked area for a minimum of 3 years. All staff along with our licensing authority will have access to these reports at any requested time.

Staffing Plan

Staff Ratios

There will be 2 adults on duty when there are 7 or more children present on or off the program premises.

- 1 in 4 staff on the staff list will be certified as a Child Development Worker.
- 1 - Primary teacher with a minimum Assistant Certification will be present on the floor always.
- 1 - Secondary teacher with a minimum Assistant Certification (or in progress) will be present on the floor when more than 12 students are in attendance.
- If a teacher is sick, and a suitable substitute is not available, a parent volunteer is permitted to fill in for the secondary teacher. The parent does not require a criminal record's check or vulnerable sector search but will not have unsupervised access to children other than their own child.
- 1 in 2 primary staff on duty will be child CPR first aid certified, provide a valid criminal record check including vulnerable sector check. This will be updated every 3 years from the date conducted.
- Every staff will provide criminal record check including vulnerable sector search within 8 weeks of commencement. It will be updated every 3 years from the date.

New Staff

All new uncertified staff will obtain at a minimum Child Development Assistant certification within 6 months of commencement with the program. Until certification has been obtained staff will not have unsupervised access to children.

Staff Duties

Both Worker and Assistant teachers share the program duties which include:

- Programming Plans (weekly)
- Attendance & Record maintenance
- Observations & Progress reports (bi-annual)
- Light housekeeping
- Teaching (reading, instruction, supervision)

Each new staff member receives a copy of this program plan along with Administrative Policies and Procedures during orientation.

Each new staff member must supply a Criminal Records Check & Vulnerable Sector Search no older than 6 months. The records check must be submitted no more than 8 weeks after commencement of the program. A first aid certification may be required. All references will be checked before any teacher is hired.

Volunteer Duties

All volunteers may be required to help with light housekeeping such as; washing tables with a mild bleach and water solution, sweeping the floors. Other duties may include, helping to prep tabletops for an activity, reading a story to the children, helping with crafts & painting. **You will be required to sign a confidentiality clause prior to volunteering.**

Administrative Records

Administration records will be kept up to date and left on the program premise for a minimum 3 years. Records will include:

Daily attendance Records

- The arrival and departure times of students and staff will be recorded by the primary teacher.
- The drop off person will record in the attendance book located in the boot room exactly who the pick-up person will be.

Child Care Certifications

- Program supervisor must have a minimum Child Care Worker certification.
- Primary Staff members must have a minimum Child Care Assistant certification.

First Aid Certifications

First Aid certifications must be renewed every 3 years on or before the anniversary date.

- Program supervisor must have a current first aid certification.
- One in every 3 staff members must have a current first aid certification.

Criminal Record Check & Vulnerable Sector Search

All staff members must obtain a current criminal record & vulnerable sector check no older than 6 months commencement of working in the program.

- Licence holder must submit a current criminal & vulnerable sector search when renewing the program licence. Licences are renewed every 3 years when in good standing.
- Volunteers that do not have a current criminal & vulnerable sector search will not have any unsupervised access to children.

Supervision

Play Areas

The play areas (indoor and out) are maintained using a 1:12 ratio (12 students to one teacher) at all times. During times when a staff member must leave the play area for any reason, the teacher will alert the other teacher of their location. Leaving the play area does not mean leaving the building or in some cases, being further than the ear can hear.

Staff will be observing, scaffolding, and guiding children throughout the program daily. All programming receives careful consideration to maintain developmental needs. Toys, centres and books will be rotated weekly to maintain interest and variety.

Staff will be informed about safety precautions regarding all play environments both inside and out. Weather will be tested before going outside and the grounds and equipment will be checked to ensure they are in safe condition. Indoor play equipment that may be broken or no longer safe will be discarded.

When leaving and returning to the premise during program hours, a head count will be done to ensure all children are accounted for.

Fire & Emergency Evacuation Drills

Our program will conduct a **minimum of 3 fire drills per year**. Parents will be notified via monthly calendar as to which day we will conduct our fire drill. This helps parents prepare students who may be weary. Staff will be notified via pre-planning the calendar.

Primary staff will talk to the students prior to the fire drill explaining it is necessary and not a real fire or emergency. This will be done using a social story or puppet show to help ease the tension of the drill.

Children will be taught to drop what they are doing (literally drop a toy) and go directly to put their coat on. Children will be lined up along the exit and counted. We will applaud ourselves on a job well done to make this a positive experience.

Smoking

No smoking is allowed on the program premises, nor shall any staff member smoke where childcare is being provided.

Incident Reporting & Evaluation

All incidents will be reported immediately to the regional childcare office using a prescribed form. Any incidents that occur are evaluated immediately with all staff members and our licensing authority to ensure safe practices are in place. The incident is recorded and filed with the regional childcare office annually. A report is filled for the following reasons:

- Emergency evacuation (Muster point currently is the parking lot) during colder weather, we will walk to Mountain View Credit Union or Langdon School.
- Unexpected program closure
- An intruder on the premise
- An illness or injury to a child that requires emergency care or requires the child to remain in the hospital overnight.
- An error in administration of medication by program staff or volunteer resulting in serious injury or illness.
- Serious injuries that require the program to administer first aid
- The death of a child
- An unexpected absence from the program during program hours (child is lost)
- 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.

Mild Accident

In the event your child has had an accident of a mild nature (bump, large scrape, bleeding nose) we will immediately perform any light first aid necessary by providing cold compresses, bandages to help deal with the situation and you will be notified by phone. If we feel the child requires extra care you will be asked to pick up your child within half hour. If your child is doing okay, you will be given the choice to pick up your child or allow the child to remain in our care for the duration of the program.

Major Accident

If your child has had a major accident such as a broken limb, possible concussion, anaphylactic shock, seizure or worse that may require an overnight stay in the hospital, we will immediately administer first aid. This may be a phone call for immediate pick up or a call to 911. All incidents of this nature will be reported to the regional childcare office.

SSLP records all major and minor accidents in a log. This log is reviewed annually to analyze trends that may otherwise be preventable. Changes and updates will be made whenever possible to ensure better safety procedures. Parent concerns will also be logged, and changes will be considered for the betterment of the program.

