



Little Owl Learning Centre

Parent Handbook

Effective September 2022

HOURS OF SERVICE

My business hours are Monday to Thursday from 7:30am. to 5:00pm. (Unless otherwise arranged due to your work schedule) My fees are as follows: 2 days/week: \$400/month, 3 days/week: \$600/month and 4 days/week: \$800/month. I will not be open on Fridays.

I follow the Elk Island Public School weeks off for Spring Break, Fall Break, Christmas Break as well as a week in July and a week in August. You will be able to view my calendar for the weeks I have off during the school year. Rates in November, December, March, July and August will be $\frac{3}{4}$ of the monthly fees to reflect the weeks off. If I am available on my weeks off, I will let you know in advance and allow drop-in for \$50/day

I am not open during Statutory Holidays. Statutory Holidays will be a paid day. (with the exception of holidays that take place during my scheduled weeks off)

Families are allowed to take vacations at any time during the school year but they are required to pay the full monthly fee to hold their spot. An exception to this is during the months of July and August because I will also be allowing drop-in during those months.

REGISTRATION FEE

This fee guarantees a spot for a specified date and number of children. The \$100 fee per child is non-refundable if alternate arrangements are made by you. The amount will be credited towards your child's first month's fees.

SICK CHILD POLICY

If a child becomes ill while at the preschool then he/she will be kept isolated in an area away from the other children while waiting for pickup. (In an area marked off in the same room so I can still see and check up on them) I will wear a mask when in contact with the sick child and wash my hands before and after contact with the child and anything they touch. All items used by the child will be cleaned and disinfected as soon as they are picked up. Items that cannot be disinfected (paper, books, cardboard) will be stored in a sealed container for 10 days.

If I am sick, I will let you know as soon as possible. You will not be required to pay for care on any days I take off due to my children or myself being sick or isolating due to Covid exposure. I will credit towards the next month's fees at \$50/day. If a child or myself is confirmed to have Covid-19 then I am required to be closed for 72 hours for cleaning.

Any child with a fever or vomiting must stay home until they are free from fever suppressing medicine and vomiting for 24 hours.

ABSENCE

If your child is not attending for any reason or will be late, please let me know as soon as possible in the morning. I check my phone on a regular basis.

I have certified substitute teachers who may cover for me occasionally if I need to leave for part of a day due to an appointment. I will give you as much notice as possible if this occurs.

MEALS

I will be providing your child with well-balanced meals and snacks. They will also have lunch at 12:00pm and snacks around 10:00am and 3:00pm.

NAPS/QUIET TIME

Naptime will take place after lunch. If a child does not nap, he/she will do quiet activities in the room such as looking at stories, doing puzzles or colouring.

PERSONAL ITEMS

Please provide the following items:

1. A change of clothing, labelled with the child's name, to be used in case of an accident.
2. Diapers and wipes for those children not potty trained.
3. Optional water bottle
4. Optional backpack

DISCIPLINE

I use positive discipline techniques such as making my expectations clear, reminders, redirection and positive reinforcement. Physical and emotional punishments will not be used in my preschool. You will be informed if a problem persists or if I need cooperation from home so that we can be more consistent in what is expected.

PETS

We have two dogs, Hazelnut and Gizmo. They are very friendly but can be separated from the children on the other side of a gate when we are on the main floor if the children are afraid or have allergies. The dogs do not go into the classroom in the basement. We have 2 bunnies that are kept upstairs away from the areas the children are in. The bunnies may occasionally come out for short, supervised visits if the children are not afraid and don't have allergies. We also have 2 budgies in a cage on the main floor in the living room.

FIRE AND STORM DRILLS

Our Fire escape plan for the upstairs area is to exit out of the front door. The secondary plan is to exit out of the back door. If in the basement classroom, our fire escape plan will be for

us to go up the stairs and out the front door. The secondary plan is to go up specially designed steps and exit out of the window. The muster point is across the street at the mailboxes. Fire and storm drills are practised regularly to teach the children how to deal with an emergency situation. I am trained in Emergency First aid and CPR.

TRANSPORTING

If the children are ever to be transported, I will request your permission in advance unless it is an emergency. If they are to be transported, they will be in the appropriate car seat or seat belt, depending on their age. We go for walks to the parks and fields nearby.

GRIEVANCE POLICY

If you are unsatisfied with my services or policy, please feel free to communicate these concerns with me at any time.

FEES

Monthly fees are as follows: \$200/month for 1 day a week, \$400/month for 2 days a week, \$600/month for 3 days a week and \$800/month for 4 days a week. Payment is due on the first of every month. They can be paid by e-transfer (little.owl.learning3@gmail.com), cash or cheque to Amanda Grumbach. A receipt will be issued through our Brightwheel communication app.

A late payment penalty of \$20/day will be applied to fees if not received by 6:00pm on the first of the month.

A NSF Fee of \$50.00 will be charged if a cheque comes back insufficient funds or stopped payment.

FINAL NOTICE

Two weeks notice is required at the time of termination. By signing a contract agreement, you agree to give a two-week notice before terminating care or paying the two-week fee to terminate immediately. I would appreciate as much notice as possible, so if you give more than two weeks, your child's spot is guaranteed until your date of termination.

Typical Daily Schedule

My schedule is flexible due to the group of children I have, pick up times and events that come up in the day. Here is an example of what a Daily schedule may look like.

Daily Schedule	
Time	Activity
Drop off	Upstairs free play until all the children arrive
9:00am	Morning Circle Time
9:15am	Center Time
10:00am	Snack Time
10:30am	Outdoor play
11:30am	Upstairs free play time while I prepare lunch
12:00pm	Lunch
1:00pm	Nap Time/Quiet Time
2:00pm	Afternoon Circle Time
2:15pm	Art/Craft Time
	Center Time
3:00pm	Snack Time
3:30pm	Outdoor Play Time
Pick up	Upstairs free play time until children go home if we come back inside

Little Owl Learning Centre

2022-2023

School Year Calendar



Little Owl Learning Centre

July 22						
Su	M	Tu	W	Th	F	Sa
					0	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


April 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						


May 23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


June 23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	


July 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


August 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 No School - Stat Holidays
(or in lieu of Stat Holidays)

 No School - May offer Drop-in
for \$50/day

 First Day of Class

 Last Day of Class

 Open for Drop-in During the
summer months

* Fall Break: November 7-11

* Christmas Break: Dec. 21-Jan. 3

* Spring Break: March 24-31

* 3/4 Monthly rates in July, August,
November, December & March

Covid Protocol

- The children do not need to wear masks because the cohort group is small
- My personal children will be at school during the day. When they come home from school, they will be washing their hands as soon as they come in the door.

Entering and exiting

- At home before school, the parents will need to assess their children according to the symptoms of Covid 19 and take their temperature. If they answer yes to any of the questions then they will need to stay home. I will also make sure I do not have any symptoms.
- After November 2, 2020, the parents will be able to follow the new protocol from the AHS. One exception will still be with my policy stating that if a child has a fever or vomiting, they must stay home for 24 hours after they no longer have symptoms.
(<https://www.alberta.ca/covid-19-testing-in-alberta.aspx>)
- There will also be a sign posted at my doorway to remind people before they enter
(<https://open.alberta.ca/dataset/80c3fda3-7bd8-41c2-8724-c476c1b54a5b/resource/3361a555-ac22-47fc-9c42-90fc73ce5fee/download/covid-19-do-not-enter-poster-8.5x11-colour.pdf>)
- The adults will scan the QR code at the door to “sign in” their child and confirming that their child has none of the symptoms listed
- Parents will be asked to stay at the doorway when picking up or dropping off their children. If they need to come in for any reason then they will be asked to wear a mask
- The children will wash their hands (or use hand sanitizer) when they enter the building and before they leave
- We will all have frequent hand washing throughout the day

Cleaning and Sanitizing

- I will be cleaning and sanitizing the areas and equipment that the children play after they are finished.
- Other high use areas, such as doorknobs, will also be cleaned and disinfected throughout the day.
- For the students that have naps, I will take off the sheets, wash them and clean and sanitize the mats after each use.
- If I take out any stuffed animals or dress up clothing then they will be added to the load of laundry at the end of the day.
- Any toys that children put in their mouths will be put in a “Sanitize Bin” and cleaned and sanitized at the end of the day:
 - Wash with detergent and water
 - Rinse with clean warm water
 - Wipe, spray or immerse for 2 minutes in an approved disinfectant.
 - Air dry
- I will have cleaning wipes, Pink Solution Cleaner and the recommended bleach solution recommended by Alberta Health Services. These will be stored out of reach of the children when not in use.
- We will not have any shared sensory bins. I will have individual sensory bins labelled for each child and change out what is inside each bin frequently

- If walking to a park nearby, the children will use hand sanitizer before and after playing on the equipment

Sickness

- If a child develops symptoms while at the preschool then he/she will be kept isolated in an area 2 meters away from the other children while waiting for pickup. (In an area marked off in the same room so I can still see and check up on them)
- I will wear a mask when in contact with the sick child. And wash my hands before and after contact with the child and anything they touch.
- All items used by the child as soon as they are picked up. Items that can not be disinfected (paper, books, cardboard) will be stored in a sealed container for 10 days
- If anybody in one of the cohorts is infected with Covid then the Preschool will need to be closed for 72 hours for cleaning
- Any child with a fever or vomiting must stay home until they are free from fever, fever suppressing medicines and vomiting for 48 hours.

COVID-19 INFORMATION

Covid Screening Questionnaire

Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	· Fever	YES	NO
	· Cough	YES	NO
	· Shortness of Breath / Difficulty Breathing	YES	NO
	· Sore throat	YES	NO
	· Chills	YES	NO
	· Painful swallowing	YES	NO
	· Runny Nose / Nasal Congestion	YES	NO
	· Feeling unwell / Fatigued	YES	NO
	· Nausea / Vomiting / Diarrhea	YES	NO
	· Unexplained loss of appetite	YES	NO
	· Loss of sense of taste or smell	YES	NO
	· Muscle/ Joint aches	YES	NO
	· Headache	YES	NO
	· Conjunctivitis (Pink eye)	YES	NO
2.	Has your child travelled outside of Canada in the last 14 days or has someone in the household travelled outside of Canada in the last 14 days and is ill?	YES	NO
3.	Have you or your children attending the program had close unprotected* contact (face-to-face contact within 2 metres/6 feet) in the last 14 days with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protection equipment (PPE).

If you have answered **"Yes"** to any of the above questions, please **DO NOT** enter at this time.

If you have answered **"No"** to all the above questions, please scan in and out and practice hand hygiene (wash hands for 20 seconds, and or use hand sanitizer) before and after your visit. Our goal is to minimise the risk of infection to our staff and children, thank you for your understanding and cooperation.

**Scan this only if you have
answered no**



to all of the above questions