



**LAPERLE**

**Community  
Playschool**

*The Stepping Stones of Early Learning*

# La Perle Community Playschool

## Parent Handbook 2020/2021

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## INTRODUCTION

Welcome to La Perle Community Playschool! We hope that you and your child will enjoy the experiences here as they grow, learn, laugh, and change.

La Perle Community Playschool, operating in cooperation with the La Perle Community League, and La Perle School, provides a “learn through play” program for three and four year old children. As a non-profit parent cooperative, the Playschool depends on a partnership between parents, teachers, and the Executive Board to work effectively as a team to provide the children of the La Perle and neighbouring communities with an enriched preschool experience.

### Philosophy of the Playschool

The activities provided and organized for the children of the Playschool should be creative and stimulating, and should foster an atmosphere of friendship and cooperation. The objectives of the program are:

- Encourage learning through play
- Develop speaking, listening, and learning skills
- Enhance small and large muscle development
- Provide an opportunity for preschoolers to socialize with their peers
- Contribute to the involvement of parents in the education of their children
- Operate as a parent-cooperative playschool

### Philosophy of the Teachers

Together, we will enhance the children’s understanding of the world around them. We will explore physical, social, and thinking skills through participation and interaction. It is our goal that students have fun and grow through learning at the La Perle Community Playschool.

## REGISTRATION INFORMATION

### CLASSES & HOURS:

- Mrs Wong’s classes
  - 3 Year old AM: Monday/Tuesdays 9:00-11:00 am
  - 3/4 year old Split PM: Monday/Tuesday 1:00-3:00 pm
- Mrs Knoll’s Classes
  - 4 Year Old AM: Wednesday/Thursday/Friday 9:00-11:15 am
  - 4 Year Old PM: Wednesday/Thursday/Friday 12:45-3:00 pm

### Registration Fee:

There is a non-refundable registration fee per child, payable at the time of registration. The fee is \$25.00 + first month’s tuition.

**Monthly Fee:** 3 year old program - \$105.00 per month

4 year old program - \$135.00 per month

## NSF POLICY

A \$25.00 NSF charge applies to all returned cheques. Any family having more than three NSF cheques will be asked to leave the Playschool. We appreciate your cooperation in this matter.

**START DATE: Monday, October 5 for Mrs Wong's Classes**

**Wednesday, October 7 for Mrs Knoll's Classes.**

## FEE PAYMENTS

The Playschool is set up for Pre-Authorized Debits (PAD Program), please find the agreement form in an email you received in September.

Please see attached fee schedule – Appendix C.

You will require a current community league membership from any recognized community league within Edmonton, as the Playschool is covered under community league insurance. La Perle Community League memberships will be available for purchase at Playschool Registration Night. Memberships must be purchased by October 5, 2020. This can be done online through <https://efcl.org/membership-purchase/>

- There is a grace period of 2 months for unpaid tuition fees. After 2 months of unpaid tuition fees, your child will be withdrawn from the program.
- Your fees for Parent Volunteer Duty, Toy Cleaning, and Ghost Parent **WILL NOT** be collected **UNLESS** you have decided not to participate.
- If you opt out of Fundraisers, Volunteer Duty, or Toy Cleaning, your name will not be entered into any LaPerle Community Playschool draws, events, and/or raffles.
- Your fees for Ghost Parent will not be collected unless you have exhausted avenues and require the Ghost Parent to take over your parent helper day. The Treasurer will pay the Ghost Parent on your behalf.

## OTHER REQUIREMENTS

- Immunizations – Your child's immunizations should be up to date.
- Registration Form – The Preschool Program regulations within the Alberta Child Care licensing authority (Child and Family Services Division), requires that the records of all children enrolled in the Playschool be complete. Please help us to ensure that your child's records include the physician's name, address, and phone number; Alberta Health Care number, confirmation of immunization; and an indication of any allergies.
- All children must be at least three years of age, and potty trained.
- All children are required to bring a backpack with their "inside" shoes in it each day (no slippers; suitable for gym use).
- If you are wanting to register your child who is not three years old as of September 1, but will be three as of January 31, a maximum of four spots will be held. Parents will still be held

responsible to do fundraising and pay for the months the child is not yet in the class. The child may start attending classes on the first class after their 3<sup>rd</sup> birthday. If their birthday falls on or before the 15<sup>th</sup> of the month, a full month's tuition will be due. If their birthday falls on or after the 16<sup>th</sup> of the month, 50% of the month's tuition will be due.

## **HOLIDAYS**

With a few exceptions, the La Perle Playschool will be closed on the same holidays and school breaks adhered to by La Perle School. School closures will be identified on the monthly calendar that is sent home with each child (and the calendar will also be posted each month at the Playschool).

## **COLD DAYS/WEATHER**

On the Executive Board's discretion, the playschool has the option of closing under extreme weather circumstances.

## **INSURANCE**

Your child is covered by the La Perle Community League's insurance policy while participating in activities related to the Playschool program. It is **MANDATORY** that all families involved with the Playschool have a current City of Edmonton community league membership. Membership can be bought online at <https://efcl.org/membership> or contacting Tiffany Conrad at [membership@lpcl.ca](mailto:membership@lpcl.ca).

## **CHILD MANAGEMENT POLICY**

The first step in achieving cooperation is through the prevention of disruption by providing a healthy, secure, and stimulating environment. Minimal discipline is necessary when a program provides varied planning, diversion, and good examples.

One of the most difficult tasks of teaching and parenting is finding the appropriate balance between freedom and discipline. Good discipline is harmonious with fostering good mental health. It is an important ingredient of a pleasant environment for everyone.

Discipline is not synonymous with punishment. Punishment comes from outside the child and creates resentment, fear, and feelings of worthlessness. Discipline may include unpleasant consequences, but is integrated with the well-being of the child.

### **The Disciplinary Goals of the Playschool include:**

- Fostering self-discipline and helping children develop inner controls.
- Encouraging children to express their feelings and emotions, and helping children to understand and to deal with inner feelings.
- Developing an awareness of others, their needs, and their differences.
- Always being conscious of a strong, positive self-concept. Children should feel good about themselves and confident of their worth.

### **The Disciplinary Guidelines for attaining the above goals include:**

- Establishing limits – these simple rules represent reasonable expectations for everyone’s behaviour. They remain consistent and constant. For instance: “books must be handled gently” or, “we will use our ‘inside voices’ when working together at playschool”.
- Using logical consequences – these are predictable and consistent events that are an immediate result of breaking a limit. The consequences may vary from one child to another. For instance: “I’m sorry, but you may not play in the sand table right now because you threw sand in John’s eyes and that hurt him”.
- Conducting situation-specific evaluation – every situation is unique. The Teacher must consider the child’s behaviour in light of his or her personality, age, and previous behaviour over the school year.

In spite of planning for a healthy, secure, and stimulating environment where the emphasis is on promoting positive self-esteem in the children, discipline issues may arise. In such cases, the disciplinary strategies are as follows:

- Try to help the child suggest solutions to the problem.
- Divert the child’s attention to another area.
- The Teacher (who holds primary responsibility for maintaining discipline in the Playschool) will reason with the child and an explanation will be given to encourage a change in behaviour.
- If the problem persists, the Teacher will remove the child (or children) involved from the situation. That is, if a child were throwing blocks, he or she would be removed from the block area.
- At this point, depending on the situation, the Teacher might ask the child to sit quietly for a few minutes away from the group to think about his or her actions.
- If a particular discipline problem continues, and if it is serious, a parent helper may be asked to spend some time with the child who has been removed from the group.
- In cases where challenges with a child appear to be greatly affecting that child, or other children in the group, the parents would be notified by the Teacher to discuss strategies of management. Once parents have been notified, it is the Teacher’s responsibility to notify the Executive Board and keep both the parents and the Executive Board abreast of the situation.

The Teacher will not make fun of the situation, hit or yell at children, but will speak firmly if necessary. Whenever possible, it is preferable to let children work out their own conflicts. They will be helped to do this by the Teacher.

Although the Teacher has primary responsibility for implementing the above-mentioned disciplinary strategies, parent helpers are encouraged to help the Teacher with discipline by:

- Attempting to prevent a disruptive situation if the Teacher is occupied elsewhere.
- Diverting the child’s attention to a constructive activity if that child seems aimless or intruding on another’s play space.
- Insisting on respectable behaviour on the part of the children towards other children, to the parent helpers, to the Teacher, and to the toys and equipment in the room.
- Helping the Teacher enforce certain rules or requirements.

Above all, staff, Executive members, and parent volunteers will ensure that any child disciplinary action taken must be reasonable in the circumstances. It will not include physical punishment, verbal or physical degradation or emotional deprivation. It must not deny or threaten to deny any basic necessity and must not use or permit the use of any form of physical restraint, confinement, or isolation.

## PARENT HELPER ROUTINE

**We are a parent cooperative playschool, therefore, helper days are MANDATORY. Parents are required to fulfill 2-3 helper days per month, per child, enrolled in the Playschool.**

**It is imperative that you arrive 15 minutes before class, and will be required to stay after class to complete the daily cleaning duties (up to 30 minutes after the end of class).**

While we value your participation in the Playschool program, we also hope that you take advantage of this unique opportunity for a change from your usual routine to enjoy the company of your child and his or her playschool friends. Be interactive and get involved. **No cell phones please.** For emergencies, you can be reached on the school phone.

If you are unavailable on your assigned parent helper day, please call other parents from the class and trade your day. If there are no parents able to trade, you can hire the ghost parent and you will be charged \$50.00. Please notify the Teachers and mark any changes on the calendar.

**PLEASE NOTE:** Parent helpers are not permitted to bring other children (e.g. siblings) with them on their helper days, as the Playschool's insurance does not cover unregistered children.

Please see **APPENDIX A** for details on the Parent Helper Routine.

## GHOST PARENTS

The names of the ghost parents for each class will be listed on the monthly calendar. These are parents who are willing to be phoned and asked to substitute as a parent helper if the designated parent helper is unable to attend as assigned, or has been unable to switch helper days with another parent from the class. The parent who requests this service will have to provide the \$50.00 fee and the Playschool will pay the ghost parent on your behalf. You must also ensure that the snack OR beverage that you were assigned to bring is delivered to the Playschool. If there are not two parent helpers in attendance at the Playschool, the class scheduled for that day will be cancelled.

If you are not on time for your helper day, a ghost parent may volunteer, and your fee will be collected and given to the volunteer.

## VOLUNTEER DUTIES

Each family must sign up for toy/carpet cleaning, a yearly duty and parent helper days at registration.

## SUBSTITUTE TEACHER PROVISIONS

The Playschool maintains a list of substitute teachers potentially available as volunteer/class leader if the Teacher is unable to attend class. These substitutes will be familiar with a substitute teacher lesson

plan and will be assisted by the parent helpers scheduled for the class. In the absence of an available substitute/leader(s), class(es) may be cancelled.

## SNACKS

- Snack time procedure:
  - Students will bring a **Peanut, Nut, and allergen Free** snack in a container the child can open independently (ziploc bag), and a water bottle. Staff and parent helpers are not permitted to touch a child's food or food containers.
  - Any additional allergies within the classroom will be disclosed to that cohort.
  - **WE ARE A "NO NUTS" PLAYSCHOOL.**

<b>Snack &amp; Serving Suggestions</b>	
Fruit	Cherries cut in half (5), Apple (1/2), Banana-skin on (1/2), Strawberries cut in half (4), Grapes cut in half (small cluster), peeled orange (1/2)
Vegetables	Carrots, Celery, Cucumber, cut in small sticks
Breads & Cereals	Triscuits, Ritz Bits, Handy Snacks, Cereal Bars, Soda or Fish Crackers, Cheese Buns, Prepackaged: muffins, raisin bread, or banana loaf. <b>NO homemade food items.</b>
Dairy	Cheddar, Mozzarella, or Marble cheese slices, Yogurt

## WITHDRAWAL POLICY

A withdrawal prior to the start of classes, through contact with the Registrar, will result in forfeiting of the registration fee and the loss of a class position. Should it be necessary to withdraw your child from the Playschool once classes begin, please provide the Registrar (or Teacher for forwarding to the Registrar) with written notification at least two weeks prior to the last class day your child will be attending. The notice will be forwarded to the Treasurer to determine whether any funds may be refunded. Eligibility for a refund will depend on the funds already received/deposited, the timing of the written notification (if any), and the last day attended.

- Withdrawal forms are available at the Playschool or through the Registrar.
- In the absence of two weeks written notice, you will be charged for two weeks of classes beyond the final class attended. This amount will be deducted from the prepaid month of tuition (i.e. the June amount) provided with the initial registration.

## ILLNESS POLICY: Please Reference Covid Handbook for Covid-19 specific questions

Children who are ill **MUST NOT** come to Playschool, especially if he or she has fever, cough, or tiredness. If your child contracts a communicable disease such as measles, mumps, chicken pox, lice, RSV, and so



on, your family physician or Public Health Nurse should be contacted and their recommendations followed regarding your child's return to Playschool.

You should advise the teacher if your child is ill and will not be attending Playschool (if necessary, leave a message on the Playschool answering machine). The Playschool is required to post notice in the classroom advising all families of any incidence of communicable disease within the Playschool.

The teacher can refuse the admittance of a sick child to Playschool; however, this decision is best made at the child's home by the parents or other caregivers.

## **EXTENDED ABSENCE POLICY**

If a child is away for an extended period of time, the parent may still be scheduled for parent helper days. The parent will need to find someone to fill their spot, which could mean switching days or paying for a ghost parent.

## **MEDICATION POLICY**

Under NO circumstances will the teacher or parent helper give out any medication whatsoever to a child while the child is at Playschool. It is the parent's responsibility to administer prescription and non-prescription medication. EMERGENCY medications can be administered ONLY if proper documentation is provided with very specific instructions. We recommend that any child who has asthma or severe allergies receive their medication PRIOR to coming to class.

## **BATHROOM POLICY**

Reminder that children need to be fully potty trained before attending this playschool. Please take your child to the bathroom before school starts. In the event that your child needs a washroom break during school hours, a volunteer can walk the child/children to the bathroom door, but remain outside. If a child needs help wiping, the child will be encouraged and instructed to wipe themselves. If a child needs help buttoning their pants, the volunteer or Teacher can help them, but only outside the stall.

If a child has an accident, the parent of the child will be called to clean them up, and the teacher may, at their discretion, clean the child up, but depending on the circumstance, may wait for the parent to come to the playschool.

## **PARENT INPUT AND PARTICIPATION**

As a parent-cooperative Playschool that runs in cooperation with the La Perle Community League, the primary purpose of LaPerle Community Playschool is to provide a playtime program that will benefit and meet the needs of the preschool children within this and surrounding communities.

You can become involved in helping us meet the needs of your child through the following venues and opportunities.

- **TALK WITH US** – express your views and point out concerns. Let us know if there are any aspects of the program where you feel that your, or your child's, expectations are not being met. This is important so that we can take steps to alleviate any concerns and serve you more effectively.

- **PROGRAM EVALUATIONS** – program evaluations will be provided to each Playschool family at some point during the school year. We hope that you take advantage of the opportunity to rate and comment on several areas of the Playschool program. Your input and comments on these evaluations are important to us! Your responses will be kept confidential and your identity anonymous.
- **ATTEND THE ANNUAL GENERAL MEETING** – make every effort to attend the AGM that will occur in February. You will have the opportunity to have input on a variety of issues related to the playschool.

## APPENDIX A

### PARENT HELPER ROUTINE – *PLEASE BE ON TIME!!!*

Please treat the following as a general guide and reference outlining parent helper responsibilities and activities. Read and be familiar with the Emergency Evacuation Plan, read the pamphlet on the fire extinguishers – know where they are and where the First Aid Kit is located.

#### 3 YR 8:45/12:45 & 4 YR 8:45/12:30 ARRIVAL

- Arrive and check with the Teacher to see if there are any last-minute setup requirements.
- As children begin arriving at “ten to the hour”, help them to take off their outer clothes and put on indoor shoes and name tags. **(Please encourage and praise independence).**

#### FREE PLAY

- Free play begins. During play time, each parent helper is encouraged to actively look for opportunities to interact with a child or group of children (offer assistance, direction, encouragement, and ideas).
- Please put the children’s names on any pictures or paintings he/she has done and encourage them to try as well.
- Clean up time is to be done by the children, with a small amount of assistance from the parent helpers.

#### CIRCLE TIME

- Please wash any items that are left in the sink, wipe down the paint easel, and wash brushes and lids.
- Please get the craft table prepared as requested by the Teacher.

#### CRAFT TIME

- Please assist children ONLY if needed. Again, **please encourage and praise independence.** Give children the confidence that will help them create a unique, creative craft.
- Each child has their own individual art supplies in the classroom. Please only use their supplies and no sharing of supplies is allowed.

#### MUSIC

- The children will be in the story corner for music
- Any clean up from craft time can be done at this time.
- Please spray tables down with the bleach/water solution, allow to sit for a few minutes, then wipe off.

### **SNACK TIME**

- As each child finishes, please encourage them to push in their chairs, throw away any garbage left over from his/her snack, and return their containers to their backpacks.
- After eating, direct each child to cleanse their hands.
- The children will then be directed to the story rug.
- When all children are finished eating, wipe the tables down again with bleach solution

### **STORY TIME/OUTDOOR PLAY**

- During story time, please tidy the kitchen. Consolidate the craft area and kitchen garbage. Replace garbage bags as necessary.
- Sweep floors.
- If weather permits, the last minutes will be spent outside. The children will need help getting dressed (again, encourage independence). Join the class outside for outdoor play.

### **DEPARTURE**

- Assist the children with outerwear and any crafts and such that may be going home.
- Please help ensure ALL children sit on the story rug until their parent arrives.
- After the children have left, vacuum the main carpet area, story rug, and carpet in the playhouse.
- Wash all floors.
- Take garbage bag(s) to the bins located next to the school in the parking lot.

### **DISCIPLINE HINTS**

- Discuss the problem with the children involved (e.g. "How did that make you feel?").
- Redirect the children to an alternate play area.
- Remove the problem toys.
- Involve the Teacher if the problem is not resolved.

### **HAVE FUN!**

- Take advantage of the unique opportunity for a change from your usual day and enjoy the company of the children. PLEASE BE INTERACTIVE.

**THANK YOU VERY MUCH FOR YOUR CONTRIBUTION, IT IS TRULY APPRECIATED!**

**NOTE: On parent helper days, make sure to arrive 15 minutes early, and be prepared to stay up to 30 minutes after the end of class.**

## APPENDIX B

Redacted.

## APPENDIX C

### 2020-2021 FEE SCHEDULE

All fees are payable by Pre-Authorized Debits (PAD Program), post dated cheques, or cash. Please contact the Treasurer for more information.

#### REGISTRATION FEE

Non-refundable registration fee of \$25.00 + October tuition fee (\$105.00 for 3 year or 3/4 split, \$135.00 for 4 year) is paid upon registration to the program.

#### COVID CLEANING FEES:

- Due to the increased cleaning and sanitization needs required by Alberta Health Services, each family is required to pay \$50.00 on October 19th and \$50.00 on February 1st to help with the costs of cleaning supplies and other tools required to keep the students safe this year.

#### TUITION FEES

- Monthly tuition fees will be withdrawn on the 1<sup>st</sup> of the month, November – June
  - 3 year and 3/4 year split fee: \$105.00/month
  - 4 year fee: \$135.00/month

**\* There is a grace period of 2 months for unpaid tuition fees. After 2 months of unpaid tuition fees, your child will be withdrawn from the program.\***

#### VOLUNTEER DUTIES

The following fees WILL NOT be withdrawn UNLESS you do not participate.

- **Toy Cleaning - \$50.00;** the fee for calling in another parent cleaner to clean on your behalf. The Treasurer will pay the parent who takes the shift on your behalf.
- **Parent Volunteer Duty - \$50.00;** should you fail to fulfill your parent volunteer duty that you signed up for, the fee will be collected.
- **Ghost Parent - \$50.00;** the fee for calling in a Ghost Parent will not be collected unless you have exhausted all avenues and require a Ghost Parent to take over your parent helper day. The Treasurer will pay the Ghost Parent on your behalf.

IMPORTANT: The COVID-19 Screening Questionnaire is available for downloading and printing [here](#).

# APPENDIX D

## FUNDRAISING

La Perle Community Playschool is a non-profit, parent cooperative playschool, which depends on the money from our fundraisers to continue to operate.

Our fundraisers are important and we count on the support of all the Playschool families.

### FUNDRAISER – WORLD’S FINEST CHOCOLATES

We require World’s Finest Chocolates to be sold for all programs. Parents will be required to submit a payment (Pre-Authorized Debit, cash or cheque), postdated November 1, 2020, for **\$180.00**. The payment will be kept by the Playschool, and each family keeps the proceeds of their chocolate sales.

**Buy-Out Option:** Parents will be required to submit a payment (Pre-Authorized Debit, cash or cheque), postdated November 1, 2020, for **\$100.00**. The payment will be kept by the Playschool, no chocolate sales are required by the family.

### FUNDRAISER – SPRING TEA RAFFLE

- **Raffle Tickets - \$100.00;** Each family is required to sell raffle tickets for the spring tea raffle, though the spring tea event will not be held this year. \$100.00 will be withdrawn on **March 1<sup>st</sup>, 2020** (per student) which goes directly to the playschool. Each family keeps the proceeds of their ticket sales.

### OPTIONAL FUNDRAISERS (not mandatory)

There may also be additional opportunities for fundraising. More details to follow on these optional fundraisers.

Our Executive Board is always brainstorming new fundraising ideas. For information on our latest fundraising initiatives, or to submit your own fundraising ideas, please contact any one of our Fundraising Coordinators.

## **APPENDIX E**

### **PLAYSCHOOL LICENSE**

#### **OFF-SITE ACTIVITY**

Parents will be made aware of any off-site trips through the monthly calendar distributed prior to the start of the month the activity is planned in. This notification will also outline how many parents will be needed on a supervisory basis for the trip (minimum is 4 parent supervisors for each class of a maximum of 20 students, plus one staff member (Teacher). The length of the trip, transportation mode, as well as any special needs e.g. warm clothing, snack requirements, will also be outlined to the parents on the monthly calendar. The employee (Teacher) will ensure that all parents sign a permission form indicating that they will allow their child to participate in the activity. The employee will keep the portable records in their possession for the duration of the field trip. At this time, no off-site activity is planned.

#### **EMERGENCY EVACUATION**

We lease our classroom space from the La Perle School and therefore follow all emergency evacuation and lock down procedures of the public school district. The employee (Teacher) is instructed by the La Perle School staff as to what the procedures are. Students and parent volunteers are directed by the employee (Teacher) of what to do in case of such an emergency. In addition, we participate along with the school in their emergency drill procedures approx. 3-4 times a year, including both fire drill and lockdown procedures.

Fire Preparedness:

- a) Children are required to wear shoes at all times while in the classroom in case of emergency.
- b) In the event of an evacuation, children are led out of the classroom through the emergency exit (which leads directly outside), and are then directed to a specified area of the playground away from the building.
- c) Attendance is taken to ensure everyone is present.
- d) Staff and students remain at that location until further direction is given by the La Perle School staff.

Lockdown Procedure:

- a) A special announcement or alert is sent through the school PA system.
- b) The employee (Teacher) immediately ensures all doors in the classroom to the outside or hallway are shut and locked, and all blinds and windows are shut and locked as well.
- c) The children are gathered into the middle of the classroom away from doors and windows.
- d) No person is allowed in or out of the classroom until the all clear signal has been given by the La Perle School staff member.

If an emergency will cause the staff, volunteers, and students to remain off the premises for an extended period of time, the staff member or an Executive Board Member will contact the administrator of the community league to gain access to the community league hall (located on the same outdoor



field). This will provide temporary shelter until parents can be notified and students picked up from school.

### **INCIDENT REPORTING**

Should one of the following incidents occur at the Playschool premises or while on a field trip, it is the responsibility of the employee (Teacher) to immediately report the incident to the President (or first available Executive Board Member). They will in turn ensure the assigned licensing officer or regional office is notified of the incident within two working days.

- a) Emergency evacuation of the premises.
- b) An intruder on the Playschool's premises.
- c) Playschool closed due to an emergency.
- d) A child removed from the Playschool without parental or guardian consent.
- e) Accident or illness requiring medical attention.
- f) A lost child or child left after operational hours without supervision.

### **ACCIDENT OR ILLNESS**

In the event of an emergency accident or illness the employee (Teacher) will:

1. Ensure that the child receives the necessary medical treatment that is required in order to stabilize the situation.
2. The employee (Teacher) will then either themselves or will direct one of the parent volunteers to call the appropriate emergency contact for the child and then ensure the parent is informed as soon as possible if they were not the emergency contact person.
3. Once the situation is stabilized and the child is under the proper care and the emergency contacts have been notified, the employee (Teacher) will then advise the President of the Executive Board, or first available Executive Board Member of the situation.
4. The President will then notify the licensing officer and the Principal of the La Perle School, and all parents involved in all classes of the incident so they are aware of the situation.
5. The incident will then be reviewed at the next Executive Board meeting (or an Executive meeting will be called) to review the incident and determine if any further or corrective action needs to be taken.

### **SUPERVISED CARE OF SICK CHILDREN**

If a child should become ill while at school, the employee (Teacher) will provide a quiet place within the classroom for the child to sit or lie down away socially distanced from other activities while the parent or emergency contact is called and asked to make arrangements to have the child picked up from school. The employee (Teacher) will maintain supervision of the sick child and attend to their needs until the child is removed from the classroom.

## **ADMINISTRATION OF MEDICINE**

EMERGENCY medications can be administered ONLY if the following documentation is provided:

- a) Written consent from the parent.
- b) Medication is in its original labelled container.
- c) It is administered according to the labelled directions.

If any medication is administered, the following procedure must be followed:

- a) Document the type of medication, time it was given, amount that was given, and the name of the person who administered the medication.
- b) The employee (Teacher) will contact the parents or emergency contact to advise that the medication was administered.
- c) The employee (Teacher) will advise the President (or first available Executive Board member). They will then determine what further steps are required.

If medication is left on the Playschool premises it must be stored in a container that is not accessible to children. The container shall remain locked, unless the medication is needed in emergency situations.

## **HEALTH CARE**

Each employee (Teacher) is required to have First Aid training and they are the only persons who are to provide any type of health care assistance to a child unless written authorization has been obtained from the parent or guardian.

## **SMOKING**

In accordance with Provincial Law, as well as the guidelines outlined by the Edmonton Public School District (as we are located within an EPSB building), there is no smoking (including tobacco and/or marijuana) allowed either within our premises or on the neighbouring playground area.

In addition, no staff members or volunteers shall smoke at any time or place where child care is being provided, including off-site field trips.

## **CHILDREN'S RECORDS**

Each employee (Teacher) will keep the children's records on the premises. These records will be kept up-to-date and available for review with the assistance of the Registrar with the following minimum information:

- a) Name, date of birth, and home address.
- b) Parent/guardian name, home address, and phone numbers.
- c) Emergency contact information.
- d) Any relevant medical information, including immunizations, allergies, and written consent to administer any necessary medications.
- e) Completed registration form.

- f) Completed child attendance records with respect to arrival and departure times.

**DUE TO LICENSING, CHILDREN WILL NOT BE ALLOWED TO ATTEND PLAYSCHOOL UNLESS ALL INFORMATION ON THE REGISTRATION FORM IS FILLED OUT AND COMPLETE.**

The President and Registrar will ensure that the following employee (Teacher) information will be up-to-date and kept on the premises for review:

- a) Current criminal records check (must be renewed every 2 years).
- b) Current first aid certificate.
- c) Child care certificate.

**PORTABLE RECORDS**

The Registrar will maintain up-to-date child record information (items “a-f” of the Child Records section) off-site in their possession. This information will be portable and for use should any information kept on site be damaged or lost.

**COMMUNICABLE DISEASES, IN ADDITION TO COVID-19**

If illnesses are not an emergency situation the following policy applies:

Children who are ill MUST NOT come to Playschool, especially if he or she has a contagious condition as outlined in Schedule 1 of the Public Health Act. If the staff member has reason to believe that a child may be suffering from a disease listed in Schedule 1 (Notifiable Communicable Diseases), the staff member or a member of the Executive Board must ensure that the child’s parent removes the child from the program premises forthwith. If your child contracts a communicable disease such as mumps, measles, chicken pox, lice, RSV, and so on, your family physician or Public Health Nurse should be contacted and their recommendations followed regarding your child’s return to Playschool. You should advise the teacher if your child is ill and will not be attending Playschool (if necessary, leave a message on the Playschool answering machine). The Playschool is required to post notice in the classroom advising all families of any incidence of communicable disease within the Playschool. The teacher can refuse the admittance of a sick child to Playschool; however, this decision is best made at the child’s home by the parents or other caregivers.

In the case of Head Lice, the child will be required to miss one class in the 3 year program and two classes in the 4 year program after treatment has begun with the appropriate shampoo.

**PUBLIC HEALTH ACT****SCHEDULE 1****(NOTIFIABLE COMMUNICABLE DISEASES)**

(Section 6(1) of this Regulation;  
Sections 20(1) and 22(1) of the Act)

Acquired Immunodeficiency Syndrome  
(AIDS)

Amebiasis

Anthrax

Arboviral Infections (including  
Dengue)

Botulism

Brucellosis

Campylobacter

Cerebrospinal fluid

Isolate:

Chickenpox

Cholera

Congenital Infections (includes Cytomegalovirus,  
Hepatitis B, Herpes Simplex, Rubella,  
Toxoplasmosis, Varicella-zoster)

Dengue

Diphtheria

Encephalitis, specified or unspecified

Enteric Pathogens\*

Foodborne Illness.\*

Gastroenteritis, epidemic.\*

Giardiasis

Haemophilus Influenzae Infections (invasive)

Hemolytic Uremic Syndrome

Hepatitis A, B, Non A, Non B

Human Immunodeficiency Virus (HIV) Infections

Kawasaki Disease

Lassa Fever

Legionella

Infections

Leprosy

Leptospirosis

Listeriosis

Malaria

Measles

Meningitis (all causes)

Meningococcal

Infections

Mumps

Neonatal Herpes

Nosocomial Infections

Ophthalmia Neonatorum (all  
causes) Pandemic Influenza

Paratyphoid Pertussis Plague

Poliomyelitis Psittacosis

Q fever

Rabies

Reye Syndrome

Rickettsial Infections

Rocky Mountain Spotted Fever

Rubella (including Congenital

Rubella) Rubeola

Salmonella Infections

Severe Acute Respiratory Syndrome

(SARS) Shigella Infections

Smallpox

Stool Pathogens, all types. See note below

Tetanus

Toxic Shock Syndrome

Trichinosis Tuberculosis Tularemia Typhoid

Typhus Varicella

Viral Hemorrhagic Fevers (including Marburg,

Ebola, Lassa, Argentinian, African Hemorrhagic

Fevers) Waterborne Illness (all causes) See note  
below

West Nile Infection

Yellow Fever

\*NOTE: Enteric Pathogens, Foodborne Illness,  
Gastroenteritis, epidemic and Waterborne Illness include  
the following and any other identified or unidentified  
cause: Aeromonas; Bacillus cereus; Campylobacter;  
Clostridium botulinum and perfringens; E. Coli  
(enteropathogenic serotypes); Salmonella; Shigella;  
Staphylococcus; Viruses such as Norwalk and  
Rotavirus; Yersinia