



Strathcona nursery SCHOOL

Parents' Handbook

January 2020

8530-101 Street
King Edward Elementary School
Edmonton, Alberta
T6E 3Z5
Phone: 780 432-9226
Web: www.strathconanurseryschool.com
Email: info@strathconanurseryschool.com

TABLE OF CONTENTS

1	INTRODUCTION	4
2	PHILOSOPHY	4
2.1	MISSION AND VISION	
2.2	PURPOSE AND OBJECTIVES	4
2.3	PLAY AND WHOLE CHILD DEVELOPMENT	4
2.3.1	Physical Needs	4
2.3.2	Emotional Needs	5
2.3.3	Social Needs	5
2.3.4	Cognitive Needs	5
2.4	BENEFITS OF NURSERY SCHOOL	5
3	PROGRAM AND POLICIES	5
3.1	HOURS OF OPERATION	5
3.2	DAILY SCHEDULE	6
3.3	AGE REQUIREMENTS	6
3.4	FIELD TRIPS	6
3.5	FEES	7
3.6	FINES	7
3.7	FEES AND FINES SCHEDULE	8
3.8	WITHDRAWAL OR CHANGE/CANCEL	9
3.8.1	Notice of withdrawal	9
3.8.2	Change or cancel session	9
3.8.3	Portable Records	9
3.8.4	Child Records	9
3.9	ADMINISTRATION RECORDS	10
3.9.1	ATTENDANCE	10
3.9.2	STAFF AND VOLUNTEERS	10
3.10	SUPERVISION POLICIES AND PRACTICES	10
3.10.1	Student drop-off and pick-up	11
3.10.2	Head counts and roll call	11
3.10.3	Staff communication during outdoor play	11
3.10.4	Staff positioning	11
3.10.5	Environment surveys	11
3.10.6	Field Trips - Transportation	11
3.11	DISCIPLINE	12
3.12	LATE POLICY	12
3.13	SNACK POLICY	12
3.13.1	General information	12
3.13.2	Sharing	13
3.13.3	Nuts	13
3.13.4	Food allergies	13
3.14	HEALTH RECORDS AND ALLERGIES	13
3.15	HEALTH POLICY	13
3.16	ADMINISTRATION OF MEDICATIONS	14
3.17	INCIDENT POLICIES AND PRACTICES	15

3.17.1 Incident response practice	15
3.17.2 Incident reporting	15
3.17.3 Reportable incidents	15
3.17.4 Action plan policy	16
3.18 EMERGENCY EVACUATION PLAN	16
3.19 TOILET TRAINING	16
3.20 SPARE CLOTHES/CLASSROOM SHOES	16
3.21 TOYS	17
3.22 SCHOOL CLOSURES/CANCELLATIONS	17
3.23 INCLEMENT WEATHER	17
3.24 COMMUNICATION WITH PARENTS	17
3.24.1 Electronic Communication	17
3.24.2 Hard Copies & Postings	18
3.24.3 Parent Concerns	18
4 MEMBER RESPONSIBILITIES IN A COOPERATIVE	18
4.1 SMOKING	18
4.2 DUTY PARENTING	18
4.2.1 Duty day expectations	19
4.2.2 Code of ethics	19
4.2.3 Confidentiality	19
4.2.4 Siblings/Newborns and Duty Days	20
4.3 VOLUNTEER POSITIONS	20
4.3.1 Board meetings	20
4.3.2 Board/Committees	20
4.4 CASINO PARTICIPATION AND FUNDRAISING	20
4.5 CLEANING BEES	20
4.6 ATTENDING SEMI-ANNUAL GENERAL MEETINGS	21

1 Introduction

Welcome to Strathcona Nursery School. We are a not-for-profit parent cooperative preschool established under the *Societies Act* of Alberta. We are licensed as a preschool with Alberta Social Services and the City of Edmonton.

This parents' handbook outlines our program and some key policies and procedures of Strathcona Nursery School. The membership of the Strathcona Nursery School Society (the "Society") consists of the parents or guardians of registered students. The elected officers of the Society are the President, Vice-President, Secretary, Treasurer, and Registrar. A Co-Secretary, Co-Treasurer, Co-Registrar, Recruitment and Advertising Coordinator, Fundraising Coordinator and Biennial Casino Coordinator also sit on the Board. Parents not on the Board assume other volunteer positions.

Strathcona Nursery School promotes a "learn through play" environment for 2½ to 5 year olds. We emphasize play because play enhances children's physical, social, emotional and intellectual growth and development. Through play, children learn to concentrate, exercise their imagination, try out ideas, rehearse behaviour and make sense of their world.

2 Philosophy

2.1 Mission and Vision

Mission – Empowering our children to become mighty learners through play.

Vision – Curious Children, Connected Families, Engaged Community

2.2 Purpose and Objectives

Strathcona Nursery School strives to present a high-quality, developmentally appropriate program based on a "learn through play" philosophy. It is the goal of Strathcona Nursery School and its teachers to provide an opportunity for preschool children to play in a mixed-age setting, encourage their creativity and curiosity with a wide range of materials and activities, and foster a sense of security and self-confidence in children by offering them a safe setting in which to develop relationships and solve conflicts.

2.3 Play and Whole Child Development

Through play, the whole child is developed.

2.3.1 *Physical Needs*

Large muscle development and body-coordination are developed through the use of climbers, large blocks, balls, riders, sleds, mats and jumpers. Small muscles and finer co-ordination are developed through small blocks, puzzles, crayons, paints, clay, sand, and musical instruments.

Students are taught body care methods and needs through special themed subjects, activities, resource persons, etc.

2.3.2 *Emotional Needs*

Students are offered a consistent routine and encouragement in an atmosphere of caring, concerned adults who are sensitive to their feelings and needs.

2.3.3 *Social Needs*

A preschool of mixed and similar ages makes companionship possible. Under the guidance of the teachers, the program provides many experiences in sharing, waiting one's turn, and managing relationships.

2.3.4 *Cognitive Needs*

Through special activities, games, music, stories, visitors or outings, curiosity is stimulated, and ideas grow.

2.4 **Benefits of Nursery School**

The student learns to:

- Express thoughts, feelings, and ideas to others
- Manage behavior in a group setting
- Compromise
- Show empathy
- Co-operate
- Express him or herself through art, music and play
- Make friendships
- Become more independent and develop self-confidence

Benefits to the parent/guardian include:

- The satisfaction of participating in your child's preschool experience, understanding their routines, learning about their play
- Being a part of a strong parent network
- Witnessing your child's love of learning develop
- Ensuring the smooth operation of the school through your involvement

3 **Program and Policies**

Strathcona Nursery School has operated for over 40 years. It is one of the longest-running parent cooperative preschools in Edmonton. Our classes include children aged 2½ - 5, and children in diapers are welcome. Our program allows children of different ages to learn from each other and help reduce conflict between children of the same age.

3.1 **Hours of Operation**

Morning sessions 9:00-11:30 a.m. Monday to Friday

Afternoon sessions 1:30-4:00 p.m. Monday, Tuesday, Wednesday and Friday

* No class available Thursday afternoons

3.2 Daily Schedule

Each session includes the following activities; the order and length of time may vary:

Free Choice (~55 minutes)

The students explore the many classroom-learning centres, share stories both from books and telling or take part in process or project art.

Snack Time (Student choice ~20 minutes)

In support of self-directed participation in the program, children bring their snack into the room with them when they enter. They are supported in deciding when they want to eat. Handwashing, conversation, practicing table manners and clearing up their snack are all part of the available experience. Teaching staff invites snack participation but never forces it.

Clean Up ~(10 minutes)

After free playtime, toys and equipment are tidied up. Children are invited to join the adults in this process. Those who are not ready to help in the tidy up process are approached with respect and understanding, often they join in when they're ready or go to the Gathering area to wait.

Gathering Time (~15 minutes)

Before going home children and teachers gather together for story, music and reflection activities. Then it is custom to say thank you to one another and sing a goodbye song before leaving.

Outdoor Play (the last 30 minutes plus 15 min for transition indoors)

Weather permitting, the students play outside and parents/caregivers pick up children from the play area

3.3 Age Requirements

Children must be at least 30 months old to enroll.

Children who are 30-35 months old can 1-2 times a week. Children who are 3 or 4 years old can attend 1-4 times a week in the morning or afternoon sessions.

3.4 Fees

The fee schedule is published annually prior to registration. It is based on the following structure:

Registration Fee – per family (non-refundable and non-transferable)

Monthly School Fess – per child per session (reduced rates if more than two per week)

Fundraising Fees – twice a year (October and February) per family (non-refundable).

The Fundraising Fees will be prorated for late enrollment.

The registration fee and the direct withdrawal authorization form (see registration package) are due upon registration.

A family with outstanding fees will receive a maximum of two email reminders and one phone call reminder for payment. After these reminders, the family will be required to stop attending the program until all outstanding payments have been received. This includes all fees (school fees, fundraising donations and all fines).

A maximum of three non-sufficient funds (NSF) payments will be allowed before a family will be required to stop attending the program. Once all outstanding fees in addition to all monthly fees for the remainder of the school year have been paid, in cash or via money order, the family may attend to the program again.

(Admin and banking fees will be charged for NSF payments)

Cash fee payments, unless dictated by the non-sufficient funds policy outlined above, will only be accepted if fees for the entire school year are paid in full, on or by the first day of the school year.

3.5 Fines – *We want your time and participation, not your money*

Casino Fine (Casino years only): \$800

Volunteer Fine (e.g. Committee): \$100

Duty Parent Fines: \$75 for first infraction, \$150 for 2nd, \$250 for 3rd

These fines are debited, at the discretion of the Board, only if a family does not fulfill an obligation that corresponds with a fine; in other words, misses an assigned Health and Safety Committee, Cleaning Bee or Duty Day with no notice and/or without making a reasonable effort to swap duties, fails to fulfill volunteer requirements (e.g. Spring Carnival), or provide a volunteer to staff a Casino Shift.

3.6 Fee and Fine Schedule

<u>Amount</u>	<u>Purpose</u>	<u>Date</u>
Non-Refundable Fees *Fundraising Fees will be prorated for late enrollment		
\$40	Registration Fee (per family)	Date of Registration
\$100	Fundraising Fee #1 (per family)	15-Oct-20
\$100	Fundraising Fee #2 (per family)	15-Feb-21
Session Fees – fees will not be debited if one calendar month notice given of withdrawal from program		
\$_____	September fees	01-Sep-20
\$_____	October fees	01-Oct-20
\$_____	November fees	01-Nov-20
\$_____	December fees	01-Dec-20
\$_____	January fees	01-Jan-21
\$_____	February fees	01-Feb-21
\$_____	March fees	01-Mar-21
\$_____	April fees	01-Apr-21
\$_____	May fees	01-May-21
\$_____	June fees	01-Jun-21
Fines – only debited if you not fulfill obligations as outlined in parent handbook		
\$75	Duty parent fine #1	
\$150	Duty parent fine #2	
\$250	Duty parent fine #3	
\$150	Cleaning Bee fine	
\$100	Volunteer fine	
\$800	Casino fundraising fine	

3.7 **Withdrawal or Change of Session**

3.8.1 *Notice to withdraw*

One calendar month's written notice is required to withdraw your child from the program (e.g. if you wish to withdraw your child at the end of November, you must serve written notice before the end of October). Parents/guardians are required to fill out a withdrawal form, located in the red hanging folders outside of classroom, or a form can be requested via email from the Registrar. Your child may attend during the notice period.

If your child is registered for September and you wish to withdraw him/her, you must inform the Registrar by July 31st, in order to have September fees reimbursed to you. Withdrawing as of August 1st, or at a later date in August, does not adhere to the requirement for one month's written notice and as such, September fees would not be refunded.

Withdrawals effective after March 31st will be charged April, May and June fees.

3.8.2 *Change/Cancel session*

One calendar month's written notice is also required to withdraw or cancel your child a classroom session should this result in a change of fees (this does not apply if you are switching your child from a Monday session to a Friday session for example as there would be no fee change. Parents/guardians are required to fill out a change/cancel form, located in the red hanging folders outside of classroom, or a form can be requested via email from the Registrar.

3.8.3 *Portable Records*

Teachers will have with them at all times, the telephone numbers of the local emergency response services and poison control centre as well as records of each child in attendance that includes:

- Child's name, date of birth and home address.
- The name of parents/guardians, home address and phone numbers.
- The name, address and telephone number of a person who can be contacted in case of an emergency.
- Any other relevant health information about the child as provided by the parents/guardians, including the child's immunizations and allergies, if any.

3.8.4 *Child Records*

For each child, up-to-date records will be maintained on the program premises containing the following information:

- Child's name, DOB and home address
- A 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 emergency

- If medication is administered, that written consent of the parent and the name of the medication, the time of administration, the amount administered, and the initials of the person who administered the medication
- The particulars of any health care provided to the child, including written consent of the child's parent, and
- Any other relevant health information about the child provided by the parent's ie allergies

Child Profile page (as produced by online registration) & **Signed Parent Authorization Form** must always be kept up to date, are required to be updated when registering for a new program year and must be available for inspection. Parents/guardians are responsible to inform teachers and the registrar of any changes to the information in these records.

3.8 Administrative Records

3.9.1 Attendance

Daily attendance of each child, including arrival and departure times, will be kept up to date and available for inspection.

3.9.2 Staff & Volunteers

The following will be posted for parents to view:

- *Staff's Child Care Certification*
- *Staff's First Aid Certification*

Criminal record checks, including a vulnerable sector search is required for all staff and volunteers that will have unsupervised interactions with the children, excluding parent/guardian volunteers. These checks must be updated every 3 years and be available for inspection.

3.9 Supervision Policies and Practices

All supervision policies and practices will be brought to the parent/guardians' attention at the parent orientation event and through the use of this document.

As effective caregivers, teachers will observe the children's play and behaviour by:

- Monitoring and lending support to children when carrying out activities that may involve some risk;
- Observing play and anticipating what may happen next and be ready to intervene in the event of potential danger;
- Listening to children, even those out of their direct line of sight;
- Monitoring children's health to identify early signs of fever, illness or unusual behaviour;
- Watching and participating in the children's play to ensure that children are playing in a safe manner.

3.9.1 *Student drop-off and pick-up*

- The program has a dedicated entrance on the north side of the school. Parents/guardians, children, staff, and visitors will be informed of the program's designated building entrance and advised not to seek entry through other locations in the school.
- Parents/guardians conducting the drop off will complete the health screen questionnaire prior to arriving and instructed not to come to school if they have answered 'yes' to any questions. In completing the daily questionnaire, parents/guardians will be asked to check children's temperatures. Teachers will collect and review the questionnaire and determine whether the child is able to enter. Admittance will be at the discretion of the teachers.
- In attempt to minimize unnecessary access and traffic in the school, parents/guardians will be asked not to enter the building at drop off/pick up, but rather to greet teachers at the designated entry and maintain physical distancing from others.
- At drop off/pick up parents/guardians are asked to wear a mask when interacting with teachers and where unable to maintain appropriate distance from others on the school grounds.
- Teachers will sanitize the door handles and railings of the entryway prior to student drop off and pick up times.
- Parents/guardians will arrive during designated times. Early or late drop off/pick up will not be permitted unless pre-arranged with teachers.
- Drop off times:
 - Morning session drop off from 8:45 – 9:00 am
 - Afternoon session drop off from 1:15 – 1:30 pm
- Drop off times may be modified to avoid overlap with other programs using the shared entrance.
- Parents/guardians will be asked to (as feasible) designate one parent/guardian for drop off/pick up, and to avoid bringing additional family members or others (e.g., siblings).
- If a child is having difficulty separating from their parent/guardian, they are asked to step aside until teachers are finished accepting other students and in a better position to assist.
- The program will ensure Covid-19 signage is posted at designated entrance reminding visitors not to enter if they have symptoms.
- The teachers will have hand sanitizer and will assist and supervise each child with its use. Children's hands will be sanitized immediately upon entering.
- Weather permitting, children will be picked up outdoors on the school field west of the building following the outdoor-play period of the class. During inclement weather, a similar procedure to drop off applies.

- Above drop off/pick up procedures will be provided to Edmonton Public School Services Leasing Services for review prior to the start of the school year and ongoing with any changes.

3.9.2 *Head counts and roll call*

When students arrive, primary staff will record their arrival times. Primary staff use head counts to track the whereabouts of students during daily indoor and outdoor activities. Anytime students, as a group, move from one location to another, staff will account for students by using a roll call. The roll call requires staff to visually identify each student. Children are asked to provide a quick wave, touch, or verbal response when their name is called.

3.10.3 *Staff communication*

Primary staff will communicate effectively with one another and with the parent helper during all activities so that all children are safe and supervised.

3.10.4 *Staff positioning*

It is the practice of primary staff to position themselves so as to see all students under their direct care. Parent helpers are directed to do the same. A primary staff member will never have their back to a student(s), unless another primary staff member is with those students.

3.10.5 *Environment surveys*

Prior to students entering both indoor and outdoor environments, primary staff shall survey the environment to ensure that no hazardous materials are present. All hazardous material is removed before students are permitted to enter any indoor or outdoor environment.

3.10 Discipline

All discipline policies and practices are shared at parent orientation as well as posted on the premises for parents to review. All new staff and volunteers will be orientated to these policies prior to coming in contact with children. The children are taught the expectations at the beginning of the year and as they participate through the program year.

The teachers strive to be cognizant of group dynamics and individual students' frustration levels at all times, so that they may intervene before an incident occurs. They use "natural consequences" to manage inappropriate behaviour.

The teachers:

- Model appropriate behavior
- Use redirection to prevent incidents
- Recognize and verbally acknowledge the student's efforts to get along with each other
- Set age appropriate, consistent limits

Students must be able to function appropriately in a group. If a child exhibits excessive aggressive behavior, the teachers and possibly a Board member will meet with the parent(s) or guardian(s) to discuss the teachers' observations and to help set-up a positive behavior program to help the student manage their behavior. If no progress is made, the teachers and the Board will decide whether or not the child should remain in the program.

Any child discipline action taken must be reasonable in the circumstances.

- Physical punishment, verbal or physical degradation or emotional deprivation is not allowed;
- Must not threaten to deny any basic necessity and;
- Must not use or permit the use of any form of physical restraint, confinement or isolation.

3.11 Snack policy

3.11.1 General information

Parent(s) or guardian(s) are responsible for providing their child with a snack for every class they attend. Please ensure that all containers, utensils, and snack bags are labeled with your child's name. As a learning environment, Strathcona Nursery School encourages nutritious snacks in accordance with Canada's Food Guide (www.healthcanada.gc.ca/foodguide).

3.11.2 Sharing

Sharing of food, drinks, utensils and or containers among students is strictly prohibited. This includes the sharing of special treats (i.e. cake, cupcakes, cookies etc.) for special events such as birthdays or holidays (e.g. Halloween, Valentines Day etc.)

3.11.3 Nuts

Strathcona Nursery School is a nut-free environment. **Please do not pack any peanuts and/or tree nuts in your child's snack.** For more information on tree nuts, please reach the AAIA's *Peanut and Nut Allergies* brochure. The brochure can be found at <http://aaia.ca/en/products.htm#top>

3.11.4 Food allergies

If your child has specific food allergies, please speak directly with the teachers.

3.12 Health Records and Allergies

A detailed list of each student's health information is required upon registration. This includes all medical information, allergies, and emergency contact numbers, as well as any requirements related to treatments. This information is kept with teachers at all times.

3.13 Health Policy

3.13.1 *Health Screening and Testing*

The program respects the Personal Information Protection Act with respect to collecting and storing personal health information. The program will collect only essential health information and will share, store, and dispose of it appropriately.

Parents/guardians must inform the program if a child has a pre-existing health condition that causes symptoms of illness that are similar to Covid-19, and these symptoms should be ruled out for Covid-19 by testing prior to the start of school and ongoing if symptoms change or worsen.

The program acknowledges that Covid-19 testing is voluntary for children and families; however, they are strongly encouraged to seek testing if they have any symptoms.

Mandatory daily health screening will be required prior to school entry for all staff, children/family members, and visitors by using the Alberta Covid-19 health-screening questionnaire. Any persons with any reported “yes” answers on the daily health screen will not be permitted to enter the school.

The Chief Medical Officer of Health Order 05-2020 sets forth legal requirements for quarantine and isolation related to Covid-19. Per current Alberta law, anyone with suspected Covid-19 symptoms must self-isolate for a minimum period of 10 days (without a negative test) and until symptom free. Members and staff will be informed of these requirements, and advised that the program has a zero-tolerance policy for any identified breaches and has an obligation to report to public health inspectors.

3.13.2 *Staff Illness*

If a teacher becomes symptomatic during the school day, they must immediately isolate and leave the premises as soon as possible once staffing ratios permit. Parents/guardians will be called immediately to pick children up if a substitute teacher cannot be arranged. Future classes will be cancelled unless adequate staffing can be arranged. The teacher will not return to classes until they have a negative Covid-19 test and are symptom free. The program will prepare for the likelihood of increases in staff absenteeism to avoid cancellation of classes.

3.13.3 *Children and Family Member Illness*

As is current practice under child-care licensing regulation, where staff have reason to believe a child has signs of illness, the child’s parent/guardian will be contacted to arrange for the immediate removal of the child from the premises. The child will be isolated in an area at least two meters apart from others under staff supervision until a parent/guardian arrives and is met at the designated building entrance. The child’s temperature will be taken and the child will be asked and assisted with wearing a mask. All items and surfaces in contact of the child will be immediately cleaned and disinfected. The parent/guardian will be encouraged to access Alberta Health Services

Covid-19 testing. The child will not be permitted to return to the program for a minimum of 10 days and the household is symptom free, or until they have a negative Covid-19 test result and household is symptom free.

3.13.4 *Confirmed Covid-19 Cases*

If the program is connected to a confirmed or probable case of Covid-19 we expect to be contacted by Alberta Health Services who will investigate and notify those who were in close contact and provide instruction regarding follow-up measures e.g., isolation, school closure.

3.13.5 *Mental Health*

We will support the mental health of our member parents, guardians, staff and students by referring them to available mental and social support services and resources (see Resources section).

Teachers will document cases of ill children using the *Child Care Facility Illness Incident Log Sheet* provided by Alberta Health Services. They will include the time the parent was initially contacted and the time the child was removed from and returned to the program.

Do not bring sick children to school. Whether or not a child is considered too sick to attend is left to the discretion of the teachers. Please respect their decision and take your child home and/or seek medical attention. When a staff member knows or has reason to believe a child is exhibiting the signs or symptoms of illness, the license holder must ensure that the child's parent/guardian arranges for the immediate removal of the child from the program's premises. Teachers base their decisions on the *Sick Child Exclusion Guidelines* published in the January 2009 *Environmental Public Health – Child Care Facility Information Manual* and on Schedule 5, Section 8(2) of the *Alberta Child Care Licensing Regulation*.

Teachers are allowed to provide healthcare if it is in the nature of first aid.

Parents will give consent for the provision of healthcare to be provided for their child by completing with each new program year, the **Parent Authorization form**. Doing so allows teachers to call emergency medical services when necessary.

If an accident or medical emergency occurs that requires a child to be sent to the hospital, a teacher will accompany the child. The parent/guardian will be contacted immediately. If the staff cannot reach the parents, the emergency contact will be notified. **Parents will be responsible for bearing the cost associated with transporting their child by**

ambulance in an emergency situation where the teacher deems ambulance transportation is appropriate.

3.16 Administration of Medication

Due to the short time the children are present in the program, regular medications will not be administered. If a child is on any non-emergency medication, the parents shall schedule doses outside nursery school hours or keep the child at home while the medication is required.

Where emergency situations demand, medication (like Ventolin and Epi-Pen) will be administered with parent/guardian written permission. When submitting a medication permission form, parents/guardians are required to meet with the teachers to ensure they fully understand all the information and create a clear action plan.

Emergency medications may be administered only where there is:

- The written consent of the child's parent/guardian has been obtained,
- The medication is in the original labelled container, and
- The medication is administered according to the labelled directions.

Where medication is administered to a child, SNS teachers will ensure that the following information is recorded:

- The name of the medication;
- The time of administration;
- The amount administered;
- The initials of the person who administered the medication.

Emergency medication will be stored away from the children's access but accessible to teachers at all times.

3.17 Incident Policies and Practices

Clear and effective communication is essential when responding to an incident. Communication of a plan of response and clear delegation of responsibility are particularly important when the incident occurs outside the classroom setting.

3.17.1 Incident response practice

If an accident, injury or illness of a child (or children) is witnessed by or reported to a primary staff member they will:

- Immediately inform the other primary staff and duty parent (if present)
- Determine with other primary staff who will assist injured child(ren) and who will supervise the rest of the class
- Direct duty parent (if present) to assist where needed

3.17.2 Incident reporting

All reportable incidents (*see 3.17.3 Reportable incidents*) must be communicated immediately and when safe to do so to the following:

- Parents of the involved child(ren) – by the teachers
- Board President – by the teachers
- Local child care licensing office – teachers call or email: CS.Reg6cccincident@gov.ab.ca to report
- Local Children and Family licensing office – within two days of the incident, the teachers complete and forward an Incident Report Form found at: <http://humanservices.alberta.ca/family-community/child-care.html> under ‘Forms and Guidelines’, to our designated Licensing Officer.
- Local licensing office - Once per year, license holders will be required to submit to their local licensing office an annual summary of all incidents that have occurred in their program.

3.17.3 *Reportable incidents (found in the Alberta Child Care Licensing Handbook):*

- An emergency evacuation;
- An unexpected program closure;
- An intruder on premises;
- A serious illness or injury 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 member 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. a lost child);
 - A child removed from the program by a non-custodial parent or guardian;
 - An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer;
 - The commission by a child of an offense under an Act of Canada or Alberta; and/or
 - A child left on the premises outside the program’s operating hours

All accidents and illnesses will be tracked and recorded in the Action Plan binder as described below, along with any subsequent reports from the licensing officer, for review.

3.17.4 *Action plan policy*

Two or more board members following every reportable incident will draft an Action Plan. The Action Plan will describe suggestions for future practices that would prevent repetition of the incident. The teachers will sign off on the new expectations as articulated in the Action Plan. The Action Plans will be kept in a binder in the classroom and will be reviewed annually by the board.

3.18 Emergency Evacuation Plan

As a tenant of EPSB, SNS practices all emergency plans and procedures (except for primary and secondary relocation sites) as provided by KEE Administration. These

plans and procedures are kept with the portable records at all times. Copies are provided to teachers and they will review the document bi-annually to ensure they are familiar with how to follow each procedure and plan.

The emergency evacuation plan is posted in the classroom. In emergencies, Strathcona Nursery School students will be evacuated south to Holy Trinity Anglican Church. If there is a neighbourhood threat SNS students will evacuate west to the Strathcona Public Library.

Parents/guardians will be made aware of the plan at their parent orientation and the posting on the wall. Children will learn the plan through participating in drills both with KEE and independently with the use of safety lessons.

3.19 Toilet Training

Children do not need to be toilet-trained to attend Strathcona Nursery School. The classroom includes a child-sized bathroom with a change table. Parents or guardians must provide diapers or training pants for their child. Teachers do diaper changes and provided support in toileting as needed. Parents/guardians will only assist their own child.

3.20 Spare Clothes/Classroom Shoes (COVID-19)

Children will need to have all of the above-mentioned items every time they attend:

- A backpack - for holding their indoor shoes, a full change of clothing, a water bottle as well as self contained snack bag or box that can be removed from the backpack. There will not be space for storing children's shoes, clothing, snacks or water bottles at the school as there has been in the past. These items will remain in their backpack during their class time and be taken out as needed.
- A complete change of clothing - a top, bottoms, underwear and socks. Feel free to have doubles of each item if you know your child may benefit from doing so. These need to be kept in a bag (zip or drawstring style bag) inside the backpack to facilitate quick access for the teachers when needing to retrieve clothing while providing support for a child with a change.
- Indoor shoes - ideally and preferably these would only be worn while at nursery school.
- A snack bag or box - that is a separate container that can be carried inside their backpack. It is necessary that we not have a child's backpack brought to the table for snack. There won't be the space at the snack table for that. The goal is to keep each child's belongings self contained and protected.

Please label the following with your child's first and last name: backpacks, clothing bags, snack bags or boxes, and shoes.

3.21 Toys

Students are encouraged to leave their personal toys, jewelry, and treasured items at home for safekeeping.

3.22 School Closures/Cancellations

Strathcona Nursery School's school year begins in early September and ends the Friday before the last day of classes at King Edward Elementary School. The first week of classes is Orientation Week and you and your child will attend only one session together. Information regarding Orientation, including your child's scheduled orientation date, will be sent to you in August.

Strathcona Nursery School will be closed for the following holidays:

- Thanksgiving (2nd Monday in October)
- Remembrance Day, when it falls on a weekday (November 11)
- Winter Recess (see EPSB calendar link on SNS website)
- Alberta Family Day (3rd Monday in February)
- EPSB Teachers' Convention (see EPSB calendar link on SNS website)
- Good Friday (Friday before Easter)
- Easter Monday (Monday following Easter)
- Spring Recess (see EPSB calendar link on SNS website)
- Victoria Day (Monday before May 25th)
- Professional Development Days (days to be communicated at Orientation)

Classes will be cancelled if:

- Both teachers are unable to attend classes for any reason
- We are otherwise unable to meet the regulated Staff-Student ratio
- In other cases, the President or the Vice-President and another member of the Board executive must be in agreement before a class cancellation can occur.

3.23 Inclement Weather

Students will spend time outdoors during every session unless the temperature is below -15°C with a wind chill. The determination of temperature is based on Environment Canada's forecast at 9:00 AM and 1:00 PM. If in doubt, please dress your child to go outside.

3.24 Communication with parents

3.24.1 Electronic Communication

Strathcona Nursery School's primary method of distributing duty rosters, announcements or other information pertaining to your involvement in the SNS community is via Email and the SNS website (<http://www.strathconanurseryschool.com>). To ensure that you receive important Strathcona Nursery School information, please ensure that your family's on-file Email address is kept current.

3.24.2 *Hard Copies & Postings*

Mailboxes are provided outside of the classroom for each student. This provides teachers with a method of sending students' artwork home with them as well as other information (e.g. field trip permission slips). A bulletin board, located in the hallway is also used to post duty rosters, information on daily activities, upcoming meetings and Strathcona Nursery School events.

3.24.3 *Parent Concerns*

If you have any concerns about your child, please speak directly to the teachers. As well please feel free to discuss concerns with any Board member. Board member contact information is provided each year.

4 Member Responsibilities in a Cooperative

As parents of a child registered at Strathcona Nursery School, you are members or a parent-led cooperative preschool, which means that the success and well-being of the school depends on your commitment and dedication throughout the year. The parent body works together toward common goals, the most important of which is to provide a happy, safe, and satisfying preschool experience for SNS students.

Parental involvement is essential for the effective operation of the cooperative. The quality of the preschool is directly related to the efforts and commitments of the entire parent body. You are encouraged to talk to the teachers about any special interests, hobbies, work, etc. that you would like to share with the students.

As a member your **annual responsibilities in the cooperative** are listed here and described below:

- Duty parenting for morning participants
- Volunteering on the Board, on a committee or in another volunteer role
- Fundraising event and Casino participation
- Working one to two cleaning bees
- Attending both Semi-Annual General Meetings

4.1 Smoking

No person, including staff can smoke on the program premises. The premises are anywhere the children are or will be.

4.2 Duty Parenting For All Sessions

Every family enrolled in sessions at SNS is **required** to be available on duty days in the event that teachers are sick and a substitute teacher is unavailable. Duty days are assigned using a proportional system, so the more sessions that your child(ren) attends weekly, the more duty days you will be assigned.

You are a duty parent only on a day that your child attends. You may be required to attend the duty day in each of your child(ren)'s separate sessions in the event of teacher(s) illness and unavailable substitute teachers. If you have prior commitments preventing you from being able to participate as a duty parent on specific days, please do not register your child in that session.

You will be assigned a duty day at least a month in advance, leaving you plenty of time to plan for that day. It is each parent or guardian's responsibility to arrange for a replacement on his or her given duty day if needed. A duty parent can be a parent/guardian, adult family member or friend.

A parent contact list is provided so that you may switch days with another parent in the same session. If a switch is made, please indicate it on the Master Duty Roster on the bulletin board outside of the classroom, so that teachers are aware of the change.

If you fail to attend your assigned duty day, your fine amount will be processed. Failure to attend three assigned duty days will result in the review of your continued membership; at the discretion of the board, your family may be asked to withdraw from the school.

4.2.1 *Duty day expectations*

Duty parents

- A duty parent must **arrive 15 minutes before the start of class** in order to familiarize him/herself with the planned activities of the day etc. The teachers will offer direction on how the parent can assist in class preparation.
- Duty parents are expected to wear a mask and familiarize themselves with Covid-19 requirements.
- Duty parents are required to interact and communicate with the children.
- Duty parents are expected to participate enthusiastically and allow the children to direct the play.

4.2.2 *Code of ethics*

It is the duty and responsibility of all helpers to follow the teachers' direction, provide support, and actively promote a positive learning environment.

4.2.3 *Confidentiality*

Any information shared by a teacher must be kept confidential and not discussed outside the classroom under any circumstances. Duty parents should avoid making any statements about a particular child, including his or her own, the teacher, or the program in front of the children or parents/guardians. Any questions or concerns can be discussed with the teachers or Board outside of classroom time.

4.2.4 *Siblings/Newborns and Duty Days*

Under our licensing agreement, it is not possible for parents to bring a sibling when they are duty parents. Families of newborns do not need to participate in duty days until the newborn is four months old. **Expectant parents, please remember to communicate your due date well in advance with the Co-Registrar to ensure that your exemption from duty parenting is properly reflected in their scheduling.**

4.3 **Volunteer Positions**

4.3.1 *Board meetings*

Parents are encouraged to attend Board meetings and bring forward motions that Board members can present. Members are welcome to participate in discussion and present opinions and input. However, only Board members may vote at Board meetings.

4.3.2 *Board/Committees*

Strathcona Nursery School operates by a series of volunteer positions. Each family is required to fill a volunteer spot on the Board or one of the other positions.

- *Board positions:* President, Vice-President, Secretary, Co-Secretary, Treasurer, Co-Treasurer, Registrar, Co-Registrar, Recruitment and Advertising Coordinator, Fundraising Coordinator, Biennial Casino Coordinator
- *Committees and other volunteer roles may include:* Cleaning Bee Coordinator, Social Events Committee, Recruitment and Advertising Committee, Fundraising Committee, Teachers' Helper (may be asked to fulfil one or more of these roles): Materials Prep, Play dough maker, Photos, Laundry, Sewing, Supplies/material purchaser, Maintenance.

4.4 **Casino Participation and Fundraising**

Strathcona Nursery School raises the majority of its budget for teacher salaries by working at a Casino once every two years. Failure to provide the appropriate staff for a Casino will result in Strathcona Nursery School losing the opportunity to ever do another Casino. As such, SNS member participation is mandatory.

Strathcona Nursery School organizes one other volunteer-based fundraising event each year, where participation is required. This is typically a carnival event in the spring where all families must take on a volunteer role. This event has an associated fine for non-participation.

Minor fundraising activities (i.e. selling cookie dough, gift wrap etc.) were eliminated at the June 2013 SAGM in favour of a required semi-annual fundraising fee.

4.5 **Health and Safety Committee**

Each member family must provide a volunteer to attend 1-2 (depending on enrollment numbers) Health and Safety Committee Meetings. These meetings last approximately one to two hours. If you are unable to attend your scheduled meeting, you may switch with another family. If you do not participate, your Fine will be debited from your

account. For their own safety, children are not permitted to attend but childcare is provided when necessary.

4.6 Attending Semi-Annual General Meetings

As Members of this Cooperative, *you are the owners of this business*. A “Member” refers to a family unit, as a whole. At the Semi-Annual General Meetings in October and June, you elect the Board members who act as Trustees responsible for the Society’s programs, image and assets. You will hear the status of the school from the teachers and Directors, help elect the Board, and vote on recommended changes to the Society Bylaws.

A minimum attendance (Quorum) as dictated in our Society Bylaws is required at these meetings in order for our business to be conducted. Written notice of these meetings will be given at least two weeks in advance. Please plan to attend.