

## Parent Handbook

### Our Philosophy

At *Preschool 101 Inc.*, we provide a foundation of learning through play. "Play is a 'laboratory' in which children can be active explorers of their own environments, active creators of new experiences and active participants in their own development" (quoted from: *Child Development: Its Nature and Course*, 3rd Edition. Lillard A.S. (1993)). No one teaches a child how to play; it is done naturally. As teachers, we guide the children through play by implementing programs that are age and developmentally - appropriate, which then allows children to think about how to manage various situations.

### Weekly Schedule

#### 3-Year-Old Program

Tuesday/Thursday morning 9:15am to 11:30am

Tuesday/Thursday afternoon 12:30pm to 2:45pm

#### 4-Year-Old Program #1

Monday/Wednesday/Friday morning 9:15am to 11:30am

Monday/Wednesday/Friday afternoon 12:30pm to 2:45pm

#### 4-Year-Old Program #2

Monday to Friday afternoon 12:30pm to 2:45pm

### School Policy

**Toileting** - All children must be completely toilet trained. Parents or guardians will be called to the preschool to change their child if a bathroom accident has occurred (i.e. wet their pants), the child will be supervised by a staff member until the parents or guardians arrival.

**Volunteering** - The preschool will have an open-door policy where parents have the option to volunteer in the classroom in the following ways: to come on days they would like to just "help out" (with advanced notice), bake cookies for our "special occasion" days, take home prep work for crafts, and field trip supervision. We are also hoping to involve parents by having them present to the school if they work in an industry that would categorize them as community workers.

Parent volunteers will be encouraged to obtain a police background check before volunteering at the preschool. Please see the preschool principal to obtain a letter for background check.

### Pick up & Drop Off

Parents are required to sign in your child by indicating time and initial the attendance record when dropping your child off and when picking up your child, parents are asked to sign out by again

indicating time and initial. Please be punctual during drop off and pick up, please call the school if you will be late.

## Snacks/Nutrition

Please note that *Preschool 101 Inc.* is a nut free facility.

Snack time will take place no earlier than 30 minutes after classes start and no later than 30 minutes before the end of class.

In consideration of varying diets and food allergies, *Preschool 101 Inc.* requests that each child bring their own food for snack time. Bearing in mind that minimal time is allotted in the curriculum for snack time, the following healthy items are suggested: veggie sticks, fruit, crackers/cheese, or muffins.

No junk food please!

All students must bring a water bottle labelled with their names for snack time.

**NUT ALLERGIES:** Nuts or foods containing nuts are not allowed in the classroom as several children may have LIFE THREATENING allergies to these products. School staff will make every effort to ensure that students with severe allergies eat only foods brought from home unless authorized by the parent in writing. No snack sharing is allowed; except for Birthday treats (see "Birthdays")

Parents of these children must either monitor snack time or provide an alternative snack to be available for special occasions such as birthdays, Valentines, Christmas, field trips, etc.

Student allergies are to be posted in the classrooms and office area. Teachers' and students' hands are to be washed before food consumption.

**Birthdays** – children may bring in individual birthday treats to share with his/her classmates, i.e. store bought small cupcakes or crispy rice treats (labelled with the no peanuts/ nut sign). **NO WHOLE CAKES PLEASE!** As they are time consuming to cut and there is a limited time slot allotted in the curriculum for snacks. An alternative would be to bring in individual small treat bags that would be handed out to each student at the end of class time.

## Discipline Policy

It is the practice of *Preschool 101 Inc.* to provide quality education in an enriched and supportive environment. Our goal is to teach, create, promote and model positive behaviour for our preschoolers. It is the practice of *Preschool 101 Inc.* to treat children in a fair, positive and equitable manner.

### Procedures:

- 1) Classrooms will be set up in such a way that children are free from unnecessary restrictions allowing child directed play. Staff will ensure that all areas are safe for the children.

- 2) If necessary, staff will set out whatever limits are necessary prior to activities beginning. They will follow through on these limits consistently.
- 3) Staff will at all time approach problems in a calm and patient manner. Their behaviour will model appropriate interaction with each other and with the children.
- 4) By maintaining close observations on all children, staff will be aware of potential problems. They will try to position themselves if necessary close to children who have trouble coping.
- 5) Activities will be interesting, varied and developmentally appropriate to ensure children are engaged in positive behaviour.
- 6) Staff will help the children verbalize their feelings, to identify and express anger, frustration, sadness and happiness.
- 7) Children will never be labelled as bad or rotten. Staff will strive to help the children see that hitting, biting, pushing, etc. are not acceptable.

However, should any behavioural expectations need to be addressed; the following techniques will be used:

- Redirection to a choice of another activity (*if applicable*);
- Recognizing and rewarding positive behaviour;
- Discussion with child if they show inappropriate or disrespectful behaviour;
- Implement calming techniques such as: a staff member take the child to the hallway and sit quietly with the child until she/he calms down enough to return to the classroom;
- Teacher and Parent will meet to discuss strategy for further steps to be taken if the child continues to misbehave in class. If required, the Principal Educator may be requested to take part in the meeting.

The following techniques are **PROHIBITED** at *Preschool 101 Inc.*:

- Children will not be disciplined in a punitive manner;
- Physical punishment including but not limited to hitting, spanking, kicking, heavy pushing, shaking, shoving, grabbing, squeezing arms, ears, etc.;
- Deprivation of basic needs, e.g. Food, shelter or clothing. Food must not be used to discipline children at snack time;
- Emotional deprivation; and
- Isolation or confinement in any room or dark area for any reason. If a child has to be removed, a staff member must be with them.

## Emergency Policy

### Off-site Activity and Emergency Evacuation

Parents will be advised of a field trip or off-site activity when the child brings home a permission form. This form must be filled-in, signed and returned to the preschool before the date of the trip.

# / Preschool 101 /

Parents (or an adult designated by the parent) are responsible for transporting their child to and from the field trip location. **Preschool 101 Inc. WILL NOT provide transportation.** Parents are encouraged to attend the field trip with their child. If a parent cannot stay for the field trip the child will be appointed to another attending/staying parent for the duration of the field trip (maximum ratio 1 adult to 4 preschoolers).

The Teacher shall take the portable record for each child on each field trip and during emergency evacuations.

The portable record shall contain individual child records that will be maintained including the following information:

- The child's legal name, date of birth and home address.
- A parent's legal name, telephone number and home address. The phone number provided must be one that will allow the Teacher to reach the parent during the program.
- An emergency contact's name, telephone number, and home address. The emergency contact must be able to reach the parents and/or arrange for the child to be picked up from the program.
- The details about any medical condition and health care required by the child, including immunizations and allergies.
- The details of daily attendance of each child.

In case of an Emergency Evacuation at the preschool, the children will be directed by the teacher(s) and teaching assistant(s) to:

**Real Canadian Superstore – Coventry Hills**  
**100 Country Village Road NE**  
**Calgary, AB T3K 5Z2**

Information in this document will also be found in the **Preschool 101 Inc. Parent Handbook** which will be handed out to parents and will also be found posted on the **Preschool 101 Inc. website.**

## **Accident or Illness**

In any situation, parents of the child will be contacted by telephone immediately if the child is sick or injured at the preschool or under the care of the preschool. The teacher will make the child as comfortable as possible and try to relieve any stress the child may be feeling. The staff will administer basic First Aid as required or as instructed by the parent on a signed medical release form.

In severe emergencies, arrangements shall be made for a staff member to accompany the child to the hospital and for the parent/guardian to meet them there. It will be at the parent's expense if an ambulance is called for service.

Depending upon the severity of the incident, staff will contact the parent/guardian of the child and the local Child Care Licensing Office.



# / Preschool 101 /

## Incident Reporting

The incidents listed below will be reported immediately by telephone or email to the regional child care office. The Government of Alberta *Incident Report Form* must be completed and submitted with 2 days of the incident.

What is considered an Incident?

- An Emergency Evacuation
- Unexpected Program Closure
- An intruder on the program's premises
- A serious illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in the hospital overnight
- An error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight
- The death of a child
- An unexpected absence of a child from the program (i.e. lost child)
- A child removed from the program by a non-custodial parent or guardian
- An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer
- The commission by a child of an offence under an Act of the Canada or Alberta; and/or
- A child left on the premises outside the program's operating hours.

The Preschool Teacher, Teaching Assistant, Principal or a member of the Board of Directors shall notify the Licensing Officer immediately if an incident occurs.

## Health Policy

### Potential Health Risk

The following steps will be taken in the event of illness occurs:

Sick children should not be sent to preschool. Should a child appear to be unwell during preschool, the Preschool Teacher will contact the parent or caregiver. If a child develops a communicable disease that may be a potential health risk (i.e. chicken pox, whooping cough) the parent must inform the school immediately. If your child has a fever, influenza, or other significant illness, they are not to be brought to school.

### When your child is ill:

- A child will be determined to be ill by several different measures: if the child begins vomiting, if the child begins to have diarrhea, if the child begins to have a new unexplained rash or cough, and if the child develops a fever which is greater than 38 degrees Celsius, as determined with a thermometer on site, or if the child complains they do not feel well and it is noticeable in their behavior.

# / Preschool 101 /

- The Preschool Teacher or Teaching Assistant will ensure they contact the parent or caregiver to arrange for immediate removal of the child from the program if any of the following symptoms are present: vomiting, fever (a temperature greater than 38 degrees Celsius), diarrhea and/or a new and unexplained rash or cough.
  - The Preschool Teacher will inform the parent as to how they are managing the child until the parent is able to pick up the child from preschool. At the time of pick up, the Preschool Teacher will again inform the parent of what measures the Preschool Teacher or Teaching Assistant took to manage the ill child (i.e. when the child began to show symptoms, cold cloth on forehead, given a drink of water, separated from the other children).
  - The Preschool Teacher or Teaching Assistant will always remain with the child that is ill at all times.
  - An ill child will not be allowed to return to preschool until the Preschool Teacher is presented with a note from your child's physician, or your child has been symptom-free for at least 24 hours, or the Preschool Teacher is satisfied that the child is no longer ill as per the Preschool Teacher's discretion.
  - If a child becomes ill, the Preschool Teacher or Teaching Assistant will ensure the following documentation will be recorded: the child's name, the date the child was observed to be ill, name of staff member who identified the child was ill, time the parent was initially contacted, name of the staff member who contacted the parent or emergency contact, the time the child was removed from the program and the date the child returned to the program. This information will be documented on our Potential Health Risk Form and stored in the Incident Report Binder.
- \* Parents will be requested to sign the Potential Health Risk Record.

## **If a child has a minor injury while at preschool:**

- The injury shall be treated by Teacher or Teacher Assistant (e.g.: cut requiring Band-Aid)
- The injury shall be documented in injury book which shall be kept in the classroom.
- The parent picking up the child shall be advised of the injury and will be asked to sign the injury book.

If a caregiver or alternative person is picking up the child, the parent will be notified by phone and will be asked to attend at their earliest available opportunity to sign the injury book.

## **Supervised Care for Sick Children**

If a child becomes ill during class time, the child shall be separated from the other children and directly supervised by the Teaching Assistant. The parent or emergency contact would be contacted immediately, advised of the situation and asked to come to the school to pick up the child as soon as possible.

## Administration of Medication

If a child has a condition that requires or may require the administration of medication during class time, the parent shall advise the preschool of the condition at the time of Orientation. At that time, the parent shall disclose the nature of the condition. The parent will also be required to complete a consent form, allowing the Preschool Teacher or Teaching Assistant to administer the medication. At the commencement of the child's first day at the preschool, the parent shall provide the Preschool Teacher with the medication. The medication shall be provided in its original labeled container, indicating the dosage and means of administration, the medication expiration date and advised of the circumstances under which the medication is to be administered. It is the sole responsibility of the parent to ensure that the medication kept at the preschool has not passed its expiration date.

If the medication is administered, the Preschool Teacher will record the name of the medication administered, the time of administration, the amount administered and the reason for administration. The Preschool Teacher will then initial the record. The parent will be advised as soon as practically possible of the administration, the dosage administered and the reason for doing so. All medication shall be stored in a location inaccessible to children. Medication that is not needed in an emergency must be stored in a locked container (i.e. medication that may be needed in an emergency may be stored in a location inaccessible to children, but not in a locked container.)

Note that only EpiPen (Epinephrine), allergy medication (i.e. Bendryl) and asthma medication (i.e. Qvar, Ventolin) will be administered at the preschool. Other medication should be taken at home before or after attending the program.

## Health Care

The parent will be required to complete a consent form, allowing the Preschool Teacher and Teaching Assistant at *Preschool 101 Inc.* to use the practice of first aid to administer medication to his/her child if necessary.

## Smoking

*Preschool 101 Inc.* enforces the following regarding smoking of cigarettes, pipes and/or eCigarettes:

- There is to be NO smoking allowed inside the preschool premises at any time.
- Smoking is NOT permitted within 5 meters of the preschool doorway, window, or air intake.
- No staff member, volunteer or parent shall smoke where child care is being provided.

## Supervision Policy

The Preschool Teacher and Teaching Assistant will ensure that children are at all times effectively supervised ensuring the children's safety, well-being and development. During orientation or on a child's first day of class parents will be informed of the supervision policy.

# / Preschool 101 /

Effective supervision techniques will promote practices to create safe care environment by:

- Monitoring children at all times;
- Positioning equipment and arrange the classroom to allow the Teachers to supervise the children's play, rest and toilet areas;
- Positioning staff to allow for the supervision of the entire group of children;
- Conducting regular safety checks of the program premises and equipment;
- Knowing which individuals are authorized to pick-up a child from the program in place of a parent;
- Recording the arrival and departure of children, including their arrival or departure from outside play or field trips;
- Using a consistent system for head counts or attendance during fire drills and field trips;
- Establishing simple rules for children to ensure a safe environment;
- Using terminology that children will understand when giving instructions;
- Maintaining staff to child ratios at all times.

*Last Updated: November 25, 2015*