

**Our Little Friends /**  
**Les Petits Amis**  
**Playschool**

**Policies and Procedures**

(Updated May 2024)

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## Program Philosophy

Our Little Friends/Les Petits Amis (OLF/LPA) philosophy is to develop our students' sense of cooperation, independence, socialization and knowledge. By providing an environment that is safe, calm and caring, students are able to gain these skills through nature and play-based learning. Our goal is to provide the mental and physical stimulation necessary to develop the skills, knowledge and behaviours required for future learning success. In addition to these skills, our French students will also be exposed to an introductory level of a second language.

## Section 1: Administration

### 1.1 Admission

Children must be at least 3 years old to attend the playschool. If the child will be turning 3 in the current school year, before December, the parent may apply when registration opens. However, the child is not able to attend class until their 3rd birthday. If they turn 3 after December, we recommend inquiring with the playschool around November to see if there is space for the remainder of the school year.

Every year, OLF/LPA hosts 2 Open Houses. An Open House for new families is held before new family registration opens up. Another Open House is held before the start of each new school year as a "meet the teacher", orientation for the year and Annual General Meeting (AGM). An initial visit is also available to parents interested in registering at OLF/LPA. During this class tour, families will be able to meet the teachers, and discuss any questions. A registration package and Parent Handbook will be provided. Student spots are ONLY confirmed once a complete registration package, including all signatures, completed forms, and registration fee is processed. All policies should be reviewed by parents upon registration. A Policies and Procedures binder is available for parents to view in the school office. Documents are also available online at [www.ourlittlefriendsplayschool.ca](http://www.ourlittlefriendsplayschool.ca).

### 1.2 Fees

Fees can be paid via e-transfer to [ourlittlefriendspayment@gmail.com](mailto:ourlittlefriendspayment@gmail.com) (auto deposit) or via post dated cheques made payable to *Our Little Friends/Les Petits Amis Playschool*. Please note that we charge a \$25.00 NSF fee. Student Fees are collected by the elected treasurer or book keeper.

#### 1.2.1 Program Fees

Fees for all programs are listed in the registration package and are due on the 1st of the month. Families who wish to set up a payment plan should contact the treasurer to set up a schedule. Late fees may be charged for accounts which have not been paid on time. Non-payment for one month with no payment plan in effect will result in student dismissal.

### 1.2.2 Registration Fee

There is a yearly non-refundable registration fee of \$50 due at the time of registration for the upcoming school year. This fee may be paid via e-transfer or cheque as above.

### 1.2.3 Supply Fee

There is a yearly non-refundable supply fee of \$100 due at the beginning of the year with your first month's fee. This fee may be paid via e-transfer or cheque as above.

## 1.3 Missed Classes, School Closures, and Late Pick Up

### 1.3.1 Missed Classes

We cannot offer make-up classes if your student misses due to illness, vacation or unforeseen circumstances.

### 1.3.2 School Closures

OLF/LPA sends out a newsletter and calendar each month. The monthly calendar is also posted on the school website, highlighting important dates and school closure holidays. OLF/LPA playschool will be closed for all Elk Island Public School holidays and in the event an emergency school closure is required. In the event of inclement weather, OLF/LPA will align with the Elk Island Public Schools Transportation Department decisions. In the event of an inclement weather closure, all parents will be notified via email and Facebook by 8:00 am the day of the closure.

### 1.3.3 Late Pick-up

Chronic late pickups (more than 2) will be addressed with a \$1.00/minute surcharge. After the second consistent late pick up, a verbal warning will be given to the adult picking up. If late pickups continue, a bill will be emailed to the parent.

## 1.4 Complaints

In the event that a complaint or concern arises, both the complainant and OLF/LPA should attempt to address any issues immediately. If the problem is not resolved between the school and parent, the family will file an official written complaint (Parent Complaint Form). The Board and Executive Director will review and discuss the complaint, work to find an amicable solution, and notify the involved parties of the decision within five business days. The decision of the Board will be final. All notes and copies of letters or emails will be kept by the Board. If the nature of the complaint is pertaining to abuse or sexual misconduct, procedures outlined in the *Student and Family Services Act* will be followed and officials will be involved.

## 1.5 Waitlist, Withdrawal, and Dismissal of a Student

### 1.5.1 Waitlist Policy

OLF/LPA maintains a waitlist for student admission. The waitlist indicates the date of the visit/inquiry, name of the parent, phone and/or email contact information for the parent/guardian and class requested. Admission will be offered on a first come first serve basis. Once an email or phone call is completed to offer a spot, even if a voicemail is left, the spot will be held for 48 hours. If we do not hear back from the family within 48 hours, we move to the next person on the list and the spot will not be held. There is no fee for being placed on the waitlist. Parents can either register their child for a class OR add their child to the waitlist for the upcoming school year. The parent can contact the Executive Director for any further information about available options for the student in the upcoming school year.

### 1.5.2 Withdrawal

We ask that families give at least one month's notice prior to a student's withdrawal. This notice must be in writing. If withdrawal happens after the 1st of the month, payment for the current month will still be required.

### 1.5.3 Dismissal

At OLF/LPA, we aim to create a safe and inclusive learning environment. We have age-appropriate behavioural expectations of the students. The students learn to treat others with respect, never causing physical harm to others, their belongings or their creations. Students are asked to obey reasonable requests regarding safety, routines and respect for others. When concerns arise over an individual students' needs or the safety of the other students, we will work with the family to create a plan that will resolve the situation in a mutually beneficial way. Consultations with outside agencies may also occur to ensure that everything possible is being done for all of the students in our school. After all avenues have been exhausted and there has not been appropriate progress, we may advise the family that our school is not the best fit, and the student will be dismissed.

## 1.6 Attendance Records

OLF/LPA teachers will sign students in and out each day on the attendance sheet ensuring that the total number of students present is recorded at the bottom of the sheet. This allows for a quick and accurate head count at any time but especially when outside or during a fire drill. Throughout the day, the ongoing tally will be changed as students arrive and depart. Records must be maintained for a minimum of 8 years. Accurate attendance is maintained at ALL times.

## 1.7 Inspection Reports, Fire and Safety Plans, Record of Fire Drills

The original Fire Inspection Report is submitted to Child Care Licensing at the time of the initial application for a license. Required yearly inspection are done by Strathcona County Fire Department and Alberta Health Services to ensure that the program is in compliance with their safety standards. Each year, the program also receives two inspections from our Licensing Officer from Alberta Education.

### 1.7.1 Fire Drills

Fire Drills are conducted and recorded monthly. The classroom has the Fire Evacuation Plan posted in a visible location. The school is responsible for maintaining monthly fire drills report, as well as an updated yearly letter from our designated shelter, confirming that we may use their facility during an evacuation. Our current designated shelter is the Ardrossan Post Office. All Fire Drill records will be kept for a minimum of two years. It is best practice to vary the days and times of the fire drills that are conducted monthly.

## 1.8 Financial Records

Financial records are kept for a minimum of 10 years. The Board, Executive Director, and Licensing Officers need to have access to these records. Previous years' financial records should be stored at the school. Financial records include but are not limited to: assets, liabilities, income, expenses, and accumulated surplus and deficit.

## 1.9 Insurance

OLF/LPA has a full coverage policy of insurance, which includes comprehensive general liability coverage and personal injury coverage for all employees and volunteers (minimum coverage of 2 million is required). A copy of the current policies must be kept on site and a copy submitted annually during the licensing process.

## 1.10 Licence to Operate

OLF/LPA requires a current Child Care Licence from the Province of Alberta to operate as a playschool. The document must be posted in a conspicuous location near the entrance normally used by parents. Any conditions on the licence must also be posted (licence inspection summary) in a conspicuous location near the entrance.

## Section 2: Board of Directors

Parents who volunteer will work closely with the Executive Director to be actively involved in the decision-making process of the playschool. Approving teacher contracts, determining the operation budget, and fundraising all fall under the Board's purview. The Board will be involved in amending the Policy and Procedures every 2 years and our Bylaws every 5 years. Serving on the Board provides the parents with the opportunity to participate in a democratic process while building, managing and improving the playschool in many areas. Board Members are expected to serve the school with leadership, strategic direction, and honest transparency while also taking a leadership role in the formation and implementation of policies for the school. Board Members must meet the financial and legal obligations of the school, act honestly and in the best interest of the school, with due diligence. All Board Members must read through and be familiar with and know our Bylaws and our Policies and Procedures. Board Members are expected to attend meetings regularly and be prepared to discuss all items on the agenda. Reviewing reports and correspondence from licensing authorities may be required. Becoming a Board Member is a commitment for a minimum of a year (2 years for the Treasurer). All Members with signing authority must have an up to date, cleared criminal record check completed and submitted to be filed at the school with the school records. All voted in Members are also expected to sign a contract each year they are voted in to ensure student and financial confidentiality, as well as appropriate code of conduct.

### 2.1 Board of Director Roles- Executive Members

Executive Members of the Board are positions that are mandatory that need to be filled each year. These positions include the President, the Vice President, the Treasurer and the Secretary. The signing authorities of the financial accounts will be a minimum of two elected Members of the Board.

#### 2.1.1 President

- ❖ The President shall have general knowledge of all activities of the Association and will carry out duties assigned by the Association.
- ❖ The President shall call all Board Meetings and shall preside at all AGM or SGM of the Association. The President will be the chief spokesperson for the Association unless otherwise delegated.
- ❖ The President shall be copied on all communications and will review any communications to the membership, parent body, School community or public prior to distribution and shall include the Vice-President in the same.
- ❖ The President shall have a vote at any meeting.
- ❖ The President will be an ex-officio member of all Committees.



### 2.1.2 Vice President

- ❖ The Vice-President shall assist the President in all Association activities and will carry out other duties assigned by the President.
- ❖ In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.
- ❖ In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
- ❖ The Vice-President will be copied on all Association communications and will review any communications to the membership, parent body, School community or public prior to distribution.

### 2.1.3 Secretary

- ❖ It shall be the duty of the Secretary to attend all regular meetings and AGM or SGM, and to keep accurate minutes of the same, and to prepare these for distribution.
- ❖ In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
- ❖ The Secretary shall have charge of all Association membership forms, correspondence, and/or documentation and be under the direction of the President and the Board. All documentation, literature, correspondence, forms, thumb drives, etc. are the property of the Association. The outgoing Secretary shall transition this property to the incoming Secretary at the end of his/her term.
- ❖ The Secretary shall keep an accurate Register of Members of the Association, including contact information, as required by the *Societies Act*, and shall send all Association correspondence/notices as required.

### 2.1.4 Treasurer

- ❖ The Treasurer is elected for a minimum of 2-years to the position.
- ❖ The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of the same into the Association bank account. The Treasurer shall properly account for the funds of the Association, keep such books as may be directed, and disburse funds as required. All records, receipts, documentation, forms, thumb drives, etc. are the property of the Association. The outgoing Treasurer shall transition this property to the incoming Treasurer at the end of his/her term.
- ❖ The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the AGM a duly audited statement of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.
- ❖ The Treasurer will prepare and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.

## 2.2 Board of Director Roles- Members at Large

The Members at Large are members of the Board who are given a vote, but are not mandatory positions that have to be filled each year. These positions include, but are not limited to, the Volunteer Coordinator and the Fundraising Coordinator.

- ❖ Attend Annual, Regular and Special General Meetings of the Membership.
- ❖ Be prepared for, attend and actively participate in all Meetings of the Board.
- ❖ Actively support the initiatives and actions of the Association.
- ❖ Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- ❖ Review the Bylaws and recommend Board-approved Bylaw changes to the membership.
- ❖ Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- ❖ Participate in the development of the Association's plan and annual review.
- ❖ Review the annual budget for the Association and submit to the membership for approval.
- ❖ Assist in developing and maintaining positive working relations among the Board, committees, school and School Council to support and enhance education in the school.
- ❖ Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- ❖ Act as a leader and an ambassador of the Association.
- ❖ Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
- ❖ Address operational concerns openly and with input from Board Members.
- ❖ Address personal concerns relating to Board Members' roles privately, constructively, respectfully, and in a timely manner.

## 2.3 AGM Policy

All members of the school community must be given 14 days notice in writing for the AGM. At the AGM, all current Board Members must be present for the voting out of the previous years Positions and the voting in of the new Board Members. The previous years Board Members must arrange a meeting with the new Member in the position to hand off any materials, resources or contacts as well as update the new Member of any important information.

## 2.4 Order of Elections

At the AGM, current Members will be voted out followed by a new Member voted in for each position. The voting process will start with Titled Members at Large positions, followed by the Treasurer (if required), the Secretary, the Vice Presidents, and finally, the President.

## 2.5 Voting in Members and Removal of Members

Each year, voting will be done for each position on the Board (except the treasurer, which is a 2-year commitment). Returning Members, need to be nominated and re-elected onto the Board.

### 2.5.1 Multiple candidates

In the event of multiple candidates for a position, each candidate will give a short speech followed by a blind vote. The blind vote will only include the new Members (parents of the upcoming school year).

### 2.5.2 Ties

In the event of a tie, both old and new Members present at the AGM will vote. If another tie occurs, it will be the responsibility of the President to be the tie breaker for all position except for the role of the President, in which case, it is up to the Vice President to break the tie.

### 2.5.3 Removal of a Board Member

Any Member may resign his/her position by providing written notice to the Board. As stated in the bylaws, a Vote of No Confidence (50%) of the Board Members must be in agreement to remove a Member of the Board from their position. The decision must ensure that the best interest of the Association will be served.

## **Section 3: Health and Safety**

### 3.1 Student Guidance and Guiding Behaviour Best Practices

Our teachers use a positive guiding approach towards students; nurturing each student's self-esteem is a key part of the school's philosophy. It is important to create an atmosphere that allows for positive interactions between students, teachers and families. With these supportive and healthy relationships, students will feel comfortable, healthy, and confident. In order to help the students express their feelings and maintain their dignity when conflicts arise, a variety of methods will be implemented to achieve swift resolution.

#### 3.1.1 Unacceptable Practices

At no time will any of the following be acceptable guidance for a student:

- ❖ Corporal punishment of the student
- ❖ Physical restraint of the student, such as confining the student to a seat
- ❖ Locking the student in a room for the purpose of confinement
- ❖ Use of harsh or degrading measures, threats or language directed at a student that would humiliate, shame or frighten the student or undermine his or her self-respect, dignity or self-worth
- ❖ Depriving the student of basic needs including food, drink, shelter, toilet use, clothing
- ❖ Inflicting any bodily harm on the student including making the student eat or drink against their will

### 3.1.2 Teacher Etiquette

Teachers will work together as a team to handle classroom management. Teachers will respect student privacy and dignity when managing any classroom situations. OLF/LPA will strive to redirect behaviour before attempting any other discipline strategies.

Teachers will:

- ❖ Act with confidence and empathetic firmness
- ❖ Use appropriate timing of action
- ❖ Follow through and be consistent
- ❖ Use simple, clear statements about what is acceptable behaviour
- ❖ Use logical consequences
- ❖ Respect the student's feelings of guilt, but do not try to add to it
- ❖ Accept any restitution that the student may wish to make and leave the incident behind
- ❖ Identify and redirect student frustration or anger to an appropriate area

### 3.1.3 Behaviour Management Practices

- ❖ Upon commencement of employment, the Board and Executive Director will review behaviour management and acceptable practices with all teachers.
- ❖ Teachers may be dismissed from their position with OLF/LPA for failure to comply with Alberta Children Services Policies.
- ❖ Teachers may be monitored and coached by the Executive Director at the discretion of the board for behaviour management practices. Once completed, the Board, the Executive Director and teacher will sit down and discuss the observations.
- ❖ Teachers will access the proper channels with any complaints or concerns with other staff, parents, or students.

## 3.2 Reporting of Accidents, Injuries, Serious Incidents, Abuse, or Neglect

OLF/LPA is committed to ensuring all students learn in a safe environment. Students are supervised closely and provided safe play spaces, free of all harmful materials. While the teachers do their best to supervise, accidents may occur. Parents may inquire about any unreported incidents.

In cases where a student has been involved in an incident with another student, teachers report the incident to the Executive Director and both of the student's families. Teachers will report accidents and injuries requiring first aid directly to parents and an incident report will be filled out and filed. The form will be given to the parent at pick up time for their review and signature. A copy of the incident report will be given to parents. In the event of a serious occurrence, the Board must be notified. Accident/Injury forms must be kept for 8 years.

### 3.2.1 Definitions

An accident is defined as: *A mishap or incident that inconveniences or momentarily disturbs a student's physical or emotional well-being, while the student is at school.* Accidents are documented in the accident file and reported to the parent on the day of the accident. (Ex: runs into another student, bumps into a door)

An injury is defined as: *An unintentional injury that inconveniences or momentarily disturbs a student's physical or emotional well-being, while the student is at school.* Injuries are documented via an injury report form and reported to the parent the day of the injury. Parents are required to initial the injury report. (Ex: bumps, scrapes, bruises etc.)

A serious occurrence is defined as: *An accident or incident that seriously hinders the physical or emotional well-being of a student while the student is at school.* A serious occurrence will be reported to licensing. (Ex: Death, abuse, neglect, life threatening injury)

### 3.2.2 Suspected Abuse or Neglect

Our teachers are required by law to report student abuse and neglect. Suspected student abuse or neglect will be reported to officials, and outside agencies will determine investigation protocol.

## 3.3 Allergies, Illness, and Medication Administration

### 3.3.1 Allergies

Dietary Allergies must be disclosed on the student's registration form. Parents must provide the necessary treatment/medication for students diagnosed with severe allergies requiring immediate intervention. Parents are required to fill out an Allergy Form with detailed instructions. All immediate intervention medications will be stored in a secure location and taken along on any out-of-school outings.

### 3.3.2 Illness

If a student becomes ill during the day, they will be separated from the other students, in a supervised area, and parents will be contacted for pick up. All efforts will be given to make the student as comfortable as possible until parents arrive. Students should not return to the school until they are symptom free for 24 hours, and are able to participate in all aspects of our program.

Students will be sent home if they show any of the following symptoms:

- ❖ Acute cold
- ❖ Discharge from eyes or ears including signs of pink eye
- ❖ Fever (above 38° C).
- ❖ Diarrhea or Vomiting
- ❖ Unexplained rash or skin condition
- ❖ Swollen neck glands
- ❖ Head lice and nits (see 3.4)

### 3.3.3 Administration of Medications

The school can administer prescription medications to a student, in accordance with our daily medication policy. Parents are required to fill out a medication administration form and the medication must be in the original container, clearly labelled with the name, drug name, dosage, the date of purchase, and instructions for storage and administration.

- ❖ All administration of medication will be documented on the Medication form and kept with the student's paperwork.
- ❖ After an EpiPen has been administered, EMS will be called and parents will be immediately notified. A Serious Occurrence Form will be submitted to the board.
- ❖ Should there be an error in the administration of medication, parents will be immediately notified.
- ❖ Should a dose of medication be missed the medication will NOT be administered until the next scheduled dose.
- ❖ All medications will be stored in the Teacher Desk, out of reach of the students. Medications that need to be refrigerated are kept in a locked box in the kitchen. Puffers may be kept in the classroom cubbies.
- ❖ EpiPens will be kept in the Teacher Desk. A copy of the student's Medicine Administration Form will be kept in the Attendance Binder and on the inside of the cupboard door of the Teacher Desk. This ensures that the EpiPen is always accessible as needed. The student and parents will be informed in advance of where their EpiPen is located in the event of an emergency.
- ❖ Medication and corresponding paperwork will be packed up and kept in the Teacher Backpack for all outdoor activities and field trips.

### 3.4 Head Lice

Head lice is a common part of most school environments. Transparency is the most important key to handling an outbreak. Parents will be notified if their student is found to be with head lice and advised about treatment options. Fellow classmate's parents will also be notified of confirmed cases of head lice. A student may return to class upon successful treatment.

### 3.5 Washroom Breaks and Accidents

Students will be reminded and encouraged to take washroom breaks throughout the day. If a student has an accident at school, the teachers will help the student change their clothes. In the event of a student having a bowel movement or fecal accident requiring help wiping, staff is required to call the students' parent/guardian to come to the school and help the child clean themselves up.

### 3.6 Individual Support Plans

Our goal is to have all students feel welcome, and participate in all aspects of our program. We will work with the student and family, resource consultants, health professionals and other individuals to support any pre-established Individual Support Plan. If a student has a pre-established Individual Program Plan from an outside resource consultant, teachers will familiarize themselves with it and will implement it to the best of their ability.

### 3.7 Prohibited Substances

OLF/LPA has a strict No Smoking policy anywhere on the premises for teachers, parents/guardians and visitors. OLF/LPA has a zero tolerance Alcohol and Drug policy.

### 3.8 Sanitary Practices and Chemical Storage

OLF/LPA maintains the highest standards of cleanliness and sanitation. The classroom is kept clean by washing and disinfecting toys monthly, vacuuming daily, and sterilizing the tables daily. Hand washing is the most effective way to prevent the spread of viruses. OLF/LPA enforces strict hand washing for adults and students. Therefore, teachers and adults should wash hands: before reporting for work, applying first aid, opening snacks, after caring for an ill student, wiping a student's nose, taking a student to the toilet, cleaning blood or feces, removing soiled clothes, and after outdoor play. A liquid hand sanitizer is available in the playground and classroom.

Staff are WHMIS certified and educated on the chemicals used at the school. All Cleaners, paints, and other hazardous materials will be stored in the storage room that is not accessible to the students. MSDS sheets will be kept onsite with any hazardous chemicals. In case of an accidental exposure to hazardous chemicals, Poison Control and Emergency Services will be contacted as necessary. Parents/guardians will be contacted immediately and a Serious Incident Form will be filled out.

### 3.9 First Aid

All teachers are required to have CURRENT Level C CPR and First Aid Certification. First Aid kits are located in the classroom. Teachers will bring a first aid kit outside or on field trips.

### 3.10 Facility Safety Issues

Every effort will be made to ensure the facility meets safety standards. In the event of a safety issue, classes will be cancelled until the issue is rectified.

### 3.11 Supervision of Students

The OLF/LPA program's supervision policy meets students' developmental needs by maintaining required teacher-student ratios at all times. Teachers constantly observe students and ensure that all toys are developmentally and age appropriate. Damaged toys are completely removed from our premises. Toys needing repair are removed until repaired or replaced.

### 3.12 Emergency Evacuation

OLF/LPA will observe a monthly classroom fire drill to develop emergency awareness in case of a real evacuation. The portable emergency backpack, which is equipped with first aid materials, and the attendance binder with the emergency portable records of all the children is brought on any fire drills or emergency. The evacuation location for fire drills is the field on the south end of the centre. A Fire Safety Checklist will be posted in the office to document when a drill takes place. Staff will ensure that all emergency exit routes are free of obstacles. Staff will do a headcount before leaving. The last staff leaving the room will check the washroom to make sure no child is left behind. There may be emergency situations where shelter in place has to occur and an evacuation of a building, room, and/or office area is not advisable. In this case, we will secure ourselves in the recommended area and wait for the threat to pass.

## **Section 4: Nutrition**

### 4.1 Snacks

Parents are required to send a healthy, easy to open snack for their student each class. Snacks are served at approximately 10.15 am and 1.15 pm. Parents are required to ensure that meal portions are well cut up in safe bites to avoid choking hazards. We are a NUT AWARE FACILITY. Please label lunch kits, water bottles, and snack containers for easy identification. In the event that a student forgets a snack or a water bottle, teachers can provide either or both.



## **Section 5: Outdoor Curriculum and Field Trips**

### **5.1 Outdoor Curriculum**

OLF/LPA's goal is to provide safe outdoor learning, exploring and play. We aim to take each class outside year-round for at least 15-30 minutes. This time may include nature walks, playground time, or free field play. Parents must send appropriate clothing for all weather. During the winter, this should include a hat, mittens, snow pants, and warm boots. Learning in nature is part of our program curriculum, therefore the teachers may plan to take the students outside at anytime. The teachers will not take the students outside if the weather is colder than -25° C. Teachers will carry a backpack with the school cell phone, first aid kit, attendance, portable records, and allergy medications/EpiPens (if applicable) in case of emergencies. Frequent head counts to ensure a full roster is imperative while outside.

### **5.2 Field Trips**

Organized field trips compliment the preschool program. Parents are responsible for transporting their students to and from any field trips. Parents will sign a waiver at the time of registration giving their permission for participation in in-class field trips and outdoor adventures. For off-site field trips, a separate field trip form will be sent home to be signed. A student cannot participate without this written consent. Despite signing the waiver, parents are welcome to decide at any time not to have their student participate in any field trip; however, the school is not able to provide alternate programming during field trips for those choosing to not participate. For all outings, the portable records backpack, allergy medications/EpiPens (if applicable), and a cell phone will be taken. Parent Volunteers may accompany the group for off-site activities. Teachers will prepare students for outings by explaining where they are going, what will happen and who they will see and listen to.

## **Section 6: Personnel Policies**

### **6.1 Staff Contracts**

OLF/LPA will maintain a file for each staff member which contains all hiring documents including, but not limited to, the following: application form, resume, offer of employment, yearly contracts (include FOIP), vulnerable sector check, first aid/CPR, Level Certification, and PD Certificates.

### 6.1.1 Executive Director

The Executive Director will be hired by the Board of Directors. When hired, the ED will enter into a contract with OLF/LPA. Details of the contract should be kept confidential and contract records will be kept for five years. The ED have to submit their vulnerable sector check, within four weeks of starting their position. The ED is required to have Level C First Aid and CPR.

### 6.1.2 Teachers

Teachers will be hired on an as-needed basis by the Executive Director, and approved by the Board. When hired, each teacher will enter into a contract with OLF/LPA for a term of ten months. Details of the contract should be kept confidential and contract records will be kept for five years. Each teacher will have to submit their vulnerable sector check, within four weeks of starting their position. Each teacher is required to have Level C First Aid and CPR.

## 6.2 Volunteers

Adult volunteers who interact directly with students (ex. substitute teacher, chaperone a field trip without teacher supervision) require a current (within six months) vulnerable sector check. Adult volunteers will be provided with a signed letter from OLF/LPA to obtain the check free of charge. Volunteers under 18 years old do not require a vulnerable sector check, but must provide two reference letters. Volunteers under 18 years of age will not be left alone with the class or individual students and do not count in the supervision ratio.

## 6.3 Supervision of Teachers

It is the Executive Director's responsibility to review all policies and procedures with each volunteer and teacher. This should include but is not limited to: Behavior Management Policy and monitoring, Fire Safety Plan, Confidentiality Policy, Anaphylaxis and EpiPen training as well as individual Emergency Response Plans. The policies should be read at the beginning of their time at OLF/LPA, again at 6 months, and annually thereafter.

## 6.4 Confidentiality

All teachers, Board Members and volunteers of OLF/LPA recognize the importance of confidentiality. No personal information regarding a student should ever be shared with another student's family or to a third party without the written authorization of the parents. All staff and Board Members are required to acknowledge that we follow the Freedom of Information and Protection of Privacy (FOIP) Act and sign a Confidentiality Agreement. Any information gathered will be used strictly for the purposes of following the policies and procedures and will be held confidential.

## 6.5 Professional Development

OLF/LPA teachers are expected to continue to improve themselves professionally. The Board will reimburse teachers for their education or approved professional development to a maximum of \$500 per year. These funds may be used towards education courses, conferences, books, first aid, workshops, etc. Teachers will contact the board to approve professional development expenses and request reimbursement for supplies or activities. Teachers should strive to complete ten hours of Professional Development each year.

## Section 7: Media

### 7.1 Digital Media

OLF/LPA uses many forms of advertising, parent communications and general community involvement. These include but are not limited to: Facebook, Instagram and our website ([ourlittlefriendsplayschool.ca](http://ourlittlefriendsplayschool.ca)). Each student is required to have a signed FOIP document as part of their registration package. Teachers strive to omit identifying features of students and will not use images or videos of unauthorized students.

### 7.2 Print Media

OLF/LPA teachers use photos and assorted crafts for a memory book that is sent home at the end of the school year. Each student is required to have a signed FOIP document as part of their registration package. Teachers will not use photos of unauthorized students.


## Section 8: Parent Resources

### 8.1 Parent Resources

OLF/LPA maintains parent resources, including a handbook, on our website at [www.ourlittlefriendsplayschool.ca](http://www.ourlittlefriendsplayschool.ca). For more specialized parent resources, questions or concerns, parents can contact the Executive Director at [ourlittlefriendsplayschool@gmail.com](mailto:ourlittlefriendsplayschool@gmail.com).

Date: June 1, 2024

Jenel Hrenyk  
President (clearly print name)

  
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President's Signature

Ashley Provencher  
Vice-President (clearly print name)

  
\_\_\_\_\_  
Vice-President's Signature

Kylie Perry  
Secretary (clearly print name)

  
\_\_\_\_\_  
Secretary's Signature

Dawn Beauchamp  
Treasurer (clearly print name)

  
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Treasurer's Signature