

Hay Lakes and District Playschool Society

Parent Handbook

Revised June 2022

Welcome:

Welcome to Hay Lakes and District Playschool Society, this parent handbook is your guide to the operations of the Playschool program. It should give you all the information that you need to become a part of your child's playschool experience. **HLPS has been in operation since _____ . It is a parent run, parent fundraised program aimed at providing children with a safe and welcoming environment to learn and grow.**

Supplies:

Shoes: Each child is required to have a clean pair of indoor shoes to be kept at Playschool. This is a necessity in case of an emergency evacuation.

Backpack: Each child is to bring a bag of some sort to take home their projects.

Snack: Each child must bring a bagged lunch to Playschool every day with an ice pack of some sort, (i.e. Frozen juice box or an actual ice pack), except on days of a class party in which case you will be notified of the date.

Mission Statement:

The Hay Lakes and District Playschool Society is dedicated to introducing students to the joys of learning in an environment that is loving, nurturing, and safe. We are committed to providing a well-balanced program offering a variety of learning experiences that encourage children to explore and cultivate a desire to learn. In addition, we strive to foster social, emotional, and physical potentials, as well as stimulate creative thought and self-expression. The environment we offer teaches the children how to interact with each other socially and emotionally. Our aim is to provide a positive experience that children will look forward to with enthusiasm and serves as a foundation for future learning. Our early learning educator uses Handwriting Without Tears Curriculum and Reggio Emilia style/theories.

Child Guideline Policy

Age of Child

The Playschool will accept children into the program who are between the ages of 3 and 5 years old by December 31st of the school year. The child must be 3 years of age prior to attending. The 4 and 5 year old's will be accepted first, and then the 3 year old's will be accepted. It will be up to the teacher as to whether or not the child will be accepted as a Playschool student. Children enrolled in Playschool must be toilet trained.

Child Care Philosophy

The Hay Lakes and District Playschool Society is dedicated to introducing students to the joys of learning in an environment that is loving, nurturing and safe. We are committed to providing a well-balanced program offering a variety of learning experiences that encourage children to explore and cultivate a desire to learn. In addition, we strive to foster social, emotional and physical potentials as well as stimulate creative thought and self-expression. We provide the tools and skills to prepare the children to gain independence from parents or guardians and confident when entering kindergarten.

Meeting Developmental Needs

Mental Needs: Unstructured and structured dramatic play creates an opportunity to interact and cooperate with others, utilize imaginations, and develop a sense of self within a community help with social, creative and emotional development. Physical activities such as dance, action poems, and songs foster a greater awareness of self and space, working together and confidence in ability, help with physical, social, and emotional development. Focused learning and discussion, such as circle time, of letter/number/colour/shape of the day and monthly theme help with intellectual and social development. Explorations such as art and science-based activities, where the children manipulate different media and material to express themselves artistically or learn about the world around them helps with creative and intellectual development.

Emotional Needs: The Hay Lakes Playschool is a loving, nurturing, and safe environment where the children develop their self-esteem by accomplishing age-appropriate tasks and are given opportunities to make age-appropriate choices to express themselves both individually and collaboratively as a class. Our program utilizes structured and unstructured play to create an atmosphere that allows children to express their emotions, sense of belonging and healthy relationships with the other children and the adults in charge of their care. Our program emphasizes the importance of belonging and attachment by building strong adult to child relationships. Children are supported in an empathetic and trauma-informed environment.

Spiritual Needs: Our program strives to create a safe, open, welcoming environment for children to explore, have conversations, ask questions, and develop their uniqueness and spiritual development. We work with each family, community, and library to help support the children's understandings of their community and world in which they live. Our program has an empathetic culture and we care about what is important to the children. Each spiritual identity is supported and celebrated.

Physical Needs: Hay Lakes Playschool provides a variety of opportunities and activities for children to develop both their gross and fine motor skills to foster muscle strength and dexterity with pre-writing skills, use of safety scissors, sorting skills and with a variety of crafts. We also provide various indoor play spaces, which changes every month, to develop creativity, imagination, and perceptual skills through play. We believe in the importance of outdoor playing space and providing the children with outdoor play time, weather permitting, to explore nature, use various educational toys and tools in gross and fine motor activities. Students and families will be encouraged to bring healthy snacks to playschool. Students will learn to identify healthy snack vs. not-so healthy snacks at snack time.

Inclusion: The Hay Lakes Playschool and District Society is proud of the staff and their education of children with a variety of needs. We work with PUF, Children's Rehabilitation, and Midwest, along with the families, in order to support each student and their individual needs. We make use of ASQ-3 and ASQ-SE2 to assess the children and with parental permission to identify, develop programming and avoid barriers for participation in our playschool. We strive to work with individual child's strengths and abilities to provide modifications and adjustments to their environment. Our program staff have knowledge and experience with a variety of developmental needs. We make use of educational tools and strategies to provide appropriate and meaningful programming for each child.

Diversity: A diverse classroom is one in which both the students and the teacher are accepting of all people, regardless of their race, culture, or religion. This acceptance is evidenced by the books that are read, the activities that are completed, and the lessons that are taught. Hay Lake Playschool works with the families and elders of the community to ensure authentic and meaningful experiences that connect curriculum to living and life. We provide books in the classroom library that feature children of many different races, religions, or cultures. We display pictures and artwork on the wall that feature a variety of

multicultural children. We discuss differences and similarities in cultures with children openly but stress the similarities. We provide students with multicultural paint, paper, and crayons as often as possible and allow students to choose the color of paint, paper, or crayons they want to use.

Staff & Volunteers Policy

The staff position at the playschool is the teacher, a person with a Level 2 Early Learning Education and who aspires to complete their Level 3 with support from the Playschool. The teacher's responsibilities are to ensure the safety of the children that are enrolled in the program, educate the children in their fine and gross motor skills, recognize the numbers 1 thru 10 and have the ability to count to 20, recognize the letters of the alphabet and their sound. The teacher must supervise any Educational Assistant who have a minimum Level 1 Early Learning Education; as well as, any volunteers and make sure that they are familiar with Supervision Policy in place. The teacher is responsible to plan and implement lessons that foster all areas of child development and to provide a safe and caring environment for children to play and learn. Playschool requires 1 teacher and 1 Educational Assistant everyday. If the Playschool has 24 or more children enrolled, a second Educational Assistant will be required. If there are students with who qualify for PUF, we will consult with the Hay Lakes E.C.S. in order to access the best programming for this student. The Hay Lakes E.C.S. hires all PUF EAs. Parent volunteers will be invited on child's birthday and/or special days.

The Playschool must ensure that each staff member and each volunteer who has unsupervised access to children is an adult, provides to the Playschool a criminal record check, including a vulnerable sector search, dated not earlier than 6 months prior to the date of commencement with the program and every 3 years after that date, and must not have unsupervised access to children until the criminal record check has been provided. Each staff member and volunteer must also provide at least 3 satisfactory personal references from non-relatives that corroborate the staff member or volunteer suitability for working with children. This also extends to the Executive Board. A minimum of one in every 2 of the primary staff members has first aid certification acceptable to Playschool. Parent volunteers are encouraged to read over handbook, with special attention to the behavior section with appropriate conduct in a childcare setting. There is a copy of the parent handbook available at the Hay Lakes Library and at the Play school.

The playschool staff will receive an orientation to our program's administrative Policies and Procedures by being given a copy of the Parent Handbook to review and refer, there is also a copy in the School Binder at the playschool; as well as being able to contact anyone on the Executive Board to answer any questions and provide support. The Policies and Procedures are also available at the Hay Lakes Library.

Child Discipline

Each staff member will be required to review the Policies and Procedures so that he/she understands what is expected of him/her when it comes time to perform child guidance. Each child enrolled in Playschool will learn guidance strategies in a positive manner where it is personally meaningful to him/her. Through guidance from the teacher the child learns to develop self-control. They learn that they are responsible for their own actions.

Our program will encourage prosocial behaviours. We will model appropriate behaviour, have clear rules and expectations, and focus on the positives.

On occasion the teacher may need to guide a child with approved Intervention methods if so, she/he may:

- set limits for the child as to what can or cannot do done;
- distract or remove the child from the situation;

- take the child aside and provide explanation of what the problem is;
- A child may be guided to the quiet centre where they can calm down to the point of being able to display appropriate behaviours;
- The teacher will connect with the child's parents to determine if there is need for further action. The teacher will understand that inappropriate behaviours are the child's way of telling us that something is wrong. The teacher will help the child to practise prosocial behaviours.

Simple rules will be developed with the children during their first few weeks. Children are expected to obey all rules, therefore any changes which occur in the child's life that may affect his/her behavior should be brought to the teacher's attention. **All parents must sign a Child Guidance Procedure Acknowledgement Form at the time of registration to recognize what steps may be taken in regards to the guidance of a child.**

The teacher is within his/her right to step into a situation where he/she feels the Educational Assistant or a parent of the day is handling inappropriately. All child guidance will be within reason of the circumstances.

The teacher, along with the Educational Assistant **and Parent of Day**, must not, with respect to a child in playschool,

- a) inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation,
- b) deny or threaten to deny any basic necessity, or
- c) use or permit the use of any form of physical restraint, confinement or isolation.

Library Card and Borrowing Privileges Policy

All playschool students are required to purchase a Hay Lakes Municipal Library card at the parent's cost set out by the Hay Lakes Municipal Library Board. Library cards are no longer supplies by the Hay Lakes Lions Club.

All library books chosen by the playschool children will be signed out from the library and brought to the playschool. It will be the parent's responsibility at the end of the day when signing out their child to also sign for their child's respective library books. This is to ensure that the parent is 100% aware of what books and / or movie their child has signed out and is responsible to return within its respective time period.

Records Policy

The secretary of the playschool must, in respect of each child, maintain on the premises an up-to-date record containing the following information: the child's legal name, date of birth and the child's primary home address; a complete enrollment form; the parent's legal name, primary home address and a telephone number that allows the playschool to reach a parent during the time their child is in attendance at the program; the name, primary home address and a telephone number of a person who can be contacted in case of emergency during the time the child is in attendance at the program. This person must be able to reach the child's parent(s) or arrange for the child to be picked up from the program when a parent cannot be reached; if medication is administered: the written consent of the parent required, and the information required under the Administration of Medication Procedure; the particulars of any health care provided to the child, including the written consent of the child's parent required under the Health Care Procedure; any other relevant health information about the child provided by the child's parent including the child's immunization and allergies, if any; the details of the daily attendance of each child, including arrival and departure times. Records are in the blue binder in the locked filing cabinet located in the playschool. The teacher and president of the playschool board both have keys to the filing cabinet.

The playschool must ensure that the records are available for inspection; by the director at all times and by the child's parent at reasonable times. The secretary must maintain on the premises up-to-date administrative records containing the following information: particulars of the daily attendance of each child, including arrival and departure times; with respect to: the teacher -evidence of the child care certificate of the teacher, a current first aid certificate of the teacher, and a current criminal record check which will include a vulnerable sector search and child welfare check that will be updated every three years; and each volunteer other than a parent volunteer provides verification that a current criminal record check and child welfare check has been provided to the teacher.

The playschool must ensure that:

- a) the records are available for inspection by the director at all times;
- b) the information is available for inspection by the child's parent at reasonable times;
- c) the information is retained for a minimum period of 3 years;
- d) all current records must remain on site; and
- e) all non-current files remain on site in the bottom drawer of the filing cabinet for a minimum period of 3 years.

We use copies of our registration forms as our portable records in an emergency binder and is accessible to the teacher, educational assistant(s) and parent volunteer in case of emergency or fire. It is located in the kitchen on the counter just inside the door.

Parental Involvement Policy

Monthly Fees

Monthly fees shall be set by the executive committee and/or budget committee at the beginning of each school year.

Payment shall be made by post-dated cheques for September through December, and January through May. For those unable to pay the full amount, arrangements may be made with the treasurer to pay on a monthly basis. Fees are to be paid by September 15th and January 15th. If paying monthly, fees are due by the 15th of each month.

There will be a \$20 service charge for any NSF cheques. Anyone writing an NSF cheque will be expected to pay in cash from then on.

In the case of late payment two written notices (in two week intervals), will be placed in the child's mailbox. Two weeks following the final notice a formal letter from the executive will be hand delivered or mailed to the parents or guardians. This letter from the executive shall include the request for immediate payment and state consequences for non-payment. The parents or guardians may be asked to refrain from involving the child from Playschool until the fees are paid.

Nature and Scope of Parental Involvement

The parents play a very large part in keeping of the playschool. Every parent volunteers their time, on average a couple days a month, and participates as "parent of the day" and "class parties" providing it is appropriate within our Pandemic Policy. The parents are also involved in the fundraising we do through the playschool. It is from hard work of the parents and the support of our community, family and friends that these fundraisers are successful. We share information about health Inspections, fire Inspections,

licensing inspections and day-to-day information about the playschool with parents through the Parent Communication Board, Monthly Newsletter, and invite parents/guardians to attend the monthly meetings.

Our Board of Executives are elected by our parents at our Annual General Meeting in August of every year and consist of our parents who volunteer to run The Hay Lakes Playschool and District Society. At the beginning of every month during the school year we hold a Parent Meeting to ensure transparency in playschool practices and policies and provide a space and time to share any concerns or suggestion of how we can improve our program in a respectful and constructive manner. A Parent/Guardian Survey will be sent out annually to allow parents an opportunity to provide feedback to the playschool. Parents/Guardians are also encouraged to approach the teacher or bring up any concerns at the monthly parent meetings.

Nutrition Procedure

The teacher must ensure that there is a minimum of one snack break provided to children at appropriate times in accordance with the needs of the each child. Snack time will be held at approximately 10:30am during morning sessions and 2:00pm during afternoon sessions.

Parents are responsible for providing their child with a snack each day. As a cautionary measure, each parent will be advised of any allergies other children in the class have (this is to prevent a child from sharing food that may be a potential problem). In addition, any allergies will be posted for the parent of the day to ensure that they monitor what is being eaten. Parents must also make sure to have a frozen ice pack in their child's lunch kit each day. A frozen ice pack may include either an actual ice pack or a frozen juice box.

Child Pick-up Policy

The playschool promotes child safety through supervision including ensuring all children are accounted for both on and off program premises, when arriving or leaving the program premises or entering or leaving a vehicle by having a continual head count of children and check list of children who are present that day by both the staff member and the volunteer.

The teacher **or parent of the day** must be informed if someone other than a parent will be picking the child up after school. No child will be allowed to leave without adult supervision. We ask that no parents enter the hall to pick their child up before class ends, unless prearranged with the teacher. Children must be picked up in a 15 minute period after class ends, unless parents have been notified that the day will go longer. As part of our Registration Form all authorized adults to pick up a child are listed and teacher/educational assistants/ **parent volunteers** are required to check identification of the adults picking up the child. Parents/guardians are also asked to inform the teacher if there is an alternative adult picking up their child/ children that day. The child is signed in and signed out by the parent/guardians each day.

Supervision Policy and Practices *IF WE HAVE PARENT FOR THE DAY-OTHERWISE REMOVE

The function of the parent of the day is to assist the teacher in any way possible. He/she shall be responsible for finding a reliable replacement if unable to work his/her scheduled day. Any replacement, other than another parent, will be required to have a criminal record and child welfare check. Please note that these can take up to three weeks to get back and must be handed in before the scheduled parent of the day. A charge of \$50 will be charged to your account if you miss your parent of the day and do not find a replacement.

Responsibilities include but or not limited too:

- arrive 30 minutes early (8:30 am) to help with set up
- remain after class to help with clean up of the hall
- be aware of all policies held by the society directly relating to the children
- respect the dignity of each child
- undertake classroom supervisory duties when needed
- participate in group activities (songs, games...)
- help the children who appear to be having some difficulties
- try to bring shy children into play groups

Volunteers should avoid carrying out activities that may draw their attention away from active supervision. Examples of such activities include administrative tasks, cleaning, texting, reading, using the phone or smoking.

Effective caregivers are always aware of the physical environment of the playschool program. They are required to conduct regular safety checks of the program premises and equipment both indoors and outdoors to remove potential hazards; position equipment and arrange the environment to allow caregivers to supervise the children's

play, rest, toilet areas; when more than 1 child in the bathroom a staff member or volunteer must be present; know which individuals are authorized to pick-up a child from the program in place of a parent; notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded; remember where emergency medications, first aid kits, and emergency contact numbers are kept; and to monitor children at all times.

Methods the playschool use to ensure that primary staff observe children's play and behavior both indoors and outdoors are directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children may gather in larger groups; observing play and anticipating what may happen next in order to provide caregivers with the opportunity to assist children and intervene in the event of potential danger; listening closely to children, even those who are not in the caregiver's direct line of sight (such as those in outdoor play spaces or areas where children nap); positioning staff to allow for the supervision of the entire group of children; monitoring children's health to identify early signs of fever, illness, or unusual behavior; and watching and participating in children's play to ensure that children are playing in a safe manner.

The playschool promotes child safety through supervision including ensuring all children are accounted for both on and off program premises, when arriving or leaving the program premises or entering or leaving a vehicle by having a continual head count of children and check list of children who are present that day by both the staff member and the volunteer.

The playschool's supervision practices meet children's developmental needs by promoting positive, responsive, and intentional learning environments.

Parents are informed of the program's supervision policies during registration. The policies are verbally reviewed, the parent's also receive a copy of the policies to keep at home for reference, and a copy of the policies are also kept at the Hay Lakes Municipal Library for viewing as well.

Fundraising

All parents are expected to be involved in fundraising events. Parents will be charged \$200 per fundraiser participation fee. If a parent chooses not to participate in a fundraiser the cheque will be cashed, however, if the parent participates in the fundraiser the uncashed cheque will be returned to them. Parent participation is extremely important to the success and continued survival of the Playschool. It is a good idea to form a fundraising committee to ensure that all the money, ticket stubs...are collected at the end of the allotted time.

It is up to each school term to decide on what their fundraising efforts will be. They may decide to charge a fundraising fee at the beginning of the year which would be refunded at the end of the year for those parents who match or exceed the amount.

Recreation Membership

A letter from the Recreation Association shall be handed out to each parent upon registration. This letter gives a brief summary about the association and what being a member entails.

On the registration form it states that there is a \$30 registration fee. \$10 of which is the Playschool's fee and goes directly into the chequing account and \$20 is the charge for the Recreation Membership (the fee is collected in September but not submitted until January). This fee is part of our contract for using the Recreation Centre.

Being a Recreation member initials you to attend any or all recreation meetings and gives you the authority to vote on any issue at those meetings. As a member you are also required to volunteer hours for different fundraising functions during your year.

*****Once you have bought your recreation membership for the year it is good for Playschool and any of the summer sports associated with the Association (you do not have to pay twice).***

Removal of Child

Prior to removing your child from Playschool for month or more a parent must attend a regular meeting to get a waiver of fees. The only exception to this would be in cases of medical conditions and a Playschool executive must be notified ASAP.

Health and Wellness Policy

Potential Health Risk

The Playschool teacher must be made aware of any health problems and should have information concerning such for each child enrolled in Playschool. Only the teacher or if necessary a person designated by the teacher shall administer any medication. Only the appropriate dosage shall be sent to the school accompanied by a permission slip from the parents or guardians. These must be given to the teacher upon arrival and the teacher has the right to refuse to give any medications. Children who do not have their immunizations up to date must have an Immunity Waiver signed by their parents.

a. Supervised Care for Sick Children Procedure

The teacher and parents should be on the lookout for the following symptoms:

- fever
- diarrhea
- severe coughing
- difficult or rapid breathing

- yellowish skin or eyes
- pink eyes
- head lice
- vomiting
- new or unexplained rash or cough
- requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- having or displaying any other illness or symptom the license holder or other care provider knows or believes may indicate that the child poses a health risk to persons on the program premises.

A child suffering from these symptoms must be kept at home. If a staff member knows or has reason to believe a child is exhibiting the signs or symptoms of illness, the playschool must ensure that the child's parent arranges for the immediate removal of the child from the program's premises. The program will assess the child by watching the child's actions and possibly removing the child to better analyze the symptoms of a suspected illness.

The program will record and document children who are ill including the name of the child, the date the child was observed to be ill, name of staff member or volunteer who identified the child was ill, the time the parent was initially contacted, the name of the staff person or volunteer who contacted the parent, the time the child was removed from the program and the date the child returned to the program.

While awaiting pickup, the child must be removed from contact with the other children. The child is to stay in a supervised, isolated area, such as the coat room. The parent of the day will monitor the child's symptoms with a thermometer and provide as much comfort as possible as the playschool does not have mats to provide for the child to lie down. The teacher must obtain and continue to upgrade her/his first aid. And in an emergency situation the teacher will be ultimately in charge.

If a parent fails to arrange for the immediate removal of a child, the playschool will make arrangements for removal of the child by contacting the second parent and/or those adults listed on the emergency contact list. This will also be recorded and documented by the program.

A child who was removed from the program because they were ill is not returned until the playschool is satisfied that the child no longer poses a health risk to other persons on the program premises. Acceptable evidence may include a child who is symptom free for at least 24 hours or a parent has a physician's note.

All parents will be informed of the program's management of children who are ill by reviewing the policy the night of registration and signing the registration form stating that the parents understand when children should remain home.

The playschool will require that the child's parent/guardian is to remove their child from the program premises immediately if the child is suffering from disease.

The procedure does not apply in the child's parent provides written notice from a physician indicating the child does not pose a health risk to persons on the program premises.

b. **Food Storage**

In every institution and Playschool facility, food shall be properly prepared, stored and served under sanitary conditions. All perishable foods should be stored at refrigeration temperature of 4 degrees celsius or less, any lunches with such foods must contain a frozen ice pack or frozen juice box.

c. **Washroom Supplies and Accessories**

An electric hot air dryer or paper towel that provides each user a clean unused towel shall be provided with each hand washing (each trip to the washroom, before and after meals).

d. **First Aid Kit**

The teacher must have obtain and continue to upgrade her/his First Aid. A first aid kit will be available in the hall. This kit is to be kept up to date and checked annually by the teacher and treasurer.

e. **Cleaning**

Prior to eating, the tables must be thoroughly cleaned and then sanitized, as well the toys should be washed once a week with a chlorine solution to ensure the destruction of any potential disease causing organisms. **A mandatory semi-annual toy cleaning requires every parent to participate in. A charge of \$100 will be charged to your account if you miss the toy cleaning and do not find a replacement to help with the toy cleaning.**

Administration of Medicine Procedure

The teacher may administer or allow the administration of medication to a child only where:

- a) the written consent of the child's parent has been obtained,
- b) the medication is in the original labeled container, and
- c) the medication is administered according to the labeled directions.

Where medication is administered to a child, the teacher must ensure that the following information is recorded:

- a) the name of the medication,
- b) the time of administration,
- c) the amount administered, and
- d) the initials of the person who administered the medication.

The teacher must ensure that:

- a) all medication is stored in a locked container that is inaccessible to children,
- b) medication that may be needed in an emergency is stored in a place that is inaccessible to children,
- c) in case of epi pens, one may be worn on the teacher at all times.

Accident or Illness Procedure

If your child has an accident or becomes seriously ill while attending a program, the program will apply first aid, call 911 and/or obtain medical attention without delay depending on the severity of the accident or illness; contact the parent calling 911; and report the injury to their local Child and Family Services Authority (CFSA). The accident or illness will be reported following the Incident Reporting Procedure as written below and will be recorded in the Teacher's binder so that the Playschool board members are able to track and analyze accidents to identify trends and issues.

Incident Reporting Procedure

An emergency evacuation; unexpected program closure, an intruder on the program premises; an illness or injury to a child that requires the playschool to request emergency health and/or requires the child to remain in hospital overnight; an error in the administration of medication by the playschool 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 the hospital overnight; death of a child; an unexpected absence of a child from the program (ie lost child); a child removed from the playschool by a non-custodial parent or guardian; an allegation of physical, sexual, emotional abuse and/or neglect of a child by the playschool staff member or volunteer; the commission by a child of an offense under an Act of Canada or Alberta; and/or a child left on the premises outside of the playschool's operating hours, will be reported immediately to staff or member of the executive board and the regional child care office by phone, fax, or email and subsequently in much greater detail on the prescribed form within 2 days of the incident.

All serious incidents must be report within 2 days to staff, a member of the executive board, and to the regional child care office using the prescribed form child care licensing officer. If an incident occurs after hours it must be reported to the Kids Help line 1-877-385-5437.

All incidents will be recorded in the teacher's binder. An Incident Reporting Annual Summary and Analysis Reports will be submitted annual to the CFSA.

Health Care Procedure

The teacher may provide or allow for the provision of health care to a child only if:

- a) the written consent of the child's parent has been obtained, or
- b) the health care provided is in the nature of first aid.

Weather

Classes will be canceled in the event of severe weather. The Playschool will listen to CFCW and watch Global Morning for school busses not running announcements. Playschool will be closed at -30 degrees Celsius or less. An email will be sent to the licensing office to notify of the closure and also confirmation of how the parents were informed of the closure.

Teacher Absence

Should the teacher ever be unable to teach a class, the phoning committee will inform the parents of class cancellation, unless a substitute teacher with first aid is available. Playschool cannot be open on a volunteer / drop-in basis.

Field Trips

Parents will be advised of the details of the activity including the transportation and supervision arrangements with respect to the activity on field trip permission forms.

When leaving the premises the teacher will ensure that she/he has taken the portable records in respect to each child to off-site activities.

Each parent / guardian must sign a permission slip for their child to attend field trips. **The teacher will be supervising and the Playschool would prefer a 3:1 ratio of children to staff member/ volunteer. However, the minimum licensing requirement is to maintain the standard ratios of 12:1 children to staff member/ volunteer.** When on the field trip and not a self-contained program space that is higher risk and increased supervision/ volunteers is required. The program must provide supervision that is appropriate in respect to the activity.

Transportation is to be arranged by the parent/guardian. The teacher or Executive is not responsible and will not assign any parent to take another child on a field trip. Those parents who are providing transportation for children other than their own must sign a volunteer driver authorization form, we advise that you contact your insurance agent and increase your coverage for the day as the Playschool's insurance will not cover anyone should there be an accident.

It is up to the parent/guardian to decide whether their child will be going on the field trip, should it be decided against, the child will be kept at home for the day.

Smoking

Smoking is prohibited on the program premises during Playschool operation hours by anyone. No staff member or volunteer shall smoke where child care is being provided.

Emergency Evacuation Procedure

Staff and any parents present are responsible for removing all the children in a quick, safe, and orderly fashion to a designated location (memorial statue) away from the building. Depending on the location of the fire, staff will ensure that all the windows and doors have been closed and will make an inspection of the facility to ensure all persons have evacuated the building. The staff will review the daily attendance sheet to ensure that all the children are present and accounted for. The group will walk to the Hay Lakes Supermarket (8 Main Street, Hay Lakes, AB T0B 1W0) where the parents will be notified by phone to come and collect their child(ren). The teacher will have previous written consent from the parent for the child to participate in an off-site activity. When leaving the premises that teacher will ensure that she/he has taken the portable records/ emergency binder in respect to each child to off-site activities and during emergency evacuations. Fire drills will be held monthly to ensure that the children know what to do in time of an emergency. Adults are informed at registration meetings of the procedures and provided with a copy of the procedures.

The secretary must maintain a portable record of emergency information that includes the following: the child's name, date of birth and home address; the parent's name, home address and telephone number;

the name, address and telephone number of a person who can be contacted in case of an emergency; any other relevant health information about the child provided by the child's parent including the child's immunization and allergies, if any; as well as, the telephone numbers of the local emergency response service and poison control centre. The staff will have this information in an emergency binder.

Evaluation Plan

The executive board will compile and review the Playschool's Potential Health Risk illness records and compilation, review, and assessment of incident reports prior to submission of the Incident Reporting Annual Summary and Analysis Reports to the Regional Child Care office annually prior to the last day of October.

Pandemic Response Policy

Purpose

To implement practices within the Hay Lakes Playschool to minimize the risk of transmission of infection among students and staff.

Public Areas

Ensure attendees are aware of the practices in place by posting signage in highly visible locations or displaying messages on digital screens that outline:

- Physical distancing requirements (under current health orders).
- Prohibitions on attendance by students who are sick or isolating.
- Hand sanitizer containing at least 60% alcohol should be available at Playschool entrance and exits and throughout the play school.
- Coughing and sneezing etiquette to be practiced by students and staff.
- Clean high-traffic areas, high-touch surfaces and communal student resources frequently.
- Provide ample waste disposal options for both student and staff-areas and line waste containers with plastic bags for safer garbage disposal.

Layout and Flow

To help ensure that attendees are able to maintain physical distancing requirements, the following strategies will be implemented:

- During pick up and drop off of children at playschool, physical distance from staff and other children present must be maintained and parents should be encouraged to practice hand hygiene. Parents are also encouraged to wear a mask; however it is not mandatory if they are less than 15 minutes at the playschool.

- Students will be dropped off at the far North West door of the building and picked-up at the South West doors of the building.
- Allow one child and parent to be picked up and dropped off at one time. Other parents and students must wait outside the playschool for their turn to drop off or pick up their child.
 - For late arrivals and emergency pick-ups, parents will need to call the landline and wait in the boot room.
- Place markers for social distancing, in the event more than one family arrives at the playschool at the same time.
- Ensure hand hygiene stations are set up for children before they enter the facility.
- Provide disinfecting wipes for pens used for sign in stations
- Post signs/posters to remind staff and children to perform hand hygiene (sneeze/cough into their elbow, put used tissues in garbage and to wash hands immediately after).
- Remind parents through posters at the child care facility and when children are first registered for the program [not to enter if they are sick](#) (even if symptoms resemble a mild cold)
- Avoid close greetings of children (eg. Hugs, handshakes, etc)

Health Screening/Health Checks

Daily check at drop-off may be conducted by asking parents and caregivers to confirm that their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.

- Set up a health screening process for parents to complete, prior to arrival.
- Any child, parent, staff or visitor must not enter the childcare space if they are sick, even if symptoms resemble a mild cold.
- Childcare providers should exercise judgment. E.G children who are crying can exhibit a runny nose. If a symptom is clearly due to a behavior such as crying ask parents to wait for 15 minutes, and then reassess the child.
- People returning from any international travel (including from the United States) must self-isolate for 10 days.
- Sick people waiting for a test or test result for COVID-19 must self isolate until a negative test result returns or the symptoms have subsided, whichever is longer.
- Keep parents/caregivers informed about what you are doing in your childcare to protect and be responsive to the needs of each child.
- Be clear about your policy that children need to stay home if they are sick.
- Ask parents to ensure that an authorized person will be available to come quickly to pick up the child from the childcare if the child is sick.

Workplace

- Removing or spreading out of seating.
- Increase the cleaning of all high touch surfaces and common spaces, in particular washrooms.
 - The playschool will have a cleaning log and cleaning supply list clearly posted
 - The carpets in the playschool will be vacuumed once per week and steam cleaned once per month.
- All communal toys will be removed from the playschool. Items such as play dough, water toys and sand will be packaged in individual portions.
- Art and craft supplies will be cleaned weekly.
- All fabric items will be removed from the playschool
- Children will be assigned to a specific play center and each play center will be disinfected at the end of each class. Toys will be thoroughly cleaned once per week.
- Each student will be assigned a designated storage space for personal belongings.
- Staff should minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other.
- A rapid response plan will be implemented in case a student falls ill with pandemic related symptoms:
 - Child and Teaching aid will be masked and isolated away from the teacher and other children. The parent of the child will be contacted and will arrange for the immediate pick up of their child.
 - If your child has any of these symptoms, you are [legally required to isolate for at least 10 days](#) from the start of your child's symptoms or until they resolve, whichever is longer
 - The child will require a negative Covid test prior to being allowed back into the playschool

Playschool Clean-up

A clean up must be done twice a year, before the Christmas break and shortly after the last day of class, immediate attention ensures that it is not forgotten and that most parents are available to help. It is each year's duty to ensure that the clean-up is done properly, and everything is ready for the next year to start. This is also a great time for an inventory to be done to ensure that there will be sufficient supplies for the new year.

Choose a date for the clean-up when there is nothing going on in the hall, such as the next Tuesday or Thursday morning. Be sure to check with the Recreation Booking Agent if you choose on evening. You need to leave everything out of the storage area to allow the freshly waxed floor a chance to air dry. So you need to pick a day when there are no bookings the following morning.

Clean-up duties:

- cleaning of the sand box, washing all the toys in bleach and soap solution and rinse

- cleaning out of the craft cupboard, throwing out all pieces of paper too small to use, and any that has been written on. Discard all felt pens that are dry, and any empty glue sticks. Check scissors, pencils... throw away any play dough and wash out the containers. Thoroughly wash the inside and outside of the cupboards
- cleaning out the games cupboard, sorting the games and puzzles (you must actually do the puzzles instead of just counting the pieces to make sure that correct pieces are in the appropriate boxes). Any puzzles that are missing pieces may be thrown away. The Lego blocks, animals, etc, must all be cleaned in a bleach and soap solution. The cupboard must be thoroughly cleaned inside and out
- cleaning the kitchen center, washing all the dishes and food pieces in a bleach and soap solution, wiping down the table and chairs, as well as the inside and outside of all the appliances
- cleaning the paint easel, trays, brushes, paint cups, and wiping the blackboard
- cleaning all the tables and chairs with the bleach and soap solution
- washing the play clothes must be done every year too. Someone should take them home on or before the last class so they can be brought back the day of the clean-up. The closet needs to be cleaned out with the bleach and soap solution to remove any sand
- the large storage shelf needs to be wiped down and organized, including all of the books.
- The children's mailbox's need to be cleaned out with bleach and soap solution and all name tags need to be removed
- The see-saw and music cupboard also need to be wiped down
- The teacher must clean out her/his blue cupboard
- Washing and waxing of the floor needs to be done. Use a wax that doesn't take too long to dry as two coats are required (the sand is very hard on the floor)

**** Having everyone's cooperation is necessary and you will get a better turn out if you assign duties to each person before the day of the clean-up to ensure that the parents all come to help.***

***** Make the parents aware that this is mandatory. If they cannot make it someone must come in their place, take something home to clean or \$100 fine will be issued.***